

BY-LAW NUMBER 2025-07

THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES

BEING a By-Law to establish the size and composition of the Elgin Seniors Housing Board.

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

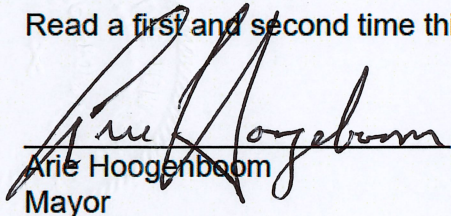
AND WHEREAS the Council of The Corporation of the Township of Rideau Lakes deems it beneficial that the operations of the Seniors Housing on Harry Seeley Dr. be managed by a Board;

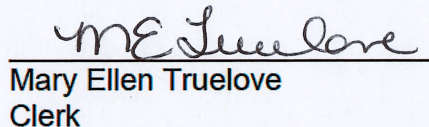
NOW THEREFORE the Council of The Corporation of the Township of Rideau Lakes enacts as follows:

1. A Municipal Services Board for the Elgin Seniors Housing was established, as of August 19, 2010;
2. The Board shall be known as the "Elgin Seniors Housing Board;"
3. The Board will operate and manage the operations of a 12-unit complex for senior's affordable housing.
4. That the Regulations and Procedures for the Operations of the Elgin Seniors Housing Board, as attached hereto as Schedule 'A', be approved and adopted.

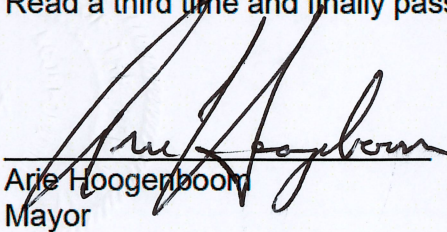
AND FURTHER that this By-Law repeals any previous By-Laws, Resolutions, Motions or Actions of Council – By-Law Number #2011-87.

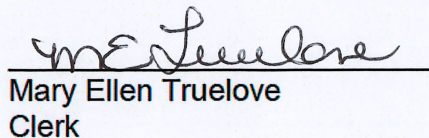
Read a first and second time this 6th, day of January 2025.


Arie Hoogenboom
Mayor


Mary Ellen Truelove
Clerk

Read a third time and finally passed this 6th day of January, 2025.


Arie Hoogenboom
Mayor


Mary Ellen Truelove
Clerk

**“SCHEDULE A”
By-Law 2025-07**

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

WHEREAS the Council of The Corporation of the Township of Rideau Lakes agrees 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 Board Members shall be appointed for the term of Council, 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.
- 3) A majority of Board Members constitute a quorum.
- 4) 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.
- 5) The Members of the Board shall meet at the Council Chambers of the Municipality, shall elect one of their voting Members as Chair, and shall appoint a secretary who may be one of their own Members.
- 6) The chair and secretary shall hold office for the term of the appointing Council.
- 7) When the chair or secretary is absent or unable to act, the Board may appoint a temporary chair or secretary.
- 8) The Board shall meet at least quarterly or as required.
- 9) 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.
- 10) 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 meeting.

- 11) No business shall be transacted at any special or general Meeting unless there is a quorum present.
- 12) 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.
- 13) 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.
- 14) 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.
- 15) 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.
- 16) 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.
- 17) 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.
- 18) 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.
- 19) The Board shall retain the net profit and used in the subsequent year to assist in operating expenses.
- 20) The Municipal Services Board, for the Elgin Seniors Housing, shall be composed of three (3) Members of Council, two (2) Voting Members of the Public and one (1) Non-Voting Elgin Seniors Housing Resident.
- 21) Powers and Authority: The Board is empowered to take such actions as it deems necessary for the good governance, maintenance, security and prosperity of the Elgin Seniors Complex and its residents.
- 22) Notwithstanding section 21, the following actions and matters shall require the approval and/or consent of Council, unless otherwise delegated: Long term capital plans, annual budgets, and major changes to the service levels.