



Village of Westport

Agenda

Council Meeting

Monday, June 15, 2026 @ 5:00 pm

Meeting to be held at Town Hall in Council Chambers
This meeting will be livestreamed on the
Village of Westport YouTube channel.

Page

1. **CALL TO ORDER**

2. **PLAYING OF NATIONAL ANTHEM**

3. **ACKNOWLEDGEMENT OF INDIGENOUS LANDS - COUNCILLOR CRAPPER**

We will begin this meeting of Council by acknowledging that we are meeting on aboriginal land that has been inhabited by Indigenous peoples from the beginning.

Long before today, as we gather here, there have been aboriginal peoples who have been the stewards of this place.

In particular, we acknowledge the traditional territory of the Anishnabek, Wendat, and Haudenosaunee peoples

4. **ADOPTION OF AGENDA**

4.1 Adoption of Agenda

Recommendation:

That the agenda of the meeting of Council held on June 15, 2026, be adopted as presented.

5. **DECLARATIONS OF CONFLICT OR PECUNIARY INTEREST**

6. **ADOPTION OF THE MINUTES OF THE PREVIOUS MEETING(S) OF COUNCIL:**

6.1 Adoption of Minutes

Recommendation:

That the minutes of May 19, 2026 Council and June 2, 2026 COW meetings be received and adopted.

7. **VOLUNTEER RECOGNITION AWARD**

7.1 Recognition of Michellyn Needham

5 - 16

8. MOTIONS/RESOLUTIONS

8.1 Public Works - EV Charger Costs

Recommendation:

That Council direct staff to defer any process changes until after the Rate Study is completed.

8.2 Administration - Server Migration Project

Recommendation:

That Council approve the Server Migration project work to be done by the Village's existing IT service provider (Onserve), in the amount of \$32,770 + HST.

8.3 2026 Meeting Schedule Amendments

Recommendation:

That Council approve the following changes to the 2026 meeting schedule:

- July 7, 2026 Committee of the Whole move to July 14, 2026
- July 21, 2026 Council meeting, moved to July 28, 2026

9. STAFF REPORTS

17 - 21

9.1 Planning - Novatech - Zoning By-law Review - Open House Feedback/Comments

Recommendation:

That Council receive the report entitled "Planning - Zoning By-law Review - Open House Feedback/Comments" for information.

22 - 23

9.2 Administration - Amendment to Liquor Licence Act - BYO - Addendum

Recommendation:

That Council receive the report entitled "Administration - Amendment to Liquor Licence Act - BYO - Addendum"; and

That Council of the Corporation of the Village of Westport prohibit the permitting of Bring-Your-Own events, within its jurisdiction.

24 - 31

9.3 Administration - Website Redesign Project - Addendum

Recommendation:

That Council receive the report entitled "Administration - Website Redesign Project - Addendum"; and

That Council approve staff's recommendation to release an RFP for the Village website redesign project.

32 - 33

9.4 Administration - Amendment to Model Home Agreement - Phase 3 - Land Ark

Recommendation:

That Council receives the report entitled "Administration - Amendment to

Model Home Agreement - Phase 3 - Land Ark "; and

That Council approve a By-law to amend the Pre-servicing Agreement for Phase 3 of Watercolour Westport (specifically Schedule J) to allow for a maximum of 12 Model Homes to be constructed, prior to registration of the Plan of Subdivision.

34 - 35 9.5 Administration - Building Permit Update - Q1 2026

Recommendation:

That Council receives the report entitled "Administration - Building Permit Update - Q1 2026" for information purposes.

36 - 47 9.6 Recreation - Summer 2026 Programming Overview

Recommendation:

That Council receive the report entitled "Recreation - Summer 2026 Programming Overview", for information purposes.

10. BY-LAWS

48 - 51 10.1 By-law 2026-18 - Amendment to Pre-servicing Agreement - Model Home Provisions - Phase 3 Watercolour Westport

Recommendation:

That By-law 2026-18, being a By-Law to amend By-law 2025-26 being a By-law to enter into a Pre-servicing Agreement with Land Ark Homes for Phase 3 - Watercolour Westport Subdivision, be read a first, second and third time and finally passed this 15th day of June 2026.

52 - 53 10.2 By-law 2026-19 - Agreement with Carole Fuller Corporation

Recommendation:

That By-law 2026-19, being a By-Law to enter into an Agreement with Carole Fuller Corporation for the provision of Financial Services, be read a first, second and third time and finally passed this 15th day of June 2026.

11. NOTICE OF MOTION

12. ANNOUNCEMENTS

13. QUESTIONS FROM THE PUBLIC

14. QUESTIONS FROM THE MEDIA

15. CLOSED SESSION

15.1 Proceed into Closed Session

Recommendation:

Proceed into Closed Session

That the Council proceed into Closed Session as permitted under the Municipal Act to consider:

- advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

16. RISE AND REPORT

16.1 Announcement from the Chair

Recommendation:

The Council met in closed session to discuss matters pertaining to:

- advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

The Council:

o took no action beyond receiving the information from staff

17. CONFIRMATORY BY-LAW

17.1 Confirmation By-law

Recommendation:

That By-law 2026-20, being a By-law to confirm the proceedings at its meetings held on June 2 and June 15, 2026, be read a first, second and third time and finally passed this 15 day of June 2026.

18. ADJOURNMENT OF REGULAR COUNCIL MEETING

18.1 Adjournment of Meeting

Recommendation:

That this meeting of the Council of the Village of Westport be adjourned at _____ p.m.

NOTE: If you require any accommodations for a disability in order to attend or participate in meetings or events, please contact us in advance so that arrangements can be made in a timely manner. Please contact info@villageofwestport.ca or call (613) 273-2191



MINUTES
Council Meeting
Tuesday, May 19, 2026 @ 5:00 PM
Meeting held in Council Chambers at Town Hall

COUNCIL PRESENT:

Mayor, Robin Jones
Councillor, Joe Aragona
Councillor, Barry Card
Councillor, Ami Carty
Councillor, Marty Crapper

STAFF PRESENT:

CAO/Clerk, Kimberly Westgate
Manager of Public Works, Peter Evans

COMMENTS ARE NOT VERBATIM:

1. CALL TO ORDER

2. PLAYING OF NATIONAL ANTHEM

3. ACKNOWLEDGEMENT OF INDIGENOUS LANDS - COUNCILLOR CRAPPER

We will begin this meeting of Council by acknowledging that we are meeting on aboriginal land that has been inhabited by Indigenous peoples from the beginning.

Long before today, as we gather here, there have been aboriginal peoples who have been the stewards of this place.

In particular, we acknowledge the traditional territory of the Anishnabek, Wendat, and Haudenosaunee peoples

4. ADOPTION OF AGENDA

4.1 Adoption of Agenda

RES 2026.133

Moved by Barry Card, seconded by Marty Crapper

That the agenda of the Council meeting held on May 19, 2026, be adopted as presented.

CARRIED.

5. DECLARATIONS OF CONFLICT OR PECUNIARY INTEREST

5.1 None.

6. ADOPTION OF THE MINUTES OF THE PREVIOUS MEETING(S) OF COUNCIL:

6.1 Adoption of Minutes

RES 2026.134

Moved by Marty Crapper, seconded by Barry Card

That the minutes of the April 14, 2026 Council Meeting, April 28, 2026 Special Meeting, May 5, 2026 COW Meeting, and the May 8, 2026 Special Meeting, be received and adopted.

CARRIED.

7. MOTIONS/RESOLUTIONS

7.1 Administration - Leeds County OPP Detachment Board Community Member Appointment

RES 2026.135

Moved by Barry Card, seconded by Marty Crapper

That Council approve the appointment of Jeff Lackie to the Leeds County OPP Detachment Board, as an at-large community member representative for the remainder of this term.

CARRIED.

8. STAFF REPORTS

8.1 Administration - Delegation of Authority - Lame Duck Period

RES 2026.136

Moved by Marty Crapper, seconded by Barry Card

That Council receive the report entitled "Administration - Delegation of Authority - Lame Duck Period"; and

That Council approve the Delegation of Authority By-law, only to come into effect in the event it is determined by the Clerk, that less than 75% of the current Council will be returning.

CARRIED.

8.2 Public Works - Bedford Street Swale Engineers Review

Council discussed the engineer's report.

RES 2026.137

Moved by Barry Card, seconded by Marty Crapper

That Council receive the report entitled "Public Works - Bedford Street Swale Engineers Review" for information purposes; and

That the Council direct Staff to return the existing Bio Swale back to its original design with limited plantings in order to facilitate proper use and ease of maintenance.

*Moved By: Card
Seconded By: Crapper*

*That the following paragraph be added:
That Council direct staff to bring back a report with recommendations regarding planting in the Spring of 2027.*

CARRIED.

8.3 Public Works - Library Entrance Update

Council discussed the project overage. Council originally directed staff to bring back a report, but after clarification from staff, retracted that direction and approved the motion, as recommended.

RES 2026.138

Moved by Marty Crapper, seconded by Barry Card

That Council receive the report entitled "Public Works - Library Entrance Update"; and

That Council direct Staff to proceed with the project, with any overages being funded by the facility repairs and maintenance budget;

That Council direct Staff to proceed with heating the ramp at the library and to draw funds from the efficiency reserve.

CARRIED.

9. INFORMATION ITEMS

- 9.1 EMCPA - 2025 Emergency Management Compliance Letter

RES 2026.139

Moved by Barry Card, seconded by Marty Crapper

That Council receive item 10.1 for information purposes.

CARRIED.

10. BY-LAWS

- 10.1 2026-15 - Delegation of Authority By-law

RES 2026.140

Moved by Marty Crapper, seconded by Barry Card

That By-law 2026-15, being a By-Law to delegate authority to the CAO for certain acts during a Lame Duck period, be read a first, second and third time and finally passed this 19th day of May 2026.

CARRIED.

- 10.2 2026-16 General Rates and Fees By-law

RES 2026.141

Moved by Ami Carty, seconded by Joe Aragona

That By-law 2026-16, being a By-Law to Impose Fees or Charges on any class of persons for services or activities provided to them by the Corporation of the Village of Westport for the year 2026, be read a first, second and third time and finally passed this 19th day of May 2026.

CARRIED.

11. ANNOUNCEMENTS

- 11.1 Councillor Crapper

- Pocket Forest Unveiling
- Gander and Golfer Play at the United Church
- Eco-Fest Weekend

11.2 Councillor Card

- FOTA - Annual Bob Scott Walk - June 19, 2026

11.3 Mayor Jones

- Volunteer Recognition Nominations - Close on May 29, 2026
- Retirement Announcement

12. QUESTIONS FROM THE PUBLIC

12.1 Peggy Thompson - Inquired whether thought has been given to the beautification of the facade of the Library.

13. QUESTIONS FROM THE MEDIA

13.1
None.

14. CLOSED SESSION

14.1 Proceed into Closed Session

RES 2026.142

Moved by Joe Aragona, seconded by Ami Carty

Proceed into Closed Session

That the Council proceed into Closed Session as permitted under the Municipal Act to consider:

- *personal matters about an identifiable individual, including municipal employees;*
- *a proposed or pending acquisition or disposition of land by the municipality.*

CARRIED.

15. RISE AND REPORT

15.1 Announcement from the Chair

RES 2026.147

Moved by Ami Carty, seconded by Joe Aragona

The Council met in closed session to discuss matters pertaining to:

- *personal matters about an identifiable individual, including municipal employees;*

- *a proposed or pending acquisition or disposition of land by the municipality.*

*The Council:
o provided instruction to staff*

CARRIED.

16. CONFIRMATORY BY-LAW

16.1 Confirmation By-law

RES 2026.148

Moved by Ami Carty, seconded by Joe Aragona

That By-law 2026-17, being a By-law to confirm the proceedings at its meetings held on April 28, May 5, May 8, and May 19, 2026, be read a first, second and third time and finally passed this 19th day of May, 2026.

CARRIED.

17. ADJOURNMENT OF REGULAR COUNCIL MEETING

17.1 Adjournment of Meeting

RES 2026.149

Moved by Joe Aragona, seconded by Ami Carty

That this meeting of the Council of the Village of Westport be adjourned at 6:31 p.m.

CARRIED.

Mayor

Clerk



MINUTES
COW Meeting
Tuesday, June 2, 2026 @ 5:00 PM

Meeting to be held Virtually and livestreamed on the Village of Westport YouTube channel

COUNCIL VIRTUALLY PRESENT:

Mayor, Robin Jones
Councillor, Joe Aragona
Councillor, Barry Card
Councillor, Ami Carty
Councillor, Marty Crapper

STAFF VIRTUALLY PRESENT:

CAO/Clerk, Kimberly Westgate
Manager of Public Works, Peter Evans
Manager of Recreation, Chris Chisamore

COMMENTS ARE NOT VERBATIM:

1. CALL TO ORDER

2. ACKNOWLEDGEMENT OF INDIGENOUS LANDS - COUNCILLOR CRAPPER

We will begin this meeting of the Committee of the Whole by acknowledging that we are meeting on aboriginal land that has been inhabited by Indigenous peoples from the beginning.

Long before today, as we gather here, there have been aboriginal peoples who have been the stewards of this place.

In particular, we acknowledge the traditional territory of the Anishnabek, Wendat, and Haudenosaunee peoples.

3. ADOPTION OF AGENDA

3.1 Adoption of Agenda

RES 2026.150

Moved by Barry Card, seconded by Ami Carty

That the agenda for the Committee of the Whole meeting held on June 2, 2026, be adopted as presented.

CARRIED.

4. DECLARATIONS OF CONFLICT OR PECUNIARY INTEREST

4.1 None.

5. COMMITTEE MINUTES/REPORTS

5.1 Historical Advisory Committee Minutes - March 25, 2026

RES 2026.151

Moved by Ami Carty, seconded by Joe Aragona

That Committee of the Whole receive the Historical Advisory Committee Meeting minutes from their meeting held on March 25, 2026, for information purposes.

CARRIED.

6. BRIEFING NOTES

6.1 Administration - Amendment to Liquor Licence Act - Bring-Your-Own Alcoholic Beverages

Deferred to the next Council Meeting, for further information.

RES 2026.152

That the Committee of the Whole receive the report entitled "Administration - Amendment to Liquor Licence Act - Bring-Your-Own Alcoholic Beverages"; and

That the Committee of the Whole recommends that Council direct staff to prepare a policy and process for determining whether an event qualifies as a cultural or community event.

DEFERRED.

6.2 Public Works - EV Charger Costs

RES 2026.153

Moved by Marty Crapper, seconded by Joe Aragona

That Committee of the Whole receive the report entitled "Public Works - EV Charger Costs" for information purposes.

*Moved By: Councillor Crapper
Seconded By: Councillor Aragona*

That the recommendation be amended to read as follows:

That COW recommends that Council direct staff to defer any EV Charging process changes until after the Rate Study is completed.

CARRIED.

6.3 Administration - Website Redesign Project

Deferred for further information.

RES 2026.154

Moved by Ami Carty, seconded by Barry Card

That the Committee of the Whole receive the report entitled "Administration - Website Redesign Project"; and

That the Committee of the Whole recommends that Council approve the sole source of GovStack Digital through the LAS canoe procurement program, in the amount of \$15,887 + HST.

DEFERRED.

6.4 Public Works - Westport Tree Policy

Deferred to July COW, for suggested changes - red line version.

RES 2026.155

Moved by Marty Crapper, seconded by Joe Aragona

That Committee of the Whole receive the report entitled "Public Works - Westport Tree Policy"; and

That Committee of the Whole recommend that Council implement the Tree Policy for the Village, as presented at the June 2, 2026 COW meeting.

DEFERRED.

6.5 Recreation - WTC Communications Centre - FOTA Canteen Renovation Project Update

RES 2026.156

Moved by Ami Carty, seconded by Barry Card

That the Committee of the Whole receive the report entitled "Recreation - WTC Communications Centre - FOTA Canteen Renovation Project Update" for information purposes.

CARRIED.

7. INFORMATION ITEMS

7.1 WTC Communication Centre GHG Reduction Project - Progress Report

RES 2026.157

Moved by Barry Card, seconded by Marty Crapper

That the Committee of the Whole receive item 8.1 for information purposes.

CARRIED.

8. ANNOUNCEMENTS

8.1 Councillor Crapper - EcoFest Success

8.2 Recreation Manager - Family Dance Announcement - June 12, 2026 - 6:30pm - 8:30pm

8.3 CAO - Schedule Changes - June Council changed from 23 to 15 at 5:00 pm

9. QUESTIONS FROM THE PUBLIC

9.1 None.

10. QUESTIONS FROM THE MEDIA

10.1 None.

11. CLOSED SESSION

11.1 Proceed into Closed Session

RES 2026.158

Moved by Joe Aragona, seconded by Barry Card

That the Committee of the Whole proceed into Closed Session as permitted under the Municipal Act to consider:

- *the security of the property of the municipality;*
- *personal matters about an identifiable individual, including municipal employees*

CARRIED.

12. RISE AND REPORT

12.1 ANNOUNCEMENT BY THE CHAIR

RES 2026.164

The Committee met in closed session to consider:

- *the security of the property of the municipality;*
- *personal matters about an identifiable individual, including municipal employees*

The Committee:

o will now consider a resolution in open session

CARRIED.

RES 2026.165

Moved by Barry Card, seconded by Joe Aragona

That the Committee of the Whole recommend that Council approve the Server Migration project work to be done by the Village's existing IT service provider (Onserve), in the amount of \$32,770 + HST.

CARRIED.

13. ADJOURNMENT OF MEETING

13.1 Adjournment of Meeting

RES 2026.166

Moved by Ami Carty, seconded by Marty Crapper

COW
June 2, 2026

*That this meeting of the Committee of the Whole of the Village of
Westport be adjourned at 6:26 p.m.*

CARRIED.

Mayor

Clerk

M E M O R A N D U M

DATE: JUNE 12TH, 2026
TO: VILLAGE OF WESTPORT
FROM: NOVATECH
RE: VILLAGE OF WESTPORT NEW ZONING BY-LAW
COMMITTEE OF THE WHOLE – JUNE 15TH, 2026
NOVATECH FILE NO. 125124

Background

The new Zoning By-law process was initiated by Council on September 17th, 2025, with a kick-off meeting being held with Council on November 4th, 2025 to introduce the project. A first Open House meeting was held on December 9th, 2025 at the Westport Fire Hall to introduce the project to the community and hear feedback on any issues of particular interest that should be considered in the first draft.

Following the Open House, a preliminary first draft of the Zoning By-law was circulated to Council ahead of the March 10th Committee of the Whole meeting. Feedback from the March 10th Council meeting, the April 7th Committee of the Whole meeting, and the April 14th Council meeting was incorporated into the first draft of the Zoning By-law. The first draft of the Zoning By-law was circulated along with proper notice for a statutory Open House in accordance with the Planning Act on April 22nd, 2026. The first draft was made available on the Village's website for public review and was circulated to technical agencies for review.

Summary

The statutory Open House was held on May 26th, 2026 at the Westport Fire Hall. The Open House was held between 6:00 PM and 8:00 PM and was attended by approximately 15-20 people. Most people arrived at 6:00 PM, with a few additional attendees trickling in after. Presentation boards with schedules from the Official Plan, Zoning By-law 08-12, and draft Zoning By-law were provided to facilitate discussion. Sticky notes and a comment board were provided for attendees to provide written comments during the Open House. Attendees were encouraged to take home a comment sheet to provide any written comments they might have thought of after the Open House.

Attendees asked questions about specific provisions in the Zoning By-law, provided feedback on certain elements that they would like to be considered for inclusion, and asked questions about specific properties and the implications of the new Zoning By-law. A few themes emerged from the individual discussions that occurred during the Open House. These themes were:

1. Providing additional flexibility to accommodate modified shipping containers in the Village Core to facilitate pop up retail uses.

2. Having more consideration to senior living and care arrangements, including the addition of a hospice care use.
3. Preservation of the waterfront through robust provisions for green buffers between the waterfront and development.

Two attendees also requested a summary document comparing the old Zoning By-law and the first draft of the new Zoning By-law to understand the changes made. An updated version of the briefing note provided to Council ahead of the March 10th Committee of the Whole meeting will be provided for circulation to members of the public.

Written comments were received from the Rideau Valley Conservation Authority on the first draft of the Zoning By-law, which was circulated to technical agencies ahead of the Open House. The comments from the Rideau Valley Conservation Authority are summarized in the attached table. Additional written comments are anticipated to be received in the lead up to the Public Meeting.

Purpose

Based on our review of the comments received in relation to the April 2026 first draft of the Zoning By-law, revisions of a minor and technical nature will be incorporated into the draft document. Attached is a compilation of comments received, together with a general summary of how comments could be addressed in the revised draft. At this time, we are seeking direction and/or concurrence on the revisions made in response to comments received.

Next Steps

Subject to Council's direction and making any corresponding changes, the draft Zoning By-law will return to Council for consideration during a statutory public meeting on July 29th, 2026.



VILLAGE OF WESTPORT
DRAFT ZONING BY-LAW
COMMENT - RESPONSE



Submitted: June 12, 2026

Project No. 125124

Notes:

Multiple comments received for a topic or a specific policy section are included only once in the list below. Comments are listed in no order of priority.

Comment

Response

Public Comments

Section 4.9 (Shipping Containers as Storage Containers): The proposed provision is unnecessarily restrictive and prevents the use of shipping containers for pop-up businesses and micro-enterprises.

No revision proposed as per Council direction. Council provided direction at the April 7th Committee of the Whole meeting to provide more flexible language to permit shipping containers in connection with a permitted retail use in the Village Core Zone. Revised language was provided to Council ahead of the April 14th Council meeting. Direction was received from Council at the April 14th Council meeting to change Section 4.9 back to the original language proposed before the April 7th Committee of the Whole meeting. Council indicated that additional flexibility for shipping containers in the Village Core would be considered through a future Village-initiated Zoning By-law Amendment or through a new By-law dealing specifically with shipping containers.

Should consider adding Long Term Care Home as a permitted use in one of the zones.

No revision proposed. There are no existing long-term care facilities in the Village and it is difficult to identify lots in the Village that could be "pre-zoned" to permit a Long Term Care Home. If a Long Term Care Home were proposed in the Village, a Zoning By-law Amendment would be required, which would allow for staff review and for Council to make a decision on the application, which is preferred to pre-zoning a site for a Long Term Care Home. A Long Term Care Home in association with a Public Use may be permitted anywhere in the Village, since a Public Use is permitted anywhere in the Village.

Should consider adding a use for hospice care, which is between Retirement Home and Long Term Care Facility. Should consider including a use that permits seniors to live together, with the possibility of staff care.

Group homes are permitted in any zone where a detached, semi-detached, or duplex dwelling is permitted as a principal use (4.3). Seniors sharing a group home could hire someone to drop by and provide care. However, it would not be the intent of the By-law to permit large complements of full-time staff akin to a long-term care facility within residential zones.

For consideration: Whether to include hospice care as a defined term in the Zoning By-law.

Should consider what the Zoning By-law does to improve the environment.	Some of the ways the Zoning By-law contributes to improving the environment includes requiring a minimum watercourse setback, minimum landscaped open space requirements, and providing different zone standards based on servicing levels, requiring larger lot sizes for unserviced properties. The Zoning By-law also reduces the percentage of shoreline occupancy within the shoreline area, providing for improved riparian buffers from the water.
Should consider permitting trailer park/mobile home parks in some zones.	No revision proposed. As directed by Section 7.5 of the Official Plan, mobile homes are not to be permitted as-of-right within the Village. Special consideration of a proposal to develop a mobile home park will be required through the Zoning By-law Amendment process.
Schedule A: Some of the lots on Upper Rideau Lake are shown to be on private services but are actually on municipal services. Why are those lots, which have private road access but are on full municipal services, zoned RLS?	Schedule A of the Official Plan identifies all lots along Mulville Bay Lane adjacent to Upper Rideau Lake as being privately serviced. The proposed RLS Zone is based on servicing information as provided in the Official Plan. Further review of the servicing availability on the lots is required. An Official Plan Amendment and Zoning By-law Amendment may be required in the future if the lots along Mulville Bay Lane are on public services. Further consultation with Village staff will be undertaken to understand where services terminate prior to the release of the next draft of the Zoning By-law.

Agency Comments

Rideau Valley Conservation Authority:

Section 2 (Definitions): The definition of "watercourse" as provided in Section 2 is different from the definition in the Conservation Authorities Act. The intent appears to be similar but there may be minor differences in interpretation between the two.	No revision proposed. The existing definition mostly overlaps with the definition in the Conservation Authorities Act, except it excludes features such as storm drains or other man-made features. The definition used in the Zoning By-law draft matches what is used in other Zoning By-laws, including in the Township of Rideau Lakes.
Section 3.14 (Open Storage): Open storage provisions should include prohibition of open storage on lands within a flood plain or slope hazard.	No revision proposed. Flood plains and slope hazards are not identified in the Zoning By-law. RVCA staff have indicated that natural hazard mapping for the Village will be concluded in early 2027. The provision as written prohibits open storage within the required water setback.
Section 3.21 (Shoreline Area Occupancy): The provision regulates how much of a shoreline area can be used for the purposes of marine facilities, pump houses, stairs, decks, patios, and gazebos. Should consider whether to amend the current shoreline area occupancy provision, which permits 20% or 15 m of the shoreline area (defined as 3 m from the shore) to be occupied to instead permit 25% up to 15 m of the shoreline area (defined as 15 m from the shore) to be occupied.	No revision proposed. The proposed provision matches what is provided in the Township of Rideau Lakes Zoning By-law, which is the adjacent municipality. The proposed provision restricts the shoreline occupancy to the lesser of 20% or 15 m, which provides more protection than the provision in the existing Zoning By-law which restricts shoreline occupancy to the lesser of 25% or 15 m.

<p>Section 3.26.2 (Water Frontage and Water Setbacks): The provision exempts certain unattached structures and marine facilities from the 30 m water setback requirement. Should consider whether to include wording in the subsection that states "and where a permit from the Conservation Authority is obtained as necessary" to draw attention to additional restrictions that may be imposed under RVCA policies.</p>	<p>Propose to revise Section 3.26.2 to include the suggested language.</p>
<p>Section 3.27.6 (Yard Setbacks and Encroachments): The provision permits an open unroofed porch, deck, exterior stairs or landing to project into the existing water setback up to 1.5 metres further where the existing main building is non-complying in relation to the water setback. Should consider whether to include wording in the subsection that states "and where a permit from the Conservation Authority is obtained as necessary" to draw attention to additional restrictions that may be imposed under RVCA policies.</p>	<p>Propose to revise Section 3.27.6 to include the suggested language.</p>
<p>Section 5.3.4 (Boundaries of Zones): The provision states that where there is uncertainty as to the location of the flood plain, the 1:100 year flood line as identified by the Conservation Authority shall apply. The provision implies that there is a flood plain zone, despite no such zone being provided. Should consider developing provisions for flood plains as part of the new Zoning By-law.</p>	<p>No revision proposed. Once flood plain mapping is developed by the RVCA (anticipated in 2027), a new flood plain zone or overlay could be added to Schedule A via a Zoning By-law Amendment.</p>
<p>Section 5.7.1 (Source Water Protection Zone Overlay): The overlay provision requires that all development applications and building permit applications for land uses within the WHPA overlay, other than residential, be reviewed by the Risk Management Official and may require a Risk Management Plan. Should consider removing exception for residential so residential development would be reviewed by the Risk Management Official.</p>	<p>No revision proposed. The intent of the provision is to screen in uses that could potentially contaminate groundwater. Residential uses are not seen as posing a significant enough risk to groundwater to be screened into review by the Risk Management Official in overlay areas.</p>

Village of Westport Staff Report Administration - Amendment to Liquor Licence Act - BYO - Addendum Council Meeting

Report Number: SR- 354



Meeting: Council - 15 Jun 2026
Type: Council
Department: Administration
Report Date: June 15, 2026
Author: Kimberly Westgate

Executive Summary:

The provincial government announced that on April 30, 2026, Ontario will allow people to bring their own alcoholic beverages to municipally designated cultural or community outdoor public events.

Recommendation:

That Council receive the report entitled "Administration - Amendment to Liquor Licence Act - BYO - Addendum"; and

That Council of the Corporation of the Village of Westport prohibit the permitting of Bring-Your-Own events, within its jurisdiction.

Background:

A briefing note was sent to the COW meeting on June 2, 2026 with the recommendation to create a policy for the new legislation.

Status:

Since the COW meeting, staff have conferred with other lower tier municipalities in the County and have learned of some of the challenges related to the implementation and enforcement of a policy in support of this legislation.

Analysis:

Council had further questions about the legislation. In discussions with the Ministry of the Attorney General, the Village can enable the legislation fully, by directing staff to develop a policy designating events in the Village as cultural or community events, which would streamline the BYO permitting process.

The Village can consider individualized requests from event coordinators who wish to have access to this legislation, by way of making a request to Council for designation then applying through AGCO for the BYO permit.

Finally, the Village can formally oppose the legislation by way of resolution, signifying to the AGCO that the Village will not enable the legislation in its jurisdiction. The implications of the options are unknown at this time, as the legislation is new. For that reason, staff recommend opting out of enabling this permit in the Village until a need is demonstrated by community groups.

It should be noted that the new BYO legislation did not change the eligibility criteria for sporting events.

Options:

#1 - Direct staff to develop a policy that would designate community or cultural events, thereby enabling the BYO legislation in the Village.

#2 - Not develop a policy with blanket designations, but event coordinators can approach the village on an individual basis for designation, so that they can secure a BYO permit.

#3 - Pass a resolution opposing the legislation, which disables community events from having access to the BYO permit within the Village boundary - **Recommended**

Financial Considerations:

N/A

Consultation:

Ministry of the Attorney General

Neighbouring Municipalities

Link to Strategic Plan:

Delivering Good Government Services

Approved By:

Kimberly Westgate, CAO/Clerk

Status:

Approved - 12 Jun 2026

**Village of Westport Staff Report
Administration - Website Redesign
Project - Addendum
Council Meeting**

Report Number: SR- 353



Meeting:	Closed Council - 15 Jun 2026
Type:	Council
Department:	Administration
Report Date:	June 2, 2026
Author:	Kimberly Westgate
Attachments:	No
Number of Attachments:	0

Recommendation:

That Council receive the report entitled "Administration - Website Redesign Project - Addendum"; and

That Council approve staff's recommendation to release an RFP for the Village website redesign project.

Background:

Staff prepared a briefing note and sent to the Committee of the Whole on June 2, 2026 with a recommendation to sole source the lowest quote received to redesign the Village's base website.

Council had a number of questions and concerns with the Govstack proposal; specifically related to the quality of the base website, and staff time to migrate all of the data from the old website to the new platform. They deferred the decision for further information.

Status:

Since the June 2 COW meeting, GovStack has apprised staff that they are no longer part of the LAS/AMO joint procurement program as of May of this year.

Analysis:

Due to the change in the relationship between Govstack and LAS, and given Council's questions with respect to a website upgrade as opposed to a lateral shift to another base platform website, staff have changed the recommendation from sole sourcing the

project, to releasing an RFP for the project. This will allow for staff to include specific deliverable requirements in the RFP document, such as:

- a more sophisticated and intuitive website design, look and feel
- provisions for content migration, development and management (in consultation with, but not completed solely by staff)
- staff training
- timelines

The RFP can be prepared and released by June 22, with the results to be brought back to the July 28 Council meeting for Council consideration.

Consultation:

GovStack
LAS/AMO

Link to Strategic Plan:

Delivering Good Government Services

Attachments:

[Village of Westport - New Govstack Website \(2\)](#)

Approved By:

Kimberly Westgate, CAO/Clerk

Status:

Approved - 12 Jun 2026

Part 4 PRODUCTS & SERVICES

Products & Services

	Name	Billing Frequency	Quantity	Unit Price	Total
1	Govstack CMS Starter - Implementation	One-Time	1	CA\$12,443.00	CA\$12,443.00
2	Govstack Forms Standard - Implementation	One-Time	1	CA\$1,659.00	CA\$1,659.00
3	Govstack Services - Content Migration - Same Sitemap	One-Time	1	CA\$1,785.00	CA\$1,785.00
4	Govstack CMS Starter - Subscription	Annually	1	CA\$4,431.00 / year	CA\$4,431.00 / year
5	Govstack Forms Standard - Subscription	Annually	1	CA\$1,313.00 / year	CA\$1,313.00 / year
			Annual subtotal		CA\$5,744.00
			One-time subtotal		CA\$15,887.00
			Total		CA\$21,631.00

Customer: Village of Westport

Contact: Kimberly Westgate, Chief Administrative Officer, cao@villageofwestport.ca, 613-273-2191

Address: 30 Bedford St. Box 68 , Westport Ontario, Canada K0G 1X0

License Term: 36 months

Payment Terms: Net 30 days, CAD*Applicable taxes and annual increase the greater of 5% and Inflationary Index not included

Quote Expiry Date: June 9, 2026

Additional Terms:

Questions? Contact me



Peter Gingrich

Senior Account Manager

peter.gingrich@ghd.com

+16132881730

Statement of Work

1. Govstack Starter Plan (CMS + Events)

- o Implementation:

This service provides the implementation of a new Govstack website with Content Management System (CMS) and Events functionality, based on the selected theme's default layout.

Scope:

Installation and Configuration: Installation and basic configuration of a new Govstack website utilizing the default layout of the client's chosen theme.

Local Identity Management: Configuration of Govstack's local identity management system for user accounts, providing single sign-on access to all Govstack applications. (Note: Azure AD integration for SSO is available as a separate AddOn.)

Delivery Coordination: Includes a kickoff meeting, a post-training meeting, and a closeout meeting to facilitate communication and project management.

Sample Sitemap and Navigation Tips: Provision of a sample sitemap from a similar organization and a tip sheet outlining best practices for site navigation.

Pre-recorded Training Video: Access to a pre-recorded "Writing for the Web" training video.

Training Webinars: Unlimited registration for regularly scheduled Govstack training webinars for users within the client's organization domain.

Knowledge Base Access: Access to the Govstack online Knowledge Base, containing product documentation and resources.

Go Live Activities: Support for go-live activities, with the website launch scheduled within four (4) months of the project kickoff meeting.

Exclusions:

Custom design or layout modifications beyond the selected theme's default.

Content creation or migration for the website.

Integration with third-party systems (except for optional Azure AD SSO).

On-site training or support (all training is virtual or via the Learning Centre).

Customization of the training webinars.

Go-live activities occurring beyond four (4) months of the kickoff meeting.

Deliverables:

A new Govstack website with CMS and Events functionality, based on the selected theme's default layout.

Configured local identity management system.

Sample sitemap and site navigation tip sheet.

Access to the pre-recorded "Writing for the Web" training video.

Access to regularly scheduled Govstack training webinars.

Access to the Govstack online Learning Centre.

Support for go-live activities within the specified timeframe.

Assumptions:

The client will select a website theme from the available Govstack options.

The client will provide necessary information for website setup and configuration.

The client will manage their own content creation and migration.

The client will utilize the provided training resources.

The client will be ready for go-live within four months of the kickoff meeting.

Note: This implementation plan provides a foundational Govstack website with CMS and Events capabilities, leveraging a theme-based approach and offering comprehensive training resources to get you started.

2. Govstack Forms Standard

- o Implementation:

This service provides the implementation of the Govstack Forms Standard module for your organization.

Scope:

Setup and Configuration: Installation and basic configuration of the Govstack Forms Standard module within your Govstack environment.

Project Management: Coordination and management of the implementation process, including communication and progress tracking.

Training Webinars: Unlimited registration for regularly scheduled Govstack training webinars for users within your organization's domain, focusing on the Govstack Forms Standard module.

Go Live Activities: Support for the initial launch and deployment of the Govstack Forms Standard module.

Exclusions:

Custom form design or development beyond the standard features of Govstack Forms.
Integration with third-party systems (unless explicitly specified and quoted separately).
Data migration or import into Govstack Forms.
On-site training or support (all training is virtual via webinars).
Customization of the training webinars.
Ongoing support and maintenance of the Govstack Forms module (this is typically covered under a separate support agreement).
Deliverables:

A functional Govstack Forms Standard module within your Govstack environment.
Project management and coordination throughout the implementation process.
Access to regularly scheduled Govstack training webinars for Forms.
Support for initial go-live activities of the Forms module.
Assumptions:

Your organization has an existing Govstack environment or is implementing one concurrently.
Your team will participate in the training webinars.
Your organization will manage the design and creation of your specific forms.
Go-live readiness will be determined collaboratively.
Note: This implementation service provides the foundational setup and launch of the Govstack Forms Standard module, empowering your organization to begin creating and managing online forms with access to comprehensive training resources.

3. Migration of website content (up to 50 pages) from an existing site to Govstack, following a provided sitemap and including image/document transfer. Maintains existing page structure where possible, but does not address pre-existing broken links, errors, or accessibility issues. Integrations, modules, forms, calendar events, and news items are excluded unless otherwise agreed upon.

4. Govstack Starter Platform:

- Use of GHD Govstack SSO for user accounts, enabling single identity access to all Govstack applications. (Azure AD integration for Single Sign-On (SSO) is available as an add-on service.)
- Maximum of 20 MAU (Monthly Active Users)
- 50GB of storage (shared across all applications)
-Restrictions may apply to compatible add-ons with this subscription tier.

CMS:

- Website Theme
- Content Management
- Site Builder
- Google Search (3rd party fees apply)
- News & Subscriptions

Events:

- 2 Calendars
- Available Views: Events, Council, and Tourism
- Public Submission with approvals
- Event email notifications

Govstack Enterprise Hosting:

- Govstack is hosted in Microsoft Azure with Geographic Zones
- Azure SQL Database
- Disaster Recovery
- High Availability Infrastructure
- Resource scaling
- Microsoft Defender for Cloud
- Traffic Management and DDoS Protection with Azure Front Door
- GHD issued SSL/TLS certificates Included through Azure Managed Certificates
- All products use GHD managed certificates with 256-bit encryption. GHD does not support customer issued certificates.
- Hosting Infrastructure Certifications: ISO 27001 and PCI-DSS

Basic Support Includes:

- Up to two (2) authorized support contacts.
- Access to Knowledge Base online and ticket portal: <https://support.govstack.com/>
- 24/7 Emergency Phone Support for Priority 1 Incidents after hours

Upgrade to Premium Support for: 6 support contacts, live phone support, priority incident escalation and resolution, dedicated Account Manager & more.

5. Govstack Forms Standard

- o Subscription:

This service provides a subscription to the Govstack Forms Standard module, offering a range of features for creating and managing online forms.

Scope:

Forms: Ability to create and manage up to fifty (50) individual forms.

Submissions: Allowance for up to twenty thousand (20,000) total form submissions per year across all active forms.

Reports: Access to reporting features for analyzing form submission data.

Workflow Automation: Functionality to automate processes based on form submissions.

Status Tracking: Tools for tracking the status of form submissions.

Exclusions:

Creation or design of the 50 included forms (this is managed by the subscriber).

Submission volume exceeding 20,000 per year (additional submission bundles may be available).

Custom report generation or integration with external reporting tools (beyond standard reporting features).

Advanced workflow automation requiring custom development.

Integration with third-party systems (unless explicitly specified and potentially available as add-ons).

Ongoing support and maintenance of the Govstack Forms module (this is typically covered under a separate support agreement).

Deliverables:

Subscription access to the Govstack Forms Standard module with the specified limits and features.

Assumptions:

Your organization has an existing Govstack environment or is implementing one concurrently.

Your team will be responsible for creating and managing the forms within the 50-form limit.

The annual submission volume will remain within the 20,000 limit.

The standard reporting and workflow automation features will meet your needs.

Note: This subscription provides a robust platform for managing online forms, suitable for organizations with a moderate volume of forms and submissions, offering essential features for data collection and process automation.

**Village of Westport Staff Report
Administration - Amendment to
Model Home Agreement - Phase 3 -
Land Ark
Council Meeting**

Report Number: SR- 352



Meeting:	Council - 15 Jun 2026
Type:	Council
Department:	Administration
Report Date:	June 15, 2026
Author:	Kimberly Westgate
Attachments:	No
Number of Attachments:	0

Executive Summary:

The current Model Home Agreement with Land Ark contains a provision for 10 units to be built prior to the approval of the Plan of Subdivision. The developer has requested that this number be amended to 12 units.

Recommendation:

That Council receives the report entitled "Administration - Amendment to Model Home Agreement - Phase 3 - Land Ark "; and

That Council grant three readings and final passage to a By-law to amend the Pre-servicing Agreement (specifically Schedule J) to allow for a maximum of 12 Model Homes to be constructed, prior to registration of the Plan of Subdivision.

Background:

Council approved the Pre-servicing Agreement with Land Ark for Phase 3 of Watercolour Westport, in October of 2025.

Status:

Land Ark has been approved for 8 building permits to date.

Analysis:

To allow Land Ark to finish fulfilling the draft conditions and continue to build units, they have requested that the provision be amended from a maximum of 10 units to a maximum of 12 units.

Recognizing not only the provincial housing crisis, but also the local housing crisis, the developer showed a sign of good faith in adjusting their original plan to construct only single family dwellings to multi-residential, attainable units.

Specifically, Schedule "J" - Special Conditions - Section 4. Model Homes, of the Pre-servicing Agreement would need to be amended to read: "Prior to registration of the Plan of subdivision and the Subdivision Agreement, the Owner may construct a maximum of twelve (12) dwelling units within the limits of the Plan on the following conditions.."

Financial Considerations:

None.

Consultation:

Land Ark
Village Planner, Steve Pentz
Mayor

Link to Strategic Plan:

Delivering Good Government Services

Approved By:

Kimberly Westgate, CAO/Clerk

Status:

Approved - 09 Jun 2026

**Village of Westport Staff Report
Administration - Building Permit
Update - Q1 - 2026
Council Meeting**

Report Number: SR- 303



Meeting: Council - 15 Jun 2026
Type: Council
Department: Administration
Report Date: June 15, 2026
Author: Kimberly Westgate

Executive Summary:

The Village contracts its Building Services out to the Township of Rideau Lakes. This is an update on Building Permits issued in the first quarter of 2026.

Recommendation:

That Council receives the report entitled "Administration - Building Permit Update - Q1 - 2026" for information purposes.

Background:

The last Building Permit Report covered Q4 for 2025.

Status:

This report entails all of the building permits issued from January 1, 2026 - March 31, 2026.

Analysis:

First Quarter

- 18 Church - Front Porch
 - 2 Church Street - Interior Renovations
 - 126 Shelter Cove Drive - Basement Renovations
 - 101 Cabin House Road - Single Family Dwelling - Model Home
 - 134 Hearthside Drive - Interior Renovations
 - 29 Steepleview Drive - Single Family Dwelling - Model Home
 - 126 Hearthside Drive - Basement Renovations
 - 125-129 Shelter Cove Drive - Basement Renovations
 - 33 Church Street - Interior Renovations
-

- 141 Shelter Cove Drive - Basement Renovation
- 26 Shelter Cove Drive - Single Family Dwelling - Model Home

Financial Considerations:

N/A

Link to Strategic Plan:

Delivering Good Government Services

Approved By:

Kimberly Westgate, CAO/Clerk

Status:

Approved - 11 Jun 2026

Village of Westport Staff Report Recreation - Summer 2026 Programming Overview Council Meeting

Report Number: SR- 351



Meeting:	Council - 15 Jun 2026
Type:	Council
Department:	Recreation
Report Date:	June 15, 2026
Author:	Chris Chisamore

Executive Summary:

Based on the direction of Council to increase programming and revenues in Village facilities, the Recreation Department is running a series of recreational programs and events for Village residents in spring/summer 2026. Several of these are new initiatives that have not been previously trialed.

Recommendation:

That Council receive the report entitled "Recreation - Summer 2026 Programming Summary; for information purposes.

Background:

It is Council's direction to maximize usage at Village facilities, thereby increasing revenue. Some of these programs that have been run since the fall/winter of 2023/24 are (increased Public Skating, Drop-In Shinny, Home School Shinny, Adult Drop-In Shinny, etc.), but starting in spring/summer, 2024, a more formalized 'Recreation Flyer' was introduced. Building on this, last summer pickleball in the rink continued and 'Movies in the Rink' was introduced.

This spring summer pickleball continues (year three), as does Movie in the Rink. There are however, several new programs that are also being trialed.

Status:

Four years of evaluating facility usage, building relationships with various stakeholders, and day-to-day interactions with the citizens of the Village, has contributed to the current programming initiatives that staff recommended.

Analysis:

An overview of the 2026 Spring/Summer Recreation program is as follows:

Arena:

- Walking path on arena floor - has not been successful and has been discontinued.
- Pickleball - Over 775 pickleball players cycled through, from May to August in 2025 (this was up from 360 in 2024).
- Ball hockey on arena floor - a rental group has started once a week.
- Home School Rec Time - is a new initiative and is a daytime drop-in for roller blade ball hockey, learning to bike, etc.
- Movies in the Rink (with a Canteen) - had over 300 attendees last year in year one. This program will continue in 2026.
- Kids & Adult Dance Party (with a Canteen) - will be trialed in June for the first time. This is for primary school students and parents.
- Teen Dance (with a Canteen) - will be trialed in June for the first time. This is for high school students and coincides with the end of the school year.
- Adult Dance (with a Canteen) - will be trialed in July for the first time.
- Spring Market event - was a solid success once again.
- Car Show event (with a Canteen) - year two was very successful and will run again in July.
- Art Show event (with a Canteen) - continues to slowly grow larger each year. This will be year four in August.
- Upstairs Room Rentals (Birthday parties, Westport Senior Living group, Belly Dancing, etc.). More rentals are being generated due to the improved look and feel of the space.

Lockwood Park:

- Storm baseball - are on the field for another year of programming, transitioning to a younger wave of players/groups.
- Park and/or stage events (yoga, prayer group, etc.)
- MUSICWestport will be in Lockwood Park this summer.
- Car Show (Lockwood Field, Park, and parking lots all used for this event).

Financial Considerations:

The fees and rental rates were set, based on the 2026 General Rates and Fees By-law.

With the running of these ongoing programs and new initiatives in 2026, revenues are expected to increase, but the facility expenses are expected to increase as well (lighting, electricity, washroom usage, garbage collection, staffing, repairs and maintenance, etc.). Evaluation of success and revenue will be done after the season is complete. Should it be approved by Council, these rates and fees are also expected to be reviewed through the 2027 Rate Study.

Accessibility Considerations:

With the elevator now operational, the WTC Communications Centre has become an accessible space for all residents. Public washrooms are also available upstairs and downstairs during any/all recreational programs.

Link to Strategic Plan:

Delivering Good Government Services

Attachments:

[2024 Programming Initiatives Presentation](#)

Approved By:

Kimberly Westgate, CAO/Clerk

Status:

Pending



Village of Westport

Recreation Plan - 2024



Recreation Goals



Increase Facility Time

1. Arena
2. Harbour
3. Lockwood

Increase Revenues

1. Rentals
2. Programming
3. Events
4. Grants

Increase Quality of Recreation/Recreation Opportunities

1. Youth
2. Adults
3. Seniors
4. Visitors/Tourists

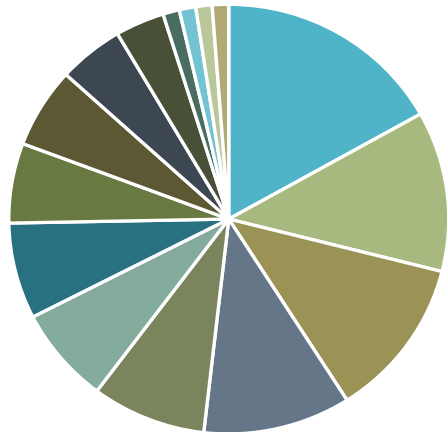


Some Survey Results Revisited From 2022



Recreation Choices by Seniors

- Cards
- Crafts
- Music
- Swimming
- Water sports
- Fishing/Hunting
- Other
- Golf
- Hiking
- Dancing
- Skating
- Tennis
- Pickleball
- Cycling
- Hockey



NOTE: WSL information gathering determined similar type results to the data gathered here by the Manager of Recreation

What is Not Offered Recreationally That You Wish Was?

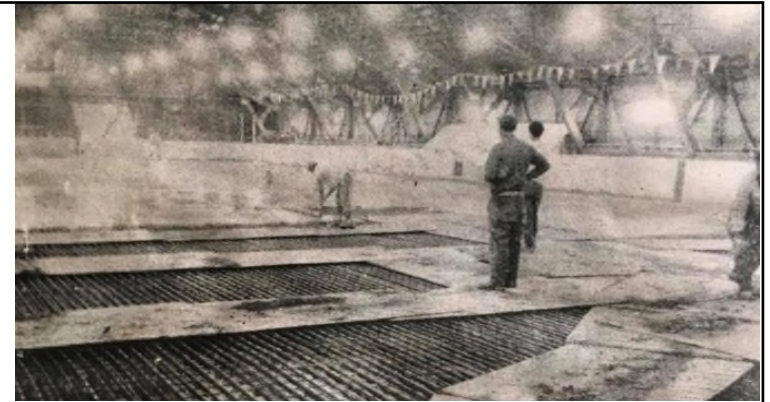
- Ballroom Dancing
- Walking
- Community BBQ
- Shuffleboard
- Dedicated seniors' room/area, indoor outdoor activities, pickleball
- More biking, walking, card games, music, biking trails, exercise classes
- Seniors Centre in arena
- More seniors exercise classes inside and out, dedicated seniors' room
- Outdoor concerts, music of any kind, Porchfest
- Senior's exercise, opportunities for level walking, social interaction combined with physical activity
- Interest classes, seniors exercise, yoga for seniors, cardiac rehab
- Classes for crafts, coffee time, senior yoga/stretching, swimming
- Indoor walking/running track



WTC Communications Centre (Fall/Winter 2023)



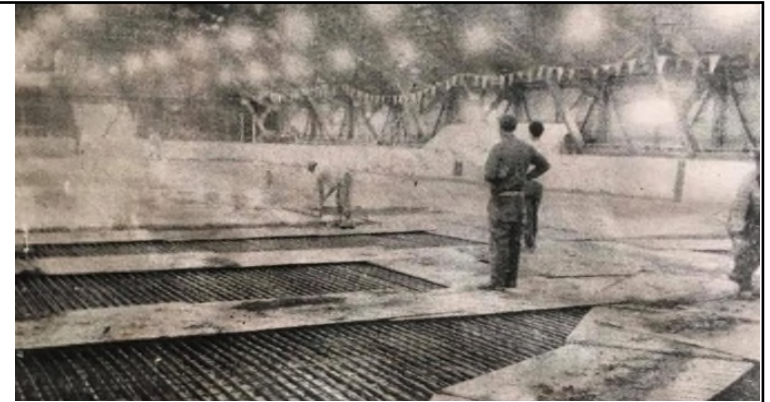
- Leeds Chargers
 - Scheduling concerns & solutions for next year to increase efficiencies and canteen sales
- Public Skating (went to x3/week)
 - Was well received
- Drop-In Shinny (x2/week, new this year)
 - After school ended up being a nice success
- Birthday parties (a dozen this year)
 - More than normal (very cost effective for a party)



WTC Communications Centre (Spring/Summer 2024)



- Upstairs Rentals
 - Will continue into the spring and summer (WSL, horticultural group)
- Pickleball
 - Looking into courts, nets, scheduling and rates (\$5)
- Walking Path (\$2 at the door)
- Drop-In Ball Hockey (\$2 at the door)
- Movies in the Rink
 - Try for once a month (with a small-scale canteen)
- Youth Dance(s)
 - Non-alcoholic event
- Events
 - Currently hosting Spring Market, Car Show and Art Show



Westport Harbour



- Look to increase revenues this season
 - Last spring & forest fires/poor weather
 - Last fall, however, was exceptional
 - Booking system process in improved
 - Tried selling arena canteen stock with limited success
- Now have cancellation policy
- Now have Harbour Handbook
- Have streamlined the Wait List from 53 to 27 (now at 29)
- Hosted Manotick Boat Show in 2023, will ask again RE: 2025



Visitor Centre



- Shower units now have tap/pay units (in addition to coins)
- After two years of upgrades/signage, our presentation of information is much better now
- 'Art & Crafts on the Lawn' will be attempted again.
 - Friday afternoons \$5/hour
- Library Used Book Sale
 - Saturdays
- Merchandise for Sale
 - Looked into it last year (with new logo branding) but didn't do.
 - Will try some items this year.
- Kiosk advertising possibilities



Lockwood Park



- Storm Baseball program
 - Their program/league and tournament days
- Outfield fence advertising opportunities
- Adult Friday night drop in/pick-up
- Basketball court use
- Prayer meetings in the park
- Yoga in the park
- Movie in the park
- Car show
- Upgrades
 - Washrooms
 - Lights
 - Foul poles



Recreation Summary



Increase facility use

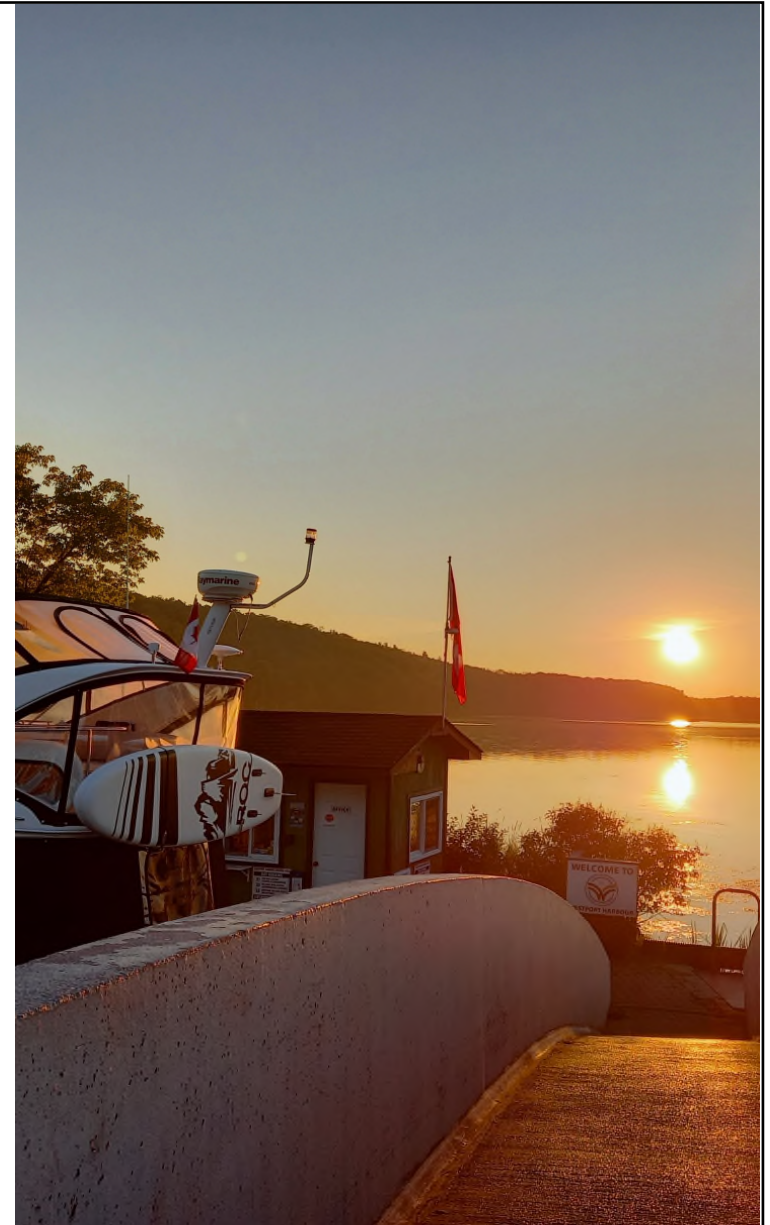
Increase revenues

Expand recreational opportunities and programming

Improved health and wellness for residents of all ages (seniors better able to 'age in place')

Attract investment and new business opportunities

All of this captured in a 'Recreational Guide' for Villagers



THE CORPORATION OF THE VILLAGE OF WESTPORT

BY-LAW 2026-18

Being a By-law to amend By-law #2025-26 – being a By-law to enter into a Pre-servicing Agreement with Land Ark Homes for Phase 3 of Watercolour Westport Subdivision

WHEREAS the Municipal Act, 2001, S.O. 2001, as amended, c. 25, Part XII, Section 391(1), authorizes a municipality to pass by-laws imposing fees or charges on any class of persons for services or activities provided to them by the municipality;

AND WHEREAS the Municipal Act, 2001 S.O. 2001, as amended, c. 25, Part XII, Section 398(2) authorizes the treasurer of a local municipality to add fees and charges imposed by the municipality to the tax roll and to collect them in the same manner as municipal taxes;

AND WHEREAS Rice Farm, being the subject subdivision, was draft plan approved by the Corporation of the Village of Westport, and the Planning Act, R.S.O. 1990, as amended, allows a municipality to enter into agreements related to a subdivision pursuant to Section 51(26) of the Planning Act, R.S.O. 1990, as amended;

NOW THEREFORE the Council of the Corporation of the Village of Westport hereby enacts as follows:

That By-law #2025-26 – Schedule J, section 4. hereby be amended to read as follows:

4. Prior to registration of the Plan of subdivision and the Subdivision Agreement, the Owner may construct a maximum of twelve (12) dwelling units within the limits of the Plan on the following conditions. No construction of any model homes shall commence within the Plan until such time as the Owner has complied with all requirements as to security and building permits and all other obligations of this Agreement. In addition:

- a. The Owner shall not be entitled to a conditional building permit for construction of a model home until the Municipal Engineer has approved the drawings for the above ground portion of the Works, including the Lot Grading and Drainage Plan.
- b. The Owner shall assume all risks as a result of commencing construction of the model homes prior to:
 - i. approval of final engineering drawings for the plan of subdivision by the Municipality's Engineer;
 - ii. execution of a subdivision agreement;
 - iii. registration of the plan of subdivision of the Lands; and

- iv. obtaining any approvals of provincial authorities that are applicable to the issuance of a building permit under the Building Code Act, 1992.
- c. The model homes shall be constructed in accordance with all plans approved by the Municipality's Chief Building Official and any other conditions forming part of the conditional building permits issued for the model homes.
- d. The model homes will be constructed in conformity with engineering drawings and grading and servicing requirements for the proposed plan of subdivision as approved by the Municipality's Engineer.
- e. The Municipality is not, by reason of issuing any conditional permit on the Lands, under any obligation to issue a final permit for the complete building or any service connections to it or any other approvals or permits relating to servicing or structures of any kind on the Lands.
- f. The Owner shall arrange and comply with all mandatory building and plumbing inspections required by the Municipality.
- g. The Owner shall not remove any trees from the Lands without the prior approval of the Municipal Engineer.
- h. The Owner shall provide and maintain at all times from the time construction first commences unobstructed access to the model homes for fire department vehicles and, without limiting its generality, such access route shall have a minimum width of 6 metres, a center turning line radius of 12 metres, and be capable of supporting fire department vehicles.
- i. Prior to the start of construction of a model home, the Owner shall deposit the sum of \$5,000.00 per model home with the Municipality in cash or a letter of credit issued by a Canadian chartered bank as security for the cost of demolition and removal of the model home and the costs to clear all debris or refuse and to grade, seed and level the Lands following any such demolition, for the costs to rectify any unsafe site conditions, and upon application being made for a final building permit for the model home, as security for the Owner's obligations as set out in the Municipality's standard Requirements for Building Permits in the Subdivision Agreement.
- j. The Owner shall be responsible for ensuring that all conditions of the conditional building permit issued by the Municipality have been fully complied with.
- k. The Owner shall ensure that no construction material or debris associated with construction of the model homes will be stored or allowed to accumulate on any public road.

- l. The Owner shall immediately stop all construction and secure the site from public access if the Chief Building Official, acting reasonably, advises in writing that an impediment exists to prevent the lawful or safe continuation of construction.
- m. The Owner hereby agrees that the model homes shall be "dry models" for viewing only and that no part of the model homes shall be occupied for residential purposes. The service connections shall not be used (other than installation of service laterals from the street to the dwelling) until after:
 - i. the final plan of subdivision and the subdivision agreement have been registered against the Lands;
 - ii. all water supply, sanitary sewer and storm sewer servicing for the plan of subdivision is complete, inspected, operational and approved for use by the Municipality;
 - iii. all Requirements for Building Permits under the subdivision agreement have been fully complied with;
 - iv. a building permit has been issued under s.8(2) of the *Building Code Act, 1992*; and
 - v. a satisfactory final building and plumbing inspection of the model homes has been made by the Municipality under the authority of the Ontario Building Code, as amended from time to time.
- n. If, upon review of final approved engineering drawings for the plan of subdivision, the Municipality's Engineer, acting reasonably, determines that alterations or reconstruction to any model home or part of a model home or any part of the subdivision lands on which a model home has been constructed under this Agreement are required, the Owner shall be responsible for completing such alterations or reconstruction at its own expense.
- o. The Owner hereby releases and forever discharges the Municipality from any and all claims or actions of any kind which it or its successors or assigns may have arising out of the Municipality exercising any of its rights not to issue subsequent approvals for the model homes, or to demolish and remove the model homes and debris and to grade the Lands as set out under this Agreement.
- p. The Owner shall indemnify and save the Municipality harmless against all actions, causes of action, suits, claims, demands and costs whatsoever arising by reason of any matters under this Agreement.
- q. If either one or more of the Municipality's Engineer, Fire Chief or Chief Building Official, acting reasonably, determines that any of the model homes constitutes a danger to the health or safety of any person, then, the Municipality may, upon 10 days prior written notice to the Owner, enter onto the Lands and the Municipality

may, in its sole discretion, demolish such model homes, remove them, including the contents thereof, at the Owner's sole expense and to draw on the letter of credit or cash deposit pursuant to this Agreement to defray any and all expenses incurred by the Municipality in respect of the demolition or removal of the model homes, the removal and storage of the contents thereof, and such reasonable administrative fee as may be determined by the Municipality, and that such amounts are in addition to, and in no way limit any lien the Municipality may have for amounts spent or its right to add the amount owing to the collector's roll for the Lands and to collect it in the same manner and priority as municipal taxes in accordance with section 8(7) of the *Building Code Act, 1992*.

2. This by-law shall come into force and take effect as of the date of passage.

ENACTED AND PASSED THIS 15th DAY OF JUNE 2026.

MAYOR

CLERK

THE CORPORATION OF THE VILLAGE OF WESTPORT

BY-LAW NO. 2026-19

**A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO ENTER
INTO AN AGREEMENT WITH CAROLE FULLER CORPORATION**

WHEREAS the Municipal Act, R.S.O. 2001, Part II, Section 9 provides a municipality with the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

AND WHEREAS the Council of The Corporation of the Village of Westport deems it necessary to enter into an agreement with Carole Fuller Corporation for the provision of financial and accounting services;

NOW THEREFORE the Corporation of the Village of Westport enacts as follows:

1. That on behalf of The Corporation of the Village of Westport, the Mayor and the Clerk hereby be authorized to execute the agreement with Carole Fuller Corporation, attached hereto as Schedule "A".
2. This by-law shall come into force and take effect on the date of passage.

ENACTED AND PASSED THIS 15th DAY OF JUNE 2026.

MAYOR

CLERK

