



**TOWNSHIP OF RIDEAU LAKES - Municipal Services Committee
(General Governance/Finance/PP&P/Human Resources)**

Minutes

**Monday, September 25, 2023, 10:00 a.m.
Municipal Office, Chantry**

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

Staff Present: Mike Dwyer, CAO, Mary Ellen Truelove, Clerk, Cynthia Laprade, Treasurer, Kayla Porter, Development Services Analyst

CALL TO ORDER

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

Mayor Hoogenboom advised of the unfortunate passing of Portland resident Larry Cochran who was a great community volunteer.

Mayor Hoogenboom mentioned that this is the last meeting for CAO, Mike Dwyer and that the Interim CAO, Yvonne Robert was in the audience along with some members of the public including Rideau Lakes first Mayor, Howard French.

ROLL CALL

EMERGENCY ADDITIONS TO AGENDA

Mayor Hoogenboom asked if there were any emergency additions to the agenda and none were noted.

ADOPTION OF AGENDA

Moved by Councillor Carr
Seconded by Councillor Dunfield

To pass a Resolution that:

The agenda be approved and adopted as presented.

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 none were declared.

DELEGATIONS: None

FINANCE: Cynthia Laprade, Treasurer

Cynthia Laprade, Treasurer, provided verbal and written Reports to Committee regarding the following:

- Treasury YTD Summary
- Property Tax Cancellation, Reduction and Refund Policy
- Long Term Financial Sustainability Plan (2024-2032)
- Infrastructure Ontario Loan Application By-Law

Treasury YTD Summary

RECOMMENDATION 137-2023

Moved by Councillor J. Banks
Seconded by Councillor Delaney

To pass a Resolution that:

The Municipal Services Committee acknowledges the verbal and written Report regarding *Treasury YTD Summary - August 2023*, as provided by Cynthia Laprade, Treasurer.

Carried

Property Tax Cancellation, Reduction and Refund Policy

RECOMMENDATION 138-2023

Moved by Councillor Hutchings
Seconded by Councillor Dunfield

To pass a Resolution that:

The Municipal Services Committee Acknowledges the verbal and written Report regarding *Property Tax Cancellation, Reduction and Refund Policy*, as provided by Cynthia Laprade, Treasurer;

AND FURTHER Recommends that Council approve the Property Tax Cancellation, Reduction and Refund Policy;

AND FURTHER that Council directs staff to prepare a By-Law pursuant to subsection 357(11) of the Municipal Act, 2001, providing authority to delegate Council's authority to the Assessment Review Board only to exercise Council's powers and functions under subsections 357(1) and (5) with respect to applications made under subsection 357(1)(d.1) regarding an application for the cancellation, reduction or refund of taxes where the applicant is unable to pay taxes because of sickness or extreme poverty and under 357 (1) (g) regarding an application for the cancellation, reduction or refund of taxes related to repairs or renovations on the subject property preventing the normal use of the property for at least three months;

AND FURTHER Recommends to Council that the Clerk be directed to give a certified copy of the By-Law to the registrar of the Assessment Review Board and to the Municipal Property Assessment Corporation, as outlined in this report;

AND FURTHER Recommends to Council that By-Law 2023-26 (Delegation of Authority) be revised to delegate authority related to 357, 358 and 359 to the Treasurer or designate in accordance with Schedule 3 attached to the report.

Carried

Long Term Financial Sustainability Plan (2024 – 2032)

RECOMMENDATION 139-2023

Moved by Councillor J. Banks
Seconded by Councillor Hutchings

To pass a Resolution that:

The Municipal Services Committee Acknowledges the verbal and written Report regarding *Long Term Financial Sustainability Plan (2024-2032)*, as provided by Cynthia Laprade, Treasurer.

Carried

RECOMMENDATION 140-2023

Moved by Councillor Carr
Seconded by Councillor J. Banks

To pass a Resolution that;

The Municipal Services Committee Recommends that Council pre-approve the 2024 Capital Budget related to the Fire Station #2 project;

AND Further Recommends that Council authorize staff to apply to infrastructure Ontario for the Floating Rate Facility Loan anticipated as required for the Fire Station #2 project.

Carried

RECOMMENDATION 141-2023

Moved by Councillor Dunfield
Seconded by Councillor Carr

To pass a Resolution that;

The Municipal Services Committee Recommendation that Council pre-approve the 2024 Capital Budget related to the Portland Hall/Library project;

AND FURTHER Recommends to Council that staff apply to Infrastructure Ontario for the Construction Financing loan of up to \$3million for the Portland Hall/Library project, expected to commence in 2024.

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

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

Voter Type: Majority (Present), Recorded

Carried (5 to 4)

Infrastructure Ontario Loan Application By-Law

RECOMMENDATION 142-2023

Moved by Councillor Maxwell
Seconded by Councillor Carr

To pass a Resolution that:

The Municipal Services Committee Acknowledges the verbal and written Report regarding *Infrastructure Ontario Loan Application By-Law*, as provided by Cynthia Laprade, Treasurer;

AND FURTHER Recommends to Council that a By-Law be brought forward to Council to approve the submission of a loan application to Infrastructure Ontario in the amount of \$1,391,783 over 10 years.

Carried

COMMUNITY PROTECTIVE SERVICES

Emergency & Protective Services Update

Andy Moore, Fire Chief/Manager of Community Protection, provided a written Report to Committee regarding Emergency & Protective Services Update.

RECOMMENDATION 143-2023

Moved by Councillor Hutchings
Seconded by Councillor Maxwell

To pass a Resolution that:

The Municipal Services Committee Acknowledges the written Report regarding *Emergency & Protective Services Update* for the period of August 1 - August 31, 2023, as provided by Andy Moore, Interim Fire Chief/Manager of Community Protection.

Carried

PUBLIC WORKS: Municipal Properties - Malcolm Norwood, Manager of Facilities and Parks

Malcolm Norwood, Manager of Facilities and Parks provided written Reports to Committee regarding the following:

- Rideau Lakes ATV Club Trail Request & Agreement
- Portland Hall/Library 30% drawings and Class C Estimate Survey Results
- Portland Hall/Library Consultation Feedback Report

Rideau Lakes ATV Club Trail Request & Agreement

RECOMMENDATION 144-2023

Moved by Councillor Dunfield
Seconded by Councillor Carr

To pass a Resolution that:

The Municipal Services Committee Acknowledges the written Report regarding *Rideau Lakes ATV Club Trail Request & Agreement*, as provided by Malcolm Norwood, Manager of Facilities and Parks;

AND FURTHER Recommends that Council approve the RLATV Club trail modification request and the Schedule to By-law 2016-12 be updated accordingly, with the requests along Cliff Road and Lower Beverley Lake Park Road in abeyance until discussions with the Lower Beverley Lake Park Board and adjacent landowners to Cliff Road.

Carried

Portland Hall and Library 30% Drawings and Class C Estimate

The following main motion was brought forward for discussion.

Moved by Councillor P. Banks
Seconded by Councillor Dunfield

To pass a Resolution that;

The Municipal Services Committee acknowledges the written report regarding the *Portland Hall and Library 30% Drawings and Class C Estimate*, as provided by Malcolm Norwood, Manager of Facilities and Parks;

AND FURTHER Recommends to Council that Altered Roots Architects proceed to the 60% drawings which are to implement the direction provided in the Consultation Summary and Feedback Report in addition to seeking measures to reduce overall cost.

RECOMMENDATION 145-2023

Moved by Councillor P. Banks
Seconded by Councillor Dunfield

To pass a Resolution that;

The Main Motion be amended with a clause that the square footage of the Library in the new Portland Hall/Library be reduced to 1300 square feet.

For (4): Councillor J. Banks, Councillor P. Banks, Councillor Carr, and Councillor Dunfield

Against (5): Mayor Hoogenboom, Deputy Mayor Pollard, Councillor Delaney, Councillor Hutchings, and Councillor Maxwell

Voter Type: Majority (Present), Recorded

Defeated (4 to 5)

RECOMMENDATION 146-2023

Moved by Councillor P. Banks
Seconded by Councillor Carr

To pass a Resolution that;

The Main Motion be amended with a clause that the meeting room the new Portland Hall/Library be removed.

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

Against (6): Mayor Hoogenboom, Deputy Mayor Pollard, Councillor Delaney, Councillor Dunfield, Councillor Hutchings, and Councillor Maxwell

Voter Type: Majority (Present), Recorded

Defeated (3 to 6)

RECOMMENDATION 147-2023

Moved by Councillor P. Banks
Seconded by Councillor Dunfield

To pass a Resolution that;

The Municipal Services Committee acknowledges the written report regarding the *Portland Hall and Library 30% Drawings and Class C Estimate*, as provided by Malcolm Norwood, Manager of Facilities and Parks;

AND FURTHER Recommends to Council that Altered Roots Architects proceed to the 60% drawings which are to implement the direction provided in the Consultation Summary and Feedback Report in addition to seeking measures to reduce overall cost.

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

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

Voter Type: Majority (Present), Recorded

Carried (5 to 4)

Portland Hall/Library Consultation Feedback Report

RECOMMENDATION 148-2023

Moved by Councillor Carr

Seconded by Councillor Hutchings

To pass a Resolution that:

The Municipal Services Committee Acknowledges the written Report regarding *Portland Hall/Library Consultation Feedback*, as provided by Malcolm Norwood, Manager of Facilities and Parks;

AND FURTHER Recommends that Council provide direction to staff regarding items noted in the Altered Roots Architects Feedback Report.

Carried

DEVELOPMENT SERVICES: Kayla Porter, Development Services Analyst

Committee held a recess at 12:24 p.m. and reconvened at 12:45 p.m.

Renaming of Private Roads: Lanes off 532 10th Concession Road (Green Shingle Lane) (NC-N)

RECOMMENDATION 149-2023

Moved by Deputy Mayor Pollard

Seconded by Councillor Hutchings

To pass a Resolution that:

The Municipal Services Committee Acknowledges the verbal and written Report regarding *Renaming of Private Roads: Lanes off 532 10th Concession Road (Green Shingle Lane) (NC-N)*, as provided by Kayla Porter, Development Services Analyst;

AND FURTHER Recommends to Council that a By-Law be brought forward to name the private roads off 532 10th Concession Road (Green Shingle Lane) as Four Winns Lane and Sunset View Lane.

Carried

ADMINISTRATION

Meetings at Alternative Locations: Mary Ellen Truelove, Clerk

RECOMMENDATION 150-2023

Moved by Deputy Mayor Pollard
Seconded by Councillor Delaney

To pass a Resolution that:

The Municipal Services Committee Acknowledges the verbal and written Report regarding *Meetings at Alternative Locations*, as provided by Mary Ellen Truelove, Clerk;

AND FURTHER Recommends that Council maintain the status quo.

Carried

Professional Services - Compensation Review: Mike Dwyer, CAO

RECOMMENDATION 151-2023

Moved by Councillor Dunfield
Seconded by Councillor Maxwell

To pass a Resolution that:

The Municipal Services Committee Acknowledges the verbal and written Report regarding *Professional Services - Compensation Review*, as provided by Mike Dwyer, CAO;

AND FURTHER Recommends that Council engage ML Consulting to complete a compensation review as per their proposal for professional services.

Carried

BUSINESS ARISING: None

CORRESPONDENCE

The following correspondence was received and considered by Council:

- Tony Fleming, Integrity Commissioner: Conflict of Interest Report - Councillor Delaney
- Linda McKenna: Build New Offices
- Lisa Gomes: Access to 39 Main Street, Elgin through Municipal Parking Lot
- Town of Grimsby: Guaranteed Livable Income
- City of Hamilton: Request to Abandon Greenbelt Development
- Municipality of Shuniah: Chronic Pain Treatment

RECOMMENDATION 152-2023

Moved by Councillor Maxwell
Seconded by Deputy Mayor Pollard

To pass a Resolution that:

The Municipal Services Committee receives for Information purposes the Conflict of Interest Complaint Report from Integrity Commissioner Tony Fleming regarding Councillor Delaney.

Carried

RECOMMENDATION 153-2023

Moved by Deputy Mayor Pollard
Seconded by Councillor Dunfield

To pass a Resolution that:

The Municipal Services Committee Receives and Files Correspondence Item 13.2 to 13.6.

Carried

NEW BUSINESS

Mayor Hoogenboom's Comments

Wish Mike Dwyer all the best moving forward with his new position at the United Counties of Leeds and Grenville.

We need to remind residents that taxes are due by the end of September.

September 12, 18 & 19: Attended Council meetings in Brockville, Prescott and Gananoque respectively to promote the fundraising campaign for Maple View Landings;

September 13: Attended the Regular PACA meeting;

September 15: I joined Councillor Maxwell and Staff members Cindy Laprade and Malcolm Norwood at the 2nd Annual Library Fundraising Golf Tournament.

September 20: Attended the Maple View Landings Fundraising meeting in Brockville and am pleased to report we are close to achieving 1/2 of our \$3 million dollar goal after 5 months. Also finished presenting at all 13 municipalities and feel that all 13 will be on board;

September 21: Attended in Brockville the Regular County Council meeting where discussion focused on the proposed model of care for the new Long Term Home and our efforts to continue to reduce the annual shortfall in operations. As it currently stands, we expect to be able to operate the new 192 bed facility for \$1million less than what the current 60 bed facility costs to operate;

September 22: Attended and brought Township greetings at Foley Mountains 50th Anniversary which was a very nice event;

September 23: I made the rounds to events in Westport, Chaffey's and Newboro;

September 24: Attended the Red Brick School's special 20 year Anniversary where the recognized their founding members.

Councillor Reports

Deputy Mayor Pollard:

Attended a CEC meeting last Thursday with an ambitious group. There's a dog show event on October 1 and the CEC will be serving food. (Paws for a Cause)

Councillor Maxwell:

September 15: Library golf tournament went very well.

September 16: Attended the Lombardy Barn Dance. Very good dinner.

September 20: Attended the MDS meeting in Gananoque. We have a new student from Gananoque High School who will be a real edition to the meeting presenting the student side of things.

September 20: Attended the Chamber of Commerce meeting

September 23: Attended the Rodeo at the Lombardy Fair Grounds.

Councillor Hutchings:

Apologize for not getting out to any events and the public.

Councillor Dunfield:

Received an email that the Skate the Lake group is starting to gather volunteers and getting organized for the 2024 event.

Councillor Delaney:

September 22: After Book club lunch at Sand Lake I attended the Foley Mountain Anniversary Celebration and then stopped at Spy Rock on my way out.

September 23: Attended the Chaffey's Expo with about 600 people in attendance staggered throughout the day. There were major purchases made by people. I then attended the Newboro Corn Roast which was well done.

September 24: Invited and attended the Elgin & Area Heritage Society's 20 year Anniversary event which was very elegant.

Mayor Hoogenboom asked the CAO if he would like to add any comments. Mr. Dwyer thanked Council for their support and confidence for him to lead the Municipality over the past 13 years.

QUESTIONS FROM THE MEDIA

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

No members of the media were present at this time.

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 the following were submitted electronically and addressed by the Mayor:

Dan Berty: Regarding the Portland Hall and Library

- 1) Why are the sidewalk and road costs not included?
- 2) What are they expected to amount too?

Grant Leslie:

- 1) Value of Saleable Properties owned by the Township
- 2) Shouldn't the assessments be completed in order for the LTFS plan to be more accurate?

Mayor Hoogenboom asked members of the public in attendance if they had any questions the following were brought forward and address by the Mayor:

Wendy Alford:

- 1) Long Term Financial Sustainability Plan, any available funding streams for the Portland Hall/Library
- 2) Will council consider cuts to any services with regards to multiple halls, multiple libraries, and the Community Improvement Program.

Howard French: Advised he will be sending a letter to this Committee.

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

RECOMMENDATION 154-2023

Moved by Councillor Delaney

Seconded by Councillor Maxwell

To pass a Resolution that:

The Municipal Services Committee moves into closed session at 1:28 p.m. to discuss the following matters:

- Municipal Services Committee Closed Session Meeting Minutes of August 28, 2023;
- September 2023 Property Standards and By-Law Enforcement Report: Section 239 (2)(b) Personal matters about an identifiable individual, including Municipal or local board employee; and
- July and August 2023 Animal Control Report: Section 239 (2)(b) Personal matters about an identifiable individual, including Municipal or local board employees;

- Committee Appointments: Personal matters about an identifiable individual, including Municipal or local board employee

Carried

OPEN MEETING

REPORT & RESOLUTION re CLOSED MEETING

RECOMMENDATION 155-2023

Moved by Councillor Maxwell
Seconded by Deputy Mayor Pollard

To pass a Resolution that:

The Municipal Services Committee of The Corporation of the Township of Rideau Lakes Approves and adopts the Minutes of the Closed Session of the Municipal Services Committee (GG) Meeting held August 28, 2023;

AND FURTHER that the Municipal Services Committee Provided direction to Staff and authorizes Staff to follow through on matters as discussed in closed session as per Section 239(2) of the *Municipal Act*;

AND FURTHER Recommends to Council that the following member be appointed to the Planning Advisory and Committee of Adjustment: George Bracken.

Carried

RESOLUTION TO CONFIRM PROCEEDINGS: Committee Meeting – September 25, 2023

RECOMMENDATION 156-2023

Moved by Councillor Dunfield
Seconded by Councillor Delaney

To pass a Resolution that;

The Municipal Services Committee Confirms the Proceedings of the Committee Meeting held September 25, 2023.

Carried

ADJOURNMENT

Moved by Councillor Maxwell
Seconded by Deputy Mayor Pollard

To pass a Resolution that:

The Municipal Services Committee adjourns meeting at 2:01 p.m.

Carried

Arie Hoogenboom, Mayor

Mary Ellen Truelove, Clerk