



Township of Leeds and the Thousand Islands
Peer Working Group
January 22, 2025 | 1:30 p.m.
Township Office, 1233 Prince Street, Lansdowne, ON

Present:

Donna Dempsey, Lansdowne Agricultural Society
Barb Smeath, Lansdowne Association for Revitalization
Mary Jo Sibbald, Lyndhurst Community Organization
Ken Davies, Lyndhurst Community Organization
Wendy Merkley, Rockport Development Group
Barb Bajema, Frontenac Arch Chamber of Commerce
Diane Jolliffe, Lyndhurst Events, Arts and Fairs, Inc.

Staff:

Tracy Holland, Communications & Community Engagement
Alex Johnston, Recreation and Facilities Coordinator

Absent:

Gananoque 1000 Islands Chamber of Commerce

Review of Minutes from October 23, 2024

Lyndhurst Community Organization is listed as LOC but should have been LCO. Correction noted.

Additions to the Agenda from LCO

- Discussion on the Economic Plan for the Township
- Discussion on decision-making processes with respect to villages.

Recreation and Facilities Coordinator Introduction - Alex Johnston introduced herself to the group. Alex looks after all facility bookings and is currently working on collating the Recreation and Leisure survey, which will assist the upcoming Recreation and Leisure Working Group. She has facilities and event planning experience and is interested in bringing her skill sets and knowledge to TLTI.

Application to Join Peer Working Group – Lyndhurst Events, Arts and Festivals, Inc. Put in a complete application to join the PEER Working Group. Diane gave a brief introduction. The purpose of the

Group is to promote the interests of the seasonal and permanent residents of the Village of Lyndhurst and develop and foster community spirit. (5 mins)

PEER Working Group Terms of Reference—Several discussion items arose around the terms of reference.

- Wendy identified her copy of the Terms of Reference was from June 7, 2023, but noted some changes. The group identified that they didn't have a copy of the last Terms of Reference and asked if they could be put on the website.
 - Action—Tracy will send the recently approved Terms of Reference to all members. Currently, the Working Group does not have to have its information available on the website.
 - Action—Tracy will ask the Clerk what we can do about a repository for members and/or the public.
- The four community groups will receive their annual administrative fee coverage of \$3,250.
- Bullet # 5 should read Working Group rather than Committee.
- Annual reporting—Tracy confirmed that existing members did not have to reapply with an application. Still, the expectation is that TLTII will receive a financial report, an invite or the minutes of the AGM, a list of Directors/Members, and a report on how they have communicated with their members in the last year. Wendy shared that RDG is not a registered Not-for-Profit group.
- Financials - The group expressed concern about having to provide financials as each group is different, and not all are incorporated. They wondered if they could provide an invoice payment reflecting the costs associated with recouping the admin fees of \$3,250.
 - Action - Tracy will take this up with Phil and report back.
- Qualifications - Some concerns were expressed about the purpose of the qualifications. This was to prevent small numbers of individuals from applying to join the group and wanting to receive financial compensation. There didn't seem to be any terms of reference with the development of this group years ago. The group would like some rewording of what supporting documents one must file, maybe including a strategic plan and terms of reference, not just a letter of incorporation.

- Action – Tracy will bring this to her supervisor and the Clerk.
- Meeting Schedule—Members felt that the number of meetings should be stated at least four times a year, rather than January, April, July, and October, to give some flexibility. They also noted the minutes should be available shortly after the meeting, rather than waiting for the next meeting so that things can be reported on. The members also felt that the meetings were ineffective for receiving info and follow-up from the other departments. Some group members wondered if it would be better to bring things forward to a Delegation to Council to make their voices heard. They also had questions about how the staff on this committee doesn't have a direct post-meeting update in person to SMT. Wendy noted each group used to do a presentation to Council.
 - Action Tracy to raise these concerns with her supervisor and report to the group.
- Evaluation – Tracy has drafted an evaluation that is not yet available to give at this meeting. The Evaluation is about the effectiveness of the Group about the objectives.
 - Action – Once the evaluation is ready, she will send it out to the group members.
- Chair and Minute Taker—It was noted that the Chair and Minute Taker were not roles assigned for the last year but undertaken by TLT staff. The group felt the duties of the Chair and administrator in the Terms of Reference should be reviewed. Some members recommended that the Chair and Administrator rotate every six months and that a call be made out for agenda items with a deadline of two weeks before the meeting.
 - Action – Tracy is to review other working group terms of reference in relation to chairs and minute-taking, along with some other recordable solutions that could work and bring back to the group.

Dave (OPS Director) update on projected construction for 2025.

- **Recreation Working Group** – being developed with Councillors Lackey and Kelman.
- **Ivy Lea** – Wharf completed, now to create a parking lot.
- **Fire Hall** – expected to open on May 21, 2025.

- **Seeley's Bay Community Centre** – The HVAC system is being worked on, and at this point, the heating system has been a priority. As for plans, it is a Municipal building, so a consultant will be involved with moving things forward, including public consultation. The HVAC system, concerning air-conditioning and planned usage, will be worked on between May – July. Current user groups will be notified. Updates to the building, including the installation of new lights, will be done after the major HVAC system replacement.
- **Haskins Point Swim area**—A small portable year-round washroom unit will be installed in this area, which does not currently have one.
- **Centennial Park Gazebo** – We will work with the Recreation Group on plans to replace the Teepee that was taken down.
- **Waste Diversion Pilot**—Exploring feasibility study of mining the Lansdowne site. A Report will be going to Council in February with the hope of gaining future years of usage. The Lansdowne site has a significant amount of trash coming in. The Lyndhurst site had this done, extending the usage by 35 years. Escott had this done and gained a further 18 years, 3 years ago.
- **Waster System Lansdowne**—We applied for a grant but were unsuccessful, so we have applied for another grant.
- **Roads—Rockport Village**, Old River Road, and Birches Lane will be brought up to urban standards this year without sidewalks. The contractor will ensure single-lane access is provided during the work.
- **Escott/Springfield** – to be complete by September 2025.
- **Escott Waste Site** – working on providing power to the site.
- **Lansdowne Community Hall Meeting Room** – will be replacing windows and doors.
- **Lyndhurst Jonas Street Gazebo**—We are looking to replace it to comply with AODA. Diane asked if there could be thoughts around building a bigger one in Furnace Falls Park rather than replacing that one gazebo. It would be great to host more events there. Dave noted this could be brought forward to the Recreation Working Group.
- **Public Sand**—Let community members know that snow and ice are now available at the Township office parking lot and the Fire Training Centre in Lyndhurst for the winter. Bring buckets or pails; shovels are provided.

Wayfinding signs update—TLTI is committed to completing this project in 2025 and appreciates those waiting for it to be completed. There are currently 10 poles and 60 signs. Due to the anticipated

costs related to the project in today's financial climate, we have some additional money in the 2025 budget to add to the project. The recommendation is no more than six signs on a pole. We could also have a larger sign if there are multiple locations in one direction to be noted.

It should be noted that depending on where the signs are located, additional permission from the United Counties, Leeds, and Grenville may be required. Tracy has updated historical information on what should be highlighted and where the groups would like poles from each community. Tracy understands that Lyndhurst did not put in for signage at the time, but they are certainly welcome to have wayfinding signs in the village through this project. MJ informed that Dave (OPS) has the list for Lyndhurst.

- Action
 - Each community group that has not presented their sign info and placement (map) with a picture of the location (whose property it may be on) is asked to provide it to Tracy. Tracy has all the placement sign locations for Rockport and Seeley's Bay, and will take some photos in Seeley's Bay and Lyndhurst. (February)
 - Tracy is also able to meet with the community groups in person to take pictures and plot of sign placement ideas. (February)
 - Tracy will coordinate a meeting with the Roads Dept/Infrastructure once the list has been provided to review location and property ownership. A letter will be sent to request sign placement to UCLG if needed. (March)
 - All signs reviewed by groups, UCLG, Roads/Infrastructure and order put in. (April)
 - Signs in community locations erected. (June)

Report from Community Groups

- Gananoque 1000 Islands Chamber of Commerce. Jan Murray has stepped down. I'm not sure if they have a new replacement, and they haven't responded to emails.
- Frontenac Arch Chamber of Commerce. Barb is standing down, and new Board Elections will occur on January 30, 2025.
- LEAF will work on the Turkey Fair, the Santa Claus Parade, and other Lyndhurst Community Events.
- SBARA has an event this weekend, the Abrams Brothers and is assisting the Lions with Frost Fest in Seeley's Bay. SBARA is also planning their Pitch In event for April 26.

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- Church of the Redeemer is hosting a Food Bank Drive on February 1 to support the Gananoque and Area Food Bank. The new UCLG Warden, Mayor Gatkke- Smith, is the next speaker at the Café Redeemer speaking series.
- LAFR is hosting a Tea in Style fashion show event on March 30, 2025. Tickets are \$20.
- LAS is planning the 2nd annual Black Creek Rodeo. Event organizers are reminded to submit their Special Event Permit application soon.
- LCO requested two items they added to the agenda, Economic Plan for the Township and Decision-Making Processes for Community Villages, move to the next meeting, with the hope of an answer to both before the next meeting.
- Tracy, in consultation with the new EIS staff, will coordinate Pitch-In activities with each community group: pitch-in bags, gloves, sign-up sheets. Groups were happy with last year's coordination. Tracy also asked members if they think a community curbside giveaway day during the pitch in the week may be of interest to the communities and will have a discussion with EIS staff about this. Oak Flats Rd was mentioned as a very bad spot for people dumping garbage and noted that several bags of kitty litter seem to be continually dumped in the area. Some members wondered if there could be more pitch-in days or access to free bags to collect road waste.
 - Action item – Tracy will coordinate with EIS staff and community groups Pitch in Week activities, resources and advertising.

Seniors Expo report and update - The Event was held in November in Seeley's Bay, and based on survey results, feedback from attendees and Community Organizations was very positive. Tracy has submitted a funding application to host a series of lunch and learns and another Expo. If the grant is successful, the project will roll out as early as June 2025. She will be looking for a few people to join the committee as volunteers to help with the action plan.

Community photos for the new refreshed website – Tracy is putting a call out to members of PEER and their contacts to submit area photos to be used in the new refreshed website. Anyone wishing to submit photos can do so directly to Tracy at commsupervisor@townshipleeds.on.ca. A photo consent form is available for those interested in submitting photos.

Peer Working Group

Next meeting

April 16, 2025

1:30 p.m.

Rockport, Church of the Redeemer