
















Township of Brudenell, Lyndoch and Raglan

June 4, 2025 - Regular Meeting - 07:00 PM (Public can attend virtually by Zoom for Teleconference. Zoom Meeting ID: 541 968 4239 Passcode: 2WY40N Teleconference dial: 1-647-374-4685 Meeting ID: 541 968 4239 Passcode: 820260)



- 1 **Call to Order & Roll Call**
- 2 **Land Acknowledgement**
- 3 **Adoption of the Agenda**
- 4 **Disclosure of Pecuniary Interest**
- 5 **Mayor's Address**
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- 7 **Delegations and/or Presentations**
 - 7.1 Delegation - Davey Perrigo
 - 📎 Delegation Request Form
- 8 **Adoption of Minutes from Previous Meetings**
 - 📎 May 7th, 2025 - Regular Meeting Minutes
- 9 **Committee and/or Staff Reports**
 - 9.1 RFP PW2025-01 - Asphalt Paving
 - Verbal Report
 - 9.2 Canada Summer Jobs
 - Verbal Report
- 10 **Correspondance**
 - 10.1 Advocating for Reduced Provincial Tax Rate on Ontario-Made Cider
 - 📎 Town of The Blue Mountains
 - 10.2 Bill 5 - Risks to your communities and support requested
 - 📎 Municipality of Chatham-Kent
 - 📎 Municipality of Kincardine
 - 📎 Town of Orangeville
 - 📎 Town of Plympton-Wyoming
 - 📎 Town of Plympton-Wyoming
 - 📎 County of Prince Edward
 - 10.3 St. Francis Valley Healthcare Foundation - Rockathon 2025

- 10.4  Rockathon Information Sheet
- ANAVET Request
-  Request





11 **New Business**

- 11.1 Request from Paddler Coop Re: Paddle for Benny
 -  Request Letter to Council
- 11.2 Letter of Support - Opposition to Strong Mayor Powers
 -  Letter of Support
- 11.3 Letter of Support - Ontario Works Financial Assistance Rates
 -  Letter of Support
- 11.4 Letter of Support - Call for inclusive research to reflect diversity of Canadian communities
 -  Letter of Support
- 11.5 Severance B188/23 - Marquardt
 -  Request for Comment
 -  Application B188/23 - Marquardt
- 11.6 Severance B189/23 - Fortuna
 -  Request for Comment
 -  Application B189/23 - Fortuna
- 11.7 To Give Direction For Managing NES Blue Box Materials
 -  Staff Report
- 11.8 Special Events Application - Twin Music Festival Palmer Rapids
 -  2025 Application
- 11.9 Updating HR Policy
 -  Schedule A to By-Law 2023-03

12 **Financial Report**

-  Year-to-Date Budget Variance
-  Monthly Expenses Summary

13 **By-Laws**

- 13.1 Zoning Amendment B181/24 - By-Law (McKee)
 -  By-Law 2025-27
 -  Schedule A to By-Law 2025-27
- 13.2 Shoreline Road Allowance - Janna Bradley
 -  By-Law 2025-28
- 13.3 2025 - Tax Rate By-Law
 -  By-Law 2025-29

14 **Closed Session**

- 14.1 To go into Closed

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan go into closed session pursuant to the Municipal Act, 2001, Section 239 (2) for

the purposes of subsection (b) regarding personal matters about an identifiable individual, including municipal or local board employees and subsection (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose."

14.2 To come out of Closed

14.3 Report from Closed

15 Confirmation By-Law

 By-Law 2025-30

16 Adjournment



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

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

APPLICANT INFORMATION:

FIRST NAME: Davey LAST NAME: Perrigo

TITLE/ORGANIZATION (if applicable): _____

SPOKESPERSON(S): Davey Perrigo

NUMBER OF PEOPLE EXPECTED TO BE IN ATTENDANCE: 2

MAILING ADDRESS:

30 Elm Street P.O. Box 51 Killaloe, ON K0J2A0

TELEPHONE NO.: 613-504-1602

E-MAIL: killaloehardware01@gmail.com

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

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

Purchasing land

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

Would like to purchase land on the north side of Finnerty Road. Willing to do what is necessary

At our expense with no cost to the township

Is this a time sensitive issue:

yes no

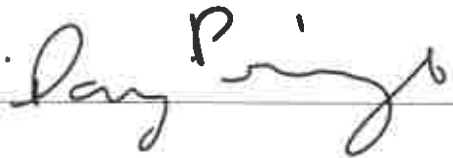


Do you have supporting documentation:

yes no



If yes: Please ensure documentation is attached or has been forwarded to deputyclerk@blrtownship.ca with the application. Please provide a copy of materials used in your presentation, if any, to the Deputy Clerk. Materials provided prior to the meeting will be circulated to Council/Committee for their review before the meeting. Please be advised all materials including your name form part of the Public Record.

Signature: 

Date: April 30, 2025.

Received By: 

Date: April 30, 2025

Time: 9:24 am



Township of Brudenell, Lyndoch and Raglan

Meeting Minutes

Regular Meeting May 7, 2025 - 07:00 PM

Present Were:	Mayor,	Valerie Jahn
	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 7th day of May, 2025 at 7:01 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: 2025-05-07-01

Moved By: Wayne Banks

Seconded By: Iris Kauffeldt

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

CARRIED

4 Disclosure of Pecuniary Interest

There were no declarations of pecuniary interest expressed.

5 Mayor's Address

Attended County Council Meetings.

6 Clerk's Report

Nothing to report.

7 Delegations and/or Presentations

7.1 Davey Perrigo - Absent

7.2 Tammy Schutt

8 Adoption of Minutes from Previous Meetings

Resolution No: 2025-05-07-02

Moved By: Sheldon Keller

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 April 9th, 2025, and Special Meeting of April 15th, 2025 as presented."

CARRIED

9 Committee and/or Staff Reports

9.1 BLR Recreation Committee Minutes

Resolution No: 2025-05-07-03

Moved By: Iris Kauffeldt

Seconded By: Kevin Quade

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan accept the March 18th 2025, BLR Recreation Committee Minutes as information."

CARRIED

9.2 Staff Report - Summer Jobs/Lawn Care

Resolution No: 2025-05-07-04

Moved By: Wayne Banks

Seconded By: Sheldon Keller

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan directs the Operations Manager to sign an agreement with Jessup Property Care for bi-weekly lawncare maintenance for Municipal properties."

CARRIED

10 Correspondence

Resolution No: 2025-05-07-05

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 with the exception of items 10.3, 10.5 and 10.7 to be brought back to the next regular meeting of council."

CARRIED

10.1 County Council Summary

10.2 EOWC April 2025 Newsletter

10.3 Ontario Works Financial Assistance Rates

- 10.4 Township of McNab/Braeside Bi-Centennial Event
- 10.5 Opposition to Strong Mayor Powers
- 10.6 Ontario Heritage Act
- 10.7 Call for inclusive research to reflect diversity of Canadian communities
- 10.8 Salt Management
- 10.9 Surveillance and Monitoring of Heavy Vehicles in Ontario
- 10.10 Proposal to End Daylight Savings Time in Ontario
- 10.11 Carbon Tax

11 New Business

11.1 Shoreline Road Allowance - Janna Bradley

Resolution No: 2025-05-07-06

Moved By: Sheldon Keller

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 Janna Bradley."

CARRIED

11.2 Letter of Support - Tariffs

Resolution No: 2025-05-07-07

Moved By: Wayne Banks

Seconded By: Iris Kauffeldt

"**Be it resolved** that the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the County of Renfrew's resolution regarding tariffs and supporting local businesses, industries and workforces.

And further that this resolution be forwarded to the Eastern Ontario Wardens' Caucus, the County of Peterborough, the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, the Rural Ontario Municipal Association, local municipalities of Renfrew County, and relevant federal and provincial representatives."

CARRIED

11.3 Special Event - Paddler Cooperative

Resolution No: 2025-05-07-08

Moved By: Sheldon Keller

Seconded By: Kevin Quade

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan accept the Paddler Coop Special Event notification as information only."

CARRIED

11.4 Official Plan Amendment - Renfrew County

Resolution No: 2025-05-07-09

Moved By: Kevin Quade

Seconded By: Wayne Banks

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan accept the notice of the Official Plan Amendment as information."

CARRIED

12 Financial Report

12.1 2024 Financial Statement

Resolution No: 2025-05-07-10

Moved By: Iris Kauffeldt

Seconded By: Sheldon Keller

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby accept the 2024 Financial Statements."

CARRIED

12.2 Approval of 2025 PSAB Budget

Resolution No: 2025-05-07-11

Moved By: Sheldon Keller

Seconded By: Kevin Quade

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan approve the 2025 PSAB Budget as per Ontario Regulation 284/09."

CARRIED

13 By-Laws

13.1 Shoreline Road Allowance - Yvonne and James Cybulskie

Resolution No: 2025-05-07-12

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 2024-12 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 9, Concession 9 (Part 1), in the Geographic Township of Brudenell, and for the transfer thereof to the owner of the abutting land, having been read a third time and finally passed."

CARRIED

13.2 Shoreline Road Allowance - Yvonne and Candice Cybulskie

Resolution No: 2025-05-07-13

Moved By: Kevin Quade

Seconded By: Sheldon Keller

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby adopt By-Law 2024-13 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 9, Concession 9 (Part 2), in the Geographic Township of Brudenell, and for the transfer thereof to the owner of the abutting land, having been read a third time and finally passed."

CARRIED

13.3 Shoreline Road Allowance - Joe and Wendy Holly

Resolution No: 2025-05-07-14

Moved By: Iris Kauffeldt

Seconded By: Kevin Quade

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby adopt By-Law 2024-14 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 9, Concession 9 (Part 3), in the Geographic Township of Brudenell, and for the transfer thereof to the owner of the abutting land, having been read a third time and finally passed."

CARRIED

13.4 Shoreline Road Allowance - Darryl & Anita Holly

Resolution No: 2025-05-07-15

Moved By: Iris Kauffeldt

Seconded By: Wayne Banks

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby adopt By-Law 2025-23 being a by-law to acquire and dedicate land as a public highway and to provide for the closing and stopping up of part of the original allowance for road along the shore of Lorwell Lake lying in front of PT Lot 9, Concession 9, (Part 4) 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

13.5 By-Law to Enter into an Encroachment Agreement

Resolution No: 2025-05-07-16

Moved By: Kevin Quade

Seconded By: Sheldon Keller

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby adopt By-Law 2025-24 Being A Bylaw to Authorize the Entering into an Encroachment Agreement Between the Corporation of the Township of Brudenell, Lyndoch and Raglan and Mervin Ernest Lidtkie, having been read a first, second and third time and finally passed."

CARRIED

14 Closed Session

14.1 To go into Closed

Resolution No: 2025-05-07-17

Moved By: Wayne Banks

Seconded By: Sheldon Keller

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan go into closed session pursuant to the Municipal Act, 2001, Section 239 (2) for the purposes of two items under subsection (b) regarding personal matters about an identifiable individual, including municipal or local board employees; and subsection (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose."

CARRIED

- 14.2 To come out of Closed**
Resolution No: 2025-05-07-18
Moved By: Kevin Quade
Seconded By: Wayne Banks

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

CARRIED

- 14.3 Report from Closed**

Council discussed two items regarding identifiable individuals and received advice that is subject to solicitor client privilege.

- 14.4 Resolution from Closed #1**
Resolution No: 2025-05-07-19
Moved By: Iris Kauffeldt
Seconded By: Sheldon Keller

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

CARRIED

- 15 Confirmation By-Law**
Resolution No: 2025-05-07-20
Moved By: Iris Kauffeldt
Seconded By: Sheldon Keller

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts By-Law 2025-25 being a By-Law to confirm the proceedings of the May 7th, 2025 Regular Meeting of Council, having been read a first, second and third time and finally passed."

CARRIED

- 16 Adjournment**
Resolution No: 2025-05-07-21
Moved By: Wayne Banks

"THAT this meeting adjourns at 8:31 pm."

CARRIED

Mayor, Valerie Jahn

Clerk-Treasurer, Virginia Phanenhour



The Town of The Blue Mountains, Special Meeting of Council
Special Meeting of Council

Date: Wednesday, May 14, 2025
Time: 4:28 PM

Moved by: Councillor Ardiel
Seconded by: Deputy Mayor Bordignon

WHEREAS the Town of The Blue Mountains boasts a robust agricultural sector and a thriving agritourism industry, with numerous local cideries contributing significantly to the local economy, employment, and tourism;

AND WHEREAS Ontario's craft cider industry is experiencing substantial growth, with over 60 craft cideries across the province, many of which are situated in rural communities and utilize 100% Ontario-grown apples and are 100% made in Ontario, thereby supporting local agriculture and local economies;

AND WHEREAS under the current provincial tax structure, cider is officially classified and taxed at the same rate as imported wine which results in higher markups and taxes compared to craft beer, despite cider's comparable production processes and market positioning;

AND WHEREAS this tax disparity places Ontario's craft cider producers at a competitive disadvantage compared to craft brewers, despite the fact that Ontario cider utilize 100% Ontario-grown apples and is 100% made in Ontario;

AND WHEREAS the Ontario Craft Cider Association (OCCA) has been actively advocating for a tax structure that levels the playing field between craft cider and craft beer, recognizing the potential for job creation, economic growth, and the promotion of local agriculture;

AND WHEREAS the Town acknowledges and appreciates the Province's investment in marketing and promotional support for the craft cider industry, but maintains that long-term sustainability and competitiveness for Ontario cider producers requires an adjustment to the underlying tax framework;

AND WHEREAS this motion is meant to support, not oppose, initiatives for fair taxation of the Ontario Craft Cider industry the Province of Ontario may be considering.

THEREFORE BE IT RESOLVED THAT the Council of the Town of The Blue Mountains:

1. Supports the efforts of the Ontario Craft Cider Association in advocating for a fair and equitable tax structure for Ontario-made craft cider.
2. Urges the Province of Ontario to review and amend the current tax regulations to align the tax rate of craft cider with that of craft beer, thereby fostering a more balanced and supportive environment for local cider producers.
3. Acknowledges the Province of Ontario's recent investment in marketing initiatives for the cider sector, while calling for complementary reform of the tax and markup structure that continues to disadvantage cider producers relative to other craft alcohol categories;

4. Directs the Mayor to forward this resolution to the Premier of Ontario, the Minister of Finance, the Minister of Agriculture, Food and Rural Affairs, MPP Brian Saunderson, MPP Paul Vickers and MPP Nina Tangri and the County of Grey requesting their consideration and support.
5. Directs the Mayor to forward this resolution to all municipalities in Ontario, encourages other municipalities with vested interests in agriculture and agri-tourism to adopt similar resolutions, amplifying the collective voice advocating for the prosperity of Ontario's craft cider industry.

YES: 5

NO: 0

ABSENT: 2

The motion is Carried

YES: 5

Deputy Mayor Bordignon Councillor Ardiel
Councillor Porter

Councillor Hope

Councillor Maxwell

NO: 0

ABSENT: 2

Mayor Matrosovs

Councillor McKinlay

May 13, 2025

To all Ontario Municipalities, AMO, ROMA and FCM:

Re: Bill 5 - Risks to your communities and support requested

As Mayor of the Municipality of Chatham-Kent, I am sharing this motion to bring to your attention the potential risks to your communities and ask for your support to oppose this approach. The following motion was approved yesterday, May 12, 2025:

“Whereas 29831 Irish School Road in the Municipality of Chatham-Kent is a property approximately 800 metres from the Town of Dresden;

And Whereas the property contain small fill areas used for historic local landfill purposes, and the property has never been properly studied or zoned for any significant landfilling use;

And Whereas the current property owners are attempting to create a new recycling and landfill facility for millions of tonnes of waste, which would result in hundreds of trucks travelling through towns and communities in the area;

And Whereas this approach has been strongly opposed by Council, the Community, neighbouring Indigenous Nations and many other voices, due to impacts to the environment, our homes, the safety of our families and children, and the fabric of our communities;

And Whereas the Provincial government has proposed Bill 5, which includes a section removing the obligation for a full Environmental Assessment for this new landfill and recycling facility;

And Whereas if this limited, historic local landfill use on the edge of Dresden can be expanded into a massive landfill and recycling facility, then this can happen anywhere;

And Whereas there are likely hundreds of properties across the Province that may have had limited, historic waste uses, which could also face this threat;

And Whereas Bill 197 established a veto for Municipalities within 3.5 kms of a new landfill, which reflected the need for local government and community approval of landfill sites;

And Whereas the approach being taken for this property disregards the importance of our rural communities, and local voices, in determining appropriate landfill sites within their communities:

Cont'd...

Now Therefore to ensure that other Municipal Councils and communities know about what is happening in Dresden, and the potential risk to their community if this approach is taken by the Province, Council requests that the Mayor's Office write a letter to all other Ontario Municipalities, AMO, ROMA and FCM:

1. Advising them of this issue and the risks to their community if a similar approach is taken for other historic landfill properties; the possibility of the Ontario government setting a precedence and
2. Requesting their support in opposing this approach and ensuring that full Environmental Assessments are required for all landfills and that municipalities have a strong voice in determining appropriate locations for landfills in their communities.”

Thank you for your time and attention to this important matter.

Sincerely,



Darrin Canniff, Mayor/CEO
Municipality of Chatham-Kent

Council Meeting

Motion # 05/14/2025 - 14
Title: Bill 5, Protect Ontario by Unleashing our Economy Act
Date: Wednesday, May 14, 2025

Moved by: Jennifer Prenger
Seconded by: Beth Blackwell

Whereas the Ontario government has fast-tracked Bill 5, Protect Ontario by Unleashing our Economy Act, 2025 (Bill 5), such that it was referred to the Standing Committee on the Interior on May 6, 2025, after being first read on April 17, 2025, and

Whereas the written submission deadline for participation on Bill 5 is May 26, 2025, at 6:00 PM (EDT), and

Whereas Bill 5 would enact the Special Economic Zones Act, 2025; amend/repeal the Endangered Species Act, 2007 and replace it by enacting the Species Conservation Act, 2025; and amend various Acts including the Ontario Heritage Act, the Mining Act, the Ontario Energy Board Act, 1998, and the Electricity Act, 1998 and to revoke various regulations in relation to development and procurement, and

Whereas Bill 5 will allow the Lieutenant Governor in Council to create zones anywhere in Ontario where municipal and provincial laws will not apply, and where projects or proponents can be exempted from requirements under provisions of an Act or of a regulation, including environmental and heritage laws, and

Whereas the provisions of Bill 5 as written include anti-democratic principles and risks undermining civil liberties, Indigenous rights, the environment and local government oversight, and

Whereas the Municipality of Kincardine believes that the provincial priorities of housing, resource development and economic development can be achieved without subverting existing laws, undermining municipal authority, threatening the environment, restricting industry growth, or undermining informed consent with Indigenous communities; now therefore be it

Resolved that the Council of the Municipality of Kincardine hereby opposes Bill 5; and
That Council formally express its opposition to Bill 5 in favour of preserving democracy, transparency, accountability, the environment, civil liberties, and Indigenous rights; and

That Council encourage the province to prioritize democratic principles and governance systems that support responsible development, environmental preservation, and acknowledge our responsibility to future generations; and

That Council formally request that the Ontario government reject Bill 5; and

That a copy of this motion be forwarded to the Honourable Doug Ford, Premier of Ontario, ; the Honourable Stephen Lecce, Minister of Energy and Mines; MPP Lisa Thompson; all Ontario municipalities; the Association of Municipalities of Ontario; and the Standing Committee on the Interior.

Carried.

Jennifer Lawrie

Clerk

Meeting Date: May 12, 2025
Resolution No. 2025-093

Moved: Councillor Prendergast
Seconded: Councillor Andrews

Responsible Growth and Opposition to Elements of Bill 5

Whereas the Government of Ontario has introduced Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025, which proposes substantial changes to environmental planning legislation, including the repeal of the Endangered Species Act and the creation of “Special Economic Zones” that may override local planning authority; and

Whereas the Town of Orangeville supports increasing housing supply and economic growth, but believes this must be achieved without undermining environmental protections or compromising the integrity of municipal planning processes; and

Whereas Bill 5, as proposed, risks weakening safeguards for Ontario’s natural heritage and reducing the role of municipalities in managing growth in a responsible and locally informed manner;

Now therefore be it resolved that Council for the Town of Orangeville:

- Opposes the provisions in Bill 5 that would reduce environmental protections or override municipal planning authority;
- Urges the Province of Ontario to advance housing and infrastructure growth through policies that respect sound environmental planning principles and uphold the planning tools available to local governments;
- Directs that this resolution be forwarded to:
 - The Honourable Doug Ford, Premier of Ontario
 - The Honourable Rob Flack, Minister of Municipal Affairs and Housing
 - The Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks
 - The Honourable Sylvia Jones, Deputy Premier, Minister of Health and MPP for Dufferin–Caledon
 - The Association of Municipalities of Ontario (AMO)
 - All Ontario municipalities for their awareness and consideration.

Result: Carried Unanimously

The Town Of
PLYMPTON-WYOMING



Date: 26 May 2025 1

Moved By: K. Rodrigues

Seconded By: [Signature] [Signature]

Whereas the province has introduced Bill 5, Protect Ontario by unleashing our Economy 2025 which is intended to speed up housing and economic development in Ontario.

And whereas the proposed legislation will include the repeal the Endangered Species Act of 2007 and replace it with the Conservation Species Act of 2025.

And whereas the Ministry of Environment, Conservation and Parks primarily manages the Act, The Committee on the Status of Species in Ontario (COSSARO) is responsible for assessing and classifying species.

And whereas COSSARO is comprised of experts with scientific and traditional knowledge and operates independently from the government ensuring impartial assessments of species at risk, the provincial cabinet will now decide what species will remain or be removed from endangered, concerned or at-risk status.

And whereas the current law considers the habitat to be all the areas that the species relies on for living, gathering food, migrating, hibernating and reproducing. The new law however, narrows that definition to "a dwelling place, such as a den, nest or other similar place, that is occupied or habitually

Cont... =>

[Signature]
Carried

Defeated

Deferred

	Yay	Nay
Gary L. Atkinson	<input type="checkbox"/>	<input type="checkbox"/>
Netty McEwen	<input type="checkbox"/>	<input type="checkbox"/>
Alex Boughen	<input type="checkbox"/>	<input type="checkbox"/>
Kristen Rodrigues	<input type="checkbox"/>	<input type="checkbox"/>
John van Klaveren	<input type="checkbox"/>	<input type="checkbox"/>
Mike Vasey	<input type="checkbox"/>	<input type="checkbox"/>
Bob Woolvett	<input type="checkbox"/>	<input type="checkbox"/>

5:00pm Planning Council 5.1

occupied by one or more members of a species for the purposes of breeding, rearing, staging, wintering or hibernating".

And whereas the legislation would gut environmental assessment processes, speed mining and infrastructure development and take a "register-first, ask-questions-later" approach that would allow developers to begin projects before their environmental implications are fully known and allow for economic zones which will eliminate any environmental mitigation measures or protections.

And whereas the legislation would eliminate provincial responsibility for federally listed migratory birds and aquatic species because it says such birds and species are under federal jurisdiction, even though the province has historically administered such duties.

And whereas the government will enhance funding for the Species Conservation Program, which will see contributions more than quadruple to \$20 million each year for on the ground projects that directly support efforts to conserve and protect listed species, the funding will only go to projects in regions that would otherwise not be considered viable for housing priorities, essentially allowing for the extirpation of local ecoregions in Ontario.

And whereas while development is necessary for human progress, Bill 5 will pose significant challenges to mitigating water, soil and air pollution; will overexploit natural resources, and increase invasive species in each uniquely identified ecoregion in Ontario.

Now therefore be it resolved that the Council of Plympton-Wyoming urges the government to pause the proposed legislation and maintain strong environmental laws that prevent extinction of species and protect local ecoregions.

And furthermore, the Council of Plympton-Wyoming asks that the government recognize and give meaningful consideration to ecoregions in Ontario through their unique perspectives and preserve Ontario's natural heritage systems in the application of any proposed updated provincial legislation for the long-term growth, sustainability and well-being of our communities.



Carried

Defeated

Deferred

Yay Nay

Gary L. Atkinson	<input type="checkbox"/>	<input type="checkbox"/>
Netty McEwen	<input type="checkbox"/>	<input type="checkbox"/>
Alex Boughen	<input type="checkbox"/>	<input type="checkbox"/>
Kristen Rodrigues	<input type="checkbox"/>	<input type="checkbox"/>
John van Klaveren	<input type="checkbox"/>	<input type="checkbox"/>
Mike Vasey	<input type="checkbox"/>	<input type="checkbox"/>
Bob Woolvett	<input type="checkbox"/>	<input type="checkbox"/>



Premier of Ontario, The Honorable Doug Ford (sent by email, premier@ontario.ca)

Provincial Minister of the Environment, Conservation and Parks. MPP, Todd McCarthy (sent by email, todd.mccarthy@pc.ola.org)

Provincial Minister of Municipal Affairs and Housing, MPP, Rob Flack (sent by email, rob.flack@pc.ola.org)

Sarnia Lambton Bkejwanong Provincial MPP, Bob Bailey (sent by email, bob.baileyco@pc.ola.org)

Sarnia Lambton Bkejwanong Federal MP, Marilyn Gladu (sent by email, marilyn.gladu@parl.gc.ca)

AMO (sent by email, amo@amo.on.ca)

All Municipalities (sent by email)

May 27th, 2025

Please be advised that the Council of the Town of Plympton-Wyoming, at its Planning Council meeting on May 26h, 2025, passed the following motion calling for a pause of the enactment of BILL 5 PROTECT ONTARIO BY UNLEASHING OUR ECONOMY ACT 2025:

MOTION TO PAUSE BILL 5 PROTECT ONTARIO BY UNLEASHING OUR ECONOMY ACT 2025

Whereas the province has introduced Bill 5, Protect Ontario by unleashing our Economy 2025 which is intended to speed up housing and economic development in Ontario.

And whereas the proposed legislation will include the repeal of the Endangered Species Act of 2007 and replace it with the Conservation Species Act of 2025.

And whereas the Ministry of Environment, Conservation and Parks primarily manages the Act, The Committee on the Status of Species in Ontario (COSSARO) is responsible for assessing and classifying species.

And whereas COSSARO is comprised of experts with scientific and traditional knowledge and operates independently from the government ensuring impartial assessments of species at risk, the provincial cabinet will now decide what species will remain or be removed from endangered, concerned or at-risk status.

And whereas the current law considers the habitat to be all the areas that the species relies on for living, gathering food, migrating, hibernating and reproducing. The new law however, narrows that definition to "a dwelling place, such as a den, nest or other similar place, that is occupied or habitually occupied by one or more members of a species for the purposes of breeding, rearing, staging, wintering or hibernating"

And whereas the legislation would gut environmental assessment processes, speed mining and infrastructure development and take a "register-first, ask-questions-later" approach that would allow developers to begin projects before their environmental implications are fully known and allow for economic zones which will eliminate any environmental mitigation measures or protections.

And whereas the legislation would eliminate provincial responsibility for federally listed migratory birds and aquatic species because it says such birds and species are under federal jurisdiction, even though the province has historically administered such duties.

And whereas the government will enhance funding for the Species Conservation Program, which will see contributions more than quadruple to \$20 million each year for on the ground projects that directly support efforts to conserve and protect listed species, the funding will only go to projects in regions that would otherwise not be considered viable for housing priorities, essentially allowing for the extirpation of local ecoregions in Ontario.

And whereas while development is necessary for human progress, Bill 5 will pose significant challenges to mitigating water, soil and air pollution; will overexploit natural resources, and increase invasive species in each uniquely identified ecoregion in Ontario.

Now therefore be it resolved that the Council of Plympton-Wyoming urges the government to pause the proposed legislation and maintain strong environmental laws that prevent extinction of species and protect local ecoregions.

And furthermore, the Council of Plympton-Wyoming asks that the government recognize and give meaningful consideration to ecoregions in Ontario through their unique perspectives and preserve Ontario's natural heritage systems in the application of any proposed updated provincial legislation for the long-term growth, sustainability and well-being of our communities.

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email.



Mackenzie Baird
mbaird@plympton-wyoming.ca
Planning Technician
Town of Plympton-Wyoming

May 28, 2025

Please be advised that during the regular Council meeting of May 27, 2025 the following resolution regarding Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025 was carried.

RESOLUTION NO. **205-317**
DATE: **May 27, 2025**
MOVED BY: **Councillor MacNaughton**
SECONDED BY: **Councillor Hirsch**

WHEREAS the Government of Ontario has introduced Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025, which proposes substantial changes to many Acts within one bill which undermine environmental protections in order to "unleash the economy"; and

WHEREAS multiple inclusions will impact habitat, biodiversity protections and environmental integrity without proper process including but not limited to:

- **the repeal and replacement of the Endangered Species Act with a weaker act;**
- **the creation of a Special Economic Zones Act which will permit exemptions from legislated environmental protections;**
- **changes to provisions to the Mining Act which provide sweeping powers to the Minister of Energy and Mines that are poorly defined, subject to caprice, or possibly designed to enable exemption from environment protection; and**

WHEREAS proposed changes will override local planning authority, provincial legislation, and bylaw enforcement for the benefit of specific preferred proponents over the rights of Ontarians; and

WHEREAS First Nations citizens have an enshrined right to access their own archeology and Canadians have an enshrined responsibility to seek free, prior and informed consent from First Nation neighbours regarding land use; and

WHEREAS several proposed changes could imperil the health of lands and water for which First Nations have traditional and treaty rights; and

WHEREAS the provisions of the Special Economic Zones Act are not clear enough to ensure that there are adequate legal and environmental protections to offset risks to Ontarians and First Nations members, to provide adequate safeguards against bad faith environmental practice; and protect against unsafe labour practice as identified by labour sector organizations; and

WHEREAS fairness is enshrined in both Canada's and Ontario's laws yet proposed changes seem to permit prejudicial regulatory practice (e.g. codifying permissions for "trusted proponents" over others); and

WHEREAS the wording of the changes to the Electricity Act seem to support Canadian ownership of energy suppliers but appear to potentially restrict development of specific types of energy and could impact local renewable energy development; and

WHEREAS there is no evidence that undermining of environmental protections, local legal frameworks, and the rights of First Nations communities in Ontario are a necessary step to "unleash the economy"; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the County of Prince Edward supports any regulation that could encourage energy providers to Buy Canadian but urges the province to clarify the proposed provisions of the Energy Act and ensure they foster local green energy development; and

THAT the province remove the elements in Bill 5 that would reduce current environmental protections, reduce protections for species at risk, and reduce legal protection from bad faith actors in special economic zones; and

THAT the Council of the County of Prince Edward urges the Province to further define Special Economic Zones and their purpose with more clarity and ensure that activities within such zones are equally subject to the local and provincial laws that support all of Ontario and First Nations people and foster our social, cultural and environmental prosperity;

AND FURTHERMORE BE IT RESOLVED THAT the Council of the County of Prince Edward expresses solidarity with the concerns of our neighbouring community, Mohawks of the Bay of Quinte and members of the Haudenosaunee Nation and support Mohawks of the Bay of Quinte and their letter to the province of May 16th 2025, attached; and **THAT** this resolution be shared with the Honourable Doug Ford, Premiere of Ontario; Stephen Lecce, Minister of Energy and Mines; Rob Flack, Minister of Municipal Affairs and

Housing; Todd McCarthy Minister of the Environment, Conservation and Parks; Sylvia Jones, Deputy Premier and Minister of Health; Tyler Allsopp, Member of Provincial Parliament for Bay of Quinte; Chief Don Maracle, Mohawks of the Bay of Quinte; AMO; ROMA; and the Municipalities of Ontario.

CARRIED

Yours truly,



Victoria Leskie, **CLERK**

cc: Mayor Steve Ferguson, Councillor MacNaughton





Proceeds from Rockathon 2025 will help support the needs of local healthcare, including much-needed equipment at the Valley Manor long term care home!

BE A PART OF ROCKATHON 2025!

ASSEMBLE A TEAM

Of up to six people or choose to rock individually. Pick a team captain.

LET US KNOW

Register and pick up your participant package by calling the Foundation at 613-756-3045 ext. 217 or through a committee member.

COLLECT YOUR PLEDGES

Either online or in person. Cash and cheque donations should be returned to the Foundation office no later than June 13th, 2025.

ROCK WITH US

At the Valley Manor on June 20, 2025 between 10 a.m. and 3 p.m. Bring your own rocking chair. Teams can split the time up.



**Register for Rockathon 2025
before May 23!**

613-756-3045 x 217
office@sfvhfoundation.com
www.sfvhfoundation.com

YOUR SUPPORT MAKES A DIFFERENCE!

Proceeds from 2024 helped purchase the following items at the Valley Manor:



New kitchen range



Patient beds

+ Mats
+ Specialized
humidifier

COME ROCK WITH US!

Rockathon 2025



Dear

Do you want to make a difference on local healthcare and the lives of Valley Manor residents? The St. Francis Valley Healthcare Foundation's annual Rockathon helps bring critical items to the manor. In fact, last year, items purchased included a new range for the kitchen, mats, bed & mattress and a humidifier.

Based on the incredible response to this fun event, our committee is pleased to announce the return of the Rockathon for 2025. The premise is simple – **participate individually or as part of a team**. Collect pledges and rock in a rocking chair at the Valley Manor!

The fourth-annual Rockathon will be held outside in the Valley Manor Courtyard on Friday, June 20, 2025 from 10:00 a.m. to 3:00 p.m. We are encouraging participants to decorate their rocking chairs for a chance to win a great prize. We have limited rocking chairs available, so please let us know if you can bring your own to the event – we can even assist with pick up and drop offs!

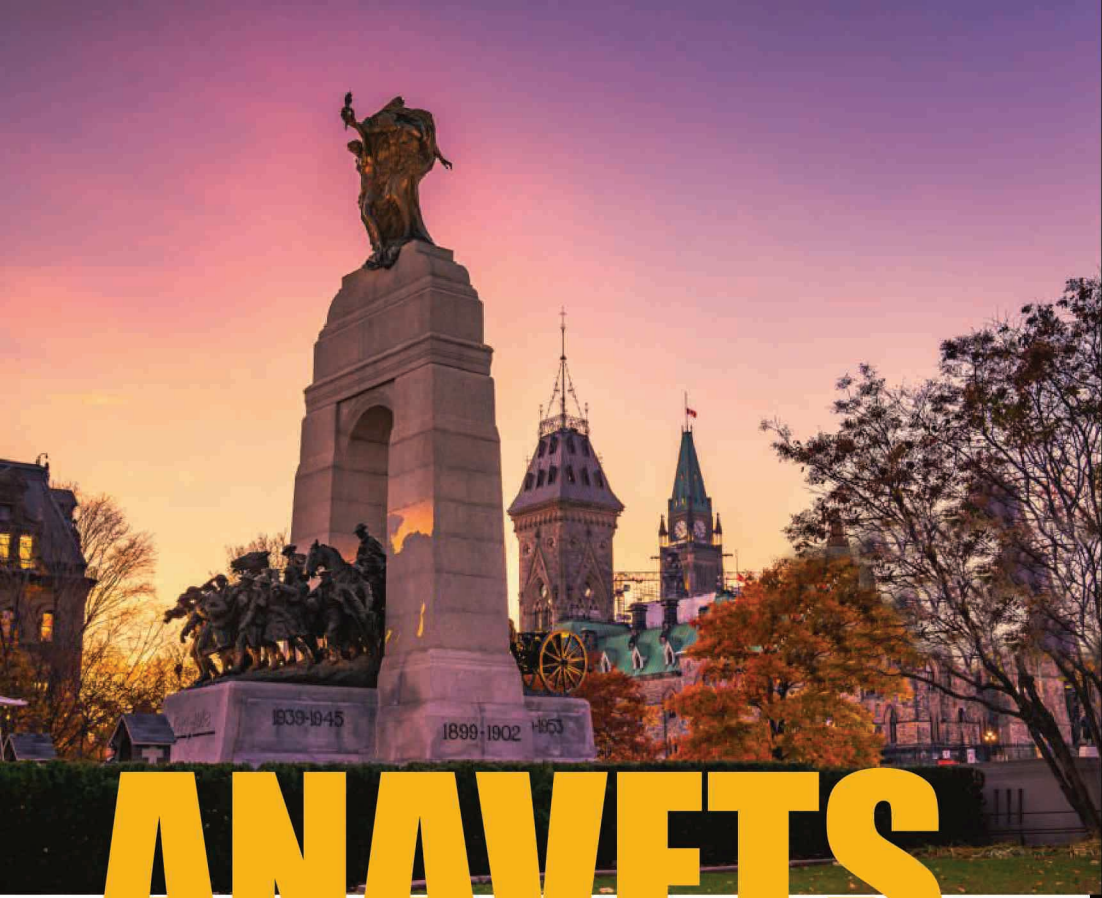
The St. Francis Valley Healthcare Foundation raises funds for its three healthcare partners including the St. Francis Memorial Hospital, Valley Manor and Madawaska Valley Hospice Palliative Care. This year, proceeds from the Rockathon will help support the needs of local healthcare, including much needed equipment at the Valley Manor long term care home such as a washer, curtains, Christmas and birthday gifts for residents and resident outings. As you may know, The Valley Manor is the area's only long-term care home, providing care for 90 residents. Resident comfort and safety is a major priority for the Manor and the need for quality and dependable equipment is crucial.

If you are interested in raising funds for this incredible cause, **please ensure you register with the Foundation before you begin collecting pledges** by calling 613-756-3045 ext. 217; emailing us at office@sfvhfoundation.com; or by visiting us in person at 7 St. Francis Memorial Drive (our hours of operation are Monday to Friday, 8:00 a.m. to 4:00 p.m.) Pledge forms are due by June 13, 2025.

Thank you for your consideration and we look forward to rocking with you!

Christine Hudder, Communications and Fundraising Officer at St. Francis Valley Healthcare Foundation
On behalf of the Rockathon Committee: **Lisa Yantha, Sharon Florent, Julie Callon, Jill Vermaire, Susan Bernad, Sheila Lorbetskle, Sandy Musclow and Jacques Bourbeau.**





ANAVETS

SHOULDER TO SHOULDER

Your support of *Shoulder to Shoulder* Magazine helps ensure that our servicemen and women returning home from active duty receive the programs and services they require.

With your help, we can continue to provide:

- Financial support to veterans' hospitals
 - Scholarships & bursaries for Canadian students
 - Hot meals and wellness checks for veterans & their families during COVID-19
 - Mental Health Programs and Services
- and much more!*



Army, Navy & Air Force Veterans in Canada

2 Beechwood Ave
Vanier, ON K1L 8L9
Tel: 613-744-0222
Fax: 613-744-0208
Toll Free: 1 877-554-2622
Email: anavets@storm.ca

WEBSITE TRAFFIC OVER THE PAST 4 YEARS

5,640,000 TOTAL VISITS

WITH OVER **90,000** MONTHLY VISITS

3,000+ DAILY WEBSITE HITS

www.anavets.ca



Thank You!

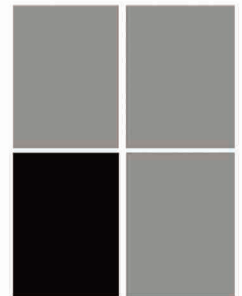
**FOR YOUR INTEREST IN
ARMY, NAVY & AIR FORCE
VETERANS IN CANADA
ASSOCIATION (ANAVETS)**

ANAVETS is comprised of a Dominion Command, which is located in Ottawa where the Headquarters is situated, and seven provincial commands. Currently the Association has units in British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, and Nova Scotia as well as a unit in Woodstock N.B. and a unit in the United States (ANAVICUS), which is part of the American Legion. Ladies' Auxiliaries may be found at some units.

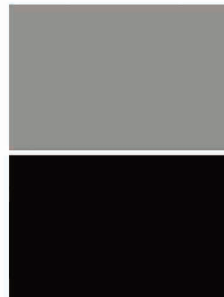
ADVERTISEMENT SIZES



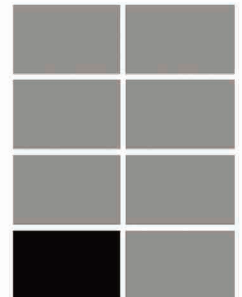
FULL PAGE AD
174.625 x 254mm /
6.875 x 10 inches



QUARTER PAGE AD
85.725 x 123.825mm /
3.375 x 4.875 inches



HALF PAGE AD
174.625 x 123.825mm /
6.875 x 4.875 inches



EIGHTH PAGE AD
85.725 x 123.825mm /
3.375 x 2.375 inches

Dear Mayor and Councillors of BLR,

The 5th annual "Paddle for Benny" Fundraiser for Mental Health will take place on September 27, 2025 at Paddler Co-op in Palmer Rapids.

This important event raises money and awareness for Mental Health support programs provided by the Robbie Dean Counselling Centre, a community organization helping residents of Renfrew County. They rely completely on financial donations because they provide their services at no charge.

In the past four years Paddle for Benny has donated over \$36,000 to mental health programs!

I am hoping the Township of BLR will once again consider supporting this important cause, by offering an in-kind donation of up to \$150, in the way of no-charge photocopying, printing and laminating of the event posters and paperwork, as well as loaning us tables and chairs for the event.

By helping us offset some of our costs, more of the money we raise will go directly to Mental Health Support Programs. Working together, we really can help make a difference in our community.

This year's fundraising goal is \$10,000.

Please reply to this message and let me know if you are able to donate to Paddle for Benny this year.

If you have any questions at all, please message me or call me on my cell phone at 613-885-8573.

We will also be very happy to promote the Township of BLR as a sponsor at the event, on our paddling club's website (<https://www.kwpclub.ca>) and on social media.

To learn more about the services the RDCC offers please visit their website at

<https://robbiedeancentre.com/>.

Thank you kindly,

Wayne Donison

Kawartha Whitewater Paddlers (KWP)

.....

Background - Paddle for Benny fundraiser:

Paddle for Benny is in honour of my wife Leah Kindree's son Ben, who tragically died by suicide at the age of 38 in October 2020 after living with mental illness for more than 20 years. The purpose of this event is to raise awareness of the pressing need for mental health support, and to raise funds to help the many individuals, who like Ben, also need our support.

Our paddling club KWP decided to create an annual event that commemorates Benny's life, as well as spark a conversation regarding the importance of mental health support.

Contact Information:

Wayne Donison
7299 River Road
Palmer Rapids ON
K0J-2E0
613-885-8573



**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

June 4, 2025

The Honourable Minister Flack
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON
M7A 2J3

RE: Opposition to Strong Mayor Powers

Dear Minister Flack,

Please be advised that at the Regular Council Meeting on June 4, 2025, Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan passed the following resolution, supporting the resolution from the Township of Killaloe, Hagarty and Richards.

Resolution No: 2025-06-04-XX
Moved by: Councillor XXX
Seconded by: Councillor XXX

"Be it resolved that the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the Township of Killaloe, Hagarty and Richards resolution regarding Opposition to Strong Mayor Powers.

And further that this resolution be forwarded to Doug Ford, Premier of Ontario Lisa Thompson, Minister of Rural Affairs Cheryl Gallant, MP Billy Denault, MPP AMO (Association of Municipalities of Ontario) All Ontario Municipalities."

Carried.

Sincerely,

Tammy Thompson
Deputy Clerk
Township of Brudenell, Lyndoch and Raglan



Naturally Spirited

1 John Street, P.O. Box 39
Killaloe, ON K0J 2A0
Telephone: (613)757-2300 – Fax: (613)757-3634
email: info@khrtownship.ca
Web Site: www.killaloe-hagarty-richards.ca

April 16, 2025

The Honourable Minister Flack
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M7A 2J3

Re: Opposition to Strong Mayor Powers

Dear Minister Flack,

Council for the Township of Killaloe, Hagarty and Richards wishes to formally express our strong opposition to the implementation of “strong mayor” powers as introduced through recent amendments to the *Municipal Act, 2001* and related regulations.

Council has carefully reviewed the Intent and implications of these powers, and we believe they are neither appropriate nor beneficial for the structure and scale of local government in our municipality. The Township of Killaloe, Hagarty and Richards—like many rural and small-town communities across Ontario—has a longstanding tradition of cooperative governance, where all elected officials have an equal voice and decisions are made collectively, through open dialogue and democratic process.

The Introduction of strong mayor powers, including the ability for mayors to unilaterally hire and dismiss senior staff, veto by-laws, and control budget processes, significantly undermines the fundamental principle of governance by council. This shift in authority creates an imbalance that risks eroding trust among council members, staff, and the public. It may also reduce transparency and accountability, which are cornerstones of effective and responsible municipal leadership.

The authority granted through strong mayor powers is primarily aimed at eliminating obstacles that hinder the construction of new housing. However, our municipal council is already making meaningful progress without relying on these powers. We are actively collaborating with two local non-profit organizations and the County of Renfrew to develop affordable and accessible housing units, demonstrating our commitment to inclusive housing solutions through partnership and community engagement.

Moreover, there is no demonstrated need for such powers in municipalities like ours. The current system—based on majority rule and consensus-building—has served our community well and reflects the values of fairness, representation, and collaboration that our residents expect from their local government. These powers may be intended for use in large urban centres facing unique governance challenges, but applying them more broadly to small and rural municipalities is both unnecessary and potentially disruptive.

We therefore respectfully request that your ministry reconsider the implementation of strong mayor powers across Ontario, particularly in municipalities that have not asked for, and do not require, such authority. We urge you to engage in meaningful consultation with municipalities of all sizes, and to recognize that one-size-fits-all approaches to governance often do more harm than good.

Thank you for your attention to this matter. We would welcome the opportunity to discuss our concerns further and to contribute to a broader conversation about how best to support good governance and municipal autonomy in Ontario.

Sincerely,

Council for Township of Killaloe, Hagarty and Richards

cc: Doug Ford, Premier of Ontario
Lisa Thompson, Minister of Rural Affairs
Cheryl Gallant, MP
Billy Denault, MPP
AMO (Association of Municipalities of Ontario)
All Ontario Municipalities



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

June 4, 2025

Minister of Children Community and Social Services
438 University Avenue, 7th floor,
Toronto, ON
M7A 1N3

RE: Ontario Works Financial Assistance Rates

Dear Hon. Michael Parsa,

Please be advised that at the Regular Council Meeting on June 4, 2025, Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan passed the following resolution, supporting the resolution from the Prince Edward-Lennox and Addington Social Services Committee.

Resolution No: 2025-06-04-XX
Moved by: Councillor XXX
Seconded by: Councillor XXX

“Be it resolved that the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the Prince Edward-Lennox and Addington Social Services Committee resolution regarding Ontario Works Financial Assistance Rates.

And further that this resolution be forwarded to Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Ontario Municipal Social Services Association, and all Ontario Municipalities.”

Carried.

Sincerely,

Tammy Thompson
Deputy Clerk
Township of Brudenell, Lyndoch and Raglan



April 10, 2025

Re: Ontario Works Financial Assistance Rates

Please be advised that the Prince Edward-Lennox and Addington Social Services Committee, at its meeting held on April 10, 2025, approved the following resolution:

WHEREAS poverty is taking a devastating toll on communities, undermining a healthy and prosperous Ontario, with people in receipt of Ontario Works and Ontario Disability Support Program being disproportionately impacted;

AND WHEREAS the cost of food, housing, medicine, and other essential items have outpaced the highest inflation rates seen in a generation;

AND WHEREAS people in need of social assistance have been legislated into poverty, housing insecurity, hunger, poorer health, their motives questioned, and their dignity undermined;

AND WHEREAS Ontario Works (OW) Financial Assistance rates have been frozen since 2018 (\$733 per month);

AND WHEREAS Ontario Disability Support Program (ODSP) benefit rates have been increased by 6.5 percent as of July 2023 and another 4.5% as of July 2024 to keep up with inflation, however even with the increase, ODSP rates still fall significantly below the disability-adjusted poverty line (\$3,091 per month);

AND WHEREAS OW and ODSP rates do not provide sufficient income for a basic standard of living and, as a result, hundreds of thousands of people across Ontario who rely on these programs live in poverty;

AND WHEREAS designated Service Managers are doing their part, but do not have the resources, capacity, or tools to provide the necessary income and health related supports to people experiencing poverty; and

AND WHEREAS leadership and urgent action is needed from the Provincial Government to immediately develop, resource, and implement a comprehensive plan to address the rising levels of poverty in Ontario, in particular for those on Ontario Works and Ontario Disability Support Programs;

We engage and support people who require our services and help them find their own workable solutions.



NOW THEREFORE BE IT RESOLVED THAT Prince Edward-Lennox & Addington Committee requests the Provincial Government to urgently:

- 1. Increase Ontario Works rates to match the ODSP rate increases that have already been made and be indexed to inflation;**
- 2. Commit to ongoing cost of living increases above and beyond the rate of inflation to make up for the years they were frozen;**

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

Regards,

Sam Branderhorst

Signed with ConSignO Cloud (2025/04/11)
Verify with verifio.com or Adobe Reader.



Sam Branderhorst, Chair

Prince Edward-Lennox and Addington Social Services Committee

**Cc: Minister of Children, Community, and Social Services
Minister of Health
Minister of Municipal Affairs and Housing
Association of Municipalities of Ontario
Ontario Municipal Social Services Association
All Ontario Municipalities**

We engage and support people who require our services and help them find their own workable solutions.



**TOWNSHIP OF
BRUDENELL, LYNDPOCH AND RAGLAN**

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

June 4, 2025

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

RE: Call for inclusive research to reflect diversity of Canadian communities

Dear Mr. Ford,

Please be advised that at the Regular Council Meeting on June 4, 2025, Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan passed the following resolution, supporting the resolution from the Town of Parry Sound.

Resolution No: 2025-06-04-XX
Moved by: Councillor XXX
Seconded by: Councillor XXX

"Be It resolved that the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the Town of Parry Sounds resolution regarding the Call for inclusive research to reflect diversity of Canadian communities.

And further that this resolution be forwarded to Doug Ford, Premier of Ontario Lisa Thompson, Minister of Rural Affairs Cheryl Gallant, MP Billy Denault, MPP AMO (Association of Municipalities of Ontario) All Ontario Municipalities."

Carried.

Sincerely,

Tammy Thompson
Deputy Clerk
Township of Brudenell, Lyndoch and Raglan



THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL

NO. 2025 - 046

DIVISION LIST

YES NO

DATE: April 15, 2025

- Councillor G. ASHFORD
- Councillor J. BELESKEY
- Councillor P. BORNEMAN
- Councillor B. KEITH
- Councillor D. McCANN
- Councillor C. McDONALD
- Mayor J. McGARVEY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

MOVED BY:

SECONDED BY:

CARRIED: DEFEATED: _____ Postponed to: _____

WHEREAS inclusive, evidence-based scientific research leads to better outcomes for Canadians by ensuring that all voices and experiences are reflected in the development of knowledge, treatments, and innovations;

WHEREAS Canadian municipalities benefit directly from research-informed policies on public health, infrastructure, education, environmental protection, and economic development;

WHEREAS diverse and inclusive research teams have been shown to generate more innovative, practical, and impactful solutions, and yet many equity-deserving groups, including women, remain underrepresented in science and research careers;

WHEREAS inclusive research strengthens our economy, healthcare system, and ability to address national and global challenges;

THEREFORE BE IT RESOLVED that the Council of the Town of Parry Sound supports the national call for stronger federal support for inclusive research that reflects the diversity of Canadian communities;

AND BE IT FURTHER RESOLVED that this resolution be shared with other municipalities in Ontario, the Federation of Canadian Municipalities, and relevant provincial and federal representatives for consideration and support.

Mayor Jamie McGarvey

Department of Development &
Property



9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
613-735-3204
FAX: 613-735-2081
www.countyofrenfrew.on.ca

REQUEST FOR COMMENTS

January 11, 2024

Clerk
Township Of Brudenell, Lyndoch & Raglan
42 Burnt Bridge Road
P.O. Box 40
Palmer Rapids, ON K0J 2E0

deputyclerk@blrtownship.ca

Dear Sir/Madame:

**Re: Application for Consent from Bradley & Tracy Marquardt
 Part Lot 24, Concession 18, Raglan
 Township of Brudenell, Lyndoch & Raglan
B188/23 (0m x 61.00m – 0.40 ha.) Lot addition**

The above referenced Application For Consent has been received for consideration by the County of Renfrew. A copy of the application is attached. In accordance with Sections 53(11) and 53(5)(a) of the Planning Act, your written comments are required.

A Notice of an Application for Consent is attached that includes a key map showing the location of the proposed consent.

Would you kindly gather internal agency comments and submit them with yours.

Yours truly,

Alana Zadow

Alana Zadow, ACST
Secretary-Treasurer
Land Division Committee

azadow@countyofrenfrew.on.ca

/az

Enclosures

B188/23



Name of Approval Authority:
County of Renfrew
9 International Drive
Pembroke, ON K8A 6W5
Tel: 613-735-7288
Fax: 613-735-2081
Toll Free: 1-800-273-0183
www.countyofrenfrew.on.ca

APPLICATION FOR CONSENT
Under Section 53 of the Planning Act

Amended May 20/25

Please print and complete or (✓) appropriate box(es).

Black arrows (▶) denote prescribed information required under Ontario Regulation 197/96.

DEC 14 2023

1. OWNER INFORMATION (Please use additional page for owners with different addresses.)

▶ 1.1 Name of Owner(s): Bradley & Tracy Marquardt			
Mailing Address: 7003 River Rd.	Town/City Palmer Rapids	Province: ON	Postal Code: K0J 2E0
Telephone No.: (Home) (613) 758-2030	(Work)	(Fax):	
Email Address: info@cleandrinkingwater.ca			
▶ 1.2 Name of Owner's Authorized Agent /authorized Purchaser (if applicable): Bruce Leach			
Mailing Address: 410 John St. Box 9	Town/City Eganville	Province: ON	Postal Code: K0J 1T0
Telephone No.: (Home)	(Work) 613-628-0153	(Fax):	
Email Address: rbruce.leach@gmail.com			
▶ 1.3 Please specify to whom all communications should be sent: <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Both			

2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained)

Complete applicable boxes in 2.1

▶ 2.1 Municipality: <u>Brudenell, Lyndoch & Raglan</u>	Subdivision Lot(s) No.:
Former Township: <u>Raglan</u>	Subdivision Plan No.:
Lot(s) No.: <u>24</u>	Part(s) No.:
Concession: <u>18</u>	Reference Plan No.:
Civic Address of Subject Lands/Road Name: <u>7003 River Road</u>	49R- _____
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If Yes, describe each easement or covenant and its effect.	

3. PURPOSE OF THIS APPLICATION

▶ 3.1 Type and purpose of proposed transaction (✓ appropriate box):

<input type="checkbox"/> Creation of a New Lot	<input checked="" type="checkbox"/> Lot Addition/Lot Line Adjustment (see also 3.2)	<input type="checkbox"/> Create Easement/ Right-of-Way
<input type="checkbox"/> Certificate for Retained Lands (see also 8.1)	<input type="checkbox"/> A Charge / Mortgage	<input type="checkbox"/> A Lease
<input type="checkbox"/> A Correction of Title	<input type="checkbox"/> Other Purpose:	

▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged: *Mark Fortuna and Mary Jane Fortuna*

4. INFORMATION REGARDING THE LAND INTENDED TO BE SEVERED, THE LAND TO BE RETAINED AND THE LAND TO BE ADDED TO (if applicable)

▶ 4.1 Dimensions		Severed	Retained	Lands being enlarged/ added to
Road Frontage		<i>0</i> m	183.00 m	244.00 m
Depth		<i>39.47</i> 0.1500 m	m	57.00 m
Area		0.40 ha	7.57 ha	0.72 ha
▶ 4.2 Use of the Property	Existing Use(s)	vacant	house and property	residential
	Proposed Use(s)	vacant	house in existence	residential
▶ 4.3 Buildings or Structures	Existing	none	house	house
	Proposed	none	existing house	existing house
▶ 4.4 Official Plan Designation		<i>Rural + Environmental Protection</i>	<i>Rural + Environmental Protection</i>	<i>Rural + Environmental Protection</i>
▶ 4.5 Current Zoning		<i>Rural + Environmental Protection</i>	<i>Rural + Environmental Protection</i>	<i>Rural + Environmental Protection</i>

▶ 4.6 Access (✓ appropriate space)	Severed	Retained	Lands being enlarged/ added to
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Road, maintained all year	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Municipal Road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crown Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Public Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Right of Way (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Private Road (Unregistered) (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Access (see below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If water access only, state the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road (attach schedule if more room is required):

▶ 4.7 If access to the subject land is not by a public road, you MUST include proof of your right of access. (include Transfer/Deed).
 Will a road extension be required? Yes No

	Severed	Retained	Lands being enlarged/ added to
▶ 4.8 Water Supply (✓ type of existing service OR type that would be used if lands were to be developed)	Publicly owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual well	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Privately owned and operated communal well	<input type="checkbox"/>	<input type="checkbox"/>
	Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.9 Sewage Disposal (✓ type of existing service OR type that would be used if lands were to be developed)	Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual septic system	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Privately owned and operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>
	Privy	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.10 Other Services (✓ if service is available)	Electricity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	School Busing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Garbage Collection	<input type="checkbox"/>	<input type="checkbox"/>

5. PROVINCIAL POLICY STATEMENT

▶ 5.1 Is the requested consent consistent with the Provincial Policy Statement Issued under Section 3(1) of the Planning Act? Yes No

6. HISTORY OF THE SUBJECT LAND

▶ 6.1 Has the subject land ever been the subject of an application for approval of a Plan of Subdivision under Section 51 of the Planning Act, or an application for Consent (Severance) under Section 53 of the Planning Act?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Unknown <input type="checkbox"/>
--	---------------------------------	---	-------------------------------------

If you answered Yes in 6.1, and if you Know, please specify the file number of the application.

6.2 If this application is a re-submission of a previous consent application, describe how it has been changed from the original application and provide the previous file number.

▶ 6.3 Has any land been severed from the parcel originally acquired by the current owner of the subject land?

Yes No

If **Yes**, provide for each parcel severed, the date of transfer, the name of the transferee and the land use on the severed land:

7. OTHER CURRENT APPLICATIONS

▶ 7.1 Is the subject land the subject of any other application under the Planning Act such as an additional Application for Consent (ie. severance), Zoning By-Law amendment, Official Plan amendment, Minister's Zoning order, Minor Variance, or approval of a Plan of Subdivision?

Yes No Unknown

If **Yes**, and if **Known**, specify the appropriate file number and status of the application.

8. REQUEST FOR CERTIFICATE FOR RETAINED LANDS

▶ 8.1 Does the application include a request referred to in clause 53 (42.1) (a) of the Act for a Certificate of Official for the Retained lands.

Yes No

▶ 8.2 If yes, has the applicant provided a lawyer's statement that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening section 50 of the Act.

Yes No

▶ 8.3 And, has the lawyer's statement must also provide a legal description for use in the requested Certificate of Official for the retained lands.

Yes No

9. SKETCH

▶ 9.1 Please attach a sketch to the one original and one duplicate consent applications. Each sketch shall have the severance parcel outlined in red and the retained parcel in green.

▶ 9.2 The sketch shall show the following information:

- a. the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- b. the approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge or railway crossing;
- c. the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- d. the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- e. the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that are
 - i. located on the subject lands and on land that is adjacent to it, and

- ii. in the applicant's opinion may affect the application;
- f. the current uses of land that is adjacent to the subject land (for example residential, agricultural or commercial);
- g. the location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;
- h. if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and
- i. the location and nature of any easement affecting the subject land.

* Please show the location of any well, septic tank, septic field, or weeping bed on both the severed and retained parcels and the setbacks for any existing well, septic tank, septic field and/or weeping bed from the proposed new lot line.

10. OTHER INFORMATION

▶ 10.1 Is there any other information that you think may be useful to the County of Renfrew or other agencies in reviewing this application? If so, explain below or attach on a separate page.

11. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT / AUTHORIZED PURCHASER

▶ 11.1 Affidavit or Sworn Declaration for the Prescribed Information

I, Bradley Marquardt of the Town(ship) of
Brudenell, Lyndoch and Raglan in the
County of Renfrew

solemnly declare that the information required by O. Regulation 547/06 and all other information required in this application, including supporting documentation, are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the **Canada Evidence Act.**



Signature of Applicant

Sworn (or declared) before me at the Township of Brudenell, Lyndoch & Raglan
 in the County of Renfrew
 this 14th day of November, 2022.



A Commissioner for Taking Affidavits, etc.

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 County to such persons as the County 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.

- ii. In the applicant's opinion may affect the application;
- f. the current uses of land that is adjacent to the subject land (for example residential, agricultural or commercial);
- g. the location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;
- h. if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and
- i. the location and nature of any easement affecting the subject land.

* Please show the location of any well, septic tank, septic field, or weeping bed on both the severed and retained parcels and the setbacks for any existing well, septic tank, septic field and/or weeping bed from the proposed new lot line.

10. OTHER INFORMATION

▶ 10.1 Is there any other information that you think may be useful to the County of Renfrew or other agencies in reviewing this application? If so, explain below or attach on a separate page.

11. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT/AUTHORIZED PURCHASER

▶ 11.1 Affidavit or Sworn Declaration for the Prescribed Information

I, Tracy Marquardt of the Town(ship) of Brudenell, Lyndoch and Raglan in the County of Renfrew

solemnly declare that the information required by O. Regulation 547/06 and all other information required in this application, including supporting documentation, are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the **Canada Evidence Act.**

Tracy Marquardt

Signature of Applicant

Sworn (or declared) before me at the Township of Brudenell, Lyndoch & Raglan
 In the County of Renfrew
 this 14th day of November, 2023.

[Signature]

A Commissioner for Taking Affidavits, etc.

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 County to such persons as the County 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.

12. OWNER'S AUTHORIZATION IF THE OWNER IS NOT MAKING THE APPLICATION
(Please complete either 12.1, 12.2 or 12.3 whichever is applicable.)

▶ 12.1 If the owner is not making the application, the following owner's authorization is required.

AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION

I, Bradley Marquardt and Tracy Marquardt, am the owner(s) of the land that is the subject of this application for a consent and I/we authorize

Bruce Leach to make this application and provide instruction/information on my/our behalf.

Nov. 14, 2023
Date


Signature of Owner

Nov. 14, 2023
Date


Signature of Owner

▶ 12.2 If the owner is a Corporation, and is not making the application, the following owner's authorization is required.

CORPORATE AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION

I, _____, am an Officer/Director of the Corporation, that is the owner of the land that is the subject of this Application for Consent, and I hereby authorize _____ to make this application and provide instruction/information on behalf of the Corporation.

Name of Corporation:

Date

Signature of Corporate Representative & Title

Date

Signature of Corporate Representative & Title

(I/We have authority to bind the corporation in the absence of a corporate seal.)

› 12.3 If the owner is not making the application, the following owner's authorization is required.

Signature of Power of Attorney

I am the Power of Attorney for _____
the owner/applicant of the subject lands appointed on the _____ day of _____, 20__.
The Power of Attorney document is currently in force and has not been revoked.

Signature of Power of Attorney

FOR OFFICE USE ONLY

Committee File No.: B188/23

Hearing Date (if appl.):

Date of Receipt of Application: Dec 12/23




Date deemed complete: Dec 12/23

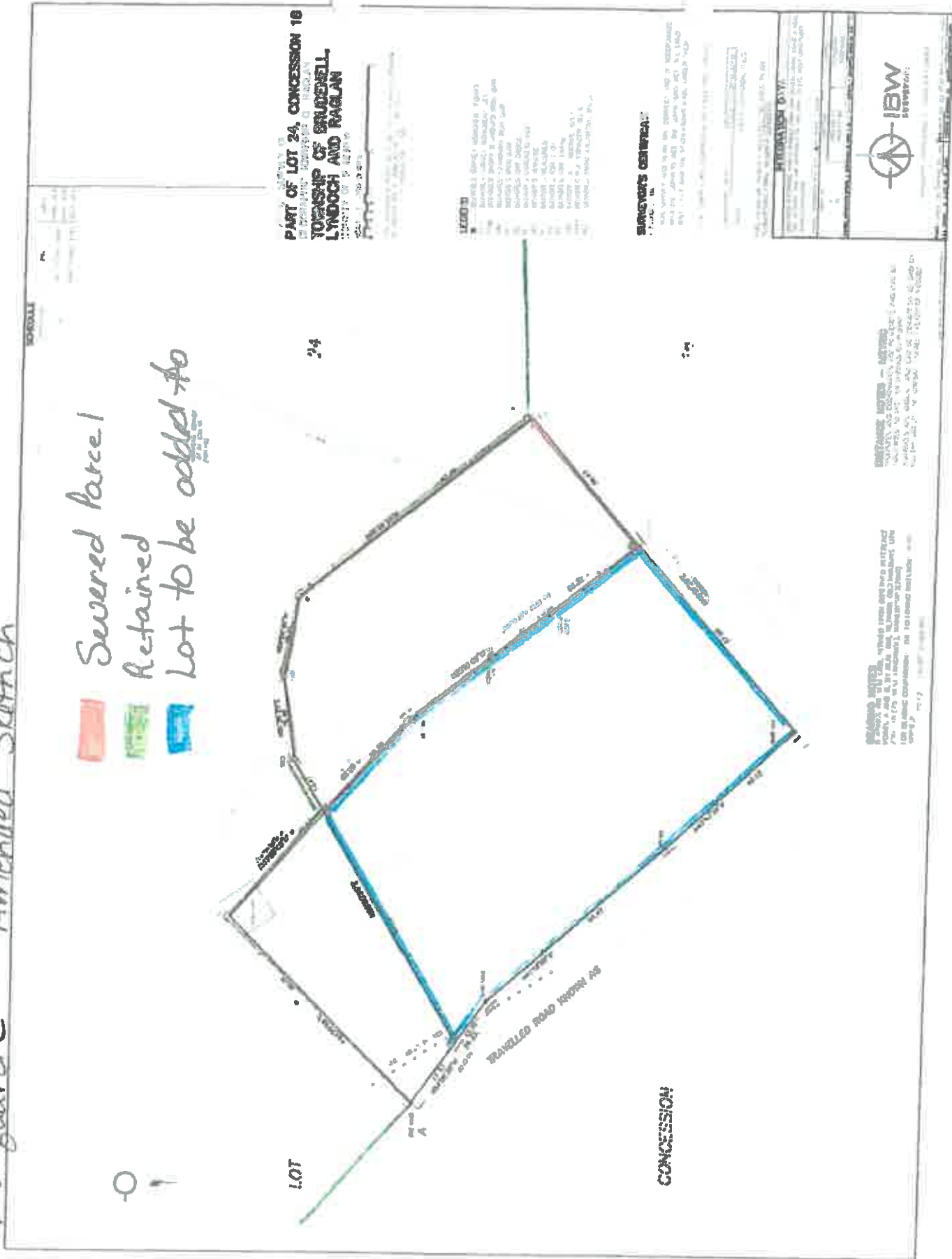
Checked by: [Signature]

Authorization of Owner Received: Yes No N/A

Date: Dec 12/23 Alana Todorow
Secretary-Treasurer, Land Division Committee

Marquardt Amended Sketch

-  Sewered Parcel 1
-  Retained
-  Lot to be added to



County of Renfrew GIS

3/8/2022 11:58:47 AM



- Legend**
- Property Parcels
 - Roads
 - County
 - Crown Road
 - Municipal Maintained Road
 - Municipal Seasonal Road
 - OH-Stamp
 - On-Ramp
 - Private Road
 - Proposed Road
 - Provincial -highway
 - Quebec Road
 - Water Access
- World Street Map

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

Notes

Enter description of the map

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



With Data supplied under Licence by Members of the Ontario Geospatial Data Exchange & the County of Renfrew

Source Layer Credits: Streets, Geo, HRC, Database, LURC, Planning, Assessment, Property, Aerial, ACTI, East Chatham, West, Bar, Woodbury, Toronto, Metropolitan, St. Catharines, Hamilton, and the City of Hamilton

This map was produced automatically by the County of Renfrew Mapping Website

Scale: 1:4,514

Scale bar: 0, 114.66, 229.3 Meters

WGSS_1884_Web_Mercator_Auxiliary_Sphere
Queen's Printer for Ontario

Department of Development &
Property



9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
613-735-3204
FAX: 613-735-2081
www.countyofrenfrew.on.ca

REQUEST FOR COMMENTS

January 12, 2024

Clerk
Township Of Brudenell, Lyndoch & Raglan
42 Burnt Bridge Road
P.O. Box 40
Palmer Rapids, ON K0J 2E0

deputyclerk@blrtownship.ca

Dear Sir/Madame:

**Re: Application for Consent from Mark & Mary Jane Fortuna
Part Lot 24, Concession 18, Raglan
Township of Brudenell, Lyndoch & Raglan
(32.00m x 60.00m – 0.192 ha.) Lot addition
B189/23**

The above referenced Application For Consent has been received for consideration by the County of Renfrew. A copy of the application is attached. In accordance with Sections 53(11) and 53(5)(a) of the Planning Act, your written comments are required.

A Notice of an Application for Consent is attached that includes a key map showing the location of the proposed consent.

Would you kindly gather internal agency comments and submit them with yours.

Yours truly,

Alana Zadow

Alana Zadow, ACST
Secretary-Treasurer
Land Division Committee

azadow@countyofrenfrew.on.ca

/az

Enclosures

B189/23



Name of Approval Authority:
County of Renfrew
9 International Drive,
Pembroke, ON K8A 6W5 Tel:
613-735-7288
Fax: 613-735-2081
Toll Free: 1-800-273-0183
www.countyofrenfrew.on.ca

APPLICATION FOR CONSENT
Under Section 53 of the Planning Act

Amended Mar 26 12 5

DEC 12 2023

Please print and complete or (✓) appropriate box(es). Fields outlined in red are required fields to be completed
Black arrows (▶) denote prescribed information required under Ontario Regulation 197/96.

1. OWNER INFORMATION (Please use additional page for owners with different addresses.)			
▶ 1.1 Name of Owner(s): Mark Fortuna & Mary Jane Fortuna			
Mailing Address: 7027 River Road	Town/City: Palmer Rapids	Province: ON	Postal Code: K0J 2E0
Telephone No.: (Home)	(Work)	(Fax)	
Email Address: jm4tuna2019@gmail.com			
▶ 1.2 Name of Owner's Authorized Agent (if applicable): Bradley Law Professional Corporation			
Mailing Address: 19470 Opeongo Line	Town/City: Barry's Bay	Province: ON	Postal Code: K0J 1B0
Telephone No.: (Home)	(Work) (613) 756-2087	(Fax) (613) 756-5818	
Email Address: mbradley@bradleylawpc.com / kbozak@bradleylawpc.com			
1.3 Please specify to whom all communications should be sent: Both			
2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained) Complete applicable boxes in 2.1			
▶ 2.1 Municipality: Brudenell, Lyndoch & Raglan		Subdivision Lot(s) No.:	
Former Township: Raglan		Subdivision Plan No.:	
Lot(s) No.: 24		Part(s) No.:	
Concession: 18		Reference Plan No.: 49R-	
Civic Address of subject lands/Road Name: 7027 River Road, Palmer Rapids, On			
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? No If Yes, describe each easement or covenant and its effect.			
3. PURPOSE OF THIS APPLICATION			
▶ 3.1 Type and purpose of proposed transaction (✓ appropriate box):			
<input type="checkbox"/> Creation of a New Lot	<input checked="" type="checkbox"/> Lot Addition/ Lot Line Adjustment (see also 3.2)	<input type="checkbox"/> Certificate for Retained Lands (see also 8.1)	<input type="checkbox"/> Create Easement /Right-of-Way
<input type="checkbox"/> A Lease	<input type="checkbox"/> A Correction of Title	<input type="checkbox"/> Other (Please Specify)	
▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged: Bradley Marquardt & Tracy Marquardt			

MAR 26 2025

4. INFORMATION REGARDING THE LAND INTENDED TO BE SEVERED, THE LAND TO BE RETAINED AND THE LAND TO BE ADDED TO (if applicable)				
▶ 4.1 Dimensions		Severed	Retained	Lands being enlarged/added to
	Road Frontage	17.33 m	106.84 m	280.00 m
	Depth	61.00 m	61.72 m	350.00 m
	Area	0.1486 ha	0.8016 ha	7.8890 ha
▶ 4.2 Use of the property	Existing Use(s)	encroaching residential dwelling	Residential	Residential/bush
	Proposed Use(s)	Residential	Residential	Residential/bush
▶ 4.3 Buildings or Structures	Existing	Residential dwelling (encroaching)	residential dwelling	garage
	Proposed	N/A	N/A	N/A
▶ 4.4 Official Plan Designation		Rural	Rural	Rural & Environmental Protection
4.5 Current Zoning		Rural	Rural	Rural

▶ 4.6 Access (✓ appropriate space)	Severed	Retained	Lands being enlarged/added to
	Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>
Municipal road, maintained all year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Municipal road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crown road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other public road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered right of way (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Road (Unregistered) (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Access (see below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If water access only, state the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road (attach schedule if more room is required):			
4.7 If access to the subject land is not by a public road, you MUST include proof of your right of access. (Include Transfer/Deed).			
Will a road extension be required?	No		

▶ 4.8 Water Supply		Severed	Retained	Lands being enlarged/added to
(✓ type of existing service OR type that would be used if lands were to be developed)	Publicly owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual well	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Privately owned and operated communal well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.9 Sewage Disposal				
(✓ type of existing service OR type that would be used if lands were to be developed)	Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual septic system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Privately owned and operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.10 Other Services (✓ if service is available)				
	Electricity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	School Busing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Garbage Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. PROVINCIAL POLICY STATEMENT				
▶ 5.1 Is the requested consent consistent with the Provincial Policy Statement issued under Section 3(1) of the Planning Act?		Yes		
6. HISTORY OF THE SUBJECT LAND				
▶ 6.1 Has the subject land ever been the subject of an application for approval of a Plan of Subdivision under Section 51 of the Planning Act, or an application for Consent (Severance) under Section 53 of the Planning Act?		Unknown		
If you answered Yes in 6.1, and if you know, please specify the file number of the application.				
▶ 6.2 If this application is a re-submission of a previous consent application, describe how it has been changed from the original application and provide the previous file number.				
▶ 6.3 Has any land been severed from the parcel originally acquired by the current owner of the subject land?		No		
If Yes, provide for each parcel severed, the date of transfer, the name of the transferee and the land use on the severed land:				
Severed Parcel	Date of Transfer	Name of Transferee	Severed Land Use	

7. OTHER CURRENT APPLICATIONS

▶ 7.1 Is the subject land the subject of any other application under the Planning Act such as an additional Application for Consent (ie. severance), Zoning By-Law amendment, Official Plan amendment, Minister's Zoning order, Minor Variance, or approval of a Plan of Subdivision?

Yes

If Yes, and If Known, specify the appropriate file number and status of the application.

Type of Application: Application for Consent (Lot line Adj.) File # (if known):

Number of Applications: 1 Status (if known):

8. REQUEST FOR CERTIFICATE FOR RETAINED LANDS

▶ 8.1 Does the application include a request referred to in clause 53 (42.1) (a) of the Act for a Certificate of Official for the Retained lands. No

▶ 8.2 If yes, has the applicant provided a lawyer's statement that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening section 50 of the Act. No

▶ 8.3 The lawyer's statement must also provide a legal description for use in the requested Certificate of Official for the retained lands. No

9. SKETCH

▶ 9.1 Please attach a sketch to the one original and one duplicate consent applications. Each sketch shall have the severance parcel outlined in red and the retained parcel in green.

▶ 9.2 The sketch shall show the following information:

- a. the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- b. the approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge or railway crossing;
- c. the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- d. the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- e. the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that are
 - i. located on the subject lands and on land that is adjacent to it, and
 - ii. in the applicant's opinion may affect the application;
- f. the current uses of land that is adjacent to the subject land (for example residential, agricultural or commercial);
- g. the location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;
- h. if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and
- i. the location and nature of any easement affecting the subject land.

* Please show the location of any well, septic tank, septic field, or weeping bed on both the severed and retained parcels and the setbacks for any existing well, septic tank, septic field and/or weeping bed from the proposed new lot line.

10. OTHER INFORMATION

▶ 10.1 Is there any other information that you think may be useful to the County of Renfrew or other agencies in reviewing this application? If so, explain below or attach on a separate page.

11. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT/AUTHORIZED PURCHASER

▶ 11.1 Affidavit or Sworn Declaration for the Prescribed Information

I, Matthew J. Bradley / Bradley Law Professional Corporation of the Town(ship) of Madawaska Valley in the County of Renfrew solemnly declare that the information required by O. Regulation 547/06 and all other information required in this application, including supporting documentation, are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the **Canada Evidence Act.**



Signature of Applicant

Sworn (or declared) before me at the


Township of Madawaska Valley

In the County of Renfrew

this 13th day of June,

2023

Kimberly Anne Bozak,
a Commissioner, etc.,
Province of Ontario, for
Bradley Law Professional Corporation.
Expires November 21, 2024



A Commissioner for Taking Affidavits, etc.

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 County to such persons as the County 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.

12. OWNER'S AUTHORIZATION IF THE OWNER IS NOT MAKING THE APPLICATION

(Please complete either 12.1, 12.2 or 12.3 whichever is applicable.)

▶ 12.1 If the owner is not making the application, the following owner's authorization is required.

AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION

I, Mark Fortune & Mary Jane Fortuna, am the owner(s) of the land that is the subject of this application for a consent and I/we authorize Matthew J. Bradley / Bradley Law Prof. Corp. to make this application and provide instruction/information on my/our behalf.

June 06 2023
Date

[Signature]
Signature of Owner

June 06 2023
Date

Mary Jane Fortuna
Signature of Owner

▶ 12.2 If the owner is a Corporation, and is not making the application, the following owner's authorization is required.

CORPORATE AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION

I, _____, am an Officer/Director of the Corporation That is the owner of the land that is the subject of this Application for Consent, and I hereby authorize _____ to make this application and provide instruction/information on behalf of the Corporation.

Name of Corporation: _____

Date

Signature of Corporate Representative & Title

Date

Signature of Corporate Representative & Title

(I/We have authority to bind the corporation in the absence of a corporate seal.)

▶ 12.3 If the owner is not making the application, the following owner's authorization is required.

Signature of Power of Attorney

I am the Power of Attorney for _____

the owner/applicant of the subject lands appointed on the _____ day of, _____ 20 .

The Power of Attorney document is currently in force and has not been revoked.

Signature of Power of Attorney

FOR OFFICE USE ONLY

Committee File No.: B189/23

Hearing Date (if appl.):

Date of Receipt of Application: Dec 12/23

Date deemed complete: Dec 12/23




Checked by: *[Signature]*

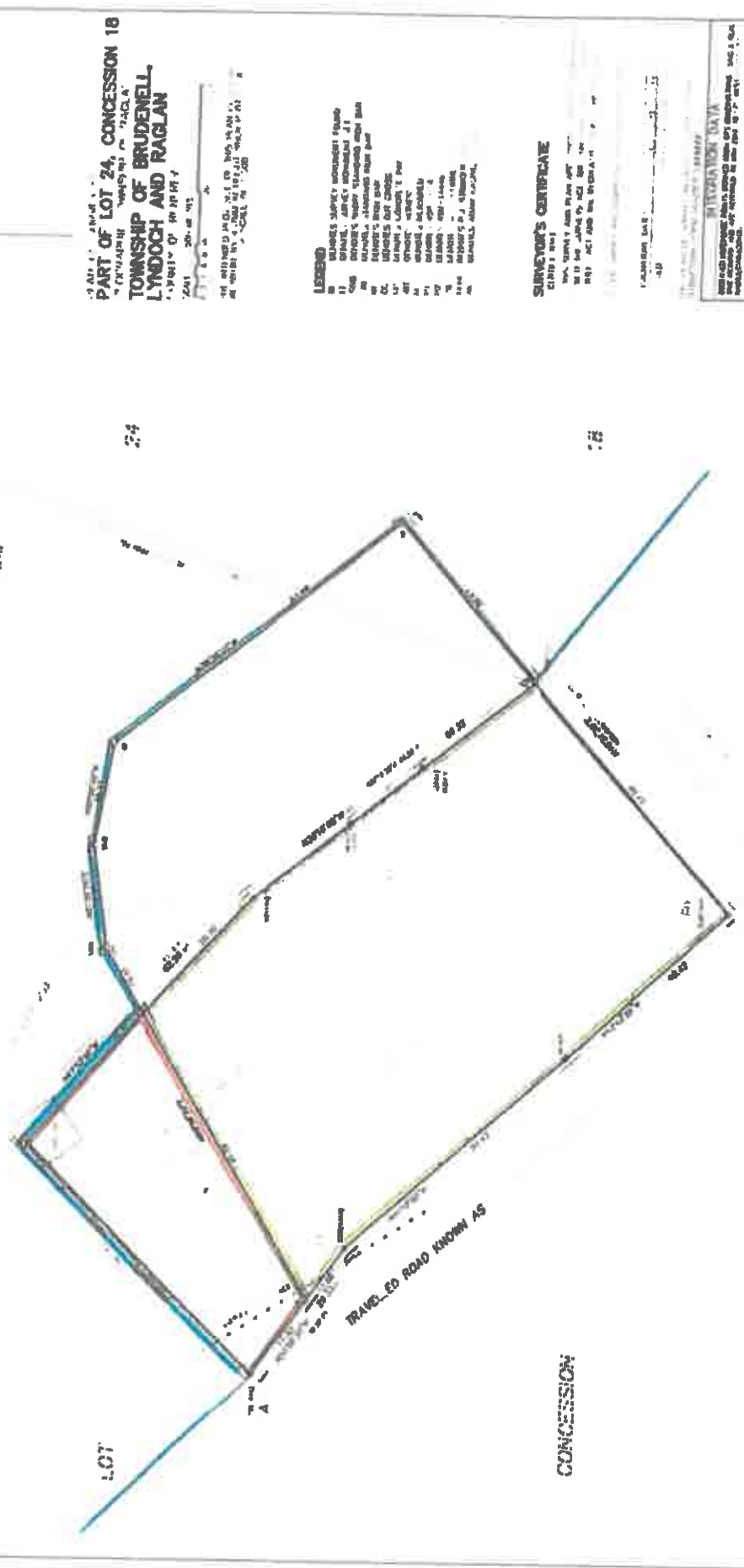
Authorization of Owner Received: Yes No N/A

Date: Dec 12/23 *Alana Jadon*

Secretary-Treasurer, Land Division Committee

Fortuna Amended Sketch

-  Sewered parcel
-  Retained
-  Lot to be added to



PART OF LOT 24, CONCESSION 18
 TOWNSHIP OF BRUDENELL,
 LYNDOCH AND RAGLAN

- LEGEND**
- 1. BOUNDARY
 - 2. BOUNDARY
 - 3. BOUNDARY
 - 4. BOUNDARY
 - 5. BOUNDARY
 - 6. BOUNDARY
 - 7. BOUNDARY
 - 8. BOUNDARY
 - 9. BOUNDARY
 - 10. BOUNDARY
 - 11. BOUNDARY
 - 12. BOUNDARY
 - 13. BOUNDARY
 - 14. BOUNDARY
 - 15. BOUNDARY
 - 16. BOUNDARY
 - 17. BOUNDARY
 - 18. BOUNDARY
 - 19. BOUNDARY
 - 20. BOUNDARY

SURVEYOR'S CERTIFICATE

MAR 28 2025



DISTANCE NOTES - METRIC

ALL DISTANCES ARE IN METERS UNLESS OTHERWISE SPECIFIED.

SEANING NOTES

THESE NOTES ARE FOR INFORMATION ONLY AND DO NOT CONSTITUTE A PART OF THE SURVEY.

Sketch

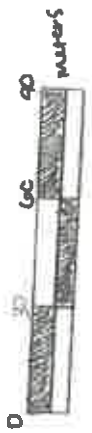
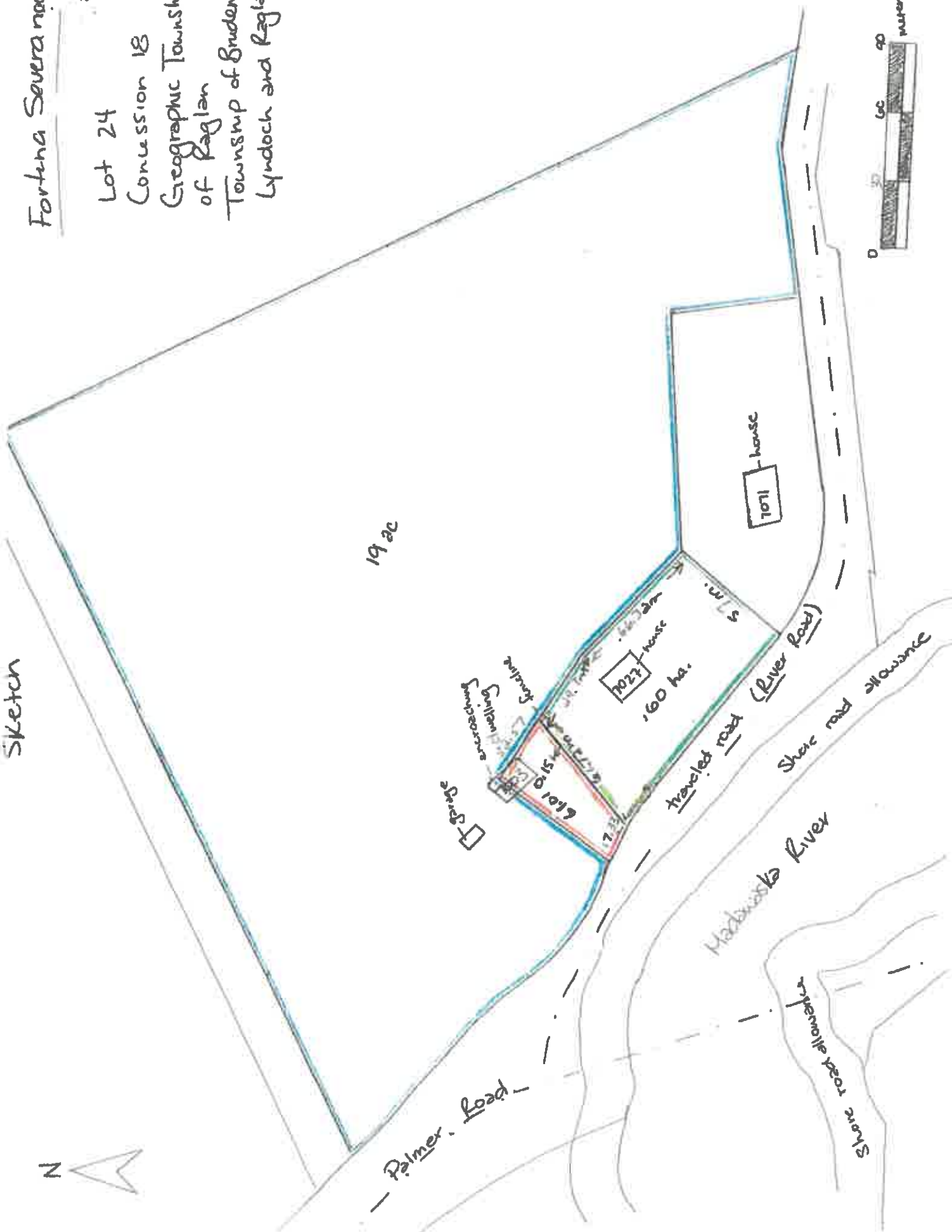
Fortuna Severance

Lot 24

Concession 18

Geographic Township
of Raglan

Township of Brudenel
Lyndoch and Raglan





INFORMATION REPORT TO COUNCIL

Report Date:	May 27, 2025
Date of Council Meeting:	June 4, 2025
Prepared By:	Tammy Thompson
Approved By:	Virginia Phanhour
Agenda Item:	New Business
Attachment(s):	None

Reason for this Report

To provide Council with Information regarding the upcoming Blue Box Transition and Municipal responsibilities post transition.

Recommendation

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby direct staff to establish a twin binning system at the Raglan Transfer Station for the acceptance of all Non-Eligible Sources of Blue Box materials, commencing on January 1st, 2026."

Information

The Township of BLR transitions on December 31, 2025 to the new Blue Box program. On January 1st 2026, the municipality will no longer be responsible for the collection, hauling and processing costs of eligible source blue box materials. It is changing to a producer-based responsibility. BLR has "opted in" to work with Circular Materials (CMO) post transition. This means that all costs regarding eligible sources will be the responsibility of CMO.

The Township will be still accepting the blue box material at the waste and transfer stations, residents will not see a significant change. We will be working with CMO and the marketing team to send notice to residents regarding the types of materials that will be accepted. The list of accepted items will be more extensive. We will also be reimbursed a portion to compensate expenses born from blue box materials such as wages, maintenance etc. This compensation is negotiated during the agreement process.

Post transition, Non-Eligible Sources (NES) will not be accepted by CMO and the municipality will be responsible for the collection, haulage and processing of these materials. In order to segregate these NES materials staff is suggesting that we use a twin binning system at the Raglan Site. This would mean that all NES must be taken to the Raglan site and placed in separate bins and will not be accepted at Brudenell or Lyndoch. As most of the NES are closest to Raglan, it seems the most appropriate course of action.

To clarify, Non-Eligible Sources are: Industrial, Institutional, Commercial, Special Purposes (i.e. churches), government building (i.e. arena/office) The Non-Eligible Sources are dictated by RPRA, this is not a new change, they have always been classed as a NES but is only now being enforced. NES properties work out to 5.3% of the total properties in the Township. Upon further investigation 3% is a more accurate value as some of NES properties are not producers of blue box materials (i.e. gravel pits, cemeteries, and places that are no longer in business.)

SCHEDULE "A"

To BYLAW NUMBER 2022-52

Being a Bylaw to regulate and license Special Events

1) DATE: _____ May 27th, 2025 _____

NAME OF APPLICANT(S): _____ Allan Schutt _____

ADDRESS AND E-MAIL ADDRESS: _____ 512 Cedar Grove Rd RR2 _____

_____ Palmer Rapids , Ontario K0J 2E0 _____

PHONE NUMBER: _____ 613-758-2747 _____

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

(Section 3 (c) (I))

937 Cedar Grove Rd , Palmer Rapids, Ontario K0J 2E0

DATE OF EVENT July24th-27th, 2025

(Section 3 (c)(II))

2) FACILITIES / ARRANGEMENTS FOR THE FOLLOWING:

(Section 3 (c))

a) HANDLING OF FOOD Food vendors approved by the Renfrew county Health Unit

b) TOILET AND SANITARY REQUIREMENTS Port a-toilets and existing out-door toilets on site and pumped by Murphy Septic Pumping.

c) GARBAGE DISPOSAL Dumpsters supplied by Cash for Trash, Pembroke Ontario

d) SECURITY (Crowd and Traffic Control)

Security services supplied by Kewley Security Inc.

3) SKETCH OF LANDS TO BE INCLUDED: _____

(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): 3000 _____

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

ONTARIO PROVINCIAL POLICE _____ attached _____

(Killaloe Detachment)

MEDICAL OFFICER OF HEALTH _____ attached _____

(Renfrew County & District Health Unit)

CHIEF FIRE OFFICIAL _____ attached _____

(Township of Brudenell, Lyndoch and Raglan)

CHIEF BUILDING OFFICIAL _____ attached _____

(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)

 bands contained on two existing stages and music performed between hours of Noon to 1a.m.

 Professional sound companies hired to keep levels at tolerable levels _____

7) AGREEMENT BY APPLICANT COVENANTING TO INDEMNIFY AND SAVE

HARMLESS THE CORPORATION:

(Section 3(c)(xiii) 8)

8) CERTIFIED COPY OF COMPREHENSIVE GENERAL LIABILITY INSURANCE:

_____ to follow _____

(Section 3(c)(xiv)

9) LICENCE FEE


(Payment to be included with application): _____ \$400.00 ___ Included _____

(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 27th DAY OF May, 2025.



Applicant(s) Applicant(s)



PALMER RAPIDS TWIN MUSIC FESTIVALS

*Palmer
Rapids
Bluegrass
Festival*

*On the bank's of the beautiful Madawaska River
Ontario's Finest Festival Site
167436 Ontario Inc.*

*Palmer
Rapids
Country
Festival*

9 June 2025

***Township of Brudenell, Lyndoch, Raglan
42 Burnt Bridge Road
Palmer Rapids, Ontario K0J 2E0***

***Attention: Building Inspector
Eddy Whitmore***

***We are hereby informing you of our upcoming Palmer Rapids Twin Music Festival
July 24, 25, 26, 27, 2025. Location, 937 Cedar Grove Road, Palmer Rapids, Ontario.***

***Please call if you have any questions. We can be reached at the following
number, Home 613-758-2747 or if you wish, email address is, alschutt99@gmail.com***

Thank-you,


Al Schutt

For Further Information Contact:

***Al Schutt
512 Cedar Grove Rd. RR 2
Palmer Rapids, Ontario K0J 2E0
Tel. (613) 758-2747
Email, alschutt99@gmail.com
www.palmerrapids.ca***

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**Palmer
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Country
Festival**

9 June 2025

**Township of Brudenell, Lyndoch, Raglan
42 Burnt Bridge Road
Palmer Rapids, Ontario K0J 2E0**

**Attention: Jordan Genrick
Fire Chief**

**We are hereby informing you of our upcoming Palmer Rapids Twin Music Festival
July 24, 25, 26, 27, 2025. Location, 937 Cedar Grove Road, Palmer Rapids, Ontario.**

**Please call if you have any questions. We can be reached at the following
number, Home 613-758-2747 or if you wish, email address is, alschutt99@gmail.com**

Thank-you,


Al Schutt

For Further Information Contact:

**Al Schutt
512 Cedar Grove Rd. RR 2
Palmer Rapids, Ontario K0J 2E0
Tel. (613) 758-2747
Email, alschutt99@gmail.com
www.palmerrapids.ca**

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**Palmer
Rapids
Country
Festival**

9 June 2025

**UPPER OTTAWA VALLEY
ONTARIO PROVINCIAL POLICE
Killaloe Detachment
15368 Hwy 60
Killaloe, ON K0J 2A0**

**Attention: Sarah Darraugh
Staff Sergeant**

***As in previous years, we are hereby informing you of the operation of the upcoming
Palmer Rapids Twin Music Festival July 24, 25, 26, 27, 2025. Location, 937 Cedar Grove Road,
Palmer Rapids Ontario.***

***Kewley Security Inc. will be leading our security team for the festival weekend. As
per other years we are enclosing a list of the duties assigned to the security staff and the rules for
the festival as included in the programs provided to each attendee.***

***In prior years we have received assistance and cooperation from Killaloe Detachment staff.
We trust this relationship has been satisfactory.***

Thank-you again for your assistance,


Al Schutt

***For Further Information Contact:
Al Schutt
512 Cedar Grove Rd. R.R. #2
Palmer Rapids, Ontario K0J 2E0
Tel. (613) 758-2747
email alschutt99@gmail.com
www.palmerrapids.ca***

PALMER RAPIDS TWIN MUSIC FESTIVALS

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***On the bank's of the beautiful Madawaska River
Ontario's Finest Festival Site***

**Palmer
Rapids
Country
Festival**

May 28, 2025

***RENFREW COUNTY AND DISTRICT HEALTH UNIT
Public Health Inspector
141 Lake Street
Pembroke, Ontario K8A 5L8
613-732-3629***

***As in previous years we are informing you of our upcoming Palmer Rapids Twin Music
Festival July 24th, 25th, 26th, & 27th, 2025.***

Location, 937 Cedar Grove Road, Palmer Rapids, Ontario.

Please call if you have any questions. Karen can be reached as usual at the following

Number: 613-758-2747 or, Karen's email, schutt6kv@hotmail.com

Thank-you,



Al Schutt

For Further Information Contact:

***Al Schutt
R.R.# 2, 512 cedar Grove Rd.
Palmer Rapids, Ontario KOJ 2E0
Tel. (613) 758-2747
email alschutt@rogers.com
www.palmerrapids.ca***

RULES AND REGULATIONS

In the interests of a fine weekend for everyone, we ask your co-operation with the following rules:

- 🔊 **WRIST BANDS MUST BE WORN AT ALL TIMES**

NO FIRES PERMITTED IF A FIRE BAN IS IN EFFECT! AND REMEMBER NO FIREWORKS

- 🔊 **NO FIREWORKS ON PREMISES**
- 🔊 **No glass containers or bottles**
- 🔊 **NO drugs allowed on the premises**
- 🔊 **NO LOUD talking in the stage areas**
- 🔊 **NO unauthorized persons backstage or on stage**
- 🔊 **NO amplified music anywhere on the grounds (Except Stages)**
- 🔊 **Park only in designated areas.**
- 🔊 **Keep valuables and possessions in a safe place.**
- 🔊 **Keep vehicle speed under 10 mph - for safety and minimum dust - NO unnecessary driving on grounds.**
- 🔊 **Help us keep the concert areas clean - use the garbage receptacles.**
- 🔊 **Keep your campsite clean (free garbage bags are available at the gatehouse).**
- ♻️ **Please Recycle, Bins are easily accessible.**
- 🔊 **Children must be accompanied by an adult**
- 🔊 **Keep your pet on a leash at all times**
- 🔊 **NO unauthorized collection of refundable containers**
- 🔊 **NO LOUD parties or NOISE after 1:00 a.m.**
- 🔊 **Do not run generators following concerts**



THANK YOU

Management reserves the right to evict, without prior notice, anyone who creates a disturbance or nuisance or deliberately breaks any of the above rules or otherwise becomes a nuisance or danger to other guests.

**No refund of fees will be made in the event of such eviction.
Please separate your Refundable cans from your garbage.**

DUTIES OF SECURITY STAFF

The Security Staff of the Palmer Rapids Twin Festivals are responsible for:

1. The safety, comfort, and enjoyment of guests.
2. The security and protection of:
 - guests' property;
 - concessioners' property;
 - festival funds (at Gatehouse);
 - festival facilities.

Security staff should generally be on the move, be observant, be seen, and react quickly and sensibly to situations or complaints.

Members of Security Staff shall be sober when they come on duty and shall not drink while on duty.

Security Staff must be prepared to provide assistance if it is needed by other staff at the gatehouse, or on parking, or at the stages.

Remember that the Security job is primarily a "Public Relations" job, aimed at preventing problems as much as solving them if they occur. Problems that do come up should be dealt with in a courteous, diplomatic and fair but firm manner. Any major problem must be reported to the Security Manager who, in turn, will report to the Festival Owner and/or to the OPP as necessary.

Here are a few examples of things to watch for when patrolling the festival grounds:

- people trying to get into the festival grounds without paying admission.
- cars or motorbikes being driven aimlessly around the grounds, or speeding.
- vehicles, campers, or tents blocking access roads.
- unauthorized vehicles in concert area or stage area.
- vandalism or theft.
- campfires too big or too close to tents or other flammable items.
- dangerous activities (especially at river - a drowning would spoil the whole festival).
- rowdiness, excessive drunkenness, or other nuisance (for example, loud rock music at nearby campsites).
- glass containers in concert areas.
- any other violations of the festival rules and regulations (as printed in the festival program).



Township of Brudenell, Lyndoch & Raglan



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Employment

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Recruitment Plan Policy

Recruitment Plan Policy

Intent

Township of Brudenell, Lyndoch & Raglan follows equal opportunity and fair hiring practices when filling positions, and to ensure the success of our business hires only the most qualified individuals. Township of Brudenell, Lyndoch & Raglan has adopted this policy so that all employees and potential candidates are fairly and consistently considered for employment opportunities.

Guidelines

Approval to Hire

Appropriate approval from Council of the Township of Brudenell, Lyndoch and Raglan must be obtained by resolution before recruitment. Details included in the approval are title, level, salary, essential functions and responsibilities, and the bona fide qualifications and background experience.

Internal Job Postings

Ideally, open positions should be posted internally for one week to provide current Township of Brudenell, Lyndoch & Raglan employees first priority in consideration for new employment opportunities, and to promote qualified employees whenever possible. If timelines do not allow a full week, employees should be notified when the posting will be made public.

Qualified applicants under the employ of Township of Brudenell, Lyndoch & Raglan shall remain subject to the normal hiring processes, including interviews, etc.

External Job Postings

- External job postings shall be on appropriate and recognized job boards and sites that will reach a wide scope of diverse qualified candidates.
- The Clerk-Treasurer shall be responsible for managing the postings and screening candidates.

Application Process

- All applicants, both internal and external, must complete the application process and provide the required resume.
- Township of Brudenell, Lyndoch & Raglan will review and screen all applications, and interview the most qualified candidates.
- Candidates who for any reason do not meet the requirements for the posted position shall remain classified as applicants and may re-apply as appropriate.

Interviews

- Interviews shall be scheduled and conducted by a selection panel.
- Interview questions will be compiled and reviewed by the Clerk-Treasurer to ensure their efficacy. Questions asked during interviews must be consistent across all candidates to ensure an equitable and unbiased process.
- Upon completion of all scheduled interviews, the selection panel shall review the results.
- The selection panel will make hiring decisions at their discretion, ensuring bias has not entered the process.
- Clerk-Treasurer is responsible for the appropriate retention of information of applicants who are not selected.
- Clerk-Treasurer will notify applicants not selected for employment regarding the closure of the position.
- All hiring practices will abide by any applicable accessibility legislation.

Internal Transfers

- Employees are encouraged to apply for internal job openings and will have their applications considered on the basis of their qualifications and potential for success in the position.
- Internal applicants who are not selected for the position shall be notified by Clerk-Treasurer.
- If an employee is selected for an internal job posting, they will begin a new probationary period following the transfer to the new position.

References and Background Checks

- The Clerk-Treasurer shall conduct reference and background checks on all potential candidates for employment at Township of Brudenell, Lyndoch & Raglan.
- Background checks are designed to validate the candidate's fulfilment of bona fide job requirements.



- All references shall be checked to ensure a candidate's qualification for the position.

Offer of Employment

- Township of Brudenell, Lyndoch & Raglan shall give a conditional offer of employment to applicants who have been selected through the application and interview process.
- Job offers shall be contingent on the applicant's agreement to company policies, successful reference and background checks, and any other conditions applicable to the position.
- If the applicant accepts an offer of employment from Township of Brudenell, Lyndoch & Raglan, they will be considered an employee, and provided with a start date and required location to report for duty. Employee orientation shall be provided, and will include workplace policies, rules and regulations, and other job-specific information designed to assist the employee in their duties. Authorization forms and policies shall be signed during this period of orientation.

Special Circumstances

Family Members

- Township of Brudenell, Lyndoch & Raglan shall accept and consider applications from a member of an employee's immediate family for employment if the candidate has all the requisite qualifications.
- An immediate family member shall not be considered for employment where employment of that family member might create a direct or indirect manager-subordinate relationship with the family member, or if their employment could create a real or perceived conflict of interest
- For the purposes of this policy, immediate family members shall be defined as: spouse, partner, mother, father, brother, sister, son, daughter, grandparents, or any in-laws or step-relations.

Former Employees

- A former employee who left Township of Brudenell, Lyndoch & Raglan on amicable terms may be eligible for reemployment.
- Former employees who left Township of Brudenell, Lyndoch & Raglan without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for reemployment.



Record Check Policy

Record Checks Policy

Intent

General screening policy Township of Brudenell, Lyndoch & Raglan may require record checks to verify qualifications and eligibility for employment. This policy outlines the standards for conducting record checks.

Guidelines

Township of Brudenell, Lyndoch & Raglan may conduct various types of record checks, including Criminal Record Check, Police Record Check and Vulnerable Sector Check. Record checks are only conducted where reasonably necessary based on the job duties and responsibilities of the position.

The company complies with all applicable legislation, including the Ontario Human Rights Code and Freedom of Information and Protection of Privacy Act when conducting any type of record check. All information collected as part of the record check process is only used for its intended purpose and kept strictly confidential.

The company informs individuals what type of record checks are required, if any, and obtains their consent before conducting them. Township of Brudenell, Lyndoch & Raglan may conduct subsequent record checks throughout the employment relationship. The frequency of these checks will be based on the position. The company will obtain consent before each subsequent check.

Where required, successful completion of the record check is a condition of employment. If an individual declines to provide their consent for a record check, their employment with Township of Brudenell, Lyndoch & Raglan will be terminated in accordance with Employment Standards Act, or, in the case of a job applicant, they will no longer be considered for employment.

Results

The company does not discriminate against an individual based on the results of their record check. The company only considers offences directly related to their job duties and responsibilities of the position. If the record check reveals a history of relevant offences, they will be reviewed on a case-by-case basis in relation to the job duties and responsibilities of the position.

Any attempt to withhold information or falsify information related to record checks will result in an applicant being disqualified from consideration for employment or disciplinary action in the case of an existing employee.



Confidentiality Policy

Intent

Township of Brudenell, Lyndoch & Raglan has established this policy to set out expectations and standards for employees regarding the management and use of confidential information.

Guidelines

Township of Brudenell, Lyndoch & Raglan requires employees to keep confidential all business information and relevant knowledge regarding the company. Employees must not use confidential information for any purpose other than what is reasonable to complete their job duties and responsibilities during employment and within the scope of their relationship with the company. Employees are expected to maintain confidentiality during their employment and after the end of the employment relationship.

If confidential information is not effectively protected, the operations and reputation of the company may be threatened and suffer irreparable harm. These practices have been adopted because they are essential for the protection of the company and its business interests.

Confidential Information

Confidential information means all information created by, furnished by, received by, or accessible through Township of Brudenell, Lyndoch & Raglan, as well as information that is compiled, contributed, or developed by the employee that is related to actual or anticipated business, research, development, or manufacturing of the company, and that is not generally known to competitors or the public, nor intended for general dissemination. Confidential information includes information reduced to written, electronic, or recorded form, and information that meets the definition above whether marked as confidential or not.

Furthermore, confidential information includes but is not limited to:

- Information relating or pertaining to computer software and documentation, products, inventions, prototypes, research and development, files, client and customer lists, client information, working papers, reports, mailing lists, procedures, manuals, pricing and billing information, budgets, projections, forecasts, employment records and data, and terms of contracts and agreements to which the company is a party;
- Business and strategic plans, investment policies, or business policies or practices, and trade knowhow and secrets, whether disclosed to an individual by plans, drawings, reports, sketches, photographs, graphs, or other written materials or documents, by conversation with the company employees or agents, by third parties to whom the company owes a duty of confidentiality, by observation or inspection of physical objects or displays, or by any other method;
- All objects, documents, and other materials that contain or otherwise reflect such information, and all analyses, compilations, studies, data, or other records or documents prepared by or for the company that contain or otherwise reflect such information, and any information, whether marked confidential or not, derived by examination, testing, or analysis of any such information;
- Other information that is marked or identified as confidential, or that would otherwise appear to a reasonable person to be confidential information in the context and circumstances in which the information is known or used;

Confidential information does not include:

- Information that is available to the public or industry competitors.

Disclosing Confidential Information

Employees have varying levels of access to confidential information depending on their role in the company. Confidential information should only be shared with other employees within the organization as necessary for the completion of their job duties and responsibilities. It should not be presumed that other employees are aware of or have access to confidential information, therefore it should not be discussed openly. If an employee discovers they have access to confidential information that is not necessary for their job duties or responsibilities, they should inform the Clerk-Treasurer so access can be restricted.

Employees must not divulge, disclose, provide, or disseminate confidential information to any third-party organization or anyone not employed by The Township of Brudenell, Lyndoch and Raglan, whether directly or indirectly, unless given express written authorization from the Clerk-Treasurer.

Employees who are neither official spokespersons nor permanently or temporarily designated spokespersons cannot, under any circumstances (including on a "no-names" or "off the record" basis), respond to external inquiries unless specifically asked to do so by the Clerk-Treasurer. All inquiries from external parties are to be referred to the Clerk-Treasurer.

Protecting Confidential Information

Employees are granted varying levels of access to confidential information based on their role in the company. Employees are expected to only access confidential information to the extent necessary to complete their job duties and responsibilities.

Employees are prohibited from engaging in surreptitious recordings in-person or remotely. Surreptitious recordings involve leaving unattended cameras or recording devices and recording conversations without the knowledge or consent of individuals, or deliberately continuing a recording when participants think it has ended. An employee must request approval in writing from anyone who may be involved in video or audio recording and written authorization from the company. Once the employee receives approval and authorization, recording is permitted.

The company may engage in audio or video recording in accordance with its surveillance policy as may be amended from time to time.



All reasonable efforts are made to limit access to confidential information to only those who need to know the information, and those persons should presume that the information is to be kept confidential unless it has been publicly disclosed by a Township of Brudenell, Lyndoch & Raglan spokesperson.

All confidential information must be handled with the utmost care. Physical documents must be stored in locked files and cabinets when not in use and should not be removed from the company's premises without express written authorization from the Clerk-Treasurer. Electronic devices and databases containing confidential information must be password-protected and locked when not in use. All passwords must be kept in a secure location and should not be shared with anyone without express written authorization from the Clerk-Treasurer. Confidential information must never be replicated and transferred to personal or unapproved devices or platforms.

Employees may only enter confidential information into programs that have been approved by the company. If an employee wishes to enter confidential information into another program not expressly listed in this policy, they must contact the Clerk-Treasurer and receive written approval before using the program.

Employees must never enter confidential information into artificial intelligence chatbots.

Intellectual Property

Any content or work created by employees as part of their employment relationship with Township of Brudenell, Lyndoch & Raglan is considered the property of the company. As they are property of the company, they cannot be reproduced for purposes other than an employee's job duties with the company or published or republished by an employee or another source without express written authorization from the Clerk-Treasurer.

Return or Destruction

Following the end of the employment relationship, all confidential information in an employee's possession, whether in written or electronic format, must be returned to the Clerk-Treasurer or destroyed at the discretion of the company. This includes any reproductions or copies in an employee's possession. Any confidential information requiring destruction must be done in accordance with instructions received from the company, and must be confirmed with proof of destruction. The Township of Brudenell, Lyndoch & Raglan reserves the right to request the return or destruction of confidential information in an employee's possession at any time.

Violations

Any report of a violation of this policy is investigated by Township of Brudenell, Lyndoch & Raglan. If it is found that an employee has violated this policy, the employee may be subject to disciplinary measures in accordance with the progressive discipline policy. Depending on the circumstances, the employee may also be subject to legal action.



Employee Files Policy

Intent

Township of Brudenell, Lyndoch & Raglan has adopted this policy to outline the information retained in its employee files, as well as define how this information will be maintained, kept confidential, accessed, and retained appropriately.

Guidelines

Content of Employee Files

Township of Brudenell, Lyndoch & Raglan maintains one employee file for each employee.

Documents stored in the personnel file include:

- Employment application, résumé, references, and hiring notes;
- Offer of employment and employment contract;
- Current biographical information, including address, phone number, date of birth, Social Insurance Number, and emergency contacts;
- Signed policy acknowledgements and agreements;
- Attendance records;
- Return to work plans;
- Records of recognition, commendations, and awards;
- Performance evaluations;
- Career planning documentation;
- Performance improvement plans;
- Accident and incident report forms;
- Disciplinary action documentation;
- Grievances;
- Training certificates.
- Records of salary increases;
- Medical documentation for any absences, such as doctor's notes;
- Short- and long-term disability information;
- Accident and incident report forms where the employee has been injured;
- Functional abilities forms;
- Reasonable accommodation forms;
- Return-to-work plans, including documentation for any medical updates or accommodation dialogue during this period;
- Known allergen information and emergency procedures.

Maintenance

Employee files are kept up to date, with all necessary documentation added to the relevant employee file as soon as possible.

Employees are responsible for updating their personal information contained in the employee files as necessary: for example, by providing updated emergency contact information if it has changed. Employees may update their personal information by providing the changed information directly to the Clerk-Treasurer. Township of Brudenell, Lyndoch & Raglan should be notified of any changes to an employee's personal information as soon as reasonably possible.

Confidentiality and Data Protection

The collection, use, and disclosure of employee personal information contained in the employee files by Township of Brudenell, Lyndoch & Raglan will be made in accordance with the Confidentiality Policy.

Employee files are kept strictly confidential. Files are accessed only by the employee they concern or by human resources staff for a legitimate purpose related to the business of Township of Brudenell, Lyndoch & Raglan. File access must be specific: for example, a legitimate business reason to access an employee's payroll file may not also necessitate access to the medical file. Individuals who access an employee file without a legitimate purpose will be subject to disciplinary action up to and including termination.



Township of Brudenell, Lyndoch & Raglan does not share information retrieved from employee files with parties external to the company without the express permission of the affected employee, except as required by law.

Township of Brudenell, Lyndoch & Raglan applies the following safeguards to ensure employee files are kept confidential:

- locked in secure cabinet within the vault.

Access

Employees are entitled to access their own employee files on reasonable notice to the Clerk-Treasurer. Requests to access an employee file must be made to the Clerk-Treasurer by e-mail, at least 3 days in advance. Employees may also grant permission in writing for another individual to access their employee file.

Employees who access their employee files will be accompanied by the Clerk-Treasurer. During review, materials may not be removed from the employee files. An employee who wishes to receive a copy of a document in their employee files must request a copy from the Clerk-Treasurer. Requests for copies of documentation must be made to the Clerk-Treasurer by e-mail.

Documentation in the employee file that includes confidential information of other employees may be redacted as necessary before it is accessed. For example, an incident report containing the medical information of two employees may be redacted to include only the accessing employee's information.

If an employee notices an error in their employee files while accessing it, the error must be brought to the attention of the Clerk-Treasurer at human resources by e-mail as soon as possible.

Retention

Employee files are retained for all current Township of Brudenell, Lyndoch & Raglan employees during the course of their employment.

Files for former employees are retained in accordance with the Retention By-Law, for a period of 7 years. On the expiry of the legislated retention period, employee files are securely destroyed.

A former employee who wishes to access their employee files during the retention period must contact the Clerk-Treasurer by email.



Performance Review Policy

Intent

Township of Brudenell, Lyndoch & Raglan has adopted this policy to ensure all staff members receive fair, accurate, and appropriate feedback regarding their performance. By providing performance reviews, the company can recognize and reward success, offer career planning guidance, and provide staff with goals and objectives for the upcoming year. Performance reviews are part of a larger performance management process that includes continual communication and feedback between managers and employees.

Guidelines

Township of Brudenell, Lyndoch & Raglan requires that all employees and supervisors take part in the performance review process. All employees and management staff who have been with the company for six months receive a performance review, which is evaluated against previously determined goals and objectives for the review period.

Performance Rating Process

The performance rating process may include a self-appraisal by the employee and reviews by the employee's peers or direct reports, but it must include an evaluation from the employee's direct supervisor or manager. Supervisors must complete a performance review for each eligible employee, and all ratings must be documented.

Performance Review Meetings

Once performance review documentation has been completed, the supervisor must schedule time with each of their direct reports to conduct a one-on-one performance review meeting. The performance review meeting consists of:

- A full review and discussion of the employee's performance, including any areas needing improvement;
- A full review of the performance review documentation, allowing the employee to add any additional comments they feel are necessary;
- The discussion of potential pay increases;
- Setting and documenting SMART (specific, measurable, achievable, relevant, time-bound) goals for the following review period;
- Identifying actions required to meet new goals and objectives, setting realistic and attainable time frames for completion, and identifying new training that may be required; and
- A discussion of development opportunities and career planning goals to improve employee performance and skills, such as training programs or professional development activities.

Both the employee and the supervisor must sign and date the performance review form.

Negative Feedback

If any area of the employee's performance needs improvement, the performance review meeting should not be the employee's first time receiving negative feedback. Employees should be made aware of their poor work performance when it occurs. The performance review is an opportunity to discuss the employee's progress and, if they haven't improved, what steps in the performance management process need to be taken.

Confidentiality

Every employee's performance review meeting and performance review documentation will be kept confidential. Documentation will be saved in the employee's file.

Grievance Process

Employees who feel they received an unfair performance review should submit a request for review to the human resources department.



Upon receiving the request, human resources will address the issue and investigate if necessary. This investigation could include a formal review of any performance management forms submitted, a review of previous performance plans and reviews, interviews with the employee and the supervisor, and reviews of current and past performance.



Performance Management Policy

Intent

Township of Brudenell, Lyndoch & Raglan has adopted this policy to ensure all staff members receive accurate and appropriate feedback regarding their performance. By using a performance management system, Township of Brudenell, Lyndoch & Raglan works with its employees to meet organizational objectives through achieving individual performance goals and objectives.

All employees and management staff receive annual performance reviews. The company benchmarks individual performance against established goals and expectations for each role.

Township of Brudenell, Lyndoch & Raglan values its workforce and helps employees achieve their professional goals. Performance management helps align individual goals with the strategic direction of the organization. The company requires all employees and supervisors to take part in the performance management process, with records of individual performance plans and reviews to be discussed and kept on file.

Guidelines

Performance Management Process

Performance management is ongoing and has three phases: planning, coaching or feedback, and review.

Planning

Township of Brudenell, Lyndoch & Raglan supervisors review each of their employee's job duties and requirements to identify key areas of responsibility to be used in creating individual performance plans.

Employees have a performance plan created for them within designated timeframes, based upon prior performance, length of time with the organization, length of time with the department, and recent promotions or significant changes in duties and responsibilities.

Each performance plan includes the following information:

- A set of specific goals and objectives for achieving the job requirements;
- An action plan or outline of how to meet these goals or objectives, which might include plans for training and development;
- A timeframe for when employees should meet their goals or objectives; and
- Additional comments and areas of concern.

The employee and their supervisor review the performance plan to discuss the goals and objectives. The performance plan both sets performance objectives and functions as a tool to measure actual performance.

The employee and their supervisor sign the performance plan after a discussion of its contents, and the company retains a copy of the plan in the employee's file. The employee and their supervisor may amend these plans throughout the performance review period.

Coaching and Feedback

Coaching continues throughout the performance review period. Coaching consists of informal and formal feedback on the progress of the employee's established goals and objectives.

Feedback sessions are scheduled for each employee at the midpoint of the performance review period, or as required based upon the employee's performance and length of time with the organization or their department. The session allows discussion of the employee's progress. These sessions help ensure that employees have sufficient time before the performance review to improve and address any performance concerns. The employee and their supervisor should address any performance concerns and may alter the performance plan if necessary.



Review

At the end of the performance review period, all supervisors must schedule time with each of their employees to conduct a year-end or period-ending performance review. Before the meeting, supervisors complete a performance review for each employee based upon the employee's established goals and objectives. The employee can review and add any necessary comments. *If applicable:* The employee also completes a self-assessment before meeting with their supervisor.

The performance review meeting is not the occasion to introduce new performance concerns. Supervisors should always discuss any concerns about an employee's performance in regular coaching and feedback sessions so that the employee has an opportunity to improve.

The performance review meeting consists of:

- A full review and discussion of the employee's performance based upon their goals and objectives;
- A full review and discussion of the performance review form;
- The establishment or amendment of the employee's performance plan for the upcoming performance review period;
- Discussion of any additional training or resources necessary for completing the goals for the next performance review period; and
- Discussion of any career advancement or skills enhancement goals, including any necessary professional development activities.

Both the employee and the supervisor sign and date the new performance plan, with a copy being kept in the employee's file.

Timelines

Supervisors should adhere to the following timelines when administering employee performance plans and feedback meetings.

Create and update performance plans annually or at the end of the performance review period for each employee who is no longer considered probationary and is not demonstrating any performance problems. Employees in this category must have at least one formal feedback meeting, and more if their supervisor deems necessary.

Create a performance plan for new or probationary employees within their first week of employment, with more frequent reviews during their probation period. Hold a formal review at the end of their probationary period or earlier if the employee demonstrates performance problems.

Create a performance plan for employees who have been promoted, changed departments, or had their duties or responsibilities significantly altered within the first week of their new position. A formal feedback meeting should occur within the first three months to assess performance and progression towards established goals and objectives.

Responsibilities

Township of Brudenell, Lyndoch & Raglan provides a fair and transparent performance management process, along with training and guidance on that process for supervisors and employees. In conjunction with human resources, the company also provides the tools and forms necessary to facilitate the process.

Supervisors are responsible for creating performance plans as described. They also work with employees to develop reasonable goals and provide ongoing coaching and feedback to achieve those goals. Supervisors must also report and document employee performance using the appropriate documentation and conduct performance reviews.

Employees are responsible for working with their direct supervisors to create their performance plan, and for completing and submitting any required documentation.

Appeals Process

Employees who feel they received an unfair performance review, or who believe their performance goals and objectives are outside their normal duties and responsibilities, should forward a request for review to the Clerk-Treasurer.



Upon receiving the request, the Clerk-Treasurer investigates the issue as necessary. This investigation could include a formal review of any performance management forms, review of previous performance plans and reviews, interviews with the employee and the supervisor, and reviews of current and past performance.

Confidentiality

All information pertaining to the performance management process is confidential, including performance management forms and discussions in performance management meetings. All forms used for the performance management process are signed and kept in the employee's file for 3 years.



Progressive Discipline Policy

Intent

Township of Brudenell, Lyndoch & Raglan uses progressive discipline to address intentional misbehaviour by employees, including management, consistently and fairly. The company has adopted this policy to outline its progressive disciplinary process.

Guidelines

This policy applies equally to all employees of the company, including supervisors and management. The policy is consistently applied to all Township of Brudenell, Lyndoch & Raglan employees.

The goal of progressive discipline under this policy is to work with employees to help correct behaviours, attitudes, or actions.

Issues for Progressive Discipline

Employees are expected to act in line with company policies and procedures. Township of Brudenell, Lyndoch & Raglan uses progressive discipline to address issues related to employee conduct and performance where the issue is caused by a deliberate action or choice of the employee.

Progressive discipline is used for issues related but not limited to:

- Misconduct that affects performance, including not meeting standards, missing deadlines, or not participating in group projects;
- Attendance, such as arriving late, leaving early, or missing days without following proper reporting procedures;
- Conduct, such as rude jokes or unprofessional attire or comments;
- Health and safety concerns, such as noncompliance with policies, unsafe practices, or not using appropriate personal safety equipment;
- Other breaking or bending of company policies, practices, or procedures.

Progressive Discipline Process

The company employs one informal step and four formal steps in its progressive discipline process. The informal step is coaching. The formal steps are:

1. Verbal warning;
2. Written warning;
3. Final written warning or possible suspension; and
4. Termination of employment.

Depending on the nature of the offence, the frequency of offences, the employee's overall work history, and the effect of the offence on the organization, the company may address a specific instance of misconduct beginning with a later stage of the process, or may accelerate the application of subsequent steps. Severe cases of misconduct, including theft, willful damage to company property, or possession of weapons or explosives, will result in immediate application of a later step in the progressive discipline process.

The company addresses unrelated issues requiring progressive discipline separately and distinctly through the progressive discipline process. Issues are only stacked, or addressed together, where one set of expectations applies to both employee behaviours.

A progressive discipline action against an employee at any stage of the process expires after 12 months after it was applied. When a progressive discipline action expires, it will no longer be considered in future disciplinary actions against the employee. Instead, the disciplinary process will restart for any future offences. However, repeated incidents of a particular issue may result in an employee entering the progressive discipline process at a later step if the incidents are repeated within 1 year or where the issue has escalated in severity.

At each stage of the progressive discipline process, the employee's supervisor or manager and the Clerk-Treasurer meet with the employee privately to identify the issue that needs correcting, any barriers the employee is experiencing, solutions, expectations, and next steps. Meetings are held in private to maintain confidentiality. Employees are given a timeframe to improve their behaviour. If their behaviour improves within this period, the progressive discipline process ends. If the unacceptable behaviour persists, the progressive discipline process continues.

Coaching

Employees receive coaching from their managers and guidance to correct their conduct in line with the company's expectations. Employees may receive up to 1 instance of coaching before proceeding to the formal steps of the progressive discipline process.

Step 1: Verbal Warning

If the employee's conduct does not improve following coaching, the employee receives a formal verbal warning and informed of the consequences if the behaviour continues, up to and including termination.

Employees may receive up to 1 verbal warning before moving to the next stage of the progressive discipline process.

Step 2: Written Warning



If the employee's conduct does not improve after a verbal warning, or if the misconduct warrants immediate progression to this step, a written warning is issued. The employee is given a written warning advising of the consequences if the behaviour continues.

Employees may receive up to 1 written warning before moving to the next step of the progressive discipline process.

Step 3: Final Written Warning and Possible Suspension

If the employee's conduct has not improved after a written warning, or if an employee's misconduct warrants immediate progression to this stage, the employee may receive a final written warning.

Employees may also be suspended during this step. Suspensions are without pay and are intended to provide the employee time to reflect on their actions. The company may suspend an employee for a serious offence or for the reoccurrence of an offence identified in a previous step of the progressive discipline process. Upon suspension, employees must update their manager on current duties and any time-sensitive commitments that must be covered during their absence.

Suspensions are imposed for three to five days and are followed by a review period of up to 6 months. During the suspension and review period, employees are not eligible for wage increases and are not eligible to apply for internal promotions.

The company provides only one final warning, whether accompanied by a suspension, before moving to termination.

Step 4: Termination of Employment

If the employee continues to demonstrate unacceptable conduct after receiving a final written warning, and fails to improve and meet the expectations of the workplace, or if an employee's misconduct warrants immediate progression to this stage, the employee may be terminated from their employment with the company.

Termination is subject to the termination provisions found in the employee's contract, the collective agreement, or applicable Employment Standards Act.

Documentation

Every step in the progressive discipline process, including coaching, is documented in writing and kept in the employee's file. All records related to the progressive discipline process are stored in the employee file for 3 years.

During disciplinary meetings, employees receive documentation to sign, including acknowledgement of the meeting. Employees who refuse to sign documentation have their refusal noted by management. A follow-up meeting is scheduled and the employee may sign documentation in a follow-up meeting. Employees must follow the expectations of the company regardless of their refusal to acknowledge the documentation. If the employee continues to refuse to sign documentation, they receive a letter documenting their refusal.

Confidentiality

The company recognizes the sensitive nature of progressive discipline and protects the privacy of the employee. The company only collects and shares information regarding progressive discipline and the offences that result in progressive discipline on a need-to-know basis, with the involved manager or supervisor, a manager attending disciplinary meetings on behalf of the company, and human resources. Documentation is stored securely, in accordance with the company's Confidentiality Policy.

The company handles inquiries and correspondence related to progressive discipline, such as reference checks, in a manner that respects the privacy of those involved. Information about progressive discipline is not shared externally except to the extent required by law.

Accommodation

If an employee discloses a need for accommodation, or if the company suspects that an accommodation may be required during the progressive discipline process, the company provides accommodation in accordance with its Human Rights/Accommodation Policy .

Abuse of Authority and Harassment

Progressive discipline is applied to all employees fairly and consistently. The progressive discipline process is not used to retaliate against, punish, or harass an employee for behaviour that does not meet the requirements for progressive discipline under this policy. Applying progressive discipline to retaliate against, punish, or harass an employee is considered abuse of authority.

If an employee believes progressive discipline has been unfairly or inappropriately applied to them pursuant to an abuse of authority, breach of any company policies or procedures, or a perceived conflict of interest, the employee must report the involved manager to the Clerk-Treasurer as soon as possible. Allegations that progressive discipline has been inappropriately applied are taken seriously and will be investigated under the company's Workplace Violence and Harassment Policy.

If an investigation substantiates a complaint that progressive discipline has been inappropriately applied, the disciplinary action will be undone (for example, a written warning will be removed from the employee file). The issue will be documented and addressed with the involved manager.

If an investigation does not substantiate a complaint that progressive discipline has been inappropriately applied, the employee will be counselled by an otherwise uninvolved manager about why the progressive discipline action is appropriate. If an employee makes a complaint of inappropriate progressive discipline in bad faith (for example, while concealing information that supports the application of progressive discipline), additional and separate discipline may be applied against the employee.



Human Rights Policy (Accommodation)

Intent

Township of Brudenell, Lyndoch & Raglan recognizes and abides by its obligations under the Human Rights Code. As part of these obligations, the company provides accommodation up to the point of undue hardship for needs arising from the prohibited grounds of discrimination under the Human Rights Code. This policy outlines the accommodation process and the responsibilities of different parties in that process.

Definitions

Bona fide occupational requirement (BFOR): Job requirements that are adopted for a purpose or goal that is rationally connected to the functions of the position; adopted in good faith, in the belief that they are necessary to fulfil the purpose or goal; and are reasonably necessary to accomplish the purpose or goal.

Disability: Includes any degree of physical disability, infirmity, malformation, or disfigurement that is caused by bodily injury, birth defect or illness, a condition of mental impairment or developmental disability, a learning disability or dysfunction in one or more of the processes involved in understanding or using symbols or spoken language, a mental disorder, or an injury or disability for which benefits were claimed or received under the Workplace Safety and Insurance Act, 1997.

Family status: Being in a parent and child relationship.

Marital status: The status of being married, single, widowed, divorced, or separated, and includes the status of living with a person in a conjugal relationship outside marriage.

Record of offences: A conviction for an offence for which a pardon has been granted under the Criminal Records Act (Canada) and has not been revoked, or an offence regarding a provincial enactment.

Undue hardship: Occurs when providing an accommodation would cause significant, onerous conditions for the company. Considerations when determining whether the company has reached the point of undue hardship include cost considerations, outside sources of funding if any, and health and safety requirements.

Guidelines

Township of Brudenell, Lyndoch & Raglan provides accommodation for individuals up to the point of undue hardship where processes or work must be modified or adjusted to address the needs of the individual based on a prohibited ground of discrimination under the Human Rights Code. The prohibited grounds of discrimination are:

- Race;
- Ancestry;
- Place of origin;
- Colour;
- Ethnic origin;
- Citizenship;
- Creed;
- Sex (including pregnancy);
- Sexual orientation;
- Gender identity;
- Gender expression;
- Age (over 18 years of age);
- Record of offences;
- Marital status;
- Family status; and
- Disability.

Township of Brudenell, Lyndoch & Raglan takes allegations of discrimination seriously, and it takes appropriate action to address them promptly. Individuals are not subject to reprisal for making complaints regarding their human rights.

The company does not condone or tolerate harassment in any form. If any employee has been subject to work-related harassment based on a prohibited ground of discrimination, including sexual harassment, this should be reported to the Clerk-Treasurer. The matter is investigated in accordance with the Workplace Violence and Harassment Policy.



Accommodation is available from the beginning of the recruitment and selection process. Applicants are informed that accommodation is available upon request.

The accommodation process may begin in one of three ways:

- An employee or job applicant requests accommodation;
- The company becomes aware that an accommodation may be required; or
- An authorized third party requests accommodation on behalf of an employee or applicant.

Requests for accommodation should be submitted to the Clerk-Treasurer. These requests do not need to be in writing and do not require the individual to identify or disclose personal details beyond what is necessary for the accommodation request. The company takes all requests for accommodation seriously and responds in a timely manner. Individuals who request accommodation are not subject to any reprisal or threat of reprisal for making such a request.

Where a supervisor or manager becomes aware that an accommodation may be required, the duty to inquire is engaged. A private meeting is held with the employee to determine whether there are any unmet needs related to a prohibited ground and whether accommodations are necessary.

Accommodation Process

Once the need for accommodation is identified, the Clerk-Treasurer consults the employee or applicant to determine what type of accommodation is needed and develops an individual accommodation plan. Interim accommodation measures may be provided at the discretion of the company while formal accommodations are being developed and implemented.

Information beyond what was provided in the initial accommodation request may be required to determine appropriate accommodations; however, only information that is necessary to confirm and arrange the accommodation is requested. Employees are expected to cooperate in the accommodation process and provide any information required to support the accommodation request in a timely manner.

Medical Information

Where accommodation is requested because of limitations to an employee's functional abilities, Township of Brudenell, Lyndoch & Raglan may require employees to provide medical information to identify an appropriate accommodation. Employees are not required to disclose diagnostic information. Medical information required by the company is limited to details of how the employee's work-related functional abilities are affected by a medical condition. Medical information must be provided by the employee's qualified treating healthcare professional, such as a doctor or nurse practitioner.

Where a healthcare professional requires a fee for completing a functional abilities form or letter at the company's request, the fee must be communicated to and approved by the Clerk-Treasurer before the form or letter is completed. The company remits required fees directly to the healthcare professional. Township of Brudenell, Lyndoch & Raglan may require the employee to attend a medical examination by a different healthcare professional if the requested fee is excessive.

The company may request the employee undergo an evaluation by a medical or other expert, paid for by the company, to assist the company in determining whether accommodation can be provided. Employees are expected to participate in the evaluation where requested.

Communication with Healthcare Professionals

The company communicates directly with the employee and expects the employee to communicate with their own healthcare professional. Employees are responsible for ensuring medical documentation necessary for accommodation is completed by their healthcare professional and provided to the Clerk-Treasurer.

However, at the employee's request, the company may communicate directly with the healthcare professional for requests for medical information or requests for follow-up information. The employee must provide the Clerk-Treasurer with a signed consent form setting out the information the healthcare professional is permitted to share with the company, as well as the purpose for which the information is to be provided. Where authorized by the employee, the company communicates directly with the healthcare professional in writing and provides a copy of any communications to the employee. The employee can revoke their consent at any time, in which case the company resumes communicating directly with the employee only.

Individual Accommodation Plans

An individual accommodation plan is created in collaboration with the Clerk-Treasurer, the individual who requires accommodation, any applicable healthcare professionals, and third-party experts as required. The employee may request that a person knowledgeable in workplace accommodation or a representative from the workplace participate in the development of the individual accommodation plan. Accommodations may be temporary or permanent based on the needs of the individual.

The company examines all options and proposes reasonable accommodation that provides equal opportunity, benefits, and privileges to what others experience, that is inclusive, and that respects dignity and individual needs of the employee or candidate. The accommodation provided may not necessarily be the individual's preferred accommodation, but their preferences are taken into consideration. Where the company cannot provide full accommodation, the company may be able to provide partial accommodation.

The company makes every reasonable effort to accommodate employees in their current position. Where all options for accommodation have been exhausted in their current role, employees may be offered an alternate or comparable role if one exists.

If the company proposes an accommodation and the employee has concerns that it will not meet their needs, they should immediately inform the Clerk-Treasurer. Further discussions may be held if reasonable concerns are raised. If an employee cannot identify their concerns about the



accommodation or declines a reasonable offer of accommodation proposed by the company, the company has fulfilled its duty to accommodate and is not obligated to provide an alternative option.

Once the proposed accommodation is agreed upon, the accommodation plan is documented in writing and signed by both the individual requesting accommodation and the Clerk-Treasurer. A copy of the plan is provided in an accessible format upon request. Employees are expected to comply with their accommodation plan and work in accordance with its provisions.

BFORs and Undue Hardship

Township of Brudenell, Lyndoch & Raglan cannot provide accommodation for bona fide occupational requirements. If the company cannot accommodate an individual's needs without experiencing undue hardship or due to a BFOR, the company explains its reasoning to the individual in writing.

Review and Update

Accommodation plans are reviewed, and updated if necessary, every 6 months or whenever the employee's workspace changes, their responsibilities change, or when the company becomes aware of any other changes that may affect the accommodation. The review is completed in collaboration with the same parties involved when it was established.

Township of Brudenell, Lyndoch & Raglan recognizes that accommodation needs may change over time or require adjustment. Individuals on an accommodation plan should inform the company as soon as reasonably possible if their needs change or if their accommodation is not working effectively so that adjustments can be made. Individuals must inform the company if accommodation is no longer required.

Privacy

All information gathered related to the accommodation process, including the employee's personal information and person health information, is kept confidential and shared only as necessary to provide the accommodation. This information is protected in accordance with the company's (insert title of applicable policy). It is collected, used, and disclosed only to the extent necessary determine appropriate accommodations and only by employees who are directly involved in preparing the employee's accommodation plan.



Diversity, Equity, Inclusion, and Belonging (DEIB) in the Workplace Policy

Intent

Township of Brudenell, Lyndoch & Raglan is dedicated to promoting diversity, equity, inclusion, and belonging in the workplace. We celebrate and welcome the diversity of all employees, stakeholders, and external personnel.

The company has adopted this policy as part of its commitment to foster an environment where everyone feels as though they belong and that their dignity, beliefs, and identity are respected. To achieve this, we strive to create a supportive work environment and a culture that welcomes everyone and encourages equitable opportunities for all candidates and employees. The company will comply with all applicable legislation in pursuit of these endeavors.

Definitions

Belonging: Feeling supported, valued, and accepted when presenting one's most authentic self.

Dignity: Being treated respectfully and ethically because of one's inherent worth.

Discrimination: Treating people unequally or making a distinction based on prohibited grounds outlined in human rights legislation that results in a burden, obligation, or disadvantage that is not imposed on others or that limits access to opportunities, benefits, and advantages available to other members of society.

Diversity: The presence of a variety of unique qualities, identities, or experiences.

Equity: Access to opportunities that is fair and accounts for the different experiences people have based on factors that are protected by human rights legislation.

Inclusion: Creating a culture that embraces, values, and respects diversity and supports all members through equitable practices.

Microaggressions: Commonplace direct or indirect slights, insults, generalizations, or insensitive actions made at the expense of equity-denied groups whether intentionally or unintentionally offensive.

Prohibited grounds: The characteristics that an employer must not use as reasons to discriminate against a person or group under human rights legislation. Sometimes called protected characteristics. Prohibited grounds may differ by jurisdiction.

Unconscious bias: The inclinations or assumptions (such as stereotypes and prejudices) that a person may have about social and identity groups, or the persons who belong to these groups, that operate without our awareness.

Guidelines

Company Commitment

Township of Brudenell, Lyndoch & Raglan is committed to observing and following relevant human rights, equity, and privacy legislation to prevent discrimination based on any prohibited grounds. The company is also committed to developing, learning, and following best practices to improve diversity, equity, inclusion, and belonging in every area of company operations.

The company will strive to create a culturally competent workforce by:

- Providing adequate training about diversity, equity, inclusion, and belonging;



- Ensuring leadership teams are trained on unconscious bias regarding recruiting, performance management, and terminations;
- Encouraging positive attitudes towards cultural differences;
- Raising awareness of and eliminating unconscious biases and the harmful effects of prejudice, discrimination, and microaggressions; and
- Learning from persons with diverse backgrounds and experiences.

Equitable Opportunity

Employees will not be negatively affected by any actions or decisions relating to hiring, compensation, promotion, benefits, job assignments, transfers, layoffs, return from layoffs, company-sponsored programs or events, or any other opportunities due to a protected characteristic that they may have.

Equitable development opportunities will be available to all employees and will have clear criteria for promotions. Personnel decisions will be made based on the qualifications and performance of employees and upon successful completion of the internal application process. A protected characteristic will not be used against a person in consideration for a promotion, and no opportunities will be unfairly withheld from any employee. The company will ensure that leadership teams are trained properly on unconscious bias, diversity, and inclusion, and how to evaluate and promote employees equitably.

Accommodation

In accordance with human rights legislation and the company's Human Rights Policy, the company will provide accommodations for persons who require them. Anyone requiring accommodation should let the Clerk-Treasurer know.

Training

Township of Brudenell, Lyndoch & Raglan may use various training initiatives to foster cultural competencies. Every employee will receive training about diversity, equity, inclusion, and belonging as part of their onboarding and whenever the company identifies a need for a refresher or new training on the subject. All training will be inclusive and will not be unfairly administered to or withheld from employees.

Complaint Process

If an employee feels that this policy has been breached, they may file a verbal or written complaint with the the Clerk-Treasurer. Attempts should be made to reach a resolution with the offending party before filing a formal complaint; however, if the employee does not feel comfortable approaching these persons about the matter, they may contact the Clerk-Treasurer directly. The complaint will be reviewed and addressed confidentially.

Occurrences of violence or harassment should be reported in accordance with the Workplace Violence and Harassment Policy.



Leave of Absence Policy

Intent

Township of Brudenell, Lyndoch & Raglan understands that employees may occasionally need to take a leave of absence from work for a variety of reasons. This policy establishes guidelines for employees who would like to take a leave of absence. This policy excludes legislatively provided leaves, which are treated separately in the company's protected leaves policy.

Guidelines

Requesting a Leave of Absence

When an employee wishes to take a leave of absence from work for reasons not protected under legislation, they must complete the following pre-approval steps:

- The employee must complete and submit a written request to the Clerk-Treasurer at least 2 weeks before they intend to begin the requested leave. The leave request must include the expected start date of the leave, an expected return-to-work date, and any information regarding the circumstances for the leave.
- The Clerk-Treasurer reviews the leave of absence request and determines whether to approve or decline the request.
- The Clerk-Treasurer notifies the employee in writing of the decision within 7 days of receiving the request.

Township of Brudenell, Lyndoch & Raglan understands that in some circumstances, employees may not be able to follow this request process. When this process cannot be followed, employees must work with their supervisor and management to ensure that the proper documentation is completed and the leave of absence meets company requirements for approval.

All leave of absence requests are reviewed fairly and without bias. This review considers the company's staffing needs and ability to adequately cover the employee's position, as well as the employee's workload and any significant projects that the employee is involved in that may conflict with the proposed leave dates.

Township of Brudenell, Lyndoch & Raglan reserves the right to refuse leaves that are not protected under legislation. If an employee is unsure whether the reason for their leave is protected by legislation, they should contact the Clerk-Treasurer at the Municipal Office.

Types of Leave

Personal Leave

Township of Brudenell, Lyndoch & Raglan provides employees with vacation and sick days. Once these days have been exhausted, employees may wish to take additional time off for personal reasons. The company may grant an employee a personal leave of up to 5 days per calendar year.

At Township of Brudenell, Lyndoch & Raglan, a personal leave is unpaid.

During a personal leave, employees continue to be eligible to participate in the company's benefits and pension programs. Employees remain responsible for any benefits or pension contributions normally required and must pay them within a reasonable timeframe.

Sabbatical Leave

Township of Brudenell, Lyndoch & Raglan provides eligible employees with the opportunity to take a sabbatical leave for personal growth, volunteering, research, or other pursuits that contribute to their personal goals. Full-time and part-time employees who have completed 3 years of continuous service with Township of Brudenell, Lyndoch & Raglan are eligible to apply for a sabbatical leave of up to 4 weeks. Employees may take a sabbatical leave every 2 years.

At Township of Brudenell, Lyndoch & Raglan, a sabbatical leave is unpaid .

During a sabbatical leave, employees continue to be eligible to participate in the company's benefits and pension programs. Employees remain responsible for any benefits or pension contributions normally required and must pay them within a reasonable timeframe.

Before starting a sabbatical leave, the Clerk-Treasurer meets with the employee to prepare a transition plan, including delegation of tasks and training for any temporary replacements.

Professional Development

Township of Brudenell, Lyndoch & Raglan supports employees' desires to pursue professional development opportunities that will advance skills pertinent to their positions, or for growth with the organization. Township of Brudenell, Lyndoch & Raglan may grant professional development leaves to attend training, conferences, or other forms of professional development.

Employees who are interested in participating in professional development activities on behalf of Township of Brudenell, Lyndoch & Raglan must submit a written request using the appropriate documentation to the Clerk-Treasurer at the Municipal Office.

Return from Leave

After a leave of absence, employees return to their original position or a comparable position.

An employee who is granted a paid leave of absence must return to work for a minimum of 6 months of service following their leave. An



employee who does not return to work with Township of Brudenell, Lyndoch & Raglan following their leave, or who voluntarily leaves the company within 3 months of returning from their leave, may be required to repay 50 percent of the compensation they received from Township of Brudenell, Lyndoch & Raglan during the leave.



Compensation and Benefits

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Employee Benefit Program

Employee Benefit Program

Intent

Township of Brudenell, Lyndoch & Raglan shall provide a competitive Benefit Program to its eligible full-time employees. This program is a great way to protect employees against financial conundrum that could result from unexpected and emergency health and dental costs

Guidelines

Benefits

The Mayor and Council are responsible to support the Employee Benefits Policy including providing the necessary financial and human resources to carry out its intent.

Employees who have successfully completed their 6-month probation period and are employed on a full-time basis will join the Township of Brudenell, Lyndoch and Raglan's Benefit Program.

The Clerk-Treasurer is responsible for the management of the Benefit Program and will ensure that all eligible Officers/Employees are enrolled into the Benefit Program.

Employees are required to pay 40% of premiums. This will be deducted directly from payroll. The Township of Brudenell, Lyndoch and Raglan will pay the remaining 60% of premiums.

OMERS

All full-time employees, upon their start date are required to enroll in the OMER's Pension Plan. Contribution amounts will start at 9% with the Township of Brudenell, Lyndoch and Raglan matching employee contribution.

Details

For details regarding the specifications of the Benefit Program and OMERS contact the Clerk-Treasurer.

In addition to the Benefit Program, the Township of Brudenell, Lyndoch and Raglan offer an annual work clothing/boot allowance of \$200.00 for all full time employees and \$100.00 for part-time employees.



Sick Days Policy

Intent

Township of Brudenell, Lyndoch & Raglan recognizes that employees may require time away from work when they or their family members experience illness or injury. This policy outlines employee eligibility and entitlement to sick days.

Definitions

Family member: An employee's spouse; a parent, step-parent, or foster parent of an employee or their spouse; a child, step-child, or foster child of an employee or their spouse; a grandparent, step-grandparent, grandchild, or step-grandchild of an employee or their spouse; the spouse of a child of an employee; an employee's sibling; and a relative of the employee who is dependent on them for care and assistance.

Qualified health professional: A person who is qualified to practice as a physician, a registered nurse or a psychologist under the laws of the jurisdiction in which care or treatment is provided to the employee or, in prescribed circumstances, a member of a prescribed class of health practitioners.

Guidelines

Employees of Township of Brudenell, Lyndoch & Raglan who have been employed for at least two consecutive weeks are entitled to five days of sick leave each calendar year in accordance with the *Employment Standards Act, 2000* (ESA). These days are collectively referred to as sick days for the purpose of this policy.

The company provides a greater entitlement than the ESA and pays employees for five sick days.

Sick days may be used in the following circumstances:

The employee experiences personal illness, injury, or a medical emergency.

- The employee's family member experiences illness, injury, or a medical emergency.
- To attend to an urgent matter concerning a family member.
- The employee must attend a medical appointment due to an illness or injury.
- The employee must accompany a family member to a medical appointment due to an illness or injury.

Sick days do not have to be taken consecutively and may be taken in partial or full days. Unused days cannot be carried over to the following year. Sick days not used will be paid out at 50% on the final pay period of the given year.

Employees must notify the Clerk-Treasurer of their intention to use a sick day. If the employee cannot provide notice before taking a sick day, then they must notify as soon as reasonably possible after they have begun the leave.

Township of Brudenell, Lyndoch & Raglan may require that an employee provide evidence that is reasonable in the circumstances to confirm their eligibility for sick days. This requirement is determined on a case-by-case basis. Employees are not required to provide evidence from a qualified health practitioner when using three of their sick days that are counted towards their sick leave entitlement under the ESA. Other leaves under the ESA may require employees to provide evidence from a qualified health practitioner.



Overtime Policy

Intent

Township of Brudenell, Lyndoch & Raglan believes it is important to establish clear expectations for overtime. Overtime may be requested to ensure that work is completed. This policy outlines the company's expectations and employee entitlements around overtime.

Guidelines

At times, employees may be asked to work overtime to help maintain workflow or to meet business demands. Managers will request employees to work overtime with as much notice as possible. Employees should inform their manager as soon as reasonably possible if they are unavailable to work approved overtime hours.

At Township of Brudenell, Lyndoch & Raglan, for Public Works a regular workweek consists of 40 hours worked and lasts Saturday to Friday, for administration a regular work week consists of 35 hours and lasts Monday to Friday. Overtime is paid at a rate of 1.5 times the employee's regular wages for all hours worked after 44 hours in a workweek.

Paid leave, such as holidays, vacation, or sick time, may not be used towards overtime. If an employee receives holiday pay for working on a public holiday, hours worked that day are not considered when calculating overtime pay.

Time Off in Lieu

Upon agreement and manager approval, employees may take time off in lieu of overtime pay for overtime hours worked. Employees receive 1.5 hours of paid time off, at the applicable regular rate, for each hour of overtime they work above 44 hours in a workweek. This time will be saved in an employee's time bank until they would like to use it.

Using Banked Time Off in Lieu

To use banked time, an employee must submit a written request to their manager stating the time they wish to take off. If agreeable, the manager signs and forwards the authorization to the Clerk-Treasurer for appropriate action and provides the employee with a copy of the approval. If the manager does not agree, they may propose an alternate time and reach out to the employee to come to an agreement. Operational requirements are considered when making decisions regarding time off and authorization will not be unreasonably withheld.

Banked lieu time may be accumulated up to a maximum of 40 hours at any one time. Banked lieu time not taken will be paid out in the final pay period of the given year..

If the employment relationship ends before the banked lieu time is used, the employee will receive the equivalent overtime pay. This will be added to the employee's final pay.

Overtime Approval Process

All overtime hours must be approved by management in advance unless an emergency or other unforeseen event prevents them from doing so.

Employees may recognize a need for overtime to complete tasks or meet deadlines before their manager or supervisor assigns it. To request overtime authorization, an employee must submit a written request to their manager stating the reason for and amount of overtime necessary. The employee should specify whether they would like to receive overtime pay or paid time off in lieu. If agreeable, the manager will approve the overtime and forward the authorization to the Clerk-Treasurer.

If overtime pay was indicated on the approval, it will be included with the employee's next pay once the additional hours have been verified by their manager. Otherwise, the overtime will be credited to the employee's time bank as requested.

Exceptions

Employees who perform work at two or more regular rates in the same workweek receive overtime pay for each hour worked over 44 hours in a week. Overtime hours are paid at 1.5 times the regular wage rate that applied to the work performed during overtime hours.

An employee who performs more than one type of work where one job would be exempt from overtime pay is eligible for overtime pay if at least 50 percent of the hours worked are performed in the role that qualifies for overtime pay.

Where there are unforeseeable or unpreventable circumstances, urgent repair work is necessary, or to deal with an emergency, an employee's weekly hours of work may result in overtime hours. Employees will only be required to work to the extent necessary to avoid serious interference with the ordinary operations of the business.

Unapproved Overtime

Unauthorized or unapproved overtime is prohibited. All overtime hours must be approved by either a supervisor or manager unless a clearly reasonable and unavoidable emergency arises. Employees who do not receive approval from their supervisor or manager before working any hours that would be considered overtime may be subject to discipline. Subsequent offences may result in disciplinary action up to and including termination of employment. Always get overtime hours approved by your supervisor or manager.



Vacation Policy

Intent

Township of Brudenell, Lyndoch & Raglan understands the importance of time off for employees. Employees are encouraged to use their vacation time for rest, relaxation, and personal pursuits. This policy sets out the standards and procedures for vacation time and vacation pay in accordance with the Employment Standards Act, 2000 (ESA).

Guidelines

All employees are encouraged to use their allotted vacation time in full every year. Employees may have greater vacation entitlement per their individual employment contract than what is outlined here. In such circumstances, the entitlements outlined in the employment contract prevail.

Vacation Time

Employees with less than five years of employment are entitled to two weeks of annual vacation after each entitlement year. Employees with five or more years of employment are entitled to three weeks of annual vacation after each entitlement year. Employees with ten or more years of employment are entitled to four weeks of annual vacation after each entitlement year.

Active and inactive employment, such as periods of layoff and company-approved leaves, are included in the calculation of the length of employment as it relates to the vacation entitlement year.

At Township of Brudenell, Lyndoch & Raglan, the vacation entitlement year spans from January 1st to December 31. Vacation days are prorated during this first year of employment based on the employee's hire date. The company requests that employees refrain from taking vacation during their probationary period.

Vacation days may be carried forward into the following year under certain circumstances. This is determined on a case-by-case basis and must be approved by Township of Brudenell, Lyndoch & Raglan.

Vacation Pay

Employees who have worked for the company for less than five years earn vacation pay at a rate of four percent of their wages earned. Employee with five years or more of service earn vacation pay at a rate of six percent of their wages earned. Employee with ten years or more of service earn vacation pay at a rate of eight percent of their wages earned.

During a job-protected leave of absence, employment is considered continuous and vacation entitlements remain the same as before the leave. Employees continue to accrue vacation time while on leave. Vacation pay accrues only on wages paid to the employee during the leave.

When employment ends, the employee's unpaid accrued vacation pay is paid out either seven days after the employee's termination date, or in the next regular pay period following the employee's termination date, whichever is later, in accordance with the ESA.

Vacation Scheduling

Scheduled by Employee

Township of Brudenell, Lyndoch & Raglan requires that employees submit requests for vacation at least two weeks in advance. Where this is not possible, employees should submit their request as soon as reasonably possible. Requests for vacation must be submitted in writing by submitting a request form and must include departure and return dates. Vacation can be taken in full or half days. Vacation days do not need to be taken consecutively.

Vacation scheduling is the responsibility of department managers, who ensure that business demands can be met during the absence. Vacation may only be taken once approval is received from management. Any conflict among employee vacation requests is decided based on who submitted the request first, company needs, and the judgement of the manager.

Conflict with Public Holidays and Protected Leaves

If a public holiday coincides with an employee's scheduled vacation day, the employee is entitled to a substitute day off or public holiday pay.

If an employee is on a protected leave, they may defer their vacation until the leave ends or a later date upon the agreement of the company. Alternatively, an employee on a protected leave may choose to forgo their vacation time and receive vacation pay with the approval of the company and the director of employment standards.

Recordkeeping

Township of Brudenell, Lyndoch & Raglan maintains records regarding vacation time and pay earned and used by employees in accordance with the ESA. Upon request, the company provides an employee with a written statement outlining the information contained in the record for the applicable period.



Public Holidays Policy

Intent

Employees who qualify for public holiday pay receive holidays with pay per the following procedures.

Guidelines

The following procedures are in accordance with the Employment Standards Act, 2000. Employees who qualify for public holiday pay receive the following public holidays off work with pay:

- New Year's Day;
- Family Day;
- Good Friday;
- Easter Monday;
- Victoria Day;
- Canada Day;
- Labour Day;
- Thanksgiving Day;
- Christmas Day; and
- December 26.

Eligibility

To qualify for public holiday pay, an employee must follow the "last and first rule," meaning they must work their last regularly scheduled day before the public holiday and their first regularly scheduled day after the holiday, unless they have reasonable cause to miss the scheduled time. An employee is generally considered to have reasonable cause when something beyond their control prevents them from working. It is the employee's responsibility to show that they had reasonable cause for staying away from work.

Public holiday pay is calculated by taking the total amount of regular wages earned, including paid vacation pay, in the four workweeks preceding the workweek of the public holiday, divided by 20.

Holiday Not a Normal Workday

If a public holiday falls on a day that would not ordinarily be a workday for an employee, or when a public holiday falls on a day an employee is on vacation, Township of Brudenell, Lyndoch & Raglan substitutes another day for the employee to take off work, and pays public holiday pay as if the substitute day were a public holiday. This day will not be more than three months after the public holiday date unless the employee and the company agree, in which case the replacement day will not be more than 12 months after the public holiday. In these cases, before the date of the holiday, the company will provide a written acknowledgement to employees of the public holiday that is being substituted and the date that is substituted for the public holiday.

Where requested, the company and an employee may agree that the employee will receive public holiday pay for the public holiday that is not a normal workday. In this case, the "last and first rule" still applies.

Work Performed on a Public Holiday

At times, Township of Brudenell, Lyndoch & Raglan may require employees to work on a public holiday. All agreements to work on a public holiday will be made in writing, either printed form or electronically, and agreed to by the employee. In this case, the employee will be paid at a premium rate of 1.5 times their regular rate for each hour worked on the holiday plus regular holiday pay, or be paid at their regular rate for the hours worked and provided a substitute day off.

If an employee agrees to work on a public holiday but does not perform the work agreed to on the holiday and cannot provide reasonable cause, they may only be entitled to pay at their regular rate for the holiday and will not receive premium pay or a substitute day off. These situations will be dealt with as needed, and determined based on the legislative requirements.

Substitute Public Holiday

In situations where a day is substituted for a public holiday, the substituted day must be within three months of the public holiday or within 12 months if the employee and Township of Brudenell, Lyndoch & Raglan are both in agreement.

Employees will also be provided with a written statement before the public holiday that outlines the public holiday being substituted (or worked, as the case may be), the substitute date the holiday will be observed, and the date the statement is provided to the employee.

If an employee ceases employment with Township of Brudenell, Lyndoch & Raglan before using a substitute holiday, the employee will receive holiday pay in addition to any other pay owed on their final pay.



Bereavement Leave Policy

Intent

Township of Brudenell, Lyndoch & Raglan understands that employees require time off work to attend funeral services, grieve in private, and deal with family issues in the event of a death of an immediate family member. It is the company's intention to ensure that employees receive adequate time to properly take care of their family obligations while maintaining their employment at Township of Brudenell, Lyndoch & Raglan.

Definition

Family member: An employee's spouse; a parent, step-parent, or foster parent of the employee or the employee's spouse; a child, step-child, or foster child of the employee or the employee's spouse; a grandparent, step-grandparent, grandchild, or step-grandchild of the employee or the employee's spouse; the spouse of a child of the employee; the employee's sibling; or any relative who is dependent on the employee for care or assistance.

Guidelines

Township of Brudenell, Lyndoch & Raglan employees who have been employed for at least two weeks receive three paid days per calendar year to use for grieving the death of an immediate family member and attending a funeral or similar arrangements. Employees must have been employed with Township of Brudenell, Lyndoch & Raglan for at least two consecutive weeks to qualify for this leave. The company may, at its sole discretion, provide additional bereavement days in circumstances where employees require the additional time off upon request. Such instances are evaluated on a case-by-case basis.

An employee's use of bereavement leave under this policy counts against their entitlement to bereavement leave under the Employment Standards Act, 2000. Any part of a day taken as bereavement leave counts as one full day of leave towards the employee's total entitlement.

Employees must notify the Clerk-Treasurer of their need for bereavement leave before it begins or as soon as possible after it begins. Requests for additional leave time may be submitted to the Clerk-Treasurer.

Township of Brudenell, Lyndoch & Raglan reserves the right to ask the name of the deceased and their relationship with the employee, and may request documentation to accompany the leave, such as a copy of the obituary or the name of the funeral home responsible for handling the arrangements.

Requests for bereavement leave where an employee does not qualify for leave under this policy are handled on a case-by-case basis, such as in the event of a death of an extended family member or close friend. Unpaid time off may be given at the company's discretion upon request.



Protected Leaves Policy

Intent

Township of Brudenell, Lyndoch & Raglan has adopted this policy to ensure that its employees receive authorized time off per applicable legislation without fear of negative effect on their employment status or opportunities with the organization. Township of Brudenell, Lyndoch & Raglan is committed to promoting work–life balance for its employees and understands that situations can and will arise that call for immediate emergency leave.

This policy covers instances where employees may need to take a leave of absence in order to attend to situations that directly affect themselves, their families, or their dependants.

Guidelines

Protected Leaves

- Pregnancy leave;
- Parental leave;
- Family medical leave;
- Organ donor leave;
- Family caregiver leave;
- Critical illness leave;
- Child death leave;
- Crime-related child disappearance leave;
- Domestic or sexual violence leave;
- Long-term illness leave;
- Sick leave;
- Family responsibility leave;
- Bereavement leave;
- Emergency leave: declared emergencies and infectious disease emergencies;
- Reservist leave;
- Jury duty leave;
- Time off for employees serving in an election; and
- Time off for voting (Ontario and federal).

Whenever an employee concludes a leave of absence under this policy, they are reinstated to the position they most recently held; if that position does not exist, they are reinstated to a comparable position. Upon reinstatement, the employee is paid either the rate the employee most recently earned or the rate the employee would be earning had they worked throughout the leave, whichever is greater. Every entitlement to a leave listed in this policy applies separately from and in addition to every other entitlement under applicable legislation and provided by Township of Brudenell, Lyndoch & Raglan unless stated otherwise.

Where applicable, performance objectives and goals for the employee are adjusted so that they are not penalized for being absent during peak hours or seasons. Employees are legally protected from dismissal, termination, selection for redundancy, or any other detriment or reprisal for making appropriate and authorized use of this policy.

Any questions about employee benefits, seniority, or other issues during a job-protected leave must be addressed to the Clerk-Treasurer.

Pregnancy and Parental Leave

Pregnancy Leave

Employees of Township of Brudenell, Lyndoch & Raglan are entitled to pregnancy leave if they are pregnant and have worked for the company for at least 13 weeks before the date the baby is expected to be born (the "due date").

Pregnant employees have the right to take up to 17 consecutive weeks (or longer in certain circumstances) of job-protected unpaid time off work. Usually, the earliest a pregnancy leave can begin is 17 weeks before the employee's due date. The latest a pregnancy leave can begin is on the baby's due date, or on the date of the birth if the baby comes before the due date.

To ensure that Township of Brudenell, Lyndoch & Raglan can make the necessary arrangements to accommodate an employee taking



pregnancy leave, employees must provide at least two weeks' notice in writing before beginning their leave, and a medical certificate stating the due date if requested. If a change is required to the start date of the pregnancy leave, the employee must provide new written notice at least two weeks before the new start date.

Employees returning from pregnancy leave must give at least four weeks' written notice specifying their expected date of return or if they are choosing not to return to Township of Brudenell, Lyndoch & Raglan.

Miscarriages and Stillbirths

An employee who has a miscarriage or stillbirth more than 17 weeks before their due date is not entitled to a pregnancy leave. However, if an employee has a miscarriage or stillbirth within the 17-week period preceding their due date and has worked for the company for at least 13 weeks before their due date, they are eligible for pregnancy leave. The latest date for starting the leave in that case is the date of the miscarriage or stillbirth.

The pregnancy leave of an employee who has a miscarriage or stillbirth ends 17 weeks after the leave began or 12 weeks after the stillbirth or miscarriage, whichever is later. This means that the pregnancy leave of an employee who has a stillbirth or miscarriage will be at least 17 weeks long. In some cases, it may be longer.

Parental Leave

Employees of Township of Brudenell, Lyndoch & Raglan are entitled to parental leave if they have worked for the company for at least 13 weeks before starting the parental leave and are a parent to a newborn or newly adopted child who has come into their custody, care, and control.

The right to parental leave is independent of the right to pregnancy leave, and employees are eligible to take both leaves. Employees who took pregnancy leave are entitled to up to 61 weeks' leave and must begin parental leave immediately after their pregnancy leave ends, unless the child has not yet come into their custody, care, and control for the first time.

Employees who do not take pregnancy leave are entitled to up to 63 weeks of parental leave. Parental leave must begin their no later than 78 weeks after the date their baby is born or the date their child first came into their care, custody, or control.

Employees must provide at least two weeks' notice in writing before beginning their leave. If a change is required to the start date of the parental leave, the employee must provide new written notice at least two weeks before the new start date. If the child comes into the employee's care, custody, and control earlier than expected, the employee's leave can begin immediately and they must provide written notice within two weeks after stopping work.

Any employee who chooses not to use the maximum amount of leave available cannot take any unused leave time later. Once the employee has started pregnancy or parental leave, the employee must take it all at one time and cannot split it up.

Employees must provide at least four weeks' notice regarding their expected date of return to work or their letter of resignation if they choose not to return to work. If a change is required to the end date of the parental leave, the employee must provide new written notice at least four weeks before the new start date if earlier, or four weeks before the original return date.

Employees may be eligible to extend their leave by requesting family medical leave or family caregiver leave, as necessary, as described in this policy. (Insert appropriate authority) must be contacted if an employee is considering another leave concurrent with parental leave.

Family Medical Leave

Family medical leave is unpaid, job-protected time off work for up to 28 weeks within a specified 52-week period. This leave is meant to enable employees to care for a family member, as described in legislation, who has a serious risk of dying. A certificate issued by a qualified health practitioner must be issued confirming the family member has a serious medical condition and risk of death within a period of 26 weeks.

The 28 weeks of family medical leave do not have to be taken consecutively but must be taken in full-week increments within a 52-week period. Employees must inform the Clerk-Treasurer in writing as soon as possible of their intention to take family medical leave. If two or more employees qualify to take the leave in order to provide care for the same family member, the leave is divided among those taking the leave.

If the amount of leave taken in the initial leave period is less than 28 weeks, it is not necessary for a qualified health practitioner to issue an additional certificate in order for more leave (starting after the end of the initial leave period) to be taken.

If an employee takes family medical leave and the family member does not die within the 52-week period beginning when the medical certificate is issued, the employee may take another leave, in accordance with the Employment Standards Act, 2000 (ESA) and if another medical certificate is provided.

Organ Donor Leave

Employees continuously employed by Township of Brudenell, Lyndoch & Raglan for 13 weeks are entitled to take unpaid job-protected leave from work of up to 13 weeks to undergo surgery for organ donation. Employees taking organ donor leave must provide Township of Brudenell, Lyndoch & Raglan with a minimum of two weeks' notice of their intention to take the leave, if possible.

Employees must provide a medical certificate confirming the reasons for and the expected duration of the leave. The organ donor leave must begin on the date of the surgery unless a medical practitioner specifies an earlier date in a written certificate. In cases where the medical practitioner declares in writing that the employee cannot resume their work after the 13 weeks of organ donor leave have been taken, additional time is granted. The extension cannot exceed an additional 13 weeks. If an employee on leave wishes to end the leave early, they must provide the company with written notice at least two weeks before their intended return date.

Family Caregiver Leave



All employees, regardless of their length of service with Township of Brudenell, Lyndoch & Raglan, are entitled to eight weeks of unpaid job-protected leave per calendar year, taken in entire weeks, for each family member requiring care.

The employee can take a family caregiver leave to care for or support a family member described in the ESA if a qualified health practitioner issues a certificate stating that the individual has a serious medical condition, which may include a condition that is chronic or episodic. Employees must give notice in writing of their intention to take the leave to the Clerk-Treasurer along with the medical certificate as soon as possible, and ideally before the start of the leave.

Critical Illness Leave

All employees employed with Township of Brudenell, Lyndoch & Raglan for at least six consecutive months are entitled to up to 37 weeks of unpaid job-protected leave to provide care or support to a critically ill minor child. A critically ill minor child means a child under the age of 18 whose baseline state of health has significantly changed and whose life is at risk as a result of an illness or injury.

All employees employed with the company for at least six consecutive months are also entitled to up to 17 weeks of unpaid job-protected leave to provide care or support to a critically ill adult. The leave is restricted to instances where the critically ill minor child or adult is a family member of the employee as defined by the ESA.

Employees must give notice in writing to the Clerk-Treasurer before the start of a critical illness leave, or as soon as possible. The employee must also provide a written plan that indicates the weeks when they will take the leave. Employees also must provide a medical certificate from a qualified health practitioner (which can include a physician, registered nurse, or psychologist) in order to begin a critical illness leave. The medical certificate must state that the family member is critically ill and requires the care or support of the employee; it must also set out the period during which the family member requires the care or support of the employee.

The leave must end on the last day in the period specified in the medical certificate or if the qualified health practitioner sets out a period of 52 weeks or longer, the leave must end no later than the last day of the 52-week period. If a critically ill minor child or adult dies while an employee is on leave, the employee's entitlement to be on leave ends on the last day of the week in which the minor child or adult dies.

If a minor child or adult remains critically ill while the employee is on leave or after the employee returns to work, but before the 52-week period expires, the employee is entitled to take an extension of the leave or a new leave if they meet the requirements. If the minor child or adult remains ill after the 52-week period expires, the employee is entitled to take another leave if the leave requirements are once again met.

Child Death Leave

For the purpose of this leave, a child includes a child, stepchild, foster child, or child who is under the legal guardianship of the employee and is under 18 years of age.

All employees employed with Township of Brudenell, Lyndoch & Raglan for at least six consecutive months are entitled to up to 104 weeks of unpaid job-protected leave if their child dies. Employees may take their leave only in one continuous period within 105 weeks from the week the child dies.

Please note that an employee is not entitled to this leave of absence if the employee is charged with a crime in relation to the death or if it is probable that the child was a party to a crime in relation to their death.

Employees must give written notice to the Clerk-Treasurer of their intention to start the leave and must include a written plan that indicates the weeks when they will take the leave. This notice should be provided by the employee as soon as possible. The company may require the employee to provide evidence reasonable in the circumstances.

The employee may change the time of the leave indicated in the plan with written permission from the company or with at least four weeks' written notice, and if the employee meets all other leave requirements.

Crime-Related Child Disappearance Leave

All employees employed with Township of Brudenell, Lyndoch & Raglan for at least six consecutive months are entitled to up to 104 weeks of unpaid job-protected leave if their child disappears and it is likely the result of a crime. Employees may take their leave only in one continuous period within 105 weeks from the week the child disappears.

Employees must give written notice to the Clerk-Treasurer of their intention to start the leave and must include a written plan that indicates the weeks when they will take the leave. This notice should be provided as soon as possible. The employee may change the time of the leave indicated in the plan with written permission from the company or with at least four weeks' written notice, and if the employee meets all other leave requirements. The company may require the employee to provide evidence reasonable to the circumstances.

If the employee's child is found alive while the employee is on leave, the employee is entitled to stay on leave for an additional 14 days. If an employee's child is found deceased, the employee's entitlement to be on leave ends at the end of the week in which the child is found.

If it becomes probable that the disappearance of the child is not the result of a crime, the leave must end on the day on which it no longer seems probable.

Please note that an employee is not entitled to this leave of absence if the employee is charged with the crime or if it is probable that the child was party to the crime.

Domestic or Sexual Violence Leave

All employees employed with Township of Brudenell, Lyndoch & Raglan for at least 13 consecutive weeks are entitled to up to 10 days and up to 15 weeks of protected leave to seek medical attention or related professional services, to relocate, or to seek legal or law enforcement assistance if the employee or their child experiences domestic or sexual violence, or the threat of domestic or sexual violence.



For the purpose of this leave, a child includes a child, stepchild, foster child, or child who is under the legal guardianship of the employee and is under 18 years of age.

If an employee intends on taking more than 10 days of leave, they should give notice in writing to the Clerk-Treasurer as soon as possible stating their intention to start a domestic or sexual violence leave. If they intend to take 10 or less days of leave, the notice is not required to be in writing. The company may require the employee to provide reasonable evidence.

If an employee takes any part of a day as leave, the company may consider one full day of leave to have been taken. If an employee is taking up to 15 weeks of protected leave and has taken part of a week as leave, the company may consider the employee to have taken one full week of leave. Under this leave, employees are entitled to be paid for the first five days of leave in each calendar year at their regular wages. Employees are not entitled to overtime or premium pay for this time off. The balance of the employee's entitlement is unpaid.

Township of Brudenell, Lyndoch & Raglan ensures mechanisms are in place to protect confidentiality of records given to or produced by the company that relate to an employee taking domestic or sexual violence leave, and only discloses information in situations where it is required by law.

Please note that an employee is not entitled to this leave of absence if the domestic or sexual violence is committed by the employee.

Long-Term Illness Leave

All employees employed with Township of Brudenell, Lyndoch & Raglan for at least 13 consecutive weeks are entitled to up to 27 weeks of unpaid job-protected leave if they cannot perform their job duties because of a serious medical condition, which can be chronic or episodic. Even if the employee has more than one serious condition, the total amount of leave is 27 weeks. Long-term illness leave must be taken in complete weeks, and any leave taken in partial weeks is considered as a complete week.

Employees must provide a certificate from a qualified health practitioner, as well as a written letter stating that they wish to take long-term illness leave, to the Clerk-Treasurer before the start of the leave, or as soon as possible. The certificate must state that the employee has a serious medical condition and set out the period for which the employee will not be performing their duties because of that serious medical condition.

If the certificate from the health practitioner specifies a shorter duration than 27 weeks, the leave only lasts for the period stated in the certificate, ending no later than the last day specified. If the certificate specifies a period of 52 weeks or more, the leave ends no later than 52 weeks after either the week the certificate was issued or the week the employee stopped working because of the serious medical condition, whichever is earlier.

Employees may extend their leave or take a subsequent leave within the same 52-week period if they continue to have a serious medical condition and obtain an additional certificate, provided that the total amount of long-term illness leave does not exceed 27 weeks within that 52-week period. If the employee's serious medical condition continues beyond that time, they may qualify for a new long-term illness leave in accordance with the requirements above.

Sick Leave

Sick leave is job-protected time off work for up to three unpaid days per calendar year. Employees must have been employed with Township of Brudenell, Lyndoch & Raglan for at least two consecutive weeks to qualify for this leave. This leave may be taken for personal illness, injury, or medical emergency. The three days do not have to be taken all at once; however, any part of a day taken off is considered a full day of sick leave.

For sick leave, the employee must inform the Clerk-Treasurer that they require a leave before it begins or as soon as possible after beginning the leave. Sick leave taken under the company sick leave policy counts towards their use of sick leave under the ESA if the reason for the leave aligns. Situations that do not meet the required provisions are determined on a case-by-case basis. Employees may need to provide evidence reasonable in the circumstances to confirm entitlement to the leave.

Family Responsibility Leave

Family responsibility leave is job-protected time off work for up to three unpaid days per calendar year. Employees may take family responsibility leave due to the illness, injury, medical emergency, or an urgent matter relating to a dependent or family member as defined by the ESA. Employees must have been employed with Township of Brudenell, Lyndoch & Raglan for at least two consecutive weeks to qualify for this leave. The three days do not have to be taken all at once; however, any part of a day taken off is considered a full day of family responsibility leave.

For family responsibility leave, the employee must inform the Clerk-Treasurer that they require a leave before it begins or as soon as possible after beginning the leave. Leave taken under the company's (insert title of applicable policy) for a reason that aligns with family responsibility leave under the ESA counts towards their use of this leave. Situations that do not meet the required provisions are determined on a case-by-case basis. Employees may need to provide reasonable evidence of entitlement to the leave.

Bereavement Leave

Bereavement leave is job-protected time off work for up to two unpaid days per calendar year. Employees may take bereavement leave due to the death of a family member as defined by the ESA. Employees must have been employed with Township of Brudenell, Lyndoch & Raglan for at least two consecutive weeks to qualify for this leave. The two days do not have to be taken all at once; however, any part of a day taken off is considered a full day of bereavement leave.

For bereavement leave, the employee must inform the Clerk-Treasurer that they require a leave before it begins or as soon as possible after beginning the leave. Bereavement leave taken under the company bereavement leave policy counts towards the employee's use of bereavement leave under the ESA if the reason for the leave aligns. Situations that do not meet the required provisions are determined on a case-by-case basis. Employees may need to provide reasonable evidence of entitlement to the leave.

Emergency Leave: Declared Emergencies and Infectious Disease Emergencies

Declared Emergencies

Declared emergency leave is a leave of absence without pay for employees who cannot perform their job duties because of an emergency declared under the Emergency Management and Civil Protection Act and because:

- Of an order that applies to them made under the Emergency Management and Civil Protection Act or the Health Protection and Promotion Act; or
- The employee must provide care or assistance to a specified individual outlined in the ESA.

An employee is entitled to take declared emergency leave for as long as they are not performing the duties of their position as determined by the provisions above. Entitlement ends on the day the emergency is terminated or disallowed.

Infectious Disease Emergency Leave Without Pay

Infectious disease emergency leave (IDEL) is an unpaid job-protected leave for employees who cannot perform their job duties for any of the following reasons:

- The employee is under individual medical investigation, supervision, or treatment (including receiving a vaccination or recovering from any side effects) for the designated infectious disease;
- The employee is acting in accordance with an order under the Health Protection and Promotion Act;
- The employee is in quarantine, isolation, or subject to a control measure, such as self-isolation, as a result of information or directions issued to all or some of the public or one or more individuals, by an authority designated by the legislation;
- The company directed the employee not to work in response to a concern that the employee may expose other individuals in the workplace to the designated infectious disease;
- The employee is providing care or support to a specified individual because of a matter related to the designated infectious disease that concerns that individual, such as school or daycare closures;
- The employee is directly affected by travel restrictions and, under the circumstances, cannot reasonably be expected to travel back to Ontario;
- The employee's hours of work are temporarily reduced or eliminated by the employer for reasons related to the designated infectious disease; or
- An order made under the Emergency Management and Civil Protection Act that is continued under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020, concerning the designated infectious disease.

An employee is entitled to take infectious disease emergency leave starting on the applicable date specified in the ESA. Leave continues while the infectious disease is designated by the regulations and so long as they are not performing the duties of their position as determined by the provisions above.

Conditions

An absence due to a declared emergency may be extended beyond the initial period of leave if an order made under the Emergency Management and Civil Protection Act is extended.

Employees who take emergency leave must advise Township of Brudenell, Lyndoch & Raglan that they plan to do so as soon as possible. If an employee must begin the leave before advising the company, they must communicate it as soon as possible. Where an employee is eligible for both paid and unpaid leave, they are entitled to use the paid days first, unless they advise the company in writing that they choose to take the time as unpaid.

Township of Brudenell, Lyndoch & Raglan may require an employee taking emergency leave to provide reasonable proof that the employee is entitled to the leave. However, an employee who takes infectious disease emergency leave is not required to provide a certificate from a qualified health practitioner as evidence.

Reservist Leave

Employees who are reservists and who are deployed to an international Canadian Forces operation, or to a Canadian Forces operation within Canada that provides or will provide assistance in dealing with an emergency or its aftermath (including search and rescue operations) are entitled to unpaid leave for the time necessary to engage in that operation. This time includes any pre-deployment or post-deployment activities that are required. This leave can also be taken when attending Canadian Armed Forces skills training or when the employee is in treatment, recovery, or rehabilitation for a physical or mental health illness, injury, or medical emergency resulting from associated activities. To be eligible for reservist leave, the employee must have worked for Township of Brudenell, Lyndoch & Raglan for at least two consecutive months unless otherwise prescribed.

The company may require the employee provide evidence for their entitlement to the leave in line with the ESA requirements. The company may postpone any reinstatement to work after a reservist leave in line with requirements under the ESA. Seniority and length of service credits continue to accumulate during the leave. Township of Brudenell, Lyndoch & Raglan does not continue any benefits plans during the employee's leave; however, employees can provide payment in advance of the leave to cover the cost of the benefits so that they may continue while on the leave.

For reservist leave, the employee must provide reasonable notice in writing of their intention to take the leave, or provide notice as soon as



possible after beginning the leave. This same process is required when returning from a reservist leave.

Jury Duty Leave

Township of Brudenell, Lyndoch & Raglan recognizes and respects the need for employees to complete jury duty and will make accommodations for employees who have been selected to participate on a jury. Employees must provide as much advance notice as possible of the start of their jury duty and are asked to include a copy of their summons. Employees will be unpaid while on jury duty leave.

This leave does not apply to an employee who must appear in a court of law as a plaintiff, defendant, or witness. In these instances, the employee may use vacation time or request an unpaid leave of absence.

Time Off for Employees Serving in an Election

Township of Brudenell, Lyndoch & Raglan appreciates the importance of volunteering during an election. Any employee who is a returning officer or has been appointed by a returning officer to be a poll official is provided with sufficient time off to perform all required duties under the Elections Act. Employees must provide the company with at least seven days' notice of their intention to take this leave.

Time for Voting (Ontario and Federal Elections)

All employees who are qualified voters are provided three consecutive hours for voting in Ontario and federal elections if their schedule does not already allow them three consecutive hours during polling hours to vote. The company ensures these employees do not lose pay from leaving early or coming in late if the time was necessary for voting. If this time is provided to an employee, it is provided at the discretion of the company, in line with scheduling and operational requirements.



Flexible Hours of Work Policy

Intent

Township of Brudenell, Lyndoch & Raglan understands some employees may benefit from a flexible work schedule to achieve a greater work-life balance. The company has adopted this policy to enhance job satisfaction, boost productivity and creativity, increase the ability to attract and retain top talent, and reduce absenteeism and presenteeism. Flexible work schedules may be approved for all eligible employees while ensuring operational and business requirements. The company is committed to providing employees with flexible work hours, in accordance with the Employment Standards Act.

Definitions

Compressed workweek: Working longer hours per day in exchange for a day off.

Core hours: Work hours when all employees are expected to work without variability or flexible arrangements.

Flex time: A variation of working hours with modifications to start and finish time.

Guidelines

Flexible work arrangements are recognized as temporary alternate arrangements between the employer and employee regarding the employee's work schedule. Flexible work arrangements may be terminated by either the employer or the employee with reasonable notice. All flexible hours of work arrangements are at the discretion of Township of Brudenell, Lyndoch & Raglan and are subject to review.

Hours of Work

The Public Work's hours of operation are from 6:00 a.m. to 2:30 p.m., Monday to Friday with some shift work during critical periods or situations to be determined by the Operations Manager.

A regular workweek consists of 35-40 hours. Hours of work for all full-time employees are 7-8 hours per day, Monday to Friday, from 6:00 a.m. to 2:30 p.m. or 8:30 a.m. to 4:00 p.m. Full-time employee schedules may vary based upon the position and business needs and may extend beyond the company's hours of operations.

The hours of work for all part-time and casual employees depend upon the operational requirements of the company and can range in hours and days of the week. Part-time and casual employees are not guaranteed a set number of hours per week.

The company's core hours of work for all Public Works employees are from 6:00 a.m. to 2:30 p.m. and 8:30 a.m. to 4:00 p.m. for office staff. The company requires all employees to be available and working during these core hours. Work is generally considered to be performed when the employee is performing labour or providing a service to the company, or when the employee is not working but must stay at the workplace.

Breaks and Rest Periods

Township of Brudenell, Lyndoch & Raglan also provides employees with two paid 15-minute breaks. Such break times may be varied to suit the work schedule of the employee or their workload at the discretion of the employee's supervisor. Breaks cannot be accumulated and taken as time off.

Flexible Hours of Work Arrangements

Eligibility

Employees with at least 12 months of service at the company may request a change to their work arrangement that provides them more flexibility. Some departments may be unable to offer flexible hours for specific positions or during certain times of the year due to operational demands.



Employees can request a change to the number of hours they must work or a change to their schedule.

Flex Time

Flex time permits an employee to work a full day but with varied working hours. The employee is expected to complete their required total hours of work in accordance with their employment contract.

Compressed Workweek

A compressed workweek permits an employee to work longer hours during the day in exchange for a day off their normal scheduled workweek. In the case of a compressed workweek schedule, the following options are available to the employee:

- Working 10-hour days for four days per week;
- Working an extra hour a day to receive one day off every two weeks; or
- Working an extra half hour a day to receive one day off every three or four weeks.

Reduced Hours

An employee working full-time may request to work fewer than 7-8 hours per day temporarily. Employees seeking a reduced hour arrangement should be aware that this may affect their employee benefit entitlements.

Request for Flexible Hours of Work Arrangements

Employees seeking a flexible hours of work arrangement, or changes to a previous arrangement, must submit their requests in writing to the Clerk-Treasurer. Requests should include the employee's name, date of the request, description of the requested flexible hours of work arrangement, and the start and end dates of the arrangement. Requests should be submitted 14 days in advance of the expected start of the flexible arrangement, or as soon as reasonably possible.

The Clerk-Treasurer may meet with the employee to obtain further information regarding the request. When considering an employee's request for a flexible hours of work arrangement, the company considers:

- The principles of this policy;
- The needs of the employee making the request;
- The duration of the request;
- The operational needs of the company and the employee's department;
- The availability of backup support to cover the requested change in the employee's work hours;
- Any effect on other employees and their ability to perform their work; and
- Any occupational health and safety issues that may arise as a result of the requested change.

Each request is examined on a case by case basis.

Decisions on the employee's request for flexible hours of work are provided no later than 7 days before the anticipated start date, or in cases of emergency or short-term requests, as soon as reasonably possible.

Township of Brudenell, Lyndoch & Raglan may approve the request as is, approve the request in part, offer an alternative arrangement to the request, or deny the request. The company will arrange for a meeting with the employee to discuss the outcome of the request.

Where a request has been approved, the employee is provided a written agreement outlining the flexible hour arrangement, the flexible schedule,



the date the change takes place, and the duration, if applicable. The employee and the Clerk-Treasurer sign two copies of the agreement, with one copy for the employee and the other to be placed in the employee's personnel file.

Where a request is denied, the employee receives a written letter confirming the reason associated with denying the request. A copy of this letter is placed in the employee's personnel file. Reasons for denying an employee's request for a flexible hours of work arrangement include among others:

- The request does not meet the criteria or eligibility mentioned in this policy;
- The request would result in undue hardship to the company;
- Detrimental effects on company operations or the employee's departmental operations;
- Inability to arrange backup support or reorganize work among staff; or
- Planned structural changes.

Township of Brudenell, Lyndoch & Raglan reserves the right to return an employee to normal hours at any time such as where the flexible schedule has adversely affected the employee's ability to perform normal job functions, is negatively affecting the productivity of the employee, to address operational needs, or if company circumstances change and a return to normal work hours are necessary. Appropriate and reasonable notice of the change will be provided.

Where an employee disagrees with the company's decision regarding their request, the employee may submit a request in writing to the Clerk-Treasurer have the decision reconsidered to Council.

Expectations

All employees with approved flexible hours of work arrangements must respect and adhere to all company policies and procedures. Provisions for overtime continue to apply to employees on flexible work arrangements. Refer to the Overtime Policy for details.

Any flexible hours of work arrangement will ensure that the standard hours of work do not exceed an average of 35-40 hours per week over a two-week period. At least one full day off work per week will be provided and, where possible, that day will be Sunday.

Employees are responsible for ensuring average weekly hours are met while working flexible work hours.

Abuse of Flexible Work Hours

Employees who do not obtain approval before working flexible work hours may be subject to discipline in accordance with the progressive discipline policy. Employees who abuse this policy for purposes other than its intended use may have their flexible hours of work arrangement revoked and may be subject to discipline in accordance with the progressive discipline policy. Subsequent offences may result in disciplinary action up to or including termination.



Pay Equity Policy

Intent

Township of Brudenell, Lyndoch & Raglan is committed to achieving pay equity to ensure employees receive equal pay for work of equal value. This policy sets out the standards and procedures regarding pay equity in the workplace in accordance with the Pay Equity Act and its associated regulations.

Definitions

Pay equity: Equal pay for work of equal value.

Guidelines

Township of Brudenell, Lyndoch & Raglan establishes and maintains a pay equity plan in accordance with the Pay Equity Act. Each position is evaluated at least every three years, when significant changes occur, as positions are introduced or eliminated, or whenever there is a change in compensation, job value, or duties and responsibilities of a role. Each job is evaluated using a gender-neutral factor comparison system using four factors: skills, effort, responsibility, and working conditions.

This process involves:

- Grouping positions into job classes;
- Identifying female, male, and neutral job classes;
- Assigning a value to each job class using the gender-neutral job evaluation system;
- Grouping job classes of similar point value into common bands;
- Comparing predominantly female job classes to predominantly male job classes in the same point band; and
- Using either the job-to-job comparison method or the proportional method to determine whether the female job class requires an adjustment to achieve pay equity.

Pay equity is achieved when every female job class at the company has been compared to another class or classes using an approved method, and adjustments have been made to ensure the job rates for female job classes are at least equal to the job classes they are being compared to, where the work performed by the two job classes is of equal or comparable value. All required steps and formulas outlined in the Pay Equity Act and its associated regulations are followed when developing the pay equity plan.

Where it is necessary to increase the rate of compensation for a job class to achieve pay equity, the company increases the compensation of all employees in the corresponding job class by the same amount. No employee's compensation is reduced to achieve pay equity.

Differences in pay may exist due to seniority, merit, piecework, and other differences not due to gender as identified by the Pay Equity Act. If the company determines that there is a difference in pay due to these accepted exceptions, then there will be no need for pay equity adjustments to be applied.

The company retains all records, reports, data, and other documentation related to the pay equity plan.



Payroll Administration Policy

Intent

This policy communicates Township of Brudenell, Lyndoch & Raglan payroll processes and procedures.

Guidelines

The company uses comprehensive payroll processes and procedures to pay employees accurately and on time.

Employees are paid bi-weekly on Fridays by direct-deposit. If a payday falls on a statutory holiday, employees are paid the business day before the holiday. Some employees may have a different pay frequency outlined in their employment contract. In such circumstances, the contract prevails.

Wage Statements

Employee pay is accompanied by a wage statement detailing the employee's wages as required by the Employment Standards Act.

Workplace Responsibilities

Employees

When hired, employees must comply with all departmental procedures for the collection of necessary payroll information. This includes submitting federal and provincial income tax forms and other payroll paperwork to calculate statutory deductions, such as Canada Pension Plan, OMERS, Employment Insurance, and income tax credits.

To set up direct deposit, employees must submit their personal banking information to the Clerk-Treasurer. Employees must immediately notify the Clerk-Treasurer of any changes to this information during their employment.

Employees are responsible for reviewing their pay and wage statement. Employees must immediately inform the Clerk-Treasurer if they identify any pay discrepancies.

The Clerk-Treasurer

The Clerk-Treasurer is responsible for collecting all new hire payroll information. This information remains confidential under the company's Confidentiality Policy and is only disclosed to authorized personnel.

Along with maintaining records of all sick, vacation, and personal days for all employees, the Clerk-Treasurer verifies payroll information is submitted in a timely manner bi-weekly to ensure employees are paid on time. They also provide assistance to employees regarding any questions or concerns they may have around remuneration.

The Clerk-Treasurer processes all payroll information in a timely manner to ensure staff are paid accurately and according to their pay schedule. When made aware, the Clerk-Treasurer updates and maintains the company's payroll information system with new employee information (such as terminations, leaves, banking information, and so on) to identify and reconcile any pay discrepancies that may occur.

They provide accurate and timely reports to relevant departments and government agencies as required, such as processing TD1 (Personal Tax Credit Return) forms and all other relevant documentation to comply with all applicable tax laws.

The Clerk-Treasurer maintains confidentiality concerning payroll information at all times. When responding to inquiries from employees, management, government agencies, and all other relevant parties about taxes, required statutory deductions, or other payroll-related matters, the Clerk-Treasurer discloses this information only as authorized by law.

Township of Brudenell, Lyndoch & Raglan

The company complies with all legislated payroll requirements, duties, and responsibilities pertaining to all reporting and tax withholding requirements. Township of Brudenell, Lyndoch & Raglan creates, maintains, and updates consistent payroll processes and procedures and



ensures all payroll and compensation information obtained is stored and maintained in a secure area, only to be shared for payroll, administrative, and legal purposes.



Conduct

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[Technology, E-mail, and Internet Use Policy](#)



Personal Social Media Account Policy

Intent

Township of Brudenell, Lyndoch & Raglan strives to maintain a positive image in the community and has adopted this policy to ensure that our employees are aware of their responsibility to use social media appropriately as representatives of the company. This policy outlines in detail permissible and prohibited use of personal social media accounts and pages as they relate to Township of Brudenell, Lyndoch & Raglan and its reputation.

This policy does not intend to interfere with the private lives of employees or impinge on their freedom of speech. This policy supports the image and branding of the company and the wellbeing of employees.

Guidelines

Company employees who maintain personal social media accounts or pages must comply with the following guidelines as they relate to their association with Township of Brudenell, Lyndoch & Raglan. This includes any published posts, stories, direct messages, or comments on any social media site, whether public or private. In all instances, employees should conduct themselves professionally both on and off duty. Employees will be held accountable for what they share on social media or webpages if there is a risk of the content leading to negative repercussions for the company.

Employees are responsible for their conduct as representatives of the company, even outside regular business hours.

Use of personal social media accounts may not conflict with any existing policies of Township of Brudenell, Lyndoch & Raglan whatsoever. This includes the code of conduct or confidentiality policy.

Prohibited Use of Social Media

When an employee publicly associates with Township of Brudenell, Lyndoch & Raglan online, all materials associated with their page may be viewed by the public as reflecting the company. As such, employees should avoid publishing inappropriate comments, images, links, or other content.

Any information, images, and statements shared by the employee on their personal social media account should never reflect negatively on the company. Inflammatory comments or unprofessional or disparaging remarks made about the company or its employees, customers, vendors, or competitors will not be tolerated.

Employees should never make discriminatory statements or comments of a harassing or bullying nature about anyone, including co-workers, management, customers, or vendors.

Employees who use social media sites are prohibited from publishing any proprietary and confidential company information.

Township of Brudenell, Lyndoch & Raglan employees are prohibited from speaking on behalf of the company, releasing confidential information, releasing news, or communicating as a representative of the company without prior authorization to act as a designated company representative. Where an employee mentions the company, they should include a disclaimer stating that any opinions expressed are their own and do not represent the company's positions, strategies, or opinions.

Employees are prohibited from using social media during working hours; employees should limit use to official breaks (for example, eating periods) so they do not affect productivity or efficiency. As Internet access on company-provided devices is monitored, please be advised that excessive use of social media for personal reasons during working hours is a misappropriation of company time and resources and may be subject to disciplinary action.

Company policies governing the use of copyrighted materials, corporate logos, and other forms of branding and identity apply to electronic communications. Employees are prohibited from using protected Township of Brudenell, Lyndoch & Raglan materials (copyrighted material, branding, or logos) without prior express written permission.



The company strictly prohibits the use of company-owned computer resources for illegal downloading or uploading of copyrighted materials without express written permission and authorization from the copyright holder.

Employees should abide by these guidelines whether they mention the company by name or not. Even if the name is not mentioned in a post, it is possible a link can be made back to Township of Brudenell, Lyndoch & Raglan that can harm the company's reputation.

Customer Use

Many customers and persons present on company property frequently use mobile phones and other devices to take photographs or make recordings. Employees should always represent the company positively and professionally so that negative images are not posted on social media sites by customers or visitors.

Potential Consequences of Misuse

Any content posted on personal social media accounts can and may be viewed by the competitors of Township of Brudenell, Lyndoch & Raglan; government and law enforcement agencies; current, past, and potential employees; and others.

Any employee who fails to follow the guidelines set out in this policy may be subject to disciplinary action up to and including termination of employment.

Where the inappropriate use of social media discloses personal or confidential business information, the employee may be subject to more serious repercussions, including but not limited to a defamation lawsuit, criminal charges, copyright claims, and damage to their personal and professional reputation.



Safe Driving for Work Policy

Safe Driving for Work Policy

Intent

Township of Brudenell, Lyndoch & Raglan is committed to providing a safe work environment for all employees, which includes workers who drive company vehicles. This policy has been adopted to outline expectations and responsibilities related to driving for work.

Guidelines

Any employee of Township of Brudenell, Lyndoch & Raglan required to drive while working is expected to do so safely and always adhere to the laws of the roadways they drive on. Any instance of an employee breaking the law while driving on behalf of the company will, at minimum, result in immediate suspension of driving privileges, and further disciplinary action will be considered. Any attempt by an employee to hide an instance of breaking the law while driving on behalf of the company will result in disciplinary action.

Employees who drive on behalf of the company are expected to comply with this policy and associated safe driving procedures, attend safe driving training, always carry their driver's licence while driving, and ensure any other required documentation can be produced if needed, such as vehicle insurance.

The company should be immediately notified of any hazards and health and safety concerns encountered while driving for work. Employees must report all driving related incidents to their manager or the Clerk-Treasurer. Pre-trip vehicle inspections are to be completed before every use of a vehicle for work purposes to ensure the vehicle is safe.

Only authorized employees of Township of Brudenell, Lyndoch & Raglan may operate company-owned vehicles. If the company discovers an unauthorized person has driven a company-owned vehicle while it is in the care of an employee, the employee will be subject to disciplinary action.

Safe Driving

Employees are expected to practice safe driving at all times. The use of mobile devices, such as cellphones and laptops, is strictly prohibited while driving. The use of hands-free communication is permitted but should be limited while driving whenever possible. GPS navigation systems can be used while driving only if the trip is pre-programmed and does not require the driver to use or handle the device while driving. If route changes need to be made, the driver should stop the vehicle in a safe location, make the necessary changes to the GPS navigation system, then safely proceed.

The vehicle's radio and climate control may be used while driving if they have been set up before travelling and require little attention while driving. Food should never be consumed while driving. Drinking is permitted but should be avoided whenever possible.

Employees are prohibited from driving on behalf of the company while under the influence of drugs or alcohol. If an employee requires prescription medication that could alter the mental state of the employee and impair them while driving, specific considerations will be made regarding accommodation and their ability to safely operate a vehicle.

Passengers who are not Township of Brudenell, Lyndoch & Raglan employees are prohibited from travelling in vehicles driven for company business.

Fatigue

Hazards related to experiencing fatigue while driving are especially dangerous because it is up to the discretion of the employee to determine how fatigued they are. Whenever an employee is experiencing symptoms of fatigue while driving, they are expected to stop the vehicle in a safe location and rest until they are prepared to drive safely.

Employees who refuse to operate a vehicle because they are experiencing fatigue-related symptoms will not face reprisal, based on the understanding that using the vehicle while fatigued is unsafe work.

Inclement Weather

During periods of inclement weather such as snow, fog, rain, ice, hail, or high winds, drivers are expected to reduce their speed and allow for increased stopping distances between them and other vehicles on the road. If an employee feels unsafe driving due to the weather, they should stop their vehicle in a safe area and wait until it is safe to continue. Company management should be notified of any weather-related hazards that impede the driver's normal work when it is safe to do so.

Incidents and Vehicle Accidents

In the event of a vehicle accident or incident involving an on-duty Township of Brudenell, Lyndoch & Raglan employee while driving that results in an injury or property damage, the employee should immediately call 911 if they can. If possible, the vehicle should be moved to a safe location to prevent further injury or damage before completing any administrative tasks like collecting insurance information for involved individuals. Company drivers involved in any vehicle-related accidents and incidents should report the incident both to the police and to their manager once it is safe to do so. Management and the Clerk-Treasurer will work with the employee to complete an incident report.



Mobile Devices at Work Policy

Intent

Township of Brudenell, Lyndoch & Raglan has adopted this policy to govern the use of the full range of mobile devices, including cellphones, smartphones, tablets, laptops, and others. This policy refers to all such devices as "mobile devices."

Guidelines

Excessive personal calls, e-mails, texts, and other forms of electronic communication during the workday, regardless of whether the mobile device used is personal or company-issued, can interfere with employee productivity and become distracting to others. To support a safe and productive work environment, employees should follow these guidelines.

Best Practices

Employees should exercise the same discretion in using personal mobile devices as they use with company-issued ones. Employees may only use their personal or company-issued mobile devices for business purposes.

The company strictly prohibits the use of mobile devices for any other available purpose, such as Internet access, gaming, texting, social media, or listening to music during business hours. Employees should limit these and all other personal functions to scheduled breaks or lunch periods in non-working areas.

Employees should put all mobile devices on silent mode for the duration of the workday (not applicable to breaks or lunch periods).

Mobile Devices in Meetings

To ensure the effectiveness of meetings, employees must not bring in any mobile devices that are not required for the meeting.

For personal emergencies or for reasons that may require immediate attention, employees may bring a mobile device to a meeting if they have received permission from the the Clerk-Treasurer. In these cases, the mobile device should be set to silent mode unless otherwise advised by the the Clerk-Treasurer.

Unsafe Work Environments

For health and safety reasons, the company strictly prohibits the use of mobile devices while on a worksite where the operation of such devices could be a distraction to the user or could create an unsafe work environment. Only employees who are out of harm's way should operate mobile devices, and only in accordance with the rest of the guidelines outlined in this policy.

Use of Mobile Devices While Operating a Motor Vehicle

The company strictly prohibits the use of handheld mobile devices while operating company-owned or -operated vehicles, or while operating a personal vehicle for company business. Hands-free mobile devices are permissible if used in accordance with the law, but their use should be kept to a minimum while driving.

To use any functions of a handheld mobile device:

- Pull over and stop before accessing the mobile device;
- Allow a passenger to operate the mobile device;
- Let the caller leave a voicemail and respond to the call at a safer time; or
- Let someone else drive so you can safely use the mobile device.

Distracted driving, including the use the handheld devices, is illegal across Canada, except when calling 911 in an emergency. Employees are solely responsible for any fines or charges laid by the authorities for the illegal use of a mobile device while operating a vehicle in the course of



their employment.

Privacy, Information, and Liability

The company prohibits employees from using any mobile device (whether personal or company-issued) as an unauthorized media storage device for the storage or transportation of Township of Brudenell, Lyndoch & Raglan business information.

For privacy reasons, the company prohibits any employee from taking photographs or video recordings of company facilities or personnel without first obtaining express written permission from the company.

The company strictly prohibits the use of company mobile devices for access to or downloading of inappropriate, obscene, or illegal material.

Township of Brudenell, Lyndoch & Raglan is not liable for the loss of personal mobile devices brought into the workplace.

Exceptions

Employees should avoid making or receiving personal calls, e-mails, or texts and conducting any personal meetings or projects during work time. However, if an employee needs to use their mobile device for personal reasons during work hours, such as childcare or caretaking duties, they may speak to their supervisor about the circumstances. The the Clerk-Treasurer will set parameters for using mobile devices at work for personal reasons on a case-by-case basis.



Technology, E-mail, and Internet Use Policy

Intent

Township of Brudenell, Lyndoch & Raglan is dedicated to ensuring that employees have the necessary technology to effectively perform their job duties. The company issues internal technology, software, and other resources (including devices, e-mail, Internet access, and network systems) for employees to use to meet business goals. The company has adopted this policy to outline expectations for using company technology, e-mail, and Internet when conducting company business.

Guidelines

Employees may only use company technology, e-mail, and Internet for authorized company business. All company information and correspondence (including e-mail) transmitted or received using company technology is the property of the company and is to be managed accordingly for appropriate business-related matters.

Password Protection

Employees may access the Internet through individual user accounts that have confidential passwords. Employees should set up strong passwords for all company accounts. For example, a password should have 10 characters, including letters, numbers, and special characters, and no personal information.

Employees must change their passwords every 6 months.

Employees must never share any passwords with unauthorized employees, users, or third parties, or write their password down and leave it in a visible or easily accessible area. If an employee loses or forgets their password or believes their password has become compromised, the employee must inform the IT department at once.

Security

Device Security

To support device security, employees must take all reasonable precautions to safeguard desktop and laptop computers against unauthorized access or theft, restrict physical access to laptops only to authorized personnel, and strictly prohibit use by family, friends, or the public.

Employees should enable a password-protected screensaver with a short timeout period to ensure that laptops left unsecured are protected and implement multi-factor authentication (MFA) where available.

Employees must never leave a laptop unattended in a vehicle, hotel room, or public place. If a laptop must be left in a hotel room, it must be left in the safe, inside locked luggage, or secured with a cable. Employees must inform their manager and the IT department immediately if a laptop is lost or stolen.

Internet Security

The Clerk-Treasurer is primarily responsible for Internet security at Township of Brudenell, Lyndoch & Raglan. Under their guidance, employees must follow all security procedures, mandates, and instructions to ensure no security breaches occur. In general, all employees are responsible for maintaining the security of company-held information. The Clerk-Treasurer may assign specific Internet security control responsibilities to any employee to ensure company information is protected and the integrity of the company is maintained. These assignments are formally passed out in memorandum format. Copies of these assignment documents are retained in the employee's file for transparency and accountability purposes.

In order to support Internet security, employees must:

- Familiarize themselves with procedures for securely downloading and protecting information;
- Learn to identify and avoid any online material deemed sensitive, private, copyrighted, offensive, obscene, or illegal;
- Always conduct themselves professionally
- Complete all cybersecurity training, and follow up with their supervisor if they have any questions; and
- Use a virtual private network (VPN) to set up a secure connection when travelling or working remotely.

Employees must never:

- Store personal files or data downloaded from the Internet on company hard drives or network file servers;
- Download video or sound files from the Internet unless the the Clerk-Treasurer has authorized their use for conducting company business;
- Conduct any online practices or procedures that would expose the network or resources to virus attacks, spyware, adware, malware, or hackers; or
- Disclose company information or intellectual property to unauthorized third parties.

Additionally, specific procedures, mandates, or instructions related to Internet security may apply to a given situation or department or when a real or potential security breach has occurred.



Internet

Assigned employees may access the Internet for legitimate business purposes only under the purview of company goals. Permissible, acceptable, and appropriate Internet-related work activities include:

- Researching, accumulating, and disseminating any information related to the accomplishment of the employee's assigned responsibilities, during working hours or overtime;
- Collaborating and communicating with other employees, business partners, and customers, according to the employee's assigned job duties and responsibilities, and only with the approved videoconferencing software, instant messaging platform, e-mail program, or other software; and
- Conducting professional development activities (including discussion groups, online training, web seminars, and so on) as they relate to meeting the employee's job requirements and independent goals.

Inappropriate and unacceptable Internet use includes, but is not limited to:

- Illegal purposes, such as theft, fraud, slander, libel, defamation of character, harassment (sexual and non-sexual), stalking, identity theft, online gambling, spreading viruses, spamming, impersonation, intimidation, plagiarism, and copyright infringement;
- Any use that conflicts with existing company policies, such as bandwidth limitations or network storage;
- Any use that conflicts with the company's mission, goals, and reputation;
- Copying, destroying, or altering any data, documentation, or other information that belongs to the company or any other business entity without authorization;
- Downloading unreasonably large files or conducting any other activities that may hinder network performance and others' use of company resources;
- Accessing, downloading, or printing any content that violates any of the company's existing policies (including illegal, offensive, and obscene material);
- Engaging in any other activity that would in any way bring discredit, disrepute, or litigation upon the company;
- Engaging in personal online commercial activities, including offering services or products for sale, soliciting services or products from online providers, online shopping, and more;
- Engaging in any activity that could compromise the security of the company's host servers or computers;
- Engaging in any fundraising activity, endorsing any products or services, or participating in any political activity, unless authorized to do so;
- Any use that violates any of the policies of the accessed information's source network; and
- Allowing unauthorized or third parties to access the company's network and resources.

Social Media and Blogs

The use of social media and personal blogs on company devices or Internet is deemed acceptable. Employees may use these sites during times, such as lunch periods, or breaks. Excessive personal use of social media or the Internet that affects an employee's job performance is subject to progressive discipline.

The company prohibits employees from sharing any confidential information or using any copyrighted materials, corporate logos, or other branding on any social media accounts or personal blogs.

Employees must never act as a representative of the company online in any fashion or speak on behalf of the company without prior written authorization to act as a designated company representative. Employees must never write, post, or otherwise share any negative beliefs or discriminatory statements about the company or its employees, customers, or vendors on social media or personal blogs. If an employee wishes to express individual opinions on topics that may in any way reflect on the company, the employee must include a disclaimer asserting that such personal opinions are not necessarily those of the company.

E-mail

Employees should use company e-mail consistently with the company's standards of conduct and create messages with professionalism and attention to detail. For consistency, employees should:

- Only send business-related messages from a company address;
- Send messages only to intended recipients and avoid including parties not directly affected by the contents of the message;
- Include a relevant subject line that clearly states the message's purpose;
- Review messages for spelling and grammar before sending;
- Keep messages brief, clear, and relevant;



- Exclude any offensive, obscene, or illegal content, attachments, or language;
- Avoid all caps unless necessary for clarity or grammar;
- Assign a read receipt only where necessary; and
- Include a company e-mail signature on all outgoing messages.

For security, employees should:

- Avoid sending confidential information by e-mail;
- Properly encrypt all messages;
- Mark messages as confidential or urgent as appropriate;
- Forward messages only after ensuring the contents are secure and work-appropriate;
- Never open attachments from unknown senders; and
- Follow all e-mail security best practices and immediately alert the IT department of any e-mail security breaches, phishing, or spam attempts.

Employees may only use company removable media devices to store information and transmit it to other company-owned property for business purposes. Removable media devices include but are not limited to USB flash drives, hard drives, CDs, DVDs, or any other portable storage device.

Employees wishing to use a removable media device must obtain approval from the Clerk-Treasurer. Employees needing to download sensitive data require prior express written approval from the Clerk-Treasurer. When finished with the device, employees must remove all data from the device and return it to the Clerk-Treasurer.

Removable Media Device Security

Removable media devices should not store sensitive information unless approved by the Clerk-Treasurer. When handling and using a removable media device, employees must ensure all data is encrypted, password protected, and properly transferred and then deleted. Employees must never take removable media devices away from company premises without prior authorization, and they must never leave devices unattended.

Employees must take great care to protect the removable storage device and only use the company-owned device. Any other device could introduce malware or other threats to company systems. Employees are strictly prohibited from inserting any unapproved device into company-provided technology. If employees find any removable media device on company property, even one they believe is company-owned, they must immediately report it to (insert appropriate authority). Failure to follow proper security protocols may lead to disciplinary action up to and including termination.

Lost or Stolen Devices

If an employee loses a removable media device, they must immediately inform the Clerk-Treasurer. The employee must provide details of where the device was last seen and what was on the device. The company follows protocols in its privacy policy if the information on the lost device could jeopardize any person's privacy.

Device Destruction

Employees must not damage or destroy company property in their possession. If a device reaches the end of its lifecycle or has highly sensitive information, the Clerk-Treasurer handles disposing of the device.

Client, Visitor, and Employee Privacy

To protect the ongoing privacy of our clients, visitors, and staff, employees must never:

- Post sensitive, libelous, incendiary, or personal information regarding clients, visitors, or employees from the company Internet, on social media, on personal blogs, or anywhere else;
- Take photographs of clients, visitors, or employees on company premises or from company devices for any reason without express prior written authorization;
- Post photographs or videos of other employees, clients, or visitors on the Internet or social media without express prior written authorization; or
- Disclose client, visitor, or employee personal information on social media, personal blogs, or anywhere else without express prior written authorization.

Employee Monitoring and Recordkeeping

To ensure the appropriate use of technology and to protect the company's legal and business interests, Township of Brudenell, Lyndoch & Raglan reserves the right to monitor employee use of company technology. All employees should bear in mind that Internet sessions are likely not private, and websites accessed by employees may be monitored.

The company accesses and monitors these systems and activities for reasonable business-related purposes. All information collected through



electronic monitoring is securely stored and protected. If any personal information is collected, its use and disclosure are limited to achieve the stated purpose of its collection. The company adheres to all privacy and confidentiality legislation that applies to the collection, use, and disclosure of personal information obtained by electronic monitoring.

Employees can refer to the electronic monitoring policy for more information related to electronic monitoring of employees.

Audits and Investigations

The company may audit any Internet, e-mail, or other monitored records. These records are subject to provincial and federal laws, and they may be used as evidence in a legal proceeding. While individual use is not routinely monitored, unusual or high-volume activities may warrant more detailed examination. Instances may include: (insert examples).

Only authorized employees may access and examine these records and employee usage for business-related issues when they have been given written authorization by the Clerk-Treasurer and when it regards a business-related investigation to determine misconduct. In such cases, the company does its best to accommodate employee privacy while being diligent and thorough.

Filtering

The company uses filtering software to restrict access to websites considered unsuitable for business use. Where the company discovers activities that conflict with the law or this policy, Internet use records may be retrieved and used for disciplinary or legal purposes.

Employee-Owned Property

Due to increased security risks, employees must never use personal equipment or property (such as remove media devices, cell phones, laptops, notebooks, memory cards, computer peripherals, and so on) to create, store, or transmit company business information. If an employee creates, stores, or transmits business information on personal equipment or property, the business information remains the express property of the company.

Employees must never download, access, or use company accounts or software on personal equipment or property. Employees must only use company-provided equipment (including peripherals) to conduct their job duties.

The company reserves the right to inspect or audit the property of its employees on company premises where it is either known or reasonably suspected that personal equipment or property was used for conducting company business or that such equipment or property contains business information. The company may conduct these investigations at any time, with or without notice, solely for the protection of the company's business interests and not as a punitive measure.

Disclaimer

The company does not accept responsibility for any loss of or damage to an employee's personal property, or loss or damage to the employee of any kind, arising from personal use of company Internet or software. The employee is responsible for costs incurred because of loss or damage to company Internet, property, and other resources if an employee uses these for their personal use.

The company is not responsible for the accuracy of information found on the Internet. Users are responsible for assessing the appropriateness of any material that they access, download, or share through the Internet.

Disciplinary Action

The company addresses any misconduct or violation of this policy according to its progressive discipline policy and may result in one or more of the following:

- Temporary or permanent revocation of access to company Internet resources, equipment and devices, or other IT resources;
- Requirement to pay any charges, fees, or other costs incurred to company equipment, devices, or other resources arising from the direct result of the employee's actions; and
- Disciplinary action according to applicable company policies, up to and including suspension or termination of employment.

Upon retirement, layoff, or termination of employment with the company, employees must promptly return (without duplicating or summarizing) all material pertaining to company business, company equipment, and other company resources that are in their possession to the Clerk-Treasurer.

At the conclusion of the employment relationship, whatever the reason, the IT department removes the employee's access to company e-mail and Internet resources. If a device containing company business information is password-protected, the employee must provide the correct username and password for the device.

Any outstanding amount owing to the company in relation to damage, loss, theft, or overages of the company resources and property is the responsibility of the employee and must be paid as soon as possible. The company may also seek the assistance from law enforcement or pursue legal proceedings in order to recover any unreturned company resources or any unpaid expense arising from the employee's failure to fulfil their obligations with respect to this property.



Health and Safety

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[Workplace Violence and Harassment Policy](#)

[Substance Use Policy \(Drug and Alcohol\)](#)

[Fit to Work Policy](#)

[Scent-Free Workplace Policy](#)

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[Return to Work Policy \(WSIB\)](#)



Health and Safety Policy

Intent

Township of Brudenell, Lyndoch & Raglan acknowledges it has a statutory duty to take all reasonable precautions to protect employees, contractors, volunteers, visitors, and all other individuals onsite. Protecting employees from injury or occupational disease due to accidents or incidents is a continuing objective. We make every effort to provide a safe and healthy work environment for all staff, whether they work onsite at Township of Brudenell, Lyndoch & Raglan or remotely in a private residence for the company. We believe all accidents are preventable and that active participation at all levels helps ensure accidents are avoided. Supervisors and workers must refrain from any actions or activities that could jeopardize the health and safety of others and must work to reduce the risk of injury.

The company is committed to promoting a safe and healthy workplace for all employees, contractors, volunteers, and visitors. In pursuit of this commitment, the company develops, implements, and enforces policies and procedures that promote and provide a healthier, safer work environment. The company understands the importance of safety to the wellbeing and productivity of all employees, and strives to safeguard the workplace against injury and malfeasance through negligence.

This policy outlines the responsibilities of all parties to maintain a safe and healthy work environment. Township of Brudenell, Lyndoch & Raglan complies with all applicable workplace health and safety legislation.

Guidelines

Communication

Township of Brudenell, Lyndoch & Raglan encourages open communication on health and safety issues. Open communication is essential to providing an accident-free and productive work environment.

- Employees who voice or identify a health and safety concern are not subject to reprisal or retaliation.
- Health and safety comments are reviewed by human resources. The Clerk-Treasurer initiates an investigation into each reported or potential hazard.
- Employees should inform their supervisor or human resources of any matter they perceive to be an actual or potential workplace hazard.
- Communication can be written or verbal, and may be anonymous if so desired.

Responsibilities

Employers must:

- Provide appropriate personal protective equipment (PPE) and clothing and ensure its use;
- Maintain the equipment in good condition, ensuring it fits properly and is appropriate to the circumstances, taking all relevant factors into account;
- Provide information and instruction related to all real and potential workplace hazards to workers, advise workers of results of occupational health and safety reports, provide competent supervision, and take every reasonable precaution to protect the health and safety of all workers;
- Review all health and safety policies annually, make revisions where necessary, and develop and maintain a program to implement the policies;
- Communicate and cooperate with the health and safety representative, directors, and any other legislatively required party on matters related to workplace health and safety;
- Post a copy of this policy, a copy of the OHS Act along with any explanatory materials prepared by the Ministry, a copy of an annual summary from the Workplace Safety and Insurance Board (WSIB), and the names and work locations of health and safety committee members in the workplace or in a readily accessible electronic format in accordance with the OHS Act;
- Adhere to any legislative requirements related to biological, chemical, and physical agents in the workplace, such as maintaining records, monitoring levels and exposure, and providing instruction and training; and
- Provide appropriate training programs related to occupational health and safety.

Under the Occupational Health and Safety Act, employers in Ontario who become aware or ought to reasonably be aware that there may be a risk of a worker having an opioid overdose at their workplace must provide and maintain a naloxone kit in that workplace. The contents of the naloxone kit are prescribed by regulation. Training must also be provided by that date to employees deemed responsible for the naloxone kit to ensure naloxone can be safely administered if an opioid emergency arises.

Due to specific risks of employees experiencing an opioid overdose while working at Township of Brudenell, Lyndoch & Raglan, the company provides 2 naloxone kits in the workplace, located in the first aid box at 42 Burnt Bridge Road and 3310 Quadeville Road. The company regularly maintains the naloxone kits to ensure they are in good condition. Kits are replaced after each use or by the expiry date noted on the kit, whichever comes first.

Training is provided to anyone who oversees a naloxone kit and its use to ensure it can be administered safely. This training covers how to recognize an opioid overdose, how to administer naloxone, and associated hazards. The names and locations of the workers trained to oversee



and use a naloxone kit are posted in a conspicuous place in the vicinity of the kit.

Supervisors must:

- Always promote a safe and healthy workplace and take every precaution to protect the health and safety of workers they supervise;
- Use or wear PPE appropriately and when required, and ensure workers use and wear PPE that fits properly and is appropriate to the circumstances, having regard to all relevant factors; and
- Advise workers of any real or potential hazards or dangers to their health and safety the supervisor is aware of, and when required provide written instruction on procedures to maintain a healthy and safe workplace.

Employees must:

- Work in compliance with all occupational health and safety policies and procedures;
- Report all missing or defective PPE, any contravention of the OHSA the worker becomes aware of, and the existence of any real or potential hazards they discover in the workplace to their supervisor or the company;
- Inform their supervisor or the company if they feel there is a risk of worker opioid overdose;
- Use appropriate PPE as required;
- Never remove or alter any PPE without providing an adequate replacement or alternative;
- Report when provided PPE does not fit properly or is not appropriate to the circumstances; and
- Never operate any equipment or work in a way that could endanger themselves or another worker, and never engage in pranks or unnecessary boisterous conduct while in the workplace.



Reporting Workplace Accidents and Injuries Policy

Intent

Township of Brudenell, Lyndoch & Raglan recognizes that work-related accidents and injuries require clear reporting procedures to ensure the appropriate authorities are notified. This policy outlines the process for reporting work-related accidents and injuries.

Definitions

Accident: Includes a willful and intentional act, not on the part of the employee; a chance event by a physical or natural cause; and a disablement occurring out of and in the course of employment.

Critically injured: An injury that places life in jeopardy, produces unconsciousness, results in substantial loss of blood, involves the fracture of a leg or arm but not a finger or toe, involves the amputation of a leg, arm, hand, or foot but not a finger or toe, consists of burns to a major portion of the body, or causes the loss of sight in an eye.

Director: An inspector under the *Occupational Health and Safety Act* who is appointed as a director.

Inspector: An inspector appointed under the *Occupational Health and Safety Act*, including the director.

Medical attention: Treatment from a legally qualified medical practitioner or a registered nurse who holds an extended certificate of registrations under the *Nursing Act, 1991*.

Occupational illness: A condition that results from exposure in a workplace to a physical, chemical, or biological agent to the extent that the normal physiological mechanisms are affected, and the health of the worker is impaired. Includes an occupational disease that entitles a worker to benefits under the *Workers Safety and Insurance Act, 1997*.

Guidelines

Employee Responsibilities

Employees of Township of Brudenell, Lyndoch & Raglan must report all workplace accidents, injuries, and occupational illnesses to the Clerk-Treasurer as soon as reasonably possible. Where an individual is killed or critically injured, the scene of the incident must not be interfered with, disturbed, destroyed, or altered except where necessary to:

- Save the life of or provide first aid to the injured individual; or
- Prevent unnecessary damage to other equipment or property.

No wreckage, articles, or other items connected to the occurrence should be removed without permission of an inspector.

All accidents are investigated in accordance with the workplace accident investigation policy.

Reporting to the Workplace Safety and Insurance Board

Employees must also submit a claim to the Workplace Safety and Insurance Board (WSIB) as soon as reasonably possible after an accident, but no later than six months after the accident or after the employee discovers they have an occupational disease. Extensions to this deadline may be permitted at the discretion of the WSIB. The employee must report the accident using the required WSIB form and provide all required information about the accident, including consenting to the disclosure of their functional abilities from a healthcare professional to the company to facilitate their return to work.

Failure to file a claim within the required period or provide consent to sharing functional abilities may affect the employee's entitlement to workers' compensation.



Township of Brudenell, Lyndoch & Raglan Responsibilities

Township of Brudenell, Lyndoch & Raglan reports workplace accidents and injuries and provides all required information in accordance with the applicable legislation.

Reporting a Death or Critical Injury

If a person is killed or critically injured from any cause at the workplace, Township of Brudenell, Lyndoch & Raglan immediately informs an inspector and the health and safety representative by phone or another direct contact method. A written report of the circumstances of the incident is provided to the director and the health and safety representative within 48 hours of the occurrence.

Reporting an Accident, Explosion, Fire, or Violence Causing Injury

Township of Brudenell, Lyndoch & Raglan reports any instances where an employee is disabled from performing their work or requires medical attention (but is not critically injured) because of an accident, explosion, fire, or workplace violence within four days of the occurrence to the health and safety representative and the Clerk-Treasurer.

Reporting an Occupational Illness

If Township of Brudenell, Lyndoch & Raglan is informed that an employee has an occupational illness or that a claim of occupational illness has been filed with the WSIB regarding an occupational illness, written notice is provided to the Clerk-Treasurer and the health and safety representative within four days of becoming aware.

Reporting to the WSIB

The company notifies the WSIB within three days after learning of an accident involving an employee if the accident requires healthcare or results in the employee not being able to earn their full wages. The company notifies the WSIB using the approved form and provides all required information regarding the accident. A copy of the completed form is also provided to the employee.



Workplace Violence and Harassment Policy

Intent

Township of Brudenell, Lyndoch & Raglan is committed to building and preserving a safe, productive, and healthy working environment for its employees, free from violence and harassment. The company takes all reasonable measures to ensure job candidates, employees, managers, and clients are not subject to any form of violence or harassment. This commitment applies to all areas of business, including training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

Acts of violence or harassment against or by any employee are neither condoned nor tolerated by the company. This policy outlines the company's commitment to preventing violence and harassment, including how incidents of violence and harassment are handled and investigated.

Definitions

Complainant: A person who has made a complaint about another individual who they believe committed an act of violence or harassment against them.

Respondent: A person whom another individual has accused of committing an act of violence or harassment.

Workplace harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or workplace sexual harassment.

Workplace sexual harassment: Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant, or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Workplace violence: The exercise of, or attempt to exercise, physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; or a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Guidelines

This policy has been developed in consultation with the health and safety representative. It is reviewed annually, or more frequently if necessary to ensure that it accurately represents the Township of Brudenell, Lyndoch & Raglan prevention program.

The company provides all employees with appropriate training and information regarding the violence and harassment prevention practices and procedures. Employees are responsible for adhering to this policy, and should report every incident of violence or harassment immediately to management. This includes any incidents that have been witnessed, experienced by, or reported to an employee.

For the purposes of this policy, workplace harassment or violence can occur:

- At the workplace;
- At work-related social functions;
- In the course of work assignments outside the workplace;
- During work-related travel;
- Over the telephone, if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

Reasonable day-to-day actions by a manager that help manage, guide, or direct workers or the workplace and appropriate employee



performance reviews, counselling, or discipline by a manager do not constitute harassment.

Responsibilities

Township of Brudenell, Lyndoch & Raglan has a duty to:

- Provide information, instruction, and supervision to workers to protect their health and safety as it relates to workplace violence and harassment;
- Take every reasonable precaution to protect workers from workplace violence and harassment;
- Review and update this policy at least annually, and develop and maintain a workplace violence and harassment program to eliminate identified hazards from the workplace;
- Post a copy of this policy in a conspicuous location in the workplace;
- Ensure supervisors are competent in dealing with workplace violence and harassment matters;
- Investigate all incidents and complaints for workplace violence and harassment; and
- Assist the health and safety representative in carrying out functions related to workplace violence and harassment, and provide them with copies of any reports, investigations, or documents related to workplace violence and harassment.

Supervisors have a duty to:

- Advise workers of all potential or real hazards and dangers they are aware of involving workplace violence and harassment;
- Provide workers with written instruction when necessary to prevent workplace violence and harassment; and
- Take every reasonable precaution to protect workers from workplace violence and harassment.

All employees are expected to:

- Work in compliance with all applicable legislation and all policies and procedures related to workplace violence and harassment prevention;
- Report all instances of workplace violence and harassment they become aware of to their supervisor or management;
- Never commit acts of workplace violence or harassment.

Risk Assessment and Prevention

Township of Brudenell, Lyndoch & Raglan conducts a risk assessment of the work environment to identify potential risks that could affect the organization and the health and safety of employees and institutes measures to eliminate or control any identified risks to employee health and safety.

The following factors are considered during the assessment:

- Past incidents of violence;
- Violence that is known to occur in similar workplaces;
- The circumstances in which work takes place, including the type of work and conditions of work;
- The interactions that occur in the course of performing work; and
- The physical location and layout of the workplace.

The risk assessment may include reviews of records, security reports, employee incident reports, staff perception surveys, health and safety inspection reports, first aid records, or other related records. Areas that are considered and may contribute to risk of violence or harassment include but are not limited to contact with the public, exchange of money, receiving doors, and working alone or at night.

The company provides the health and safety representative with a written copy of the assessment and advise of the results.

The company reassesses risks as often as necessary to ensure the related program and policy protect employees from workplace violence and



harassment. A written copy of the re-assessment is also provided to the health and safety representative.

The company discloses information to workers who are likely to encounter a person with a known history of violence in the performance of their job duties, or if there is a potential risk of workplace violence as a result of interactions with the person with a history of violence. However, the company only discloses personal information that is deemed reasonably necessary to protect the worker from physical harm.

Control Measures and Procedures

Where Township of Brudenell, Lyndoch & Raglan determines that violence or harassment has occurred, control measures will be implemented to eliminate or control the risk of violence or harassment to a worker as a result of the investigation. These control measures will be determined on a case-by-case basis, depending on the situation investigated. Any control measure enacted will be communicated to the complainant and respondent, as well as any other employees the measure affects.

Reporting Incidents of Workplace Violence and Harassment

An employee who believes they have been subject to violence or harassment should submit a complaint to the Clerk-Treasurer. The complaint should be made as soon as possible after the incident and must include the following information:

- The date and time of the incident;
- The name of any persons involved in the incident;
- The name of any persons who witnessed the incident; and
- A thorough description of what occurred.

An employee who believes they have been subject to harassment may also choose to confront the harasser without filing a complaint. They can confront the harasser directly or through writing, detailing the unwelcome behaviour and requesting it to stop.

If the alleged harasser is the employee's manager, or in a position of power, the complainant is welcome to file a complaint with the Clerk-Treasurer.

Immediate Assistance Procedures

The following measures and procedures should be followed when an incident of violence has occurred or is likely to occur and immediate assistance is required:

- Place an immediate call to emergency services by dialing 911.

The company provides appropriate assistance to any employee who is a victim of violence or harassment. Township of Brudenell, Lyndoch & Raglan recommends that a worker who has been harmed as a result of an incident of violence at the workplace consult their healthcare provider for treatment or referral for post-incident counselling, if appropriate.

Employees can also use the company-provided employee assistance program (EAP). Details and information on accessing this program can be found by contacting HR.

Investigation Procedures

Once a complaint has been received, Township of Brudenell, Lyndoch & Raglan completes a thorough investigation as soon as possible. If necessary, the company may employ outside assistance or request the use of legal counsel during the investigation. The investigation includes:

- Informing the respondent of the complaint;
- Interviewing the complainant and any persons involved in the incident;
- Identifying and interviewing any witnesses; and
- Obtaining statements from all parties involved.



All of the above information is documented and used to determine whether an incident of violence or harassment occurred. The representative is not involved in investigations of harassment and is not provided with any identifying information of the parties involved.

A copy of the complaint, detailing the complainant's allegations is provided to the respondent, who is invited to reply in writing to the complainant's allegations. The reply is made known to the complainant before the case proceeds.

The company takes all measures to prevent any disclosure of the incident and the identities of the parties involved, unless the disclosure is required for the investigation, for taking corrective action, or by law.

Results of Investigation

Upon completion of an investigation, Township of Brudenell, Lyndoch & Raglan provides both the complainant and respondent a written summary of the results of the investigation and any corrective action that has been or will be taken. This written notification is provided within 7 days of the investigation being completed, and does not include the investigation report unless required by law.

Where Township of Brudenell, Lyndoch & Raglan determines that violence or harassment has occurred, control measures are implemented to eliminate or control the risk of violence or harassment to a worker as a result of the investigation. These control measures are determined on a case-by-case basis. Any control measure enacted are communicated to the complainant and respondent, as well as any other employees the measure affects.

Disciplinary Measures

If the company determines that an employee has been involved in an incident of violence or harassment towards another employee, immediate disciplinary action will be taken, up to and including termination. Any disciplinary action is determined by the Clerk-Treasurer and will be proportional to the seriousness of the behaviour or action involved in the incident.

Recordkeeping

Township of Brudenell, Lyndoch & Raglan ensures that appropriate records of complaints and investigations relating to incidents of violence and workplace harassment are kept, including:

- A copy of the complaint or details about the incident;
- Any records related to the investigation, including notes;
- A copy of the investigation report (if applicable);
- A summary of the investigation results, including what was provided to the complainant and respondent; and
- A copy of any corrective action taken to address the complaint or incident.

Domestic Violence

If Township of Brudenell, Lyndoch & Raglan becomes aware that domestic violence is likely to expose an employee to physical injury in the workplace, the company will take every precaution reasonable in the circumstances for the protection of the worker.

Fraudulent or Malicious Complaints

It is a violation of this policy for anyone to knowingly make a false complaint, or to provide false information about a complaint. Unfounded or frivolous allegations may cause both the respondent and the company significant damage. Any employee who knowingly makes a false allegation related to violence or harassment will be subject to immediate disciplinary action up to and including termination of employment.

Confidentiality

Township of Brudenell, Lyndoch & Raglan does not disclose the name of a complainant or a respondent or the circumstances related to the complaint to any person except where disclosure is necessary to investigate the complaint or take corrective action with respect to the complaint, or where required by law. The company only discloses the minimum amount of personal information or details necessary for these purposes.



All records of harassment, and subsequent investigations, are considered confidential and are not disclosed to anyone except to the extent required by law. The company does everything reasonably possible to protect the privacy of any individuals involved and to ensure that complainants and respondents are treated fairly and respectfully.

Training

Township of Brudenell, Lyndoch & Raglan ensures all workers are trained and educated on violence and harassment and that they are clear about their roles and responsibilities as well as this policy and its procedures. In addition, a copy of this policy is made available to all workers.

Township of Brudenell, Lyndoch & Raglan provides workers with training and education, which include:

- How to recognize a potentially violent situation;
- Procedures, work practices, administrative arrangements, and engineering controls that have been developed to mitigate the associated risks;
- Appropriate responses to incidents of violence and harassment, including how to get help when required; and
- How to report incidents of workplace violence and harassment.

Review

Township of Brudenell, Lyndoch & Raglan reviews and, where necessary, revises this policy annually, or sooner if there is a change in circumstances that could affect employee health and safety. Any changes are communicated to employees and a copy of the updated policy will be made available.



Substance Use Policy (Drug and Alcohol)

Intent

Township of Brudenell, Lyndoch & Raglan is committed to providing a safe and healthy workplace. This policy has been adopted to communicate expectations and guidelines regarding substance use and work.

Definitions

Fit to work: Able to complete their assigned duties and responsibilities safely and effectively.

Impairment: An abnormal physical, mental, or emotional state that renders an individual unfit to perform their work safely.

Substance use: Includes the use of alcohol, legal drugs, illegal drugs, prescription medication, or over-the-counter medication that affects how an employee thinks, feels, or acts.

Guidelines

Employees are expected to arrive to work fit to work and remain fit to work for the duration of their shift. Substance use is a workplace health and safety hazard where it affects or could affect an employee's ability to perform their job duties safely and productively. Substance use can result in physical or mental impairment, which increase the risk of workplace incidents and accidents.

Employees who use legitimate prescription medication, including medical cannabis or over-the-counter medication, are expected to consult with a healthcare professional to determine whether the medication can cause impairment and affect their ability to work safely. Any concerns regarding impairment should be reported to the Clerk-Treasurer as soon as reasonably possible so that reasonable accommodations can be arranged.

An employee who believes that they are not fit to work before the start of their shift must follow the appropriate absence reporting procedure. If they realize they are unfit to work at any point during their shift, they must report this to their manager immediately. If an employee suspects someone in the workplace is impaired, they should report this to the Clerk-Treasurer. The situation will be handled in accordance with the Progressive Discipline Policy

Responsibilities

Township of Brudenell, Lyndoch & Raglan will:

- Set out standards for substance use and work;
- Arrange appropriate accommodations where an employee discloses substance use concerns; and
- Review and update this policy regularly.

Management will:

- Monitor compliance with this policy;
- Identify and assess scenarios where an employee is suspected of being unfit to work;
- Implement, review, and modify accommodation measures; and
- Maintain employee confidentiality and privacy regarding substance use concerns.

Employees must:

- Abide by this policy;
- Arrive to work fit for duty, and remain so for the duration of their shift;
- Decline a request to come into work if they are unfit to do so;
- Report any person in the workplace who they reasonably suspect is unfit to work;
- Report any concerns regarding impairment related to the legitimate use of prescription medication or over-the-counter medication;
- Communicate the need for accommodation, where required.

Accommodation and Support

Township of Brudenell, Lyndoch & Raglan accommodates employees experiencing substance use concerns in accordance with accommodation policy. Employees are encouraged to disclose the need for accommodation to the Clerk-Treasurer. Where a need for accommodation is not disclosed by an employee but the company suspects that one is required, arrangements will be made to speak with the employee privately to inquire about their situation. The company may request medical documentation from a medical professional.

The company supports employees in addressing their substance use concerns and encourages them to seek appropriate treatment. The company provides resources to support employees experiencing substance use issues.



Employees who disclose substance use concerns will not be discriminated against or subject to reprisals. All information related to the disclosure will be kept confidential and will only be shared with others where necessary for accommodation.



Fit to Work Policy

Intent

Township of Brudenell, Lyndoch & Raglan is committed to protecting the health and safety of everyone in the workplace. The company has implemented this policy to ensure individuals work in a healthy and safe manner while performing their job duties and responsibilities.

Guidelines

All employees of Township of Brudenell, Lyndoch & Raglan are expected to arrive fit to work and remain fit for work for the duration of their shift. Fit to work means the employee can safely and effectively complete their assigned duties and responsibilities while at work. Reporting unfit to work can result in health and safety risks for everyone.

There are many factors that can impair an employee's ability to be fit to work. Causes of impairment include but are not limited to mental or physical fatigue, side effects of medication, and substance use. Signs that an employee may be unfit for work may include but are not limited to drastic changes to the employee's physical appearance, erratic or atypical behaviour, and odours associated with the use of alcohol or drugs.

Suspicion or Report of Being Unfit to Work

Anyone who either suspects or believes that they are not fit to work before the start of their shift must follow the appropriate absence reporting procedure. If anyone realizes they are unfit to work at any point during their shift, they must report this to their manager immediately.

All employees of the company are expected to manage any potential impairment caused by the legitimate use of medications during working hours by consulting with their treating health professional to determine whether the medication can have any negative effect on work performance. Any concerns should be reported to the the Clerk-Treasurer as soon as reasonably possible.

Anyone can report an employee who they suspect is unfit for work; they should report these instances to their manager or to the the Clerk-Treasurer as soon as reasonably possible.

Where appropriate, employees will be accommodated in accordance with the accommodation policy.

All employees reported to be unfit for work must cooperate with management, which includes but is not limited to engaging in the inquiry process and working with management to find an appropriate solution.

Management Responsibilities

Management must ensure that employees working under their supervision are fit to work. They should supervise employees closely and note any changes in their behaviour, conduct, speech, or quality of work that may indicate they are unfit to work.

Any report received or suspicion of an employee's fitness for work will be fully investigated. The manager who receives the report or suspects the unfitness observes the employee's behaviour and consults another member of the management team to seek a second opinion. If both management members believe that the employee may be unfit to work, they will speak with the employee to determine the circumstances and whether they are fit to continue working.

Appropriate measures will be taken to address the specific circumstances of the employee's fitness for work. For example, if the company determines that the employee is unfit to work, they may be reassigned to non-safety-sensitive work or sent home for the day depending on the circumstances. Where the company sends the employee home, management ensures the employee has a safe method of transportation home.

Depending on the circumstances, employees may be subject to disciplinary action for arriving unfit to work or becoming unfit to work during their shift. If an accommodation is required, the employee is accommodated in accordance with the accommodation policy. The company may require the employee to be assessed by an appropriate qualified professional.



The company makes all reasonable efforts to support individuals with any substance use concerns in accordance with the substance use policy. An employee who seeks assistance in this regard will not experience punishment or retribution as a direct result of seeking assistance. This does not limit the company's discretion to implement disciplinary measures where they are deemed warranted.

All incidents regarding an individual's fitness for work are documented, including but not limited to all steps taken to address the concerns. Documentation is kept in the individual's personnel file.



Scent-Free Workplace Policy

Intent

Township of Brudenell, Lyndoch & Raglan has adopted this policy to address health concerns related to the use of scented products in the workplace. To protect the health of employees and visitors, the company has established a scent-free work environment.

Guidelines

Township of Brudenell, Lyndoch & Raglan takes all reasonable measures to protect the health and safety of employees and visitors and is committed to eliminating scented products from the workplace. Scented products may adversely affect individuals' health, including but not limited to those with allergies, asthma, and other respiratory conditions. In recognition of this, the company has designated the workplace as a scent-free space. The company displays scent-free workplace signs throughout the workplace and notifies the public of this policy by posting signs at entrances.

Employees who are adversely affected by scents and require an accommodation are encouraged to disclose this to the Clerk-Treasurer. The company accommodates employees with fragrance sensitivities in accordance with the accommodation policy.

Responsibilities

Township of Brudenell, Lyndoch & Raglan

The company is committed to eliminating scented products from the workplace. Scent-free products are used throughout the workplace, including hand soaps, cleaning supplies, air fresheners and deodorizers, and garbage bags. Safety data sheets and ingredient lists are reviewed before introducing new products in the workplace to ensure that the products are scent-free.

If any workplace activity requires the use of scented products, such as construction or painting, the company notifies employees. Where necessary, the company accommodates employees with scent sensitivities. Related concerns should be communicated to the Clerk-Treasurer as soon as possible. Arrangements are made as necessary to accommodate employees who have fragrance sensitivities.

The company reviews this policy regularly and revises it based on new information and experiences.

Employees

Employee cooperation is required in order to achieve a scent-free work environment. Wherever possible, employees and visitors are encouraged to use unscented or fragrance-free products. This includes but is not limited to cosmetics, fragrances, hair sprays, deodorants, shampoos, lotions, body wash, laundry detergents, and fabric softeners.

Violations

Employees who notice an employee or visitor entering the workplace wearing a scent should report this to the Clerk-Treasurer. The Clerk-Treasurer will speak with the individual and ask them to refrain from wearing and using scented products in the workplace. Employees or visitors who enter the workplace wearing scents must wash or remove the scent with an unscented wipe or work in a separate room. If the source of the scent is not identifiable, the Clerk-Treasurer will make all reasonable efforts to identify the source of the scent and resolve the issue.



Smoke-Free Workplace Policy

Intent

Township of Brudenell, Lyndoch & Raglan is committed to providing a healthy and safe workplace. The company has adopted this policy to ensure employees are safe from the harmful effects of smoke in the workplace, in accordance with the Smoke-Free Ontario Act, 2017.

Definitions

Electronic cigarette: A vaporizer or inhalant-type device, whether called an electronic cigarette or any other name, that contains a power source and heating element designed to heat a substance and produce a vapour intended to be inhaled by the user of the device directly through the mouth, whether or not the vapour contains nicotine.

Enclosed workplace: The inside of any place, building, structure, or vehicle or conveyance or a part of any of them that is covered by a roof, that employees work in or frequent during their employment whether they are acting in the course of their employment at the time, and that is not primarily a private dwelling or a prescribed place.

Use of electronic cigarette: Inhaling or exhaling vapour from an electronic cigarette or holding an activated electronic cigarette.

Vapour products: An electronic cigarette, an e-substance, or any component of an electronic cigarette, including the package in which the electronic cigarette, e-substance, or component is sold.

Guidelines

Smoking is prohibited in all enclosed workplaces, as well as in company vehicles, hotel rooms, or rental cars booked for company business purposes. Individuals must not smoke or hold lit tobacco or cannabis products or use an electronic cigarette in these locations.

This prohibition applies to all employees, guests, contractors, and customers of Township of Brudenell, Lyndoch & Raglan.

Signs are posted throughout the workplace in accordance with the General Regulation under the Smoke-Free Ontario Act, 2017 indicating that smoking and the use of electronic cigarettes are prohibited.

Ashtrays or similar items are not permitted in the workplace. Ashtrays may be present in company vehicles when they were installed by the manufacturer, but are not to be used for their intended purpose.

Employees are expected to arrive to work fit for duty and remain fit for duty throughout their shift. If an employee wishes to smoke tobacco products or use an electronic cigarette, they may do so on their scheduled breaks, outside the enclosed workplace. Employees must not smoke cannabis products during their scheduled breaks, in accordance with cannabis use policy. Employees who require the use of medical cannabis during the workday may seek accommodation in accordance with the accommodation policy.

Violations

Any violation of this policy must be reported to the Clerk-Treasurer. Employees who act in accordance with or seek the enforcement of this policy and the Smoke-Free Ontario Act, 2017 are never subject to reprisal.

If any person is found smoking in the enclosed workplace, they will be immediately asked to stop. Refusals to comply with this request will result in the individual being asked to leave the workplace.

Employees who violate this policy will be subject to discipline up to and including termination under the company's progressive discipline policy.



Return to Work Policy

Intent

This policy sets out measures to reintegrate an employee into the workplace following a job-protected leave or an extended approved absence from work, including absences due to illness or injury. This policy does not apply to an employee returning to work following vacation, sick days, or unapproved absences.

Guidelines

Township of Brudenell, Lyndoch & Raglan is committed to returning employees to work in a safe and timely manner. The return-to-work process is adapted as necessary to meet the needs of the employee. The company provides training to individuals who are responsible for facilitating the return-to-work process on how to prepare and execute a return-to-work plan, including the duty to accommodate and the accommodation process.

Where an employee returns to work after a work-related injury, the company complies with the requirements of the *Workplace Safety and Insurance Act, 1997* (WSIA) and cooperates with the Workers Safety and Insurance Board (WSIB).

Re-employment

Employees returning to work following a job-protected leave or workplace injury are re-employed in accordance with the *Employment Standards Act, 2000* (ESA) or WSIA as applicable.

Protected Leave

When an employee concludes a job-protected leave under the protected leaves policy, they are reinstated to the position they most recently held; if that position does not exist, they are reinstated to a comparable position. Upon reinstatement, the employee is paid either the rate they most recently earned or the rate they would be earning if they worked throughout the leave, whichever is greater.

Workplace Injury

Township of Brudenell, Lyndoch & Raglan offers re-employment to workers who were unable to work due to a workplace injury and have been employed by the company for at least one continuous year. When an employee is medically able to perform the essential duties of their pre-injury job, they are offered re-employment in the position they had on the day they were injured, or offered alternate employment of a comparable nature and earnings to the position they held when they were injured. When an employee can perform suitable work but not the essential duties of their pre-injury position, they are offered the first suitable position that becomes available at the company.

The company's obligation to re-employ an employee after a workplace injury ends on the second anniversary of the date of the injury, one year after the worker is medically cleared to perform their pre-injury duties, or the date the employees reaches 65 years of age, whichever occurs first.

Responsibilities

Township of Brudenell, Lyndoch & Raglan is responsible for:

- Establishing and applying policies and procedures regarding leaves, accommodation, and return to work;
- Meeting with the employee and engaging them in discussions about returning to work;
- Requesting, gathering, and documenting information required to create a return-to-work plan;
- Providing accommodation, where required, up to the point of undue hardship;
- Working with the employee to obtain information from healthcare professionals about the employee's ability to return to work and their functional abilities, where applicable;
- Keeping all documentation and information gathered as part of the return-to-work process confidential, and only sharing on a need-to-know basis to facilitate the employees to return to work;
- Developing an individual return-to-work plan that meets the employee's needs in a timely manner;
- Regularly checking in with the employee and modifying the return-to-work plan to meet any changes to their needs;
- Providing training to enable the employee to complete alternate duties, where applicable; and



- Providing re-orientation to the employee as necessary.

Employees are responsible for:

- Informing the company of their expected return-to-work date or any changes to their return-to-work date;
- Informing the company about the need for accommodation, where known;
- Providing reasonable documentation requested by the company to facilitate the return-to-work process in a timely manner; and
- Communicating changes in their needs and progress as soon as reasonably possible.

Return-to-Work Process

Employees taking a job-protected leave must provide notice of their return-to-work date in accordance with the protected leaves policy. In all other circumstances, employees should inform the company of their expected return-to-work date when they begin their leave. If an employee cannot determine their return-to-work date, the company maintains occasional contact with the employee during their leave to receive updates about their expected return. The employee must inform the Clerk-Treasurer by email as soon as they are able to return to work.

Once an employee confirms they are ready to return to work, a return-to-work plan is developed in collaboration with the employee, the company, and any relevant third parties. Third parties involved may include union representatives, treating healthcare professionals, insurance providers, or the WSIB.

The company may request relevant documentation based on the employee's circumstances to facilitate their return to work. Where an employee has been off work due to a workplace injury or a job-protected leave and their ability to perform the essential job duties of their position is affected, the company may request medical documentation from a treating healthcare provider to confirm the employee's functional abilities and any limitations when returning to work and identify any potential accommodations in accordance with human rights policy.

Accommodation

Township of Brudenell, Lyndoch & Raglan recognizes employees may require accommodation to return to work. The company provides accommodation up to the point of undue hardship to address the needs of the individual based on a prohibited ground of discrimination under the *Human Rights Code*. Accommodations are provided in accordance with human rights policy.

The accommodation process may begin in one of three ways:

- An employee requests accommodation;
- The company becomes aware that an accommodation may be required; or
- An authorized third party requests accommodation on behalf of an employee.

Requests for accommodation should be submitted to the Clerk-Treasurer.

Return-to-Work Plan and Reintegration

Once all necessary details are gathered, a return-to-work plan is developed for the employee that sets out:

- The name of the employee;
- Their job description;
- The return-to-work date;
- Whether the employee will return to their pre-leave position or an alternate position;
- The job description for the alternate position if applicable;
- The employee's functional abilities and any limitations if applicable;
- Accommodation measures to be put in place if any, and their duration;



- The work schedule to be implemented;
- A follow-up schedule to periodically check in with the employee; and
- A re-evaluation date.

If an employee returns to work in an alternate position, they receive training to enable them to perform the duties and responsibilities of the role.

Once the return-to-work plan is developed, a meeting is scheduled with the employee, the company representative who developed the plan, and any applicable third parties to discuss the plan. The employee is presented with the return-to-work plan and given time to review it, ask questions, and raise concerns. The return-to-work plan is clarified or modified where required based on the employee's feedback. Once the plan is agreed upon, it must be signed by the employee and the company. A copy of the plan is provided to the employee and a copy is kept in the employee's file and retained in accordance with the Confidentiality Policy. Details of the return-to-work plan are confidential and only shared on a need-to-know basis to facilitate the employee's return to work.

Employees undergo re-orientation to the workplace as appropriate, based on the duration of their leave and changes within the organization. Once the employee returns to work, the company regularly conducts check-ins to ensure the plan is working as intended and determine whether modifications are required. Employees must inform the Clerk-Treasurer if there are any changes to their needs.

The company meets with the employee on the re-evaluation date to determine whether the employee has been successfully reintegrated into the workplace or the return-to-work measures or accommodations need to be extended.



Acknowledgement and Agreement

By signing below, I acknowledge that I have read and understand the contents of this policy manual. I agree to adhere to the policies in this manual and will ensure that employees working under my direction adhere to these policies. I understand that if I violate the rules outlined in this policy manual, I may face disciplinary action up to and including termination of employment.

Name:	_____
Signature:	_____
Date:	_____
Witness:	_____



ACTUAL vs. BUDGET YTD

YEAR

2025

G/L Code	Account Title	Actual	Budget	Remaining \$	Remaining %
5002	Administration	\$292,437.48	\$572,164.00	\$279,726.52	48.89%
5003	Fire Department	\$146,491.07	\$281,925.00	\$135,433.93	48.04%
5004	Building Department	\$42,239.09	\$109,890.00	\$67,650.91	61.56%
5005	Livestock Valuers	\$66.00	\$1,000.00	\$934.00	93.40%
5006	Policing Services	\$83,054.00	\$335,061.00	\$252,007.00	75.21%
5007	911 Service	\$191.00	\$2,000.00	\$1,809.00	90.45%
5008	Transportation Services	\$532,638.88	\$1,787,564.00	\$1,254,925.12	70.20%
5009	Streetlights	\$1,100.45	\$4,500.00	\$3,399.55	75.55%
5010	Environmental Services	\$71,402.63	\$325,970.00	\$254,567.37	78.10%
5015	Recreation & Four Season Park	\$58,906.47	\$108,298.00	\$49,391.53	45.61%
5020	Library Services	\$0.00	\$6,857.00	\$6,857.00	100.00%
5022	Planning & Development	\$9,082.36	\$8,000.00	(\$1,082.36)	-13.53%
Total		\$1,237,609.43	\$3,543,229.00	\$2,305,619.57	65.07%



MONTHLY EXPENSES SUMMARY

Account Title						
911 Services	Administration	Building Department	Environmental Services	Fire Department	Library Services	Livestock Valuers
Planning & Development	Policing Services	Recreation & Four Season Park	Streetlights	Transportation Services		

G/L Code	Account Title	January	February	March	April	May	June	July	August	September	October	November	December	Total
5002	Administration	\$85,896.80	\$30,660.74	\$33,007.27	\$24,874.52	\$117,998.15								\$292,437.48
5003	Fire Department	\$38,433.80	\$15,850.03	\$9,067.13	\$72,102.08	\$11,038.03								\$146,491.07
5004	Building Department	\$5,863.80	\$7,863.37	\$8,532.79	\$7,381.08	\$12,598.05								\$42,239.09
5005	Livestock Valuers					\$66.00								\$66.00
5006	Policing Services	(\$26,857.00)	\$26,857.00	\$27,512.00	\$27,620.00	\$27,922.00								\$83,054.00
5007	911 Services	\$139.00		\$52.00										\$191.00
5008	Transportation Services	\$112,270.63	\$70,294.98	\$108,645.43	\$146,617.54	\$94,810.30								\$532,638.88
5009	Streetlights		\$555.06	\$178.91	\$178.91	\$187.57								\$1,100.45
5010	Environmental Services	\$5,295.34	\$17,913.12	\$11,074.72	\$17,975.11	\$19,144.34								\$71,402.63
5015	Recreation & Four Season Park	\$29,768.96	\$7,139.20	\$8,973.20	\$4,826.37	\$8,198.74								\$58,906.47
5020	Library Services													\$0.00
5022	Planning & Development	\$4,525.11	(\$2,255.11)	\$613.61		\$6,198.75								\$9,082.36
Total		\$255,336.44	\$174,878.39	\$207,657.06	\$301,575.61	\$298,161.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,237,609.43

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

BY-LAW NUMBER 2025-27

A By-law to amend By-law Number 2-83 of the former Township of Raglan as amended.

PURSUANT TO SECTION 34 OF THE PLANNING ACT, THE TOWNSHIP OF BRUDENELL, LYNDOKH & RAGLAN HEREBY ENACTS AS FOLLOWS:

1. THAT By-law Number 2-83, as amended, be and the same is hereby further amended as follows:
 - (a) Schedule "A" is amended by rezoning those lands described as Part of Lot 5, Concession 8, in the geographic Township of Raglan, now in the Township of Brudenell, Lyndoch & Raglan, from Tourist Commercial (TC) to Rural Marginal (RM), as shown on the attached Schedule "A".
2. THAT save as aforesaid all other provisions of By-Law 2-83, as amended, shall be complied with.
3. This By-law shall come into force and take effect on the day of final passing thereof.

Read and adopted by Resolution 2025-06-04-XX this 4th Day of June, 2025.

MAYOR, Valerie Jahn

CORPORATE
SEAL OF
MUNICIPALITY

CLERK-TREASURER, Virginia Phanenhour



**From TC
to RM**



1:8,861

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

This is Schedule "A" to By-law Number 2025-27
 Passed the 4th day of June 2025.
 Signatures of Signing Officers:

 Mayor

 Clerk-Treasurer

LEGEND

- RM** Rural Marginal
- TC** Tourist Commercial
-  Accurate Location of Browns Road
-  Stream & Wetland (SW)
-  Area affected by this Amendment:
from TC to RM

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

BY-LAW NO. 2025-28

(being a by-law to acquire and dedicate land as a public highway and to provide for the closing and stopping up of part of the original allowance for road along the shore of Raglan Lake lying in front of adjoining Lot 21, Concessions 12 & 13, in the Geographic Township of Raglan, and for the transfer thereof to the owner of the abutting land)

WHEREAS:

1. The road allowance laid out by the original Crown survey along the shore of Raglan Lake is a “highway” by virtue of Section 26 of the *Municipal Act*, 2001, S.O. 2001, c.25 (the “Act”); and
2. By Subsection 34(1) of the Act, a municipality is empowered to permanently close a highway; and
3. The owners of the parcel of land abutting the said road allowance have applied to the Municipality to close parts of it and sell one of such parts to them; and
4. The closure will not result in any person having no motor vehicle access to and from that person’s land; and
5. Those parts of the said road allowance to be closed by this By-law are not covered with water and neither abuts any land owned by the Crown in right of Canada or leads to any work owned by the Crown in right of Canada and, therefore, the consent of neither the Ministry of Natural Resources and Forestry of Ontario nor the Government of Canada to the passing of this By-law is required by Section 43 or Subsection 34(2) respectively of the Act; and
6. Adequate and reasonable public notice of its intention to enact this By-law was given by the Municipality; and
7. It is desirable and in the interests of the Municipality that this By-law be enacted,

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

1. That those parts of the road allowance along the shore of Raglan Lake in front of adjoining Lot 21, Concessions 12 & 13, in the Geographic Township

of Raglan within the Municipality laid out and designated as Part 1 on Reference Plan 49R-20944, being parts of PIN 57600-0090, be and the same is hereby permanently closed.

- 2. That the said part of the said road allowance laid out and designated as Part 1 on Plan 49R-20944 be sold and conveyed to the owner of the land abutting same for a price of \$4267.50 (calculated at the rate of \$5.00 per linear foot for 853.5 feet (260.15 m. +/-) plus all survey, advertising, administrative, legal and other costs and expenses associated with the said closure, sale and conveyance.
- 3. That the Mayor and Clerk-Treasurer be and they are hereby authorized and directed to sign and to affix the seal of the Municipality to a Transfer to the said owners of the said parts of the said road allowance permanently closed by this By-law, and to authorize the electronic registration of the said Transfer in the Land Registry Office for the Land Titles Division of Renfrew (No. 49) in consideration for and upon payment of the sale price and costs and expenses aforesaid.
- 4. That this By-law shall take effect upon registration of a certified copy hereof in the Land Registry Office for the Land Titles Division of Renfrew (No. 49), pursuant to Subsection 34(1) of the Act.

READ A FIRST AND SECOND TIME THIS 4TH DAY OF JUNE, 2025.

Valerie Jahn, Mayor

Virginia Phanenhour, Clerk-Treasurer

READ A THIRD TIME AND PASSED AND ENACTED THIS 6TH DAY OF Y, 2025.

Valerie Jahn, Mayor

Virginia Phanenhour, Clerk-Treasurer

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

BY-LAW NO. 2025-29

Being a by-law to establish the 2025 Tax Rates for The
Corporation of the Township of Brudenell, Lyndoch and Raglan

WHEREAS the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan shall in each year prepare and adopt estimates of the sums it requires during the year for the purposes of the municipal corporation pursuant to Section 289 of the Municipal Act, S.O. 2001, Chapter 25, as amended; and

WHEREAS the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan on April 9th, 2025 adopted By-Law Number 2025-19, being a By-Law to adopt the estimates for the sums required during the year 2025 for general and capital purposes for the Township of Brudenell, Lyndoch and Raglan; and

WHEREAS Council adopted the sum of One Million Five Hundred and Eight Thousand Fifty Four Dollars (\$1,508,054.00) as the estimate of the property tax levy required during the year 2025 for general and capital purposes for the Township of Brudenell, Lyndoch and Raglan; and

WHEREAS the Municipal Act, S.O. 2001, Chapter 25, Section 312, provides that the local municipality shall pass a by-law levying a separate tax rate on the assessment in each property class; and

WHEREAS the tax ratios on the aforementioned property for the 2025 taxation year have been set out by By-Law by the Corporation of the County of Renfrew for County and lower-tier purposes; and

WHEREAS the sub-class tax rate reductions on prescribed subclasses on the aforementioned property for the 2025 taxation year have been set out by By-Law by the Corporation of the County of Renfrew for County and lower-tier purposes; and

WHEREAS the tax rates on the aforementioned property classes and property subclasses have been calculated pursuant to the provisions of the Municipal Act and the manner set out herein;

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

1. THAT the Council of The Corporation of the Township of Brudenell, Lyndoch and Raglan hereby adopts the 2025 Tax Rates for the municipality, as outlined in Schedule "A" attached hereto.
2. THAT every owner shall be taxed according to the tax rates in the by-law and such tax shall become due and payable in two (2) installments being August 29, 2025 and November 28, 2025.
3. THAT a penalty shall be imposed for non-payment of taxes on the due date of any installment in the amount of 1.25% of the amount due and unpaid on the first day of each calendar month thereafter in which default continues.

4. THAT the Treasurer is hereby authorized to mail or the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
5. THAT taxes are payable to Brudenell, Lyndoch and Raglan Township.
6. THAT the Treasurer is hereby empowered to accept part payment from time to time on account of any taxes due.
7. THAT this by-law shall come into force and take effect immediately upon the passing thereof.

Read and adopted by Resolution 2025-06-04-XX this 4th day of June, 2025.

Mayor, **Valerie Jahn**

Clerk-Treasurer, **Virginia Phanenhour**

Schedule "A"
To Bylaw NO. 2025-29

<u>Property Class</u>	Own Purpose Tax Rates	County Tax Rates	Education Tax Rates
Residential/Farm	0.00619244	0.00435326	0.00153000
Commercial	0.01123743	0.00789986	0.00880000
Commercial (Vacant Unit)	0.01123743	0.00789986	0.00880000
Commercial (Vacant Land)	0.01123743	0.00789986	0.00880000
Commercial (New Const.)	0.01123743	0.00789986	0.00880000
Commercial (New Const. – E/V)	0.01123743	0.00789986	0.00880000
Industrial	0.01527616	0.01073907	0.00880000
Industrial (Vacant Unit)	0.01527616	0.01073907	0.00880000
Industrial (Vacant Land)	0.01671960	0.01175380	0.00880000
Aggregate Extraction	0.01243031	0.00873846	0.00511000
Farmlands	0.00154811	0.00108832	0.00038250
Managed Forests	0.00154811	0.00108832	0.00038250
Multi-Residential	0.01203563	0.00846100	0.00153000
New Multi-Residential	0.00619244	0.00435326	0.00153000
Landfill	0.00736322	0.00517631	0.00880000

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

BYLAW NO. 2025-30

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 June 4, 2025.

WHEREAS Section 5(3) of the Municipal Act, 2001, Chapter 25 provides that, except where otherwise provided, the powers of the Council shall be exercised by bylaw;

AND WHEREAS it is deemed expedient and desirable that the proceedings of the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan at this meeting be confirmed and adopted by by-law.

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

1. THAT the actions of the Council at its Regular Council Meeting of June 4, 2025, 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 2025-06-04-XX this 4th Day of June, 2025.

Mayor, Valerie Jahn

Clerk-Treasurer, Virginia Phanenhour