



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

August 11, 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 Dustin Bulloch, Councillor Linda Carr, Councillor Sue Dunfield (virtual), Councillor Marcia Maxwell, Councillor Ron Pollard

Staff Present: Shellee Fournier, CAO, Mary Ellen Truelove, Clerk, Dan Chant, Manager of Roads and Drainage, Ben Rothwell, Works and Facilities Coordinator, Steve Holmes, Manager of Facilities and Parks, Dave Schur, Acting Treasurer, Marie White, Economic Development and Cultural Heritage Coordinator, Leila Stafford, Recreation and Volunteer Coordinator

CALL TO ORDER

Mayor Hoogenboom called the Meeting to order at 10:00 a.m.

Mayor Hoogenboom welcomed the members of public and staff and asked that Councillor J. Banks and Councillor Bulloch exchange positions at the table which is under his authority as the Mayor in the Procedural By-Law Section 10.3.

The following motion was brought forward:

RECOMMENDATION 157-2025

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

Be it resolved that Section 10.3 of the Procedural By-Law be set aside for the Mayor to not be selecting the order of seating at the Council table.

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)

ROLL CALL

Members of the public in attendance who signed in: Nora Brown, Joan Delaney

EMERGENCY ADDITIONS/AMENDMENTS TO AGENDA

Mayor Hoogenboom asked if there were any emergency additions to the Agenda and the following was added:

Councillor Hutchings: Requested a letter be added to the Closed Agenda under 19.3b under Section 239 (2)(b) of the Municipal Act.

ADOPTION OF AGENDA

RECOMMENDATION 158-2025

Moved by Councillor Maxwell
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 the following was declared:

I, Arie Hoogenboom, do declare a direct pecuniary interest in accordance with the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 in regards to item 19.4, namely Section 239(2)(f) on the Closed Meeting Agenda dated August 11, 2025. The declared interest is of the following general nature: Legal action being considered by Council against the Mayor.

DELEGATIONS: None

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
- MTO and Webber Land Lease Agreement

Roads Progress

RECOMMENDATION 159-2025

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

Be it resolved that the Municipal Services Committee recommends to Council that the Roads Progress Report be received, as presented in MSC report RDS-2025-23.

Carried

MTO and Webber Land Lease Agreement

RECOMMENDATION 160-2025

Moved by Councillor Dunfield
Seconded by Deputy Mayor D. Hutchings

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that By-Laws be passed authorizing the Mayor and Clerk to sign the Land Lease Agreement with the Ministry of Transportation (MTO) and the License Agreement with MTO and Webber Infra Infrastructure Management Canada Limited for a 7-year term, as presented in MSC report RDS-2025-24.

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-2025-13.

RECOMMENDATION 161-2025

Moved by Councillor Dunfield
Seconded by Councillor Bulloch

Be it resolved that the Municipal Services Committee (MSC) recommends that Council receives the Environmental Services Update for information purposes, as presented in MSC Report ENV-2025-13.

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

- Entrance Parking Lot Lights - Ronald E. Holman Complex

Municipal Properties Update

RECOMMENDATION 162-2025

Moved by Councillor J. Banks

Seconded by Councillor Carr

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that the Municipal Properties Update Report for August 11, 2025, be received for information, as presented in MSC report FAC-2025-30.

Carried

Entrance Parking Lot Lights - Ronald E. Holman Complex

RECOMMENDATION 163-2025

Moved by Deputy Mayor D. Hutchings

Seconded by Councillor Bulloch

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that it receives the estimates for proposed entrance lights at the Ronald E. Holman Complex and defers the project to the 2026 budget, as presented in MSC Report FAC-2025-31.

Carried

FINANCE: Dave Schur, Acting Treasurer

Dave Schur, Acting Treasurer, provided verbal and written Reports to Committee regarding the following:

- Capital Project Status
- YTD Summary - July
- Debenture Options - Hall/Library

Capital and Operating Project Year-to-Date Summary

RECOMMENDATION 164-2025

Moved by Councillor J. Banks

Seconded by Councillor Pollard

Be it resolved that the Municipal Services Committee recommends to Council that the Capital and Operating Projects Year-to-Date Summary be received for information, as presented in MSC report FIN-2025-13.

Carried

YTD Summary - July

RECOMMENDATION 165-2025

Moved by Councillor Carr
Seconded by Councillor Dunfield

Be it resolved that the Municipal Services Committee recommends to Council that it receives the Treasury Year-to-Date summary for July 2025 for information purposes, as presented in MSC report FIN-2025-14.

Carried

Debenture Options - Hall/Library

RECOMMENDATION 166-2025

Moved by Councillor Pollard
Seconded by Councillor J. Banks

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that staff be directed to proceed with Option #3 (5-year Term, 20-year Amortization at 4.18%, Total Payments of \$3,072,611 and Interest of \$992,611) with regards to the Debenture for the Portland Hall/Library, as presented in MSC Report FIN-2025-15.

Carried

ADMINISTRATION - COMMUNITY ENHANCEMENT COMMITTEES

CEC Minutes

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

- Delta and Area CEC Meeting: July 30, 2025
- Elgin and Area CEC Meeting: July 15, 2025
- Newboro and Area CEC Meeting: July 8, 2025
- North Crosby and Area CEC Meeting: June 19, 2025
- Portland and Area CEC Meeting: July 16, 2025
- South Elmsley and Area CEC Meeting: July 10, 2025

RECOMMENDATION 167-2025

Moved by Councillor Pollard
Seconded by Councillor Bulloch

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

- Delta and Area CEC Meeting: July 30, 2025
- Elgin and Area CEC Meeting: July 15, 2025
- Newboro and Area CEC Meeting: July 8, 2025
- North Crosby and Area CEC Meeting: June 19, 2025
- Portland and Area CEC Meeting: July 16, 2025
- South Elmsley and Area CEC Meeting: July 10, 2025

Carried

Recommendations from CEC Minutes: None noted

ADMINISTRATION - REPORTS

Marie White, Economic Development and Cultural Heritage Coordinator: Chaffey's Lock Parking Lot to Cataraqui Trail

Marie White, Economic Development and Cultural Heritage Coordinator, provided a verbal and written report to Committee regarding Chaffey's Lock Parking Lot to Cataraqui Trail, under Report ADM-2025-10.

RECOMMENDATION 168-2025

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

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that Option A (to create a parking lot and footpath(s) for public access to Cataraqui Trail in Chaffeys Lock) be approved and that staff be directed to build the parking lot in 2025 and add footpath(s) in a phased approach as budget permits;

AND FURTHER that the parking lot and footpath(s) be added to the Township's Asset Management Plan, as presented in MSC Report ADM-2025-10.

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-2025-20.

RECOMMENDATION 169-2025

Moved by Councillor Maxwell
Seconded by Councillor Bulloch

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that the Recreation Update be received for information, and further that the newly established Recreation and Volunteer Committee be renamed the Parks and Recreation Committee, as presented in MSC report CLS-2025-20.

Carried

Shellee Fournier, CAO: Properties of Interest for Municipal Offices

Shellee Fournier, CAO, provided a verbal and written report to Committee regarding Properties of Interest for Municipal Offices, under report CAO-2025-13.

The following motion was brought forward:

RECOMMENDATION 170-2025

Moved by Councillor Carr
Seconded by Councillor Dunfield

Be it resolved that the Municipal Services Committee (MSC) receives the staff report on properties of interest for a new municipal office, and further:

1. Directs the CAO to hold two public meetings (1 in Elgin and 1 in Newboro) to obtain public feedback on both sites,
2. Directs the CAO to also ask residents during both meetings if they support the renovation/addition at the Chantry office, and
3. Directs the CAO to also ask residents during both meetings if they support the future use of Chantry as a Garage and Archives, as presented in MSC report CAO-2025-13.
4. AND that other suggested locations be solicited.

Carried

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

Be it resolved that, in addition to the items set out in the original recommendation, Council directs that the following matters be addressed by staff during the two public

meetings (one in Elgin and one in Newboro) regarding the potential sites for a new municipal office:

1. Provide an assessment of the financial and practical realities associated with selling the Chantry property;
2. Present the estimated additional costs for preparing drawings for both a new municipal office and for retrofitting the Chantry building to function as a garage, storage facility, and public archive space, including the costs to make the facility fully accessible;
3. Clarify that, should a new municipal office be built, financing for both the new build and the retrofit of the Chantry facility shall be based on a five-year plan, in order to mitigate the ongoing deterioration of the Chantry building;
4. Ensure that Council is provided with and has the opportunity to review all presentation materials and supporting documentation in advance of the public meetings;
5. Display the new design for the Chantry facility and all financial information associated with Council's decisions to date, and confirm that the drawings are paid for and can be released for tender at the same time as the new build;
6. Make it clear that the mayor is only willing to build within a village.

The following amendment was brought forward:

RECOMMENDATION 171-2025

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

Be it resolved that the main motion include #7 - Mr. Clark's offer discussed which comes with costs.

Carried

RECOMMENDATION 172-2025

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

Be it resolved that, in addition to the items set out in the original recommendation, Council directs that the following matters be addressed by staff during the two public meetings (one in Elgin and one in Newboro) regarding the potential sites for a new municipal office:

1. Provide an assessment of the financial and practical realities associated with selling the Chantry property;
2. Present the estimated additional costs for preparing drawings for both a new municipal office and for retrofitting the Chantry building to function as a garage, storage facility, and public archive space, including the costs to make the facility fully accessible;
3. Clarify that, should a new municipal office be built, financing for both the new build and the retrofit of the Chantry facility shall be based on a five-year plan, in order to mitigate the ongoing deterioration of the Chantry building;
4. Ensure that Council is provided with and has the opportunity to review all presentation materials and supporting documentation in advance of the public meetings;
5. Display the new design for the Chantry facility and all financial information associated with Council's decisions to date, and confirm that the drawings are paid for and can be released for tender at the same time as the new build;
6. Make it clear that the mayor is only willing to build within a village.
7. Mr. Clark's offer discussed which comes with costs.

For (6): Deputy Mayor D. Hutchings, Councillor J. Banks, Councillor P. Banks, Councillor Bulloch, Councillor Carr, and Councillor Dunfield

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

Voter Type: Majority (Present), Recorded

Carried (6 to 3)

Shellee Fournier, CAO: Council Remuneration

Committee observed a break at 12:07 p.m. and reconvened at 12:22 p.m.

Shellee Fournier, CAO, provided a verbal and written report to Committee regarding Council Remuneration under report CAO-2025-14.

The following motion was brought forward:

Moved by Councillor Pollard

Seconded by Councillor Maxwell

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that it approves Option #2 (base annual increase of the Council honorariums be increased to match the average of the survey and then increased annually by the previous year's Consumer Price Index (CPI)), with regards to the Council Remuneration

for the 2026-2030 term of Council and further directs staff to bring back a by-law for review and consideration, as presented in MSC report CAO-2025-14.

RECOMMENDATION 173-2025

Moved by Councillor P. Banks
Seconded by Councillor Carr

Be it resolved that the main motion be deferred and brought back based on municipal eligible voter numbers between 10,000-12,000 for rural municipalities.

Carried

Shellee Fournier, CAO: Elgin Seniors Housing Board –End of Agreement Phasing Out Period

Shellee Fournier, CAO, provided a verbal and written report to Committee regarding Elgin Seniors Housing Board End of Agreement, under report CAO-2025-15.

The Mayor advised that staff requested that this item be deferred as the CAO received new information during the meeting.

CORRESPONDENCE FOR ACTION/INFORMATION

The following Correspondence was received and considered by Committee:

13.1 Wendy Alford, RLGG Spokesperson: Strong Mayor Powers

RECOMMENDATION 174-2025

Moved by Councillor Pollard
Seconded by Councillor Bulloch

Be it resolved, that the Municipal Services Committee receives and files Correspondence Item 13.1.

Carried

NEW BUSINESS:

Councillor P. Banks: Discussion regarding recent Mayoral Directions (MDS-2025-02) and Decisions (MD-2025-04 and MD-2025-05)

Discussion was held on the recent Mayoral Directions to Staff and Mayor Decisions.

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:

Mayor Hoogenboom: Council Restructuring

WHEREAS in the interest of exploring governance models that may better serve the

community's needs, I intend to move forward with an initiative to restructure council following the next municipal election;

NOW THEREFORE be it resolved that Council approves the undertaking of public consultations—one per ward—to gather input on structural options for future council composition, as alternatives to the current model.

The proposed options for consultation include:

1. A council consisting of 5 to 7 members, all elected at large.
2. A council consisting of 5 members, one elected from each ward, with a mayor elected at large.
3. A council consisting of 6 members, one elected from each ward, plus a mayor and deputy mayor elected at large.

AND FURTHER, that staff be directed to coordinate and promote ward-level public consultations and prepare a summary report of public feedback, as well as the average annual cost of a Council member, for Council's consideration ahead of any final decision or legislative change.

Councillor Dunfield: Year-Round Rentals, B&B's, VRBO's

WHEREAS in the Township of Rideau Lakes it has been identified there are private homes renting out rooms, adding full living quarters as additional rental units within an already built home, building new living accommodations on the same property and having multiple persons living at the same Canada Post recognized address but wanting to be recognized as independent;

NOW THEREFORE be it resolved that Township Staff be directed to investigate the number of year-round rental units in and /or on the same property and bring back a report to Council on how to regulate said rental units, excluding seasonal cottage rental properties. This would include , but not limited to, all VRBO's, Bed and Breakfasts, apartments, rented rooms, additional buildings used to accommodate persons year-round on the same property such as tiny homes, granny suites, etc.

Councillor Dunfield: Amend Council Remuneration: Committee of the Whole Reimbursement

WHEREAS beginning in September 2025 the Township of Rideau Lakes will be holding a Committee of the Whole meeting once a month replacing two previously scheduled Municipal Services Committee meetings;

AND WHEREAS Council has on average been in attendance for well over 3 hours at the previously held regular MSC meetings;

NOW THEREFORE be it resolved, that the Council Remuneration By-Law (2018-18), be amended to reflect that Council members be reimbursed for their time at the Committee of a Whole meeting similarly as if attending a conference which is \$100 for a 1/2 day (3 hours or less) and/or \$200 for a full day (more than 3hours);

AND FURTHER that if it is anticipated that the meeting will be more than 3 hours, that a light lunch be provided for Council members

AND FURTHER that this will come into effect beginning in September 2025.

MAYOR'S UPDATE

- August 6th: I chaired a very successful RLLAC Meeting in Portland where our Fire Department made a great presentation on cottage fire safety.

- August 9th: I attended the unveiling of a crain honoring Harvy McLean by the Professional Engineers of Ontario.

- August 10th: I joined the Roman Catholic Church in Lombardy to celebrate their 125th Anniversary along with our MPP & MP.

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.

Wendy Alford submitted a question regarding the estimated costing for a turning lane in Elgin quoted by Councillor P. Banks.

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

RECOMMENDATION 175-2025

Moved by Deputy Mayor D. Hutchings

Seconded by Councillor Bulloch

Be it resolved, that the Municipal Services Committee moves into closed session at 1:14 p.m. to discuss the following matters:

- One item under Section 239 (2)(a): The security of the property of the municipality or local board;
- Three items under Section 239 (2)(b): Personal matters about an identifiable individual including municipal or local board employees; and
- One item under Section 239(2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose

Carried

REPORT REGARDING CLOSED MEETING

Mayor Hoogenboom and Councillor Bulloch, Maxwell and Pollard left the meeting during the closed session.

The following motion was brought forward from closed session.

RECOMMENDATION 176-2025

Moved by Councillor Carr

Seconded by Councillor Dunfield

Be it resolved that staff be directed to follow through on item 19.4 of the closed session to an upset limit of \$20,000.

ADJOURNMENT

Deputy Mayor Hutchings declared the meeting adjourned at 2:49 p.m.

Arie Hoogenboom, Chair

Mary Ellen Truelove, Clerk