

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



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**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 wainscoting 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

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Steve Holmes, Manager of Facilities and Parks

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Date

e-signed

April 8, 2026

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Shellee Fournier, CAO

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Date