

**Township of Rideau Lakes  
Elgin Seniors Housing Board  
Minutes**

**June 4, 2025, 10:30 a.m.  
Municipal Office, Chantry**

Members Present: Chair Councillor Linda Carr, Ron Holman, Jim Stedman

Members Absent: Mayor Arie Hoogenboom, Ron Pollard

Staff Present: Nicole Halladay, Property Manager of the Elgin Seniors Complex, Erin Johnson, Secretary, Shellee Fournier, CAO

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**CALL TO ORDER**

The Chair called the meeting to order at 10:32 a.m.

**ROLL CALL**

**EMERGENCY ADDITIONS/AMENDMENTS TO AGENDA**

The chair asked if there were any emergency additions or amendments to the Agenda and none were noted.

**ADOPTION OF AGENDA**

**RECOMMENDATION 12-2025**

Moved by Ron Holman  
Seconded by Jim Stedman

Be it resolved that the Agenda be approved and adopted as presented.

Carried

**DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

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

**ADOPTION OF MINUTES**

The following minutes were read as distributed. The Chair asked for any errors, omissions or questions and none were noted.

**RECOMMENDATION 13-2025**

Moved by Ron Holman  
Seconded by Jim Stedman

Be it resolved that that this Board approves the Regular Meeting Minutes of January 29, 2025 as submitted.

Carried

**BUSINESS ARISING**

**Rec 09-2025 Tenant Issues - Water Runoff/Freezing on Sidewalks & Electrical Issues**

The Board reviewed the follow-up spreadsheet and the update on the water runoff and electrical issues. Steve Holmes, Manager of Facilities and Parks, advised that staff reroute the water runoff and there is no fix for the electrical issues at this time as an adapter is not available. Recommendation was that proper stoves be purchased when it comes time to replace.

**RECOMMENDATION 14-2025**

Moved by Ron Holman  
Seconded by Jim Stedman

Be it resolved that the Elgin Seniors Housing Board receives the follow-up spreadsheet for information purposes.

Carried

**End of Agreement and Capital Repair Funding Options**

Shellee Fournier, CAO, provided a verbal update to the board regarding capital repair funding and end of agreement options. Capital options available for larger projects. We are at the beginning stage of the phase out process. Options include asking UCLG to take over, transfer to a not-for-profit or renew another term with the same setup. A report and recommendation will be made at next Council Meeting.

**RECOMMENDATION 15-2025**

Moved by Ron Holman  
Seconded by Jim Stedman

Be it resolved that the Elgin Seniors Housing Board receives the update regarding End of Agreement and Capital Repair Funding Options for information purposes;

AND FURTHER that staff bring forward a report to Council for their opinion on the phase out process.

Carried

Rec 10-2025: Walkways

The Elgin Seniors Housing Board members completed a site visit to view the condition of the walkways. Steve Holmes, Manager of Facilities and Parks provided the Board with options for replacement.

**RECOMMENDATION 16-2025**

Moved by Ron Holman  
Seconded by Jim Stedman

Be it resolved that the Elgin Seniors Housing Board deems it not necessary to replace the existing sidewalk.

Carried

**MUNICIPAL PROPERTIES: Nicole Halladay, Facilities & Tenant Liaison**Facilities Custodian & Tenant Liaison Update

Nicole Halladay, Facilities Custodian & Tenant Liaison, provided a verbal and written update to the board.

**RECOMMENDATION 17-2025**

Moved by Ron Holman  
Seconded by Jim Stedman

Be it resolved that the Elgin Seniors Housing Board acknowledge and accept the verbal and written report by Nicole Halladay, Facilities Custodian & Tenant Liaison;

AND FURTHER that the Board agrees to Thompsons supplying and installing UV system at a cost of \$4,566.10+hst, to be paid from reserves;

AND FURTHER that the Board authorizes the purchase of the replacement washer/dryer in the amount of \$1899.00+hst, to be funded from the building maintenance budget line item;

AND FURTHER that the Board places a pause on automatic filling of vacancies and directs staff to explore options for market rate tenancy as permitted in the agreement.

Carried

**FINANCE: Dave Schur, Acting Treasurer**Financial Update

Shellee Fournier spoke to Dave Schur's written financial update to the Board.

**RECOMMENDATION 18-2025**

Moved by Ron Holman  
 Seconded by Jim Stedman

Be it resolved that the Elgin Seniors Housing Board receives the Financial Update Report for information purposes.

Carried

**TENANT CONCERNS, Shirley Dowell: None**

Shirley Dowell, Tenant Representative, was absent from the meeting but did not have any concerns to bring forward prior to meeting.

**CORRESPONDENCE**

The following Correspondence was received and considered by the board:

- 11.1 UCLG: Emergency Response Plan/Tenant Handbook
- 11.2 Shane Peters, Deputy Fire Chief: Smoke Alarm Testing & Maintenance
- 11.3 Resident Correspondence - Regarding Issue with Neighbour 1
- 11.4 Resident Correspondence - Regarding Issue with Neighbour 2
- 11.5 Resident Correspondence - Regarding Issue with Neighbour 3
- 11.6 Resident Request - Unit Upgrades
- 11.7 UCLG: Affordable Housing Asset Limit Amendments
- 11.8 Shane Peters, Deputy Fire Chief: Fire Compliance Reports
- 11.9 Resident Request - Dog Park

**RECOMMENDATION 19-2025**

Moved by Ron Holman  
 Seconded by Jim Stedman

WHEREAS correspondence was received from The United Counties of Leeds and Grenville regarding information on Emergency Response Plans and Tenant Handbooks;

NOW THEREFORE be it resolved that the Elgin Seniors Housing Board directs Nicole Halladay, Facilities Custodian & Tenant Liaison, to draft an Emergency Response Plan/Tenant Handbook to be reviewed at the September 24, 2025, Meeting.

Carried

**RECOMMENDATION 20-2025**

Moved by Ron Holman  
 Seconded by Jim Stedman

WHEREAS correspondence was received from the Deputy Fire Chief regarding Smoke Alarm Testing and Maintenance;

NOW THEREFORE be it resolved that the Elgin Seniors Housing Board acknowledge the fire codes that fall under the landlord responsibilities;

AND FURTHER that a copy of the smoke alarm manufacturer's maintenance instructions or approved alternative maintenance instructions be saved in our directory and provided to the fire department;

AND FURTHER that smoke alarm batteries in each unit be replaced annually or after a tenancy change and that the alarm be tested after battery is replaced;

AND FURTHER that the Smoke Alarm Tracking & Maintenance spreadsheet be updated by Nicole Halladay, Facilities Custodian & Tenant Liaison, after each test or replacement.

Carried

### **RECOMMENDATION 21-2025**

Moved by Ron Holman  
Seconded by Jim Stedman

WHEREAS correspondence was received from multiple tenants regarding issues with smoking and pets;

NOW THEREFORE be it resolved that the Board deems it necessary to send reminders to all tenants with information regarding clauses in the agreement relating to smoking and pets;

AND FURTHER that the reminders include information on tenants' areas and municipal property.

Carried

### **RECOMMENDATION 22-2025**

Moved by Ron Holman  
Seconded by Jim Stedman

WHEREAS correspondence was received from a tenant requesting that they be authorized to change or replace existing fixtures in the unit and that extra keys be provided for their emergency contacts;

NOW THEREFORE be it resolved that the Elgin Seniors Housing Board denies the request to change or replace the fixtures;

AND FURTHER that 2 extra keys be provided after the cost of \$25 is paid by tenant.

Carried

## **RECOMMENDATION 23-2025**

Moved by Ron Holman  
Seconded by Jim Stedman

Be it resolved that the Elgin Seniors Board Receives and Files Correspondence Item 11.7 to 11.9.

Carried

## **NEW BUSINESS**

### **Canada Housing and Mortgage Corporation Affordable Housing Survey Rental Structures**

Canada Mortgage and Housing Corporation (CMHC) invited the Elgin Seniors Board to participate in CMHC's Social and Affordable Housing Survey — Rental Structures 2025 (SAHS-RS) to help improve social housing in local communities. The survey was completed by staff and returned.

### **BY-LAW 2025-02: CONFIRM PROCEEDINGS OF ELGIN SENIORS HOUSING BOARD**

## **RECOMMENDATION 24-2025**

Moved by Ron Holman  
Seconded by Jim Stedman

Be it resolved that that By-Law #2025-02 being a By-Law to govern the proceedings of the Elgin Seniors Board, at its Meeting held June 4, 2025, be read a first, second and third time and finally passed this 4th day of June 2025.

Carried

## **ADJOURNMENT**

The Chair declared the meeting adjourned at 11:29 a.m.

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Linda Carr, Chair; Erin Johnson,  
Secretary