



**Municipal Services Committee**  
**(Public Works/Planning/Community & Leisure Services)**  
**Minutes**

**July 14, 2025, 10:00 a.m.**  
**Municipal Office, Chantry**

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

Staff Present: Shellee Fournier, CAO, Mary Ellen Truelove, Clerk, Tom Fehr, Manager of Development Services, Dan Chant, Manager of Roads and Drainage, Ben Rothwell, Works and Facilities Coordinator, Steve Holmes, Manager of Facilities and Parks, Leila Stafford, Recreation and Volunteer Coordinator, Alison Merkley, Development Services Analyst, Dave Schur, Acting Treasurer, Gene Richardson, Fire Chief/CEMC

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**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 the following was noted:

Councillor P. Banks requested that Agenda Item 17.1 under Notice of Motion be moved up to Item 16.3 under New Business to be dealt with at today's meeting.

Councillor Ron Pollard joined the meeting at 10:01 am.

**RECOMMENDATION 122-2025**

Moved by Councillor P. Banks  
Seconded by Councillor Carr

Be it resolved that the Procedural By-Law be set aside to move Agenda item 17.1 (Notice of Motion) up to be discussed under Agenda Item 16.3 (New Business).

Carried

## **ADOPTION OF AGENDA**

### **RECOMMENDATION 123-2025**

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

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 the following was declared:

I, Arie Hoogenboom, do declare a conflict of interest, non-pecuniary in nature, related to any other matter including matters under the Township of Rideau Lakes Code of Conduct in regard to item number 21.2 & 21.3, namely the Advice Subject to Solicitor-Client Privilege, on the Municipal Services Committee Meeting Agenda dated July 14, 2025. The declared interest is of the following general nature: Potential legal action against me.

## **DELEGATIONS**

### **Chris Warner-Smith, IDEA: Proposal for Consulting Services for Chantry Office Options**

Chris Warner-Smith from IDEA was in attendance to provide Council with a proposal for consulting services for Chantry Municipal Office options.

### **RECOMMENDATION 124-2025**

Moved by Councillor Pollard  
Seconded by Councillor J. Banks

Be it resolved that the Municipal Services Committee acknowledges the delegation by Chris Warner-Smith, IDEA, regarding proposal for consulting services for Chantry Office options.

Carried

**DEVELOPMENT SERVICES:**

**Tom Fehr, Manager of Development Services: Departmental Update**

Tom Fehr, Manager of Development Services, provided a verbal and written Departmental Update to Committee under Report DS-2025-18.

**RECOMMENDATION 125-2025**

Moved by Deputy Mayor D. Hutchings  
Seconded by Councillor Bulloch

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that the Development Services Department Update including the Permit and Application Year to Year Comparison and the June 2025 Permit and Application Activity be received for information, as presented in MSC report DS-2025-18.

Carried

**Tom Fehr, Manager of Development Services: Updated Building Agreement with the Village of Westport**

Tom Fehr, Manager of Development Services, provided a verbal and written Report to Committee regarding Updated Building Agreement with the Village of Westport, under Report DS-2025-19.

**RECOMMENDATION 126-2025**

Moved by Councillor Maxwell  
Seconded by Deputy Mayor D. Hutchings

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that a By-Law be passed authorizing the Mayor and Clerk to sign an agreement with the Village of Westport for the provision of services under the Building Code Act and the Residential Tenancies Act, as presented in MSC Report DS-2025-19.

Carried

**Alison Merkley, Development Services Analyst: Road Naming Considerations**

Alison Merkley, Development Services Analyst, provided a verbal and written Report to Committee regarding Road Naming Policy, under Report DS-2025-20.

**RECOMMENDATION 127-2025**

Moved by Councillor J. Banks  
Seconded by Councillor Pollard

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that the Road Naming Considerations report be received for information, as presented in DS-2025-20.

Carried

### **RECOMMENDATION 128-2025**

Moved by Councillor P. Banks  
Seconded by Councillor J. Banks

**WHEREAS** the current Road Naming Policy results in significant staff time and community disruption, often over issues that relate only to wayfinding and not to public safety;

**AND WHEREAS** the financial cost, community turmoil, and staff workload caused by these changes are not justified given the limited impact;

**AND WHEREAS** Council recognizes the need to prioritize staff time and resources toward more pressing municipal priorities;

**NOW THEREFORE BE IT RESOLVED THAT** Council direct staff to update the Road Naming Policy to address only *true duplicate road names within the Township of Rideau Lakes* that create confusion or risk within the Township's boundaries;

**AND THAT** all other road naming or renaming issues not be undertaken unless supported by a written recommendation from one of the following:

1. Emergency Services,
2. The United Counties of Leeds and Grenville, or
3. A third-party agency such as Canada Post;

**AND THAT** staff complete this policy update as time permits, recognizing the higher priority of other municipal initiatives, but within the 2026 year.

For (3): Councillor J. Banks, Councillor P. Banks, and Councillor Carr

Against (6): Mayor Hoogenboom, Deputy Mayor D. Hutchings, Councillor Bulloch, Councillor Dunfield, Councillor Maxwell, and Councillor Pollard

Voter Type: Majority (Present), Recorded

Defeated (3 to 6)

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

Dan Chant, Manager of Roads and Drainage, provided verbal and written Reports to Committee regarding the following:

- Roads Progress Update
- Budget Preapproval for Tandem Plow Truck
- Safety Improvement on Summers, Hartsgravel and Smith Road

Roads Progress

**RECOMMENDATION 129-2025**

Moved by Councillor J. Banks  
Seconded by Councillor Maxwell

Be it resolved that the Municipal Services Committee recommends to Council that the July 2025 Roads Progress Report be received, as presented in MSC report RDS-2025-20.

Carried

Budget Preapproval for Tandem Plow Truck

**RECOMMENDATION 130-2025**

Moved by Councillor J. Banks  
Seconded by Councillor P. Banks

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that staff be authorized to order a tandem plow truck from Rush Truck Center at a cost of \$454,032.89 plus the Township's portion of the HST and that in accordance with Section 284.16 (1) of the Strong Mayor Power's legislation this be a pre-approved capital item in the 2026 budget, as presented in MSC report RDS-2025-21.

Carried

Safety Improvement on Summers, Hartsgravel and Smith Road

Moved by Councillor Pollard  
Seconded by Councillor Bulloch

Be it resolved that the Municipal Services Committee recommends to Council that the Safety Improvements for Summers, Hartsgravel and Smith Road report be received for information, and further that staff be directed to proceed with improvements #2 (Bring Smith Road up to a standard to accommodate tractor trailers), #3 (Install school zone signs) and #4 (Increased police presence during school hours), as presented in MSC report RDS-2025-22.

**RECOMMENDATION 131-2025**

Moved by Councillor Bulloch  
Seconded by Councillor Dunfield

Be it resolved that the main motion be amended to add option #1 (Add an all-way stop to be installed at the intersection of Summers and Hartsgravel Road.

Defeated

### **RECOMMENDATION 132-2025**

Moved by Councillor Pollard  
Seconded by Councillor Bulloch

Be it resolved that the Municipal Services Committee recommends to Council that the Safety Improvements for Summers, Hartsgravel and Smith Road report be received for information, and further that staff be directed to proceed with improvements #2 (Bring Smith Road up to a standard to accommodate tractor trailers), #3 (Install school zone signs) and #4 (Increased police presence during school hours), as presented in MSC report RDS-2025-22.

Carried

### **PUBLIC WORKS - ENVIRONMENTAL SERVICES: Ben Rothwell, Works and Facilities Coordinator**

#### **Environmental Services Update**

Ben Rothwell, Works and Facilities Coordinator, provided a verbal and written Environmental Services Update to Committee under report ENV-2025-12.

### **RECOMMENDATION 133-2025**

Moved by Councillor Pollard  
Seconded by Councillor J. Banks

Be it resolved that the Municipal Services Committee (MSC) recommends that Council receives the July 2025 Environmental Service Update for information purposes, as presented in MSC report ENV-2025-12.

Carried

### **PUBLIC WORKS - MUNICIPAL PROPERTIES: Steve Holmes, Manager of Facilities and Parks**

Steve Holmes, Manager of Facilities and Parks, provided verbal and written reports to Committee regarding the following:

- Municipal Properties Update
- Carriage House Roof Gallagher Property
- Erosion Options for Portland Beach and Hanna Park
- Municipal Drinking Water & Testing

#### **Municipal Properties Update**

### **RECOMMENDATION 134-2025**

Moved by Councillor Carr  
Seconded by Councillor Dunfield

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that the Municipal Properties Update Report for July 14, 2025, be received for information, as presented in MSC report FAC-2025-26.

Carried

Carriage House Roof Gallagher Property

**RECOMMENDATION 135-2025**

Moved by Councillor Bulloch  
Seconded by Councillor P. Banks

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that it receives for information purposes, the Roof Inspection Report for the Carriage House at the Gallagher property and further directs staff to make inhouse temporary repairs to the roof to mitigate further damage while a comprehensive plan for the property is decided, as presented in MSC Report FAC-2025-27.

Carried

Erosion Options for Portland Beach and Hanna Park

**RECOMMENDATION 136-2025**

Moved by Councillor Maxwell  
Seconded by Councillor Carr

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that it receive for information purposes, proposed erosion option for Portland Beach and Hanna Park, as presented in MSC Report FAC-2025-28.

Carried

Municipal Drinking Water & Testing

**RECOMMENDATION 137-2025**

Moved by Councillor Bulloch  
Seconded by Councillor Maxwell

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that a By-Law be passed to outsource water testing and inspections of all Township facilities to Whitteker Environmental Services, as presented in MSC report FAC-2025-29.

Carried

**FINANCE: Dave Schur, Acting Treasurer**

**Treasury YTD Summary - June 2025**

Dave Schur, Acting Treasurer, provided a verbal and written Report to Committee regarding YTD Summary - June 2025, under Report FIN-2025-12.

**RECOMMENDATION 138-2025**

Moved by Councillor Maxwell  
Seconded by Councillor J. Banks

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that it receives the Treasury Year-to-Date Summary for June 2025, as present in MSC report FIN-2025-12.

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:

- June Fire Services Update
- Unit 84 Pumper Replacement

**June Fire Services Update**

**RECOMMENDATION 139-2025**

Moved by Councillor Pollard  
Seconded by Deputy Mayor D. Hutchings

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that the Emergency & Protective Services monthly update provided on July 14th ,2025 covering the period of June 1st ,2025 to June 30th, 2025 be received, as presented in MSC Report FIRE-2025-16.

Carried

**Unit 84 Pumper Replacement**

**RECOMMENDATION 140-2025**

Moved by Councillor Bulloch  
Seconded by Councillor Carr

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that a By-Law be passed authorizing the Mayor and Clerk to sign a contract for the purchase of one Pumper unit from Commercial Fire Trucks in the amount of \$792,311, (plus the Township's portion of the HST) and further pre-approves this capital purchase



in the 2026 budget, and further approves a budget deviation in the amount of \$79,231.10 to be funded from year end result or the infrastructure reserve, if needed, as presented in MSC Report Fire-2025-17.

Carried

### **ADMINISTRATION - COMMUNITY ENHANCEMENT COMMITTEES**

Committee observed a break at 11:57 a.m. and reconvened at 12:15 p.m.

#### **CEC Minutes**

The following Community Enhancement Committee minutes were received and reviewed by Committee:

- Delta and Area CEC Meeting: June 25, 2025
- Elgin and Area CEC Meeting: June 25, 2025
- Portland and Area CEC Meeting: June 18, 2025
- South Elmsley and Area CEC Meeting: June 12, 2025

### **RECOMMENDATION 141-2025**

Moved by Councillor P. Banks  
Seconded by Councillor Bulloch

Be it resolved, that the Municipal Services Committee Acknowledges the following Community Enhancement Committee minutes:

- Delta and Area CEC Meeting: June 25, 2025
- Elgin and Area CEC Meeting: June 25, 2025
- Portland and Area CEC Meeting: June 18, 2025
- South Elmsley and Area CEC Meeting: June 12, 2025

Carried

#### **Recommendations from CEC Minutes**

### **RECOMMENDATION 142-2025**

Moved by Councillor Carr  
Seconded by Councillor Bulloch

WHEREAS at the Elgin and Area Community Enhancement Committee meeting held June 25, 2025, Resolution #17-2025 was passed that Jordan purchase an infant swing and have it installed as soon as possible at Sand Lake Park;

AND WHEREAS, an infant swing intended for public use must meet specific safety certifications and standards to ensure it is safe for infants and compliant with regulations;

NOW THEREFORE be it resolved, that the Municipal Services Committee recommends to Council that staff review the location and procure a Canada Consumer Product Safety Act (CCPSA) compliant infant swing for proper installation on the existing play equipment at Sand Lake Park.

Carried

### **RECOMMENDATION 143-2025**

Moved by Councillor Dunfield  
Seconded by Councillor Bulloch

Be it resolved that a porta-potty be placed at Sand Lake Park for the months of July, August and September.

Carried

### **ADMINISTRATION - REPORTS**

#### **Marie White, Economic Development and Cultural Heritage Coordinator: Rural Ontario Development (ROD) Program**

Marie White, Economic Development and Cultural Heritage Coordinator, provided a verbal and written Report to Committee regarding Rural Ontario Development (ROD) Grant, under Report ADM/ECD-2025-09.

### **RECOMMENDATION 144-2025**

Moved by Councillor Bulloch  
Seconded by Councillor Pollard

Be it resolved that the Municipal Services Committee recommends to Council that staff be authorized to submit an application to the Rural Ontario Development (ROD) program in an amount up to \$170,000 (total project cost over a two-year period) with at least 65% municipal funding (approximately \$55,000 per year) being included in the 2026-2027 budget(s), as presented in MSC report ADM-2025-09.

Carried

#### **Leila Stafford, Recreation & Volunteer Coordinator: After School Program**

Leila Stafford, Recreation and Volunteer Coordinator, provided a verbal and written Report to Committee regarding Afterschool Club, under Report CLS-2025-18.

**RECOMMENDATION 145-2025**

Moved by Councillor Dunfield  
Seconded by Councillor P. Banks

Be it resolved that the Municipal Services Committee (MSC) receives the update on the the After School Program, as presented in MSC Report CLS-2025-18.

Carried

Leila Stafford, Recreation and Volunteer Coordinator: Recreation Update

Leila Stafford, Recreation and Volunteer Coordinator, provided a verbal and written Recreation Update to Committee under Report CLS-2025-19.

**RECOMMENDATION 146-2025**

Moved by Councillor Dunfield  
Seconded by Councillor Bulloch

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that the July 2025 Recreation Update be received for information, as presented in MSC report CLS-2025-19.

Carried

Mary Ellen Truelove, Clerk: Senior Insurance

Mary Ellen Truelove, Clerk, provided a verbal and written Report to Committee regarding Senior Insurance, under Report ADM-2025-08.

The following motion was brought forward:

Moved by Councillor Maxwell  
Seconded by Councillor Pollard

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that Option #2 (make the groups a Sub-Committee of the CEC), as presented in MSC report ADM-2025-08.

The following amendment was put forward:

**RECOMMENDATION 147-2025**

Moved by Councillor Dunfield  
Seconded by Deputy Mayor D. Hutchings

Be it resolved that the main motion be amended to reflect option #3 (Council agrees to pay on an annual basis, the insurance coverage for both groups under committed Community Grants).

Carried

### **RECOMMENDATION 148-2025**

Moved by Councillor Maxwell  
Seconded by Councillor Pollard

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that Option #3 (Council agrees to pay on an annual basis, the insurance coverage for both groups), as presented in MSC report ADM-2025-08.

Against (9): Mayor Hoogenboom, Deputy Mayor D. Hutchings, Councillor J. Banks, Councillor P. Banks, Councillor Bulloch, Councillor Carr, Councillor Dunfield, Councillor Maxwell, and Councillor Pollard

Voter Type: Majority (Present), Recorded

Defeated (0 to 9)

### **RECOMMENDATION 149-2025**

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

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that Option #2 (Delta and Area CEC and the Elgin and Area CEC make the groups a Sub-Committee), as presented in MSC report ADM-2025-08;

AND FURTHER that a By-Law be brought forward to amend the Community Enhancement Committees Terms of Reference to reflect an exception to allow the Beverley Seniors and the Elgin Friendship Club to maintain their own financials.

Carried

### **Shellee Fournier, CAO: HR Policy Updates**

Shellee Fournier, CAO, provided a verbal and written Report to Committee regarding HR Policy Updates, as provided in Report CAO-2025-12.

### **RECOMMENDATION 150-2025**

Moved by Councillor Dunfield  
Seconded by Councillor P. Banks

Be it resolved, that the Municipal Services Committee (MSC) recommends to Council that a By-Law be passed to amend the Human Resource Policy to:

1. Update the Leave of Absence Policy HR-400-1,
2. Update the Workplace Violence and Workplace Harassment Policy HR-600-02,

3. Update Statutory Paid Holidays Policy HR-700-04,
4. Adopt the Artificial Intelligence Use Policy HR-200-16,

AND FURTHER that the Council-Staff Relationship Policy be amended, as presented in MSC report CAO-2025-12.

Carried

### **CORRESPONDENCE FOR ACTION/INFORMATION**

The following Correspondence was received and considered by Committee:

- 15.1 United Counties of Leeds and Grenville: 175th Anniversary Gift
- 15.2 Paula Banks: Request for Apology

### **RECOMMENDATION 151-2025**

Moved by Councillor P. Banks  
Seconded by Councillor Dunfield

Be it resolved, that the Municipal Services Committee receives and files Correspondence Items 15.1 and 15.2.

Carried

### **NEW BUSINESS**

Proposed Motion: Councillor P. Banks - AV and Acoustic Assessment for Portland Hall

### **RECOMMENDATION 152-2025**

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

WHEREAS Portland Hall is now a centrally located and accessible municipal facility;

AND WHEREAS there is a growing need for modern AV capabilities and improved acoustics to support diverse uses;

NOW THEREFORE be it resolved that Council direct staff to engage qualified AV and acoustic professionals to assess Portland Hall and recommend:

- Equipment to support Council and Township functions, community rentals, multimedia presentations, and outdoor/wireless needs;
- cost-effective AV solutions;
- Sound absorption treatments to reduce echo and improve audio quality.

AND FURTHER that staff consult the Portland Hall Board and facility staff to identify any additional operational issues since the hall's opening;

AND FURTHER that staff report back to Council with recommendations and cost estimates of needed changes or equipment to guide future improvements.

Carried

Proposed Motion: Councillor P. Banks - Council Seeking Clarification on Mayor Hoogenboom's Media Comments

Mayor Hoogenboom removed himself from the Chair and Deputy Mayor Hutchings assumed the Chair for this item.

**RECOMMENDATION 153-2025**

Moved by Councillor P. Banks  
Seconded by Councillor J. Banks

WHEREAS Mayor Hoogenboom made public statements on June 25 and June 27, 2025, including allegations of "*ongoing harassment*" by Council and claims that Council ignored legal, architectural, and staff advice;

AND WHEREAS these comments raise concerns regarding their accuracy, tone, and potential impact on public trust, staff morale, and Council integrity;

NOW THEREFORE be it resolved that,

1. The Mayor, and staff if required, respond to and clearly answer the questions and concerns outlined in this report.
2. The Mayor be requested to clarify or retract the false public claims made, or provide specific examples and documentation where applicable.
3. That this motion and report be submitted to the public record and circulated to the Integrity Commissioner, the Minister of Municipal Affairs and Housing and the Ontario Ombudsman.

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

Against (4): Mayor Hoogenboom, Councillor Bulloch, Councillor Maxwell, and Councillor Pollard

Voter Type: Majority (Present), Recorded

Carried (5 to 4)

Councillor P. Banks - Office Infrastructure, Public Consultation and Staff Support

**RECOMMENDATION 154-2025**

Moved by Councillor P. Banks  
Seconded by Councillor Dunfield

WHEREAS Rideau Lakes Township must resolve the long-standing issue of inadequate and failing municipal office infrastructure within a **ten-year financial plan** to ensure efficient, accessible, and sustainable service delivery to residents and staff, while remaining fiscally responsible to taxpayers and transparent about the long-term costs and benefits of either (1) expanding the current municipal office or (2) constructing a new facility elsewhere and (3) repurpose the Chantry location as a public works garage and include space for public archive, all in alignment with the Township's Asset Management Plan;

AND WHEREAS the current Chantry office continues to deteriorate and no longer meets the functional, accessibility, or operational needs of the Township, representing an escalating risk and cost burden if left unsupported;

AND WHEREAS the Chantry building, a Township-owned asset previously valued at \$2 million by the former Treasurer, its remote location and an estimated \$500,000 in required upgrades, which severely reduces its market value and limits divestment options;

NOW THEREFORE, be it resolved that:

#### **PART 1 – Public Consultation**

1. Council directs staff to organize a public Town Hall at Portland Hall to present and discuss the Township's municipal office infrastructure needs and options within the context of a ten-year financial plan, including:
  - The escalating deterioration of the Chantry office and its operational and accessibility shortcomings by considering the following options;
  - Two primary options:
    1. Renovating and expanding Chantry (noting \$138,000 already invested in design work, with tendering needed to confirm construction costs);
    2. Retrofitting Chantry as a garage and public archive, while building a new municipal office at another site (**noting additional design costs are required**);
  - The financial, operational, and community impacts of each option once we have actual costs.
2. Staff shall provide all public meeting materials to Council in advance for review, ensuring accuracy, completeness, and shared understanding.
3. Staff shall conduct a peer comparison with Beckwith Township's recent municipal office project, including:
  - Size and scope of both old and new facilities;

- Expected vs. actual costs;
- Funding strategies (grants, loans, reserves);
- Sustainability and resilience features;
- Disposal of their previous office. This analysis will support informed decision-making and alignment with the Township's Asset Management Plan.

4. A second public Town Hall shall be held following the return of tenders, to present costed options in full and allow for meaningful public feedback prior to Council's final decision. This meeting shall be widely advertised and focused on transparency, not advocacy.

5. Council affirms its legal and moral responsibility to provide staff with a safe, accessible, and functional workspace, and that public engagement will be considered in full, but not dictated by special interest groups or low event turnout.

## **PART 2 – Costing and Comparative Analysis**

1. Council directs the Chief Administrative Officer (CAO) to treat this file as a top corporate priority, and to:
2. Issue an RFP or to immediately to retain a qualified firm to:
  - Complete 90% design and costing drawings for a new municipal office and to retrofit Chantry back into a garage with space for a public archive;
  - Collaborate directly with Council at the beginning and regularly to ensure transparency and shared ownership of outcomes.
  - Advance both options (Chantry renovation and expansion, and a new build plus Chantry retrofit) to the 90% design stage;
  - Collaborate with Council through weekly, MSC, council and special meetings to build consensus;
  - Hire a contract project manager or other experts as the CAO sees fit, to meet the project timeline, with a tender deadline target of December 31, 2025.
3. Proceed with simultaneous tendering of both infrastructure options to produce a clear, accurate side-by-side comparison of total costs, including capital, retrofit, and lifecycle expenses.

AND FURTHER that the final staff report to Council and the public shall include:

- A complete side-by-side analysis of both options, including cost breakdowns, timelines, and service implications.



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

Against (4): Mayor Hoogenboom, Councillor Bulloch, Councillor Maxwell, and Councillor Pollard

Voter Type: Majority (Present), Recorded

Carried (5 to 4)

## **RECOMMENDATION 155-2025**

Moved by Councillor Carr

Seconded by Deputy Mayor D. Hutchings

Be it resolved that Committee extends the meeting beyond 2:00 p.m.

Carried

## **NOTICE OF MOTIONS**

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 Dunfield - Recreation Agreements**

WHEREAS The Corporation of the Township of Rideau Lakes has recreation agreements with the Township of Athens, the Village of Westport and the Town of Smiths Falls;

AND WHEREAS these recreation agreements allow residents of Rideau Lakes to use the recreational facilities in Athens, Westport and Smiths Falls at the same registration fee as their respective taxpayers;

AND WHEREAS it has been quite some time that these recreation agreements have been reviewed;

NOW THEREFORE be it resolved that the Council of the Corporation of the Township of Rideau Lakes requests that the Township of Athens, the Village of Westport and the Town of Smiths Falls provide to the Corporation of the Township of Rideau Lakes the registration numbers of Rideau lakes residents that were registered in all programs that used their respective facilities during 2024;

AND FURTHER THAT these numbers be provided to the Corporation of the Township of Rideau Lakes by September 30, 2025 in time for 2026 budget deliberations.

## **MAYOR'S UPDATE**

July 8th: I attended virtually the Joint Services Board Meeting.

July 9th: I attended in Brockville the Regular Committee of the Whole Meeting.

July 10th: I attended the Regular Board Meeting in Brockville of the Maple View Lodge Board of Management. After which we met with 3 new donors for the George Tackaberry Home in Athens.

July 12th: I participated in the Elgin Days events and thank Dave Brown's Marina for supplying me with a ride on one of their pontoon boats for the parade. I also took in the pride cabaret in Delta that evening.

### **QUESTIONS FROM THE MEDIA REGARDING AGENDA ITEMS**

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

No members of the media were in attendance 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.

Mayor Hoogenboom asked members of the public in attendance and the following was heard:

Bob Butcher: derogatory comments made by Council members under the Code of Conduct of other Council members and a member of the Public.

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

#### **RECOMMENDATION 156-2025**

Moved by Councillor Dunfield  
Seconded by Councillor Carr

Be it resolved, that the Municipal Services Committee moves into closed session at 2:34 p.m. to discuss the following matters:

- Section 239 (2)(c) - A proposed or pending acquisition or disposition of land by the Municipality or local board
- Section 239(2)(f) - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- Section 239(2)(f) - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- Section 239(2)(b) - Personal matter about an identifiable individual including municipal or local board employees.

Carried

### **REPORT REGARDING CLOSED MEETING**

Mayor Hoogenboom left the meeting during closed session.

Deputy Mayor Hutchings reported out that places for a new build were discussed and the CAO will bring forward a report at a later date.

**ADJOURNMENT**

Deputy Mayor Hutchings declared the meeting adjourned at 4:51 p.m.

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Arie Hoogenboom, Chair

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Mary Ellen Truelove, Clerk