



# Rideau Lakes

**TOWNSHIP OF RIDEAU LAKES  
Committee of the Whole  
AGENDA - VIRTUAL ONLY**

**Monday, April 13, 2026, 10:00 a.m.  
Municipal Office, Chantry**

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	<b>Pages</b>
<b>1. CALL TO ORDER</b>	
<b>2. ROLL CALL</b>	
<b>3. EMERGENCY ADDITIONS/AMENDMENTS TO AGENDA</b>	
<b>4. ADOPTION OF AGENDA</b>	
<b>5. DECLARATION OF PECUNIARY INTEREST &amp; GENERAL NATURE THEREOF</b>	
<b>6. DELEGATIONS: None</b>	
<b>7. DEVELOPMENT SERVICES</b>	
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<b>17.</b>	<b>QUESTIONS FROM THE PUBLIC REGARDING AGENDA ITEMS</b>	
<b>18.</b>	<b>CLOSED MEETING: None</b>	
<b>19.</b>	<b>REPORT REGARDING CLOSED MEETING: None</b>	
<b>20.</b>	<b>ADJOURNMENT</b>	

Report to Committee of the Whole  
 April 13, 2026  
**Report Title: Road Allowance Conveyance Request –  
 Bastard Con. 9 between Lots 24 and 25**



Department: Development Services  
 Author's Name: Foster Elliott  
 Position: Associate Planner  
 Report #: DS-2026-08

## RECOMMENDATION

Be it resolved that the Committee of the Whole (CoW) recommends to Council that:

1. Council authorizes the transfer of the Township owned parcel (Part 9 on Plan 28R-5518) to Lisa Brown for the purchase price as set out in the Township's Disposal of Real Property By-law (2019-72);
2. Council explicitly waive compliance with the noticing and public offering within the Township's Disposal of Real Property Policy (2019-72) for this transaction;

as presented in CoW Report DS-2026-08.

## STRATEGIC PLAN COMMENTS

Sector 8 – Governance and Administration – Strategic Initiative #4 – Township Council will ensure openness and transparency in its operations

## BACKGROUND

The owners of abutting lands to an original road allowance between Lots 24 and 25 in Concession 9 of the geographic township of Bastard submitted a request in 2019 to stop up and close the road allowance and purchase part thereof. The Township has passed a by-law [#2019-21 & amended by #2019-40 (exhibit A)] to stop up and close the portion of road allowance bounded on the north and south end by Lower Beverly Lake, and to convey Parts 7 & 8 of 28R5518 to Lisa Brown. These parts were purchased and conveyed during the original application, and Ms. Brown was informed by Township staff at the time that since the whole area of the road allowance would be closed, purchasing additional segments in the future would be an option. The request to convey a portion of the road allowance comes as the owner of Parts 4 and 18 (highlighted blue in Figure 1) would like to purchase Part 9 of the road allowance (yellow). This request is to be reviewed by Committee of the Whole instead of the Planning Advisory and Committee of Adjustment since the road allowance is already closed by by-law there is no planning consideration required, instead it is a process to review the proposed sale of real property.

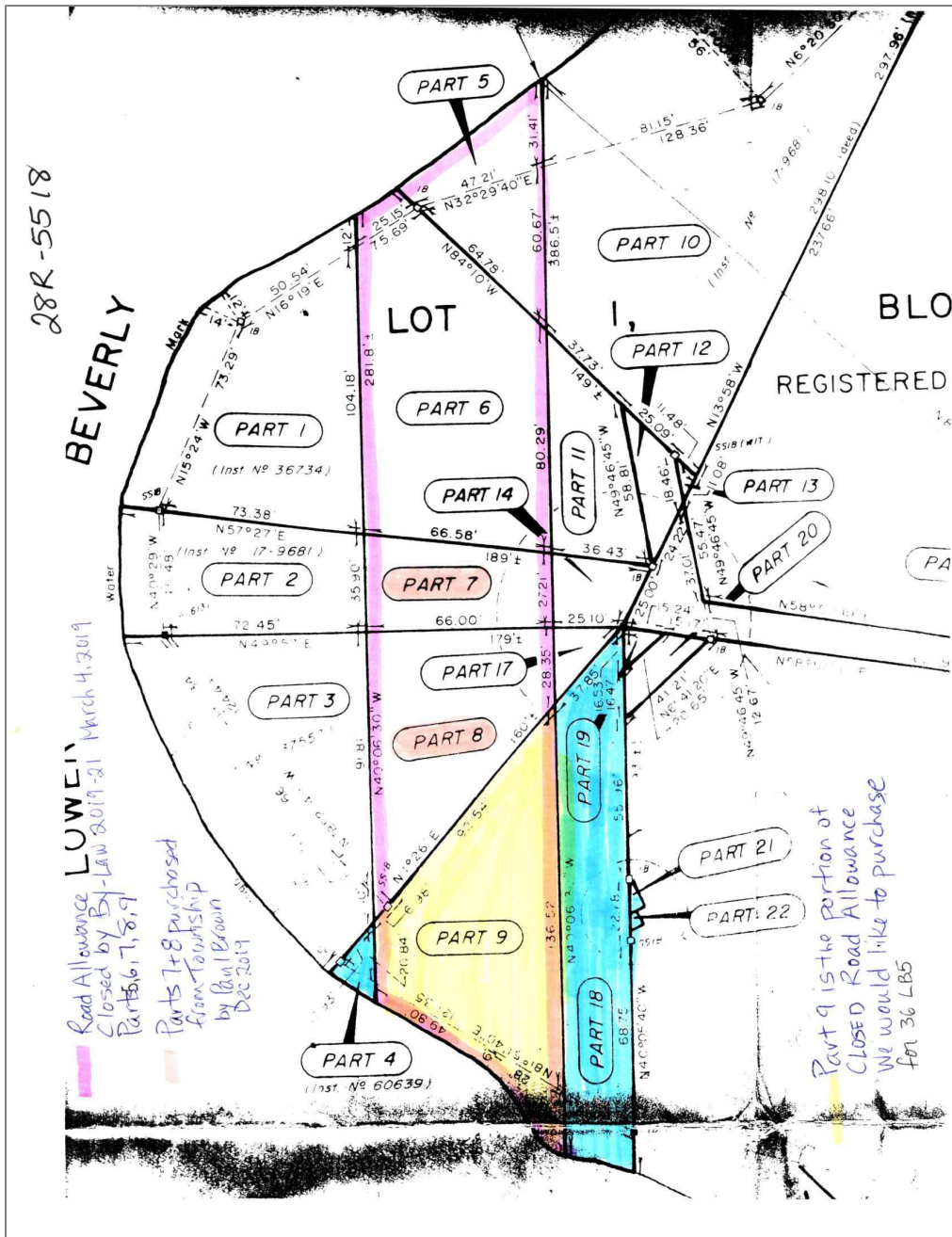


Figure 1 – Survey

**DISCUSSION**

By-law 2019-21 was passed that closed the entire portion of this road allowance contained within the survey being Parts 5 to 9. As noted above, this by-law only sought to convey Parts 7 and 8 to Ms. Brown. This road allowance parcel, since closed by by-law would not be considered a “highway” under Section 26 of the Municipal Act, 2001, as it was deemed surplus to the needs for the purposes of a highway at the time the by-law was passed. Since this road allowance has previously been closed by by-law, Council may, by resolution, direct staff to transfer the road allowance parcel to the requestor. There is no statutory requirement for public notice or right of first refusal under the

Road Allowance Conveyance Request – Bastard Con. 9 between Lots 24 and 25  
 April 13, 2026

Municipal Act, 2001. The Township does have a Disposal of Real Property By-law (#2019-72) which requires lands to be offered publicly unless Council explicitly waives this requirement.

In this case, since the requestor is the owner of property on either side of the road allowance, staff recommend that Council pass a resolution authorizing the transaction without following the Disposal of Real Property By-law (#2019-72) for enabling public offering of the land, but maintain the purchase price as established in the Disposal of Real Property By-law (#2019-72) of \$2.41 per square foot (residential lot on water price). This results in a payment of \$14,262.38 (Part 9 is 5918 sq. ft. at a rate of \$2.41 per sq. ft). The applicant has an option to obtain an appraisal to provide a value of the land at their expense. Following the normal process for the disposal of real property requires public notification and a public offering. This would create the impression that this parcel is open for the public to be purchased, when the purchase request is from a land owner who owns the opposite sides of this road allowance portion similar to a road closure and conveyance request.

FINANCIAL IMPLICATIONS

None, as the purchaser is responsible for all costs associated with the conveyance of land, including any registration.

ATTACHMENTS

- Exhibit A – By-law 2019-21
- Exhibit B – Letter Request
- Exhibit C – Draft By-law for land conveyance

e-signed  
Foster Elliott, Associate Planner

April 2, 2026  
Date

e-signed  
Tom Fehr, Manager of Development Services

April 7, 2026  
Date

e-signed  
Shellee Fournier, CAO

April 8, 2026  
Date

**AMENDED**  
July 2, 2019 (By-Law 2019-40)

THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES  
BY-LAW NO. 2019-21

A By-Law to stop up, close and convey those parts of the original allowance for road as set out and described as follows:

PART ROAD ALLOWANCE BETWEEN LOTS 24 AND 25,  
CONCESSION 9, GEOGRAPHIC TOWNSHIP OF BASTARD, NOW IN THE TOWNSHIP OF  
RIDEAU LAKES, COUNTY OF LEEDS, BEING PARTS 5-9, 28R-5518

WHEREAS PURSUANT TO Sections 8 and 34 of the *Municipal Act, 2001, c.25*, as amended, a Municipality may close and sell a highway under its jurisdiction;

AND WHEREAS Section 270(1) of the *Municipal Act, 2001, c.25*, as amended, provides that every Municipality with authority to sell land shall pass a By-Law establishing procedures related thereto;

AND WHEREAS By-Law 2009-71 of the Corporation prescribes the procedural requirements pursuant to the said Section 270(1);

AND WHEREAS the Corporation has complied with the requirements of the said By-Law 2009-71 by effecting the posting and advertising required therein of the proposed stopping up and sale of the lands captionally described;

AND WHEREAS the lands captionally described are surplus to the needs of the Corporation;

AND WHEREAS it is expedient and desirable that the said road allowance be stopped up, closed and conveyed;

AND WHEREAS Council has heard any person who has applied to be heard in person or by counsel, solicitor or agent upon the grounds that their land will be prejudicially affected by this By-Law;

AND WHEREAS closure and sale pursuant to this By-Law will not result in a person having no motor vehicle access to that person's land over any highway;

NOW THEREFORE the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

1. THAT the road allowance captionally described in By-Law 2019-21 is declared surplus to the needs of the Corporation and the same is hereby stopped up and closed.
2. THAT the Corporation sell and convey only Parts 7 & 8 in 28R-5518 of said lands as follows:  
To Lisa Brown for a sum to be determined by an independent professional appraisal.
3. THAT the Mayor and Clerk be and they are hereby authorized to execute any documents necessary to effect the conveyance of the said lands to the persons above-named or their heirs, executors, administrators or assigns.

Read a first and second time this 4<sup>th</sup> day of MARCH 2019.

Ronald Pollard  
RONALD POLLARD  
Deputy Mayor

M. E. Truelove  
Mary Ellen Truelove  
Clerk

Read a third time and finally passed this 4<sup>th</sup> day of MARCH, 2019.

Ronald Pollard  
RONALD POLLARD  
Deputy Mayor

M. E. Truelove  
Mary Ellen Truelove  
Clerk

**Lisa Sheridan Brown**



February 25, 2026

Township of Rideau Lakes  
1439 County Rd. 8  
Delta, Ontario  
K0E 1G0  
Attention: Foster Elliott, Associate Planner

RE: 36 LB5 Delta

Purchase of Part 9 of Closed Road Allowance (By-Law 2019-21 March 4<sup>th</sup>, 2019)

*Part of Lot 1, Block H, Plan 153, Village of Delta - Road Allowance between Lots 24 and 25, Concession 9 Geographic Township of Bastard, County of Leeds*

Dear Mr. Elliott:

Further to our telephone conversation a few weeks ago, I would like to formally put forth our request to purchase Part 9 of the Closed Road Allowance parcel we discussed on the phone and in the related emails from this summer.

As you can see from the attached marked-up surveys, the Road Allowance runs across the entire peninsula from east to west (Parts 5,6,7,8 and 9 on 28R-5518). The original Road Allowance closure application was initiated by me in February of 2018, and was formally closed by Township By-Law 2019-21 on March 4th, 2019. My husband (Paul Brown) and I then purchased the parts of the closed Road Allowance from the Township that directly affected our property at [REDACTED] (Parts 7 & 8). We did this to clear the title of the property to allow us to proceed with the Minor Variance and subsequent Building Permit we were granted from the Township to build our permanent home.

The cottage property I am now referring to is 36 LB5 property and is adjacent to our home at [REDACTED]. It is owned by my Mother Barbara Sheridan and I as joint tenants. We are making preparations to transfer the cottage to my name only and have been advised by our lawyer that the property cannot be converted to the newer land titles system until the Road Allowance is purchased from the Township. Therefore, we would like to move ahead with the purchase of

Part 9 of the Road allowance at this time in order to get things registered and transferred correctly.

When my husband and I purchased Parts 7 and 8 from the Township for ██████ Malcolm Norwood assured me that the sale of the remaining parts on the Road Allowance from the Township could be done in future without issue since the Road Allowance was now formally closed in its entirety.

I have attached a package of information from the Road Allowance closure and purchase that we previously completed in 2019 as well as two marked up surveys - one done in 1987 (28R-5518) and one completed in 2011 (28R-13827) showing the rectangular parcel we purchased to add to our original property. I have also included the table from 28R-5518 which shows the square footage of each Part on the Road Allowance. If you have any questions about any of this, please do not hesitate to contact me.

Thank you for your time and attention to this matter. I look forward to hearing from you about the next steps.

Sincerely,

Lisa Sheridan Brown and Barbara Sheridan

**THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES  
BY-LAW NO. 2026-X**

A By-Law to convey those parts of the original allowance for a road which has been closed by By-law 2019-21 as set out and described as follows:

**TOWNSHIP OF RIDEAU LAKES, COUNTY OF LEEDS, PART OF  
ROAD ALLOWANCE BETWEEN LOTS 24 AND 25,  
GEOGRAPHIC TOWNSHIP OF BASTARD, DESIGNATED AS  
PART 9 ON PLAN 28R-5518**

(Hereafter, the "Road Allowance")

**WHEREAS PURSUANT TO** Sections 8, 11 and 34 of the *Municipal Act 2001, c.25*, a Municipality may close and sell a highway under its jurisdiction;

**AND WHEREAS** Section 270 of the *Municipal Act 2001, c.25*, provides that every Municipality with authority to sell land shall pass a By-Law establishing procedures related thereto;

**AND WHEREAS** By-Law 2019-72 of the Corporation of the Township of Rideau Lakes (the "Corporation") prescribes the procedural requirements pursuant to the said Section 270;

**AND WHEREAS** the Road Allowance is surplus to the needs of the Corporation;

**AND WHEREAS** it is expedient and desirable that the Road Allowance be conveyed without adherence to By-Law 2019-72;

**AND WHEREAS** sale pursuant to this By-Law will not result in a person having no motor vehicle access to that person's land over any highway;

**NOW THEREFORE** the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

1. **THAT** the Road Allowance is declared surplus to the needs of the Corporation.
2. **THAT** the Corporation sell and convey the Road Allowance to Lisa Brown at a purchase price of \$14,262.38 or at an appraised value in accordance with By-law 2019-72.
3. **THAT** the Corporation hereby waives the need for compliance with By-Law 2019-72 for the purposes of the conveyances described in section 2 of this by-law.
4. **THAT** the Mayor and Clerk are hereby authorized to execute any documents necessary to effect the conveyance of the said lands to the persons above-named or their heirs, executors, administrators or assigns.
5. **THAT** this By-Law shall come into force and take effect upon registration of a certified copy of this By-Law pursuant to section 34 of the *Municipal Act, 2001*.

Read a first and second time, the short way, this \_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Arie Hoogenboom  
Mayor

\_\_\_\_\_  
Mary Ellen Trulove  
Clerk

Read a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Arie Hoogenboom  
Mayor

\_\_\_\_\_  
Mary Ellen Trulove  
Clerk

I, **Mary Ellen Truelove**, Clerk of The Corporation of the Township of Rideau Lakes, do hereby certify that the foregoing is a true copy of By-Law # \_\_\_\_\_ passed by the Council of The Corporation of the Township of Rideau Lakes on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
**Mary Ellen Truelove, Clerk**

DRAFT

Report to Committee of the Whole (CoW)  
 April 13, 2026  
**Report Title: Request to Extend Municipal Maintenance of Poonamalie Road**  
 Department: Development Services  
 Author's Name: Tom Fehr  
 Position: Manager of Development Services  
 Report #: DS-2026-09



## RECOMMENDATION

Be it resolved that the Committee of the Whole (CoW) recommends to Council that staff be directed to advise the resident that the Township is unable to extend the assumption or maintenance of Poonamalie Road due to the absence of legal access across lands owned by Parks Canada, as presented in DS-2026-09

## STRATEGIC PLAN COMMENTS

Sector 8 – Governance and Administration – Strategic Initiative #2 – Review the fundamental governance elements of Rideau Lakes Township.

Sector 8 – Governance and Administration - Strategic Initiative #4 – Township Council will ensure openness and transparency in its operations.

## BACKGROUND

At its meeting of March 2, 2026, Council received a delegation from Sulaiman Olomi requesting that the Township extend its assumption of maintenance on Poonamalie Road approximately 150 metres to provide access to his property. Council adopted Resolution 38-2026 directing staff to report back on the request. The subject property was acquired by the applicant through a municipal tax sale in 2024. The property fronts on Parks Canada Land that connects to the Township owned and maintained portion of Poonamalie Road; however, a portion of the road between the assumed municipal section and the property lies within lands owned by Parks Canada (Rideau Canal National Historic Site).

## DISCUSSION

The Township currently maintains approximately 265 metres of Poonamalie Road beyond the municipal road allowance to a turnaround area. This is a historical arrangement. Based on discussions with Public Works staff, the Township has continued maintenance to this location to facilitate access and provide a turnaround area. The resident has requested that this maintenance be extended approximately an additional 150 metres further to reach his property.

For a property to function as a building lot, legal access must exist from a publicly maintained road, or a road that is assumed and maintained by either the Township, County or Province. In this case, access to the subject property would require crossing lands owned by Parks Canada. As such, legal access would require a deeded easement or similar legal agreement from Parks Canada. The Township cannot create or grant legal access across lands it does not own or control. Ultimately it is entirely within Parks Canada jurisdiction as to whether access to the subject property for building or any other purpose can be granted.



*Green – currently maintained; Red – requested to be maintained; Blue – subject parcel*

Staff consulted with Parks Canada regarding the potential for extending maintenance and establishing access across their lands. Parks Canada confirmed that, given the nature of the property's location, the continual access required, and the need for a deeded easement within lands used for operational purposes, such an easement would not be granted. Parks Canada further advised that this position had previously been communicated to the applicant and will not be reconsidered at this time.

In the absence of a legal easement across Parks Canada lands the property does not have legal access to a public road. Extending municipal maintenance would not cure the issue of needing to establish legal access and the Township cannot resolve the access constraint through maintenance alone. Accordingly, extending the maintenance of Poonamalie Road would not result in the property being buildable.

The subject property was acquired through a municipal tax sale. Under the tax sale process, properties are sold “as is,” and the Township provides no guarantees with respect to access, servicing, or development potential. Purchasers assume all risks associated with the property.

### CONCLUSION

Legal access to the subject property requires a deeded easement across Parks Canada lands. Parks Canada has confirmed that such an easement will not be granted. As a result, legal access to the property cannot be established. Extending maintenance on portion of Poonamalie Road on Parks Canada lands would not resolve this constraint.

### FINANCIAL IMPLICATIONS

Extending maintenance on Poonamalie Road would result in additional operational and lifecycle costs on lands outside municipal ownership. There may also be potential liability considerations associated with maintaining infrastructure on federal lands.

### ATTACHMENTS

e-signed  
 \_\_\_\_\_  
 Tom Fehr, Manager of Development Services

April 8, 2026  
 \_\_\_\_\_  
 Date

e-signed  
 \_\_\_\_\_  
 Shellee Fournier, CAO

April 8, 2026  
 \_\_\_\_\_  
 Date

Report to Committee of the Whole (CoW)  
 April 13, 2026  
**Report Title: Request to Waive Planning and Building Fees – 30 B12**  
 Department: Development Services  
 Author's Name: Tom Fehr  
 Position: Manager of Development Services  
 Report #: DS-2026-10



## RECOMMENDATION

Be it resolved that the Committee of the Whole (CoW) recommends to Council that Option #\_\_\_\_\_ be approved regarding the request to waive planning and building fees for 30 B12, as presented in DS-2026-10

Option 1.) Maintain standard fee structure (no waiver of \$1,097 minor variance fee plus \$193 minimum building permit fee)

Option 2.) Partial fee waived (50% of noted required fees).

Option 3.) Full fee waived (100% of noted required fees).

## STRATEGIC PLAN COMMENTS

Sector 8 – Governance and Administration – Strategic Initiative #2 – Review the fundamental governance elements of Rideau Lakes Township.

Sector 8 – Governance and Administration - Strategic Initiative #4 – Township Council will ensure openness and transparency in its operations.

## BACKGROUND

At its meeting of March 9, 2026, the Committee of the Whole received correspondence from the owners of 30 B12 requesting that the Township waive certain planning and building related fees associated with their property. The rationale for the request includes concerns related to previous planning applications, interpretation of the *Planning Act*, and associated costs incurred through the development process.

In their correspondence the residents indicate that:

- Previous planning applications were reviewed under Section 45(1) of the *Planning Act* rather than Section 45(2);
- They believe that redevelopment should have been considered as an expansion of a legal non-conforming use;
- They incurred additional costs related to planning applications, surveys, and construction decisions;
- They believe that a different planning approach may have resulted in a more favourable or cost-effective outcome.

The residents have also referenced prior Tribunal decisions and their interpretation of planning policy and legal principles. The Committee of the Whole subsequently passed a resolution directing staff to

prepare a report to Council regarding the request. The correspondence has been provided to Council in full for review.

Planning applications within the Township are processed in accordance with:

- the *Planning Act*
- the Provincial Planning Statement, 2024
- the United Counties of Leeds and Grenville Official Plan
- the Township of Rideau Lakes Official Plan
- the Township of Rideau Lakes Zoning By-law 2023-50

Minor variances and permissions are considered by the Committee of Adjustment under Section 45 of the *Planning Act*, which provides for:

- Section 45(1): Minor variances from zoning standards
- Section 45(2): Permission to enlarge or extend a legal non-conforming use or structure.

Applications under either section are subject to statutory tests and planning discretion, and approval is not guaranteed. Planning and building fees are established through municipal by-laws and are intended to recover the costs associated with application review, technical analysis, and administration.

## DISCUSSION

The request raises questions regarding the role of the municipality in providing guidance on planning applications, the extent to which residents rely on municipal input, and whether additional costs incurred by an applicant should result in fee relief.

Municipal staff are responsible for processing applications in accordance with applicable legislation, policy, and by-laws, and providing information regarding requirements and procedures. Applicants are generally responsible for determining how to proceed with development proposals, including whether to obtain independent professional advice (e.g., planning or legal services).

The Township's municipal solicitor has reviewed the circumstances described in the applicant's correspondence and advised that municipalities are expected to provide accurate information regarding applicable regulations but are not generally responsible for advising residents on the most advantageous or strategic approach to obtaining approvals. The opinion further notes that while liability may arise where factually incorrect information is provided, this is distinct from matters involving interpretation or strategic advice.

Township staff provide information on applicable policies, regulations, and processes; however, they do not act as professional advisors in determining the most appropriate approach to a development proposal. Applicants remain responsible for how they choose to advance their applications, including whether to obtain independent professional planning advice.

Staff note that Sections 45(1) and 45(2) of the *Planning Act* provide for different types of planning relief considered through the same Committee of Adjustment process, each of which is evaluated based on the specific circumstances of a proposal and applicable planning considerations. The applicant's request is based in part on the assumption that a different planning approach may have

resulted in a different or more favourable outcome. However, permissions under Section 45(2) of the *Planning Act* are discretionary, and it cannot be determined with certainty whether a different application would have been approved or would have reduced overall costs.

Accordingly, the request to waive fees is considered a matter of Council discretion rather than a requirement arising from demonstrated error or liability. Staff further note that providing fee relief based on retrospective consideration of alternative planning approaches may have implications for the consistent application of municipal fees and could result in similar requests in other circumstances.

### CONCLUSION

The request to waive planning and building fees for 30 B12 arises from the resident's concerns regarding past planning processes and associated costs. Based on the information available, including legal review, the matter does not present a clear obligation for the Township to provide fee relief. Council has the discretion to determine whether fees should be waived, reduced, or maintained in accordance with the Township's established fee by-laws. In making this determination, Council may also wish to consider the importance of maintaining consistency and predictability in the application of municipal fees. Staff have provided the above options for Council's consideration and direction.

### FINANCIAL IMPLICATIONS

Planning and building application fees are intended to recover the costs associated with staff administration, review, and processing of applications. Waiving or refunding fees would result in a reduction in cost recovery for these services and may have implications for consistency in the application of the Township's fee by-laws.

### ATTACHMENTS

- 1.) Moffat/Donkers fee waiver request letter

e-signed  
 \_\_\_\_\_  
 Tom Fehr, Manager of Development Services

April 8, 2026  
 \_\_\_\_\_  
 Date

e-signed  
 \_\_\_\_\_  
 Shellee Fournier, CAO

April 9, 2026  
 \_\_\_\_\_  
 Date

## Supplemental Information for 12.0 of Section 45 Application – Donkers Moffat for 30 B12 Lombardy

### Why are we re-applying just after finishing building new house?

After reviewing PACA discussion related to Section 45(2) application A-26-2025 (2025-09-10) and doing legal research, we are now more educated on our legal land owner rights regarding reasonable evolution/expansion of nonconforming use of property. Based on the Local Planning Appeal Tribunal (Tribunal) PL200039 of Fraser vs Rideau Lakes Nov. 17, 2020 ruling against RLT (detail below), we now believe that our previous application A-34-2022 was incorrectly reviewed in January 2023 under Section 45(1) instead of under Section 45(2), and for our resubmission under Section 45(2) in May 2024 that we were incorrectly advised that we had to adhere to the ZBL of 10% Lot Coverage and 15% Floor Index. We now understand that these application reviews should have taken into consideration the common law protections of landowner's rights to the reasonable evolution/expansion of nonconforming use under Section 45(2) and did not need to be held to the ZBL restrictions.

Construction of our house and demolition of the original shed was completed in May 2025, so there are no options to revise/increase the house design or location to what we would have submitted under the previous Section 45(2) application without the ZBL restrictions. Therefore, our only option is to request replacement of the demolished original shed with a new shed at our additional expense of \$15,000 plus.

### Summary points:

1. When we started this process in fall 2022, the RLT Manager of Development Services advised us that since we were demolishing the cottage that we had to apply under Section 45(1) and adhere to all ZBL restrictions (i.e., 30m water setback, 10% lot coverage, etc.). Our application was reviewed by RLT PACA on Jan. 23/23 and was not approved because we exceeded the 10% lot coverage criteria with our request to keep the existing shed that was built in 1970's. Since the Chairperson of PACA at the time advised us that: "Rules are the Rules", we felt that we had to comply with the advice of the Manager of Development Service in order to get approval to build our house and thus asked to defer our application to make design revisions.

#### RLT Planning ought to have known this advice was incorrect:

In the Tribunal PL200039 of Fraser vs Rideau Lakes Nov. 17, 2020, the Tribunal ruled against RLT that "landowner is entitled to demolish and reconstruct a legally nonconforming structure" and should be reviewed under Section 45(2):

*From paragraph [34] of Findings: "Mr. Norwood's insistence for some time that the Application should be evaluated under s. 45(1) is incorrect. Furthermore, he provided the Committee of Adjustment with incorrect advice based on this incorrect interpretation of the Act"*

We assume that the RLT Manager of Development Services at the time would have been aware of this Tribunal ruling.

2. Talking with other people on the lake we learned that to get an old cottage rebuilt as a house on existing footprint in RLT, that you had to submit as "Substantial Renovation" under Section 45(2).
3. In Jan. 2024, we resubmitted an application under Section 45(2), but were given a new lower 60m lot area and were advised by the Manager of Development Services that even though our application was now under Section 45(2) that we had to comply with ZBL of 10% lot coverage and 15% Floor Space Index. The RLT 60m area was obviously incorrect at 84% of total lot area (our lot is rectangular and 63m deep (60m is 95% of 63m total depth). Even though this number seemed wrong, we were advised that RLT would only accept a different number from an Ontario Land Surveyor (OLS). So, we had to spend \$7,000+ to get a field survey, survey registered at Ontario Land Registry Office (LRO), and legal fees to get property title revised and registered at LRO.

When we submitted the OLS letter with accurate lot areas, we were again advised that we still had to comply with 10% Lot Coverage. The only way to comply with the 10% lot coverage would be to demolish the existing shed.

4. During PACA review May 22, 2024 we were also advised that we had to add a vegetation buffer along south property line, even though our southern neighbour submitted a letter opposing any such property line buffer.

**If we knew then what we know now:** - only needed Permission (not Approval) under common law protections of landowner's rights to the reasonable evolution/expansion of nonconforming use under Section 45(2):

- a. Kept a 12' x 20' section of existing shed (remove 18' portion for driveway)
- b. Moved house a few feet away from the South property line
- c. Made garage 4 feet deeper

As reference, this would have resulted in a net expansion of less than 500 sqft to the cottage with approx. 12% lot coverage and better clearance on south property

**Additional Application Requests:**

1. We respectfully request that the review of this application be taken with consideration as being part of the original A-34-2022 under Section 45(2) Expansion Non-Conforming Use.
2. Reimburse this Section 45 Application fee and waive building permit fee for a new shed, as the proposed shed would have been included in the previous application if we were not advised that we had to adhere to the 10% lot coverage ZBL.
3. Instead of signing a new Development Agreement, we ask that the existing Registered A-34-2022 Development Agreement be amended to only revise Schedule "C" for revised Site Plan and remove the South Property Planting Plan.
  - a. Signed drawings cannot be registered on LRO and are only referenced as on file at RLT Municipal Office
  - b. Avoid additional Legal Fees to re-register this agreement.

Report to CoW  
 April 13, 2026  
**Report Title: Development Services Department  
 Update – Q1 2026**

Department: Development Services  
 Author's Name: Tom Fehr  
 Position: Manager of Development Services  
 File/Report #: DS-2026-11



### RECOMMENDATION

Be it resolved that the Committee of the Whole (CoW) recommends to Council that the Development Services Department Update for the first quarter of 2026 including the Permit and Application Year to Year Comparison and the Q1 2026 Permit and Application Activity be received for information, as presented in CoW report DS-2026-11.

### UPDATE ON OPERATIONS

*Permit Activity (permits issued) – Year to Year Comparison (through end of March)*

#### **Rideau Lakes**

<b>Year</b>	<b>Building Permits Issued</b>	<b>Houses and Cottages</b>	<b>Septic Permits</b>	<b>Construction Value</b>	<b>Fees Collected</b>
2016	41	6	8	\$2,131,131	\$40,321
2017	28	6	3	\$1,662,400	\$29,705
2018	36	4	5	\$1,957,900	\$39,479
2019	38	8	7	\$2,992,634	\$58,972
2020	61	10	18	\$3,924,136	\$78,299
2021	59	8	20	\$3,681,914	\$75,658
2022	64	14	17	\$4,639,454	\$93,721
2023	60	8	13	\$4,577,675	\$88,050
2024	53	7	14	\$6,963,565	\$84,402
2025	50	5	11	\$3,023,801	\$62,937
<b>2026</b>	<b>40</b>	<b>4</b>	<b>6</b>	<b>\$3,213,040</b>	<b>\$71,776</b>

*Development Services Update – Q1 2026  
 April 13, 2026*

**Westport**

<b>Year</b>	<b>Building Permits Issued</b>	<b>Construction Value</b>	<b>Fees Collected</b>
2016	3	\$57,000	\$1,204
2017	12	\$474,000	\$8,044
2018	11	\$465,350	\$10,253
2019	5	\$234,500	\$4,604
2020	11	\$1,270,000	\$19,133
2021	16	\$2,064,182	\$35,195
2022	13	\$54,342,716	\$290,485
2023	9	\$987,613	\$94,228
2024	13	\$1,180,877	\$25,017
2025	15	\$1,355,858	\$27,849
<b>2026</b>	<b>13</b>	<b>\$1,149,446</b>	<b>\$25,046</b>

**Planning Applications Received Year to Date**

<b>Application</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Minor Variances	7	7	7	4	7	15	8	6	9	4	7
Site Plans	11	14	10	14	13	23	18	3	13	10	7
Severances	3	7	6	3	10	7	7	6	14	2	1
New Lots Created	3	3	1	0	3	7	4	6	12	1	1
Zoning Amendments	0	2	2	5	32	7	2	3	8	3	3
Zoning Certificates	2	2	0	3	5	6	2	3	4	12	4

*Development Services Update – Q1 2026  
April 13, 2026*

<b>Rideau Lakes – Q1 Building Permits Issued</b>			
<b>Type of Construction</b>	<b>#</b>	<b>Total Project Value</b>	<b>Permit Fee Total</b>
New Single Family Dwelling	4	\$1,207,200.00	\$24,902.60
Alterations/Additions to SFD	4	\$208,300.00	\$4,371.00
Demolition of SFD	1	\$27,000.00	\$519.75
New Seasonal Dwelling	0	\$0.00	\$0.00
Alterations/Additions to Seasonal	0	\$0.00	\$0.00
Demolition of Seasonal Dwelling	0	\$0.00	\$0.00
New Multi-Dwelling Complex	1	\$868,800.00	\$19,418.40
New Additional Residential Unit (ARU)	0	\$0.00	\$0.00
New Sleeping Cabin/Bunkie	1	\$14,495.00	\$386.00
New Mobile Home	0	\$0.00	\$0.00
Alt/Add to ARU/Bunkie/Mobile Home	0	\$0.00	\$0.00
Demo of ARU/Bunkie/Mobile Home	1	\$2,000.00	\$193.00
New Septic System	6	\$135,850.00	\$4,488.00
Septic Tank/Bed Replacement	0	\$0.00	\$0.00
New Garage	2	\$122,000.00	\$2,311.00
Alteration/Addition to Garage	2	\$78,400.00	\$1,837.45
Demolition of Garage	0	\$0.00	\$0.00
New Accessory/Agricultural	4	\$170,128.00	\$3,950.25
Alt/Add to Accessory/Agriculture	1	\$1,509.54	\$386.00
Demolition of Accessory	0	\$0.00	\$0.00
New Boathouse	0	\$0.00	\$0.00
Demolition of Boathouse	0	\$0.00	\$0.00
New Deck	2	\$13,000.00	\$569.00
Alteration/Addition to Deck	1	\$22,000.00	\$825.00
Demolition of Deck	1	\$500.00	\$386.00
New Woodstove	1	\$9,800.00	\$132.00
Pool Enclosure	0	\$0.00	\$0.00
Solar Farm/Roof Mounted Solar Panels	1	\$20,631.00	\$397.15
New Institutional	0	\$0.00	\$0.00
Alteration/Addition to Institutional	1	\$70,000.00	\$1,347.50
Demolition of Institutional	0	\$0.00	\$0.00
New Commercial	0	\$0.00	\$0.00
Alt/Add to Commercial	2	\$110,426.00	\$2,448.01
Demolition of Commercial	2	\$5,000.00	\$386.00
Miscellaneous *	2	\$126,000.00	\$2,522.25
<b>TOTAL</b>	<b>40</b>	<b>\$3,213,039.54</b>	<b>\$71,776.36</b>

<b>Westport – Q3 Building Permits Issued</b>			
<b>Type of Construction</b>	<b>#</b>	<b>Total Project Value</b>	<b>Permit Fee Total</b>
New Single Family Dwelling	3	\$856,111.50	\$17,431.14
Alterations/Additions to SFD	5	\$201,334.50	\$4,790.70
Demolition of SFD	0	\$0.00	\$0.00
New Seasonal Dwelling	0	\$0.00	\$0.00
Alterations/Additions to Seasonal	0	\$0.00	\$0.00
Demolition of Seasonal Dwelling	0	\$0.00	\$0.00
New Multi-Dwelling Complex	0	\$0.00	\$0.00
New Additional Residential Unit (ARU)	0	\$0.00	\$0.00
New Sleeping Cabin/Bunkie	0	\$0.00	\$0.00
New Mobile Home	0	\$0.00	\$0.00
Alt/Add to ARU/Bunkie/Mobile Home	0	\$0.00	\$0.00
Demo of ARU/Bunkie/Mobile Home	0	\$0.00	\$0.00
New Septic System	0	\$0.00	\$0.00
Septic Tank/Bed Replacement	0	\$0.00	\$0.00
New Garage	0	\$0.00	\$0.00
Alteration/Addition to Garage	0	\$0.00	\$0.00
Demolition of Garage	0	\$0.00	\$0.00
New Accessory/Agricultural	0	\$0.00	\$0.00
Alt/Add to Accessory/Agriculture	0	\$0.00	\$0.00
Demolition of Accessory	0	\$0.00	\$0.00
New Boathouse	0	\$0.00	\$0.00
Demolition of Boathouse	0	\$0.00	\$0.00
New Deck	0	\$0.00	\$0.00
Alteration/Addition to Deck	1	\$15,000.00	\$772.00
Demolition of Deck	0	\$0.00	\$0.00
New Woodstove	0	\$0.00	\$0.00
Pool Enclosure	0	\$0.00	\$0.00
Solar Farm/Roof Mounted Solar Panels	0	\$0.00	\$0.00
New Institutional	0	\$0.00	\$0.00
Alteration/Addition to Institutional	0	\$0.00	\$0.00
Demolition of Institutional	0	\$0.00	\$0.00
New Commercial	0	\$0.00	\$0.00
Alt/Add to Commercial	3	\$47,000.00	\$1,475.00
Demolition of Commercial	0	\$0.00	\$0.00
Miscellaneous *	1	\$30,000.00	\$577.50
<b>TOTAL</b>	<b>13</b>	<b>\$1,149,446.00</b>	<b>\$25,046.34</b>

*Development Services Update – Q1 2026  
April 13, 2026*

Q1 2026 Dwelling Statistics

Dwelling Type	On Waterfront	Not on Waterfront
Single Family	2	2
Seasonal Dwellings	0	0

Dwelling Construction by Ward	B & SB	NC & N	SC	SE
On Waterfront	0	1	1	0
Not on Waterfront	1	0	0	1

Q1 2026 Enforcement Statistics & Development Charges

<b># of Issued Orders under OBC</b>
6
<b>Fees for Building Without a Permit</b>
\$7,671.50

<b>Rideau Lakes Development Charges</b>
\$22,074.00
<b>Education Development Charges</b>
\$2,664.00

GENERAL UPDATES

None.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

None

\_\_\_\_\_ e-signed \_\_\_\_\_  
 NAME: Tom Fehr  
 Position: Manager of Development Services

\_\_\_\_\_ April 8, 2026 \_\_\_\_\_  
 DATE

\_\_\_\_\_ e-signed \_\_\_\_\_  
 NAME: Shellee Fournier  
 Position: CAO

\_\_\_\_\_ April 8, 2026 \_\_\_\_\_  
 DATE

*Development Services Update – Q1 2026  
 April 13, 2026*

Report to Committee of the Whole  
 Meeting Date: April 13, 2026  
**Report Title: Municipal Properties Update**

Department: Facilities & Parks  
 Author's Name: Steve Holmes  
 Position: Manager of Facilities and Parks  
 File/Report # FAC-2026-08



### RECOMMENDATION:

Be it resolved that the Committee of the Whole (CoW) recommends to Council that the Municipal Properties Update Report for April 13, 2026, be received for information, as presented in MSC report FAC-2026-08.

### STRATEGIC PLAN COMMENTS:

Sector #8: Governance – Strategic Initiative #4 – Township Council will ensure openness and transparency in its operations.

### UPDATE ON FACILITIES:

#### **Elgin Rink**

- On February 22, 2026, Elgin rink volunteers sent the following message to Township staff: *We the volunteers have decided to stop maintenance on the rink to due lack of respect from the community when we close the rink due to poor ice conditions. We had an issue today that was the last straw to break the camel's back so we have decided the rink will remain open unmaintained for the remainder of the season and will be used at your own risk. Both our barricade and sign were removed today by rude people that had zero respect so we will be stepping back for now.*
- The condition of the rink slab and boards are becoming in major need of repair due to poor construction. Staff will investigate for inclusion in the 2027 budget.

#### **Portland Hall**

- Staff meet with Flooring supplier FUZION on site March 13, 2026 as the general contractors, sub-contractor would not address issues with hardwood floor buckling at several locations within the hall. The report, which was expected to present findings, had not been received at the time of this staff report.
- Kitchen usage: There was some concern about sharing the kitchen when both the hall and the meeting rooms are booked at the same time. Staff determined that when the hall is booked through a paid renter for events such as a wedding or birthday party, full use of kitchen as advertised is the sole use of the renter. Other non-paying groups would not have access to the kitchen. The sharing of the kitchen between groups will be administered by the Hall Booking Agent.
- Year end warranty inspection is scheduled for April 7, 2026. Architect has advised they will not be attending.

### **Chantry Office**

- Staff are obtaining prices to replace one of the HRV's that is no longer working. HRV's are typically used to exchange air in buildings.
- On March 16, 2026, there was a planned power outage. For some reason Hydro One did not notify the Township. The backup generator failed to start and was sent to Kingston for immediate service.
- A generator test was subsequently run on March 26 where it was discovered there is no power to the any of the staff offices and no working outlets in council chambers. On March 29, Holman Electric relocated wires so that Council outlets now work. Council chamber also serves as Emergency Operations Center.
- The water system, septic pump, furnaces, main entrance corridor lights, copier, server and phone system work off back up generator.
- Was also noted during the power outage on March 16 that 2 emergency exit signs did not work, these were replaced by Holman Electric, back up batteries were not charging.
- The fridge in the kitchen was replaced on April 1<sup>st</sup> as it was not functioning after attempts to repair it. Three quotes were received at \$899.99, \$1088.00 and \$1799.00 plus HST. A Kenmore 33 in. 18 cu ft. Stainless Steel Refrigerator was purchased at a cost of \$899.99.

### **DARS**

- The Septic Holding tank alarm went off 10 days after pumping. The tanks were full of water. The Tank was pumped again on March 30 and inspected; no water entered the tank during the day. Staff suspect a seam failure is allowing high ground water to enter tanks. Staff have contacted local Septic installer to inspect on site.
- Water treatment equipment was replaced due to obsolete parts for Hallett 13 models.

### **North Crosby Hall**

- Municipal Properties staff painted the Hall during the week of March 23. The CEC chose the paint colour, Soft Fern (shamrock green) for wainscotting and Silken Pine (off white) for walls. Staff recommend that moving forward, all facilities use same neutral colours. This allows for easy touch ups and a colour potential renters would find welcoming for events.
- Interior hall light fixtures also replaced to LED.

### **Elgin Municipal Hall**

- Municipal Properties staff removed several loads of material from complex freeing up much needed space.
- New shelves were installed in storage room.
- Hall floor was stripped 4 times and new wax put down. There is an issue with floor slab in the hall. Staff suspect that gravel was not compacted prior to radiant floor being installed and has now settled.

- Municipal Properties staff were planning to paint hall as CEC did not have forces to do work. However, CEC did not accept offer and wish to do so themselves. This hall is heavily used, so the CEC cannot randomly paint on any given day. The hall was shut down March 30 to April 2 to specifically complete work which included painting.



Before

After

### Harbours Update

- Operational improvements for 2026 include the HONK Digital Payment System to replace the Honest John cash box.
  - Reduces cash handling and theft.
  - Provides accurate tracking of transient boat payments and Newboro parking.
  - Supports improved financial reporting and transparency.
- Cameras at the Newboro Harbour to be installed.
- Shore Power Fee Introduction
  - New daily fee of \$5.65.
  - Aligns with regional harbour practices.
  - Supports electrical infrastructure maintenance.
- Most slips have been filled with only a few remaining for 2026. Estimated total revenue will be \$69,830.73 up \$1,421.28 from 2025.

### OTHER SITES & MUNICIPAL PROPERTY STAFF OPERATIONS:

#### General

- Snow removal for the months of February and March totaled **374 hours** by Municipal staff.
- Water softener was shut off at Newboro Hall causing blocked water pipe, was repaired. Snow damaged eavestrough, new snow guards will be installed by Municipal Properties staff to prevent it from happening again.
- Water treatment equipment to be replaced at Delta Rehab / Library and Newboro Library. Replacement parts are no longer available for Hallett 13 models, solenoid valves, lamps and sleeves. Parts from older units are being saved to use on other units.
- Paid Hall Rentals for March: EMC 1 / Morton 1 / Newboro 3 / North Crosby 4 / Portland 2.

#### FINANCIAL IMPLICATIONS:

- Holman Electric repairs \$841.74 plus Townships portion of HST.

- Fridge \$899.99 plus Townships portion of HST.
- Cost per water treatment replacement system \$5,542.00 plus Townships portion of HST.

ATTACHMENTS:

- None

e-signed

April 7, 2026

\_\_\_\_\_  
Steve Holmes, Manager of Facilities and Parks

\_\_\_\_\_  
Date

e-signed

April 8, 2026

\_\_\_\_\_  
Shellee Fournier, CAO

\_\_\_\_\_  
Date

Report to Committee of the Whole  
 Meeting Date: April 13, 2026  
**Report Title: Sidewalk Replacement Design Draft  
 Portland**

Department: Facilities & Parks  
 Author's Name: Steve Holmes  
 Position: Manager of Facilities and Parks  
 File/Report # FAC-2026-09



### RECOMMENDATION:

Be it resolved that the Committee of the Whole (CoW) recommends to Council that it approves the proposed sidewalk replacement design for Main and Perth Streets in Portland, subject to review by the Accessibility Advisory Committee, as presented in MSC Report FAC-2026-09.

### STRATEGIC PLAN COMMENTS:

Sector 3 - Infrastructure - Strategic Initiative 1 - Create a Sidewalk Policy that aims to achieve efficiencies using only one sidewalk per side of the road versus two.

Sector 8 – Governance and Administration – Strategic Initiative 4 – Township Council will ensure openness and transparency in its operations.

### BACKGROUND:

The project draft design is to remove the sidewalk along Main St. and Perth St. as shown in red including reinstating topsoil and sod.

The draft design also includes installation of new sidewalk along Perth St. within the Township Right of Way as shown in yellow.



RFP Sidewalk Replacement & Accessibility, April 13, 2026

DISCUSSION:

Staff are proposing to move the sidewalk to the opposite side of the street where there are no driveways. Currently on Perth Street, front porches and driveways obstruct the sidewalk and interfere with snow removal.

Staff are also proposing to remove sidewalks along Main Street where there is no snow removal in the winter as residents park along street as there are no driveways.

The elimination of the sidewalk on one side of the street fully supports and complies with the Townships Strategic Plan. The Perth Street sidewalk has been recommended for placement in 2023. Both sidewalks are identified in Sidewalk Canada 2025 Annual report and make up 10 of the 20 panels identified for replacement.

The draft design drawings, if approved, will allow Jewell Engineering to continue their drawings and be used in RFPs to obtain quotes from sidewalk contractors. The drawings will also be shared with the Accessibility Committee for review and comment. Affected residents along the street would also be notified as some trees/bushes in the ROW may need to be removed.

FINANCIAL IMPLICATIONS:

The 2026 total sidewalk budget is \$120,000. The Elgin accessible parking space was not part of the original sidewalk budget planning.

Jewell Engineering Consultant Fees \$4,150 for design drawings and \$2,000 for construction administration.

ATTACHMENTS:

- Jewell Portland Sidewalk Design Draft Drawings 1 and 2.

e-signed

April 7, 2026

\_\_\_\_\_  
Steve Holmes  
Manager of Facilities & Parks

\_\_\_\_\_  
Date

e-signed

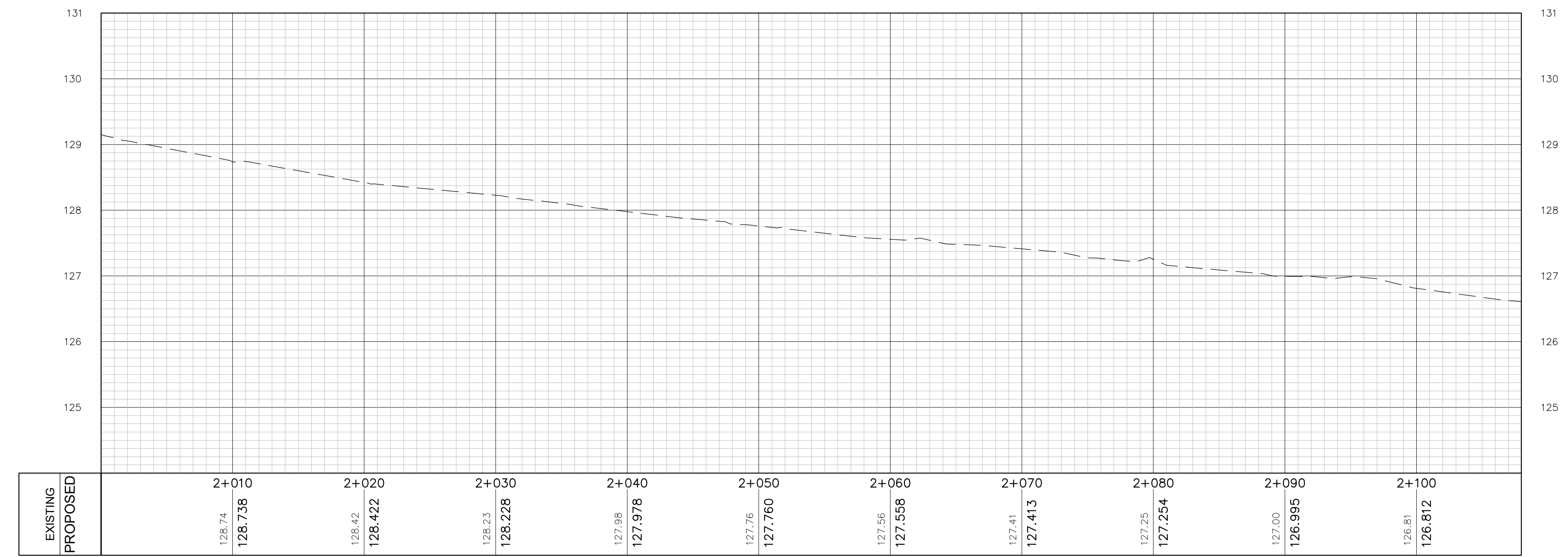
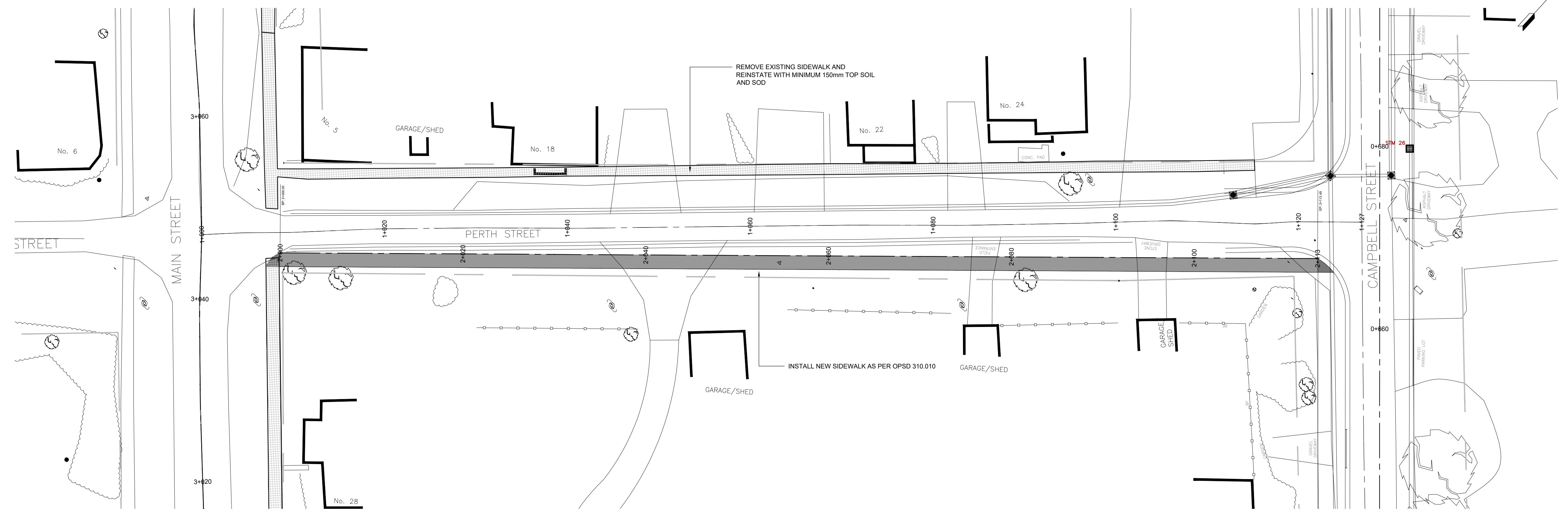
April 8, 2026

\_\_\_\_\_  
Shellee Fournier, CAO

\_\_\_\_\_  
Date

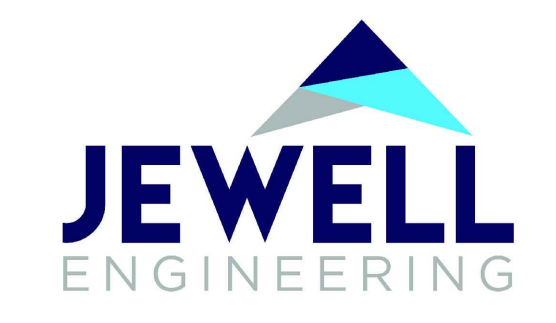
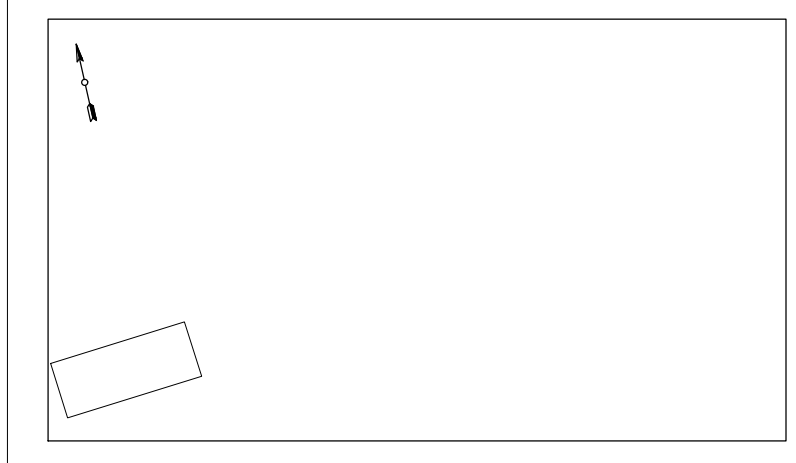


# PERTH ROAD



METRIC NOTE:  
ALL DIMENSIONS SHOWN ARE IN METRES OR MILLIMETRES UNLESS OTHERWISE NOTED.  
\*\* DRAWINGS ARE NOT TO BE SCALED \*\*

REVISIONS			
No.	Date	Description	By



Drawn by: B.F  
 Project No: 2609955  
 Designed by: K.K  
 Date: 3-10-2026  
 Checked by: K.K  
 Scale - Hor: 1:250  
 Vert: 1:250  
 Approved by: \_\_\_\_\_  
 Contract No: \_\_\_\_\_  
 Drawing No: \_\_\_\_\_

Report to Committee of the Whole  
 Meeting Date: April 13, 2026  
**Report Title: Request for RVCA Permit**

Department: Facilities & Parks  
 Author's Name: Steve Holmes  
 Position: Manager of Facilities and Parks  
 File/Report #FAC-2026-10



### RECOMMENDATION:

Be it resolved that the Committee of the Whole (CoW) recommends to Council that the letter from the Rideau Valley Conservation Authority (RVCA) dated April 6, 2026 citing full compliance for work previously completed by the Township at the Ronald E. Holman Municipal Complex be received for information,

And further acknowledges that the RVCA requires no further permits for the planned pickleball court nor shade structure to proceed however, staff will need to obtain a permit for the natural playground, as presented in CoW Report FAC-2026-10.

### STRATEGIC PLAN COMMENTS:

Sector #8: Governance – Strategic Initiative #4 – Township Council will ensure openness and transparency in its operations.

### BACKGROUND:

Council passed Recommendation 143-2026 on March 23, 2026:

NOW THEREFORE be it resolved that Council formally request the Rideau Valley Conservation Authority to:

- Conduct a full review of the permit previously issued for works at the Ronald E. Holman Municipal Complex;
- Confirm whether all work completed to date was fully compliant with the approved permit scope and conditions;
- Identify whether any work was undertaken outside the permitted area or scope and outline any compliance or enforcement actions taken or required;

AND FURTHER that prior to the issuance of any new or amended permit for additional works at this location, the Rideau Valley Conservation Authority be requested to attend a Council meeting to present the original permit scope, report on compliance findings, and explain the rationale for any future permit approval;

AND FURTHER that no further municipal authorization for additional works in this regulated wetland area proceed until Council has received this presentation.

### DISCUSSION:

Request for RVCA Permit, April 13, 2026

Staff met with the RVCA on site on March 27, 2026. The Director of Planning and Regulations subsequently provided a letter dated April 6, 2026, confirming the following on their File RV6-3422:

*A site visit on March 27, 2026, confirmed that the pavilion/shade structure, the play structure, the asphalt waiting area and the pickleball court have not been completed. All other work has been completed in accordance with the permit. The permit was valid for a period of two years from date of issuance and expired on August 19, 2024.*

*As noted, in 2022, the site was entirely within the 120 metre adjacent lands to the Otter Creek Wetland (Map Attachment 1). On April 1, 2024, the Province of Ontario adopted Ontario Regulation 41/24 under the Conservation Authorities Act, which reduced the regulated adjacent lands from 120 metres to 30 metres (Map attachment 2). This change substantially reduced the area at 441 Highway 15 that is subject to regulation by the RVCA.*

*The play structure is the only work proposed on the original site plan that remains subject to RVCA approval. The asphalt court waiting area, the pickleball court and the pavilion/shade structure as indicated on the site plan **do not require the RVCA's approval.***

As the letter is straightforward, RVCA staff have not been invited to attend a future Council meeting.

FINANCIAL IMPLICATIONS:

None

ATTACHMENTS:

- RVCA-REHMC Permit Status Letter
- RVCA-Map attachment 1
- RVCA-Map attachment 2

*e-signature*

April 7, 2026

\_\_\_\_\_  
Steve Holmes

Manager of Facilities and Parks

\_\_\_\_\_  
DATE

*e-signature*

April 8, 2026

\_\_\_\_\_  
Shellee Fournier, CAO

\_\_\_\_\_  
DATE

Request for RVCA Permit, April 13, 2026



3889 Rideau Valley Drive  
 PO Box 599, Manotick ON K4M 1A5  
 T 613-692-3571 | 1-800-267-3504  
 F 613-692-0831 | www.rvca.ca

April 6, 2026  
 File: RV6-3422

Township of Rideau Lakes  
 1439 County Road 8  
 Delta, Ontario  
 K0E1G0

Attention: Steve Holmes  
 Manager of Facilities and Parks

Subject: Permit for Development at the Ron Holman Municipal Complex  
 441 Highway 15, Township of Rideau Lakes

Dear Mr. Holmes,

The Rideau Valley Conservation Authority (RVCA) issued permit RV6-3422 on August 19, 2022 for development at the Ron Holman Municipal Complex located at 441 Highway 15. A permit was required from the RVCA because the site was entirely within an area subject to regulation as defined by the Otter Creek Wetland and the 120 metre adjacent lands to the wetland. The scope of work approved under the permit included:

- Bicycle pump track and associated grading,
- Recreational pathway skirting the pump track and connected to the parking lot and the municipal building,
- Swales and culverts and rip-rap flow spreader discharging to an existing culvert at the wetland,
- Asphalt court waiting area and pickleball court to the north of the existing building,
- Play structure between the pump track and the recreational pathway,
- Pavilion/shade structure south of the recreational pathway, east of the existing building,
- Lookout platform at the terminus of the south pathway.

.../2

**Proudly working in partnership  
 with our 18 watershed municipalities**

Athens, Augusta, Beckwith, Central Frontenac, Clarence-Rockland,  
 Drummond/North Elmsley, Elizabethtown-Kitley, Merrickville-Wolford, Montague,  
 North Dundas, North Grenville, Ottawa, Perth, Rideau Lakes, Smiths Falls, South Frontenac, Tay Valley, Westport

-2-

Please note that although the site plan shows the location of lights, RVCA does not require permits for light standards.

A site visit on March 27, 2026 confirmed that the pavilion/shade structure, the play structure, the asphalt waiting area and the pickleball court have not been completed. All other work has been completed in accordance with the permit. The permit was valid for a period of two years from date of issuance and expired on August 19, 2024.

As noted, in 2022, the site was entirely within the 120 metre adjacent lands to the Otter Creek Wetland (Map Attachment 1). On April 1, 2024, the Province of Ontario adopted Ontario Regulation 41/24 under the Conservation Authorities Act, which reduced the regulated adjacent lands from 120 metres to 30 metres (Map attachment 2). This change substantially reduced the area at 441 Highway 15 that is subject to regulation by the RVCA. The play structure is the only work proposed on the original site plan that remains subject to RVCA approval. The asphalt court waiting area, the pickleball court and the pavilion/shade structure as indicated on the site plan do not require the RVCA's approval.

Please contact me at your convenience if you have any questions or require additional clarification.

Yours truly,

A handwritten signature in black ink that reads "Glen McDonald". The signature is written in a cursive style with a large initial "G".

Glen McDonald MCIP RPP  
Director of Planning and Regulations



# Map Attachment 1, 441 Hwy 15 Ron Holman Municipal Complex

This map tool is for information screening purposes only. In all cases, please contact RVCA Planning Staff for confirmation: 613.692.3571 or development@rvca.ca



### Legend

- Parcel - Assesment
- Lot
- RVCA Sub-Watersheds
- RVCA Catchments
- MNRF Wetlands**
- Evaluated-Provincial (PSW)
- non-PSW Wetlands
- Waterbody

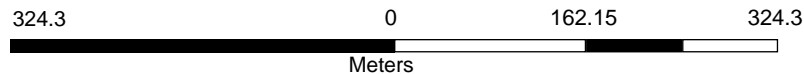


1: 6,383.68

Map Projection: WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

### Notes

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# Map Attachment 2, 441 Hwy 15 Ron Holman Municipal Complex

This map tool is for information screening purposes only. In all cases, please contact RVCA Planning Staff for confirmation: 613.692.3571 or development@rvca.ca



## Legend

- Parcel - Assessment
- Lot
- Regulated Flood (100yr)
  - Floodplain
  - Area of Reduced Flood Risk
  - Area of Shallow Flooding
- RVCA Sub-Watersheds
- RVCA Catchments
- MNRF Wetlands
  - Evaluated-Provincial (PSW)
  - non-PSW Wetlands
- Waterbody

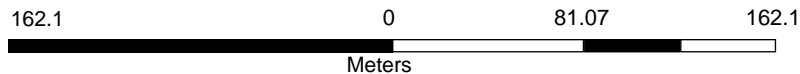


1: 3,191.84

Map Projection: WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

## Notes

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**DELTA AND AREA COMMUNITY ENHANCEMENT COMMITTEE**

**Minutes**

**Wednesday, March 25, 2026, 6:30 p.m.**

**Delta Library**

**18 King St, Delta, ON**

**K0E 1G0**

**1. CALL TO ORDER**

6:30 p.m.

**2. Roll Call**

**Present:** Connie McCullough, Julie Van Mooey, Chuck Chant, Kathryn Gould, Amy Patry, Jeff Patry Tracey Meyers, and Councillor Paula Banks and Sue Dunfield, and Leila Stafford

**Absent:** Susie Mensen, Tao Hipwell, Doug Cowley and Amy Patry

**3. Emergency additions/amendments – None.**

**Adoption of Agenda**

**Motion #3-2026**

Moved by Jeff Patry and Seconded by Julie Van Mooey

That the agenda be adopted as presented.

**4. Declaration - NONE**

**5. Approval of Minutes: January 28, 2025**

**Motion #4-2026**

Moved by Doug Cowley and Seconded by Chuck Chant

That the minutes of January 28, 2026 be approved as presented.

**6. Delegations: None.**

**7. Sub Committee Reports**

**8.1 Recreation Committee** DARS will be hosting a ball hockey tournament on the Saturday of the Maple Syrup Festival. Pickleball, cornhole and horseshoes will pick-up in the Spring.

**8.2 Beatification** Ready for easter with decorations. After the spring barrel replacement will commence. Julie Van Mooey and Kathryn Gould will take care of the Phillipsville garden sign.

**8.3 Beverley Seniors** Hosted their monthly get together on March 25, 2026.

**9. Business Arising**

**9.1 Document to Attract New Volunteers**

The document will be circulated for the Volunteer Appreciation Event.

## 9.2 Conservation Champion Nomination

Connie McCullough brought forward a nomination from Ontario Nature for a conservation volunteer in the community. Paula Banks will bring forward to the Lake Association Committee.

## 9.3 Food Handlers Course

The course took place on March 24, 2026.

## 9.4 Amy Patry Resignation

Amy Patry has resigned from the CEC. The Committee thanks her for her commitment.

## 10. New Business

### 10.1 SALC Suggestions

The Committee will brainstorm ideas and discuss further in April.

### 10.2 Delta Fair Gates

The CEC has been offered July 25 full day 9-9 to work the Delta Fair Gate. The profit will be \$500.

### 10.3 ALTO

Public meetings will be held TBD.

### 10.4 Portland CEC Portland Hall

The Portland Hall Board has resigned and the CEC will continue on the work for the Hall.

### 10.5 Parade Date to Move to Fall Harvest Festival

The CEC has decided they will not host a parade this year. They will put a float in the Newboro Canada Day Parade.

### 10.6 Delta Flood Report

The MNR will be conducting a phase 2 study for 2026/27.

11. **Finances** – Account balance \$4,789.92
12. **Councillor Remarks:** Councillor Paula Banks let the Committee know that Council has been focusing on ALTO and the issues at Lower Beverley Lake Park. Sue Dunfield mentioned that the Delta Pilot will continue.
13. **Township Updates:** Leila reminded the Committee of the upcoming Volunteer Appreciation event.
13. Next meeting April 22nd @ 6:30pm - Delta Library
14. Meeting adjourned at 7:35pm.

**ELGIN AND AREA COMMUNITY ENHANCEMENT COMMITTEE  
MINUTES**

**Tuesday, March 17, 2026, 7:00 p.m.**

**Elgin Municipal Complex  
47 Main St, Elgin ON K0G 1E0**

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**1. CALL TO ORDER:** 7:00 p.m.

**2. ROLL CALL**

**Present:** Graham Lowe, Jordan Delong, Ashley Truesdell, Linda Ubdegrove, and Councillor Linda Carr, Leila Stafford Recreation and Volunteer Coordinator.

**ABSENT:** Greg Patterson

**ALSO IN ATTENDANCE:** Nicole Halladay

**3. EMERGENCY ADDITIONS/AMENDMENTS TO AGENDA:** Jordan Delong added 8.2 Removal of Sign on Main Street and 10.1 Volunteer Attraction.

**4. ADOPTION OF AGENDA**

**Motion: #9-2026**

Moved by Jordan Delong

Seconded by Linda Ubdegrove

That, the CEC approves the agenda as amended.

**5. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**  
NONE

**6. APPROVAL OF MINUTES**

**Motion: #10-2026**

Moved by Linda Ubdegrove

Seconded by Jordan Delong

That the CEC approves the minutes of February 17, 2026 as presented.

**7. DELEGATIONS:** None.

**8. BUSINESS ARISING**

**8.1 Rink Fundraising:** Ashley has sent a few sponsorship requests out. Linda Ubdegrove reported that the Elgin Friendship club is donating \$1000 towards the basketball nets. South Crosby Public school has received their fundraiser request letter. Rideau Lakes Building Centre has committed to donating. The request letter will be presented to the Elgin Lions Club.

**8.2 Removal of Sign:** The Committee discussed the banner in Elgin on the hydro pole in front of Cannabis Fields in Elgin which displays the word 'Elgin' with a cannabis leaf under it. Jordan Delong reached out to the County and discovered there was a miscommunication within departments and the banner was approved late 2024.

**Recommendation: #4-2026**

Moved by Linda Ubdegrove

Seconded by Ashley Truesdell

That the CEC requests to Council that correspondence be sent to the County regarding the Cannabis Sign in Elgin. The Committee respectfully requests that 'Elgin' be removed from the sign that had previously been approved by the County.

## 9. SUB-COMMITTE REPORTS/REQUESTS

### 9.1 Recreation Committee

Jordan Delong spoke to the Committee regarding the condition of the rink surface. Jordan Delong will investigate the work to be done and report back to the Committee.

The snowblower is in need of repair. Jordan Delong and Murray Sortberg will bring to Delta to be repaired.

The pickleball lines are beginning to wear off. Graham Lowe will see if pickleball is being played at the rink.

### 9.2 Beautification Committee

The Committee will find time when the Hall is available in the next month or so to paint the Hall. Two samples have been purchased and will be tested in the coming weeks.

**Recommendation: #5-2026**

Moved by Jordan Delong

Seconded by Ashley Truesdell

The CEC requests to Council that the Township build and install a bench/box to house a permanent tree stand at the EMC in the middle of the sensory garden. The bench/box would have a removable lid to be used as a tree stand in the winter, and a bench the rest of the year. The CEC will purchase the tree stand and requests that the Township purchase the materials for the box.

AND FURTHER requests that the outlet from the lamppost be relocated inside the box.

**Recommendation: #6-2026**

Moved by Ashley Truesdell

Seconded by Linda Ubdegrove

The CEC requests to Council that the Township ensure the lights on the walkway by the parking lot at the EMC are working as it causes a safety concern for those walking at night.

**9.3 Elgin Seniors**

The Elgin Seniors would like to request that the coat closet be cleaned out.

**9.4 Elgin Days**

Elgin Days host monthly meetings and have selected the theme of I Love Elgin. Once again they would like to host the vendor square at the EMC parking lot.

**Recommendation: #7-2026**

Moved by Ashley Truesdell

Seconded by Linda Ubdegrove

The CEC requests to Council that the Township pay for and carry the vendor insurance for Elgin Days market square.

**10. NEW BUSINESS**

**10.1 Volunteer Attraction Event**

The CEC discussed hosting an ice cream strawberry social in partnership with Stoodleys.

**11. CEC COUNCILLOR REMARKS** No update.

**12. TOWNSHIP UPDATES:** Leila Stafford: Recreation and Volunteer Coordinator – Leila Stafford reported that the volunteer event takes place on April 23 at the Portland Hall.

**14. DATE OF NEXT MEETING:** April 21 7pm

**15. ADJOURNMENT:** 8:36 p.m.

**MORTON AND AREA COMMUNITY  
ENHANCEMENT COMMITTEE MINUTES**

**March 25, 2026, 11:00 a.m.  
Morton Hall  
13 Judd St Morton**

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Meeting called to order at 11:05 am

**ROLL CALL**

Present: Pat Dodge (chair), Elaine Horemans (secretary), Vera Dulysh, Linda Gamble, Ken Davies, Linda Godin, Leila Stafford (twp), Dustin Bulloch (councillor)

Regrets: Susan Alford

**EMERGENCY ADDITIONS/AMENDMENTS TO AGENDA**

The chair asked if there were any emergency additions or amendments to the Agenda and the following were noted:

1. Add **8A Health and Safety**:
  - Window repair
  - Basement door
  - Eavestrough over entry
  - Threshold repair
2. Add 10.3 BBQ
3. Add 10.4 Volunteer recruitment

**ADOPTION OF AGENDA**

**Resolution: 2.0 -2026**

Moved by Linda Godin

Seconded by Ken Davies

That the agenda be approved as amended.

The Chair asked if any member had a Pecuniary Interest in any Item on the Agenda and none were declared.

**APPROVAL OF MINUTES – November 25, 2025****Resolution: 2.1-2026**

Be it resolved that the Minutes from the meeting of this committee held February 4, 2026 be approved as submitted.

Moved by Linda Godin

Seconded by Vera Dulysh

Carried

**DELEGATIONS** None**SUB-COMMITTE REPORTS****Events Committee:**

Linda Gamble reported the following:

Ongoing events at Morton Hall:

- Exercise class Mondays 9:30-10:30 am
- Care and Share Mondays 7-8 pm
- Morton Mug coffee Tuesdays 9:30-11 am
- Line Dancing Tuesdays 7-8 pm
- Chair Yoga Wednesdays 9:30-10:30 am
- Games Wednesdays 1-3 pm
- Line Dancing Thursdays 9:30-11 am
- Book Club Thursday evening monthly
- Good Food Box third Tuesday of each month

She noted that there will be no Fitness classes or Chair yoga classes in July or August. The Head & Shoulders class has been canceled due to lack of interest. Games day will continue until June when it will be reevaluated.

Elaine will offer Easter cupcakes at Morton Mug on Mar 31 and April 7.

Dances: Monthly dances will continue on the 4<sup>th</sup> Sunday of each month through the summer (5<sup>th</sup> Sunday for November). The next dance is Sunday April 26, 1:30-4:30.

Pysanki Egg painting was overfilled so another one is scheduled for Saturday April 25, 1-3pm. Free (SALC event). Register with Leila. Max 10 people.

Victoria Day Picnic in the Park is on Monday May 18 at noon at Jones Falls (200<sup>th</sup> anniversary). Music by Tim & Terry, Historical Walk by Pat Dodge. Bring your own picnic. The hall has been booked in case of rain. Ken said a town crier tryout will be held at the same time and location.

A Felted Dryer Ball workshop will be held on Saturday May 9 from 1 to 3pm at the hall. Maximum of 15. Register with Leila. FREE SALC event.

Darlene Braybrook offered to do a painting on fabric workshop, date to be determined.

April Cleanup week is April 12-24. We will hold our cleanup day the same day as California.

We discussed holding a Canada Day BBQ on July 1 starting at noon. This could be a SALC event if free. Maybe with music?

#### Beautification Committee:

Daffodils will be available to order by June 15.

#### **HEALTH AND SAFETY**

1. The hall window that has the 'no smoking' sign on it will not stay up by itself. There was concern that it didn't close properly and wouldn't lock. After the meeting we got it to close and lock but it still won't stay open.
2. An email was received from Steve at the township stating that replacing the basement door would be the best solution to the problem. He suggested a door to match the existing bathroom doors. We agreed to this solution.
3. The threshold between the kitchen and hall is splintered and needs repair Leila will direct this matter to the appropriate person.
4. The eavestrough over the entrance door is still overflowing and dropping ice. The eavestrough cover has been removed but it seems to have not fixed the problem. Elaine sent a photo to Leila to forward to the appropriate person.

#### **BUSINESS ARISING**

1. Stage Lighting: Elaine showed the most up to date quote obtained by the township for stage lighting. It includes two four-light bars and the cable to connect them, stands for each bar, along with labour to install them for \$2,414.81 from Professional Sound and Lighting. Leila confirmed that if ordered by the end of March, this can be covered by SALC funds.

#### **Resolution 2.2-2026**

Moved by Elaine Horemans

Seconded by Linda Godin

That we purchase and have installed stage lighting from Professional Sound and Lighting as quoted. Carried.

2. Morton Sign: MTO has indicated that a new Morton sign for the village cannot be placed close to the existing sign, nor near the storyboard. This means that we cannot have a new Morton sign on the highway north of the village.

3. Facebook Page: There has been some difficulty in adding admins to the facebook page. Victoria has offered to help with this.

### **NEW BUSINESS**

1. Chair legs: the pads are falling off the chair legs, and some of the existing bottoms are breaking, meaning the chairs are marking the floor. Elaine offered to get a few types of chair leg 'socks' to try out. The fact that they are stacking chairs may prove difficult.
2. Pat Dodge and Elaine Horemans took the Food Handlers Course, so now we have four people with training. (Victoria Galloway and Susan Alford are the others).
3. BBQ: After discussion, we decided that we will not purchase a new BBQ at this time. Leila mentioned that they can be rented from the Firefighters or others if needed.
4. Volunteer recruitment: Word of mouth and personal contacts seem to be most effective. The Canada Day BBQ will be a good venue for recruitment. Leila added that the township will be doing more recruitment around the election in the fall.

### **FINANCIAL REPORT**

Linda Gamble reported that the township account balance at the end of February was \$8087.08. Ken asked about a budget for this year, and Linda was able to give him a copy of last year's income and expenses. Leila and Dustin clarified the situation for us to donate to a charity. If the funds are not raised at an event specifically for that charity, the township must approve the funds and charity.

#### **Recommendation to Council:**

That the Morton CEC give \$500 to the local Food Bank in 2026.

Moved by Ken Davies

Seconded by Vera Dulysh

Carried

Other charities were discussed for future donations and people were encouraged to bring forward ideas.

### **CEC COUNCILLOR REMARKS**

Dustin said that the township budget was passed and that Morton Hall would be receiving a water softener this year. Elaine expressed concern over needing to have non softened water for drinking.

**Recommendation to Council:**

That the township investigate installing a reverse osmosis drinking water unit with tap for Morton Hall.

Moved by Elaine Horemans

Seconded by Linda Gamble

Carried

Dustin reported that the township did not include the Morton Park culvert work in the budget but staff have been directed to investigate and report back to the committee of the whole.

Dustin also mentioned that the consultation process for the ALTO train has been extended to the end of April.

**TOWNSHIP UPDATES: Leila Stafford, Recreation and Volunteer Coordinator**

Leila reminded everyone of the Volunteer Appreciation event on April 23 at 6:30 at Portland Hall. All township volunteers are welcome. Register ahead.

**DATE OF NEXT MEETING**

Next meeting is Tuesday May 5 at 11am

**ADJOURNMENT**

The meeting was adjourned at 12:33 pm

NEWBORO AND AREA COMMUNITY ENHANCEMENT COMMITTEE  
Minutes of Meeting

Date: March 10, 2026 | Time: 7:00 PM | Location: Newboro Community Hall

---

1. CALL TO ORDER

Meeting called to order at 7:00 PM.

2. ROLL CALL

Present: Peter Frey, Adam Bell, Molly Horn, Olwen Tennis, Mary White, Monique Vandewint, Richard Gore, Sam Lemorie, John Welsh

Absent: Fiona Stevenson, Debbie Hutchings, Leila Stafford – available via phone

Visitor: Ken Davies

John Welsh's application to join the Newboro CEC has been accepted.

3. EMERGENCY ADDITIONS/AMENDMENTS TO AGENDA

"Spring into Rideau" Presented by Ken Davies

4. ADOPTION OF AGENDA

Moved by Peter Frey and seconded by Olwen Tennis that the agenda be approved as presented March 10, 2026.

5. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

The Chair asked if any member had a Pecuniary Interest in any Item on the Agenda and none were declared.

6. APPROVAL OF MINUTES

Moved by Peter Frey and seconded by John Welsh; Be it resolved that the Minutes from the meeting of this committee held February 10, 2026, be approved as submitted

7. DELEGATIONS

None

8. SUB-COMMITTEE REPORTS/REQUESTS

None

9. BUSINESS ARISING

9.1. Trivia Event February 21, 2026: Sam Lemoire, reported 11 tables competed and it was a successful event. Trivia will possibly return Fall 2026.

9.2. CEC Facebook Page: Molly Horn presented ideas for monitoring use of the Newboro CEC page along with the possibility of linking to an Instagram account. Leila Stafford will look into the why the FB Flyers that were to be sent around Newboro did not go out.

9.3. Easter Update: Olwen Tennis shared updates on the Easter Crafts for Kids.

9.4. Daffodil Placards: Leila Stafford had sent an email update prior to the meeting stating she had sent the file for a quote for the placards to Cindy and was waiting for follow up. Mary White will find a good quality daffodil photograph (jpeg) to forward to Cindy for the placard.

9.5. Canada Day Update: Monique Vandewint outlined the times and plans for the Canada Day Events and is seeking sponsorship from businesses.

### **Recommendation #7-2026 – Carleton Street Closure for Canada Day Festivities**

*(Newboro CEC Recommendation to Council: That the Newboro CEC requests Carleton Street be closed July 1, 2026 from 3:00–7:00 PM to create a safe space for families to enjoy all planned Canada Day festivities.)*

**Moved By:** Monique Vandewint

**Seconded By:** Olwen Tennis

### **Recommendation #8-2026 – Drummond Street Closure for Canada Day Festivities**

*(Newboro CEC Recommendation to Council: That the Newboro CEC requests Drummond Street be closed July 1, 2026 from 6:00–7:00 PM for the Canada Day Parade.)*

**Moved By:** Monique Vandewint

**Seconded By:** Olwen Tennis

9.6. Suncatcher Crafting Day with Indigenous Artists Maggie Stewart and the Three Sisters March 19, 2026: Mary White updated the group that 17 children have registered for the event. A light lunch will be provided, and participants will be creating Indigenous driftwood and bead suncatchers with guidance from the featured artists.

## 10. NEW BUSINESS

10.1. April Event: Sam Lemoire presented a proposal for the Newboro CEC host an “Art in the Hall” which would be organized by Kim Lulashynk and supported by the CEC. Information was emailed to all members. Date to be decided.

11. REVIEW OF FINANCES/LEGACY FUNDS: Trivia Finances: \$ 886 in Total expenditures, Income - \$ \$180 Ticket Sales, \$184 Food Sales, \$674.75 Bar Sales

12. CEC COUNCILLOR REMARKS: Not in attendance.

13. TOWNSHIP UPDATES: A call to Leila Stafford during the meeting @ 8:20 pm  
2026 Budget approval for air conditioning to be installed in the Hall. The Township will fund 50% of the expense shared with Newboro CEC.

The Hall will undergo a building condition assessment – Date to be determined.

14. DATE OF NEXT MEETING

April 28, 2026 @ 7:00 PM

15. ADJOURNMENT

The meeting was adjourned at 9 PM.

Portland and Area CEC

Portland Community Hall

March 18, 2026

1. Call to Order 7:00 pm
2. Roll Call: Leila Stafford, Mary Enid Haines, Joan Horsfall, Julie Prescott, Sue Dunfield, Nev Hill, Paula Banks, Jeanne Hill, Lis Hick  
Absent: Lorah Jensen
3. Emergency additions/amendments: none
4. Adoption of Agenda:  
Moved by: Joan Horsfall  
Seconded by: Nev Hill
5. Declaration of Pecuniary Interests and general nature there of: none
6. Approval of minutes:  
Moved by: Julie Prescott  
Seconded by: Jeanne Hill
7. Delegations: Neve Wells: Community Yard Sale in May, Vicki Stevenson  
Community garage sale. It will be held Saturday May 16. Rideau Realty are helping by allowing people to set up tables there. "Portland Helping Portland". There will be a BBQ. They are raising money for the food bank by having a raffle for a gift basket with items donated by local businesses. They will be accepting food donations as well for the food bank. There will be a Kids Corner at the Portland Library. They will be knocking on doors and sending out flyers, posting on Facebook and adding it to the Lantern to let people know about the event.
8. Subject Committee Reports:
  - 8.1 Beautification Committee  
The outdoor Christmas decorations have been taken down. Flowers for the containers have been discussed with the supplier and ordered.
  - 8.2 Skate the Lake No report
  - 8.3 Three Sisters  
They are having a Ted Talk with Ted Stuart in the Hall on May 24<sup>th</sup>, 2026. The talk is about Indigenous people in Rideau Lakes. They will also have a chilli

dinner before the talk at 4pm. \$20 a plate. The talk will start at 6pm. They would like help to set up.

**Recommendation 2026-1:** That we ask the Municipality to install bars on the wall in the hallway from Lee Valley to hang posters etc. for events. With a budget up to \$250.00.

Moved by: Mary Enid Haines

Seconded by: Paul Vanluven

## 9. Business Arising

### 9.1 Galagher Property Update

A Trillium Grant has been submitted for playground equipment, retaining wall and roof on the Carriage House. We will be continuing fundraising for the playground.

We discussed a contest for kids to draw the playground of their dreams, a letter and a Tic Tok video. Leila will make a poster to give to schools and libraries for a letter writing and picture contest for under 13, and a letter writing and video contest for over 13. The winners will be announced on May 23<sup>rd</sup>, the deadline for submissions will be May 15<sup>th</sup>.

### 9.2 Bulletin Board

We need a bulletin board in the Hall.

Motion 2026-2: That we spend up to \$100.00 for a bulletin board in the Hall.

The same as have been used in other Halls.

The bulletin board at the Post Office will be rebuilt.

### 9.3 Display Cabinets

One display cabinet will be loaned to the Portland on the Rideau Historical Society for the display of a quilt for a month. Diane Haskins had requested it on their behalf.

The Three Sisters will use both cabinets for the month of May.

The Portland on the Rideau Historical Society will use one for the month of July for the Boat Show.

Leila will ask Steve where the rod is to support the blanket.

### 9.4 AV system

The Municipality has funds available to cover some of the costs. An AV company will come and do the installation.

## 10. New Business

**10.1 Recommendation 2026-2** That we ask the Municipality for snow guards on the roof to save the trees and shrubs that were damaged with the snow coming off the roof this year. As well as protect the walls of the building.

Moved by: Mary Enid Haines  
Seconded by: Joan Horsfall

11. Finance/Legacy funds

Bank balance is the same as last month. There was \$120.00 raised at the Lion and Lamb lunch.

12. Council Remarks. Alto train discussion. Municipality sent out an information flyer.

13. Township Update. Leila updated us. Volunteer Appreciation night April 23<sup>rd</sup>. the entertainment will be Outerbridge Magic.  
Adjournment 8:35 pm

14. Next meeting April 15, 2026 7 pm

**SOUTH ELMSLEY COMMUNITY ENHANCEMENT COMMITTEE MINUTES**  
**Thursday March 5, 2026, 10:00 AM**  
**South Elmsley Hall**

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**01. CALL TO ORDER: 10:00 AM**

**02. ROLL CALL**

Present:

- i. Tony McNeill, Marcia Maxwell, Olivia Logan, Beatrice Rickenbacher, Margot Finn, Mel Morin, Wayne Moodie, Jane Graham

Absent:

- ii. Betty Lou

Members of community:

- iii. Ken Maxwell, Carole Lalonde, Pat Harris

**03. EMERGENCY ADDITIONS/AMENDMENTS TO THE AGENDA:**

**04. AGENDA**

New Member: Olivia Logan, Secretary

- i. Moved by Margot
- ii. Seconded by Mel

**05. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

None

**06. APPROVAL OF MINUTES**

Olivia, Secretary, will be taking minutes for the committee moving forward.

**07. DELEGATIONS**

None

**08. SUB-COMMITTEE REPORTS/REQUESTS**

**a. Recreation Committee**

- i. Yoga: positive uptake, class is full
- ii. Fitness: Winter hours: Suggesting to move it from 830-930 to 1130-1230. This will allow plows to clear roads before class begins.
- iii. Line dancing: Doing well, no further remarks
- iv. Clogging: Doing well, no further remarks

**b. Beautification Committee**

- i. Park trees
  1. Leila will look into it and let us know. She anticipates it will be approved for at least one tree.
  2. Tree type requested: Service Berry Tree due native origin and stunning seasonal beauty.

**c. Community Events Upcoming**

- i. **St. Patrick's Day Dinner - March 13th 4-7 PM**
  1. Planning in progress
- ii. **Mother's Day High Tea - Saturday May 9th 2026**

**SOUTH ELMSLEY COMMUNITY ENHANCEMENT COMMITTEE MINUTES**

Thursday March 5, 2026, 10:00 AM

South Elmsley Hall

1. To be discussed at next meeting

**09. NEW BUSINESS**

- a. NIL

**10. REVIEW OF FINANCES/LEGACY FUNDS**

Balance: 23k

Spending:

- i. 385\$ from Marcia
- ii. Margot approved, Mel seconded

**11. CEC COUNCILLOR REMARKS**

From Marcia:

- i. Township approved in the budget:
  1. Pickle Ball court
  2. Shade structure
  3. Playground equipment, naturalized play scapes  
Marcia will be sending some examples to Leila for approval
- ii. CEC Improvements
  1. Benches being further discussed
- iii. Alto train discussion
  1. Recording of meeting can be found on the rideau lakes website
  2. More updates expected by end of April 2026

From Leila:

- iv. April 23rd is Volunteer Appreciation Day at the Portland Hall.  
Starts at 6pm with food and performances. Registration required on Event Brite

**12. NEXT MEETING DATE**

April 9th 10AM

**13. ADJOURNMENT**

11AM

## Recommendations from CEC Minutes

### Delta and Area Community Enhancement Committee Meeting: March 25, 2026

No recommendations were made at this meeting.

### Elgin and Area Community Enhancement Committee Meeting: March 17, 2026

#### **CEC Recommendation: 4-2025**

That the CEC requests to Council that correspondence be sent to the County regarding the Cannabis Sign in Elgin. The Committee respectfully requests that 'Elgin' be removed from the sign that had previously been approved by the County.

#### **Staff Note/Proposed CoW Recommendation:**

WHEREAS the Elgin and Area CEC passed Recommendation #4-2026 requesting that correspondence be sent to the Council requesting that the word "Elgin" be removed from the Cannabis Sign in Elgin as previously approved by the County;

NOW THEREFORE be it resolved, that the Committee of the Whole recommends to Council that staff be directed to send said request to the County for consideration.

#### **CEC Recommendation: 5-2026**

The CEC requests to Council that the Township build and install a bench/box to house a permanent tree stand at the EMC in the middle of the sensory garden. The bench/box would have a removable lid to be used as a tree stand in the winter, and a bench the rest of the year. The CEC will purchase the tree stand and requests that the Township purchase the materials for the box.

AND FURTHER requests that the outlet from the lamppost be relocated inside the box.

**Staff Note:** Staff awaiting more information from CEC for pricing. Recommendation will be brought forward in May.

#### **CEC Recommendation: 6-2026**

The CEC requests to Council that the Township ensure the lights on the walkway by the parking lot at the EMC are working as it causes a safety concern for those walking at night.

**Staff Note:** Staff awaiting more information about pricing. Recommendation will be brought forward in May.

#### **CEC Recommendation: 7-2026**

The CEC requests to Council that the Township pay for and carry the vendor insurance for Elgin Days market square.

#### **Staff Note: See attached CEC Request Form**

Insurance for the Elgin Days Parade and Vendor Square (25 Vendors) has been paid for by the Municipality for the past 2 years. Approximate costs is \$850 including hst. This can be covered under the Corporate Services Insurance Budget.

#### **Proposed CoW Recommendation:**

WHEREAS the Elgin and Area CEC passed Recommendation #7-2026 requesting the Township pay for and carry vendor insurance for the Elgin Days market square;

NOW THEREFORE be it resolved that the Committee of the Whole recommends to Council that vendor and parade insurance be obtained for Elgin Days 2026 with the costs covered by the Municipality.

### **Morton and Area Community Enhancement Committee Meeting: March 25, 2026**

#### **CEC Recommendation:**

That the Morton CEC give \$500 to the local Food Bank in 2026.

#### **Staff Note: See attached CEC Request form**

As per the CEC Terms of Reference: CECs may donate funds to a Registered Charity or Registered Not-for-Profit who provide a benefit to their community if they were generated or provided for that purpose, otherwise they will need Council approval to donate existing funds. They may not give out a tax donation receipt or promise to provide such a receipt. These funds (\$500) were not generated for a specific purpose, therefore they are requesting Council approval.

#### **Proposed CoW Recommendation:**

WHEREAS the Morton and Area CEC passed a recommendation to donate \$500 to the local food bank in 2026;

NOW THEREFORE the Committee of the Whole recommends to Council that said donation be permitted.

#### **CEC Recommendation:**

That the Township investigate installing a reverse osmosis drinking water unit with tap for Morton Hall.

**Staff Note:** Staff awaiting more information about pricing. Recommendation will be brought forward in May.

### **Newboro and Area Community Enhancement Committee Meeting: March 10, 2026**

#### **CEC Recommendation: 7-2026**

That the Newboro CEC requests Carleton Street be closed July 1, 2026 from 3:00–7:00 PM to create a safe space for families to enjoy all planned Canada Day festivities

#### **Staff Note: See attached CEC Request form**

Local residents that live on the street must be notified ahead of the event and have access to their properties. Emergency services will also need access if required.

#### **Proposed CoW Recommendation:**

WHEREAS the Newboro and Area CEC passed Recommendation #7-2026 requesting Carleton St. be closed for Canada Day festivities;

NOW THEREFORE be it resolved that the Committee of the Whole recommends that Council direct staff to close Carleton Street as requested with notification being provided to residents affected by the closure.

#### **CEC Recommendation: 8-2026**

That the Newboro CEC requests Drummond Street be closed July 1, 2026 from 6:00–7:00 PM for the Canada Day Parade.) to create a safe space for families to enjoy all planned

Canada Day festivities

**Staff Note: See attached CEC Request form**

Staff will reach out to the County for approval as part of the Festival Permit for this event. Local residents that live on the street must be notified ahead of the event and have access to their properties. Emergency services will also need access if required.

**Proposed CoW Recommendation:**

WHEREAS the Newboro and Area CEC passed Recommendation #8-2026 requesting Drummond St. be closed for a Canada Day Parade;

NOW THEREFORE be it resolved, that the Committee of the Whole recommends to Council that staff apply to the United Counties of Leeds & Grenville for the closure of Drummond St. as requested by the Newboro and Area CEC.

**Portland and Area Community Enhancement Committee Meeting: March 18, 2026**

**CEC Recommendation: 2026-01**

That we ask the Municipality to install bars on the wall in the hallway from Lee Valley to hang posters etc. for events. With a budget up to \$250.00.

**Proposed CoW Recommendation:**

WHEREAS the Portland and Area CEC passed Recommendation #2026-01 requesting that bars be installed on the wall in the hallway to hang posters etc. for events;

NOW THEREFORE be it resolved, that the Committee of the Whole recommends to Council that staff install the rails provided by the CEC.

**CEC Recommendation: 2026-02**

That we ask the Municipality for snow guards on the roof to save the trees and shrubs that were damaged with the snow coming off the roof this year. As well as protect the walls of the building.

**Staff Note:** Staff awaiting more information about pricing. Recommendation will be brought forward in May.

**South Elmsley and Area Community Enhancement Committee Meeting: March 5, 2026**

**No recommendations were made at this meeting.**



**Section 1: CEC Information**

- **CEC Name:** Elgin CEC
- **Contact Person Name:** Graham Lowe

**Section 2: Item Details**

- **Item Name:** Vendor Insurance for Elgin Days
- **Item Description:** *(Please provide a brief description of the item and its intended use.)*  
The Elgin Days vendor market will be held at the EMC parking lot on July 11, 2026.
- **Quantity Requested:** NA
- **Estimated Cost (per item):** \$ NA
- **Total Estimated Cost:** \$ 850
- **Is this request related to a health & safety concern?**  Yes  No

**Section 3: Justification**

- **Purpose of the Item:** *(Explain why this item is needed and how it will benefit the group.)*

Vendors selling wares at the market are required to hold insurance. As many of these vendors are small home crafters, they do not have this. The Elgin CEC requests that the Township purchase an additional rider to cover these vend

- **Is this item part of a larger project or initiative?**  Yes  No *If yes, please describe:*

Elgin Days

**Section 4: Approval & Budget**

- **Has this item been budgeted for?**  Yes  No  Not Sure

- **Requested Funding Source (TWP/CEC/Grant etc):**

TWP

**Internal Use Only**

**Staff Notes:**

Insurance for the Elgin Days Parade and Vendor Square (25 Vendors) has been paid for by the Municipality for the past 2 years.

Approximate costs is \$850 including hst.

This can be covered under the Corporate Services Insurance Budget.

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**Section 1: CEC Information**

- **CEC Name:** Morton CEC
- **Contact Person Name:** Elaine Horemans

**Section 2: Item Details**

- **Item Name:** Food Bank Donation
- **Item Description:** *(Please provide a brief description of the item and its intended use.)*  
To give \$500 to the local Food Bank in 2026.
- **Quantity Requested:** 1
- **Estimated Cost (per item):** \$ 500
- **Total Estimated Cost:** \$
- **Is this request related to a health & safety concern?**  Yes  No

**Section 3: Justification**

- **Purpose of the Item:** *(Explain why this item is needed and how it will benefit the group.)*  
To donate \$500 to the Elgin Food Bank.
- **Is this item part of a larger project or initiative?**  Yes  No *If yes, please describe:*

**Section 4: Approval & Budget**

- **Has this item been budgeted for?**  Yes  No  Not Sure
- **Requested Funding Source (TWP/CEC/Grant etc):**  
CEC

**Internal Use Only**

**Staff Notes:**

As per the CEC Terms of Reference: CECs may donate funds to a Registered Charity or Registered Not-for-Profit who provide a benefit to their community if they were generated or provided for that purpose, otherwise they will need Council approval to donate existing funds. They may not give out a tax donation receipt or promise to provide such a receipt.

These funds (\$500) were not generated for a specific purpose, therefore they are requesting Council approval.



**Section 1: CEC Information**

- **CEC Name:** Newboro CEC
- **Contact Person Name:** Peter Frey

**Section 2: Item Details**

- **Item Name:** Street Closure
- **Item Description:** *(Please provide a brief description of the item and its intended use.)*  
request to close Carleton Street in Newboro from Drummond to George for Canada Day events from 3-7pm on July 1 2026
- **Quantity Requested:** N/A
- **Estimated Cost (per item):** \$ N/A
- **Total Estimated Cost:** \$ N/A
- **Is this request related to a health & safety concern?**  Yes  No

**Section 3: Justification**

- **Purpose of the Item:** *(Explain why this item is needed and how it will benefit the group.)*  
provide additional space for Canada Day festivities to take place
- **Is this item part of a larger project or initiative?**  Yes  No If yes, please describe:

**Section 4: Approval & Budget**

- **Has this item been budgeted for?**  Yes  No  Not Sure  N/A
- **Requested Funding Source (TWP/CEC/Grant etc):**  
N/A

**Internal Use Only**

**Staff Notes:**

Local residents that live on the street must be notified ahead of the event and have access to their properties. Emergency services will also need access if required.

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**Section 1: CEC Information**

- **CEC Name:** Newboro CEC
- **Contact Person Name:** Peter Frey

**Section 2: Item Details**

- **Item Name:** Street Closure
- **Item Description:** *(Please provide a brief description of the item and its intended use.)*  
request to close Drummond Street (cty rd 42) in Newboro from John St to Main St for Canada Day events from 6-7pm on July 1 2026
- **Quantity Requested:** N/A
- **Estimated Cost (per item):** \$ N/A
- **Total Estimated Cost:** \$ N/A
- **Is this request related to a health & safety concern?**  Yes  No

**Section 3: Justification**

- **Purpose of the Item:** *(Explain why this item is needed and how it will benefit the group.)*  
provide safe space for the parade to come through Newboro.
- **Is this item part of a larger project or initiative?**  Yes  No If yes, please describe:

**Section 4: Approval & Budget**

- **Has this item been budgeted for?**  Yes  No  Not Sure  N/A
- **Requested Funding Source (TWP/CEC/Grant etc):**  
N/A

**Internal Use Only**

**Staff Notes:**

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Staff will reach out to the County for approval as part of the Festival Permit for this event.

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Local residents that live on the street must be notified ahead of the event and have access to their properties. Emergency services will also need access if required.

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**Section 1: CEC Information**

- **CEC Name:** Portland CEC
- **Contact Person Name:** Lorah Jensen

**Section 2: Item Details**

- **Item Name:** Picture Rails
- **Item Description:** *(Please provide a brief description of the item and its intended use.)*  
To install picture rails in the hallway of the Portland Hall opposite the display cabinets.
- **Quantity Requested:** 1
- **Estimated Cost (per item):** \$
- **Total Estimated Cost:** \$ 250
- **Is this request related to a health & safety concern?**  Yes  No

**Section 3: Justification**

- **Purpose of the Item:** *(Explain why this item is needed and how it will benefit the group.)*  
The CEC would like to see art displayed in the hall with the ability to switch it up often. The request if for the CEC to purchase the rails and Staff to install.
- **Is this item part of a larger project or initiative?**  Yes  No *If yes, please describe:*

**Section 4: Approval & Budget**

- **Has this item been budgeted for?**  Yes  No  Not Sure
- **Requested Funding Source (TWP/CEC/Grant etc):**  
CEC

**Internal Use Only**

**Staff Notes:**

MP staff can install supplied rails. Fire Department has no concerns with exit.

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# Rideau Lakes

**TOWNSHIP OF RIDEAU LAKES  
Parks and Recreation Committee  
Minutes**

**Monday, March 9, 2026, 7:00 p.m.  
Municipal Office, Chantry**

Members Present: Councillor Linda Carr, Councillor Sue Dunfield, Councillor, Councillor Marcia Maxwell, Jordan DeLong, Madelaine MacLeod, Melanie Spence

Members Absent: Councillor Deborah Anne Hutchings, Jeanne Hill, Maggie McGlade

Staff Present: Steve Holmes, Manager of Facilities and Parks, Leila Stafford, Recreation and Volunteer Coordinator

**CALL TO ORDER**

Chair Dunfield called the meeting to order at 7:00 p.m.

**ROLL CALL**

**ADDITIONS/AMENDMENTS TO THE AGENDA**

The Chair called for any additions or amendments to the agenda and the following was heard:

Linda Carr - Add Item 10.2- Location of Next Meeting

**ADOPTION OF THE AGENDA**

**RECOMMENDATION # 01-2026**

Moved by Councillor Carr  
Seconded by Councillor Maxwell

Be it resolved that Committee adopts the Agenda as presented.

Carried

**DISCLOSURE OF PECUNIARY INTEREST**

Chair Dunfield asked if anyone had a pecuniary interest and none were declared.

**DELEGATIONS****Josh Hicks - Rideau Lakes ATV Club**

Josh Hicks was in attendance to provide a presentation to Committee regarding Rideau Lakes ATV Club.

**RECOMMENDATION # 02-2026**

Moved by Jordan DeLong  
Seconded by Melanie Spence

Be it resolved that Committee accepts the presentation from Josh Hicks, Rideau Lakes ATV Club.

Carried

**BUSINESS ARISING****Trails in the Township**

Leila Stafford, Recreation and Volunteer Coordinator provided a verbal and written Report to Committee regarding Trails in the Township, under Report PRC-2026-01.

**RECOMMENDATION # 03-2026**

Moved by Melanie Spence  
Seconded by Councillor Maxwell

Be it resolved that the Parks and Recreation Committee (PRC) receive the Township Trails report for information, as presented in PRC report PRC-2026-01.

Carried

**Eastern Ontario Rail Trail**

The Parks and Recreation Committee received the EORTL Partner Presentation for information.

**Parks and Recreation Master Plan Recommendation Prioritization**

The Parks and Recreation Committee reviewed and discussed the Parks and Recreation Master Plan.

**RECOMMENDATION # 04-2026**

3

Moved by Jordan DeLong  
 Seconded by Councillor Carr

Be it resolved that the Parks and Recreation Committee recommends to Council that Staff review the pathways in Heritage Park and report back with a plan to make them accessible and complete in 2027.

Carried

### **RECOMMENDATION # 05-2026**

Moved by Madelaine MacLeod  
 Seconded by Jordan DeLong

Be it resolved that the Parks and Recreation Committee recommends to Council that the motion to declare the properties in Elgin on Harry Seeley Drive surplus be rescinded;

AND FURTHER that the creation of a park in Elgin at Harry Seeley Drive be considered for the next Trillium Grant.

Carried

### **MINUTES**

#### Parks and Recreation Committee Minutes: November 4, 2026

The minutes of the Parks and Recreation Committee Minutes of November 4, 2025 were received and reviewed by Committee.

Moved by Madelaine MacLeod  
 Seconded by Councillor Carr

Be it resolved that this Committee approve the Parks and Recreation Committee Meeting minutes of November 4, 2025 as presented.

Carried

### **CORRESPONDENCE FOR ACTION/INFORMATION: None**

### **NEW BUSINESS**

#### Budget Update

Discussion was held regarding Parks and Recreation items included in the Township's 2026.

#### Next Meeting Location

The Parks and Recreation Committee discussed possible meeting location. The next meeting will be held at the Municipal Office in Chantry.

**QUESTIONS FROM THE PUBLIC**

No members of the Public were in attendance at this meeting.

**ROUND TABLE**

Chair Dunfield opened the floor for members to have a round table discussion.

Melanie Spence discussed accessibility as a focus with seating and signage. Melanie also discussed the need for more youth programs, a youth centre and intergenerational programming.

Chair Dunfield mentioned the idea of creating a Youth Advisory Committee. Discussion was held on canvassing the youth for their ideas. Staff will bring back draft youth needs assessment to the upcoming meeting. Chair Dunfield also mentioned bringing forward a framework for recreation to Council training.

Jordan Delong updated the Committee on the fundraising activities that the Elgin and Area CEC are doing with respect to upgrades to the Elgin rink and installation of permanent basketball nets.

Linda Carr spoke about the number of events and activities available for seniors.

**ADJOURNMENT**

Chair Dunfield declared the meeting adjourned at 9:10 p.m. The next meeting will take place on April 20 at 6pm at the Municipal Office.

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Sue Dunfield, Chair

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Leila Stafford, Secretary

## Recommendations from Parks and Recreation Minutes

### Parks and Recreation Committee Minutes: March 9, 2026

#### **Motion: 04-2026**

Recommends to Council that Staff review the pathways in Heritage Park and report back with a plan to make them accessible and complete in 2027.

#### **Proposed CoW Recommendation:**

WHEREAS at the Parks and Recreation Committee Meeting held March 9, 2026, recommendation #04-2026 was passed requesting that staff review the pathways in Heritage Park and report back with a plan to make them accessible and complete in 2027;

NOW THEREFORE be it resolved that the Committee of the Whole recommends to Council that staff be directed to bring forward a report.

#### **Motion: 05-2026**

Recommends to Council that the motion to declare the properties in Elgin on Harry Seeley Drive surplus be rescinded;

AND FURTHER that the creation of a park in Elgin at Harry Seeley Drive be considered for the next Trillium Grant.

#### **Proposed CoW Recommendation:**

WHEREAS at the Parks and Recreation Committee Meeting held March 9, 2026, recommendation #05-2026 was passed requesting that the motion to declare the properties in Elgin on Harry Seeley Drive surplus be rescinded;

AND FURTHER that the creation of a park in Elgin at Harry Seeley Drive be considered for the next Trillium Grant;

NOW THEREFORE be it resolved that the Committee of the Whole recommends to Council that the motion to declare the properties in Elgin on Harry Seeley Drive surplus be rescinded;

AND FURTHER that the Parks and Recreation Committee bring forward ideas and associated costing for the creation of a park prior to the 2027 Trillium Grant deadline.

Report to Committee of the Whole

Meeting Date: April 13, 2026

**Report Title: Recreation Update**

Department: Administration

Author's Name: Leila Stafford

Position: Recreation and Volunteer Coordinator

Report # CLS-2026-04



### RECOMMENDATION:

Be it resolved that the Committee of the Whole (CoW) recommends to Council that it receives for information the April 2026 recreation update on operations;

AND further, that the Committee of the Whole (CoW) recommends to Council that By-Laws be passed to authorize the Mayor and Clerk to sign the Lower Beverley Lake Park Memorandum of Understanding (MOU) and the Westport Lions Beach Memorandum of Understanding (MOU) for the 2026 summer swim program;

AND further, that the Committee of the Whole (CoW) recommends to Council that staff be authorized to submit an application to the Ontario Enhancing Access to Spaces for Everyone (EASE) Grant to purchase accessible benches, picnic tables and solar lighting for parks and trails, as presented in CoW Report CLS-2026-04.

### STRATEGIC PLAN COMMENTS:

Sector #7: Community Protection - Strategic Initiative #2 – Be proactive in implementing the Community Safety and Well Being Plan.

Sector #8: Governance – Strategic Initiative #4 – Township Council will ensure openness and transparency in its operations.

### UPDATE ON OPERATIONS:

#### **Events and Programming**

**Volunteer Appreciation Event:** The Township wide Volunteer Appreciation Event will take place on April 23 at the Portland Hall. To date, 61 people have registered to attend.

**Seniors Programs:** The Township has been successful in a grant application to the New Horizons Program. Through this grant a series of senior technology workshops and training modules will be held in-person and virtually over the course of 2026/27.

**Youth Programs:** After school clubs, monthly movie nights and PA Day programs have been going well.

**CEC Events and Programming:** The CECs remain busy organizing events. The Seniors Active Living Centre (SALC) funding will continue for 2026/27.

**Summer Swim Program:** Registration for the Swim Program has opened. The swim program will be held daily in the mornings at Sand Lake Park, afternoons in July at Westport Lions Beach and afternoons in August at Lower Beverley Lake Park. Staff have confirmed with both the Westport Lions Club and the Staff at Lower Beverley Lake Park that they are in favour of continuing this partnership. It is Staff's recommendation that by-laws be passed authorizing the Mayor and Clerk to sign the attached MOU's.

**Ongoing Programming:** Fitness with Rasa continues to be very popular being run out of the Newboro Hall. Through the School Boards Community Use, Wildcats Basketball, Alumni Volleyball and Pickleball take place weekly.

### **Beautification Update**

Beautification volunteers have been contacted to set-up a meeting prior to the gardening season. This meeting will be used to assist in planning out planting locations, meet with the watering contractor and the horticultural contractor, and have a round table discussion.

### **Funding Update**

Staff will be submitting an application to the Ontario Enhancing Access to Spaces for Everyone (EASE) Grant to purchase accessible benches, picnic tables and solar lighting for parks and trails. The funding awards up to \$60,000 and the application deadline is May 7. The EASE Grant funds projects that improve accessibility and support active lifestyles for people with disabilities and older adults.

### ATTACHMENTS:

- Lower Beverley Lake Park MOU
- Westport Lions Club MOU

### FINANCIAL IMPLICATIONS:

None.

e-signed

April 8, 2026

\_\_\_\_\_  
Leila Stafford  
Recreation and Volunteer Coordinator

\_\_\_\_\_  
Date

e-signed

April 9, 2026

\_\_\_\_\_  
Shellee Fournier, CAO

\_\_\_\_\_  
Date

**BY-LAW NUMBER**

**THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES**

**BEING** a By-Law to Authorize the Entering into a Memorandum of Understanding with the Lower Beverley Lake Park;

**WHEREAS** Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, grants municipalities the rights, powers, and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** the Committee of the Whole reviewed Report CLS-2026-04 and concurs with the recommendation to enter into a Memorandum of Understanding with the Lower Beverley Lake Park for the use of their beach for Swim Lessons in 2026;

**NOW THEREFORE** the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

1. That the Mayor and Clerk are hereby authorized to execute the attached Memorandum of Understanding, as outlined in Schedule 'A', with the Lower Beverley Lake Park.
2. All previous By-laws, Resolutions or Motions that contravene this By-law are hereby repealed.

Read a first and second time this \_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
 Arie Hoogenboom  
 Mayor

\_\_\_\_\_  
 Mary Ellen Truelove  
 Clerk

Read a third time and finally passed this            day of            2026.

\_\_\_\_\_  
 Arie Hoogenboom  
 Mayor

\_\_\_\_\_  
 Mary Ellen Truelove  
 Clerk

## MEMORANDUM OF UNDERSTANDING

Between

**TOWNSHIP OF RIDEAU LAKES (hereafter 'Township') and  
LOWER BEVERLEY LAKE PARK BOARD (hereafter 'LBLPB')**

This Memorandum of Understanding ('MOU') acts as an agreement between the Township and the LBLPB and sets out terms for a partnership to host a Township Swimming Lessons Program ('Swim Program') for the summer of 2026 at the Lower Beverley Lake Park Beach ('Beach').

### 1. Background

The LBLPB owns and operates the Beach in Delta. The Township will be offering a swimming program in the summer of 2026.

The Township and the LBLPB both wish to see the Beach and the extending property used by residents.

The parties agree to enter into a partnership to achieve their mutual goals related to programming at the Beach.

### 2. Terms

1. The Township acknowledges that the use of the property under this MOU is not exclusive, and other users may be using the facilities at the same time.
2. The LBLPB will provide access to the property from Monday to Friday (12:00 pm to 4:00 pm) August 4 to August 28, 2026, and at other reasonable times required to allow for the set-up and administration of the Swim Program.
3. The Township will be the administrator of the Swim Program at the Beach, the provision of which will be at the Township's sole discretion, including registration fees.
4. The LBLPB will allow Swim Program staff along with participants to use all public facilities on the property.
5. The LBLPB will provide the Township with a locked storage space which will be used to store swimming aids.

6. The LBLPB will provide keys for the locked storage, which will not be duplicated by the Township without express permission and will be returned by the Township at the end of the Swim Program in 2026.
7. The LBLPB will perform seasonal operations to open the beach, buildings and washroom facilities.
8. The LBLPB will perform regular maintenance of landscape - grass areas and beach and install and maintain buoys to mark the swimming area.
9. Both parties will carry liability insurance.
10. The partnership will end upon the completion of the Swim Program on August 28, 2026.

**Township of Rideau Lakes**

\_\_\_\_\_  
Mary Ellen Truelove, Clerk

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

\_\_\_\_\_  
Arie Hoogenboom, Mayor

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

We have the authority to bind the Township

**Lower Beverley Lake Park**

\_\_\_\_\_  
William Morris

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

I have the authority to bind Lower Beverley Lake Park Board

**BY-LAW 2026-xx**

**THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES**

**BEING** a By-Law to Authorize the Entering into a Memorandum of Understanding with the Westport Lions Club;

**WHEREAS** Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, grants municipalities the rights, powers, and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** the Committee of the Whole reviewed Report CLS-2026-04 and concurs with the recommendation to enter into a Memorandum of Understanding with the Westport Lions Club for the use of their beach for Swim Lessons in 2026;

**NOW THEREFORE** the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

1. That the Mayor and Clerk are hereby authorized to execute the attached Memorandum of Understanding, as outlined in Schedule 'A', with the Westport Lions Club.
2. All previous By-laws, Resolutions or Motions that contravene this By-law are hereby repealed.

Read a first and second time this \_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
 Arie Hoogenboom  
 Mayor

\_\_\_\_\_  
 Mary Ellen Truelove  
 Clerk

Read a third time and finally passed this            day of            2026.

\_\_\_\_\_  
 Arie Hoogenboom  
 Mayor

\_\_\_\_\_  
 Mary Ellen Truelove  
 Clerk

## MEMORANDUM OF UNDERSTANDING

Between

**TOWNSHIP OF RIDEAU LAKES (hereafter 'Township') and**

**WESTPORT LIONS CLUB (hereafter 'Lions')**

This Memorandum of Understanding ('MOU') acts as an agreement between the Township and the Lions and sets out terms for a partnership to host a Township Swimming Lessons Program ('Swim Program') for the summer of 2026 at the Westport Lions Club Beach ('Beach').

### 1. Background

The Lions own and operate a Beach in North Crosby. The Township will be offering a swimming program in the summer of 2026.

The Township and the Lions both wish to see the Beach and the extending property used by residents.

The parties agree to enter into a partnership to achieve their mutual goals related to programming at the Beach.

### 2. Terms

1. The Township acknowledges that the use of the property under this MOU is not exclusive, and other users may be using the facilities at the same time.
2. The Lions will provide access to the property from Monday to Friday (12:00 pm to 4:00 pm) July 6 to July 31, 2026, and at other reasonable times required to allow for the set-up and administration of the Swim Program.
3. The Township will pay the Lions \$65.00 per day of use for the Swim Program, to be invoiced monthly. Should the weekly beach testing result in closure, the fee will not be owed for those days.
4. The Township will be the administrator of the Swim Program at the Beach, the provision of which will be at the Township's sole discretion, including registration fees.
5. The Lions will allow Swim Program staff along with participants to use all public facilities on the property.

6. The Lions will provide the Township with a locked storage space which will be used to store swimming aids.
7. The Lions will provide keys for the locked storage, which will not be duplicated by the Township without express permission and will be returned by the Township at the end of the Swim Program in 2026.
8. The Lions will perform seasonal operations to open the beach, buildings and washroom facilities.
9. The Lions will perform regular maintenance of landscape - grass areas and beach and install and maintain buoys to mark the swimming area.
10. Both parties will carry liability insurance.
11. The partnership will end upon the completion of the Swim Program on July 31, 2026.

**Township of Rideau Lakes**

\_\_\_\_\_  
Mary Ellen Truelove, Clerk

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

\_\_\_\_\_  
Arie Hoogenboom, Mayor

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

We have the authority to bind the Township

**Westport Lions Club**

\_\_\_\_\_  
Dave Lowery, President

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

I have the authority to bind the Westport Lions Club

Report to Committee of the Whole (COW)  
 Meeting Date: April 13, 2026  
**Report Title: Utilization of Local Newspapers  
 – Public Notice Policy**

Department: Administration  
 Author's Name: Mary Ellen Truelove  
 Position: Clerk  
 Report #ADM-2026-08



### RECOMMENDATION

Be it resolved that Committee of the Whole recommends to Council that By-Law 2007-64 (Giving of Public Notice Policy) be rescinded and a By-Law to adopt a new Public Notice Policy be brought forward to Council for approval, as presented in CoW report ADM-2026-08.

### STRATEGIC PLAN COMMENTS:

Sector #8: Governance – Strategic Initiative #4 – Township Council will ensure openness and transparency in its operations.

### BACKGROUND:

At the Committee of the Whole Closed session meeting held January 26, 2026, Council directed staff to provide a report on the utilization of local newspapers and the potential for cost savings.

Municipalities have traditionally used local newspapers to publish statutory notices in accordance with provincial legislation, as well as non-statutory public notices to inform residents of municipal initiatives, meetings, planning matters, and community events.

This report outlines:

- Current municipal newspaper usage and associated costs
- Legislative requirements for public notice
- The need for a New Public Notice Policy

### DISCUSSION:

Staff have reviewed the number of advertisements placed in the local print Newspaper for the year 2025 as well as the legislative requirements for providing notice.

The Municipality currently utilizes a local print newspaper for:

- Statutory public notices (e.g., planning applications, By-Law notices, etc.)
- Public meetings and hearings
- Council highlights or informational advertisements (where applicable)

Over the year 2025, \$4,774.76 was spent on advertising in the local print newspaper. These costs are minimal and included advertising for the Ward 3 By-Election, the De-designation of a Municipal Property, Community Grants, Swim Programs, Business Awards and Minor Variance and Zoning Notice. With any newspaper, costs vary

depending on frequency, advertisement size, and statutory requirements.

There have also been numerous discussions within this term of Council on using any means available to get communication out to the taxpayers in order to be open and transparent and provide awareness of ongoing Township business.

In conducting research for this report, staff also reviewed the current Giving of Public Notice Policy under By-law 2007-64 (attached) and recommend that the current Policy be updated due to changes in legislation.

The current By-Law was passed under the former Section 251 of the *Municipal Act* which required the municipality to give notice in the manner required under the Municipality's notice provisions. Section 251 has since been repealed and replaced by Section 270(1)(4) as follows:

A municipality shall adopt and maintain policies with respect to the following matters The circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given.

Notice to the public is required under several different *Acts* including, but not limited to, the *Municipal Act*, the *Planning Act*, the *Development Charges Act, 1992* and the *Ontario Heritage Act*. These *Acts* (and/or associated regulations) generally outline the circumstances where such notice will be given and often prescribes the form and content of such notice.

Sections 26(4) and 39.1(3) of the *Ontario Heritage Act* state when a municipality is required by Part IV and Part V of the *Ontario Heritage Act* to publish a notice in a newspaper having general circulation in the municipality. However, notice given in accordance with a policy adopted by a municipality under Section 270 of the *Municipal Act* is deemed to satisfy this requirement. Therefore, the Municipality's Notice By-Law would satisfy the *Ontario Heritage Act*.

Typical Notices published under Parts IV and V of the *Ontario Heritage Act* may include:

- Intention to Designate a Property;
- Passing, amending or repealing a Designation By-law;
- Creation of a Heritage Study Area; or,
- Designation of a Heritage Conservation District and District Plan.

Additionally, changes arising out of the Strong Mayors legislation render some sections of the Notice By-law unnecessary or not applicable. At present, the current Policy doesn't take into consideration modern forms of communication and legislative changes.

Staff have reviewed Notice Policies of other municipalities and have drafted the attached policy based on the review, with input from the Senior Management Team.

The current Policy is very specific in identifying situations where public notice is required and does not account for common legislative public notice requirements such as those found in the *Planning Act* and other provincial legislation.

The current Policy refers to notice regarding budget and budget amendments, which has effectively been changed as a result of the changes to the *Municipal Act* arising from the Strong Mayor powers.

The current Policy also requires that notice shall be published once in a newspaper of general circulation and on the Township website. Currently there is only one local newspaper which alone is not effective at reaching the broader public compared to other contemporary forms of communication, including the municipal website, Facebook and e-newsletter.

The proposed new Public Notice Policy (attached) establishes criteria to be applied when determining if public notice is required. For example, when determining whether a matter is of sufficient public interest to warrant the giving of public notice, the policy requires staff to consider:

- the number of people affected by the matter;
- the financial implications of the matter for the municipality;
- the time period or duration for which the matter is applicable; and
- the extent of any geographic area affected.

By applying these criteria, public notice can be issued for a wider range of matters, and in a more consistent manner across the organization. This policy also establishes minimum requirements for the form, manner and time for giving notice. The form describes the content that all public notices should contain, including:

- the authority and/or legislation under which the notice is being given;
- a description of the matter, and any decisions to be made in relation to it;
- a map or description of the lands affected by the matter;
- the date, time and location of any meeting at which the matter may be considered;
- a description of how comments and/or questions regarding the matter may be submitted;
- contact information of the employee, person, or organization responsible for the matter;
- how to exercise any applicable rights of appeal; and
- any other information deemed necessary by the municipality.

The proposed new Policy would also provide for staff to waive notice provisions, where it is deemed necessary, and under certain circumstances.

FINANCIAL IMPLICATIONS:

None

ATTACHMENTS:

- Proposed Public Notice Policy
- Current Notice By-Law

e-signed

April 2, 2026

\_\_\_\_\_  
Mary Ellen Truelove, Clerk


\_\_\_\_\_  
DATE

e-signed

April 8, 2026

\_\_\_\_\_  
Shellee Fournier, CAO

\_\_\_\_\_  
DATE

 <p data-bbox="224 254 651 321"><b>Rideau Lakes</b></p>	<p data-bbox="902 144 1243 226" style="text-align: center;"><b>Corporate Services Department</b></p>
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Sub Department: Administration

**Policy Name:** Public Notice

Developed by: Mary Ellen Truelove, Clerk

Date: April 2, 2026

Reviewed by: Committee of the Whole

Date: April 13, 2026

Approved by:

Date:

Resolution Number:

Effective:

Cross Reference:

Revisions:

**1. PURPOSE**

The purpose of this policy is to establish the form, manner, and times that public notice shall be given when the Municipality is required to give public notice in circumstances of its own initiative, or as prescribed by other levels of government.

**2. POLICY STATEMENT**

The Township of Rideau Lakes is committed to the principles of openness and accountability in municipal government and believes strongly that good governance arises from a well-informed population. This policy applies to the giving of public notice by the Corporation of the Township of Rideau Lakes and is prepared in accordance with Section 270(1)(4) of the Municipal Act, 2001.

**3. SCOPE**

This policy is applicable to all matters for which the Municipality has determined that the giving of public notice is warranted.

Where the requirements of this policy conflict with the notice requirements in any other Municipal policy, By-Law any other applicable legislation, the more expansive notice requirements shall apply.

**4. PRINCIPLES**

In accordance with the requirements of the *Municipal Act*, 2001, the Municipality is committed to ensuring that members of the public are provided with adequate, timely, and meaningful notice of meetings, decisions, and municipal matters. Notice shall be provided in a manner that is reasonable in the circumstances and designed to effectively inform the public, having regard to accessibility, transparency, and accountability.

The Municipality shall utilize a range of communication methods to maximize public awareness and participation, recognizing the diverse needs of the community. Notice practices shall, at a minimum, meet all statutory requirements and, where appropriate, exceed them to promote openness, support informed civic engagement, and maintain public confidence in municipal governance.

## **5. PROCEDURE**

**5.1.** The Municipality shall give public notice under the following circumstances.

- Where the giving of public notice is required by a provincial or federal Statute, or Regulation, or Act;
- Where directed pursuant to a municipal Council Policy, By-Law, management directive, standard operating procedure or work instruction that requires the giving of public notice; or
- Where, in the opinion of Staff, the matter is of sufficient public interest to warrant the giving of public notice.

**5.2.** When determining whether a small matter is of sufficient public interest to warrant the giving of public notice, staff shall consider:

- The number of people affected by the matter;
- The financial implications of the matter for the municipality;
- The time-period, or duration, for which the matter is applicable; and
- The extent of any geographic area affected.

**5.3.** Where public notice is deemed to be required, the notice shall contain, at minimum, the following information:

- The authority and/or legislation under which the notice is being given, if applicable;
- A description of the matter, and any decision to be made in relation to it;
- A map, or description, of any lands affected by the matter, if pertinent;
- The date, time, and location of any meeting at which the matter may be considered;
- A description of how comments and/or questions regarding the matter may be submitted;
- Contact information of the employee, person, or organization responsible for the matter;
- How to exercise any applicable rights of appeal; and
- Any other information deemed necessary by Staff or as directed by Council.

- 5.4.** Wherever possible, notices shall be written in plain language and feature an accessible, and easily legible, design in accordance with the Branding Guidelines of the Township of Rideau Lakes.
- 5.5.** Notice shall be posted electronically on the Municipality's website on a webpage dedicated for the purpose of giving public notice. Notice shall also be provided by email, or if email is not applicable, by regular letter mail, to every party that has requested in writing to be updated with respect to the matter, and has provided contact information, or where otherwise deemed by Staff to be appropriate in the circumstances. Notice may also be published in additional print, or online media, at the discretion of Staff.
- 5.6.** Public notices shall be posted and/or distributed a minimum of ten (10) calendar days prior to the matter being considered, or prior to any referenced action coming into effect (whichever is applicable in the circumstances).
- 5.7.** In calculating the notice period, the day of giving notice is excluded, and the day on which the relevant action to be taken is included.
- 5.8.** Notwithstanding the above section regarding "time", if a matter specified in a public notice does not occur at the specified time and is rescheduled, additional notice shall be provided to the public to advise when the matter has been rescheduled to be considered. Where the time to give public notice is not legislated, any subsequent public notice shall not be required to adhere to the minimum time requirements above.
- 5.9.** Nothing shall prevent the Municipality, acting reasonably, from exceeding the minimum notice requirements established in this policy at its discretion.
- 5.10.** Where satisfying a statutory requirement is an impossibility (for example, where legislation requires notice in a 'newspaper having generation circulation in the municipality', where no such newspaper exists), the Municipality shall make reasonable efforts to satisfy the legislative intent through other means. Where the giving of notice is required by legislation but the form, manner and/or time of giving notice is not specified by the applicable legislation, the Municipality shall give notice to the public in accordance with above sections regarding form, manner, and time.
- 5.11.** Failure to conform to the standards of this policy shall not invalidate the matter, or any decision made regarding the matter, absent any strict legislative requirement to the contrary.
- 5.12.** Council is responsible for:
- Setting the policy on the form, manner, and time of notice.
  - Providing the financial and administrative resources to meet the requirements of the Public Notice Policy
- 5.13.** The Chief Administrative Officer (CAO) is responsible for deciding on situations where:

- If a matter arises which, in the opinion of the CAO:
  - Is considered to be urgent or of a time sensitive nature;
  - Could affect the health or well-being of the residents of the Municipality; or
  - Is likely to results in a State of Emergency being declared by the Province of Ontario or the Municipality.

Any, or all, of the public notice provisions established in this policy may be waived, and the Municipality shall make its best effort to provide as much notice as is reasonable under the circumstances, provided that the waiving of giving of public notice does not contravene provincial or federal statutes or regulations.

**5.14.** Managers on the Senior Management Team are responsible for the following :

- Ensuring that Staff are aware of the Public Notice Policy;
- Ensuring that Staff comply with the Public Notice Policy;
- Obtaining approval from the CAO, for the waiving of any of the provisions of the Public Notice Policy, where necessary;
- Ensuring that appropriate notice is given

**5.15.** All Staff are responsible for:

- Ensuring that the public notices are created and distributed in accordance with the Public Notice Policy;
- Notifying the Department Manager of any problems with meeting the Public Notice Policy;
- Working with the Department Manager to ensure that appropriate notice is given.

**BY-LAW NUMBER 2007-64**

**THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES**

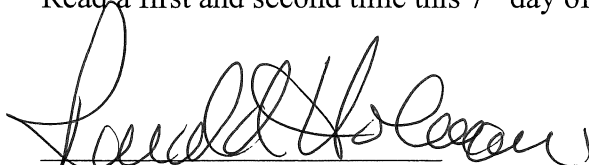
**BEING** a By-Law to adopt a Policy Statement entitled "Giving of Public Notice"

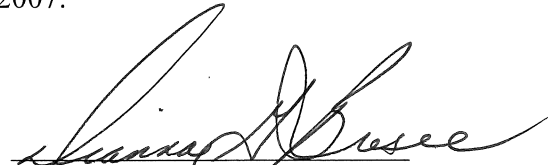
**WHEREAS** it is deemed necessary to establish a Policy Statement entitled "Giving of Public Notice".

**NOW THEREFORE** the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

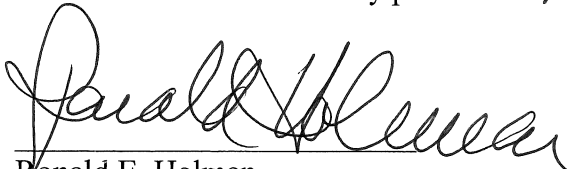
1. That the Policy Statement as noted herein, be approved and adopted.
2. That any other By-Laws, Resolutions, Motions, Actions of Council that are in contravention of this By-Law are hereby repealed.

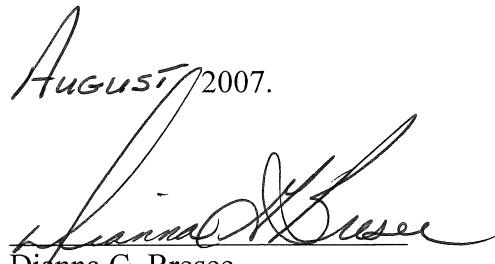
Read a first and second time this 7<sup>th</sup> day of August 2007.

  
\_\_\_\_\_  
Ronald E. Holman  
Mayor

  
\_\_\_\_\_  
Dianna G. Bresee  
Clerk

Read a third time and finally passed this 7<sup>th</sup> day of *August* 2007.

  
\_\_\_\_\_  
Ronald E. Holman  
Mayor

  
\_\_\_\_\_  
Dianna G. Bresee  
Clerk

## TOWNSHIP OF RIDEAU LAKES

### POLICY STATEMENT

#### **SUBJECT: GIVING OF PUBLIC NOTICE**

#### **SITUATION:**

Sections of the Municipal Act, 2001, S.O., c.25 as amended (herein referred to as "the Act"), require a Municipality to give Notice to the Public generally of its intention to pass certain By-Laws, of the holding of certain required Public Meetings, and of other matters.

#### **POLICY:**

It shall be the Policy of the Township of Rideau Lakes that Notice shall be given to the Public in the following manner:

#### **PROCEDURE:**

1. Where the Township is required to give Notice to the Public under a provision of the Act, the Notice shall be given in a form and manner and at the times indicated in this Policy, unless:
  - a) The Act, another Act or a Regulation prescribes otherwise for the Notice to the Public;
  - b) The requirements for Notice to the Public are prescribed in another By-Law; or
  - c) Council directs that other Public Notice is to be given that Council considers adequate to give reasonable notice under the provision.

#### 2. **Application:**

This Policy does not apply to Notices that are otherwise provided for in Procedural By-Law Number 2006-127, including a Notice of Motion that deals with the giving of Public Notice.

#### 3. **Notice to the Public:**

The following are general requirements for giving Notice to the Public by the Township of Rideau Lakes.

A) The Notice shall be published once in a newspaper of general circulation and on the website of the Township of Rideau Lakes.

B) The Notice given under Subsection a) shall contain the following information:

- i) A general description of the matter;
- ii) The date, time and location of the meeting;
- iii) Where the purpose of the meeting or proposed By-Law is related to specific lands, a legal description of the subject lands will be included in the notice;
- iv) The name and address of the person who will receive written comments on the *issue, which is the subject of the meeting* and the deadline for receiving such comments.

-2-

- C) If the matter is deferred at the Committee of the Whole or Council Meeting, no additional Notice is required, except where the Act provides otherwise.
- D) If the matter is considered at a subsequent Committee of the Whole or Council Meeting, no additional Notice is required, except where the Act provides otherwise.
4. Notice to the Public generally for the following matters shall be given in accordance with the requirements as set out in the Act;
- a) For permanently closing a highway.
  - b) For permanently altering a highway, if the alteration is likely to deprive any person of the sole means of motor vehicle access to and from the person's land over any highway.
  - c) Designating a highway as a controlled-access highway and prohibiting the construction or use of a private road, entrance, gate or other structure as a means of access to the highway.
  - d) Naming a highway or changing the name of a highway, a Municipality shall give Public Notice of its intention to pass the By-Law.
  - e) To name or change the name of a private road.
  - f) Respecting advertising devices, including signs.
  - g) To change the composition of Council.
  - h) To divide or re-divide the Municipality into Wards or dissolve the existing Wards.
  - i) A procedure By-Law.
5. The following rules apply to Public Notice of Council's intention to adopt or amend a budget, as required under the Act:
- a) Notice of intention to adopt a budget shall be given in accordance with the requirements in Section 1 of the Council Meeting at which the matter will be considered.
  - b) If a proposed amendment to a budget will result in a change to the total tax-supported net levy or a change to any property tax rate, Notice to the Public shall be given in accordance with the requirements in Section 1 of the Council Meeting at which the matter will be considered.
  - c) If a proposed amendment to a budget does not affect the tax supported net levy or property tax rates, adequate Notice is given to the Public by the schedule of Council Meetings as posted on the website for the Township and other Council agenda information provided to the Public.
6. If a matter arises, which in the opinion of the Chief Administrative Officer, in consultation with the Mayor, is considered to be of an urgent or time sensitive nature, or which could affect the health or well-being of the residents of the Township of Rideau Lakes, or if a State of Emergency is declared, or is so advised by a Provincial Ministry, the notice requirements of this Policy may be waived and the Clerk shall make best efforts to provide as much notice as is reasonable under the circumstances.

This Policy Statement has been approved and adopted by Council under By-Law Number 2007-64 dated *AUG 7TH* 2007.

Committee of the Whole Meeting – April 13, 2026

**Agenda Item # 13.1**

Proposed Motion: Deputy Mayor Dunfield - OPP - Sustainable Police Services Funding

Moved by: Deputy Mayor Dunfield

Seconded by: \_\_\_\_\_

Be it resolved that the Township of Rideau Lakes supports Prince Edward County's Resolution 2026-111 urging the province of Ontario to expeditiously review and reform its current police grant programs to ensure a more equitable distribution of funding to municipalities, so that communities with changing populations and expanding service demands receive fair and sustainable provincial support;

AND FURTHER that this resolution be forwarded to the Premier of Ontario, the Solicitor General of Ontario, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), Eastern Ontario Wardens' Caucus (EOWC), the Ontario Association of Police Services Boards (OAPSB), Ontario Eastern Municipal Conference (OEMC), North Eastern Ontario Recreation Association (NOERA), Rural Recreation Association (RRA) and all Ontario municipalities for endorsement.

March 13, 2026

Please be advised that during the regular Council meeting of March 10, 2026 the following resolution regarding OPP - Sustainable Police Services Funding was carried.

**RESOLUTION NO.** 2026-111

**DATE:** January 29, 2026

**MOVED BY:** Councillor Roberts

**SECONDED BY:** Councillor Hirsch

**WHEREAS** Ontario municipalities are required to maintain a police service or detachment board; and

**WHEREAS** policing is a provincially legislated responsibility, yet municipalities are bearing the brunt of rising costs to implement provincial mandates;

**WHEREAS** the Association of Municipalities of Ontario (AMO) has asserted that the fiscal framework enabling municipalities provided critical policing and public safety services is broken, and AMO requests an urgent update of the provincial-municipal fiscal relationship;

**WHEREAS** double digit increases in municipal annual Ontario Provincial Police (OPP) budgets are unsustainable, especially as Ontario municipal police services tackle provincial responsibilities such as mental health, addictions, and homelessness challenges that place police resources under enormous financial strain;

**WHEREAS** municipalities across Ontario are experiencing increased police operating and capital costs directly related to new compliance and operational standards required under the Community Safety and Policing Act, 2019 (the Act);

**WHEREAS** the costs of other measures such as providing provincial court security are increasing and are not part of providing core, adequate and effective municipal policing; and

**WHEREAS** rural municipalities are especially negatively impacted by these developments;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the County of Prince Edward (Council) requests that the Province provide financial assistance to municipalities to offset all additional costs directly and demonstrably incurred as a result of compliance with the Act and not general increases to police budgets; and

**THAT** Council urges the Province of Ontario to expeditiously review and reform its current police grant programs to ensure a more equitable distribution of funding to municipalities, so that communities with changing populations and expanding service demands receive fair and sustainable provincial support; and



**From the Office of the Clerk**  
The Corporation of the County of Prince Edward  
T: 613.476.2148 x 1021 | F: 613.476.5727  
[clerks@pecounty.on.ca](mailto:clerks@pecounty.on.ca) | [www.thecounty.ca](http://www.thecounty.ca)

**THAT** this resolution of Council be forwarded to the Premier of Ontario, the Solicitor General of Ontario, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), Eastern Ontario Wardens' Caucus (EOWC), the Ontario Association of Police Services Boards (OAPSB), and all Ontario municipalities for endorsement.

**CARRIED**

Yours truly,

A handwritten signature in black ink, appearing to read "Catalina Blumenberg".

Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Hirsch



Committee of the Whole Meeting – April 13, 2026

**Agenda Item # 13.2**

**Proposed Motion: Councillor P. Banks – Council Member Participation in OMERS**

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Moved by: Councillor P. Banks

Seconded by: \_\_\_\_\_

WHEREAS the Ontario Municipal Employees Retirement System Act, 2006 permits municipalities to allow members of council to participate in the OMERS;

AND WHEREAS participation in OMERS for members of council is optional and requires a municipal by-law;

AND WHEREAS more municipalities across Ontario are moving to include this option as part of council compensation to help attract new candidates;

AND WHEREAS Council recognizes the importance of attracting a broader and more diverse pool of candidates for the 2026–2030 term;

NOW THEREFORE be it resolved that staff be directed to report back with a draft by-law to permit Members of Council, beginning with the 2026–2030 term, to opt into OMERS on a voluntary basis, including financial and administrative implications.