

**\*2019 OFFICE CONSOLIDATION\***  
**BY-LAW NUMBER 2011-87**

**Consolidated as of June 3, 2019**

<b>By-Law</b>	<b>Date Approved</b>	<b>Subject Matter</b>
Res #101-2018	December 3, 2018	Ward Changes
Res #30-2019	March 4, 2019	Appointments
Res #73-2019	June 3, 2019	Appointments
Res #38-2024	March 6, 2024	Appointments

**THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES**

**BEING** a By-Law to amend By-Law 2010-83, to establish the size and composition of the Elgin Seniors Housing Board.

**WHEREAS** the Council of The Corporation of the Township of Rideau Lakes deemed it necessary to establish a Municipal Services Board for the Elgin Seniors Housing;

**AND WHEREAS** the Council of The Corporation of the Township of Rideau Lakes deems it necessary to amend said By-Law to change the composition of the Board Members and change the name of the facility;

**AND WHEREAS** the Council of The Corporation of the Township of Rideau Lakes deems it beneficial that the operations of the Elgin Seniors Housing be managed by a Municipal Services Board;

**NOW THEREFORE** the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

1. A Municipal Services Board for the Elgin Seniors Housing was established, as of August 19, 2010.
2. The Board will operate and manage the operations of a 12 unit complex for senior's affordable housing.
3. The composition of the Board will be set out in "Schedule B", attached hereto.
4. Schedules "A" and "B" to this By-Law shall form part and parcel of this By-Law

**AND FURTHER** that Schedules "A" and "B" may be changed from time to time as deemed necessary by a Resolution of the Board.

**AND FURTHER** that this By-Law repeals any previous By-Laws, Resolutions, Motions or Actions of Council – By-Law Number #2010-83 –

Read a first and second time this 17<sup>th</sup>, day of October 2011.

\_\_\_\_\_  
Ronald E. Holman  
Mayor

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Dianna G. Bresee  
Clerk

Read a third time and finally passed this 17<sup>th</sup>, day of October 2011.

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Ronald E. Holman  
Mayor

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Dianna G. Bresee  
Clerk

**“SCHEDULE A”  
By-Law 2011-87**

**REGULATIONS & PROCEDURES FOR THE OPERATION OF THE  
MUNICIPAL SERVICES BOARD FOR  
THE ELGIN SENIORS HOUSING**

*(Amended March 4-19 Council Res #30-2019)*

**WHEREAS** the Council of The Corporation of the Township of Rideau Lakes agree to the operation of the Elgin Seniors Housing, under the control, supervision and direction of the Elgin Seniors Housing Municipal Services Board.

**NOW THEREFORE** the Council of The Corporation of the Township of Rideau Lakes hereby agrees that:

- 1) The Elgin Seniors Housing shall be under the management, control supervision and direction of the Board, which is a Corporation known as “The Elgin Seniors Housing Board”, hereafter referred to as “the Board”.
- 2) The composition of the Board Members shall be as set out in Schedule “B”.
- 3) **The Board Members shall be appointed for the term of Council a two-year term,** as attached hereto, and at the first Meeting of the Board, held after its organization; and any vacancy arising from any cause other than the expiration of the time for which the Member was appointed shall be filled at the first Meeting of the Board held after the occurrence of the vacancy.
- 4) A majority of Board Members constitutes a quorum.
- 5) In the case of a vacancy by the death or resignation of a Member, or from any cause other than the expiration of the time for which he or she was appointed, the Member appointed in the former Member’s place shall hold office for the remainder of the former Member’s term and until his or her successor is appointed.
- 6) The Members of the Board, shall meet at the Council Chambers of the Municipality for the purpose of organization, shall elect one of their voting Members as Chair, and shall appoint a secretary who may be one of their own Members.
- 7) **The chair and secretary shall hold office for the term of the appointing Council a two-year term.**
- 8) When the chair or secretary is absent or unable to act, the Board may appoint a temporary chair or secretary.
- 9) **The Board shall meet at least once in every month, or as required.**
- 10) In the event of an emergency, the Chair may call a Special Meeting of the Board without giving the mandatory forty-eight hours notice, provided that the secretary has diligently tried to advise all Members of the Board immediately on being advised by the Chair of his/her intention to hold such an Emergency Meeting.

- 11) The office of a Member who is absent from the Meetings of the Board for three consecutive months, without leave of absence from the Board or without reasons satisfactory to the Board, shall be declared vacant by the Board, and notice thereof shall be given to the Members at its next meeting.
- 12) No business shall be transacted at any special or general Meeting unless there is a quorum present.
- 13) All orders and proceedings of the Board shall be entered in books to be kept for that purpose and shall be signed by the Chair for the time being, and, when so entered and purporting to be so signed, shall be deemed to be original orders and proceedings, and the books may be produced and read in any judicial proceeding as evidence of the orders and proceedings.
- 14) The Elgin Seniors Housing Board will submit a copy of their Minutes, from each Meeting, to the Municipal Services Committee (General Governance), who will forward Recommendations to Council for adoption.
- 15) The Board may employ all necessary clerks, agents and servants, and may prescribe their duties and compensation.
- 16) The Board shall keep in the Township office, all books, maps, plans, papers and documents used in and pertaining to the business of the Board, and the same shall be open to the examination of any other person appointed for that purpose by the Council.
- 17) The Board shall keep accounts of its receipts, payments, credits and liabilities, and the accounts shall be audited by the auditor of the Municipal Corporation in like manner as other accounts of the Municipal Corporation, and shall thereafter be laid before the Council by the Board.
- 18) The Board may pass By-Laws for the use, regulation, protection and government of the Elgin Seniors Housing, not inconsistent with the provisions of the Municipal Act.
- 19) The By-Laws are sufficiently authenticated by being signed by the Chair of the Board, and a copy of any By-Laws, written or printed, and certified to be a true copy by any member of the Board, is receivable as evidence without proof of any such signature.
- 20) The Board will present, in the month of February in every year, the proposed Annual Budget, for operations and capital expenditures, to the Council of The Corporation of the Township of Rideau Lakes, for approval.
- 21) The Board shall retain the net profit and used in the subsequent year to assist in operating expenses.
- 22) That Schedule "A" and "B" to this By-Law may be changed from time to time, as deemed desirable by Resolution of Council.

**“SCHEDULE B”**

**By-Law 2011-87**

*(Amended Dec 3-18 Council Res #101-2018)*

*(Amended March 4-19 Council Res #30-2019)*

*(Amended June 3-19 Council Res #73-2019)*

1. The Municipal Services Board, for the Elgin Seniors Housing, shall be composed of the following Members:

~~3 Members of Council: Mayor Ron Holman~~

~~Linda Carr, Councillor Ward of South Crosby~~

~~Robert Taylor, Councillor Ward of South Crosby~~

2 Members of Council: Mayor Arie Hoogenboom

Linda Carr, Councillor Ward of SC

~~2 Voting Members of the Public: Jim Stedman~~

~~Geoff Whittaker~~

3 Voting Members of the Public:

Mandy Fleming (South Elmsley)

Ron Holman (South Elmsley)

Jim Stedman (South Crosby)

1 Non-Voting Elgin Seniors Housing Resident: Kathleen Small

2. Powers and Authority:

The Board is empowered to take any such actions as it deems necessary for the good governance, maintenance, security and prosperity of the Elgin Seniors Complex and its residents.

3. Notwithstanding section 2 (above), the following actions and matters shall require the approval and/or consent of Council, unless otherwise delegated:

Long term capital plans, annual budgets, major changes to services and service levels.