



TOWNSHIP OF RIDEAU LAKES - Municipal Services Committee
(General Governance/Finance/PP&P/Human Resources)
Minutes

Monday, June 23, 2025, 10:00 a.m.
Municipal Office, Chantry

Members Present: Mayor Arie Hoogenboom, Deputy Mayor Deborah Anne Hutchings, Councillor Jeff Banks, Councillor Paula Banks, Councillor Linda Carr, Councillor Sue Dunfield, Councillor Marcia Maxwell, Councillor Ron Pollard

Staff Present: Shellee Fournier, CAO, Mary Ellen Truelove, Clerk, Alison Merkley, Development Services Analyst, Thomas Fehr, Manager of Development Services, Dave Schur, Deputy Treasurer, Gene Richardson, Fire Chief/CEMC, Dan Chant, Manager of Roads and Drainage, Leila Stafford, Recreation and Volunteer Coordinator

CALL TO ORDER

Mayor Hoogenboom called the Meeting to order at 10:00 a.m. and thanked members of the public for their attendance.

ROLL CALL

EMERGENCY ADDITIONS/AMENDMENTS TO AGENDA

Mayor Hoogenboom asked if there were any emergency additions to the agenda and Councillor P. Banks requested that item 14.3 be removed from the agenda as it will be addressed in another motion.

ADOPTION OF AGENDA

RECOMMENDATION 74-2025

Moved by Councillor P. Banks
Seconded by Councillor Dunfield

Be it resolved, that the agenda be approved and adopted as amended.

Carried

DECLARATION OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

Mayor Hoogenboom asked if any Council Member had a Pecuniary Interest in any Item on the Agenda and if so, the Nature of that Interest and none were heard.

PRESENTATIONS:

Connie Cochran: 2025 Senior of the Year Award

Mayor Hoogenboom presented a certificate to Connie Cochran for the 2025 Senior of the Year Award in Rideau Lakes and thanked her for all her service within the Portland Community and surrounding area.

DELEGATIONS:

Kendall Ritchie: R12A Road Renaming

Kendall Ritchie was in attendance to provide a delegation to Committee regarding road name changes to R12A.

RECOMMENDATION 75-2025

Moved by Councillor P. Banks
Seconded by Councillor Dunfield

Be it resolved that the Municipal Services Committee acknowledges the delegation by Kendall Ritchie regarding Road Renaming of R12A.

Carried

DEVELOPMENT SERVICES:

Alison Merkley, Development Services Analyst: Previous Renaming of R12A Branch

Alison Merkley, Development Services Analyst, provided a verbal and written Report to Committee regarding Previous Renaming of R12A Branch, under Report DS-2025-13.

RECOMMENDATION 76-2025

Moved by Councillor Dunfield
Seconded by Councillor Carr

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that:

- The private road currently named Redwing Lane remain as such; and that
- The entrance way from Higginson Trail Lane to 37 Higginson Trail Lane be considered a driveway,

as presented in MSC report DS-2025-13.

Defeated

RECOMMENDATION 77-2025

Moved by Councillor P. Banks
Seconded by Councillor Maxwell

Be it resolved that the Municipal Services Committee directs staff to bring back a report on the renaming of Redwing Lane and 37 Higginson Trail Lane;

AND FURTHER that staff be directed to bring back a report on the number of duplicate road names and the road naming policy for Council's review.

Carried

Tom Fehr, Manager of Development Services: Building Code Section 7(4)

Tom Fehr, Manager of Development Service provided a verbal and written report to Committee regarding Building Code Section 7(4) under Report DS-2025-14.

RECOMMENDATION 78-2025

Moved by Councillor Dunfield
Seconded by Councillor P. Banks

Be it resolved that the Municipal Services Committee recommends to Council that the attached report be adopted for the purposes of Section 7(4) detailing expenditures of \$668,554 and revenues of \$654,755 for the period of January 1st 2024 – December 31st 2024;

AND FURTHER THAT the Development Reserve remain at its current balance without transferring additional funds, as presented in MSC Report DS-2025-14.

Carried

Tom Fehr: Manager of Development Services: Planning Fees Update

Tom Fehr, Manager of Development Services, provided a verbal and written Report to Committee regarding Planning Fees Update, under Report DS-2025-15.

RECOMMENDATION 79-2025

Moved by Councillor Maxwell
Seconded by Councillor Carr

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that Schedule C of User Fee By-Law 2015-1 be amended, as presented in MSC Report DS-2025-15.

Carried

Tom Fehr, Manager of Development Services: RWLT Request Regarding Access Over Unopened Township Road Allowance

Tom Fehr, Manager of Development Services, provided a verbal and written Report to Committee regarding RWLT Request Regarding Access Over Unopened Township Road Allowance, under Report DS-2025-16.

Moved by Councillor Carr
Seconded by Councillor Dunfield

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that staff be directed to undertake Option # 1 (require the payment of the regular application fee of \$823 plus any associated legal costs) for a proposed encroachment agreement related to B-26-25, as presented in MSC Report DS-2025-16.

The following motion was brought forward:

RECOMMENDATION 80-2025

Moved by Councillor J. Banks
Seconded by Deputy Mayor D. Hutchings

Be it resolved that the main motion be amended to read "require payment of 50% of the associated application fee plus any associated legal fees".

Carried

RECOMMENDATION 81-2025

Moved by Councillor Carr
Seconded by Councillor Dunfield

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that staff be directed to require payment of 50% of the associated application fee plus any associated legal fees, for a proposed encroachment agreement related to B-26-25, as presented in MSC Report DS-2025-16.

Carried

FINANCE: Dave Schur, Acting Treasurer

Treasury YTD Summary - May 2025

Dave Schur, Acting Treasurer, provided a verbal and written Report regarding YTD Summary - May 2025, under Report FIN-2025-11.

RECOMMENDATION 82-2025

Moved by Deputy Mayor D. Hutchings
Seconded by Councillor Pollard

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that it receives for information the Treasury Year-to-date Summary for May 2025, as presented in MSC report FIN-2025-11.

Carried

COMMUNITY PROTECTIVE SERVICES: Gene Richardson, Fire Chief/Manager of Community Protection

Gene Richardson, Fire Chief/Manager of Community Protection, provided verbal and written Reports to Committee regarding the following:

- May Emergency & Protective Services Update, Report FIRE-2025-13
- Fire Services Truck 2 Replacement, Report FIRE-2025-14
- Request for Exemption from Mandatory Certification Requirements, Report FIRE-2025-15

Emergency & Protective Services Update - May

RECOMMENDATION 83-2025

Moved by Councillor Maxwell
Seconded by Councillor Carr

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that the Emergency & Protective Services monthly update provided on June 23rd, 2025 covering the period of May 1st, 2025 to May 31st, 2025 be received, as presented in MSC Report FIRE-2025-13.

Carried

Fire Services Truck #2 Replacement

RECOMMENDATION 84-2025

Moved by Councillor Pollard
Seconded by Councillor J. Banks

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that:

1. Staff be authorized to proceed with procuring a replacement of Fire Services Truck 2 with an upset target limit of \$60,000;
2. Staff be authorized to sell the old truck on Gov Deals; and,
3. Council approves the associated budget deviation to be funded from year end results, as presented in MSC Report FIRE-2025-14.

Carried

Request for Exemption from Mandatory Certification Requirements

RECOMMENDATION 85-2025

Moved by Deputy Mayor D. Hutchings
Seconded by Councillor Maxwell

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that it endorses the Correspondence received from the Township of Black River and further that the attached letter be sent to the Office of the Ontario Fire Marshal and the Ministry of the Solicitor General, as presented in MSC Report FIRE-2025-15.

Carried

PUBLIC WORKS - ROADS: Dan Chant, Manager of Roads and Drainage

Accessible Parking Space in Elgin

Dan Chant, Manager of Roads and Drainage provided a verbal and written Report to Committee regarding Accessible Parking Space in Elgin, under Report RDS-2025-19.

RECOMMENDATION 86-2025

Moved by Councillor Carr
Seconded by Deputy Mayor D. Hutchings

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that Staff send a recommendation to the United Counties of Leeds and Grenville requesting an Accessible Parking Space in front of the Elgin Pharmacy, as presented in MSC report RDS-2025-19.

Carried

ADMINISTRATION

Leila Stafford, Recreation and Volunteer Coordinator: Westport Lions Club MOU

Leila Stafford, Recreation and Volunteer Coordinator, provided a verbal and written report to Committee regarding Swim Program, under report CLS-2025-17.

RECOMMENDATION 87-2025

Moved by Councillor Pollard
Seconded by Councillor Carr

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that a By-Law be passed to authorize the Mayor and Clerk to sign the Westport Lions Club Memorandum of Understanding (MOU), as presented in MSC Report CLS-2025-17.

Carried

CORRESPONDENCE FOR ACTION/INFORMATION

Committee recognized a break at 11:28 a.m. and reconvened at 11:38 a.m.

The following correspondence was received and considered by Council:

13.1 Judy Rogers: Fire Station 2 - Final Project Costs

13.2 Hartsgravel Road/Summers Road Residents: Safety Improvements for Summers Road

RECOMMENDATION 88-2025

Moved by Deputy Mayor D. Hutchings

Seconded by Councillor Dunfield

Be it resolved that the Municipal Services Committee Receives correspondence item 13.1 for Information purposes.

Defeated

RECOMMENDATION 89-2025

Moved by Councillor P. Banks

Seconded by Councillor Dunfield

Be it resolved that the Municipal Services Committee directs staff to provide a close out report as per the policy and responses to all questions, in the correspondence a report to Council in response to the correspondence from Judy Rogers.

For (7): Mayor Hoogenboom, Deputy Mayor D. Hutchings, Councillor J. Banks, Councillor P. Banks, Councillor Carr, Councillor Dunfield, and Councillor Pollard

Against (1): Councillor Maxwell

Voter Type: Majority (Present), Recorded

Carried (7 to 1)

RECOMMENDATION 90-2025

Moved by Councillor Carr

Seconded by Councillor J. Banks

Be it resolved that the Municipal Services Committee receives the correspondence from residents of Hartsgravel Road and Summers Road regarding a petition for immediate traffic safety improvements on Summers Road and directs staff to prepare a report for a future meeting regarding the implications of creating a four-way stop at the intersection of Summers Road and Hartsgravel Road;

AND FURTHER that improvements to Smith Road be investigated.

Carried

NEW BUSINESS

Proposed Motion: Councillor P. Banks - Request for Meeting at AMO Conference re Strong Mayor Powers

RECOMMENDATION 91-2025

Moved by Councillor P. Banks
Seconded by Deputy Mayor D. Hutchings

WHEREAS the Township of Rideau Lakes is one of among more than 100 plus municipalities that have formally opposed Strong Mayor Powers and their potential impacts on democratic governance, council collaboration, and local accountability;

AND WHEREAS there has been a lack of broad municipal discussion on this topic at recent conferences and forums;

ANDWHEREAS there is a need for council members across Ontario to have an opportunity to discuss these concerns collaboratively and explore the potential formation of a coalition to advocate for the restoration of traditional council authority;

NOW THEREFORE be it resolved that the Township of Rideau Lakes Council submit the following letter to AMO:

Dear President Jones and the AMO Executive,

On behalf of the Township of Rideau Lakes Council, I am writing to respectfully request your support in facilitating an important discussion at the upcoming AMO 2025 Annual Conference.

While we appreciate your leadership in addressing the significant challenges facing Ontario municipalities, especially the growing burden on property taxpayers and the strain of provincial downloads, we were concerned that recent comments did not address the expansion of Strong Mayor Powers. These powers have raised widespread concerns among many municipal councillors and mayors, particularly regarding their impact on democratic governance, council collaboration, and local accountability.

We believe it is critical that all council members have an opportunity to come together to discuss these concerns and Rideau Lakes would like to facilitate the exploration of the formation of a coalition to advocate for the restoration of traditional council authority, all we are asking of AMO, is an empty meeting room.

Accordingly, we respectfully request that AMO provide one of the many available empty meeting rooms during the AMO Annual Conference, taking place August 17–20, 2025, to enable interested council members to gather for an open and constructive dialogue on this important issue. We will take care of the other logistics, if AMO can provide the space and communicating the time and subject matter.

We would be grateful for your assistance in facilitating this conversation and for your continued support of Ontario's municipalities in maintaining strong, democratic local governance.

Thank you very much for your time and consideration. We look forward to your response and hope to work together on this important matter.

Sincerely,

Rideau Lakes Council

For (5): Deputy Mayor D. Hutchings, Councillor J. Banks, Councillor P. Banks,
Councillor Carr, and Councillor Dunfield

Against (3): Mayor Hoogenboom, Councillor Maxwell, and Councillor Pollard

Voter Type: Majority (Present), Recorded

Carried (5 to 3)

Proposed Motion: Councillor P. Banks - Review and Reconsideration of Swim Program
Structure at Lower Beverley Lake Park

RECOMMENDATION 92-2025

Moved by Councillor P. Banks

Seconded by Deputy Mayor D. Hutchings

WHEREAS Lower Beverley Lake Park is a township-owned facility that serves a significant number of families and children throughout the summer months;

AND WHEREAS the park plays an important role in offering recreational opportunities, including vital swim lessons that promote water safety for youth;

AND WHEREAS recent adjustments to the Swim Program's rate structure have raised concerns regarding affordability and accessibility for campers, residents, and visitors;

AND WHEREAS the new registration and fee structure may mean more participation in the program;

NOW THEREFORE be it resolved that Council direct this issue to the new Recreation and Volunteer Committee.

Carried

NOTICE OF MOTION

As per the Procedural By-Law, Notice is being provided that the following will be discussed and debated at the next regular scheduled meeting:

Councillor P. Banks: Prepare a Timeline, Drawings, and Cost Breakdown for the
Chantry Office Project

WHEREAS Council is committed to transparency and accountability in the use of public funds;

AND WHEREAS it is important to demonstrate to the public the full history and financial impact of the Chantry Office project, including how far back the project began and how much has been spent compared to initial expectations;

NOW THEREFORE be it resolved that Council directs staff to prepare and present:

- A detailed timeline of all major activities, decisions, and milestones related to the Chantry Office project, beginning with the original open house at Portland Hall;
- An itemized breakdown of all costs incurred to date, clearly showing how the approximate \$500,000 has been spent and on what drawings;
- Copies of all associated design drawings and plans completed to date.

AND FURTHER that the full report, including the timeline, drawings, and cost breakdown, be presented to Council for review;

AND FURTHER that following the review, Council will consider next steps, including options for completing, revising, or re-evaluating the project based on the information presented.

Councillor Dunfield: June National Indigenous History Month

WHEREAS the Township of Rideau Lakes publishes an annual calendar to celebrate the beauty and spirit of our community;

AND WHEREAS the 2025 calendar has identified the photo for the month of July as "Squaw Bay by the Rocky Narrows – Tania Weiland";

AND WHEREAS the month of June is federally recognized as National Indigenous History Month, a time dedicated to honouring the history, heritage, and diversity of Indigenous peoples in Canada;

AND WHEREAS the Township recognizes that respect for Indigenous peoples, cultures, and place names is not confined to one month, but is a commitment upheld throughout the year;

AND WHEREAS the name referenced in the July calendar photo may be colloquially known by some residents but is not an officially recognized or appropriate geographic designation;

NOW THEREFORE BE IT RESOLVED that the Township of Rideau Lakes offers a sincere and humble apology for any harm, discomfort, or misunderstanding this naming may have caused to members of our community, especially Indigenous residents;

AND FURTHER THAT the Township commits to a thorough review process for all future publications and printed communications to ensure cultural sensitivity, accuracy, and respect for all members of our community and shared heritage.

MAYOR'S UPDATE

- June 12: I welcomed Seniors and Accessibility Minister Cho to Portland where he, along with MPP Steve Clark, announced a \$65k grant to Rideau Lakes to enhance Seniors Programming;
- June 13: I attended an International Forum on Tourism at Huck's Marina in Rockport;
- June 16: I attended the Elgin Lions Club awards and president change over evening at which the Club presented a cheque towards the George Tackaberry Family Home Fundraising effort;

- June 17: I attended in Brockville, the Fundraising Committee meeting for the Long Term Care home;
- June 18: We held our 2nd meeting of the year with the Rideau Lakes Lake Association Committee in Morton;
- June 18: I attended along with our MPP Steve Clark, the regional Fire Chiefs meeting held at our Lombardy Fire Station;
- June 19: I attended in Brockville the Regular County Council meeting;
- June 19: In the evening, I presented on behalf of MPP Steve Clark and the Township, certificates to Carl and Joan Willard in Delta celebrating their 60th wedding anniversary;
- June 21: At the Newboro Hall, I was part of a capacity crowd that heard a presentation by Ted Stewart on the History of Indigenous People in Rideau Lakes. There is an excellent display on this at the Hall and I encourage citizens to attend it over the summer;
- Finally, as this is our last meeting before July 1st, I encourage all to partake in the many Township Canada Day events.

QUESTIONS FROM THE MEDIA REGARDING AGENDA ITEMS

Mayor Hoogenboom asked if any questions had been received from the Media and the Clerk advised that no questions had been submitted.

No members of the Media were present at this meeting.

QUESTIONS FROM THE PUBLIC REGARDING AGENDA ITEMS

Mayor Hoogenboom asked if any questions had been submitted by the Public regarding Agenda Items and the Clerk advised no questions had been received via email.

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

CLOSED MEETING - As per Section 239(2) of the Municipal Act

RECOMMENDATION 93-2025

Moved by Councillor Maxwell
Seconded by Councillor Carr

Be it resolved that the Municipal Services Committee moves into closed session at 12:21 p.m. to discuss the following matters:

- One item under Section 239 (2)(f): Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- Two items under Section 239 (2)(e): Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- Four items under Section 239 (2)(b): Personal matters about an identifiable individual, including Municipal or local board employees;
- One item under Section 239 (2)(c): A proposed or pending acquisition or disposition of land by the Municipality or local board employees.

Carried

REPORT REGARDING CLOSED MEETING

Mayor Hoogenboom and Councillor Carr had left the meeting during the closed session.

RECOMMENDATION 94-2025

Moved by Councillor P. Banks

Seconded by Councillor Dunfield

WHEREAS on March 3, 2025, Council passed a vote of non-confidence in Mayor Arie Hoogenboom, following his disregard of the Township Integrity Commissioner's findings of innocence and imposition of penalties contrary to the report;

AND WHEREAS the Ontario Ministry of Municipal Affairs advised staff to obtain an independent legal opinion, which confirmed the penalties were invalid;

NOW THEREFORE be it resolved that:

1. A second formal vote of non-confidence be issued toward Mayor Arie Hoogenboom;
2. That the Mayor be requested to resign immediately;
3. This resolution be publicly released and forwarded to:
 - o MPP Steve Clark
 - o The Ministry of Municipal Affairs and Housing – Rob Flack

For (4): Deputy Mayor D. Hutchings, Councillor J. Banks, Councillor P. Banks, and Councillor Dunfield

Against (2): Councillor Maxwell, and Councillor Pollard

Voter Type: Majority (Present), Recorded

Carried (4 to 2)

ADJOURNMENT

Deputy Mayor Hutchings declared the meeting adjourned at 3:35 p.m.

Arie Hoogenboom, Mayor

Mary Ellen Truelove, Clerk