

**-AMENDED-****REGULAR COUNCIL MEETING AGENDA**

**Held on Wednesday, February 4, 2026, at 5:00 PM**  
**In-Person Town Hall Council Chambers 2<sup>nd</sup> Floor**

**Teleconference Toll Free Number – 1-833-311-4101**  
**Access Code: 2863 510 9090**

**Video Conference Link: [Click Here](#)**  
**Access Code: 2863 510 9090**

<b>1.</b>	<b>Call Meeting to Order</b>
<b>2.</b>	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof</b>
<b>3.</b>	<b>Canadian National Anthem</b>
<b>4.</b>	<b>Land Acknowledgement Statement</b>
<b>5.</b>	<b>Public Question/Comment</b> (Only Addressing Motion(s) or Reports on the Agenda)
<b>6.</b>	<b>Disclosure Additional Items</b>
<b>7.</b>	<b>Public Meeting</b>
	1. Proposed Class III Development Permit (DP2025-17) – 580 King Street East – Change of Use to Convert the Existing Building from Retail to a Veterinary Clinic and Construct an Addition (Ref. Council-PD-2026-02) 2. Proposed Class III Development Permit (DP2025-19) – 215 Stone Street South – Private School Providing Children's Care on a Temporary Basis (3 Years) (Ref. Council-PD-2026-03)
<b>8.</b>	<b>Presentations/Awards/Deputations</b> – None
<b>9.</b>	<b>Delegations</b> – None
<b>10.</b>	<b>Mayor's Declarations</b> – None
<b>11.</b>	<b>Unfinished Business</b> – None
<b>12.</b>	<b>Motion #26-024 – Approval of Regular and Special Minutes – January 14<sup>th</sup>, 2026</b>

The Town invites and encourages people with disabilities to attend and voice their comments in relation to accessibility related reports. For those who are unable to attend, the Town encourages the use of the Customer Feedback Form found on the Accessibility Page on the Town's website.

<b>13.</b>	<b>Staff Reports</b>
	<b>Andrew Dickson, Fire Chief</b>
	Council-FIRE-2026-01 – Fire Protection Grant – Transfer Payment Agreement (TPA)
	Council-FIRE-2026-02 – Tiered Response Agreement – Leeds Grenville Emergency Medical Services (EMS)
	<b>John Morrison, Treasurer</b>
	Council-FIN-2026-02 – Short-Term Borrowing By-law
	Council-FIN-2026-02 – Interim Tax Levy By-law
	<b>Jeff Johnston, Manager of Parks and Recreation</b>
	Council-REC-REC-2026-01 – Amend General Fees and Rates By-law – Municipal Marina Services Rates – Schedule 'K'
	Council-REC-REC-2026-02 – Ontario Trillium Foundation (OTF) Grant Application – Elevator Lift at Lou Jeffries Arena
	<b>David Armstrong, Manager of Public Works</b>
	Council-RDS-2026-03 – Pothole Prevention and Repair Program – Transfer Payment Agreement (TPA)
	<b>Melanie Kirkby, CAO</b>
	Council-CAO-2026-01 – Amend Physician Locum and Physician Recruitment Program Policy
	Council-CAO-2026-02 – Alertable App for Communications
<b>14.</b>	<b>Motions (Council Direction to Staff) – None</b>
<b>15.</b>	<b>Correspondence</b>
	1. Association of Municipalities of Ontario (AMO) Communications – Help Us Advocate for Strong OMERS Governance ( <b>postponed from January 14, 2026</b> )
	2. Trees & Trails Advisory Panel – McLean Forest Sub-Committee Volunteer Progress Report (Motion-TTAP-2026-02)
	3. City of Kingston – Support for Prioritization and Funding of Kingston Health Sciences Centre Redevelopment Project
	4. Gananoque Police Service Board – Inspector General of Policing Decision Regarding Findings Report Concerning the Conduct of Gananoque Police Service Board Member John Beddows
	5. Solicitor General and Ministry of Municipal Affairs and Housing (MMAH) – Strong Mayors Power – Do Not Include Power to Limit Police Service Board Budget
	6. Ministry of Attorney General – Updates to “Tailgate Event” Permits under the <i>Liquor Licence and Control Act, 2019</i>

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	<p>7. Ontario Lottery and Gaming (OLG) Corporation – Third (3rd) Quarter Gaming Revenue Payment</p> <p>8. United Counties of Leeds &amp; Grenville – Media Release – Partners Receive \$3.6 Million in Health Canada Funding for Additional Programming</p> <p>9. Marian Burdsall – Residential Street Speed Limit (+Mayor's Response)</p>
<b>16.</b>	<b>Notice Required Under the Notice By-law</b>
	<p>1. By-law No. 2026-001 – Town of Gananoque 2026 Provisional Budget – Wednesday, February 18, 2026 – First (1<sup>st</sup>) and Second (2<sup>nd</sup>) Readings</p>
<b>17.</b>	<b>Committee Updates (Council Reps)</b>
<b>18.</b>	<b>Discussion of Additional Items</b>
<b>19.</b>	<b>Questions from the Media</b>
<b>20.</b>	<b>Closed Session</b>
	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>A Position, Plan, Procedure, Criteria or Instruction to be Applied to any Negotiations Carried On or to be Carried on by or on Behalf of the Municipality or Local Board</b> <ul style="list-style-type: none"> <li>• Three (3) Items</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Information Explicitly Supplied In Confidence to the Municipality or Local Board by Canada, a Province or Territory or A Crown Agency of any of them</b> <ul style="list-style-type: none"> <li>• One (1) Item</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Advice that is Subject to Solicitor-client Privilege, including Communications Necessary for that Purpose</b> <ul style="list-style-type: none"> <li>• Two (2) Legal Matter Updates</li> </ul> </li> </ul>
<b>21.</b>	<b>Reporting Out of Closed Session</b>
<b>22.</b>	<b>Confirmation By-law</b>
	<p>By-law No. 2026-008 – Confirm the proceedings of Council for the meeting held on Wednesday, February 4, 2026</p>
<b>23.</b>	<b>Next Meetings:</b> Wednesday, February 18, 2026 at 5:00 PM
<b>24.</b>	<b>Adjournment</b>

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## **The Corporation of the Town of Gananoque**

### **Land Acknowledgement Statement**

We begin this meeting of Council by acknowledging that we are on traditional territory of the Haudenosaunee (*Hoe-den-oh-show-nee*) and Anishinabe (*A-nish-in-‘a-bay*) and First Peoples. We do so respecting both the land and the Indigenous People who continue to walk with us through this world.

We are grateful for the opportunity to gather here.

In recognition of the contributions and importance of all Indigenous Peoples, we strongly support Truth and Reconciliation Calls to Action in our nation and commit to support local endeavors where possible.



## NOTICE OF MEETING Proposed Class III Development Permit

**TAKE NOTICE** that the Planning Advisory Committee/Committee of Adjustment for the Town of Gananoque will hold a Meeting on **TUESDAY, JANUARY 27<sup>TH</sup>, 2026 at 6:00 P.M.** via **TELECONFERENCE\*** and **IN-PERSON** in the **TOWN OF GANANOQUE COUNCIL CHAMBERS**, 30 KING STREET EAST to consider following application.

**AND TAKE FURTHER NOTICE** that the Council for the Corporation of the Town of Gananoque will hold a Public Meeting on **WEDNESDAY, FEBRUARY 4<sup>TH</sup>, 2026 at 5:00 P.M.** via **TELECONFERENCE\*** and **IN-PERSON** in the **TOWN OF GANANOQUE COUNCIL CHAMBERS**, 30 KING STREET EAST to consider the application.

\*The **TOLL-FREE PHONE NUMBER** and **ACCESS CODE** will be found on the meeting agenda, posted to the Town website at <https://www.gananoque.ca/town-hallpublic-meetings/planning-advisory-committee-meeting-january-27-2026> prior to the meeting.

File No. DP2025-17

OWNER: **Otis Properties Ltd.**

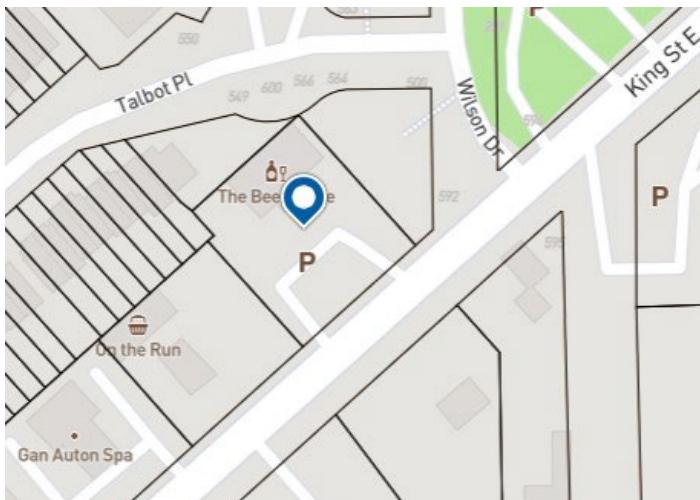
APPLICANT: **Full Speed Builders**

The property municipally and legally described as  
**580 KING STREET EAST**  
CON 1 PT LOT 15 FORM LEEDS; PLAN 86 GAN R ES

has applied to the Town of Gananoque for a Development Permit  
**FOR A CHANGE OF USE TO CONVERT THE EXISTING BUILDING FROM RETAIL TO A VETERINARY CLINIC AND CONSTRUCT A 141M<sup>2</sup> ADDITION**

Additional information in relation to the proposed development permit is available for inspection on the Town website at <https://www.gananoque.ca/town-hall/meetings>, by emailing [assistantplanner@gananoque.ca](mailto:assistantplanner@gananoque.ca) or by calling Trudy Gravel, Assistant Planner at 613-382-2149 ext. 1129.

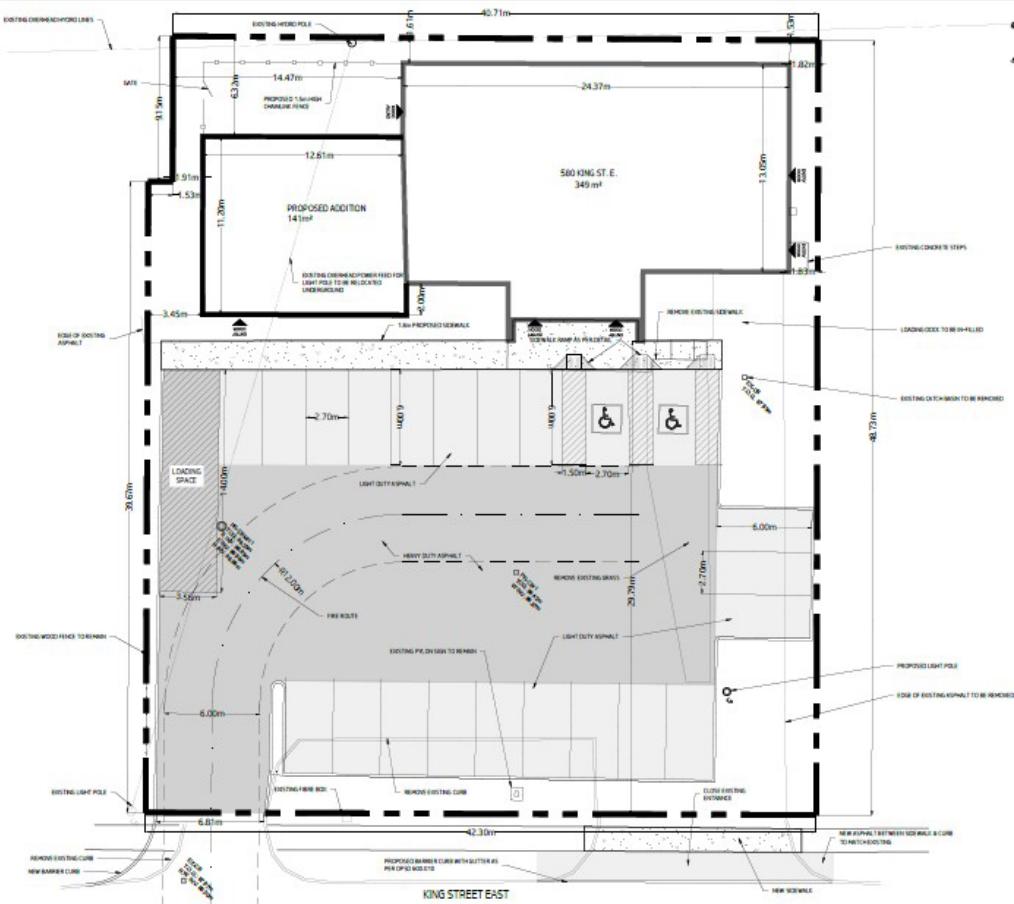
If you wish to provide comment or input you may do so at the public meeting or in writing prior to the meeting.  
**Note:** Only the applicant of a development permit has a right to appeal a decision or non-decision on an application to the Ontario Land Tribunal where the application meets the requirements established through the official plan and development permit by-law.



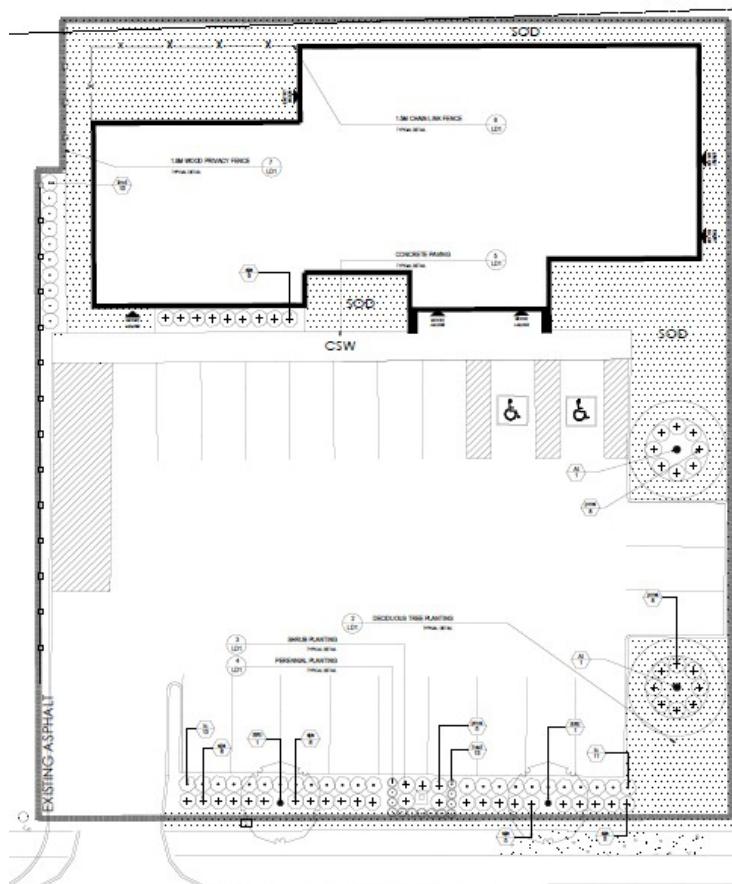
DATED this 23<sup>RD</sup> day DECEMBER, 2025

Brenda Guy  
Manager of Planning and Development

## SITE PLAN



## LANDSCAPE PLAN





## Council Report-PD-2026-02

**Date:** February 4, 2026

**IN CAMERA**

**Subject:** Class III Development Permit (DP2025-17) – 580 King Street East (Otis Properties Limited)

**Author:** Brenda Guy, Manager of Planning and Development  **OPEN SESSION**

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### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES DEVELOPMENT PERMIT DP2025-17 (OTIS PROPERTIES LIMITED) AT 580 KING STREET EAST FOR A CHANGE OF USE TO CONVERT THE EXISTING BUILDING FROM RETAIL TO AN ANIMAL CLINIC INCLUDING A 141M<sup>2</sup> ADDITION SUBJECT TO THE FOLLOWING CONDITIONS:

- ALL FINAL PLANS TO BE SUBMITTED AND APPROVED BY THE TOWN PRIOR TO REGISTRATION OF THE AGREEMENT ON TITLE;
- CLEARANCE BE OBTAINED AND SUBMITTED TO PLANNING AND DEVELOPMENT FOR SANITARY PIPE UPGRADES AND THE MUNICIPAL BACKFLOW BY-LAW FROM PUBLIC WORKS;
- THE OWNER ENTER INTO A DEVELOPMENT PERMIT AGREEMENT WITHIN ONE (1) YEAR OF THE NOTICE OF DECISION OR THE APPROVAL MAY LAPSE;
- ALL REGISTERED SITE PLAN AGREEMENTS BE REMOVED AND REPLACED WITH THE NEW DEVELOPMENT PERMIT AGREEMENT, AND;
- ALL COSTS ASSOCIATED WITH FULFILLING THE CONDITIONS OF THIS DECISION ARE BORNE BY THE OWNER,

AS RECOMMENDED BY THE PLANNING ADVISORY COMMITTEE (PAC) AND AS PRESENTED IN COUNCIL REPORT-PD-2026-02.

### **STRATEGIC PLAN COMMENTS:**

Strategic Initiative #4 Actively work to retain existing Gananoque businesses and encourage job growth and expansion opportunities.

Sector #6: Governance – Strategic Initiative #4 - Town Council will ensure openness and transparency in its operations.

**BACKGROUND:**

The owners of the property at 580 King Street East have applied for a Development Permit to repurpose the existing building along with an addition at the property formerly used for retail purposes. The proposed use is a veterinary clinic.

The proposed addition will expand to the south-west of the building.

Refer to Planning Report meeting date of January 27, 2026, attached for complete background and review of the application before Council.

**INFORMATION/DISCUSSION:**

At the meeting of January 27, 2026, Planning Advisory Committee (PAC) considered the following application for 580 King Street East.

Overall the committee was in favour of the application noting that the increased landscaping of trees, soft landscaping will create additional curb appeal along King Street East and reduction of one of the existing entrances to accommodate parking. Discussions were held in regards to the loading zone reduction of 14m to 10m as the business receives deliveries in the form of cube vans as opposed to transport trucks. Snow is generally stored on the site and should the owners encounter large amounts of snow they would be responsible to remove the snow from the site. Garbage and recycling will be accommodated within the building.

**PAC-COA-PSC Motion #2026-3 – DP2025-17 – 580 King Street**

Moved by: Neil McCarney  
Seconded by: Lynda Garrah

THAT PLANNING ADVISORY COMMITTEE recommends to Council that they have no objection to Development Permit DP2025-17 Otis Properties Ltd. – 580 King Street East, for a change of use to convert the existing building from retail to an animal clinic including the 141m<sup>2</sup> addition subject to the following conditions:

- All final plans to be submitted and approved by the Town prior to registration of the agreement on title,
- Clearance be obtained and submitted to Planning and Development for sanitary pipe upgrades and the municipal backflow by-law from Public Works,
- All registered Site Plan Agreements be removed and replaced with the new Development Permit Agreement,
- The Owner enter into a Development Permit Agreement within one year of the Notice of Decision or the approval may lapse; and
- All costs associated with fulfilling the conditions of this decision are borne by the Owner.

- **Carried**

No new or further information has been submitted at the writing of this report.

**APPLICABLE POLICY/LEGISLATION:**

Planning Act, Provincial Policy Statement, Official Plan, Development Permit By-law

**FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:**

n/a

**CONSULTATIONS:**

Property Owners within 120m of the subject property, Public Agencies, Municipal Staff, PAC/COA/PSC

**ATTACHMENTS:**

Attachment 1 – Planning Report to PAC

Attachment 2 – Application, Drawings and Supporting Information

<b>APPROVAL</b>	<hr/> <p>Brenda Guy, Manager of Planning and Development</p> <hr/> <p>John Morrison, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the Municipal Act and regulations.</p> <hr/> <p>Melanie Kirkby, CAO</p>
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## **Attachment 1 - Staff Report**

### **PLANNING REPORT**

**TO:** PLANNING ADVISORY COMMITTEE

**FROM:** PLANNING AND DEVELOPMENT

**MEETING DATE:** TUESDAY, JANUARY 27, 2026

**SUBJECT:** DP2025-17 – 580 KING STREET EAST  
CLASS III DEVELOPMENT PERMIT

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#### **Background:**

**Property:** 580 KING STREET EAST

**Legal Description:** CON 1 PT LOT 15 FORMER LEEDS; PLAN 86

**Official Plan:** HIGHWAY COMMERCIAL

**Development Permit:** PROGRESSIVE COMMERCIAL DISTRICT

**Lot Coverage:** 60%

#### **Purpose and Effect:**

The applicant is seeking a change of use to convert the existing retail building to a veterinary clinic at 580 King Street East. The building consists of 349m<sup>2</sup> and a proposed addition will be constructed to the west consisting of 141m<sup>2</sup>.

#### **Background:**

The site was previously used for retail purposes (formerly the Beer Store). The Beer Store operated out of the existing building and site for a number of years.

The site is surrounded by a gas station west of the property and Lions Parkette east of the subject property. Existing residential uses are located to the north of the site and commercial uses across King Street East.

A Site Plan, Landscaping Plan and Servicing Report including Stormwater Management was received in support of the Development Permit application which will be addressed throughout the report.



View looking north at the property

***PROVINCIAL PLANNING STATEMENT:***

The Provincial Planning Statement, 2024 (PPS) provides direction on matters of provincial interest pertaining to land use planning and all development proposals must be consistent with the policies therein. The full PPS document can be found at <https://www.ontario.ca/page/provincial-planning-statement-2024>. Policies which repeat or are not relevant to the current proposal have been omitted from commentary below.

**2.1 Planning for People and Homes**

6. Planning authorities should support the achievement of *complete communities* by:  
a) accommodating an appropriate range and mix of land uses, *housing options*, transportation options with *multimodal* access, employment, *public service facilities* and other institutional uses (including schools and associated child care facilities, long-term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs.

**2.4 Strategic Growth Areas**

**2.4.1 General Policies for Strategic Growth Areas**

1. Planning authorities are encouraged to identify and focus growth and development in *strategic growth areas*.
2. To support the achievement of *complete communities*, a range and mix of *housing options*, *intensification* and more mixed-use development, *strategic growth areas* should be planned:
  - a) to accommodate significant population and employment growth;

**2.8 Employment**

**2.8.1 Supporting a Modern Economy**

1. Planning authorities shall promote economic development and competitiveness by:
  - a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;
  - b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;

**COMMENT:**

The new veterinary clinic contributes to a diversified economic base enhancing King Street East with the change of use and addition for the development of a new commercial use while providing for employment.

The proposed use is consistent with policies as set out in the Provincial Planning Statement supporting a complete community.

**OFFICIAL PLAN:**

**3.3 WHERE WE DO BUSINESS - PLANNING OUR COMMERCIAL LANDS**

**3.3.1 Goals and Objectives**

**Goal: Provide a supportive land use policy framework which reduces constraints for commercial development while ensuring that existing and future commercial uses will contribute to the Gananoque's small town character.**

**Two commercial designations are identified in the Town: General Commercial and Highway Commercial.**

**3.3.2.2. Highway Commercial Policy Area**

**3.3.2.2.1 Permitted Uses**

The Highway Commercial Policy Area is intended for large format retail and service commercial development intended to serve the Town, the region and the traveling public. The designation will permit a diverse range of land uses including general retail stores, grocery stores; commercial lodging; automotive sales and services and gas stations.

**3.3.2.2.2 Highway Commercial Policies**

Highway Commercial development or redevelopment shall occur in a manner which minimizes potential off-site impacts on adjacent residential neighbourhoods or other sensitive land uses through buffering and screening.

The Highway Commercial designation also serves as an important commercial gateway to the Town and as such Council may undertake the preparation of design guidelines to address the potential for entry features, streetscape designs, signage, lighting, landscaping and architecture.

**4.0 Making it Work – Our Infrastructures**

Infrastructure refers to the construction and maintenance of roads, bridges, structures and railway lines required for transportation services, the physical supply and distribution of water, the collection and treatment of waste water and the management of storm water, the collection and disposal of solid waste.

**COMMENT:**

The proposed development meets the permitted uses of the Highway Commercial policies of the Official Plan supporting service commercial development to serve the Town, region and traveling public. The objectives within the Official Plan include supporting a diverse range of commercial use, encourage the maintenance and improvement of existing buildings while enhancing the character of the different commercial designations.

The Veterinary Clinic makes use of the redevelopment of the existing building and it is expected to have no further impact on the residential uses to the north (or behind the building) as access and parking remains to be located along King Street East.

A Site Servicing Report, addressing Stormwater Management of the site, was submitted and reviewed by Public Works. Public Works have noted that the existing 100 mm sanitary service is undersized relative to the current Town standards for commercial development. A condition of approval will be that it be upgraded to a 150 mm connection. The Stormwater Management was reviewed and favourable by Jewell Engineering.

The site provisions for the new building are regulated through the Development Permit By-law and application.

#### **DEVELOPMENT PERMIT:**

The subject property is designated Progressive Commercial District within the Development Permit By-law. The intent of the Progressive Commercial District designation is to provide for opportunities that link the Traditional Core with the Gateway Commercial designation. The area enjoys both traditional and modern built structures and it is desirable to integrate the character to provide for an interesting streetscape.

The current proposal of a Veterinary Clinic is a permitted use as a clinic in the Progressive Commercial District.

#### **Section 7.2 Site Provisions**

Section 7.2 of the By-law establishes site requirements for the permitted and discretionary uses. The provisions for the proposed site plan and the provisions for the veterinary clinic are as follows:

Provision	Required	Existing	Proposed
Lot Area (min.)	464 m <sup>2</sup>	2,046.32 m <sup>2</sup>	
Lot Coverage (max.)	60%	17.4%	24% (incl add)
Lot Frontage (min.)	15m	42.3m	
Front Yard Setback (min.)	7m	29.8m	n/c
Exterior Side Yard Setback (min.)	4.5m	n/a	
Interior Side Yard Setback (min.)	1.2m	1.82m	1.91m (incl add)
Rear Yard Depth (min.)	6m	<b>1.53m existing</b>	n/c
Building Height (max.)	12m	4.88m	5.6m (incl add)

#### **Section 7.5 Design Criteria Progressive Commercial Designation**

Design criteria is set out for the progressive Commercial Designation in the areas of landscape buffering, streetscape, building. When changes are being made to a building the streetscape is more important than the individual building. How the building looks, materials, finishes are intended to fit in and complement the surrounding buildings.

To the foregoing, the following apply to this application:

- 3m landscape strip between commercial and residential uses.

- Improvement to streetscape with landscaping to a depth of 5m including trees, lighting, street furniture and sidewalks
- New work should be complementary in appearance to the original.
- Buildings should be orientated towards the street and parking provided in the rear or side of building.
- Buffers shall consist of plant material screens to create a more natural looking landscape. Not less than 50% of the landscaped area shall consist of natural plantings of grass, lawns, trees, shrubs and flowers.
- Street trees are to be provided wherever possible.

**The following elements of Progressive Commercial Design Criteria apply:**

- Directional emphasis is to be maintained along the streetscape.
- Accessible access, ramps and railings.
- Site Furnishings such as light fixtures, park benches, waste receptacles and street signage shall be in accordance with municipal standards.

**COMMENT:**

The proposed use of an animal clinic is permitted within the designation.

One entrance/exit access will be located from King Street East to the west. The existing entrance/exit at the east side of the property will be closed allowing for additional landscaping to the site. Two barrier free parking spaces with depressed curbing will be located near the entrance with a total of 22 parking spaces. A loading space will be located in front of the proposed addition near the entrance into the property. A walkway is proposed along the front of the building and an existing sidewalk, with an extension across the closed access, will be located along King Street East.

The redevelopment is within an important commercial gateway to the Town, additional landscaping will be provided along King Street, along the eastern interior lot line and in front of the building addition.

Additional landscaping will be provided along the front of the property along King Street East and along the property interior property lines. A privacy fence will be located along the western interior lot line to restrict access to the adjacent property and a chain-link fenced area will be located to the rear of the proposed addition. An existing loading area will be removed at the front of the existing building.

The southern elevation of the building has incorporated design elements which include a number of canopies above the windows with a variety of material choices and finishes with detail to contribute to complementing the streetscape along King Street. The east, west and north sides of the building will have metal siding. As the building is set back to the rear of the lot, the exterior finishes will not be prominent along the east, west and north sides of the building. Extensive landscaping will be provided in the front yard along King Street East with landscape plantings in the eastern interior side yard and in front of the addition.

The applicant has indicated that garbage will be contained within the building. Snow storage has not been identified on the plan and will be required to be removed from the

site unless it has been identified on the Site Plan drawing. There will be no outside storage, sales and display on the property.

The existing sign in the front yard will be used for the new veterinary clinic with lower plantings to surround the sign.

### **GENERAL PROVISIONS Section 3.0**

The following provisions apply to the proposal:

#### **Section 3.23 Illumination**

Illumination of buildings and grounds shall be permitted provided that:

- Illumination shall not cause direct or indirect glare on a street that may interfere with traffic or pedestrian safety.
- Illumination shall not consist of a colour or be designed or located that it may be confused with traffic signals.
- Illumination shall not cause direct or indirect glare on adjacent properties.

#### **COMMENT:**

A light standard is proposed in the southeast corner of the property along King Street East. Additional lighting will be located on the exterior of the building at the front, west side and the rear near the loading space. All lighting on the property will be required to be dark sky compliant and particularly consider the residential in the rear yard.

#### **Section 3.24 Landscaped Open Space**

In a Commercial designation any portion in the front yard not used for any other permitted use shall be exclusively devoted to landscaped open space. Where landscaping is required as a buffer, such landscaping shall be continuous except for lanes, driveways, aisles or walkways which provide access to the lot.

#### **COMMENT:**

Landscape plantings will be provided in the front yard along King Street East with landscape plantings in the eastern interior side yard and in front of the addition. The plantings include 4 deciduous trees, coniferous and deciduous shrubs and perennials.

Delineation between the adjacent property is being implemented with a combination of fencing, trees and sod.

The design criteria (Section 7.5m) as noted above provides that landscaping adjacent residential uses is to be 3m. It is noted that the existing building is 1.53m from the rear yard and this area for landscaping is not achievable. The new addition will not further impact the rear yard setback.

#### **Section 3.26 Loading Requirements**

One loading space is required if the floor area exceeds 250 m<sup>2</sup> but not more than 1000 m<sup>2</sup> with a size 14m x 3.5m and vertical clearance of 4.5m. Access to the loading space shall be by means of a driveway at least 3.5m wide for one way traffic and 6.0m wide for two way traffic.

**COMMENT:**

A loading space is proposed that complies with the size requirements of the by-law, however, it encroaches into the required turning movements of the site.

Staff note that typical deliveries for the clinic are undertaken by smaller trucks (not transport trucks) and municipalities have amended by-laws to seek a size of 10m as opposed to 14m.

**Section 3.32 Parking and Storage of Vehicles**

The parking space requirement for a clinic is 6 parking spaces per doctor. A standard parking space is 2.7m x 6m.

Each barrier-free parking space shall be 2.7m x 6m with an aisle of 1.5m between and one each side of barrier-free parking space at a ratio of 1/20.

**Section 3.32 Access**

Ingress and egress directly to and from every parking space shall be by means of a driveway, lane or aisle having a width of 6m where designed for two-way vehicular circulation.

**COMMENT:**

The applicant has indicated that there will be 3 doctors at the clinic requiring 18 spaces and two barrier free spaces. The requirement is 20 parking space on site, however, the plan is proposing 22. Accessible spaces include depressed curbing from the spaces to the sidewalk in close proximity to the building. Proper aisle width for two-way access is compliant with the bylaw.

**CIRCULATION TO AGENCIES**

Circulation to all property owners within 120m of the site and the prescribed agencies (comments received to date):

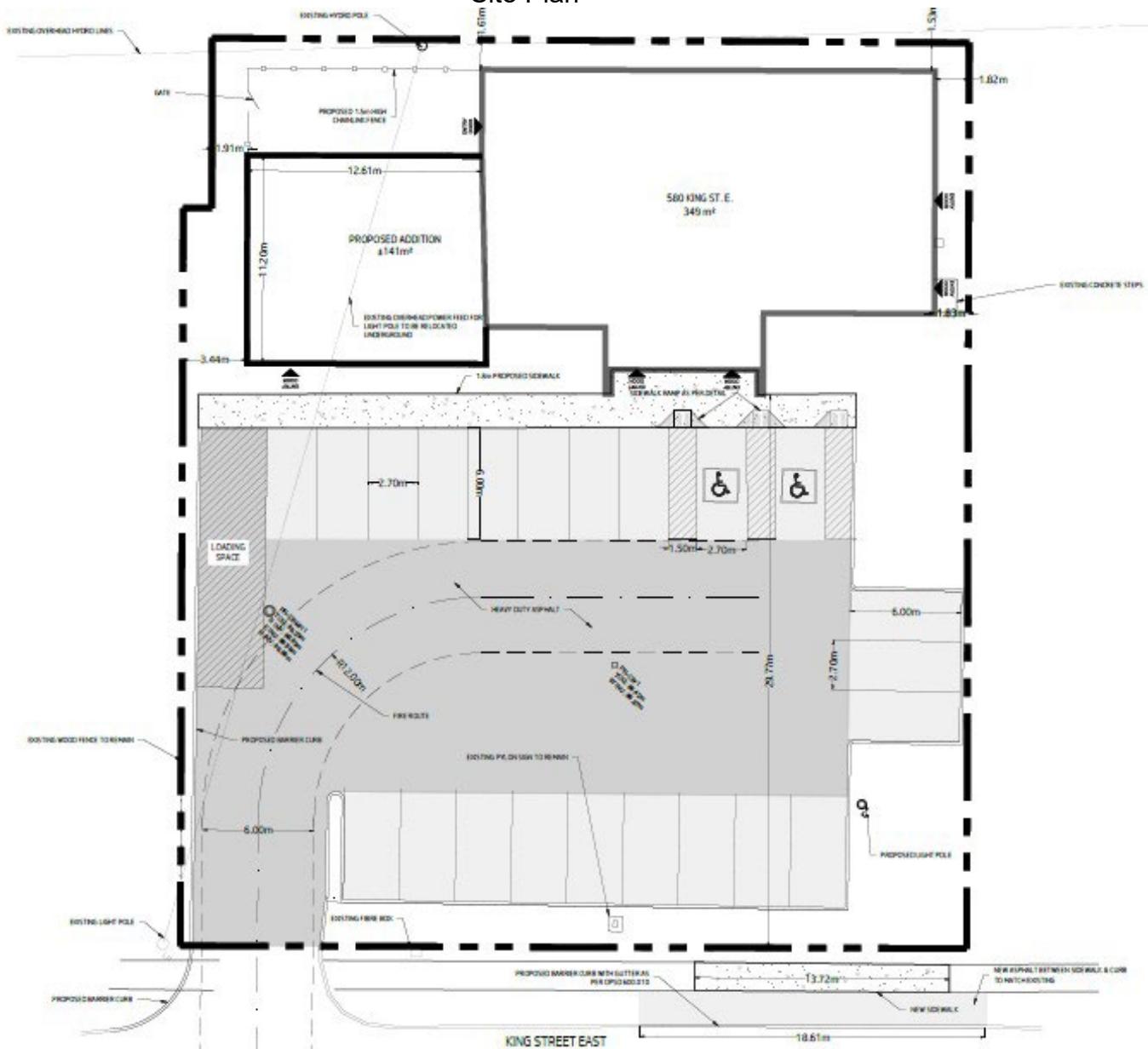
CAO	No comments.
Chief Building Official	No comments. A detailed review will be provided during the building permit application review process.
CRCA	No comments or concerns.
School Boards: CDSBEO and UCDSB	
Utilities: Bell Canada/Canada Post/ Cogeco/Enbridge Gas/ Eastern Ontario Power/Hydro One (OPG)/MTO	
EMS: Fire/LG Paramedic/Police	
Public Works, Water/Sewer Utilities	Public Works – comments are incorporated within the report
Southeast Public Health Unit	
Neighbourhood: Posting and 120m Circulation	No comments were received from the public at the time of the writing of the report.

Staff have no objection to DP2025-17 Otis Properties Ltd. – 580 King Street East, for a change of use to convert the existing building from retail to an animal clinic including the addition of a 141m<sup>2</sup> subject to the following conditions:

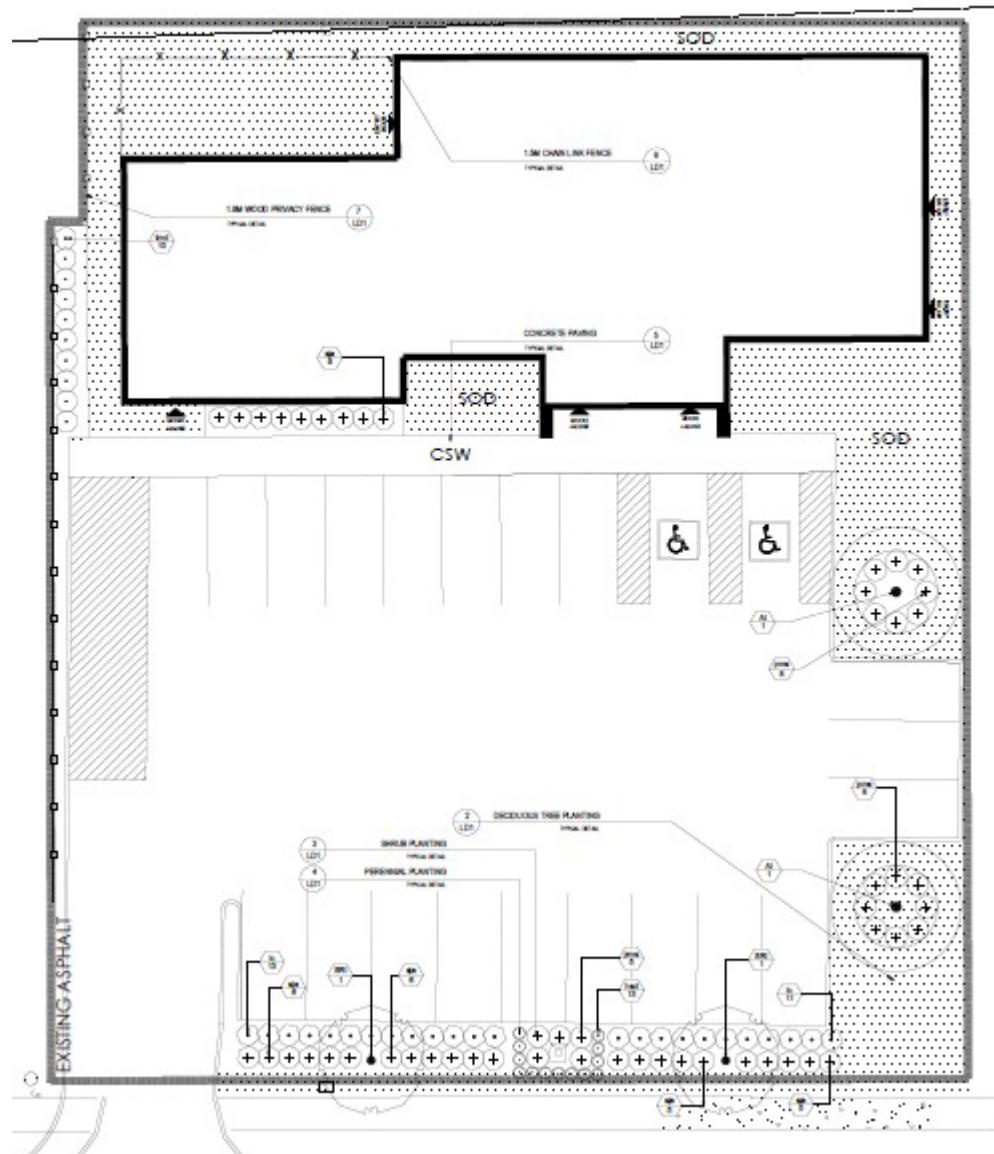
- All final plans to be submitted and approved by the Town prior to registration of the agreement on title,
- Clearance be obtained and submitted to Planning and Development for sanitary pipe upgrades and the municipal backflow by-law from Public Works.
- All registered Site Plan Agreements be removed and replaced with the new Development Permit Agreement,
- The Owner enter into a Development Permit Agreement within one year of the Notice of Decision or the approval may lapse; and
- All costs associated with fulfilling the conditions of this decision are borne by the Owner.

APPROVAL	<hr/> <p>Trudy Gravel, Assistant Planner</p> <hr/> <p>Brenda Guy, Manager of Planning and Development</p>
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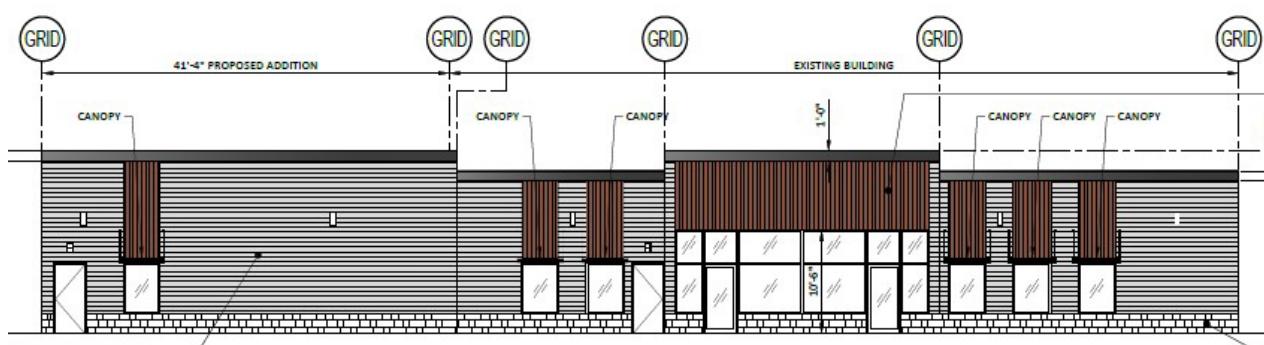
## Attachment 1 Site Plan



Attachment 2  
Landscape Plan



Attachment 3  
South Elevation Facing King Street East



## **Attachment 2 - Applications, Drawings and Supporting Information**

THE CORPORATION OF THE TOWN OF



DP 20 25 / 17

### **APPLICATION FOR DEVELOPMENT PERMIT APPROVAL**

**Section 70.2 of the Planning Act, RSO 1990, as amended**

This application form **MUST** be accompanied with **all** the submission requirements in order to be considered a complete application. **Incomplete applications will not be processed until all information is provided.**

A Pre-consultation meeting with Planning and Development staff is **REQUIRED PRIOR TO SUBMISSION** of this application. At that time, approval stream and submission requirements will be determined. **ALL** applications require the following:

**ALL** applications require the following:

- Complete application form signed including declaration of applicant\*
- Proof of ownership, deed of property or offer to purchase and sale\*
- Legal survey and/or Building Location Survey for the subject property\*
- If the development is for commercial and/or employment, multi-residential – One (1) large scale paper copy of all plans shall be submitted along with one set of reduced 11" x 17" of all plans and your electronic copy. Plans are to be in a standard scale format (1:250 1:500)
- Application fee as outlined in the pre-consultation form payable to the Town of Gananoque\*
- Deposit fee as outlined in the pre-consultation form payable to the Town of Gananoque\*
- Fees payable to the Cataraqui Region Conservation Authority, if applicable. Contact the CRCA for more information.

RECEIVED  
NOV 13 2025

<b>CONTACT INFORMATION</b>		
<p>Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of The Planning Act and will be used to process this application.</p>		
Name of Applicant: Daniel Fox, Full Speed Builders Ltd.	Complete Address including Postal Code: 16788 Highway 7, Perth, ON K7H 3C8	Phone: 613-466-0400 613-328-8234
	E-mail: <a href="mailto:daniel@fullspeedbuilders.ca">daniel@fullspeedbuilders.ca</a>	
Name of Property Owner (if different than applicant): Otis Properties Limited	Complete Address including Postal Code: 3338 Dufferin Street, Toronto, ON M6A 3A4	Phone: 416-489-2833
	E-mail:	
Architect/Designer/Planner: Full Speed Builders Ltd.	Complete Address including Postal Code: 16788 Highway 7, Perth, ON K7H 3C8	Phone: 613-466-0400
	E-mail: <a href="mailto:josh@fullspeedbuilders.ca">josh@fullspeedbuilders.ca</a>	
Engineer: Full Speed Builders Ltd.	Complete Address including Postal Code: 16788 Highway 7, Perth, ON K7H 3C8	Phone: 613-466-0400
	E-mail: <a href="mailto:daniel@fullspeedbuilders.ca">daniel@fullspeedbuilders.ca</a>	
Land Surveyor: Callon Dietz	Complete Address including Postal Code: 19 Roe Street, Carleton Place, ON P1A 4K2	Phone: 613-253-6000
	E-mail: <a href="mailto:requests@callondietz.com">requests@callondietz.com</a>	

<b>PROPERTY</b>		
Street or Property Address (if applicable):  580 King Street East	Roll Number (if known):	
<b>LEGAL DESCRIPTION</b>		
Lot/Con/Plan: Part of Lot 15, Concession 1		
Frontage (m/ft): 42.30m	Depth (m/ft): 48.73m	Lot Area: 2047 sq. m.

**SUBMISSION REQUIREMENTS**

The applicant/agent is responsible for ensuring that the submission requirements are met, including confirming that all the information listed below is shown on the required plans by checking off each box.

 **Site Plan(s) including scaled accurate measurements of:**

- Title, location and date of project including legend and scale (graphic bar scale as well as written ratio scale);
- Dimensions and areas of the site including existing natural and artificial features i.e: buildings, watercourses, wetlands, woodlands.
- Dimensions and gross floor area of all building and structures to be erected;
- Existing structures to be retained, removed or relocated;
- Distances between lot lines and the various buildings, structures, parking areas, driveways and other features;
- Proposed elevation of finished grades including area to be filled or excavated, retaining walls, drainage ditches;
- Parking areas including number, size of spaces and dimensions. The plans shall have regard for **Ontario Regulation 413/12 made under Accessibility for Ontarians with Disabilities Act, 2005**. This shall include, but not be limited to, providing appropriate designated parking spaces and unobstructed building access features.
- Access driveways including curbing and sidewalks
- Proposed fire routes and fire route sign locations
- Dimensions and locations of loading zones, waste receptacles and other storage spaces;
- Location, height and type of lighting fixtures including information on intensity and the direction in which they will shine relative to neighbouring streets and properties;
- Location of sign (sign permit to be applied for through the Building Permit process) as per By-law 2005-41;
- Location, type and size of any other significant features such as fencing, gates and walkways.

 **Drainage Plan(s) including scaled accurate measurements of:**

- Drainage Plan must demonstrate proposed development is handled on-site and does not infringe on neighbouring properties;

 **Landscape Plan(s) including scaled accurate measurements of:**

- Landscape Plan showing size, type and location of vegetation, areas to be seeded or sod. Plan to show existing landscape features to be retained, removed or relocated;

 **Site Servicing Plan(s) including scaled accurate measurements of:**

- Site Servicing Plan (plan/profile) including layout of existing water, sewer, gas lines, proposed connections, utility easements, fire hydrants, hydro poles, lighting, trees, transformers and pedestals.

 **Grade Control and Drainage Plan(s) including scale accurate measurements of:**

- Existing elevations on subject and adjacent lands and long centerline or adjacent street lines, which are to be geodetic;
- Location of any creeks, ravines or watercourses with elevations and contours;
- Arrows indicating the proposed direction of flow of all surface water;
- Location and direction of swales, surface water outlets, rip-rap, catch basins, rock, retaining walls, culverts
- Existing and/or proposed right-of-ways or easements

**Elevation and Cross-Section Plan(s)** including scale accurate measurements of:

- Coloured elevation drawings or renderings of each side of the building to include materials being used and their consideration to the neighbourhood (PHOTOS OF EXISTING BUILDING ARE PERMITTED IF NO ADDITIONS ARE BEING UNDERTAKEN)
- Drawings that show plan, elevations and cross section views for each building or structure to be erected;
- Conceptual design of building;
- Relationship to existing buildings, streets and exterior areas to which members of the public have access to;
- Exterior design including character, scale, appearance and design features of the proposed building;
- Design elements of adjacent Town road including trees, shrubs, plantings, street furniture, curbing and facilities designed to have regard for accessibility
- Photographs of the subject land and abutting streetscape on both side of the street

 **Supporting Studies and Reports.** Technical reports/plans or studies may be required to assist in the review process of a Development Permit Application. Applications for Development Permit may be required to submit the following studies or reports. Applicants should consult with Municipal staff to determine site specific requirements:

- Air, Noise or Vibration Study
- Archaeological Study
- Drainage and/or stormwater management report
- Environmental Impact Assessment for a natural heritage feature or area
- Erosion and Sediment Control Plan
- Geotechnical Study and Hydrogeological Study
- Heritage Resource Assessment/Study
- Hydrogeology/Groundwater Study
- Phase I Environmental, investigation if required
- Form 1's – Record of Future Alteration (Water, Sewer and Storm)

- Sanitary System Design & sufficient capacity
- Servicing Options Report
- Source Water Protection – Risk Management Assessment
- Sun/Shady Study
- Traffic Study
- Vegetation Inventory/Preservation
- Visual Impact Assessment
- Water Distribution System & sufficient capacity
- Wave Uprush Study
- Supporting Land Use Planning Report
- Other:

## NOTES TO OWNER/APPLICANT:

- Applications may be subject to any Town incurred costs over and above the fees set out (See By-law 2016-047) being a by-law to establish general fees and rates for various services provided by the municipality). This is in the form of a deposit fee in the amount of \$2,000 payable to the Town of Gananoque for peer reviews of various studies as outlined in the application.
- Cataraqui Region Conservation Authority (CRCA) - Applications may be subject to review and a separate cheque payable to the CRCA. Fees are identified on the CRCA website <https://cataraquiconservation.ca/pages/permit-fees>. The Town recommends that you consult with a Conservation Authority Officer prior to making application.
- The applicant/owner may be required to provide 100% security of the cost of works in the form of a Letter of Credit or Certified Cheque upon signing of the Development Permit Agreement for all Class III applications and any Class that may require a background study or legal registration of documents.
- Security will remain with the Town until such time as the works are completed for any agreement. A 15% holdback will be maintained for a period of one year after the works are completed. This will be applicable at the time of agreement.

<b>Existing Use(s):</b> Beer Store		
Length of time the existing use of the subject lands have continued: Unknown		
Has the property been designated as a Heritage Site?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the property presently under a Site Plan/Development Permit Agreement?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Has the property ever been subject of an application under Section 34 (Zoning), 41 (Site plan) or 45 (Minor Variance) of the Planning Act?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Has the property ever been subject of an application under Section 70.2 (Development Permit By-law) of the Planning Act?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If the property has been subject of applications under the Planning Act noted above, provide the file number(s) and the status of the application?		

<b>Proposed Use(s):</b> Veterinary Clinic		
Is the <b>Use</b> permitted or permitted subject to criteria as set out in the development permit by-law?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
How has the applicable criteria have been addressed?		
Is/Are variation(s) requested?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, what variation is requested and why?		
Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law.		

<b>Abutting Land Use(s) – east, west, north, south:</b> North - Residential East - Public Park South - Commercial Building under construction West - Gas Station		
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Is the Development to be phased?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
What is the anticipated date of construction?	January 2026	
Is the land to be divided in the future?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there any easements, right-of-ways or restrictive covenants affecting the subject land?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, please provide details (and copies of covenants with application submission).		

<b>Plan Details: Please ensure that measurements are consistent with plan</b>			
<input type="checkbox"/> Residential	<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Employment Lands/Industrial	<input type="checkbox"/> Institutional
Building Coverage: 23 (%) 490 (sq.m)		Landscape Coverage: 23 (%) 478 (sq.m)	
Building Height: 4.88m	No. of Storeys: 1	No. of Units: 1	Storage of Garbage: Internal

<b>Parking Area:</b>	Existing Parking Surface <input checked="" type="checkbox"/> Paved <input type="checkbox"/> Gravel <input type="checkbox"/> Permeable Parking Area <input type="checkbox"/> Other			
	Proposed Parking Surface: <input checked="" type="checkbox"/> Paved <input type="checkbox"/> Gravel <input type="checkbox"/> Permeable Parking Area <input type="checkbox"/> Other			
	# of Existing Parking Spaces 16	# of New Parking Spaces 22	# of Accessible Parking Spaces 2	Total # of Parking Spaces 24
	Dimension of Parking Spaces (m/ft): 2.7m X 6.0m		Dimensions of Accessible Parking Spaces (m/ft): 2.7m X 6.0m	

<b>LOADING SPACES, if applicable:</b>	Number of Loading Spaces: 1	Dimensions of Loading Spaces (m/ft): 14m x 3.56m
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<b>Heritage Tourist Inn/Bed and Breakfast/Short Term Accommodation*:</b>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No				
Is this an application for a Heritage Tourist Inn?		<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Number of Guest Rooms:		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
<b>NOTE:</b> A Heritage Tourist Inn will require a Heritage Resource Assessment evaluating the heritage significance of the property including a description of historic features is required with the submission of this application.							
Is this an application for a Bed and Breakfast?		<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Number of Guest Rooms:		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			
Is this an application for a Short Term Accommodation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Number of Guest Rooms:		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			

<b>Access*:</b>	<b>Potable Water*:</b>	<b>Sewage Disposal*:</b>	<b>Stormwater*:</b>
<input checked="" type="checkbox"/> Municipal Street <input type="checkbox"/> Existing Private Road/ Lane <input type="checkbox"/> Existing Right-of-way <input type="checkbox"/> Unopen Road Allowance <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Town Owned/operated Water System <input type="checkbox"/> Private Well <input type="checkbox"/> River <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Town Owned/Operated Sewage System <input type="checkbox"/> Private Septic and Tile Field <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Town Owned/Operated Sewers <input type="checkbox"/> Swales <input type="checkbox"/> Ditches <input type="checkbox"/> Other
Provide any applicable hook-up approvals and/or permit number(s) applicable to the above:			

<b>Water Access</b> (where access to the subject land is by water only)			
Docking Facilities (specify) distance from subject land _____	Parking Facilities (specify) distance from subject land _____	distance from nearest public road _____	distance from nearest public road _____
distance from nearest public road _____	distance from nearest public road _____	distance from nearest public road _____	distance from nearest public road _____

<b>EXISTING BUILDINGS:</b>		<b>Building 1 - Primary</b>	<b>Building 2 - Accessory</b>
Type of Structure (ie: wood concrete)	Concrete block walls with masonry		
Date Constructed:	Unknown		
Front Line Setback:	29.79m		
Rear Lot Line Setback:	1.53m		
Side Lot Line Setback:	East - 1.82m		
Side Lot Line Setback:	West - 14.47m		
Height:	4.88m		
Dimensions:	24.37m X 13.05m		
Floor Area:	349 sq. m.		

<b>PROPOSED BUILDINGS:</b>		Building 1 - Primary	Building 2 - Accessory
Type of Structure (ie: wood concrete)	Structual Steel with siding		
	Proposed Date of Construction:	2026	
	Front Line Setback:	29.79m	
	Rear Lot Line Setback:	6.32m	
	Side Lot Line Setback:	East - 1.82m	
	Side Lot Line Setback:	West - 1.91m	
	Height:	4.88m	
	Dimensions:	12.61m x 11.20m	
	Floor Area:	141 sq. m.	
Attached Additional Page, if necessary			

## AUTHORIZATION BY OWNER

I/We, the undersigned being the registered owner(s) of the subject lands, hereby authorize FULL SPEED BUILDERS (print name) to be the applicant in the submission of this application. Furthermore, I/we, being the registered owner(s) of the subject lands, hereby authorize Town of Gananoque members of Council, Committee of Council and Municipal Staff, to enter upon the property for the purposes of conducting a site inspection with respect to the subject application.

OTIS PROPERTIES LIMITED

Owner Name (Please Print)

Signature of Owner DRIAN OTIS

Signature of Witness (not applicant)

Owner Name (Please Print)

Signature of Owner

NOVEMBER 5/25

Date

## CONSENT BY OWNER

I/We, OTIS PROPERTIES LIMITED, (print name(s) am/are the registered owner(s) of the land that is the subject of this application for Development Purposes and for purposes of the Municipal Freedom of Information and Protection of Privacy Act. I/We hereby authorize the use, or disclosure, to any person or public body, of any personal information collected under the authority of the Planning Act of the purpose of processing this application.

Signature of Owner DRIAN OTIS

Signature of Owner

NOVEMBER 5/25

Signature of Witness (not applicant)

Date

## DECLARATION OF APPLICANT

(Print) I, Daniel Fox of the Town of Harrowsmith in the Township of South Frontenac solemnly declare that:

I understand that the applicant/owner will be required to provide 100% security of the outside works in the form of a Letter of Credit or Certified Cheque until such time as the works are completed. A 15% holdback will be maintained for a period of one year after the works are completed. This will be applicable at the time of agreement.

All of the above statements contained in the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of *The Canada Evidence Act*.

Declared/Sworn before me at

GANANOQUE

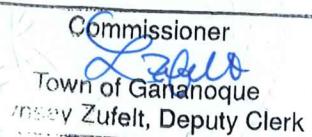
this 13TH day of NOVEMBER,  
2025.

S. Zufelt

Signature of a Commissioner, etc

D. Fox

Signature of Applicant



<b>Office Use Only:</b>		Roll No: 081400001505700
Official Plan Designation: Highway Commercial	Development Permit Designation: Progressive Commercial	Other:
Access (Entrance Permits etc):	Water and Sewer Hookup (Permits etc):	Other:
Other Concurrent Parking Applications:	<input type="checkbox"/> Cash-in-Lieu of Parking <input type="checkbox"/> condo Approval <input type="checkbox"/> Consent/ Severance	<input type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Subdivision Approval
Date Application Received: November 13, 2025	Date Application Deemed Complete: November 13, 2025	Fees Received: \$1900 & \$2000

For additional details please contact: Brenda Guy, Manager of Planning and Development  
Town of Gananoque, 30 King Street East, Gananoque, ON K7G 1E9  
(613) 382-2149 ext.1126 E-mail: [bguy@gananoque.ca](mailto:bguy@gananoque.ca)

**Peer Review/Consultant Services**

In order to streamline the Town of Gananoque's planning process, professional or peer review services may be contracted out by the Town under By-law 2004-63 and amending By-law 2007-29. These may include but are not limited to the following:

Condominium Applications Consent Applications Cost Estimate of Works Development Permit Applications Official Plan Amendment Local Planning Appeal Tribunal Part Lot Control Subdivision Applications	Air, Noise or Vibration Study Archaeological Study Drainage and/or stormwater management report Environmental Impact Assessment for a natural heritage feature or area Erosion and Sediment Control Plan Geotechnical Study/Hydrogeological Study Heritage Resource Assessment/Study Hydrogeology/Groundwater Study Phase I Environmental, investigation if req'd Form 1's – Record of Future Alteration (Water, Sewer and Storm)	Sanitary System Design & sufficient capacity Servicing Options Report Source Water Protection – Risk Management Assessment Sun/Shady Study Traffic Study Vegetation Inventory/Preservation Visual Impact Assessment Water Distribution System & sufficient capacity Wave Uprush Study Supporting Land Use Planning Report
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The use of and choice of peer review contract consultants for either planning or engineering on any specific project are subject to the approval of either the Manager of Planning and Development or the Director of Public Works within their respective areas of jurisdiction.

All costs for the peer review consultants and legal costs for preparation of agreements and/or registration shall be fully paid by the applicant/owner. A deposit will be received by the Town as part of application submission requirements in the amount of \$2,000 (two thousand dollars). Any costs above and beyond the initial security will be invoiced to the applicant/owner.

All invoices shall be paid by the Town and subsequently invoiced to the applicant/developer. If payment is not received by the Town within 30 (thirty) days of receipt, the Town will recover its costs from any other securities which have been posted for the project by the applicant/owner.

The securities will be held by the Town until the component of the project for which they were posted is complete. Authorization for the release of the securities shall be provided to the Finance Department by either the Clerk or the Manager of Planning and Development, within their respective areas of jurisdiction.

I/We, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that:

I am aware of the current Town of Gananoque General Fees and Rates for various services provided by the Town.

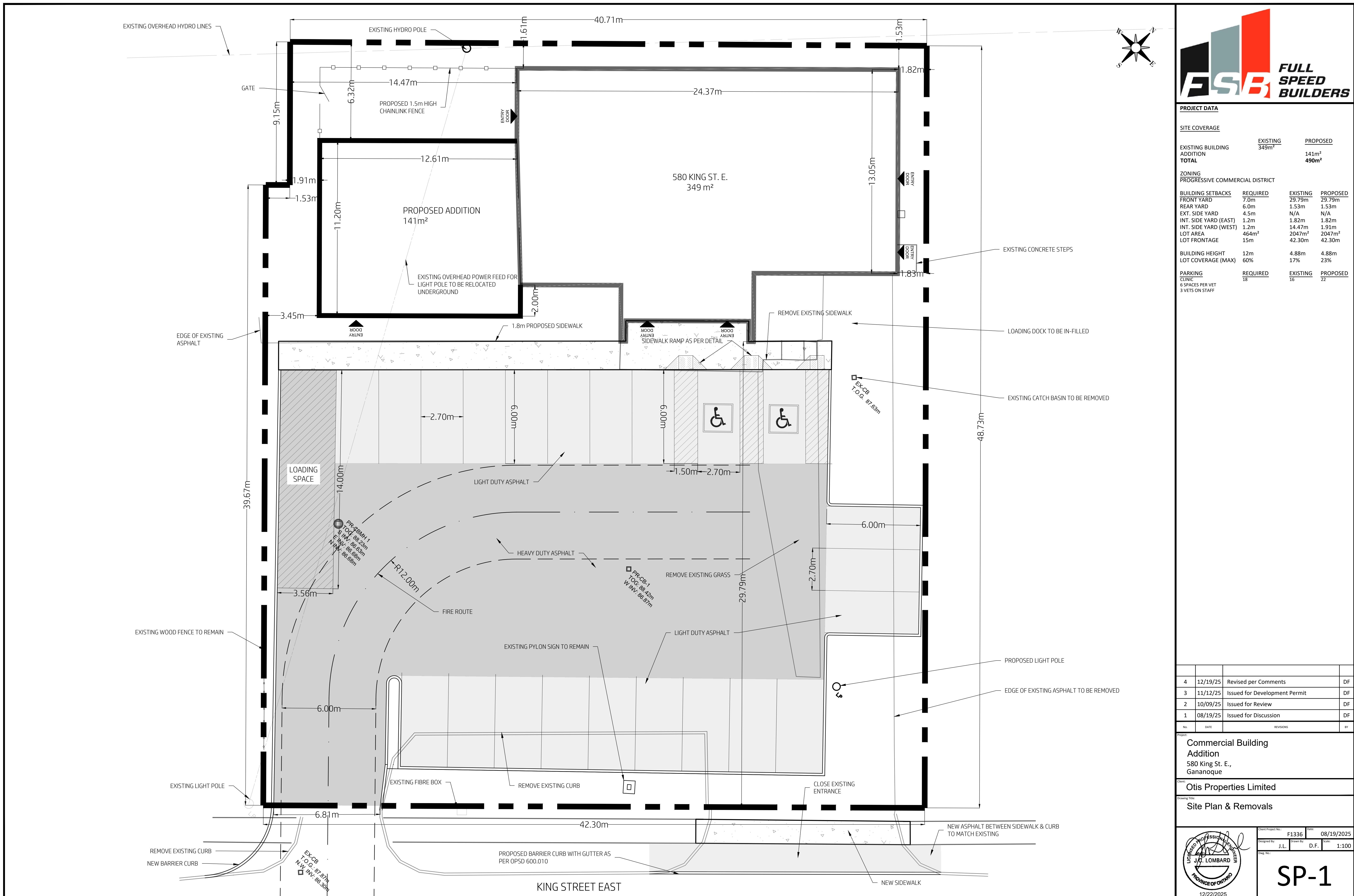
Furthermore, I accept the Town's peer review process whereby I agree to provide the Town of Gananoque with a deposit in the amount of \$2,000 (two thousand dollars) in order to conduct any necessary peer review(s) as deemed by the Town or preparation of legal agreements including registration in the completion of my planning application. In the event that payment is not received for such peer reviews, the Town may use the deposit to do so or any other securities being held.

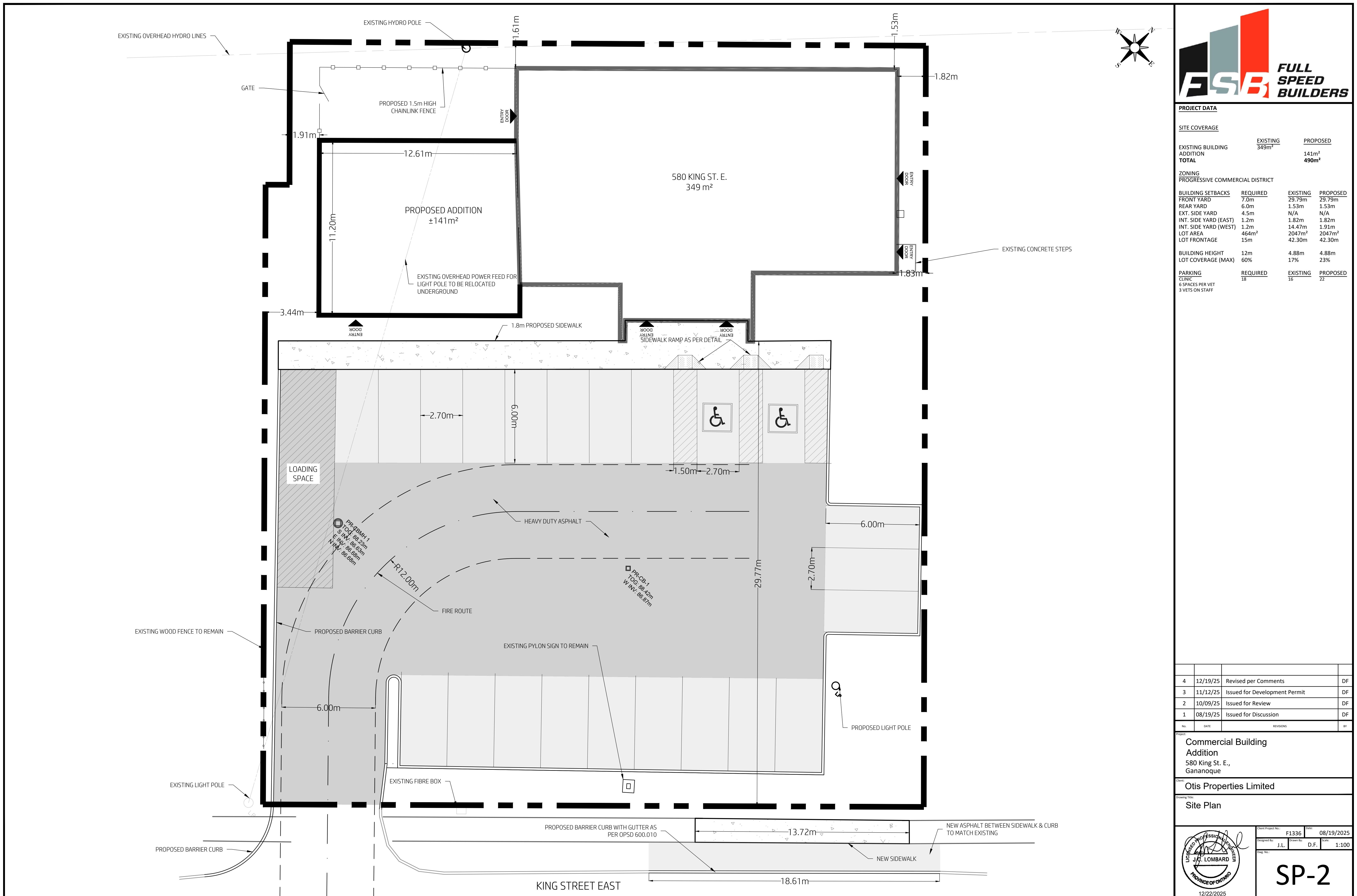
\_\_\_\_\_  
Print Name – Owner/Applicant

\_\_\_\_\_  
Signature – Owner/Applicant

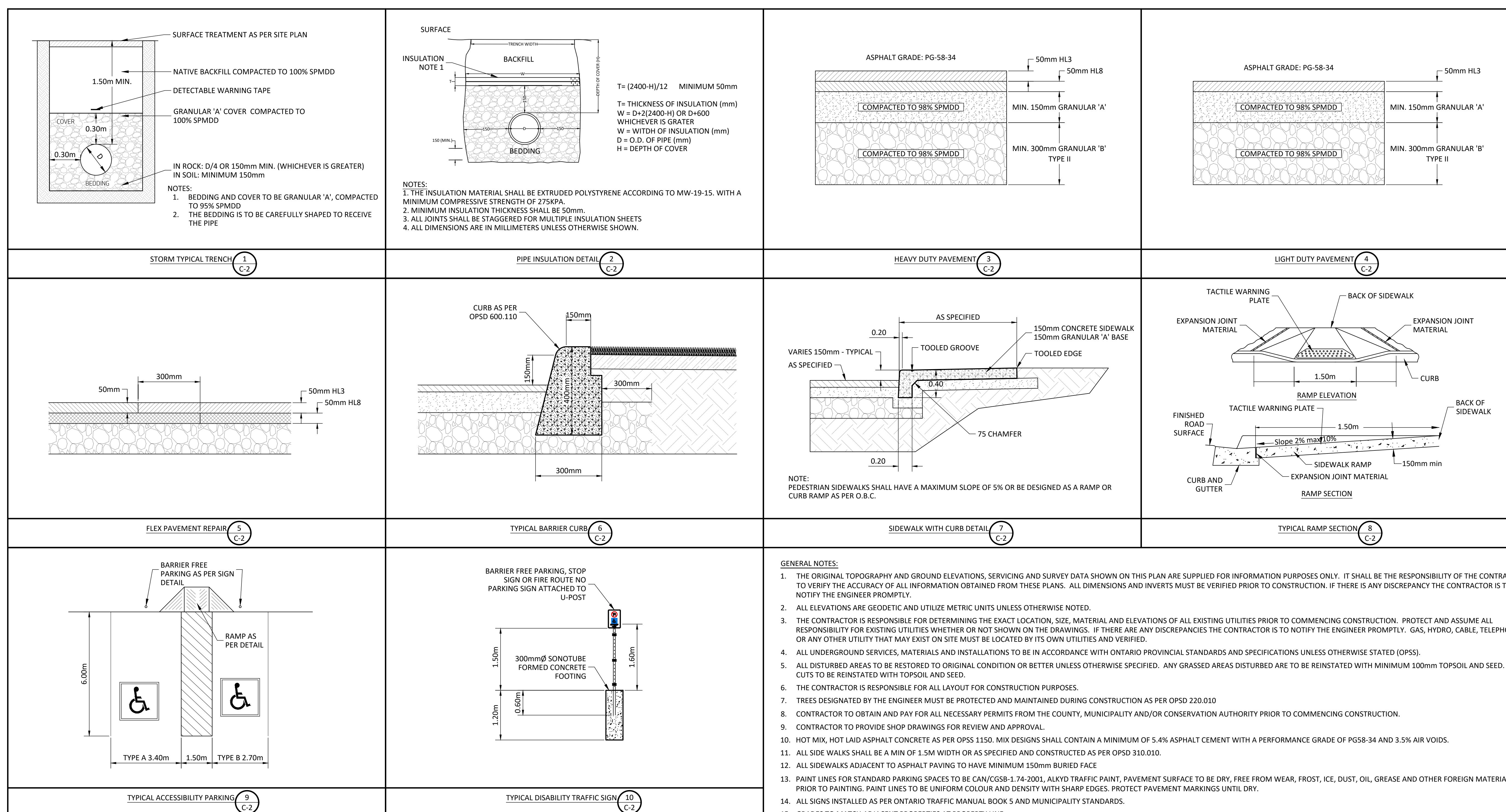
\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager of Planning/Development or his/her designate







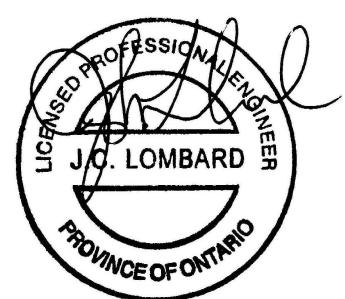


18. SUB-BEDDING, IF REQUIRED SHALL BE AS PER THE DIRECTION OF GEOTECHNICAL ENGINEER  
19. BACKFILL TO AT LEAST 300mm ABOVE TOP OF PIPE WITH GRANULAR "A".  
20. TO MINIMIZE DIFFERENTIAL FROST HEAVING, TRENCH BACKFILL (FROM PAVEMENT SUBGRADE TO 2 METRES BELOW FINISHED GRADE) SHALL MATCH EXISTING SOIL CONDITIONS.  
21. EXTERIOR LIGHT FIXTURES TO BE NIGHT SKY COMPLIANT WITH NO LIGHT SPILLING OFF PROPERTY.  
22. GARBAGE AND REFUSE TO BE STORED INTERNALLY WITHIN BUILDING.  
ENVIRONMENTAL  
23. EROSION AND SEDIMENT CONTROLS SHALL BE INSTALLED PRIOR TO CONSTRUCTION AND MONITORED AND MAINTAINED BY THE CONTRACTOR UNTIL COMPLETION. THE TEMPORARY SEDIMENT AND EROSION CONTROL MEASURES MUST BE REMOVED ONCE THE SITE HAS BEEN STABILIZED AND SITE WORKS COMPLETED.  
24. REGARDLESS OF SITE SPECIFIC ITEMS DETAILED ON THE PLANS, THE CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES TO SUIT THE PROPOSED WORK METHODS TO CONTROL SEDIMENT FROM RUNNING OFF THE SITE OR INTO WATER BEARING FEATURES PRIOR TO ANY DISTURBANCE. FOLLOWING CONSTRUCTION, DISTURBED AREAS, AS WELL AS PROPOSED GRASSED AND VEGETATED SURFACES SHALL BE REINSTATED.  
25. IN THE EVENT THAT HUMAN REMAINS ARE ENCOUNTERED DURING CONSTRUCTION, THE MINISTRY OF CITIZENSHIP, CULTURE AND RECREATION SHALL BE NOTIFIED IMMEDIATELY AND THE REGISTRAR OR DEPUTY REGISTRAR OF THE CEMETERIES REGULATION UNIT OF THE MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS (416) 362-8392, SHALL BE NOTIFIED IMMEDIATELY.  
26. IN THE EVENT THAT BURIED ARCHEOLOGICAL REMAINS ARE FOUND DURING CONSTRUCTION ACTIVITIES, THE MINISTRY OF CITIZENSHIP, CULTURE AND RECREATION SHALL BE NOTIFIED IMMEDIATELY.  
27. WHILE UNDERTAKING CLEARING, DEMOLITION, EXCAVATION OR CONSTRUCTION THE OWNER AND THEIR CONTRACTORS SHALL BE VIGILANT FOR THE POTENTIAL PRESENCE OF UNDERGROUND FUEL TANKS, CONTAMINATED SOIL OR GROUNDWATER, BURIED WASTE OR ABANDONED WATER WELLS. IF ANY OF THE ABOVE ARE ENCOUNTERED OR SUSPECTED, THE OWNER SHALL ENSURE THAT:  
27.A. THE TOWN OF GANANOQUE'S ENVIRONMENT DEPARTMENT IS TO BE ADVISED THAT CONTAMINANTS OR WASTES HAVE BEEN DISCOVERED OR ARE SUSPECTED.  
27.B. ANY SOIL OR GROUNDWATER CONTAMINATION ENCOUNTERED IS REMEDIATED TO APPLICABLE STANDARDS AS DEFINED WITHIN O.REG 153/04 OR AS REVISED;  
27.C. ANY WASTES GENERATED BY SITE CLEAN-UPS ARE MANAGED IN ACCORDANCE WITH APPLICABLE LAWS AND STANDARDS;

27.D. ANY ABANDONED FUEL TANKS ENCOUNTERED ARE DECOMMISSIONED IN ACCORDANCE WITH APPLICABLE LAWS AND STANDARDS;  
27.E. ANY UNUSED WATER WELLS (DRILLED OR DUG) ARE PROPERLY ABANDONED IN ACCORDANCE WITH ONTARIO REGULATIONS 903 - WELLS OR AS ADVISED;  
27.F. IF IT APPEARS LIKELY THAT CONTAMINATION EXTENDS BEYOND THE BOUNDARIES OF THE SUBJECT PROPERTY, THE OWNER NOTIFIES THE LOCAL OFFICE OF THE MINISTRY OF ENVIRONMENT AND THE TOWN OF GANANOQUE'S ENVIRONMENT DEPARTMENT;  
27.G. CONSTRUCTION WASTES ARE NOT TO BE BURIED WITHIN THE PROPERTY THAT IS THE SUBJECT OF THIS AGREEMENT, AND  
27.H. THE OWNER AND THEIR CONTRACTORS REPORT ALL SPILLS TO THE MINISTRY OF THE ENVIRONMENT'S SPILLS ACTION CENTRE (1-800-268-6060) AND TO THE MUNICIPALITY FORTHWITH.  
STORM  
28. ALL TEMPORARY SEDIMENT AND EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO CONSTRUCTION. CONTRACTOR TO MAINTAIN SILT FENCE.  
29. CATCH BASIN TO BE AS PER OPSD 705.010. DISHESED GRATE AS PER OPSD 400.010.  
30. CBMH'S TO BE AS PER OPSD 701.010. DISHESED GRATE AS PER OPSD 400.010.  
31. INSULATE ALL SEWERS/SERVICES THAT HAVE LESS THAN 1.5M OF COVER WITH THERMAL INSULATION.  
32. STORM SEWERS TO BE FLUSHED AND CCTV STUDY COMPLETED.  
33. LEAK TESTING SHALL BE AS PER OPSS AND TOWN OF GANANOQUE STANDARDS.

ELECTRICAL AND COMMUNICATIONS  
34. ALL ELECTRICAL AND COMMUNICATION DUCTS TO HAVE A MIN OF 150mm OF SAND BEDDING AND COVER AS PER DETAIL.  
35. MINIMUM OF 600mm COVER MUST BE PROVIDED ON ALL SERVICES.

No.	Date	REVISIONS
Project: Commercial Building Addition 580 King St. E., Gananoque		
Client: Otis Properties Limited		
Drawing Title: Typical Details & Notes		
Client Project No.: XXXXXX		Date: mm/dd/yyyy
Designed By: X.X.	Brown By: X.X.	Scale: As Shown
Dwg. No.: C-2		Dwg. No.: 12/22/2025



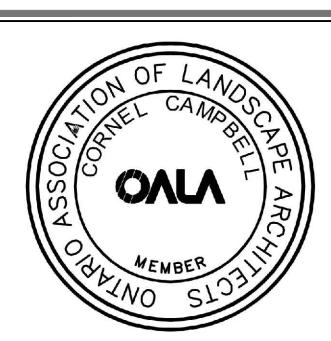
**C-2**

**GENERAL NOTES**

1. All dimensions are in millimetres unless noted otherwise. Do not scale the drawings.
2. It is the responsibility of the contractor to verify all existing and proposed grading and conditions on the project and immediately report any discrepancies to the consultant before proceeding with any work.
3. This drawing shall be read in conjunction with all other consultant drawings including, but not limited to the project architectural site plan, engineering drawings, tree inventory, and survey.
4. The contractor shall review and be aware of all existing and proposed services and utilities. The contractor is responsible for having all underground services and utility lines staked by each agency having jurisdiction prior to commencing work.
5. The contractor shall not leave any holes open overnight.
6. The Contractor shall thoroughly clean areas surrounding the construction zone at the end of each work day. The area surrounding the construction zone shall be kept clean and useable by others.
7. This drawing is only to be used for the purpose noted in the issuance section. This drawing shall not be used for construction unless issued and sealed for construction.
8. Contractor to make good any and all damages outside of the development area that may occur as a result of construction at no extra cost.

# 580 KING STREET E. GANANOQUE

## LANDSCAPE DESIGN PACKAGE



2. ISSUED FOR SPA DECEMBER 19, 2025

1. ISSUED FOR SPA OCTOBER 06, 2025

REV # ISSUANCE DATE

SCALE

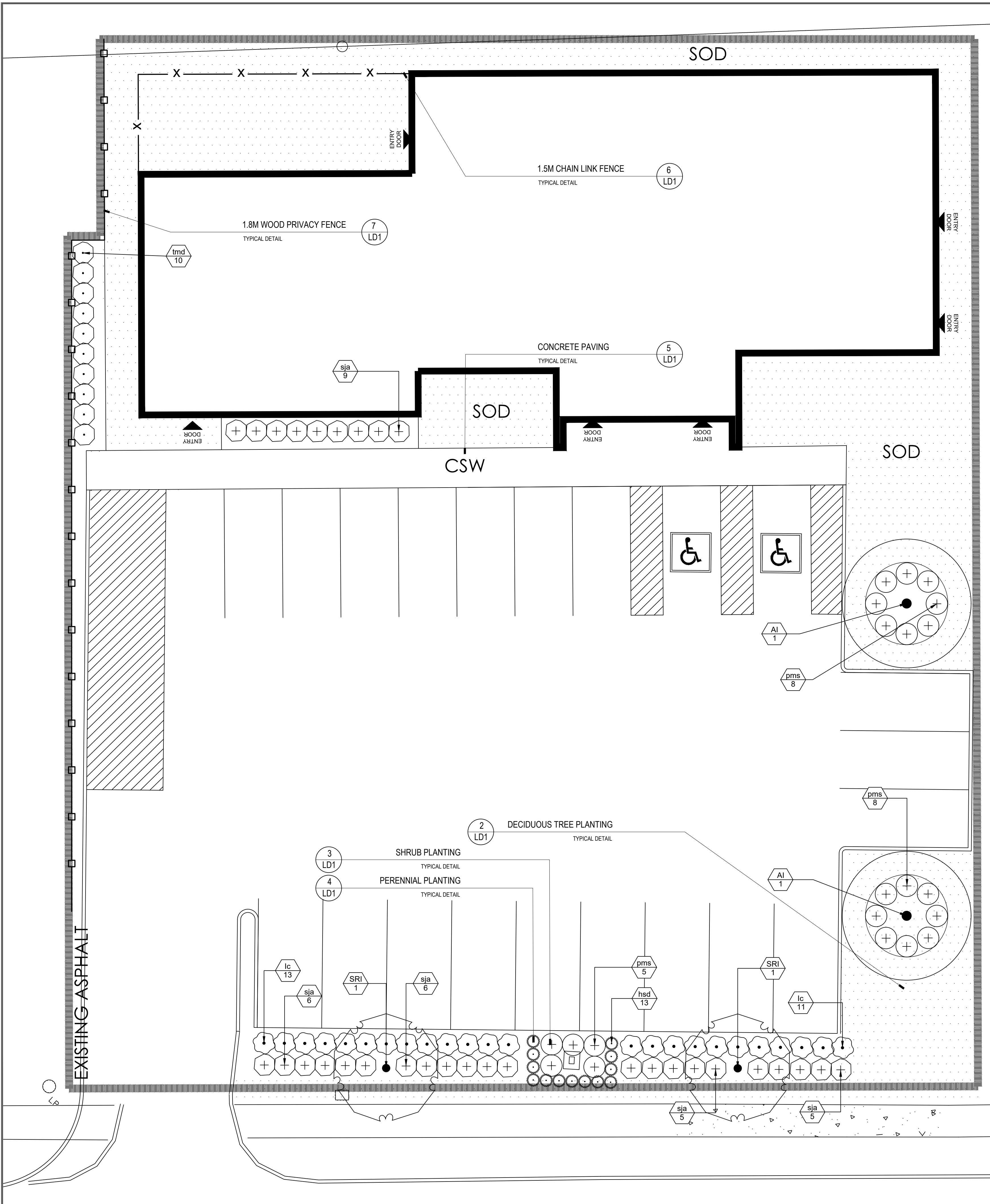
PROJECT NO. 4012B

PROJECT TITLE

**580 KING STREET E.**  
GANANOQUE ONTARIO

DRAWING TITLE

**TITLE PAGE**



## PLANT SCHEDULE

CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONT.
<b>DECIDUOUS TREES</b>					
AI	2	ACER X FREEMANII 'AUTUMN BLAZE'	AUTUMN BLAZE (JEFFERSRED) MAPLE	60MM CAL.	B&B
SRI	2	SYRINGA RETICULATA 'IVORY SILK'	IVORY SILK JAPANESE TREE LILAC	60MM CAL.	B&B
	4	SUBTOTAL:			
<b>BROADLEAF EVERGREEN</b>					
Ic	24	ILEX GLABRA 'CHAMZIN'	NORDIC™ INKBERRY HOLLY	3 GAL.	POT
	24	SUBTOTAL:			
<b>CONIFEROUS SHRUBS</b>					
pms	21	PINUS MUGO 'SLOWMOUND'	SLOWMOUND MUGO PINE	1 GAL.	POT
tmd	10	TAXUS X MEDIA 'DENSIFORMIS'	DENSE YEW	1 GAL.	POT
	31	SUBTOTAL:			
<b>DECIDUOUS SHRUBS</b>					
sja	31	SPIRAEA JAPONICA 'ANTHONY WATERER'	ANTHONY WATERER JAPANESE SPIREA	3 GAL.	POT
	31	SUBTOTAL:			
<b>PERENNIALS</b>					
hsd	13	HEMEROCALLIS X 'STELLA DE ORO'	STELLA DE ORO DAYLILY	1 GAL.	POT
	13	SUBTOTAL:			

### GENERAL NOTES

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PROPOSED DECIDUOUS TREE



PROPOSED SHRUB BED



CONCRETE SIDEWALK



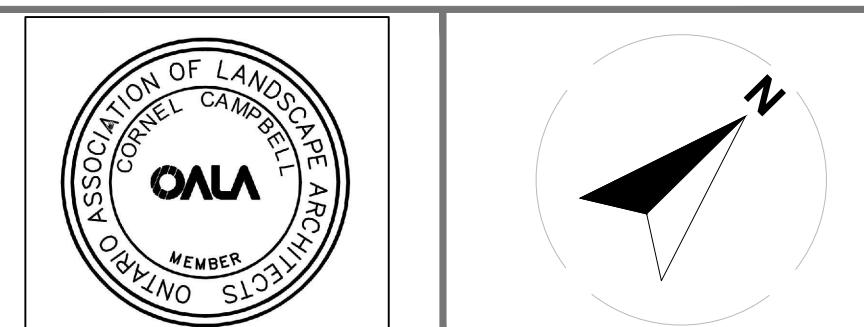
SODDED AREA



1.5M CHAIN LINK FENCE



1.8M WOOD PRIVACY FENCE



2. ISSUED FOR SPA DECEMBER 19, 2025  
1. ISSUED FOR SPA OCTOBER 06, 2025

REV # ISSUANCE DATE

SCALE 1:100

PROJECT NO. 4012B

PROJECT TITLE

580 KING STREET E.  
GANANOQUE ONTARIO

DRAWING TITLE  
LAYOUT PLAN



# **Commercial Building Addition**

580 King Street East  
Gananoque, ON

## **Site Servicing Report**

**Submission Date**  
**November 12, 2025**

**Revision 1**  
**December 22, 2025**





FULL  
SPEED

BUILDERS

16788 Highway #7, Perth, ON, K7H 3C8 (613) 466-0400

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Appendix B – MTO IDF Data		
Appendix C – Pre-Development & Post-Development Drawings		
Appendix D – Design Drawings		

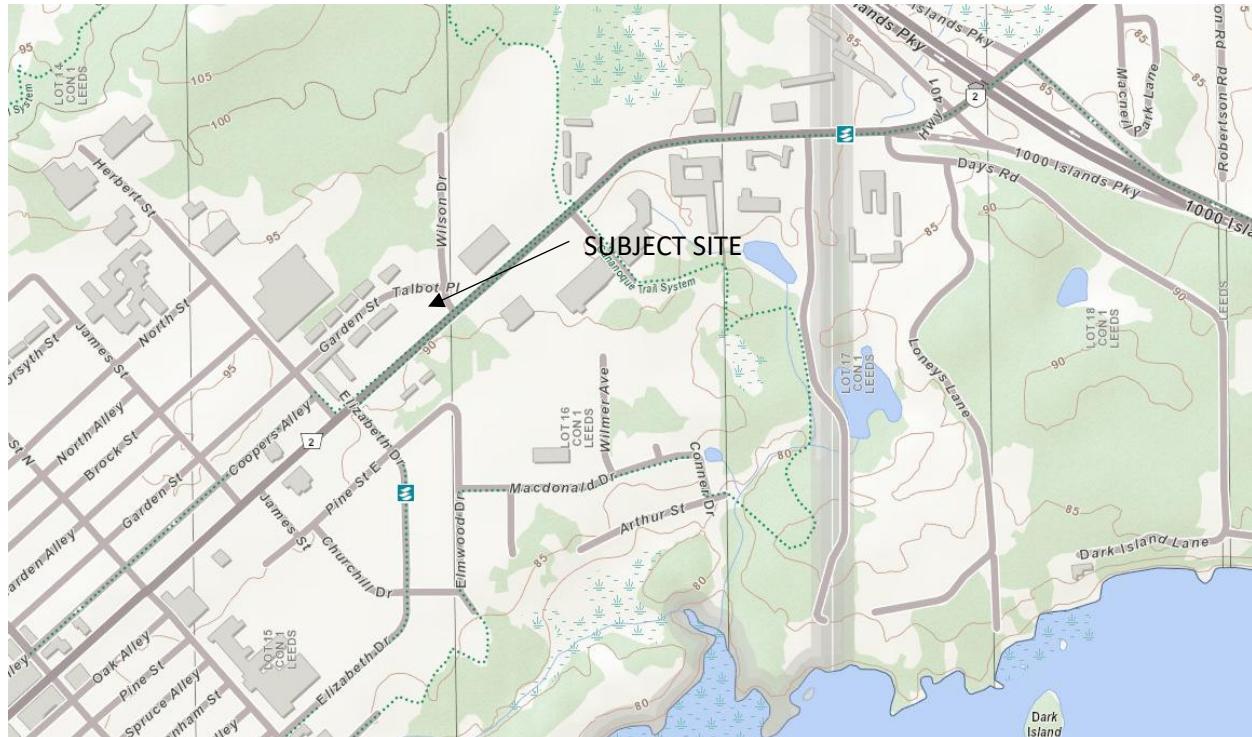
## 1.0 Introduction

Full Speed Builders have been retained by Otis Properties (Client) to prepare the Stormwater Management & Servicing Brief for a Site Plan Control Application for a proposed 141m<sup>2</sup> building addition at 580 King St E, Gananoque.

The purpose of this report is to determine the servicing requirements for the proposed building addition in accordance with guidelines provided by the Town of Gananoque, Cataraqui Region Conservation Authority, and the Ministry of Environment, Conservation, and Parks. The report will address the water, sanitary, and stormwater requirements for the development, ensuring that the existing and proposed services are adequate for the site.

## 2.0 Site Description

The subject site is located at 580 King Street East. The approximately 0.2-hectare site currently has one 349m<sup>2</sup> retail building with surface parking. The site slopes from northwest, at the rear of the property, to southeast along King Street East.



**Figure 1: Site Location**

## 3.0 Proposed Development

Proposed development of the subject property consists of the construction of a 141m<sup>2</sup> single storey addition and expansion and reconfiguration of the existing parking lot. The building has existing water and sanitary connections to municipal services.

## 4.0 Sanitary Sewer

The existing building is serviced with a 100mm diameter sanitary service. The service connects to an existing 300mm diameter sanitary main along King Street East.

The sanitary flow from the site was calculated to be 0.13L/s. Calculations assume a commercial average flow rate of 28,000 L/hectare per day with a peak factor of 1.5 and an infiltration allowance of 0.14L/sec/hectare. The existing sanitary service has sufficient capacity to service the existing building and proposed addition.

## 5.0 Water Servicing

The existing commercial building is serviced with a 19mm diameter copper water service. The service connects to the existing 200mm water main along King Street East. The existing water service will be sufficient to service the existing building and proposed addition

Required fire flow for a new building is calculated in accordance with the Fire Protection Underwriters Survey (FUS) – Water Supply for Public Fire Protection – 2020. The required fire flow is based on floor area, separation distance from other buildings, fire suppression systems, type of construction and building content type.

The proposed building addition will be constructed as ordinary construction. FUS describes ordinary construction as '*exterior walls are of masonry construction (or other approved material) with a minimum 1-hour fire resistance rating but where other elements such as interior walls, arches, floors, and/or roof do not have a minimum 1 hour fire resistance rating.*'

The required fire flows are calculated in Appendix A. The minimum fire flow was calculated to be 87 liters per second at 70 psi.

Hydrants are rated in accordance with the Ontario Fire Code as per the following criteria.

Class	Colour code	Rated flow US gal/min @ 20psi	L/s @ 70kPa
AA+ *	Blue	Greater than 2999	Greater than 189
AA	Blue	Greater than 1499	Greater than 95
A	Green	1000 to 1499	63 to 95
B	Orange	500 to 999	32 to 63
C	Red	Less than 500	Less than 32

\* AA+ is a non-standard classification that assists fire departments in identifying hydrants and mains that are capable of providing higher flow rates.

The existing hydrant located across King St E. is colour coded Blue indicating a Class AA rating. Class AA hydrants are capable of providing 95 L/s, greater than the required fire flow of 87 L/s.

## 6.0 Utilities

### 6.1 Hydro

Electrical service is provided by Eastern Ontario Power. The existing building is currently service overhead from a pole located along Talbot Place. The existing service location will remain in place.

## 7.0 Stormwater Management

### 7.1 Design Criteria

To determine existing and proposed runoff rates the Rational Method was utilized. In order to delineate drainage areas existing topographic survey information and the proposed grading plan were utilized. Runoff calculations are derived using the Rational Method:

$$Q = 2.78CIA \text{ (L/s)}$$

Where:  $Q$  = Runoff Rate (l/s)

$C$  = Runoff coefficient

$I$  = Rainfall intensity (mm/hr)

$A$  = Drainage Area (hectares)

The following coefficients were used to develop an average  $C$  for each area

Roofs/Concrete/Asphalt	0.90
Gravel	0.90
Landscaped	0.25

Rainfall intensities were derived from the Ministry of Transportation's (MTO) Intensity-Duration-Frequency curves. A minimum time of concentration of 15 minutes will be used. The IDF curve can be found in Appendix B.

## 7.2 Existing Drainage

The existing site is divided into four drainage areas. Pre-Development Area P-1 encompasses the landscaped area to the west of existing building; this area sheet flows to the west and onto the neighbouring gas station property.

Pre-Development area P-2 encompasses the existing building, the flow on the roof is directed towards roof drains which outlet at the rear of the building and sheet flow onto the neighbouring residential property to the northwest.

Post-Development Area P-3 encompasses the loading dock and the landscaped area north of the building; this area sheet flows towards a catch basin in the loading dock. There is a pipe from the loading dock into the existing building where it is assumed it flows into a sump pit and is ultimately pumped into the sanitary sewer.

Post-Development Area P-4 encompasses the existing parking lot. This area sheet flows towards King Street East and ultimately into a municipal catch basin at the south site entrance.

Existing drainage areas can be found in Appendix C.

## 7.3 Post-Development Drainage

The site will be regraded to ensure minimal off-site flow. Stormwater will be directed towards onsite stormwater infrastructure.

Post Development Area A-1 will encompass the landscaped area to the west of the proposed addition. This area contains a majority of the pre-Development area P-1. Due to grading constraints this area will be graded to direct runoff towards the neighbouring property.

Post Development Area A-2 will encompass the proposed and existing building. The existing buildings internal roof drain plumbing will be rerouted to divert water towards the addition. The roof drains on the proposed building will outlet underground and into PR-CBMH-1.

Post Development Area A-3 will encompass the new parking lot. The parking lot will be graded to direct runoff towards catch basins. The runoff will be piped underground and outlet into the municipal catch basin along King Street East.

Post Development Area A-4 will encompass the landscaped area between the new parking lot and King Street East. Runoff will be directed towards the roadway.

Post Development Area A-5 will encompass the site entrance along King Street East; the driveway will be graded to direct runoff towards the existing catch basin along King Street East.

Post-Development drainage areas can be found in Appendix C.

#### 7.4 Temporary Sediment and Erosion Control

During Construction the risk of contamination by sediment to the stormwater receiver increases.

Temporary sediment and erosion control measures will be implemented before construction and remain in place until construction and reinstatement of the lands are completed.

Suitable areas shall be designated and agreed upon for the disposal of any accumulated sediment or other debris or disposed of in accordance with OPSS 180.

In accordance with OPSD 219.110, light duty silt fence will be placed around the construction area. The sediment and erosion control measures will be inspected periodically and maintained during construction by the Contractor. These measures will be removed up completion of the permanent quality control devices and establishment of vegetation.

All areas disturbed by construction are to be reinstated as soon as possible. Damage to existing vegetated areas is to be minimized by fencing the work area to maintain constructions activities to pre-defined areas.

Stockpiles of excavated material or stockpiled granular are to be located to minimize the possibility of runoff beyond the construction zone. Silt fences will be required to contain runoff from stockpiles.

### 8.0 Conclusions

Based on the information provided above it is determined that the existing services will be able to service the proposed building addition. The existing water and sanitary services can remain in place and are adequately sized for the project.

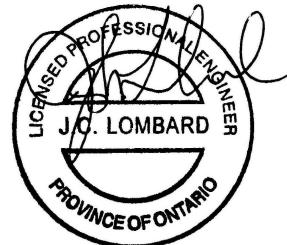
A stormwater management plan was developed to direct runoff to catch basins with an underground pipe network before it outlets into the existing municipal catch basin along King Street East. Since the runoff rate will not be significantly increased with the proposed addition and parking lot, no quantity control measures are required.

Prepared by:

**Full Speed Builders Limited**



Daniel Fox



Josh Lombard, M. Eng., P.Eng.

## **Appendix A**

Servicing Calculation Sheets



**Fire Flow Design Sheet**  
Project: Commercial Addition  
Location: 580 King St E., Gananoque, ON

Building Footprint (m <sup>2</sup> )	467	Construction Type (C):	Ordinary	1
Number of Storeys	1	Fire Supression System	No Supression	0
Total Floor Area (m <sup>2</sup> ) (A)	467	Distance from Other Buildings (m)	0m to 3m	0.25
		Content Type	Limited Combustable	-0.15

$$RFF = 220C\sqrt{A}$$

\*Fire Underwriters Survey Water Supply for Public Fire Protection (2020)

Where: RFF = Required Fire Flow (Litres per min.)

C = Construction Coefficient

A = Total Effective Floor Area (m<sup>2</sup>)

RFF Before Reduction 4754 lpm

Total Change 10.00%

<b>Total Required Fire Flow</b>	<b>5230 lpm</b>
	<b>87.2 l/s</b>

Sanitary Sewer Calculation Sheet																			 FULL SPEED BUILDERS							
LOCATION	DRAINAGE AREA DESCRIPTION							SANITARY FLOWS							PIPE DATA											
	MANHOLE		INCREMENTAL AREA			CONTRIBUTING AREAS	Population	$\Sigma$	$\Sigma$	q	Peak Factor M	Peak Flow (L/s)	$\Sigma$	Infiltration (L/s)	Q (L/s)	SIZE (mm)	SLOPE (%)	WETTED PERIMETER (m <sup>2</sup> )	HYDRAULIC RADIUS	CAPACITY (L/s)	Q/f <sub>full</sub>	VELOCITY (m/s)	LENGTH (m)	FALL (m)		
	FROM	TO	Catchment Area (ha)	Population Density (pp/ha)	Population																					
580 King St E	BLDG	MAIN	1	0.20	-	-	-	S1	-	-	5734.4	1.500	0.10	0.20	0.03	0.13	100	2.00%	0.0079	0.3142	0.0250	7.31	0.02	0.93	44	0.880
DESIGN PARAMETER																			PROJECT:							
Mannings n =	0.0130	Average Daily Flow (q) =	28000 L/ha/day	(MOE Guidelines)															Commercial Building Addition							
Infiltration Rate (I) =	0.14 L/s/ha			(MOE Sanitary Sewers Design Criteria)															LOCATION:							
																			580 King Street East, Gananoque							
																			Dwg. Reference:							
																			Project Number:							
																			Date:							
																			Oct. 9, 2025							



## 1:2 YEAR STORM

# Project: Full Speed Office

**Location:** 16788 Highway 7, Perth

## **Client: Full Speed Builders**

## PRE-DEVELOPMENT

PRE-DEVELOPMENT												
LOCATION	AREAS										DESIGN FLOW	
	Catchment Areas	Area (m <sup>2</sup> )	Building Area (m <sup>2</sup> )	C	Asphalt & Gravel Area (m <sup>2</sup> )	C	Landscaped Area (m <sup>2</sup> )	C	Average C	C x A (m <sup>2</sup> )	Time of Concentration	I (mm/hr)
A-1	266.95	0	0.90	0	0.90	266.95	0.25	0.25	66.7375	15	55.1	1
A-2	397.14	349.12	0.90	0	0.90	48.02	0.25	0.82	326.213	15	55.1	5
A-3	288.34	0	0.90	111.07	0.90	177.27	0.25	0.50	144.2805	15	55.1	2
A-4	1095.5	0	0.90	947.07	0.90	148.39	0.25	0.81	889.4605	15	55.1	14
											<b>TOTAL</b>	22

## POST-DEVELOPMENT

STORAGE REQUIREMENTS					
TIME	(mm/hr)	(L/s)	(L/s)	STORAGE RATE (L/s)	(m <sup>3</sup> )
5	118.4	42	22	20	6
10	73.1	26	22	4	2
15	55.1	19	22	-3	-2
30	34	12	22	-10	-18
60	21	7	22	-15	-53



## 1:5 YEAR STORM

# Project: Full Speed Office

**Location:** 16788 Highway 7, Perth

## **Client: Full Speed Builders**

## PRE-DEVELOPMENT

PRE-DEVELOPMENT													
LOCATION	AREAS										DESIGN FLOW		
	Catchment Areas	Area (m <sup>2</sup> )	Building Area (m <sup>2</sup> )	C	Asphalt & Gravel Area (m <sup>2</sup> )	C	Landscaped Area (m <sup>2</sup> )	C	Average C	C x A (m <sup>2</sup> )	Time of Concentration	I (mm/hr)	Peak Flow (L/s)
A-1	266.95	0	0.90	0	0.90	266.95	0.25	0.25	66.7375		15	72.8	1
A-2	397.14	349.12	0.90	0	0.90	48.02	0.25	0.82	326.213		15	72.8	7
A-3	288.34	0	0.90	111.07	0.90	177.27	0.25	0.50	144.2805		15	72.8	3
A-4	1095.5	0	0.90	947.07	0.90	148.39	0.25	0.81	889.4605		15	72.8	18
											<b>TOTAL</b>		29

## POST-DEVELOPMENT



**1:5 YEAR STORM**

**Project:** Full Speed Office

**Location:** 16788 Highway 7, Perth

**Client:** Full Speed Builders

**STORAGE REQUIREMENTS**

TIME	(mm/hr)	(L/s)	(L/s)	STORAGE RATE (L/s)	(m <sup>3</sup> )
5	156.5	55	29	26	8
10	96.5	34	29	5	3
15	72.8	26	29	-3	-3
30	44.9	16	29	-13	-24
60	27.7	10	29	-19	-69



## 1:100 YEAR STORM

# Project: Full Speed Office

**Location:** 16788 Highway 7, Perth

## **Client: Full Speed Builders**

## PRE-DEVELOPMENT

PRE-DEVELOPMENT												
LOCATION	AREAS										DESIGN FLOW	
	Catchment Areas	Area (m <sup>2</sup> )	Building Area (m <sup>2</sup> )	C	Asphalt & Gravel Area (m <sup>2</sup> )	C	Landscaped Area (m <sup>2</sup> )	C	Average C	C x A (m <sup>2</sup> )	Time of Concentration	I (mm/hr)
A-1	266.95	0	0.90	0	0.90	266.95	0.25	0.25	66.7375	15	121	2
A-2	397.14	349.12	0.90	0	0.90	48.02	0.25	0.82	326.213	15	121	11
A-3	288.34	0	0.90	111.07	0.90	177.27	0.25	0.50	144.2805	15	121	5
A-4	1095.5	0	0.90	947.07	0.90	148.39	0.25	0.81	889.4605	15	121	30
										TOTAL		48

## POST-DEVELOPMENT

STORAGE REQUIREMENTS					
TIME	(mm/hr)	(L/s)	(L/s)	STORAGE RATE (L/s)	(m <sup>3</sup> )
5	260.4	92	48	44	13
10	160.6	56	48	8	5
15	121	43	48	-5	-5
30	74.6	26	48	-22	-39
60	46	16	48	-32	-115

## 5-Year Storm Sewer Calculation Sheet

STREET	STRUCTURE		AREA		CONTRIBUTING AREAS		RUNOFF DATA					PIPE DATA										
	From	To	No	Ha			C	AC	$\Sigma$ AC	Tc (min.)	I (mm/hr)	Q (L/s)	Size (mm)	Slope (%)	AREA (m <sup>2</sup> )	WETTED	HYDRAULIC	Capacity (L/s)	Q/Q <sub>full</sub>	Velocity (m/s)	Length (m)	FALL (m)
580 King St East	PR-CB-1	PR-CBMH 1		0.082			0.90	0.074	0.074	20.0	70	14.48	200	1.00%	0.0314	0.6283	0.0500	32.8	0.442	1.04	18.8	0.19
	BUILDING	PR-CBMH 1		0.049			0.90	0.044	0.044	20.0	70	8.61	200	2.00%	0.0314	0.6283	0.0500	46.4	0.186	1.48	13.3	0.27
	PR-CBMH 1	EX-CB		0.181			0.90	0.163	0.163	20.2	70	31.74	200	1.50%	0.0314	0.6283	0.0500	40.2	0.790	1.28	22	0.33
DESIGN PARAMETER										Designed By:		PROJECT:										
										D.F.		Commercial Building Addition										
Mannings n = 0.013										Checked By:		LOCATION:										
Q = 2.78CIA										J.L.		580 King St East, Gananoque										
Q = Peak Flow in Litres per second (L/s)										Dwg. Reference:		Project Number:								Date:		
A = Area in Hectares (ha)										C-1		F1336								27-Oct-25		

Mannings n = 0.013  
 Q = 2.78CIA  
 Q = Peak Flow in Litres per second (L/s)  
 A = Area in Hectares (ha)  
 i = Rainfall Intensity in Millimeters per hour (mm/hr)  
 [ $i = 998.071 / (TC + 6.053)^{0.814}$ ] 5 YEAR  
 [ $i = 1735.688 / (TC + 6.014)^{0.820}$ ] 100 YEAR

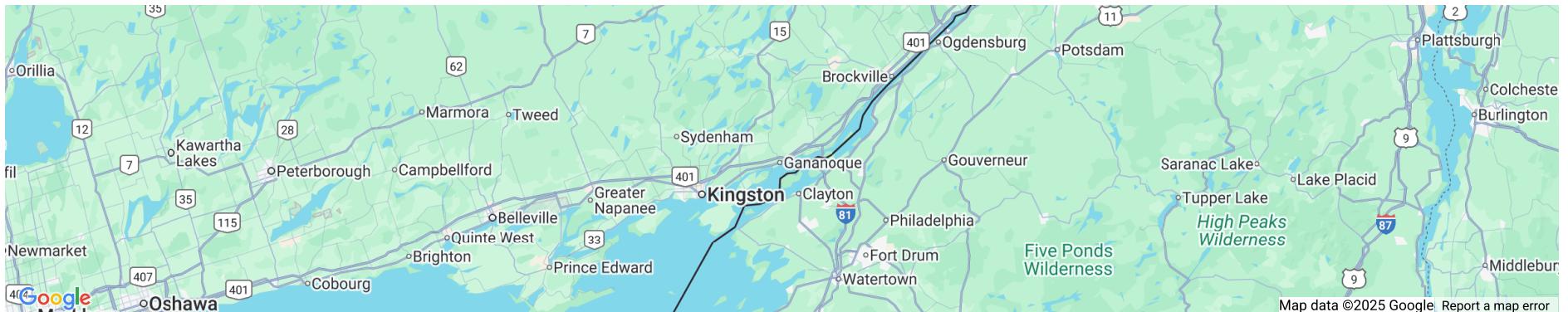
## **Appendix B**

MTO IDF Data

## Active coordinate

44° 20' 15" N, 76° 9' 15" W (44.337500,-76.154167)

Retrieved: Tue, 22 Jul 2025 14:33:02 GMT



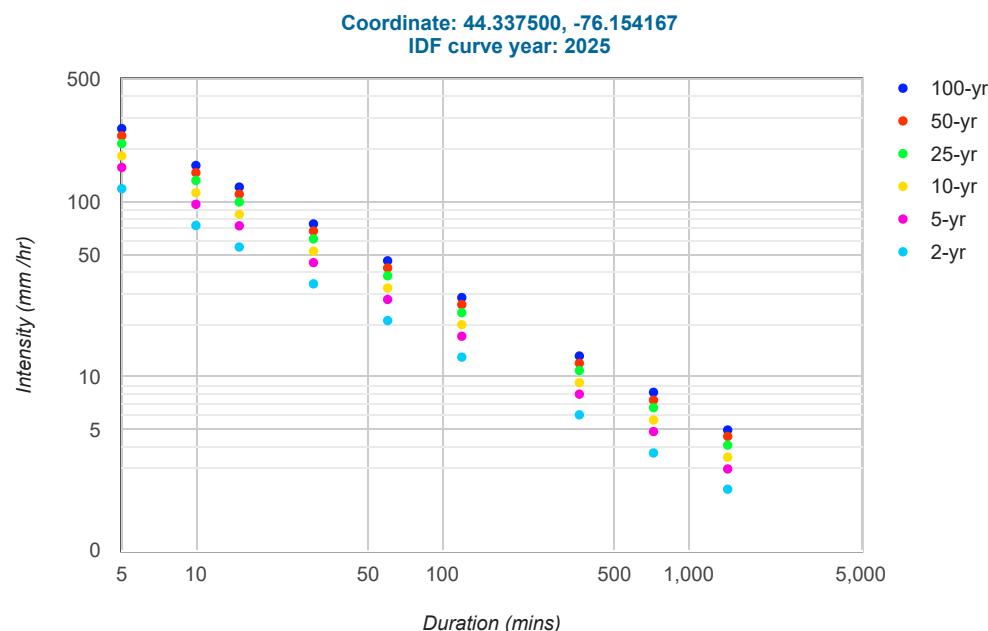
## Location summary

These are the locations in the selection.

**IDF Curve:** 44° 20' 15" N, 76° 9' 15" W (44.337500,-76.154167)

## Results

An IDF curve was found.



## Coefficient summary

IDF Curve: 44° 20' 15" N, 76° 9' 15" W (44.337500,-76.154167)

Retrieved: Tue, 22 Jul 2025 14:33:02 GMT

Data year: 2010

IDF curve year: 2025

## Statistics

### Rainfall intensity (mm hr<sup>-1</sup>)

Duration	5-min	10-min	15-min	30-min	1-hr	2-hr	6-hr	12-hr	24-hr
2-yr	118.4	73.1	55.1	34.0	21.0	13.0	6.1	3.7	2.3
5-yr	156.5	96.5	72.8	44.9	27.7	17.1	8.0	4.9	3.0
10-yr	182.1	112.3	84.6	52.2	32.2	19.9	9.3	5.7	3.5
25-yr	213.9	131.9	99.4	61.3	37.8	23.3	10.9	6.7	4.1
50-yr	237.1	146.2	110.2	68.0	41.9	25.9	12.0	7.4	4.6
100-yr	260.4	160.6	121.0	74.6	46.0	28.4	13.2	8.2	5.0

### Rainfall depth (mm)

Duration	5-min	10-min	15-min	30-min	1-hr	2-hr	6-hr	12-hr	24-hr
2-yr	9.9	12.2	13.8	17.0	21.0	26.0	36.6	44.4	55.2
5-yr	13.0	16.1	18.2	22.4	27.7	34.2	48.0	58.8	72.0
10-yr	15.2	18.7	21.1	26.1	32.2	39.8	55.8	68.4	84.0
25-yr	17.8	22.0	24.9	30.6	37.8	46.6	65.4	80.4	98.4
50-yr	19.8	24.4	27.6	34.0	41.9	51.8	72.0	88.8	110.4
100-yr	21.7	26.8	30.3	37.3	46.0	56.8	79.2	98.4	120.0

## Terms of Use

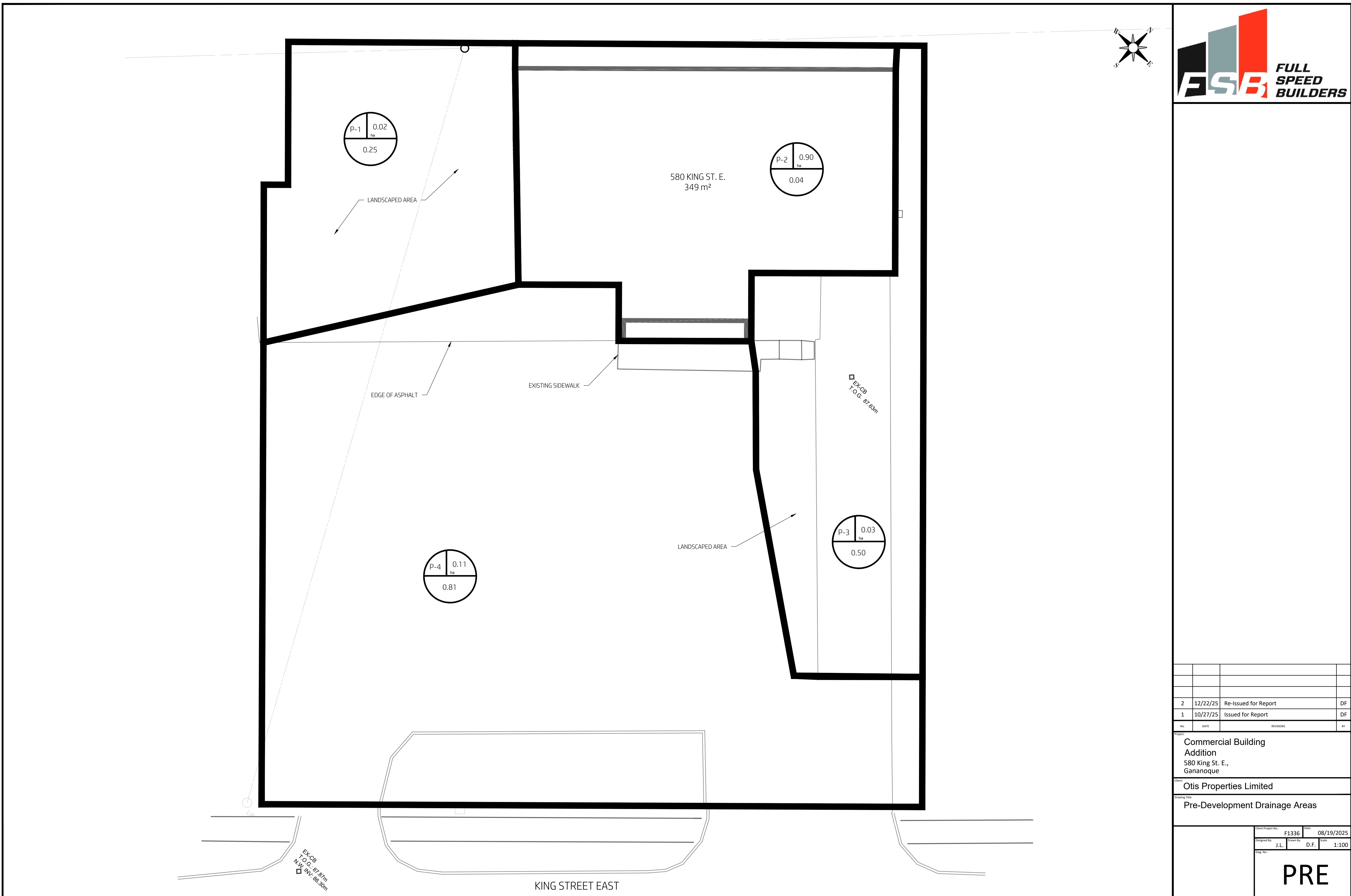
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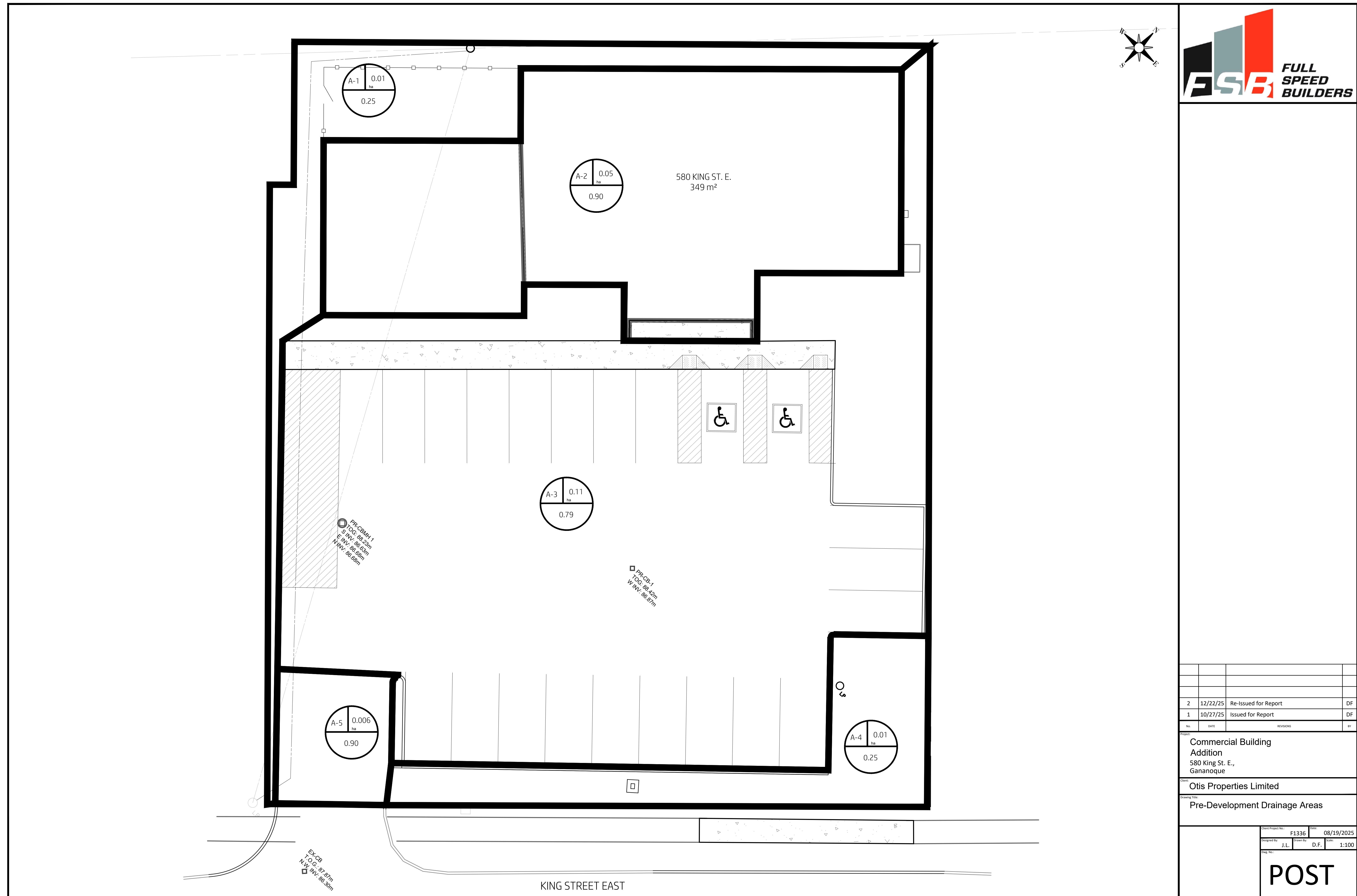
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Last Modified: September 2016

## **Appendix C**

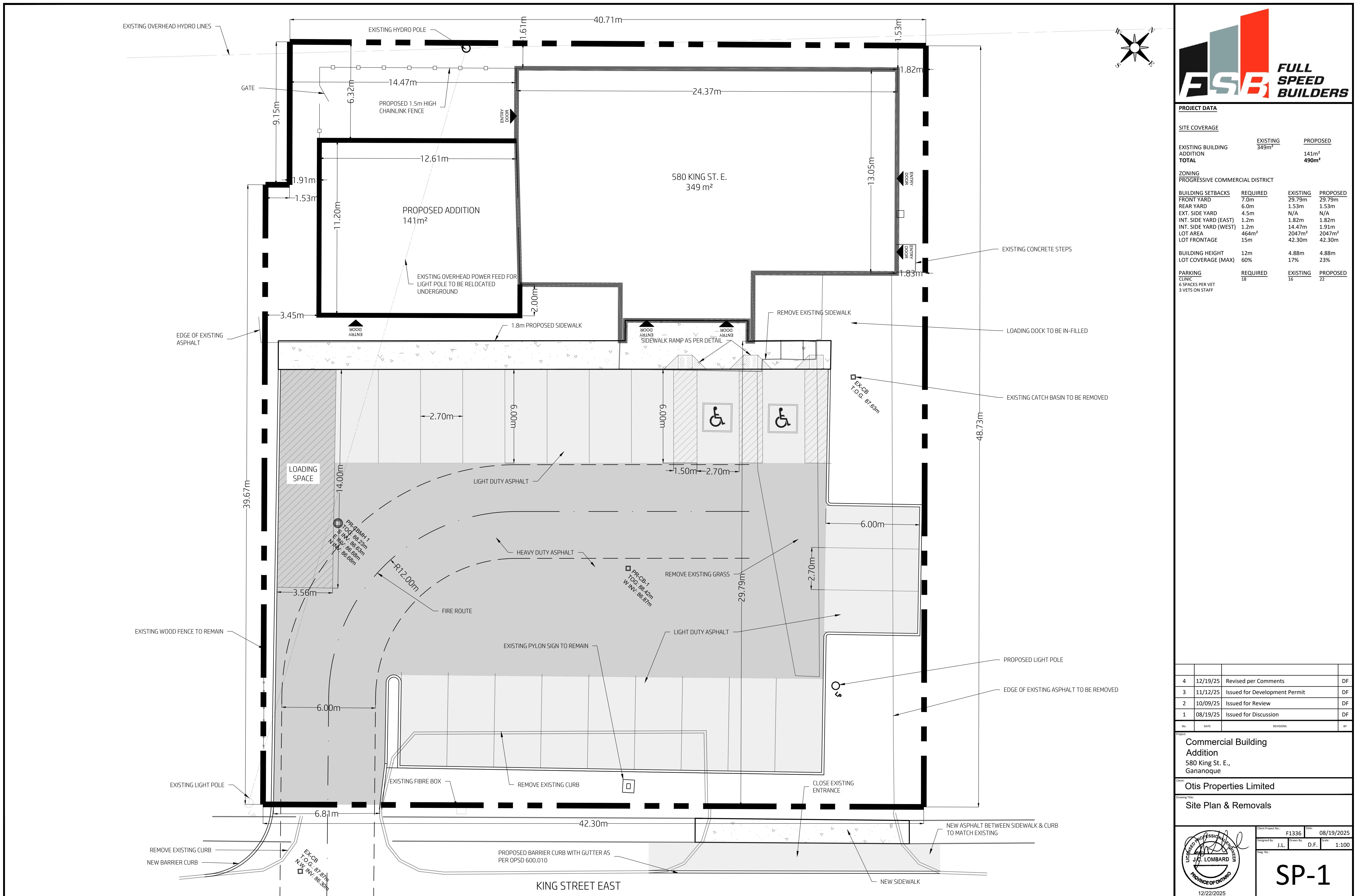
Pre & Post Development Drawings

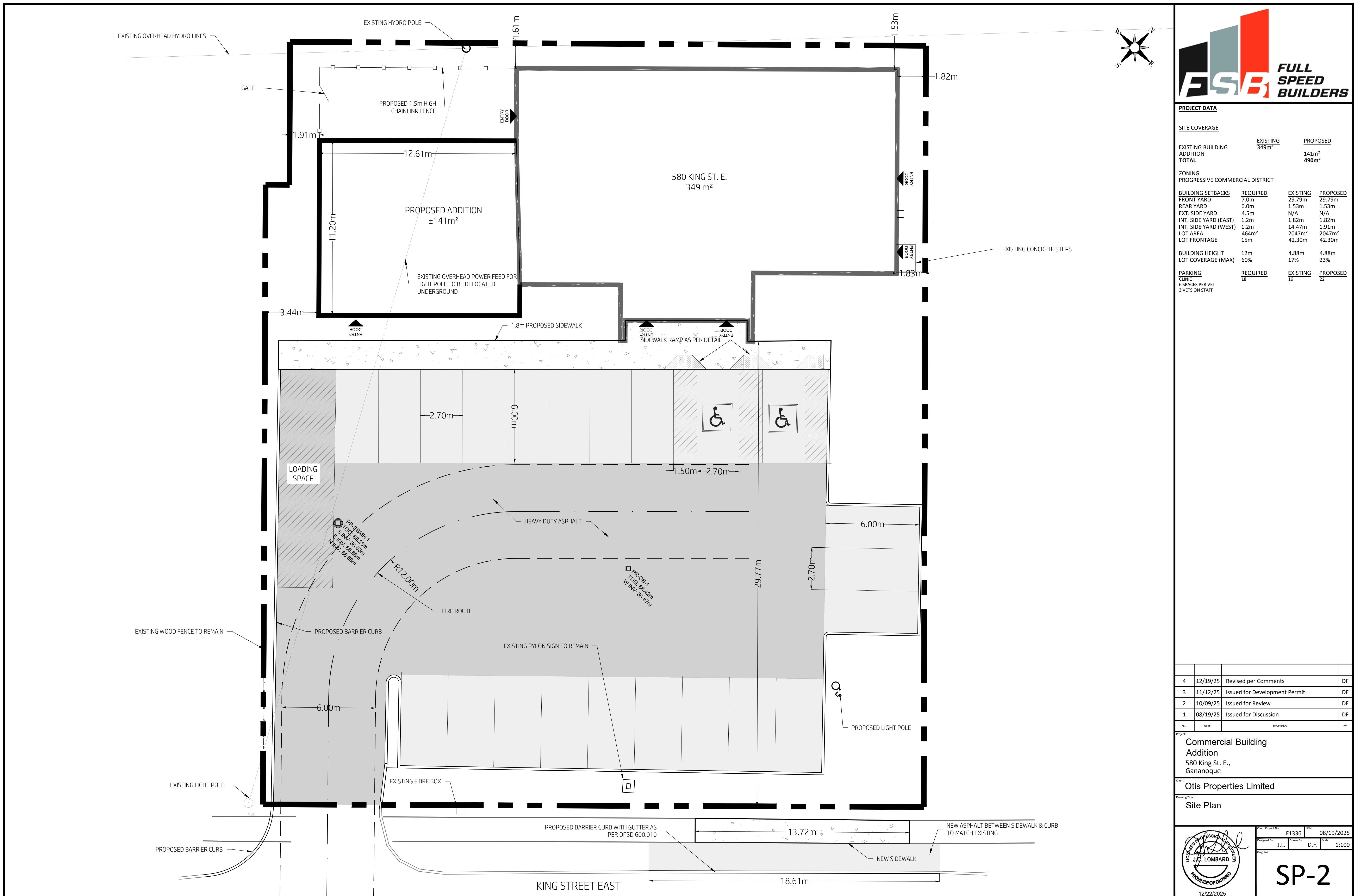




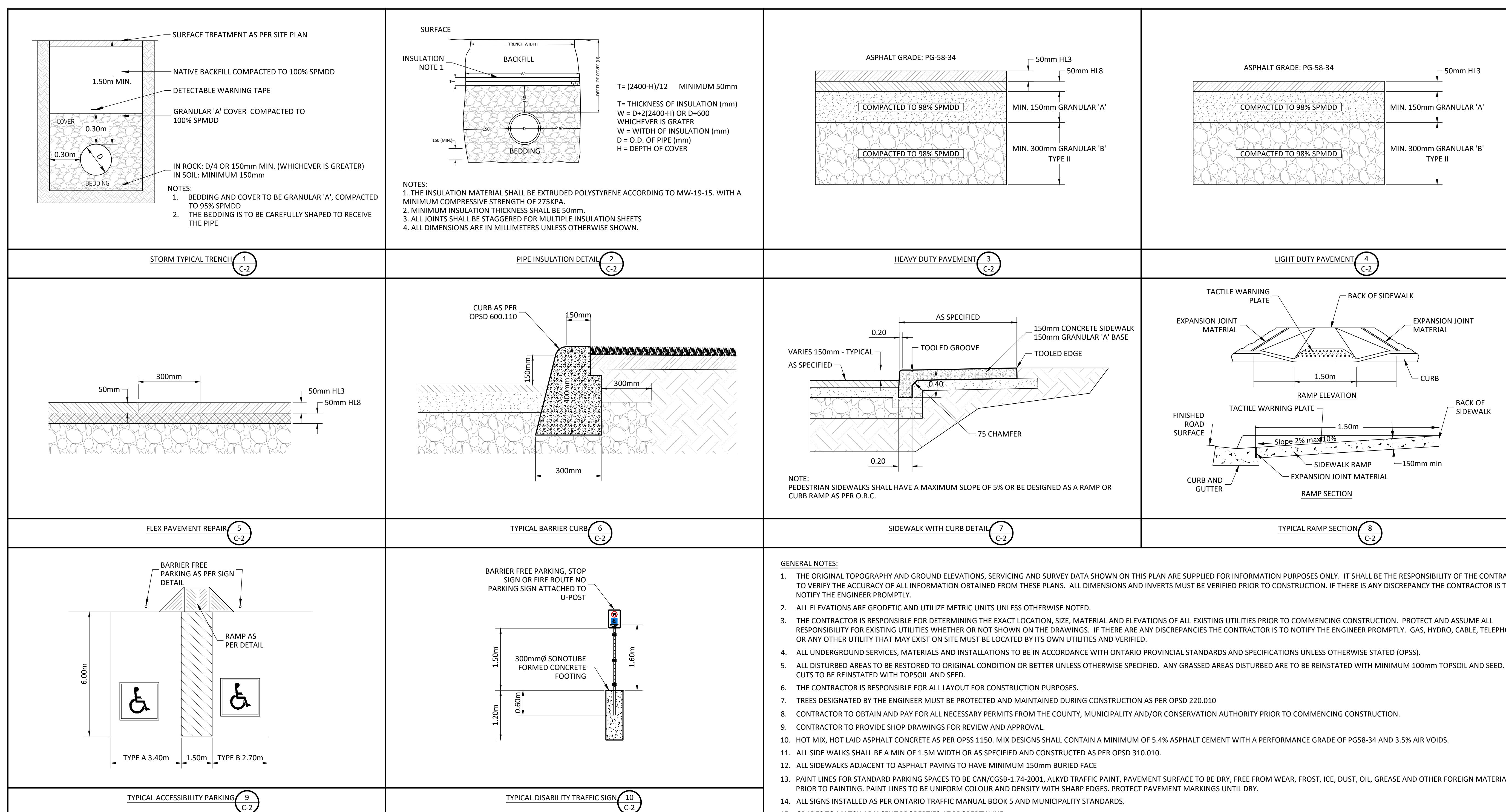
## **Appendix D**

Design Drawings







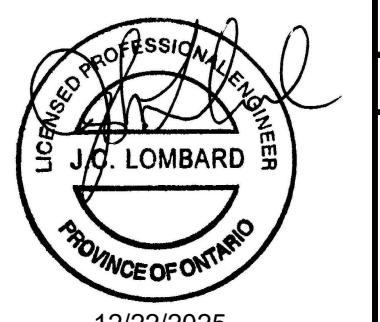


18. SUB-BEDDING, IF REQUIRED SHALL BE AS PER THE DIRECTION OF GEOTECHNICAL ENGINEER  
19. BACKFILL TO AT LEAST 300mm ABOVE TOP OF PIPE WITH GRANULAR "A".  
20. TO MINIMIZE DIFFERENTIAL FROST HEAVING, TRENCH BACKFILL (FROM PAVEMENT SUBGRADE TO 2 METRES BELOW FINISHED GRADE) SHALL MATCH EXISTING SOIL CONDITIONS.  
21. EXTERIOR LIGHT FIXTURES TO BE NIGHT SKY COMPLIANT WITH NO LIGHT SPILLING OFF PROPERTY.  
22. GARBAGE AND REFUSE TO BE STORED INTERNALLY WITHIN BUILDING.  
ENVIRONMENTAL  
23. EROSION AND SEDIMENT CONTROLS SHALL BE INSTALLED PRIOR TO CONSTRUCTION AND MONITORED AND MAINTAINED BY THE CONTRACTOR UNTIL COMPLETION. THE TEMPORARY SEDIMENT AND EROSION CONTROL MEASURES MUST BE REMOVED ONCE THE SITE HAS BEEN STABILIZED AND SITE WORKS COMPLETED.  
24. REGARDLESS OF SITE SPECIFIC ITEMS DETAILED ON THE PLANS, THE CONTRACTOR SHALL INSTALL EROSION CONTROL MEASURES TO SUIT THE PROPOSED WORK METHODS TO CONTROL SEDIMENT FROM RUNNING OFF THE SITE OR INTO WATER BEARING FEATURES PRIOR TO ANY DISTURBANCE. FOLLOWING CONSTRUCTION, DISTURBED AREAS, AS WELL AS PROPOSED GRASSED AND VEGETATED SURFACES SHALL BE REINSTATED.  
25. IN THE EVENT THAT HUMAN REMAINS ARE ENCOUNTERED DURING CONSTRUCTION, THE MINISTRY OF CITIZENSHIP, CULTURE AND RECREATION SHALL BE NOTIFIED IMMEDIATELY AND THE REGISTRAR OR DEPUTY REGISTRAR OF THE CEMETERIES REGULATION UNIT OF THE MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS (416) 362-8392, SHALL BE NOTIFIED IMMEDIATELY.  
26. IN THE EVENT THAT BURIED ARCHEOLOGICAL REMAINS ARE FOUND DURING CONSTRUCTION ACTIVITIES, THE MINISTRY OF CITIZENSHIP, CULTURE AND RECREATION SHALL BE NOTIFIED IMMEDIATELY.  
27. WHILE UNDERTAKING CLEARING, DEMOLITION, EXCAVATION OR CONSTRUCTION THE OWNER AND THEIR CONTRACTORS SHALL BE VIGILANT FOR THE POTENTIAL PRESENCE OF UNDERGROUND FUEL TANKS, CONTAMINATED SOIL OR GROUNDWATER, BURIED WASTE OR ABANDONED WATER WELLS. IF ANY OF THE ABOVE ARE ENCOUNTERED OR SUSPECTED, THE OWNER SHALL ENSURE THAT:  
27.A. THE TOWN OF GANANOQUE'S ENVIRONMENT DEPARTMENT IS TO BE ADVISED THAT CONTAMINANTS OR WASTES HAVE BEEN DISCOVERED OR ARE SUSPECTED.  
27.B. ANY SOIL OR GROUNDWATER CONTAMINATION ENCOUNTERED IS REMEDIATED TO APPLICABLE STANDARDS AS DEFINED WITHIN O.REG 153/04 OR AS REVISED;  
27.C. ANY WASTES GENERATED BY SITE CLEAN-UPS ARE MANAGED IN ACCORDANCE WITH APPLICABLE LAWS AND STANDARDS;

27.D. ANY ABANDONED FUEL TANKS ENCOUNTERED ARE DECOMMISSIONED IN ACCORDANCE WITH APPLICABLE LAWS AND STANDARDS;  
27.E. ANY UNUSED WATER WELLS (DRILLED OR DUG) ARE PROPERLY ABANDONED IN ACCORDANCE WITH ONTARIO REGULATIONS 903 - WELLS OR AS ADVISED;  
27.F. IF IT APPEARS LIKELY THAT CONTAMINATION EXTENDS BEYOND THE BOUNDARIES OF THE SUBJECT PROPERTY, THE OWNER NOTIFIES THE LOCAL OFFICE OF THE MINISTRY OF ENVIRONMENT AND THE TOWN OF GANANOQUE'S ENVIRONMENT DEPARTMENT;  
27.G. CONSTRUCTION WASTES ARE NOT TO BE BURIED WITHIN THE PROPERTY THAT IS THE SUBJECT OF THIS AGREEMENT, AND  
27.H. THE OWNER AND THEIR CONTRACTORS REPORT ALL SPILLS TO THE MINISTRY OF THE ENVIRONMENT'S SPILLS ACTION CENTRE (1-800-268-6060) AND TO THE MUNICIPALITY FORTHWITH.  
STORM  
28. ALL TEMPORARY SEDIMENT AND EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO CONSTRUCTION. CONTRACTOR TO MAINTAIN SILT FENCE.  
29. CATCH BASIN TO BE AS PER OPSD 705.010. DISHESED GRATE AS PER OPSD 400.010.  
30. CBMH'S TO BE AS PER OPSD 701.010. DISHESED GRATE AS PER OPSD 400.010.  
31. INSULATE ALL SEWERS/SERVICES THAT HAVE LESS THAN 1.5M OF COVER WITH THERMAL INSULATION.  
32. STORM SEWERS TO BE FLUSHED AND CCTV STUDY COMPLETED.  
33. LEAK TESTING SHALL BE AS PER OPSS AND TOWN OF GANANOQUE STANDARDS.

ELECTRICAL AND COMMUNICATIONS  
34. ALL ELECTRICAL AND COMMUNICATION DUCTS TO HAVE A MIN OF 150mm OF SAND BEDDING AND COVER AS PER DETAIL.  
35. MINIMUM OF 600mm COVER MUST BE PROVIDED ON ALL SERVICES.

No.	Date	REVISIONS
Project: Commercial Building Addition 580 King St. E., Gananoque		
Client: Otis Properties Limited		
Drawing Title: Typical Details & Notes		
Client Project No.: XXXXXX		Date: mm/dd/yyyy
Designed By: X.X.	Brown By: X.X.	Scale: As Shown
Dwg. No.: C-2		Dwg. No.: 12/22/2025



**C-2**



## REVISED NOTICE OF MEETING

### Proposed Class III Development Permit

**TAKE NOTICE** that the Planning Advisory Committee/Committee of Adjustment for the Town of Gananoque will hold a Meeting on **TUESDAY, JANUARY 27, 2026 at 6:00 P.M.** via **TELECONFERENCE\*** and **IN-PERSON** in the **TOWN OF GANANOQUE COUNCIL CHAMBERS**, 30 KING STREET EAST to consider following application.

**AND TAKE FURTHER NOTICE** that the Council for the Corporation of the Town of Gananoque will hold a Public Meeting on **WEDNESDAY, FEBRUARY 4, 2026 at 5:00 P.M.** via **TELECONFERENCE\*** and **IN-PERSON** in the **TOWN OF GANANOQUE COUNCIL CHAMBERS**, 30 KING STREET EAST to consider the application.

\*The **TOLL-FREE PHONE NUMBER** and **ACCESS CODE** will be found on the meeting agenda, posted to the Town website at <https://www.gananoque.ca/town-hallpublic-meetings/planning-advisory-committee-meeting-january-27-2026> prior to the meeting.

File No. **DP2025-19**

APPLICANT: **TATIANA HOLBIK**

OWNER: **NIKOLAOS GIANNAKOURAS**

The property municipally and legally described as

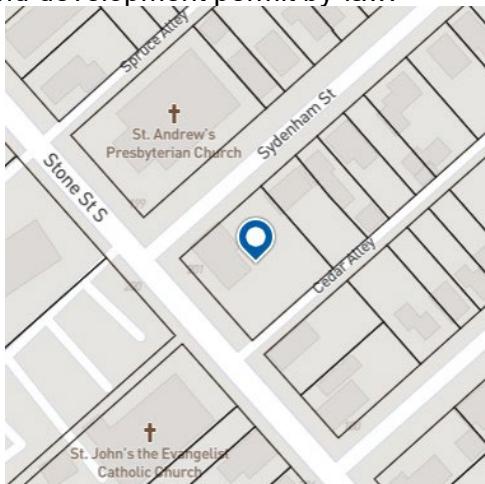
**215 STONE STREET SOUTH**

PLAN 86 LOT 81 LOT 82 GAN; RIVER ES Town of Gananoque

has applied to the Town of Gananoque for a Development Permit for  
**A PRIVATE SCHOOL PROVIDING CHILDREN'S CARE ON A TEMPORARY BASIS (3 YEAR)**

Additional information in relation to the proposed development permit is available for inspection at the Town Hall Administration Offices located at 30 King Street East, Gananoque, ON, on the Town website at <https://www.gananoque.ca/town-hall/meetings>, by emailing [assistantplanner@gananoque.ca](mailto:assistantplanner@gananoque.ca) or by calling Trudy Gravel 613-382-2149 ext. 1129. If you wish to provide comment or input you may do so at the public meeting or in writing prior to the meeting.

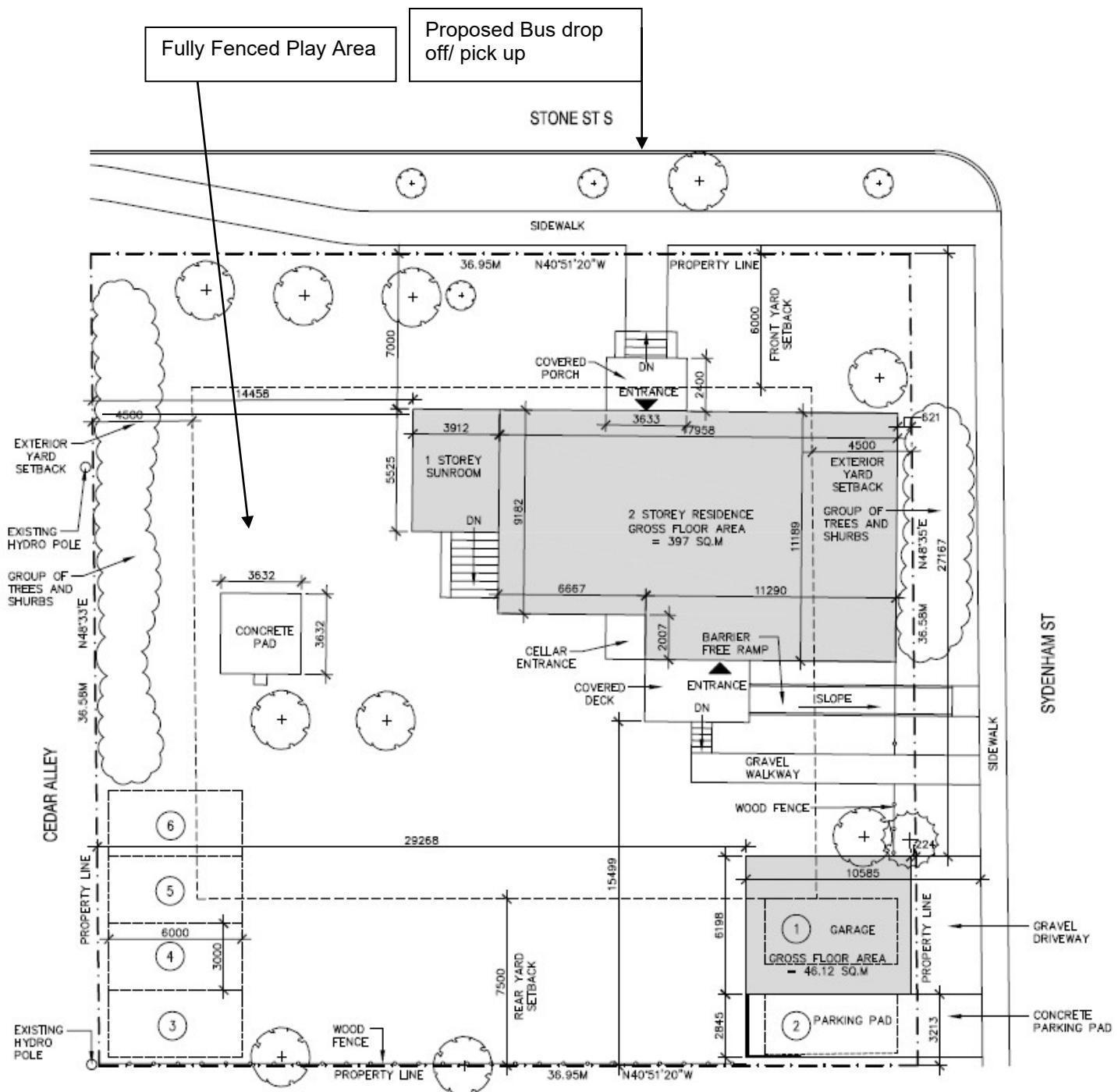
**Note:** Only the applicant of a development permit has a right to appeal a decision or non-decision on an application to the Ontario Land Tribunal where the application meets the requirements established through the official plan and development permit by-law.



**DATED** this 13<sup>th</sup> day of **JANUARY 2026**

Brenda Guy  
 Manager of Planning and Development  
[bguy@gananoque.ca](mailto:bguy@gananoque.ca)  
 613-382-2149 ext. 1126

## Proposed Plan



TG



**Report Council -PD-2026-03**

**Date:** February 4, 2026

**IN CAMERA**

**Subject:** Class III Development Permit (DP2025-19) – 215 Stone Street South – (Holbik)

**Author:** Brenda Guy, Manager of Planning and Development  **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES DEVELOPMENT PERMIT DP2025-19 (HOLBIK) AT 215 STONE STREET SOUTH TO PERMIT A PRIVATE SCHOOL AND RELATED OFFICES FOR A PERIOD OF THREE (3) YEARS FROM THE DATE OF DECISION, PROVIDED ALL NECESSARY REQUIREMENTS ARE MET BY THE MINISTRY OF EDUCATION, ONTARIO BUILDING CODE AND THE FOLLOWING:

- THAT THE BUS STOP BE LOCATED ON STONE STREET NORTH AND THE LOADING/UNLOADING OF CHILDREN BY PARENTS BE LOCATED ON SYDENHAM STREET TO THE SATISFACTION OF PUBLIC WORKS;
- THAT THE FENCING ABUTTING THE PROPERTY OF 121 SYDENHAM STREET BE ADEQUATE FOR THE BENEFIT OF THE CHILDREN AND PRIVACY OF THE NEIGHBOUR;
- ALL FINAL PLANS TO BE SUBMITTED AND APPROVED BY THE TOWN PRIOR TO REGISTRATION OF THE AGREEMENT ON TITLE,
- CLEARANCE BE OBTAINED AND SUBMITTED TO PLANNING AND DEVELOPMENT FOR SCHOOL BUS DROP OFF/PICK UP, LOADING AND UNLOADING AND THE MUNICIPAL BACKFLOW BY-LAW TO THE SATISFACTION OF PUBLIC WORKS;
- NO ILLUMINATED OR BACKLIT SIGNAGE IS PERMITTED;
- THE OWNER ENTER INTO A DEVELOPMENT PERMIT AGREEMENT WITHIN ONE (1) YEAR OF THE NOTICE OF DECISION OR THE APPROVAL MAY LAPSE, AND;
- ALL COSTS ASSOCIATED WITH FULFILLING THE CONDITIONS OF THIS DECISION ARE BORNE BY THE OWNER,

AS RECOMMENDED BY THE PLANNING ADVISORY COMMITTEE (PAC) AND AS PRESENTED IN COUNCIL REPORT-DP-2026-03.

**STRATEGIC PLAN COMMENTS:**

Strategic Initiative #4 – Actively work to retain existing Gananoque businesses and encourage job growth and expansion opportunities.

Sector #6: Governance – Strategic Initiative #4 – Town Council will ensure openness and transparency in its operations.

**BACKGROUND:**

The applicants have applied for a Development Permit to repurpose the existing building at 215 Stone Street South for a private school offering before and after school services. The applicants have approvals to construct a new build for a private school under DP2025-07 at 250 Wilson Drive. The current application is being sought to allow for the private school to open and allow for the owner of the school to get to construction stages at 250 Wilson Drive. The private school use at 215 Stone Street South is for a maximum of three (3) years.

No additions are proposed to the existing building. A fence is being proposed on the site to accommodate an outdoor play area.

Refer to Planning Report meeting date of January 27, 2026 attached for complete background and review of the application before Council.

**INFORMATION/DISCUSSION:**

At the meeting of January 27, 2026 Planning Advisory Committee (PAC) considered the following application for 215 Stone Street South.

The Committee is in favour of the site being used for a private school and noted that it provides a service to the community for child care services – before and after school. A private school is a discretionary use in the Development Permit By-law.

Given the site is being used on a temporary basis and there are no new additions to the site, the committee focussed on the parking, fencing and drop-off/pick-up locations.

PAC members had significant concerns with regards to the bus stop and unloading/unloading of children by parents. The area being proposed is a no parking area along Stone Street South; similarly Sydenham Street provides parking on the north side of the street but not the south side adjacent the property. PAC concerns are raised with regards to the safety of the children. The applicants cited that the drop-off/pick-up by parents is staggered and Staff are on hand accepting children as they come in or leave.

Public Works additionally cited concerns about the bus stop on Stone Street given the high traffic of the roadway and the impact on Sydenham Street. It was noted that one bus accommodates all the schools and there are other stops north-bound on Stone Street North. Committee members provided a Motion recommending site specific drop-off and pick-up and approvals by Public Works.

Correspondence was received and reviewed with the Committee from the property owners of 121 Sydenham Street. The owners identified that the fence adjoining the two (2) properties is in need of repair and they would be willing to contribute to the replacement of and for privacy. (The Town would not be involved in these discussions but relayed this information to the applicant as the applicant is required to have a proper, fully fenced yard that is

adequate for child care). Other items included clarifications and the parking area off Cedar Alley which will require public works approval for entrance and includes review of stormwater. Staff have additionally corresponded with the owners of 121 Sydenham Street.

**PAC-COA-PSC Motion #2026-04 – DP2025-19 – 215 Stone Street S**

Moved by: Anne-Marie Koiner  
Seconded by: Jana Miller

THAT PLANNING ADVISORY COMMITTEE recommends to Council that they have no objection to Development Permit DP2025-19 (Holbik) at 215 Stone Street South specifically for a private school and related offices for a period of 3 years from the date of decision, provided all necessary requirements are met by the Ministry of Education and Ontario Building Code and the following conditions are met;

- That the bus stop be located on Stone Street N and the loading/unloading of children by parents be located on Sydenham Street to the satisfaction of Public Works.
- That the fencing abutting the property of 121 Sydenham Street be adequate for the benefit of the children and privacy of the neighbour,
- All final plans to be submitted and approved by the Town prior to registration of the agreement on title,
- Clearance be obtained and submitted to Planning and Development for school bus drop off/pick up, loading and unloading and the municipal backflow by-law to the satisfaction of Public Works,
- No illuminated or backlit signage is permitted,
- The Owner enter into a Development Permit Agreement within one year of the Notice of Decision or the approval may lapse; and
- All costs associated with fulfilling the conditions of this decision are borne by the Owner.

- **CARRIED**

No new or further information has been submitted at the writing of this report.

**APPLICABLE POLICY/LEGISLATION:**

*Planning Act, Provincial Policy Statement, Official Plan, Development Permit By-law*

**FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:**

*n/a*

**CONSULTATIONS:**

Property Owners within 120m of the subject property, Public Agencies, Municipal Staff, PAC/COA/PSC

**ATTACHMENTS:**

Attachment 1 – Planning Report to PAC

Attachment 2 – Application, Drawings and Supporting Information

<b>APPROVAL</b>	<p>Brenda Guy, Manager of Planning and Development</p> <p>John Morrison, Treasurer Certificates that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the Municipal Act and regulations.</p> <p>Melanie Kirkby, CAO</p>
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## **Correspondence Received**

January 23, 2025

To whom it may concern,

We are writing regarding DP 2025-19 application for a private school providing children's care at 215 Stone St South. We are the immediate neighbours to the east of the property, at 121 Sydenham Street.

While we are not opposed to the development in principle, there are a number of items in the application that we would hope to have clarified, and some additions we would like to request.

### **Clarifications**

1. The application states that the current use of the property is office space and juvenile counseling. The property was sold in 2022 and since that time has been used as residential. Use as a clinic has been abandoned.
2. The application mentions "no *for* fee boarding". This is ambiguous and we would like to clarify that the applicant does not intend boarding or overnight use of *any* kind.
3. The application makes no mention of the intended days/hours of operation of the business. As this is a residential neighbourhood we would like this to be clarified and included as a part of the application/approval.
4. While the application indicates a plan to gradually ramp up the number of students it makes no mention of the intended final number of students or staff. We would like this to be clarified and included as a part of the application/approval.
5. The application does not indicate the intended age range for the students. We would like this to be clarified and included as part of the application/approval.

We have the following concerns/requests for changes to the application.

### **Fencing Between Properties**

This is our primary concern with the application. We request that a 6' (1.8m) privacy fence be installed along the property line to mitigate noise and privacy impacts. As this fence will be a dominant feature of our yard, we are willing to share the cost to ensure that it is fit for purpose and aesthetically pleasing.

In general the change in use of the property's yard to commercial space represents an adverse impact, with the use changing from a relatively private, low-noise and population use, to a busy school yard. This is why we are requesting a privacy fence to mitigate these issues.

The existing wood fence between the two properties is low, with large gaps between the boards, and is nearing the end of its useful life.

We often have dogs in our yard, both ours and our friends, and the current fence would be completely inadequate to prevent children from reaching through. We make extensive use of our yard and would lose significant privacy having a commercial play area adjacent.

### **Parking**

There is currently no established parking in the area identified as existing spots #3 and 4. If parking is to be established off Cedar Alley it must be developed so as not to divert water onto our property, or into Cedar Alley.

The application identifies 4 existing parking spaces. The two spaces at the rear of the property, off Cedar Alley and identified as #3 and #4 do not currently exist as parking. They are a part of the lawn, covered with grass and mixed flora from a former garden bed. The space identified as #4 and the land immediately to the west of it (proposed plan spaces #5 and 6) form a localized low that ponds water on the property during spring run off and after moderate and heavy rain.

### **Drop Off Area on Sydenham Street**

A credible plan needs to be developed for student drop-off and pick-up. Stone Street South and Sydenham Street are no-parking zones where they abut this property.

The area identified as a drop off on Sydenham Street is a no parking zone on a non-arterial street. The existing driveway does not have enough space to function as a drop-off without blocking the sidewalk. If this area is to be used to access the barrier free ramp, we would request that it be used only for those students requiring the barrier free ramp and that the general drop off area be at the front door of the building on Stone Street.

Parking on Sydenham Street has been an ongoing issue with the current owner, his employee residents, and guests of his unlicensed short term rental, with cars parking on both the sidewalk and in the no parking zone on the street. There have been complaints to the owner, his guests, and to bylaw from residents of the neighbourhood about this. The potential addition of tens of cars each morning and afternoon on a quiet secondary street is likely to exacerbate this issue.

Regards,  
Jeb and Ursula Thorley

121 Sydenham Street  
Gananoque, ON  
K7G 1C1

## **Attachment 1 - Staff Report**

### **PLANNING REPORT**

TO: PLANNING ADVISORY COMMITTEE

FROM: PLANNING AND DEVELOPMENT

MEETING DATE: TUESDAY, JANUARY 27, 2026

SUBJECT: DP2025-19 – 215 STONE STREET SOUTH (HOLBIK)  
CLASS III DEVELOPMENT PERMIT

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#### **Background:**

Property: 215 STONE STREET SOUTH

Legal Description: PLAN 86 LOT 81 LOT 82 GAN; RIVER ES

Official Plan: RESIDENTIAL

Development Permit: TRADITIONAL RESIDENTIAL SPECIAL EXCEPTION R-X7

Lot Coverage: 35%

#### **Purpose and Effect:**

The Applicant is requesting to operate a private school for 3 year period within the building at 215 Stone Street South. The private school is planned to be developed in two phases.

Bus pick up and drop off is proposed to be located along Stone Street South adjacent the front entrance into the building. A fully fenced play area will be located in the rear yard. No further uses or additions are proposed on the site.

#### **Background:**

The property of 215 Stone Street South is located at the corner of Stone Street South and Sydenham Street and abuts Cedar Alley. The property is situated across from two churches to the north and west and residential properties to the east and south.

According to MPAC records the existing building is a single detached dwelling consisting of 5,186 ft<sup>2</sup> built in 1890. An existing detached garage is located along Sydenham Street.

The property was subject to a Zoning By-law amendment (By-law 2005-19) permitted a clinic by not-for-profit institutions authorized by the province. The clinic has been closed for a number of years. The lands are designated R-X7.



Front view of 215 Stone Street South



Access to the rear of the building onto Sydenham Street

### ***PROVINCIAL PLANNING STATEMENT:***

The Provincial Planning Statement, 2024 (PPS) provides direction on matters of provincial interest pertaining to land use planning and all development proposals must be consistent with the policies therein. The full PPS document can be found at <https://www.ontario.ca/page/provincial-policy-statement-2024>. Policies which repeat or are not relevant to the current proposal have been omitted from commentary below.

#### **2.1 Planning for People and Homes**

6. Planning authorities should support the achievement of *complete communities* by:
  - a) accommodating an appropriate range and mix of land uses, *housing options*, transportation options with *multimodal* access, employment, *public service facilities* and other institutional uses (including schools and associated child care facilities, long-term care facilities, place of worship and cemeteries).

#### **2.2 Settlement Areas and Settlement Area Boundary Expansions**

##### **2.3.1 General Policies for Settlement Areas**

1. *Settlement areas* shall be the focus of growth and development.

#### **2.8 Employment**

##### **2.8.1 Supporting a Modern Economy**

1. Planning authorities shall promote economic development and competitiveness by:
  - d) encouraging *intensification* of employment uses and compatible, compact, mixed-use development to support the achievement of *complete communities*

**Complete communities:** means places such as mixed-use neighbourhoods or other areas within cities, towns, and *settlement areas* that offer and support opportunities for equitable access to many necessities for daily living for people of all ages and abilities, including an appropriate mix of jobs, a full range of housing, transportation options, *public service facilities*, local stores and services. *Complete communities* are inclusive and may take different shapes and forms appropriate to their contexts to meet the diverse needs of their populations.

The proposal is in keeping with the residential policies of the Provincial Planning Statement. The use of the existing building for the use of a private school within the settlement area provides a service to the residents for daily living.

**OFFICIAL PLAN:**

The subject property is designated Residential within the Official Plan.

**Goals and Objectives (3.2.1)**

The goal of the Residential designation is to “*promote a balanced supply of housing to meet the present and future social and economic needs of all segments of the community while providing opportunities to develop new residential uses in mixed use buildings as well as non-residential neighbourhood components such as schools, community facilities, places of worship, parks and local commercial uses*”.

**3.2.2.3 Non-residential Uses**

Local commercial uses such as small local retail plazas and convenience stores, schools, places of worship and community facilities are permitted in the Residential Policy Area. Existing non-residential uses shall be zoned in the implementing zoning by-law. All new non-residential uses shall be subject to a zoning by-law amendment as well as site plan control. Proposed non residential uses shall be reviewed to ensure compatibility with the existing residential neighborhood. Proponents shall provide sufficient evidence to ensure that new development will not result in increased neighborhood traffic, noise or other emissions and will contribute to quality of life for local residents. In all cases the scale and architectural design of any new development shall be consistent with the local neighborhood.

**3.2.2.4 Compatibility**

Ensure that all new development, including infill residential development in existing neighbourhoods, maintains or enhances the surrounding area and is compatible with respect to built form, scale, urban design, intensity of use and streetscape.

**3.2.2.6 Servicing**

It is the long-term intent that all development in the municipality be on full municipal water and wastewater services.

**3.2.2.9 Access**

Development shall be permitted only where safe, convenient access to a public road is available to ensure ready accessibility for school buses, ambulances, fire trucks, and other essential service vehicles.

**4.1.1 Infrastructure**

A goal of the plan for ‘our infrastructures’ as being to ensure that efficient infrastructure services will be provided by the appropriate level of government or the private sector in a cost effective manner which recognizes development priorities and which ensures the protection of our environment. Further, water, waste water and stormwater will be managed in a fiscally and environmental responsible manner.

**5.4.4 Development Criteria**

The following development criteria (applicable to any new development or redevelopment) is summarized as follows:

- The provision of safe access onto or from a local or Town road
- Adequate access to, and provision of off-street parking,
- Barrier-free access to public and commercial buildings,
- Access and maneuvering of emergency vehicles to public and private properties,

- Adequate grade drainage or storm water management and erosion control,
- The preservation and protection, whenever possible, of street trees, street tree canopies and the urban forest, and
- Safety and Security (including lighting, site orientation, and lines of sight).

**COMMENT:**

The application is consistent with the objectives of the Residential designation in permitting a range of activities to include a school.

The Development Permit will address the site specific requirements and development criteria.

**DEVELOPMENT PERMIT:**

The subject property is designated Traditional Residential Special Exception R-X7 (for a clinic) within the Development Permit By-law. The Traditional Residential designation provides for various residential uses including a private school. A private school is identified as a discretionary use.

**Discretionary Uses – 5.2.3**

All discretionary uses shall be subject to the Class III Development Permit approval system.

**COMMENT:**

The request for the Development Permit is temporary (3 years) and there are no physical changes to the building itself. No other uses (residential or site specific clinic) will be permitted within the building. A private school is identified as a discretionary use in the Traditional Residential designation. The applicant is proposing to operate a private school regulated by the Ministry of Education under the name Thousand Islands Montessori Inc.

The applicant has proposed to develop the school in two phases. Phase 1 will occupy a classroom on the first floor and offices for the instructors on the second floor. Phase 2 will include a second classroom on the third floor.

**Site Provisions (5.2.1)**

Site Provision	Requirements	Existing/Proposed
Lot Area	464m <sup>2</sup>	1351m <sup>2</sup>
Lot Coverage (maximum)	35%	21%
Lot Frontage	15m	36.58 m (Sydenham St)
Front Yard Setback	6m	0.62m existing (Sydenham St)
Exterior Yard Setback	4.5m	7m (Stone Street S)
Exterior Yard Setback	4.5m	2.845m (Cedar Alley)
Interior Side Yard (south)	1.2m	4.4m
Rear Yard Depth	7.5m	21.9m
Building Height (max)	11m	existing

The front yard setback on Sydenham Street is non-compliant, however, it would enjoy legal non-conforming as it is existing and according to records the structure has existed since the 1890s.

## GENERAL PROVISIONS SECTION 3.0

### Parking and Storage of Vehicles (3.32)

- A standard parking space is 2.7m x 6m.
- 2 parking spaces per classroom and contained within the property limits
- The proposal includes a total of 4 parking spaces (including 1 in garage)



Existing Single Car Garage accessed by Sydenham St.

Rear of Garage and Fenced Play Area

#### COMMENT:

The property is a corner lot with driveway access from Sydenham Street and a proposed parking area on Cedar Alley. Consideration of accessible parking was undertaken, however, the parking area adjacent the ramp (Sydenham Street) to the building does not physically provide proper access with the existing structures. Providing accessible parking on Cedar Alley is not conducive as there is no proper pathway to the building. Given this application is being sought on a temporary basis (3 year), Staff considered minimal changes to the overall site.

A fenced play yard will be established in the rear/side of the building which will be accessible from the building. Existing pedestrian access to the sidewalks and landscaping will be maintained.

Pick-up and drop-off by the school bus is proposed to be located at the entrance of the building along Stone Street South adjacent the existing sidewalk. The applicant has indicated that parents will be assigned specific staggered arrival and departure times for the children which will occur within a designated loading zone. Garbage will be located within the existing garage.

Public Works have indicated that they do not support the use of Stone Street South for the purpose of a drop-off and pick-up and have requested that a Traffic Impact Brief (TIB) be submitted. The Traffic Impact Brief will address how the drop-off/pick-up operations will not result in adverse impacts to traffic operations, safety or roadway capacity on Stone Street South. The proposed location is within a designated No Parking zone; a loading zone would require an amendment to the Traffic and Parking By-law. The concern is raised with parent drop off and pick up at this location and the impact it will have for traffic on Stone Street South.

**CIRCULATION TO AGENCIES**

Circulation of 120 m to adjacent property owners and prescribed agencies (comments received to date):

CAO	
Clerk	
Chief Building Official	As per Division C, Article 1.2.2 of the Ontario Building Code, a general review by both an architect and a professional engineer is required to be provided for this use.
CRCA	
School Boards: CDSBEO/UCDSB	
Utilities: Bell Canada/Canada Post/ Cogeco/Enbridge Gas/ Eastern Ontario Power/Hydro One (OPG)	
EMS: Fire/LG Paramedic/Police	Fire Dept. – No objections
Public Works, Water/Sewer Utilities	Comments were incorporated into the report W/S Utilities – Backflow prevention survey and device are required and a lead sampling program under O. Reg 243/07 – Schools, Private Schools and Child Care Centres must be followed.
St. Lawrence Parks Commission/ MTO/ Southeast Public Health Unit	
Neighbourhood: Posting and 120m Circulation	Inquiries were received from three residents who were provided with additional information.

The applicant had previously indicated that she is an AMI Montessori instructor and will be operating a certified Montessori approved program. The applicant and instructors are subject to the requirements of the Ministry of Education.

Staff have no objection to DP2025-19 (Holbik) at 215 Stone Street S specifically for a private school and related offices for a period of 3 years from the date of decision, provided all necessary requirements are met by the Ministry of Education and Ontario Building Code and the following conditions are met;

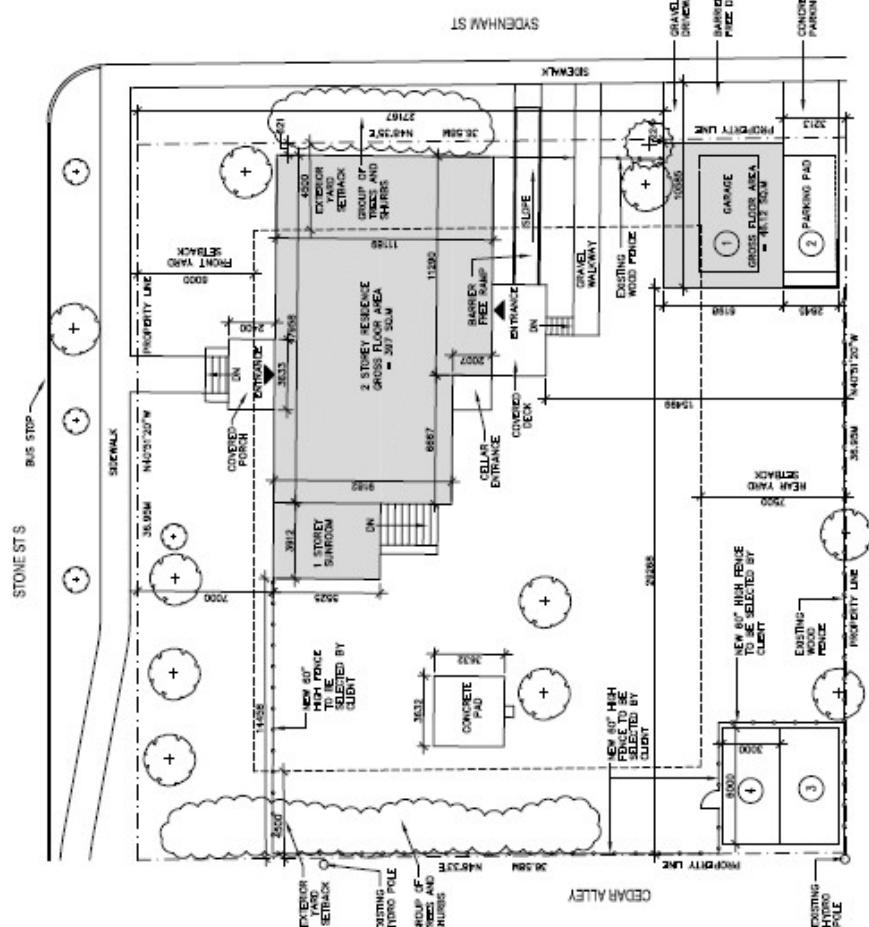
- All final plans to be submitted and approved by the Town prior to registration of the agreement on title,
- Clearance be obtained and submitted to Planning and Development for school bus drop off/pick up, loading and unloading and the municipal backflow by-law to the satisfaction of Public Works,
- No illuminated or backlit signage is permitted,
- The Owner enter into a Development Permit Agreement within one year of the Notice of Decision or the approval may lapse; and
- All costs associated with fulfilling the conditions of this decision are borne by the Owner.

## Attachment 1

## Site Plan



KEY PLAN



## APPROVAL

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Trudy Gravel, Assistant Planner

Brenda Guy, Manager of Planning and Development

## Attachment 2 - Application, Drawings and Supporting Information

THE CORPORATION OF THE TOWN OF



DP 2025 /19

### **APPLICATION FOR DEVELOPMENT PERMIT APPROVAL** **Section 70.2 of the Planning Act, RSO 1990, as amended**

This application form **MUST** be accompanied with **all** the submission requirements in order to be considered a complete application. **Incomplete applications will not be processed until all information is provided.**

A Pre-consultation meeting with Planning and Development staff is **REQUIRED PRIOR TO SUBMISSION** of this application. At that time, approval stream and submission requirements will be determined. **ALL** applications require the following:

**ALL** applications require the following:

- Complete application form signed including declaration of applicant\*
- Proof of ownership, deed of property or offer to purchase and sale\*
- Legal survey and/or Building Location Survey for the subject property\*
- If the development is for commercial and/or employment, multi-residential – One (1) large scale paper copy of all plans shall be submitted along with one set of reduced 11" x 17" of all plans and your electronic copy. Plans are to be in a standard scale format (1:250 1:500)
- Application fee as outlined in the pre-consultation form payable to the Town of Gananoque\*
- Deposit fee as outlined in the pre-consultation form payable to the Town of Gananoque\*
- Fees payable to the Cataraqui Region Conservation Authority, if applicable. Contact the CRCA for more information.

**CONTACT INFORMATION**

Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of The Planning Act and will be used to process this application.

Name of Applicant: <i>Patricia Molnik</i>	Complete Address including Postal Code: <i>250 Wilson Drive Gatineau K1G 2W6. girlsdowntoearth@gmail.com.</i>	Phone: <i>613 929-0931</i>
	E-mail:	
Name of Property Owner (if different than applicant): <i>Nikolaos Giannaouras.</i>	Complete Address including Postal Code: <i>215 Stone St. South Gatineau.</i>	Phone: <i>613-484-5932</i>
	E-mail:	
Architect/Designer/Planner: <i>Drew Freedell.</i>	Complete Address including Postal Code:	Phone: <i>613-539 0810</i>
	E-mail:	
Engineer: <i>Cameras Monty</i>	Complete Address including Postal Code:	Phone: <i>613.893.2769</i>
	E-mail:	
Land Surveyor:	Complete Address including Postal Code:	Phone:
	E-mail:	

**PROPERTY**

Street or Property Address (if applicable): <i>215 Stone St. South Gatineau. K1G 2A3</i>	Roll Number (if known): <i>0814 0000 2041 700</i>
---	--

**LEGAL DESCRIPTION**

Lot/Con/Plan: <i>Plan 86 Lot 81 Lot 82 Sav Riv. Cr.</i>			
Frontage (m/ft): <i>36.6 m. / 120ft.</i>	Depth (m/ft): <i>36.6 m. / 120ft.</i>	Lot Area: <i>14,400 ft.</i>	

**SUBMISSION REQUIREMENTS**

The applicant/agent is responsible for ensuring that the submission requirements are met, including confirming that all the information listed below is shown on the required plans by checking off each box.

 **Site Plan(s)** including scaled accurate measurements of:

- Title, location and date of project including legend and scale (graphic bar scale as well as written ratio scale);
- Dimensions and areas of the site including existing natural and artificial features i.e: buildings, watercourses, wetlands, woodlands.
- Dimensions and gross floor area of all building and structures to be erected;
- Existing structures to be retained, removed or relocated;
- Distances between lot lines and the various buildings, structures, parking areas, driveways and other features;
- Proposed elevation of finished grades including area to be filled or excavated, retaining walls, drainage ditches;
- Parking areas including number, size of spaces and dimensions. The plans shall have regard for **Ontario Regulation 413/12 made under Accessibility for Ontarians with Disabilities Act, 2005**. This shall include, but not be limited to, providing appropriate designated parking spaces and unobstructed building access features.
- Access driveways including curbing and sidewalks
- Proposed fire routes and fire route sign locations
- Dimensions and locations of loading zones, waste receptacles and other storage spaces;
- Location, height and type of lighting fixtures including information on intensity and the direction in which they will shine relative to neighbouring streets and properties;
- Location of sign (sign permit to be applied for through the Building Permit process) as per By-law 2005-41;
- Location, type and size of any other significant features such as fencing, gates and walkways.

 **Drainage Plan(s)** including scaled accurate measurements of:

- Drainage Plan must demonstrate proposed development is handled on-site and does not infringe on neighbouring properties;

 **Landscape Plan(s)** including scaled accurate measurements of:

- Landscape Plan showing size, type and location of vegetation, areas to be seeded or sod. Plan to show existing landscape features to be retained, removed or relocated;

 **Site Servicing Plan(s)** including scaled accurate measurements of:

- Site Servicing Plan (plan/profile) including layout of existing water, sewer, gas lines, proposed connections, utility easements, fire hydrants, hydro poles, lighting, trees, transformers and pedestals.

 **Grade Control and Drainage Plan(s)** including scale accurate measurements of:

- Existing elevations on subject and adjacent lands and long centerline or adjacent street lines, which are to be geodetic;
- Location of any creeks, ravines or watercourses with elevations and contours;
- Arrows indicating the proposed direction of flow of all surface water;
- Location and direction of swales, surface water outlets, rip-rap, catch basins, rock, retaining walls, culverts
- Existing and/or proposed right-of-ways or easements

**Elevation and Cross-Section Plan(s)** including scale accurate measurements of:

- Coloured elevation drawings or renderings of each side of the building to include materials being used and their consideration to the neighbourhood (PHOTOS OF EXISTING BUILDING ARE PERMITTED IF NO ADDITIONS ARE BEING UNDERTAKEN)
- Drawings that show plan, elevations and cross section views for each building or structure to be erected;
- Conceptual design of building;
- Relationship to existing buildings, streets and exterior areas to which members of the public have access to;
- Exterior design including character, scale, appearance and design features of the proposed building;
- Design elements of adjacent Town road including trees, shrubs, plantings, street furniture, curbing and facilities designed to have regard for accessibility
- Photographs of the subject land and abutting streetscape on both side of the street

 **Supporting Studies and Reports.** Technical reports/plans or studies may be required to assist in the review process of a Development Permit Application. Applications for Development Permit may be required to submit the following studies or reports. Applicants should consult with Municipal staff to determine site specific requirements:

- Air, Noise or Vibration Study
- Archaeological Study
- Drainage and/or stormwater management report
- Environmental Impact Assessment for a natural heritage feature or area
- Erosion and Sediment Control Plan
- Geotechnical Study and Hydrogeological Study
- Heritage Resource Assessment/Study
- Hydrogeology/Groundwater Study
- Phase I Environmental, investigation if required
- Form 1's – Record of Future Alteration (Water, Sewer and Storm)

- Sanitary System Design & sufficient capacity
- Servicing Options Report
- Source Water Protection – Risk Management Assessment
- Sun/Shady Study
- Traffic Study
- Vegetation Inventory/Preservation
- Visual Impact Assessment
- Water Distribution System & sufficient capacity
- Wave Uprush Study
- Supporting Land Use Planning Report
- Other:

## NOTES TO OWNER/APPLICANT:

- Applications may be subject to any Town incurred costs over and above the fees set out (See By-law 2016-047) being a by-law to establish general fees and rates for various services provided by the municipality). This is in the form of a deposit fee in the amount of \$2,000 payable to the Town of Gananoque for peer reviews of various studies as outlined in the application.
- Cataraqui Region Conservation Authority (CRCA) - Applications may be subject to review and a separate cheque payable to the CRCA. Fees are identified on the CRCA website <https://cataraquiconservation.ca/pages/permit-fees>. The Town recommends that you consult with a Conservation Authority Officer prior to making application.
- The applicant/owner may be required to provide 100% security of the cost of works in the form of a Letter of Credit or Certified Cheque upon signing of the Development Permit Agreement for all Class III applications and any Class that may require a background study or legal registration of documents.
- Security will remain with the Town until such time as the works are completed for any agreement. A 15% holdback will be maintained for a period of one year after the works are completed. This will be applicable at the time of agreement.

## Existing Use(s):

Previous use group home, office for medical health and CAS.

Length of time the existing use of the subject lands have continued:

unbeknown.

Has the property been designated as a Heritage Site?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the property presently under a Site Plan/Development Permit Agreement?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Has the property ever been subject of an application under Section 34 (Zoning), 41 (Site plan) or 45 (Minor Variance) of the Planning Act? <i>used to be commercial.</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Has the property ever been subject of an application under Section 70.2 (Development Permit By-law) of the Planning Act?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

If the property has been subject of applications under the Planning Act noted above, provide the file number(s) and the status of the application?

DP 2012-04 - approved.  
ZBA - 2005 - for the use of the clinic. # 2005-19 by law

## Proposed Use(s):

private children's program. Before and after school  
school & lessons. for a period of 3 years.  
Not intended use for income boarding.

Is the Use permitted or permitted subject to criteria as set out in the development permit by-law?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
--	---	-----------------------------

How has the applicable criteria have been addressed?

Play area has been addressed as well as school bus loading/unloading.  
barrier free ramp already there.

Is/Are variation(s) requested? <i>parking spaces.</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
--	---	-----------------------------

If yes, what variation is requested and why?

*relief for parking spaces (extras)*

Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law.

## Abutting Land Use(s) - east, west, north, south:

Across the street Catholic church.  
Residential on one side  
Anglican church other side.

Is the Development to be phased?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
What is the anticipated date of construction?		<u>no construction.</u>
Is the land to be divided in the future?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there any easements, right-of-ways or restrictive covenants affecting the subject land?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

<b>Plan Details: Please ensure that measurements are consistent with plan</b>			
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Employment Lands/ Industrial	<input type="checkbox"/> Institutional
Building Coverage:  <u>21</u> (%) <u>  </u> (sq.m)		Landscape Coverage:  <u>Remaining minus parking.</u> <u>  </u> (%) <u>  </u> (sq.m)	
Building Height:  <u>existing</u>	No. of Storeys:  <u>3</u>	No. of Units:  <u>one</u>	Storage of Garbage:  <u>garage existing</u>

Parking Area:	<p>Existing Parking Surface</p> <p><input checked="" type="checkbox"/> Paved</p> <p><input type="checkbox"/> Gravel</p> <p><input type="checkbox"/> Permeable Parking Area</p> <p><input checked="" type="checkbox"/> Other <i>garage 2 space garage.</i></p>		
Proposed Parking Surface:	<p><input type="checkbox"/> Paved</p> <p><input checked="" type="checkbox"/> Gravel</p> <p><input type="checkbox"/> Permeable Parking Area</p> <p><input type="checkbox"/> Other</p>		
# of Existing Parking Spaces	# of New Parking Spaces	# of Accessible Parking Spaces	Total # of Parking Spaces
4	2	1	6
Dimension of Parking Spaces (m/ft):	2.7m x 6m.	Dimensions of Accessible Parking Spaces (m/ft):	2.7 x 6m (1.5m at each)

<b>LOADING SPACES, if applicable:</b>	Number of Loading Spaces: 	Dimensions of Loading Spaces (m/ft):
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<b>Heritage Tourist Inn/Bed and Breakfast/Short Term Accommodation*:</b>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No				
Is this an application for a Heritage Tourist Inn?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No				
Number of Guest Rooms: <i>u/a.</i>		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6
<b>NOTE: A Heritage Tourist Inn</b> will require a Heritage Resource Assessment evaluating the heritage significance of the property including a description of historic features is required with the submission of this application.							
Is this an application for a Bed and Breakfast?		<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Number of Guest Rooms:		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			
Is this an application for a Short Term Accommodation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Number of Guest Rooms:		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3			

<b>Access*:</b>	<b>Potable Water*:</b>	<b>Sewage Disposal*:</b>	<b>Stormwater*:</b>
<input checked="" type="checkbox"/> Municipal Street <input type="checkbox"/> Existing Private Road/ Lane <input type="checkbox"/> Existing Right-of-way <input type="checkbox"/> Unopen Road Allowance <input type="checkbox"/> Other: <i>u/a.</i>	<input checked="" type="checkbox"/> Town Owned/operated Water System <input type="checkbox"/> Private Well <input type="checkbox"/> River <input type="checkbox"/> Other: <i>u/a.</i>	<input checked="" type="checkbox"/> Town Owned/Operated Sewage System <input type="checkbox"/> Private Septic and Tile Field <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Town Owned/Operated Sewers <input type="checkbox"/> Swales <input type="checkbox"/> Ditches <input type="checkbox"/> Other

Provide any applicable hook-up approvals and/or permit number(s) applicable to the above:

**Water Access** (where access to the subject land is by water only)

Docking Facilities (specify)  
distance from subject land *u/a.*  
distance from nearest public road \_\_\_\_\_

Parking Facilities (specify)  
distance from subject land \_\_\_\_\_  
distance from nearest public road \_\_\_\_\_

<b>EXISTING BUILDINGS:</b>		<b>Building 1 - Primary</b>	<b>Building 2 - Accessory</b>
Type of Structure (ie: wood concrete)	<i>brick</i>	<i>dashed garage</i>	
Date Constructed:	<i>1890</i>		
Front Line Setback:	<i>7 m.</i>	<i>2.24 mts.</i>	
Rear Lot Line Setback:	<i>15.5 m.</i>	<i>29.3 mts</i>	
Side Lot Line Setback: <i>exterior</i>	<i>0.62</i>		
Side Lot Line Setback: <i>exterior</i>	<i>14.5 mts.</i>	<i>2.84 mts.</i>	
Height:	<i>existing</i>	<i>existing</i>	
Dimensions:	<i>irregular</i>	<i>6.2 x 10.6 mts.</i>	
Floor Area:	<i>397 sq.mts.</i>	<i>46.12 mts.</i>	

PROPOSED BUILDINGS:	u/a.	Building 1 - Primary	Building 2 - Accessory
Type of Structure (ie: wood concrete)			
Proposed Date of Construction:			
Front Line Setback:			
Rear Lot Line Setback:			
Side Lot Line Setback:			
Side Lot Line Setback:			
Height:			
Dimensions:			
Floor Area:			
Attached Additional Page, if necessary			

**AUTHORIZATION BY OWNER**

I/We, the undersigned being the registered owner(s) of the subject lands, hereby authorize \_\_\_\_\_ (print name) to be the applicant in the submission of this application.

Furthermore, I/we, being the registered owner(s) of the subject lands, hereby authorize Town of Gananoque members of Council, Committee of Council and Municipal Staff, to enter upon the property for the purposes of conducting a site inspection with respect to the subject application.

NIKOLAOS GIANNAKOURAS

Owner Name (Please Print)

Nikolaos Giannakouras

Signature of Owner

Jill

Signature of Witness (not applicant)

Owner Name (Please Print)

Signature of Owner

Date

**CONSENT BY OWNER**

I/We, \_\_\_\_\_, (print name(s) am/are the registered owner(s) of the land that is the subject of this application for Development Purposes and for purposes of the Municipal Freedom of Information and Protection of Privacy Act. I/We hereby authorize the use, or disclosure, to any person or public body, of any personal information collected under the authority of the Planning Act of the purpose of processing this application.

Nikolaos Giannakouras

Signature of Owner

Signature of Owner

Signature of Witness (not applicant)

Date

**DECLARATION OF APPLICANT**

(Print) I, Lynsey Zufelt of the Town of Gananoque in the Province of \_\_\_\_\_ solemnly declare that:

I understand that the applicant/owner will be required to provide 100% security of the outside works in the form of a Letter of Credit or Certified Cheque until such time as the works are completed. A 15% holdback will be maintained for a period of one year after the works are completed. This will be applicable at the time of agreement.

All of the above statements contained in the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of *The Canada Evidence Act*.

Declared/Sworn before me at

Gananoque

this 22<sup>nd</sup> day of December,

2025.

Commissioner  
Lynsey Zufelt  
Town of Gananoque  
Lynsey Zufelt, Deputy Clerk  
Signature of a Commissioner, etc

Lynsey Zufelt

Signature of Applicant

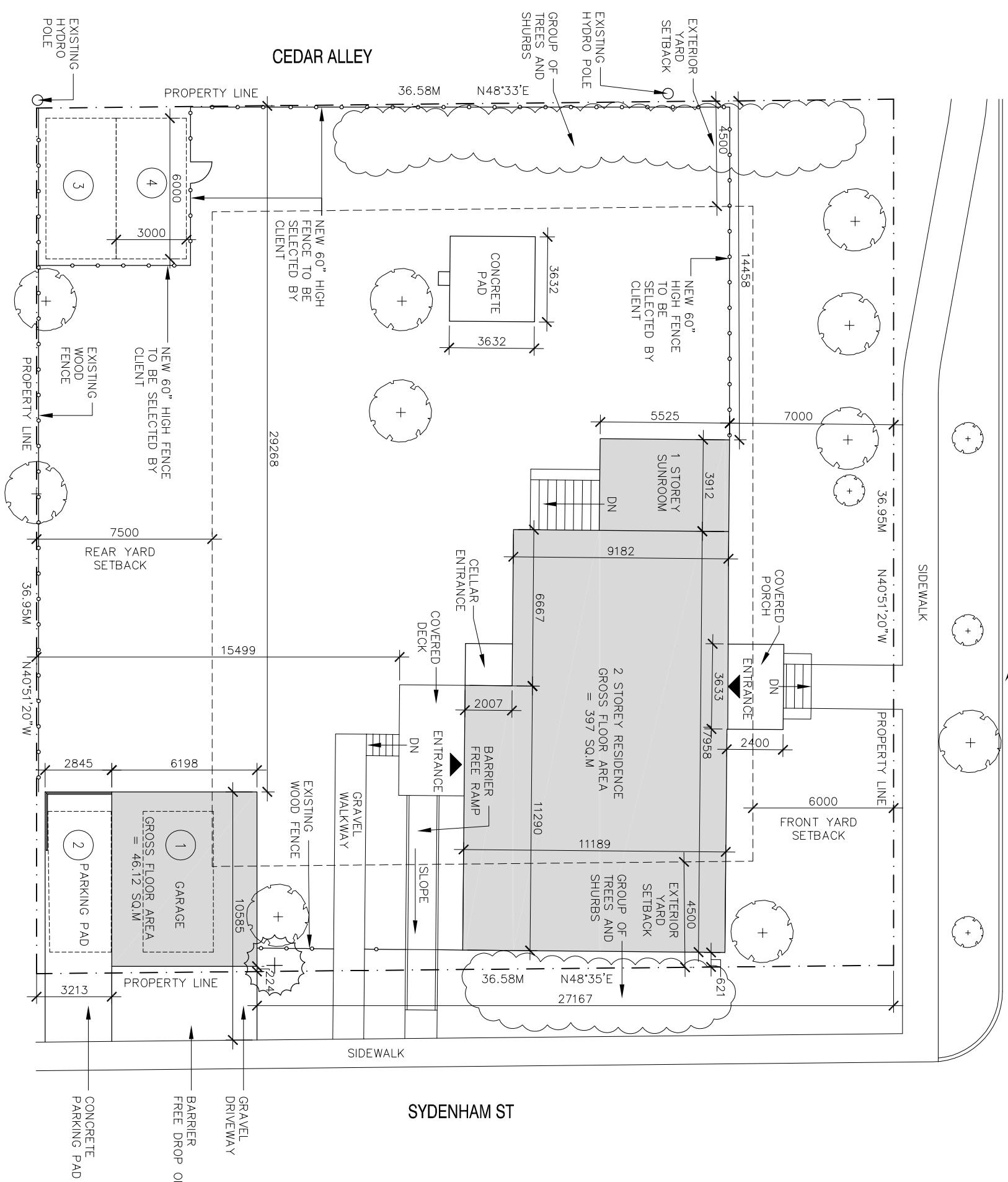
<b>Office Use Only:</b>				Roll No: <b>081400002041700</b>	
Official Plan Designation: <b>Residential</b>	Development Permit Designation: <b>Traditional Residential - R-X7</b>			Other:	
Access (Entrance Permits etc):	Water and Sewer Hookup (Permits etc):			Other:	
Other Concurrent Applications:	<input type="checkbox"/> Cash-in-Lieu of Parking	<input type="checkbox"/> condo Approval	<input type="checkbox"/> Consent/ Severance	<input type="checkbox"/> Official Plan Amendment	<input type="checkbox"/> Subdivision Approval
Date Application Received: <b>December 22, 2025</b>	Date Application Deemed Complete: <b>January 8, 2026</b>			Fees Received: <b>Dec. 22, 25 \$1900</b>	

For additional details please contact: Brenda Guy, Manager of Planning and Development  
 Town of Gananoque, 30 King Street East, Gananoque, ON K7G 1E9  
 (613) 382-2149 ext.1126 E-mail: [bguy@gananoque.ca](mailto:bguy@gananoque.ca)

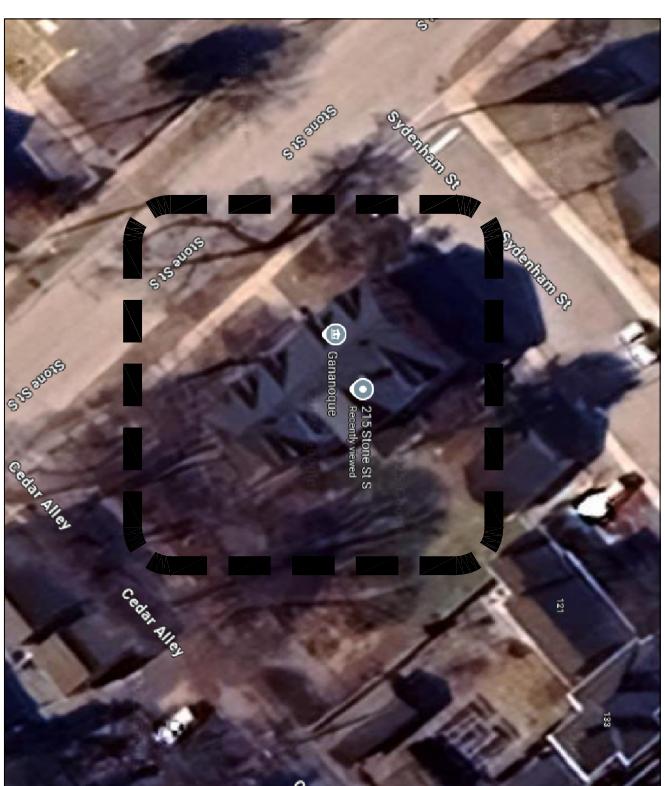
# EXISTING SITE PLAN

SCALE 1 : 200

SCALE 1 : 200



EXISTING RESIDENCE		EXISTING			PROVIDED		
ZONE	REQUIRED	TRADITIONAL RESIDENTIAL					
FRONT YARD MIN	6M	7M	N/A	N/A	N/A	N/A	N/A
REAR YARD MIN	7.5M	15.5M	N/A	N/A	N/A	N/A	N/A
EXTERIOR SIDE YARD MIN	4.5M	0.62M	N/A	N/A	N/A	N/A	N/A
EXTERIOR SIDE YARD MIN	4.5M	14.5M	N/A	N/A	N/A	N/A	N/A
LOT AREA MIN	464M <sup>2</sup>	1351M <sup>2</sup>	N/A	N/A	N/A	N/A	N/A
LOT COVERAGE MAX	35%	21%	N/A	N/A	N/A	N/A	N/A
LOT FRONTAGE	15M	36.95M	N/A	N/A	N/A	N/A	N/A
PARKING	-	-	-	-	-	-	-
PHASE 1	1 CLASSROOM	-	-	-	-	-	-
PHASE 2	2 CLASSROOM	4	N/A	N/A	N/A	N/A	N/A



## KEY PLANS SCALE NTS

## KEY PLANS

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EXISTING RESIDENCE TO CLASSROOM				SITE PLAN	
location	scale	AS SHOWN	job no.	title	
215 STONE ST S, GANANOQUE, ON for TATIANA HOLBIK	date	JAN 2026	2025-115	dwg. no.	1













RECEIVED  
JAN 8 2026

## Thousand Islands Montessori Inc.

250 Wilson Drive, Gananoque, ON K7G 2W6

Attention: **Town of Gananoque** Planning and Development Department

30 King Street East, Gananoque, ON K7G 1E9

## **Planning Rationale for Temporary Use – Montessori-Based Children’s Programs at 215 Stone Street South, Gananoque, Ontario.**

To the Planning and Development Department,

This Planning Rationale is submitted in support of an application for a **Temporary Use Permit** for the property located at **215 Stone St. South**. The intent of this application is to facilitate a Montessori-based children’s program, specifically providing a structured environment for school-aged children and essential before-and-after school care services. This document outlines the suitability of the land use, the business intent, and the mitigation strategies to be employed, ensuring the preservation of the neighbourhood’s character while highlighting the significant social benefits to the Town of Gananoque.

### **1. Business Background and Montessori Philosophy**

**Thousand Islands Montessori Inc.** provides a specialized educational environment rooted in Montessori principles. Unlike traditional childcare models, the Montessori method is built upon the pillars of **Respect, Order, and Community**. Our programs emphasize "Grace and Courtesy," teaching children to move mindfully through their environment, respect their neighbours, and care for their physical surroundings.

In a Montessori setting, the "Prepared Environment" is designed to be aesthetically pleasing, quiet, and highly organized. We teach children that they are stewards of the land they occupy. This translates to a program that is inherently quieter and more orderly than typical recreational childcare. Our mission is to bridge the gap for local families who require high-quality care and supplemental programming outside of the standard elementary school day, fostering a generation of Gananoque citizens who value local harmony.

## 2. Ministry of Education Support and Family Accessibility

A vital component of this proposal is its alignment with provincial standards and social equity. Thousand Islands Montessori Inc. intends to operate as a licensed program supported by the **Ministry of Education**. This partnership is significant for the Town's planning considerations as it ensures the program adheres to rigorous provincial health, safety, and pedagogical standards.

Furthermore, being a Ministry-supported program allows us to offer **childcare subsidies** to eligible families through local municipal social services. By participating in the subsidy program, we ensure that high-quality Montessori-based care is not limited by a family's income. This addresses a critical "social infrastructure" need within Gananoque, supporting a diverse range of working families and ensuring that children from all economic backgrounds have access to stable, enriching before-and-after school environments.

## 3. Operational Intent and Phased Growth

The business intent is to operate with a gradual, responsible growth model that allows the site to settle into the neighbourhood fabric without sudden disruption. We are proposing a **two-phase implementation plan**:

- **Phase 1 (Year 1):** The program will launch with a single operational classroom. This initial phase allows us to establish our daily routines, verify our traffic assumptions, and build relationships with immediate neighbours while maintaining a very small footprint.
- **Phase 2 (Year 2):** Following a successful first year of monitoring and neighbourhood integration, we intend to open a second classroom. This expansion will allow the program to reach its full potential and meet the demonstrated community demand for these services while maintaining the intimate, small-scale nature of the facility.

## 4. Land Use Suitability: Why Montessori Fits in a Residential Area

The subject property is exceptionally well-suited for this proposed use because the Montessori philosophy thrives in a "home-like" environment. In fact, Dr. Maria Montessori's original schools were residential houses called *Casa dei Bambini* (Children's Houses).

**The Harmony of Scale:** A residential-scale property is more appropriate for this program than a traditional industrial or commercial setting. The home environment reinforces the Montessori lesson that education is not separate from life, but an extension of the home and community. By utilizing a residential structure, we maintain the "streetscape rhythm" of the neighbourhood. There will be no large-scale commercial signage, no sprawling parking lots, and no industrial equipment that would signal a departure from the residential feel of the area.

## 5. Strategic Impact Mitigation

We have carefully considered the potential impacts on the surrounding neighbourhood and have integrated the following mitigation strategies into our daily operating procedures:

- **Traffic and Pick-up/Drop-off Flow:** Recognizing that traffic and street parking are primary concerns, we have developed a "**Zero-Idle**" **policy**. Parents will be assigned specific, staggered arrival and departure windows. All pick-up and drop-off activities will occur within the property's designated loading zone. This ensures that no vehicles are queued on the public street, maintaining clear sightlines and safety for local pedestrians and motorists.
- **School Bus Integration:** In addition to private vehicle management, we have coordinated a **Designated School Bus Area**. This designated zone ensures that school buses can safely drop off and pick up children without obstructing the flow of traffic on the public roadway. By internalizing these movements, we minimize the impact on neighbours and ensure a high degree of safety for the children.
- **Lighting and Visual Esthetics:** To maintain the residential feel of the area, no commercial-grade floodlighting or high-intensity signage will be installed. Any necessary safety lighting will be residential in scale and **dark-sky compliant**. All fixtures will be fully shielded and directed downward to prevent "light trespass" into adjacent homes.
- **Waste and Recycling Management:** In keeping with our philosophy of environmental order, all garbage and recycling bins will be stored **discreetly inside the garage**. This eliminates visual clutter and prevents any issues with local wildlife. We view the management of waste as an extension of our educational program; therefore, the property will remain free of debris and litter.
- **Safety and Supervision:** All outdoor activity is strictly supervised by trained Montessori staff. Outdoor play is designed to be quiet and educational, ensuring that noise levels remain consistent with—or lower than—a typical residential family home.

## 6. Temporary Use Justification and Policy Alignment

Under the *Planning Act*, a Temporary Use Permit is a tool used to allow a use that is desirable for a set period while the Town evaluates its long-term compatibility. We are seeking this permit to provide empirical evidence that our Montessori program is a "good neighbour." This period ensures that the Town and the neighbours can observe the low-impact, high-value nature of the business firsthand.

This proposal aligns with the Provincial Policy Statement, which encourages the provision of a range of community services and the efficient use of existing land. Furthermore, it supports the Town of Gananoque's Official Plan goals of fostering a cohesive community by providing much-needed services for working families.

## **7. Conclusion**

The proposed Montessori-based program fills a significant service gap in Gananoque, backed by Ministry standards and accessible through family subsidies. We intend to operate as a respectful, quiet, and valued member of the neighbourhood. This proposal represents "good planning" by utilizing existing infrastructure to provide a necessary community service with a philosophy that mirrors the quiet, orderly, and respectful nature of a residential street. We look forward to bringing this program to fruition.

Sincerely,

A handwritten signature in black ink, appearing to read "Tatiana Holbik".

Tatiana Holbik

Thousand Islands Montessori Inc.



## REGULAR COUNCIL MEETING MINUTES

Held on Wednesday, January 14, 2026, at 5:00 PM

## **Held Virtually and In-Person**

COUNCIL MEMBERS PRESENT		STAFF PRESENT
<b>Mayor:</b>	John Beddows	Melanie Kirkby, CAO
<b>Councillors:</b>	Colin Brown	Penny Kelly, Clerk / CEMC
	Matt Harper	Lynsey Zufelt, Deputy Clerk
	Patrick Kirkby	Brenda Guy, Manager of Planning and Development
	Anne-Marie Koiner	David Armstrong, Manager of Public Works
	Vicky Leakey	John Morrison, Treasurer
	David Osmond (joined at 6:20 PM)	Jeff Johnston, Manager of Parks and Recreation



13.	<b>New Staff Report</b>
<b>Council-PD-2026-01 – Castlegrove Subdivision – Part Lot Control – Plan 28M-18 – Extension</b>	
	<p><b>By-law No. 2026-005 – Castlegrove Subdivision – Part Lot Control – Plan 28M-18 – Extension</b></p> <p><b>Moved By:</b> Deputy Mayor Leakey      <b>Seconded By:</b> Councillor Brown</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-005, BEING A BY-LAW TO FURTHER AMEND BY-LAW NO. 2020-132 TO EXEMPT LANDS WITHIN PLAN 28M-18 CASTLEGROVE SUBDIVISION UNTIL DECEMBER 31, 2026, AS PRESENTED IN COUNCIL REPORT PD-2026-01.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
14.	<b>Motions (Council Direction to Staff) – None</b>
15.	<p><b>Correspondence (Postponed from December 16, 2025)</b></p> <p>1. <b>Municipality of North Grenville – Elect Respect Pledge – Resolution of Support</b></p> <p><b>Motion #26-020 – Municipality of North Grenville – Elect Respect Pledge – Resolution of Support</b></p> <p><b>Moved By:</b> Councillor Brown      <b>Seconded By:</b> Councillor Koiner</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE SUPPORTS THE MUNICIPALITY OF NORTH GRENVILLE'S RESOLUTION #C-2025-412, PERTAINING TO ITS ELECT RESPECT PLEDGE, AND ENCOURAGE ELECTED OFFICIALS, ORGANIZATIONS AND RESIDENTS TO SUPPORT THE CAMPAIGN AND SIGN THE PLEDGE AT <a href="http://WWW.ELECTRESPECT.CA">WWW.ELECTRESPECT.CA</a>.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p> <p>2. <b>United Counties of Stormont, Dundas &amp; Glengarry – Conservation Authorities Amalgamation – Request for Support</b></p> <p><b>Motion #26-021 – United Counties of Stormont, Dundas &amp; Glengarry – Conservation Authorities Amalgamation – Request for Support</b></p> <p><b>Moved By:</b> Councillor Harper      <b>Seconded By:</b> Councillor Kirkby</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE SUPPORTS THE UNITED COUNTIES OF STORMONT, DUNDAS AND GLENGARRY'S RESOLUTION NO. 2025-159, DATED NOVEMBER 17, 2025, PERTAINING TO A CALL ON THE GOVERNMENT OF ONTARIO TO MAINTAIN LOCAL, INDEPENDENT, MUNICIPALLY GOVERNED, WATERSHED-BASED CONSERVATION AUTHORITIES.</p> <p style="text-align: right;"><b>CARRIED – 5 Ayes, 1 Nay</b></p> <p>3. Association of Municipalities of Ontario (AMO) Communications – Help Us Advocate for Strong OMERS Governance</p> <ul style="list-style-type: none"> <li>• It was generally agreed to bring the above correspondence back to Council on Wednesday, February 4, 2026, following the ROMA Conference</li> </ul> <p>4. Office of the Solicitor General – 2026 Ontario Provincial Police (OPP) Annual Billing Statements</p>
16.	<b>New Correspondence</b>
	<p>1. Flix (FlixBus Agreement) – Andrew Miller, Senior Manager, Public Affairs – Section 2 of Agreement – Accepts Automatic Renewal of Agreement for an Additional One (1) Year</p> <p><b>Motion #26-022 – Flix (FlixBus Agreement) – Andrew Miller, Senior Manager, Public Affairs – Section 2 of Agreement – Accepts Automatic Renewal of Agreement for an Additional One (1) Year</b></p> <p><b>Moved By:</b> Councillor Koiner      <b>Seconded By:</b> Deputy Mayor Leakey</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FLIX'S EMAIL DATED NOVEMBER 26, 2025, REGARDING</p>





## SPECIAL COUNCIL MEETING MINUTES

Held on Wednesday, January 14, 2026, at 7:00 PM

**Held Virtually and In-Person**

COUNCIL MEMBERS PRESENT		STAFF PRESENT
<b>Mayor:</b>	John Beddows	Melanie Kirkby, CAO
<b>Councillors:</b>	Colin Brown	Penny Kelly, Clerk / CEMC
	Matt Harper	Lynsey Zufelt, Deputy Clerk
	Patrick Kirkby	Brenda Guy, Manager of Planning and Development
	Anne-Marie Koiner	John Morrison, Treasurer
	Vicky Leakey	David Armstrong, Manager of Public Works
	David Osmond	Jeff Johnston, Manager of Parks and Recreation

1.	<b>Call Meeting to Order</b>
	Mayor Beddows called the meeting to order at 7:07 PM.
2.	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof</b> – None
3.	<b>Public Question / Comment</b> (Only Addressing Motion(s) or Reports on the Agenda) – None
4.	<b>Re-open Motion #25-179 – Public Works – Fueling Facility Upgrades</b> <ul style="list-style-type: none"> <li>At this point, Council re-opened consideration of Motion #25-179, which was defeated on Friday, December 5, 2025 (3 Ayes, 4 Nays). The Motion is being brought forward below is in its original format for consideration.</li> </ul> <p><i>“BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE AMEND THE PUBLIC WORKS CAPITAL PROJECTS BUDGET BY REDUCING THE PW YARD FUELING FACILITY UPGRADES/RENEWALS FROM \$200,000 TO \$25,000 IN 2026”</i></p> <ul style="list-style-type: none"> <li>Council considered the above and passed the following.</li> </ul>
	<b>Motion #25-179.4 – Public Works – Fueling Facility Upgrades – Direction to Staff</b> <b>Moved by:</b> Councillor Harper <b>Seconded by:</b> Councillor Osmond BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE AMEND THE PUBLIC WORKS CAPITAL PROJECTS BUDGET BY REDUCING THE PUBLIC WORKS YEARS FUELING FACILITY UPGRADES / RENEWALS FROM \$200,000 TO \$25,000 IN 2026. <b>CARRIED – UNANIMOUS</b>
5.	<b>John Morrison, Treasurer</b> <b>Council-FIN-2026-01 – Revisions to the Provisional 2026 Operating Budget</b> <b>Motion #26-023 – Revisions to the Provisional 2026 Operating Budget</b> <b>Moved by:</b> Councillor Brown <b>Seconded by:</b> Councillor Koiner BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION, THE REVISIONS TO PROVISIONAL 2026 OPERATING BUDGET, AS PRESENTED IN COUNCIL REPORT FIN-2026-01. <b>CARRIED – UNANIMOUS</b>



**Council Report – FIRE-2026-01**

**Date:** February 4, 2026  **IN CAMERA**

**Subject:** Fire Protection Grant – Transfer Payment Agreement (TPA)

**Author:** Andrew Dickson, Fire Chief  **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-009, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN THE ONTARIO TRANSFER PAYMENT AGREEMENT (TPA) WITH HIS MAJESTY THE KING IN RIGHT OF ONTARIO AS REPRESENTED BY THE SOLICITOR GENERAL REGARDING A FUNDING GRANT IN THE AMOUNT OF \$18,175.00, TOWARDS THE PURCHASE OF BUNKER GEAR, AS PRESENTED IN COUNCIL REPORT FIRE-2026-01.

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**STRATEGIC PLAN COMMENTS:**

Sector 3 – Financial Sustainability – Strategic Initiative #1: Ensure that Gananoque is and remains an affordable place to do business and raise a family. Action E) Have staff seek out and apply for all grant opportunities.

Sector 5 – Community Protection – Strategic Initiative #1: Continue to seek out new ways of cost effectively delivering emergency services.

**BACKGROUND:**

The Ministry of the Solicitor General, Office of the Fire Marshal received Treasury Board (TB) approval for \$30.0M grant over three (3) years in funding to support the municipal fire service in acquiring critical equipment and other needs (health and safety, minor infrastructure and specialized tools) to improve and enhance the level of fire protection service being provided. These approved funds are provided through what is known as the Fire Protection Grant.

The Town of Gananoque received a grant of \$8,230.45 in year one.

Year two of the Fire Protection Grant was doubled for each municipality and continues to focus on firefighter health and safety (specifically cancer prevention measures) and minor infrastructure updates. These themes were chosen based on feedback from fire stakeholders across Ontario about the challenges and risks firefighters face in performing their duties.

## **INFORMATION/DISCUSSION**

The Corporation of the Town of Gananoque is approved for \$18,175 for:

The Gananoque Fire Service is seeking provincial funding for the purchase of Personal Protective Equipment, specifically five (5) sets of bunker gear.

Much of our current gear is approaching the end of its recommended service life and some gear does not provide a proper custom fit for all firefighters. Acquiring new, properly fitted protective equipment will improve firefighter safety, extend the reliability of our emergency response, and ensure compliance with industry standards.

The Grant Application window opened on August 14, 2025, and closed September 30, 2025. Funds for year two (2) are required to be allocated by March 31, 2026.

## **APPLICABLE POLICY/LEGISLATION:**

*Broader Public Sector Accountability Act, 2010* (Ontario)  
Procurement By-law No. 2015-087

## **FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:**

The grant is in the amount of \$18,175.00. The bunker gear to be purchased is \$18,175 before tax, which would be fully funded by the Fire Protection Grant, with the remaining taxes to be funded through the fire department operations budget.

## **CONSULTATIONS:**

Melanie Kirkby, Chief Administrative Officer

## **ATTACHMENTS:**

Quote Q0081185-0 from AJ Stone – August 23, 2025  
Draft By-law No. 2026-009 and Transfer Payment Agreement

<b>APPROVAL</b>	<p>Andrew Dickson, Fire Chief</p> <p>John Morrison, Treasurer Certificates that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> <p>Melanie Kirkby, CAO</p>
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**A.J. STONE Co. Ltd.**

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T: (416) 785-3752  
F: (416) 781-2827  
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[www.ajstone.com](http://www.ajstone.com)

**Bill To:**

**Gananoque Fire Department**  
340 Herbert Street  
Gananoque ON K7G 1R1

Ph. (613) 382-3334

**Quote**

**Q0081185-0**

**Fire Service Specialist: Steve Bell**  
Email: [sbell@ajstone.com](mailto:sbell@ajstone.com)  
Cell: (613) 264-2152

**Date** August 23, 2025  
**Customer** GANFIR

**Ship To:**

**Gananoque Fire Department**  
340 Herbert Street  
Gananoque ON K7G 1R1

Ph. (613) 382-3334

Customer Ref.	F.O.B.	Quoted by	Valid for	Quote Number
Grant 2026	Vaughan	Steve Bell	15 Days	Q0081185-0
Ship Via		Payment Terms	Reference	
Cheapest Way		DD, net 30 days		
Requested by	Andrew Dickson - Fire Chief	(+16) 133-8233 Ext 34		
Part Number	Description		Quantity Requested	Unit Price
<b>2026 Cancer Prevention Grant Application</b>				Extended Price
INNO-AJS1-ELITE-AF	Bunker Gear, Innotex Energy, AJS Elite Spec (with Airflow)		5	3,635.00 18,175.00
<b>Pricing Subject to Tariff Adjustments</b>				
All pricing for products imported from the United States is subject to change based on any imposed or adjusted tariffs, duties, or trade regulations. If tariffs increase before the order is fulfilled, the additional cost may be passed on to the customer. A.J. Stone Company Ltd. reserves the right to adjust pricing accordingly and will notify customers of any changes prior to finalizing the order. Customers acknowledge that pricing is contingent upon prevailing import costs at the time of border crossing.				
			<b>Net Amount</b>	18,175.00
			<b>ON HST 13%</b>	2,362.75
			<b>Total Due</b>	20,537.75

**Please Note: Special order items are Non-Returnable.  
20% restocking charge will apply to all Authorized**

**HST Number**

## THE CORPORATION OF THE TOWN OF GANANOQUE

### BY-LAW NO. 2026-009

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**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN THE  
ONTARIO TRANSFER PAYMENT AGREEMENT (TPA) WITH HIS MAJESTY THE  
KING IN RIGHT OF ONTARIO AS REPRESENTED BY THE SOLICITOR  
GENERAL REGARDING A FUNDING GRANT TOWARDS THE PURCHASE OF  
BUNKER GEAR**

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**WHEREAS** Section 5 of the *Municipal Act, 2001*, S.O. 2001, c. 25, the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** the *Municipal Act, 2001*, S.O. 2001, c. 25, provided that the powers of every Council are to be exercised by By-law;

**AND WHEREAS** the Council of the Town of Gananoque received Report Council FIRE-2026-01, and concurred with the recommendation to authorize the Mayor and Clerk to sign the Ontario Transfer Payment Agreement (TPA) with His Majesty the King in Right of Ontario, as represented by the Solicitor General, regarding funding in the amount of \$18,175.00, towards the purchase of bunker gear;

**AND WHEREAS** the Council of the Corporation of the Town of Gananoque deems it appropriate to pass this By-law.

**NOW THEREFORE** the Council of the Corporation of the Town of Gananoque enacts as follows:

**1. AUTHORIZATION:**

1.1 That the Mayor and Clerk are hereby authorized to sign the Ontario Transfer Payment Agreement (TPA) with His Majesty the King in Right of Ontario, as represented by the Solicitor General, regarding funding in the amount of \$18,175.00, towards the purchase of bunker gear.

**2. SCHEDULE:**

2.1 Attached to and forming part of this By-law is the Agreement, marked as Schedule 'A'.

**3. EFFECTIVE DATE:**

3.1 This By-law shall come into full force and effect on the date it is passed by Council.

Read a first, second and third time and finally passed this 4<sup>th</sup> day of February 2026.

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John S. Beddows, Mayor

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Penny Kelly, Clerk

(Seal)



## Council Report – FIRE-2026-02

**Date:** February 4, 2026  IN CAMERA

**Subject:** Tiered Response Agreement – Leeds Grenville Emergency Medical Services (EMS)

**Author:** Andrew Dickson, Fire Chief  OPEN SESSION

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### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-010, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN THE TIERED RESPONSE AGREEMENT WITH LEEDS GRENVILLE EMERGENCY MEDICAL SERVICES (EMS), AS PRESENTED IN COUNCIL REPORT FIR-2026-02.

### **STRATEGIC PLAN COMMENTS:**

Sector 5 – Community Protection – Strategic Initiative #3 – Make the Health and Safety of all staff and citizens a key priority.

### **BACKGROUND:**

In 2025 Ontario's Emergency Medical Services (EMS) shifted how they respond to 911 calls, by moving away from the older Dispatch Priority Card Index (DPCI) system—which had a few basic priority levels—to the internationally used Medical Priority Dispatch System (MPDS). The calls are categorized using five colour-coded priority levels. This change is designed to improve allocation of ambulance resources so the most critical patients get the fastest possible response, while lower-acuity calls may wait longer and receive ongoing monitoring and guidance from dispatchers.

### **INFORMATION/DISCUSSION:**

The Fire Chief from Gananoque and Chief of Leeds & Grenville EMS jointly reviewed and amended the Tiered Response Agreement to better align with the new operational practices.

This agreement was last reviewed, and has been in place, since 2013. The changes for this review in the agreement include the receipt of all relative call information by Central Ambulance Communication Centre (CACC), which is the call taker for EMS calls, before dispatching fire. Previously the fire department was dispatched with initial call information, that later was deemed unnecessary, once full information was received.

This review does not change how the Fire Department will respond to medical emergencies or the duties to be performed by Firefighters in the aid of EMS.

**APPLICABLE POLICY/LEGISLATION:**

*Ambulance Act, R.S.O. 1990, c. A.19 (Ontario)* - This is the principal provincial statute governing the delivery of land ambulance services in Ontario.

Ontario Regulation 257/00 (under the *Ambulance Act*) – This regulation contains operational standards and requirements for ambulance services, which can affect how EMS integrates partners (like fire) into a tiered response.

*Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4*

**FINANCIAL CONSIDERATIONS:**

None

**CONSULTATIONS:**

United Counties of Leeds & Grenville EMS Chief – Jeff Cars

**ATTACHMENTS:**

Tiered Response Agreement

Draft By-law No. 2026-010

<b>APPROVAL</b>	<p>_____ Andrew Dickson, Fire Chief</p> <p>_____ Melanie Kirkby, CAO Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the Municipal Act and regulations.</p>
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**TIERED RESPONSE AGREEMENT, MADE IN TRIPPLICATE,**

**BETWEEN**

**The Corporation of the United Counties of Leeds and Grenville**  
**("Leeds Grenville")**

**AND**

**The Corporation of the Town of Gananoque**  
**("Gananoque")**

**This Agreement made effective the \_\_\_\_\_ day of \_\_\_\_\_, 2026**

**WHEREAS** the Municipal Act, 2001, provides authority for municipalities to pass by-laws to enter into agreements with persons or municipalities for the purpose of receiving fire protection services; and

**WHEREAS** The Corporation of the United Counties of Leeds and Grenville has established and organized Leeds Grenville Paramedic Service (LGPS) to provide paramedic services in Leeds and Grenville, as authorized by the Ontario Minister of Health; and

**WHEREAS** the participation of local fire departments in tiered response for medical emergencies is set out in Schedule "A" – Call-Out Procedures, and Schedule "B" – Roles and Responsibilities, which may be revised from time to time, duly signed by both parties; and

**WHEREAS** Leeds Grenville Paramedic Service will provide the established call-out procedures for the local fire departments to the Central Ambulance Communication Centre (CACC); and

**WHEREAS** the said call-out procedures will endeavour to ensure the Fire Department Communications Centre will be notified to allow a timely assignment of fire services as soon as the status of the patient requiring service is confirmed;

**NOW THEREFORE BE IT RESOLVED THAT** The Corporation of the Town of Gananoque are hereby authorized to participate in the Tiered-Response Program in partnership with The Corporation of the United Counties of Leeds and Grenville, Paramedic Service Division as set out in Schedule "A" – Call-out Procedures, and Schedule "B" – Roles and Responsibilities; and

**AND THAT** The Fire Chief for the Town of Gananoque is hereby authorized to execute the Roles and Responsibilities Agreement set out under Schedule B attached hereto

**BE IT FURTHER RESOLVED THAT** the Standard Operating Procedures for the Tiered-Response Program shall be reviewed as required by the LGPS Chief and the Town of Gananoque Fire Chief and will be affirmed, modified or revoked as agreed in writing.

**IN WITNESS WHEREOF**, The Corporation of the Town of Gananoque has hereunto set its hands and corporate seals and The Corporation of the United Counties of Leeds and Grenville has hereunto affixed its corporate seal attested by the hands of its duly authorized officers as of the date of this Agreement.

**FOR: THE CORPORATION THE TOWN OF GANANOQUE**

---

John S. Beddows, Mayor

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Penny Kelly, Clerk

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Date

---

Date

**FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE**

---

Jeff Carss, Chief  
Leeds Grenville Paramedic Service

---

Date



## TIERED RESPONSE AGREEMENT

### SCHEDULE "A" – CALL-OUT PROCEDURES

#### **THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND THE CORPORATION OF THE TOWN OF GANANOQUE**

**This Schedule shall form part of the original Tiered Response Agreement dated \_\_\_\_\_, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.**

#### **Tiered Response**

The ultimate goal of tiered response for medical emergencies is to provide timely first response resources and skills to out-of-hospital medical emergencies in situations where there is a high probability of clinical benefit and advantage in the Fire Department's arrival in advance of Leeds Grenville Paramedic Service (LGPS) resources.

#### **Tiered Response Agreement**

A tiered response will be requested in conjunction with the response reference chart, for the following emergency requests for service:

1. Vital signs absent (VSA)
2. Unconsciousness
3. Airway compromise (airway obstruction, absence of breathing)
4. All priority RED calls with Paramedic Service ETA greater than thirty (30) minutes.

#### **Note**

- These criteria for medical-tiered response are in addition to the usual incidents requiring fire services response under their fire suppression, rescue and/or hazardous materials spills mandate where Central Ambulance Communications Centre (CACC) notification of the fire departments is automatically, in the following circumstances:
  - i. Extrication or rescue of patients is required.
  - ii. Structural hazards.
  - iii. Any situation that the fire service would normally attend (e.g., fire, explosions, fluid spill, fire/gas alarms, or live electrical wires).
  - iv. Unknown cause, origin, and circumstances of any fire, explosion, or condition that has led to critical injury, loss of life, or damage to property.
  - v. Environmental/hazardous materials emergencies (e.g., nuclear, biological, chemical releases).
  - vi. MCI or disaster.
  - vii. As requested from a scene by paramedic crews
- Once a tiered response has been initiated, it shall only be cancelled if the request for service is cancelled by the call originator, and/or paramedic service resource(s) have arrived on scene and made patient contact and have further determined that fire services are not required.
- Fire services will **not** be tiered to long-term care facilities, retirement homes, correctional facilities and/or hospitals.

**IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.**

**FOR: THE CORPORATION OF THE TOWN OF GANANOQUE**

---

John S. Beddows, Mayor

---

Penny Kelly, Clerk

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Signature

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Signature

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Date

---

Date

**FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE**

---

Jeff Carss, Chief  
Leeds Grenville Paramedic Service

---

Date



## TIERED RESPONSE AGREEMENT

### SCHEDULE "B" – ROLES AND RESPONSIBILITIES

#### THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND THE CORPORATION OF THE TOWN OF GANANOQUE

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**This Schedule shall form part of the original Tiered Response Agreement dated \_\_\_\_\_, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.**

**Purpose**

Written agreements provide a framework for cooperation of emergency services on a local level. The purpose of this Schedule is to outline the roles and responsibilities of the Leeds Grenville Paramedic Service (LGPS) and the Town of Gananoque Fire Services.

**Gananoque Fire Services shall:**

1. Ensure that all responding personnel are trained and certified annually by a credible agency in valid cardiopulmonary resuscitation (CPR) level C with the defibrillation component or equivalent/superior certification.
2. Ensure that all personnel providing patient care are trained and certified in first aid at a minimum, every three (3) years.
3. Ensure all defibrillators are maintained in accordance to the manufacturer's recommendations.

**Leeds Grenville Paramedic Service shall:**

1. Exchange disposable medical equipment at the scene with the applicable fire service where applicable.

**Terms and Conditions**

1. All parties agree that upon request they will provide documentation, if available, detailing all emergency responses for a given period.
2. Leeds Grenville Paramedic Service will not financially reimburse local fire services for participating in this Agreement, however it does sponsor a disposable equipment exchange program where certain equipment is replaced at no cost.
3. Fire emergencies and rescues shall take precedence over requests for medical-tiered response notifications, and it is recognized that the Gananoque Fire Services may not be able to respond upon notification if occupied with another emergency or for any other reason if determined by their senior on-duty Fire Officer and/or by the Central Ambulance Communications Centre (CACC). No liability shall be incurred by the Gananoque Fire Services for failing to respond to a tiered response request.
4. Each municipality may tailor the medical-tiered response agreement to address specific or unique situations within their municipality. To tailor a medical tiered response agreement, the applicable Fire Chief of Gananoque will notify the Chief of LGPS to arrange discussions. Any modifications must be indicated on a new schedule, duly signed by all parties and affixed to this Agreement.

**Dispute/Issue Arbitration**

If issues or concerns arise, the Fire Chief and the LGPS Chief will meet to mitigate the issue or concern. Disputes or issues must be clearly stated in writing and shall include the time, date, location and all parties involved.

**Termination**

1. Written notification shall be sent to either party regarding termination giving ninety (90) days' notice.
2. There may be a temporary suspension of the agreement by Leeds Grenville Paramedic Service with regard to health emergencies such as a pandemic, or other circumstances as declared by the Medical Officer of Health.
3. This Schedule shall be reviewed upon request of either party, in writing, to the other party.

**IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.**

**FOR: THE CORPORATION OF THE TOWN OF GANANOQUE**

---

John S. Beddows, Mayor

---

Penny Kelly, Clerk

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Signature

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Signature

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Date

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Date

**FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE**

---

Jeff Carss, Chief  
Leeds Grenville Paramedic Service

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Date

---

Date

# THE CORPORATION OF THE TOWN OF GANANOQUE

## BY-LAW NO. 2026-010

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### BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN THE TIERED RESPONSE AGREEMENT WITH LEEDS GRENVILLE EMERGENCY MEDICAL SERVICES (EMS)

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**WHEREAS** Section 5 of the *Municipal Act, 2001*, S.O. 2001, c. 25, the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** the *Municipal Act, 2001*, S.O. 2001, c. 25, provided that the powers of every Council are to be exercised by By-law;

**AND WHEREAS** the Council of the Town of Gananoque received Report Council FIRE-2026-02, and concurred with the recommendation to authorize the Mayor and Clerk to sign the Tiered Response Agreement with Leeds Grenville Emergency Medical Services (EMS);

**AND WHEREAS** the Council of the Corporation of the Town of Gananoque deems it appropriate to pass this By-law.

**NOW THEREFORE** the Council of the Corporation of the Town of Gananoque enacts as follows:

**1. AUTHORIZATION:**

- 1.1 That the Mayor and Clerk are hereby authorized to sign the Tiered Response Agreement with Leeds Grenville Emergency Medical Services (EMS).

**2. SCHEDULE:**

- 2.1 Attached to and forming part of this By-law is the Agreement, marked as Schedule 'A'.

**3. EFFECTIVE DATE:**

- 3.1 This By-law shall come into full force and effect on the date it is passed by Council.

Read a first, second and third time and finally passed this 4<sup>th</sup> day of February 2026.

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John S. Beddows, Mayor

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Penny Kelly, Clerk

(Seal)



## Council Report – FIN-2026-02

**Date:** February 4, 2026  **IN CAMERA**

**Subject:** Short-Term Borrowing By-law

**Author:** John Morrison Treasurer  **OPEN SESSION**

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### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-011, BEING A BY-LAW TO AUTHORIZE SHORT-TERM BORROWING, AS PRESENTED IN COUNCIL REPORT FIN-2026-02.

### **STRATEGIC PLAN COMMENTS:**

Sector 3 – Financial Sustainability – Strategic Initiative #1 – Ensure that Gananoque is and remains an affordable place to do business and raise a family.

### **BACKGROUND:**

Municipal Councils in Ontario pass a Short-Term Borrowing By-law on an annual basis.

### **INFORMATION/DISCUSSION:**

Under provincial legislation, municipalities are permitted to borrow on a short-term basis only up to a prescribed percentage of their estimated annual revenues, with the allowable amount varying depending on the time of year. This framework recognizes the seasonal nature of municipal cash flows, particularly the timing differences between expenditures and the receipt of taxation and other revenues.

To address these timing differences and to ensure uninterrupted municipal operations, the Town maintains overdraft protection on its operating bank account in the amount of \$1,500,000. Although the Town has not accessed this facility within the past ten years, it remains available as a contingency measure in the event of a catastrophic or unforeseen emergency.

There is no cost to the Town for maintaining this overdraft protection unless it is utilized, making it a prudent and cost-effective financial safeguard.

This By-law formally acknowledges Council's authorization of the overdraft facility and ensures compliance with legislative requirements governing short-term borrowing. In addition, the Town's banking institution, BMO, requires an annually approved copy of this By-law for its records.

**APPLICABLE POLICY/LEGISLATION:**

None

**FINANCIAL CONSIDERATIONS:**

None

**CONSULTATIONS:**

None

**ATTACHMENTS:**

Draft By-law No. 2026-011 – 2026 Short Term Borrowing By-law

<b>APPROVAL</b>	<p>John Morrison, Treasurer Certificates that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions follow Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> <p>Melanie Kirkby, CAO</p>
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**THE CORPORATION OF THE TOWN OF GANANOQUE**  
**BY-LAW NO. 2026-011**

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**BEING A BY-LAW TO AUTHORIZE THE CORPORATION OF THE TOWN OF GANANOQUE TO BORROW FROM TIME-TO-TIME, BY WAY OF A PROMISSORY NOTE OR BANKERS ACCEPTANCE, SUMS OF MONEY PENDING TAX COLLECTION FOR THE YEAR 2026**

**WHEREAS** by Section 5 of the *Municipal Act, 2001*, S.O. 2001, c. 25, the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** Subsection 2 of Section 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, the powers of every Council are to be exercised by By-law;

**AND WHEREAS** Section 407 of the *Municipal Act, 2001*, S.O. 2001, c.25, authorizes a municipality to provide for temporary borrowing, until the taxes are collected and other revenues are received to meet the expenses of the municipality for the current year;

**AND WHEREAS** such borrowing may be deemed necessary for the conducting of the Corporation's business and its financial planning for the year 2026;

**AND WHEREAS** the Council of the Town of Gananoque received Council Report FIN-2026-02, and concurs with its recommendation to pass a By-law to authorize Short-Term Borrowing;

**AND WHEREAS** the Council of the Corporation of the Town of Gananoque deems it appropriate to pass such a By-law.

**NOW THEREFORE** be it resolved that the Council of the Corporation of the Town of Gananoque enacts as follows:

**1. AUTHORIZATION:**

- 1.1. The Corporation of the Town of Gananoque shall be authorized and entitled to borrow by way of Promissory Note or Banker's acceptance, monies during the calendar year 2026 the maximum amount of such borrowing at any given time to be calculated as follows:
  - 1.1.1. The estimated operating revenues of the Corporation of the Town of Gananoque for the year 2026, shall be \$25,910,324, as set forth in the budget adopted for the previous year.
  - 1.1.2. The Council of the Corporation authorizes the Corporation of the Town of Gananoque to borrow up to 1.5 million dollars.
- 1.2. The Council of the Corporation of the Town of Gananoque hereby authorizes borrowing by way of Promissory Note or bankers' acceptance in the amounts above set out by way of signature of the CAO, or Treasurer; and the Mayor or Deputy Mayor on the Promissory Note or bankers acceptance provided from time-to-time by the lender selected.

**2. EFFECTIVE DATE:**

- 2.1. This By-law shall come into full force and effect on the date it is passed by Council.

Read a first, second and third time and finally passed this 4<sup>th</sup> day of February 2026.

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John S. Beddows, Mayor

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Penny Kelly

(Seal)

**Date:** February 4, 2026

**IN CAMERA**

**Subject:** Interim Tax Levy By-law

**Author:** John Morrison, Treasurer

**OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-012, BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY AND THE PAYMENT OF INTERIM TAXES FOR THE YEAR 2026, AS PRESENTED IN COUNCIL REPORT FIN-2026-03.

**STRATEGIC PLAN COMMENTS:**

Sector 3 – Financial Sustainability – Strategic Initiative #1 – Ensure that Gananoque is and remains an affordable place to do business and raise a family.

**BACKGROUND:**

Annually, Municipal Councils in Ontario must pass an interim tax levy by-law. This by-law authorizes staff to issue an interim tax levy to allow for cash flow prior to budget and tax rates being adopted. As per the *Ontario Municipal Act*, Section 317, the interim tax levy is 50% of the previous year's taxes.

**INFORMATION/DISCUSSION:**

Historically, the Town of Gananoque has issued 2 tax bills each year, each being due in 2 instalments. Half of the interim tax bill is due on each of the last business days of March and May. Half of the final tax bill is due on each of the last business days of August and October.

The Town must remit ¼ of the School board levy on the last business day of March, June, September and on the 15<sup>th</sup> of December, regardless of what percentage of the levy is collected on the due dates.

The Town must remit 1/12 of the Counties joint services and South Eastern Health Unit payments each month.

The Municipal Property Assessment Corporation (MPAC) withdraws its fee directly from the Town bank account quarterly.

**APPLICABLE POLICY/LEGISLATION:**

*Ontario Municipal Act.*

**FINANCIAL CONSIDERATIONS:**

As Described.

**CONSULTATIONS:**

None.

**ATTACHMENTS:**

Draft By-law No. 2026-012 – 2026 Interim Tax Levy

<b>APPROVAL</b>	<p>John Morrison, Treasurer Certificates that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions follow Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> <p>Melanie Kirkby, CAO</p>
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**CORPORATION OF THE TOWN OF GANANOQUE****BY-LAW NO. 2026-012**

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**BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY AND THE PAYMENT OF INTERIM TAXES FOR THE YEAR 2026**

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**WHEREAS** Section 317 of the Ontario *Municipal Act*, 2001, provides that the Council of a local municipality may pass a by-law to impose an interim levy on the assessment roll for taxation in the current year for property in the municipality ratable for local municipality purposes;

**AND WHEREAS** Section 317(3) of the Ontario *Municipal Act* provides a set of rules for determining the interim tax levy, which are also subject to the municipality's discretion under Section 317(9) of the Ontario *Municipal Act* to decrease or increase the interim tax levy where it is felt that the interim amount would otherwise be too high or too low in relation to the total taxes that are anticipated to be levied on the property in the year.

**AND WHEREAS** the Council of the Town of Gananoque received Council Report FIN-2026-03, and concurs with its recommendation to authorize staff to issue bills for the 2026 Interim Tax Levy;

**AND WHEREAS** the Council of The Corporation of the Town of Gananoque deems it appropriate to provide for such interim levy on the assessment property in the Town.

**NOW THEREFORE** the Municipal Council of the Corporation of the Town of Gananoque enacts as follows:

1. That the 2026 Interim Tax Levy be set at fifty percent (50%) of the 2025 annualized taxes on all properties.
2. That when calculating the total amount of taxes for the year 2026 under Paragraph 1, if any taxes for the municipal and school purposes were levied, whether through additional or reduction in assessment, on a property for only part of 2025, the taxes shall be annualized for the whole year as if the reduction in or addition to the taxes had been levied for the entire year.
3. That the interim tax levy shall become due and payable in two (2) installments on the **31<sup>st</sup> day of March, 2026 and on the 30<sup>th</sup> day of May, 2026**. Non-payment of the amount levied on the dates stated in accordance with this section shall constitute default.
4. That upon default of any payment, a penalty of 1.25% shall be added on the first business day of each calendar month thereafter in which the default continues.
5. That the Tax Administrator shall cause to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, or to the current mailing address provided by the property owner, a notice specifying the amount of taxes payable.
6. That a failure to receive the aforesaid tax notice in advance of the date for payment of the interim levy or any installment, does not affect the timing of default or the date from which interest shall be imposed.
7. That the Treasurer of the Town of Gananoque may accept partial payment on account of any taxes due, but such acceptance shall not affect interest under Section 4 of this By-law.

8. That this By-law shall be deemed to come into force and effect on January 1<sup>st</sup>, 2026 and shall apply to properties on the assessment roll for taxation in the current year as listed on that date or which were added to the roll after that date, including properties added after the date this By-law is passed.

Read a first, second and third time and finally passed this 4<sup>th</sup> day of February, 2026.

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John S. Beddows, Mayor

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Penny Kelly, Clerk

(Seal)

DRAFT



## Council Report – REC-2026-01

**Date:** February 4, 2026

**IN CAMERA**

**Subject:** Amend General Fees and Rates By-law – Municipal Marina Rates  
– Schedule 'K'

**Author:** Jeff Johnston, Manager of Parks, Recreation & Facilities  **OPEN SESSION**

### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-013, BEING A BY-LAW TO AMEND THE GENERAL FEES AND RATES BY-LAW NO. 2025-015, MUNICIPAL MARINA SERVICES RATES, SCHEDULE 'K', TO:

1. INCREASE 2026 SEASONAL SLIP HOLDER RATES BY 10%;
2. INCREASE 2026 TRANSIENT SLIP HOLDER RATES BY 20%;
3. INCREASE 2026 PUMP-OUT RATES BY 8%;
4. ADD AN OPTION TO PURCHASE A PUMP-OUT 10 PACK FOR \$288.00;
5. INCREASE 2026 CAPITAL IMPROVEMENT FEE TO 4%;
6. INCREASE 2026 ADVERTISING SIGNAGE RATE TO \$325;
7. ADD AN OPTION TO PURCHASE A SEASONAL KAYAK SLIP FOR \$200.00;
8. REMOVE ALL FEES REGARDING LAUNDRY SERVICES, AND
9. REMOVE ALL FEES REGARDING THE PURCHASE OF GARBAGE BAG TAGS AT THE MUNICIPAL MARINA,

AS PRESENTED IN COUNCIL REPORT REC-2026-01.

### **STRATEGIC PLAN COMMENTS:**

Sector #8 – Governance and Administration – Strategic Initiative #1 – Prioritize the use of Strategic Planning as the tool for the Town's long-term planning goals.

Sector #8 – Governance and Administration – Strategic Initiative #4 – Town Council will ensure openness and transparency in its operation.

### **BACKGROUND:**

Staff review fees and rates annually and make recommendations for changes based on market conditions and overall improvements to the marina including but not limited to, capital investment and any proposed changes to the current level(s) of service and any direction(s) provided by Council.

The Gananoque Municipal Marina (GMM) located in the Thousand Islands is in one of the most premier boating locations in North America. The GMM is the largest single municipal marina between Montreal and Toronto for number of slips at one facility with 398 slips.

**INFORMATION/DISCUSSION:**

See Attachment 2 for the Gananoque Municipal Marina 2025 Season Summary.

**FINANCIAL CONSIDERATIONS:**

For the 2026 Marina budget, staff are recommending the following amendments to generate more financial growth for the Gananoque Municipal Marina to help fund the 10-year Marina Capital Infrastructure Plan.

1. Staff are recommending a 10% rate increase for seasonal boat slips.
2. Furthermore, staff are recommending to discontinue the resident and non-resident split for transient slips and increase the rates 20% to generate more revenue from transient boaters.
3. Increase the pump-out rates by 8% and to add an additional option for boaters to purchase a 10 pack of pump-outs for \$288.00.
4. Increase the capital improvement fee from 3% to 4% for all boaters (seasonal & transient).
5. Increase the advertising rate to align with the Town parks and arena rate of \$325.00.
6. Staff are recommending the addition of 4 kayak slips located on the backside of the R/B docks with a fee of \$200.00 for the season.
7. Staff are recommending to remove the fees associated with laundry services as staff are recommending the discontinuation of providing laundry services at the Gananoque Municipal Marina.
8. Lastly, staff are recommending to remove the fees associated with garbage tags at the municipal marina as this initiative did not produce positive results for the operations at the marina.

The rate increases for seasonal and transient boat slips are required to keep up with the rising costs of inflation and to keep the marina financially viable to cover the increase in operating costs and the ten (10) year capital infrastructure plan. In the next four (4) years the remaining 3 original floating docks (constructed in 1988) will require to be replaced, they are the 100 (10 slips), 400 (26 slips), and 800 (26 slips) series along with renovations to the marina office.

The objective is to keep the Gananoque Municipal Marina (GMM) running as a self-sufficient operation and to be able to cover all long-term capital improvements through its own marina business operations and to continue not receiving financial support through the Town's tax base, but instead, continue to aid the Town with yearly contributions of approximately \$180,000+ towards the tax base. Any surplus from operations and the contribution to the tax base is placed in the Marina reserve to fund Marina capital.

The GMM continues to have a high demand with a 2-3 year wait-list for seasonal slips.

Table 2: Section K, Proposed 2026 Marina Rates

DOCKAGE	TYPE	RATES FOR 2026	
<b>SEASONAL</b>	Serviced (30amp) included in rate Serviced (50amp or 2X30amp) - additional \$228.10 \$250.91 per season	<b>Non-Resident Rate:</b> \$83.15/ft \$91.47/ft	<b>Resident Rate:</b> \$79.26/ft \$87.19/ft
<b>SEASONAL</b>	Un-Serviced	\$71.37/ft \$78.51/ft	\$68.03/ft \$74.83/ft
<b>MONTHLY (JUN, JUL &amp; AUG)</b>	Serviced (30amp) included in rate Serviced (50amp or 2X30amp) – additional \$60.69 \$73.00/ft per month	\$44.31/ft	\$41.49/ft
		\$53.17	
<b>MONTHLY (MAY, SEP &amp; OCT)</b>	Same as Above	\$26.43/ft	\$24.73/ft
		\$31.72	
<b>WEEKLY</b>	Serviced (30amp) included in rate Serviced (50amp or 2X30amp) - additional \$16.31-\$20.00/ft per week	\$14.76/ft	\$13.82/ft
		\$17.71	
<b>DAILY</b>	Serviced (30amp) included in rate Serviced (50amp or 2X30amp) - additional \$3.36 \$4.00/ft per day	\$3.02/ft	\$2.83/ft
		\$3.62	
<b>PARKING TYPE</b>	Seasonal	\$300.00	
	Monthly – Honk Online ONLY	-	
	Weekly – Honk Online ONLY	-	
	Daily – Honk Online ONLY	-	
<b>SERVICES TYPE</b>	Pump Out One Tank	\$29.68 \$32.00	
	Pump Out Two Tanks	\$53.42 \$57.00	
	Pump Out Seasonal 10 Pack	\$288.00	
	Laundry	\$4.00 in machine (HST included)	
	Non-Patron Shower	\$5.00 (HST Included)	

<b>SEA-DOO RAMPS DOCKAGE</b>	Seasonal	\$693.56 \$762.92	\$619.05 \$680.96
<b>KAYAK DOCKAGE</b>	Seasonal		\$200.00
<b>ADD PERSONAL WATERCRAFT</b>	Seasonal		\$210.60 \$231.66
<b>OTHER</b>	Seasonal Administration Fee		\$80.00
	Transient Administration Fee		\$5.00
<b>SEASONAL SLIP HOLD FEES</b>	Capital Improvement Fee (Seasonal and Transient)		3% 4%
	20 Feet and Under		\$350.00 \$375.00
	Up to 29 Feet		\$500.00 \$550.00
	Over 29 Feet		\$750.00 \$800.00
	Sea Doo/Dingy Ramps		\$250.00 \$275.00
<b>Waste Management (Marina Waste Enclosure)</b>	Administration Fee		\$50.00
	Seasonal Slips Holders		Allotted Ten (10) Free Bag Tags Additional Tags \$2.50/tag
	Transient		\$2.50/tag
<b>ADVERTISING</b>	Signage on Marina Office Walls		\$300.00 \$325.00

#### **APPLICABLE POLICY/LEGISLATION:**

*Municipal Act, 2001, Part XII Section 391 (1)*

By-law No. 2025-015 – General Fees and Rates, Schedule 'K'

#### **CONSULTATIONS:**

Melanie Kirkby, Chief Administrative Officer

Lori Higgs, Superintendent of the Marina & Recreation

#### **ATTACHMENTS:**

Attachment 1 – Gananoque Municipal Marina 2025 Season Summary

Attachment 2 – Draft By-law No. 2026-013

**APPROVAL**

Jeff Johnston, Manager of Parks, Recreation & Facilities

Melanie Kirkby, CAO

Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the *Municipal Act* and regulations.



# Gananoque Municipal Marina 2025 Season Summary

February 4, 2026

Manager: Jeff Johnston



# Gananoque Municipal Marina

## 2025 Season Summary

### Marina Background

- Largest single municipal marina between Montreal and Toronto located in the heart of the 1000 Islands
- Totally self-sufficient, does not receive municipal tax dollars
- Undergoing boardwalk/shoreline dock renovation Winter 2026
- Undergoing 300 series dock replacement Winter 2026





# Gananoque Municipal Marina

## 2025 Season Summary

### 2025 Success Stories

- Very positive feedback from seasonal and transient boaters with regards to the capital improvements to the main dock and 700 series dock projects.
- Very positive response to the “value added” initiatives that Lori and her team did at the marina this summer, i.e. boater yard sale in spring, marina market, lawn games, new picnic tables on main dock, higher cleaning standards.
- Best revenue generating season in the history of the marina.
- In the summer of 2025, the Clean Marine program that is operated by Boating Ontario upgraded the GMM’s status to “Gold” from “Silver” for the first time ever. With the continued capital improvements, such as new high efficiency lighting in buildings, new pump out, the dock upgrades, employee training and office improvements as well as the decreased use of paper, boosted the rating.



# Gananoque Municipal Marina

## 2025 Season Summary

### 2025 Challenges

- Continued trend in decline of transient boater traffic affecting revenue.
- Dealing with disrespectful and rude customers
- Mink being destructive to property
- Low water levels
- Abuse of free boat parking at PUC dock



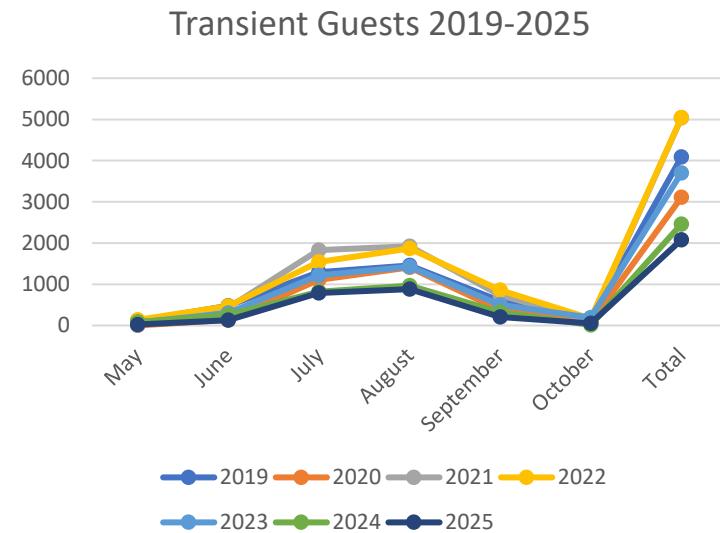
# Gananoque Municipal Marina

## 2025 Season Summary

### Transient Boater Statistics

Continued trend in decline of transient boater traffic from peak levels during the COVID-19 pandemic (2021 & 2022)

	May	Jun	Jul	Aug	Sept	Oct	Total
2019	109	475	1296	1455	595	156	4086
2020	0	134	1106	1410	374	84	3108
2021	2	434	1826	1925	733	118	<b>5038</b>
2022	136	473	1539	1866	861	168	<b>5043</b>
2023	73	298	1215	1427	499	189	3701
2024	82	253	822	969	320	13	2459
2025	23	130	788	883	203	51	<b>2078</b>

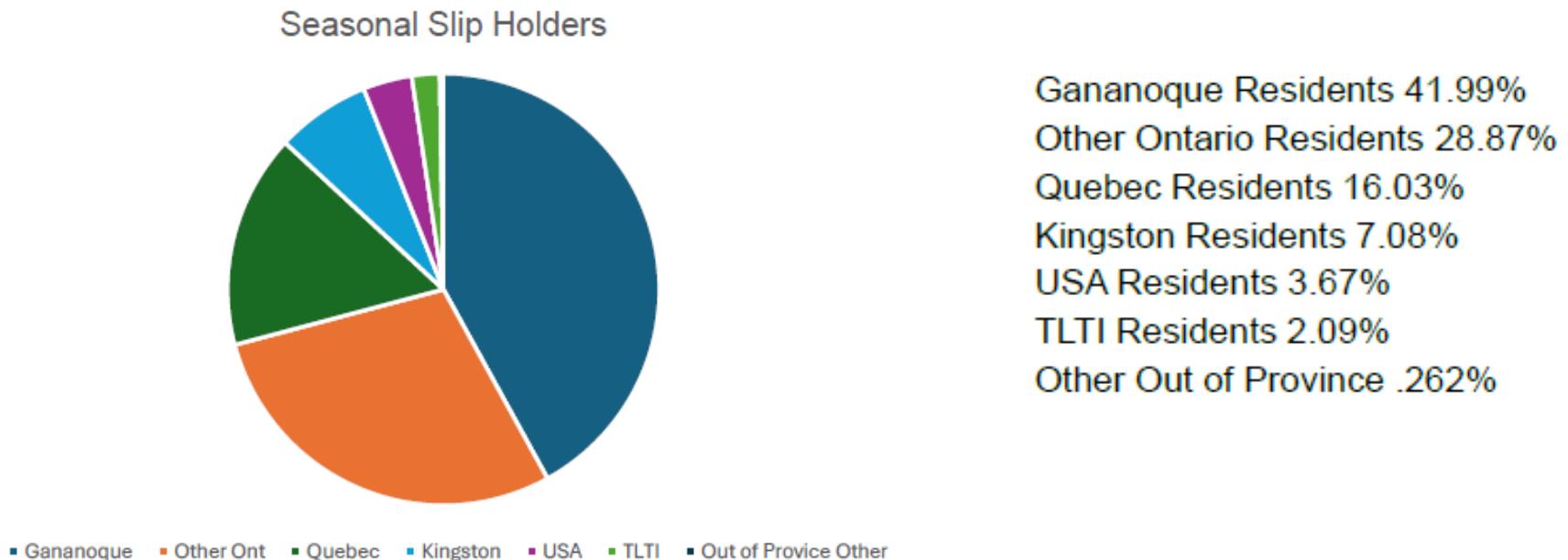




# Gananoque Municipal Marina

## 2025 Season Summary

### 2025 Seasonal Slip Holders Demographics





# Gananoque Municipal Marina

## 2025 Season Summary

### 2025 Garbage Bag Tags

- This initiative was not successful financially but did create waste diversion. Transients and non-town residents were not interested in purchasing garbage bag tags, for a vast amount of reasons. Staff did not sell any Bag Tags.
- Only small kitchen sized garbage bags are permitted to be disposed of, therefore the cost of the garbage bag tag (for full sized bag) was not well received.
- Monitoring the garbage enclosure was challenging for staff to verify who was and was not a resident/non-resident or transient.
- However despite this, the garbage disposal expenses were the lowest in several years, mainly due to the garbage enclosure preventing illegal dumping. This would indicate that the 10 free tags per seasonal slip were adequate for boaters to dispose of their waste. Tipping fees were at a low of \$7,835.



# Gananoque Municipal Marina

## 2025 Season Summary

### 2026 Initiatives

- Continue to “raise the bar” with value added initiatives, especially with cleanliness and grounds standards.
- Marketing and advertising opportunities with the Great Loop Association, Clean Marine and internally with communications team to help increase transient numbers.
- Continue with capital infrastructure investments. Finish boardwalk/shoreline and 300 series docks.
- Continue to improve customer service levels and overall customer satisfaction.

## THE CORPORATION OF THE TOWN OF GANANOQUE

## BY-LAW NO. 2026-013

**BEING A BY-LAW TO AMEND THE GENERAL FEES AND RATES BY-LAW NO. 2025-015, MUNICIPAL MARINA SERVICES RATES, SCHEDULE 'K', FOR THE 2026 MARINA SEASON**

**WHEREAS** by Section 5 of the *Municipal Act*, 2001, S.O. 2001, c. 25, the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** the *Municipal Act*, 2001, S.O. 2001, c. 25, provides that the powers of every Council are to be exercised by By-law;

**AND WHEREAS** the Council of the Town of Gananoque received Council Report REC-2026-01, and concurred with the recommendation to amend the General Fees and Rates, By-law No. 2025-015, Municipal Marina Services Rates, Schedule 'K', as follows:

1. Increase 2026 Seasonal Slip Holder rates by 10%;
2. Increase 2026 Transient Slip Holder rates by 20%;
3. Increase 2026 Pump-Out rates by 8%;
4. Add an option to purchase a Pump-Out 10 pack for \$288.00;
5. Increase 2026 Capital Improvement fee to 4%;
6. Increase 2026 Advertising Signage rate to \$325;
7. Add an option to purchase a Seasonal Kayak Slip for \$200.00, and;
8. Remove all fees regarding the purchase of Garbage Bag Tags at the Municipal Marina;

**AND WHEREAS** the Council of the Corporation of the Town of Gananoque deems it appropriate to pass such a By-law to amend the General Fees and Rates By-law.

**NOW THEREFORE** be it resolved that the Council of the Corporation of the Town of Gananoque enacts as follows:

**1. SCHEDULE:**

- 1.1. That the General Fees and Rates By-law No. 2025-015, Municipal Marina Services Rates, Schedule 'K', be hereby removed in its entirety and replaced with the Schedule 'K', attached hereto and forming part of this By-law.

**2. REPEAL:**

- 2.1. Any By-law inconsistent with this By-law, specifically in reference to the Municipal Marina Services Rates Schedules 'K', are hereby repealed.

**3. EFFECTIVE DATE:**

- 3.1. This By-law shall come into full force and effect on the date it is passed by Council.

Read a first, second and third time and finally passed this 4<sup>th</sup> day of February 2026.

John S. Beddows, Mayor

Penny Kelly, Clerk

(Seal)

**General Fees & Rates By-law No. 2025-015  
as amended by By-law No. 2026-013**

**Schedule 'K' – Municipal Marina Services Rates**  
(plus HST, unless otherwise stated)

Dockage	Type	Rates For 2025	
<b>Seasonal</b>	Serviced (30amp) included in rate Serviced (50amp or 2X30amp) -additional \$228.10 per season	<b>Non-Resident Rate:</b>	<b>Resident Rate:</b>
		\$91.47/ft	\$87.19/ft
<b>Seasonal</b>	Un-Serviced	\$78.51/ft	\$74.83/ft
<b>Monthly (Jun, Jul &amp; Aug)</b>	Serviced (30amp) included in rate Serviced (50amp or 2X30amp) - additional \$73.00/ft per month		\$53.17
<b>Monthly (May, Sep &amp; Oct)</b>	Same as Above		\$31.72
<b>Weekly</b>	Serviced (30amp) included in rate Serviced (50amp or 2X30amp) - additional \$16.31/ft per week		\$17.71
<b>Daily</b>	Serviced (30amp) included in rate Serviced (50amp or 2X30amp) - additional \$3.36/ft per day		\$3.62
<b>Parking Type</b>	Seasonal	\$300.00	
	Monthly – Honk Online ONLY	-	
	Weekly – Honk Online ONLY	-	
	Daily – Honk Online ONLY	-	
<b>Services Type</b>	Pump Out One Tank	\$32.00	
	Pump Out Two Tanks	\$57.00	
	Non-Patron Shower	\$5.00 (HST Included)	
<b>Products</b>	Ice	\$5.30 (HST Included)	
<b>Sea-Doo Ramps Dockage</b>	Seasonal	\$762.92	\$680.96
<b>Kayak Dockage</b>	Seasonal	\$200.00	
<b>Add Personal Watercraft</b>	Seasonal	\$231.66	
<b>Other</b>	Seasonal Administration Fee Transient Administration Fee	\$80.00 \$5.00	
	Capital Improvement Fee (Seasonal and Transient)	4%	

**Schedule 'K' – Municipal Marina Services Rates (Cont'd)**  
(plus HST, unless otherwise stated)

<b>Seasonal Slip Hold Fees</b>	20 Feet and Under	\$375.00
	Up to 29 Feet	\$550.00
	Over 29 Feet	\$800.00
	Sea Doo/Dingy Ramps	\$275.00
	Administration Fee	\$50.00
<b>Advertising</b>	Signage at Entrance to Main Docks	\$325.00

DRAFT

**Council Report – REC-2026-02**

**Date:** February 4, 2026  **IN CAMERA**

**Subject:** Ontario Trillium Foundation (OTF) Grant – Elevator Lift at Lou Jeffries Arena

**Author:** Jeff Johnston, Manager of Parks & Recreation  **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE SUPPORTS THE SUBMISSION OF A GRANT APPLICATION TO THE ONTARIO TRILLIUM FUND (OTF) FOR THE REPLACEMENT OF THE ELEVATOR LIFT AT THE LOU JEFFRIES ARENA;

AND FURTHER SHOULD THE APPLICATION BE SUCCESSFUL THAT THE \$150,000 TOWN SHARE BE DRAWN FROM THE ARENA RESERVE, AS PRESENTED IN COUNCIL REPORT REC-2026-02.

**STRATEGIC PLAN COMMENTS:**

Sector #7 – Community and Social Services – Strategic Initiative #2 – Be proactive in our commitment to making Gananoque an accessible community for citizens and visitors.

Sector #8 – Governance, Finance and Administration – Strategic Initiative #4 – Town Council will ensure openness and transparency in its operations.

**BACKGROUND:**

The Ontario Trillium Foundation (OTF) is a yearly capital funding program delivered by the province to improve community facilities and physical spaces. These places provide opportunities for activity, recreation, and connection and play an important role in creating healthy and vibrant communities where everyone feels a sense of belonging.

In the capital stream, OTF funds projects that update buildings, enhance physical spaces, and purchase fixed and non-fixed equipment so people and communities can thrive.

The OTF guideline document lists eligible projects for the capital stream may include spaces that deliver programs and services to one of four sectors: sports and recreation, arts and culture, environment and human and social services.

OTF funding priorities include: fostering physically active lifestyles and helping people build stronger connections and a deeper sense of belonging in their community.

**INFORMATION/DISCUSSION:**

Town staff have reviewed the program guidelines and needs for the Town's recreation infrastructure and they have determined that the best option is for the replacement of the elevator lift at the Lou Jeffries arena. The elevator lift checks all the boxes of eligible

projects as noted above. The new elevator lift would enhance the accessibility of the Lou Jeffries arena for seniors and those with physical disabilities for use of the second floor of the building. The replacement of the lift would extend the lifespan of the building and it would maximize the use of the building for all visitors.

The current lift was installed in January 2003 as part of grants received from the Federal and Provincial governments at the time. The lift is now 23 years old and is at the end of its useful life. Town staff continue to contract a third-party firm to conduct quarterly inspections to ensure lift is in good working order.

As part of the Building Condition Assessment conducted by ABSI in 2021, the lift was deemed to be in "Poor" condition at the time and estimated to be replaced in 2024 for an estimated cost of \$150,000. A quote was received in 2024 when staff applied for the Community Sport and Recreation Infrastructure Fund through the provincial government and the cost then had increased to \$314,000.

#### **APPLICABLE POLICY/LEGISLATION:**

N/A

#### **FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:**

The OTF can provide grants up to \$200,000 for capital projects.

Town Staff have determined a budget cost of \$350,000 for the replacement of the elevator/lift with the anticipated grant funding of \$200,000 from the Ontario Trillium Foundation. Staff are proposing that if the Town is successful in obtaining this grant that the remaining \$150,000 would come from the Arena Reserves as proposed during the 2026 budget deliberations for this project.

#### **CONSULTATIONS:**

Melanie Kirkby, CAO

Robert Kennedy, Superintendent of Parks & Facilities

Ashley Callery, Finance Administrative Assistant

#### **ATTACHMENTS:**

None

<b>APPROVAL</b>	<p>Jeff Johnston, Manager of Parks &amp; Recreation</p> <p>Melanie Kirkby, CAO Certificates that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p>
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## Report Council – RDS-2026-03

**Date:** February 4, 2026  **IN CAMERA**

**Subject:** Pothole Prevention and Repair Program – Transfer Payment Agreement (TPA)

**Author:** David Armstrong, Manager of Public Works  **OPEN SESSION**

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### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-014, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN THE ONTARIO TRANSFER PAYMENT AGREEMENT (TPA) WITH HIS MAJESTY THE KING IN RIGHT OF ONTARIO AS REPRESENTED BY THE SOLICITOR GENERAL REGARDING A FUNDING GRANT IN THE AMOUNT OF \$38,000, FOR THE POTHOLE PREVENTION AND REPORT PROGRAM, AS PRESENTED IN REPORT COUNCIL RDS-2026-03.

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### **STRATEGIC PLAN COMMENTS:**

Sector 3 – Financial Sustainability – Strategic Initiative #1: Ensure that Gananoque is and remains an affordable place to do business and raise a family. Action E) Have staff seek out and apply for all grant opportunities.

### **BACKGROUND:**

The Ontario government announced on November 10, 2025, that it would be investing \$10 million to make roads safer by preventing and repairing potholes. The application based grant was contingent on meeting Provincial goals, such as having filed the 2024 FIR.

The application deadline was December 12, 2025. Staff successfully submitted the grant application and met the requirements of the allocation.

The Town of Gananoque application was approved in the amount of \$38,000, which must be spent by June 30, 2026.

### **INFORMATION/DISCUSSION**

The grant is to cover the cost of repairing potholes and must be spent by June 30, 2026, in accordance with the scope of works.

### **APPLICABLE POLICY/LEGISLATION:**

Procurement By-law No. 2025-089

**FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:**

The grant is in the amount of \$38,000.

**CONSULTATIONS:**

None

**ATTACHMENTS:**

Attachment 1: Transfer Payment Agreement

Attachment 2: Draft By-law No. 2026-014

<b>APPROVAL</b>	<p>David Armstrong, Manager of Public Works</p> <p>John Morrison, Treasurer Certificates that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> <p>Melanie Kirkby, CAO</p>
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**ONTARIO TRANSFER PAYMENT AGREEMENT  
POTHOLE PREVENTION AND REPAIR PROGRAM**

**THE AGREEMENT is effective as of the 30<sup>th</sup> day of January 2026.**

**BETWEEN:**

**His Majesty the King in right of Ontario  
as represented by Hon. Minister of Transportation**  
**(the “Province”)**

**- and -**

**CORPORATION OF THE TOWN OF GANANOQUE**  
**(the “Recipient”)**

**WHEREAS** the Recipient has requested funding from the Province for the Project (as defined in section A.1.2) and the Province has agreed to provide such funding to the Recipient subject to certain terms and conditions;

**AND WHEREAS** the Agreement sets out the terms and conditions upon which the Province has agreed to provide funds, up to the Maximum Funds (as defined in section A1.2) to the Recipient for the purpose of carrying out the Project, and upon which the Recipient has agreed to carry out the Project.

**NOW THEREFORE** in consideration of the mutual covenants and agreements contained in the Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

**1.0 ENTIRE AGREEMENT**

**1.1 Schedules to the Agreement.** The following schedules form part of the Agreement:

- Schedule “A” - General Terms and Conditions
- Schedule “B” - Project Specific Information
- Schedule “C” - Project Description and Timelines

Schedule "D" - Eligible Expenditures and Ineligible Expenditures  
Schedule "E" - Payment Plan  
Schedule "F" - Reporting and Compliance Audit  
Sub-Schedule F1 - Project Reports

**1.2 Entire Agreement.** The Agreement constitutes the entire agreement between the Parties with respect to its subject matter and contained in the Agreement and supersedes all prior oral or written representations and agreements.

## **2.0 CONFLICT OR INCONSISTENCY**

**2.1 Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions, identified in Schedule "B" and the provisions in Schedule "A", the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

## **3.0 COUNTERPARTS**

**3.1 One and the Same Agreement.** The Agreement may be executed in any number of counterparts, with the same effect as if the Parties had signed the same document, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

## **4.0 AMENDING THE AGREEMENT**

**4.1 Amending the Agreement.** The Agreement may only be amended by a written agreement duly executed by the Parties.

## **5.0 ACKNOWLEDGEMENT**

**5.1 Acknowledgement.** The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor*

*General Act* (Ontario);

- (b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
  - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project;
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act; and
- (f) the Province is bound by the *Financial Administration Act* (Ontario) (“FAA”) and, pursuant to subsection 11.3(2) of the FAA, payment by the Province of Funds under the Agreement will be subject to:
  - (i) an appropriation, as that term is defined in subsection 1(1) of the FAA, to which that payment can be charged being available in the Funding Year in which the payment becomes due; or
  - (ii) the payment having been charged to an appropriation for a previous fiscal year.

**- SIGNATURE PAGE FOLLOWS -**

**IN WITNESS WHEREOF** the Parties have executed the Agreement on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO**  
as represented by the Minister of Transportation

Date Name: Prabmeet Sarkaria  
Title: Minister

# **CORPORATION OF THE TOWN OF GANANOQUE**

Date Name: Melanie Kirby  
Title: CAO

I have authority to bind the Recipient

Date Name:  
Title:  
I have authority to bind the Recipient

## **SCHEDULE “A” GENERAL TERMS AND CONDITIONS**

### **A1.0 INTERPRETATION AND DEFINITIONS**

#### **A1.1 Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.
- (f) all accounting terms not otherwise defined in the Agreement have their ordinary meanings.

#### **A1.2 Definitions.** In the Agreement, the following terms will have the following meanings:

**“Additional Provisions”** means the terms and conditions set out in Schedule “B”.

**“Agreement”** means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

**“Business Day”** means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

**“Effective Date”** means the date set out at the top of the Agreement.

**“Eligible Expenditures”** means the costs of the Project that are eligible for funding by the Province under the Agreement and that are further described in Scheduled D.

**“Event of Default”** has the meaning ascribed to it in section A12.1.

**“Expiry Date”** means the expiry date set out in Schedule “B”.

**“Final Report”** means the report described in Schedule “F”.

**“Funding Year”** means in the case, the period commencing on the Effective Date and ending on the following March 31.

**“Funds”** means the money the Province provides to the Recipient pursuant to the Agreement.

**“Indemnified Parties”** means His Majesty the King in right of Ontario, and includes His ministers, agents, appointees, and employees.

**“Loss”** means any cause of action, liability, loss, cost, damage, or expense (including legal, expert and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any other part of the Agreement.

**“Materials”** means material, machinery, equipment and fixtures forming part of the Project.

**“Maximum Funds”** means the maximum set out in Schedule “B”.

**“Notice”** means any communication given or required to be given pursuant to the Agreement.

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A12.3(b), and includes any such period or periods of time by which the Province extends that time pursuant to section A12.4.

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

**“Proceeding”** means any action, claim, demand, lawsuit, or other proceeding that anyone makes, brings or prosecutes as a result of or in connection with the Project or with any other part of the Agreement.

**“Project”** means the undertaking described in Schedule “C”.

**“Records Review”** means any assessment the Province conducts pursuant to section A7.4.

**“Reports”** means the reports described in Schedule “F” and Sub-schedule “F1”.

**“Requirements of Law”** means all applicable requirements, laws, statutes,

codes, acts, ordinances, approvals, orders, decrees, injunctions, by laws, rules, regulations, official plans, permits, licenses, authorizations, directions and agreements with all authorities.

**“Substantial Performance”** means when the Work or a substantial part thereof has passed inspection and testing and is ready for use or is being used for intended purposes.

**A1.3 References** This Agreement refers to the following standards, specifications or publications:

**Ontario Provincial Standard Specifications, Construction**

OPSS PROV 127  
OPSS MUNI 301  
OPSS MUNI 303  
OPSS MUNI 304  
OPSS MUNI 310  
OPSS MUNI 336  
OPSS MUNI 337  
OPSS MUNI 341  
OPSS MUNI 369

**A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS**

**A2.1 General.** The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) that, unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

**A2.2 Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and capacity to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

**A2.3 Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

**A2.4 Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

### **A3.0 TERM OF THE AGREEMENT**

**A3.1 Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 or Article A12.0.

### **A4.0 FUNDS AND CARRYING OUT THE PROJECT**

**A4.1 Funds Provided.** The Province will:

- (a) provide the Recipient with \$38,000 in Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule "E" ; and

- (c) deposit the Funds into an account the Recipient designates provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Recipient.

**A4.2 Limitation on Payment of Funds.** Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof required pursuant to section A10.2 ;
- (b) the Province may adjust the amount of Funds it provides to the Recipient for any Funding Year based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.2.

**A4.3 Use of Funds and Carry Out the Project.** The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the maximum funds set out in Schedule B.;"
- (d) not use the Funds to cover any cost that has been or will be funded or reimbursed by any other funding program or source. .

**A4.4 Interest-Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution.

**A4.5 Interest.** If the Recipient earns any interest on the Funds, the Province may do either or both of the following:

- (a) deduct an amount equal to the interest from any further instalments of Funds;
- (b) demand from the Recipient the payment of an amount equal to the interest.

**A4.6 Rebates, Credits, and Refunds.** The Province will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

**A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS**

**A5.1 Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that promotes the best value for money.

**A5.2 Disposal.** The Recipient will not, without the Province's prior consent, sell, lease, or otherwise dispose off any asset purchased or created with the Funds or for which the Funds were provided.

**A6.0 CONFLICT OF INTEREST**

**A6.1 Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

**A6.2 No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

- (a) the Recipient:
  - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and
  - (ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;
- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

## **A7.0 REPORTS, ACCOUNTING, AND REVIEW**

**A7.1 Province Includes.** For the purposes of sections A7.4, A7.5 and A7.6, “Province” includes any auditor or representative the Province may identify.

**A7.2 Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address set out in Schedule “B”:
  - (i) all Reports in accordance with the timelines and content requirements set out in Schedule “F”;
  - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;
- (b) ensure that all Reports and other reports are:
  - (i) completed to the satisfaction of the Province; and
  - (ii) signed by an authorized signing officer of the Recipient.

**A7.3 Record Maintenance.** The Recipient will keep and maintain for a period of seven years from their creation:

- (a) all financial records (including invoices and evidence of payment) relating to the Funds or otherwise to the Project in a manner consistent with either international financial reporting standards or generally accepted accounting principles or any comparable accounting standards that apply to the Recipient; and
- (b) all non-financial records and documents relating to the Funds or otherwise to the Project.

**A7.4 Records Review.** The Province may, at its own expense, upon twenty-four hours' Notice to the Recipient and during normal business hours enter upon the Recipient's premises to conduct an audit or investigation of the Recipient regarding the Recipient's compliance with the Agreement, including assessing any of the following:

- (a) the truth of any of the Recipient's representations and warranties;
- (b) the progress of the Project;
- (c) the Recipient's allocation and expenditure of the Funds.

**A7.5 Inspection and Removal.** For the purposes of any Records Review, the Province may take one or both of the following actions:

- (a) inspect and copy any records and documents referred to in section A7.3;
- (b) remove any copies the Province makes pursuant to section A7.5(a).

**A7.6 Cooperation.** To assist the Province in respect of its rights provided for in section A7.5, the Recipient will cooperate with the Province by:

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;
- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

**A7.7 No Control of Records.** No provision of the Agreement will be construed to give the Province any control whatsoever over any of the Recipient's records.

**A7.8 Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

**A8.0 COMMUNICATIONS REQUIREMENTS**

**A8.1 Acknowledge Support.** Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual:

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs; and
- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

**A9.0 INDEMNITY**

**A9.1 Indemnify.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding, unless solely caused by the gross negligence or wilful misconduct of the Indemnified Parties.

## **A10.0 INSURANCE**

**A10.1 Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount set out in Schedule "B" per occurrence, which commercial general liability insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) at least 30 days' written notice of cancellation.

**A10.2 Proof of Insurance.** The Recipient will:

- (a) provide to the Province, either:
  - (i) certificates of insurance that confirm the insurance coverage required by section A10.1; or
  - (ii) other proof that confirms the insurance coverage required by section A10.1; and
- (b) in the event of a Proceeding, and upon the Province's request, the Recipient will provide to the Province a copy of any of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement, or both.

**A10.3 Subcontractor insurance.** The Recipient will ensure that any subcontractors retained to perform any part or parts of the Project will obtain and maintain all the necessary and appropriate insurance that a prudent person in the business of the subcontractor would obtain and maintain.

## **A11.0 TERMINATION ON NOTICE**

**A11.1 Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving 30 days' Notice to the

Recipient.

**A11.2 Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
  - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

**A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT**

**A12.1 Events of Default.** Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
  - (i) carry out the Project;
  - (ii) use or spend Funds; or
  - (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii);
- (b) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver;

(d) the Recipient ceases to operate.

**A12.2 Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

**A12.3 Opportunity to Remedy.** If, pursuant to section A12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

**A12.4 Recipient not Remedyng.** If the Province provides the Recipient with an

opportunity to remedy the Event of Default pursuant to section A12.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period or initiate any one or more of the actions provided for in sections A12.2(a), (c), (d), (e), (f), (g), (h), (i) and (j).

**A12.5 When Termination Effective.** Termination under Article A12.0 will take effect as provided for in the Notice.

## **A13.0 FUNDS AT THE END OF A FUNDING YEAR**

**A13.1 Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A12.0, if, by the end of a Funding Year, the Recipient has not spent all of the Funds allocated for that Funding Year as provided for in the maximum funds set out in Schedule B.", the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds;
- (b) adjust the amount of any further instalments of Funds accordingly.

## **A14.0 FUNDS UPON EXPIRY**

**A14.1 Funds Upon Expiry.** Upon expiry of the Agreement, the Recipient will pay to the Province any Funds remaining in its possession, under its control, or both.

## **A15.0 DEBT DUE AND PAYMENT**

**A15.1 Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the excess Funds.

**A15.2 Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds, an amount equal to any Funds or any other amounts owing under the Agreement; or
- (b) the Recipient owes to the Province any Funds, an amount equal to any Funds or any other amounts owing under the Agreement, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

**A15.3 Interest Rate.** The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then current interest rate charged by the Province of Ontario on accounts receivable.

**A15.4 Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province at the address set out in Schedule “B”.

**A15.5 Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty the King in right of Ontario.

## **A16.0 NOTICE**

**A16.1 Notice in Writing and Addressed.** Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, or courier; and
- (c) addressed to the Province or the Recipient as set out in Schedule “B”, or as either Party later designates to the other by Notice.

**A16.2 Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

**A16.3 Postal Disruption.** Despite section A16.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, or courier.

## **A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

**A17.1 Consent.** When the Province provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province may have attached to the consent.

## **A18.0 SEVERABILITY OF PROVISIONS**

**A18.1 Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

## **A19.0 WAIVER**

**A19.1 Condonation not a waiver.** Failure or delay by the either Party to exercise any of its rights, powers or remedies under the Agreement will not constitute a waiver of those rights, powers or remedies and the obligations of the Parties with respect to such rights, powers or remedies will continue in full force and effect.

**A19.2 Waiver.** Either Party may waive any of its rights, powers or remedies under the Agreement by providing Notice to the other Party. A waiver will apply only to the specific rights, powers or remedies identified in the Notice and the Party providing the waiver may attach terms and conditions to the waiver.

## **A20.0 INDEPENDENT PARTIES**

**A20.1 Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

## **A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

**A21.1 No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

**A21.2 Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on:

- (a) the Recipient's heirs, executors, administrators, successors, and permitted assigns; and
- (b) the successors to His Majesty the King in right of Ontario.

## **A22.0 GOVERNING LAW**

**A22.1 Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## **A23.0 FURTHER ASSURANCES**

**A23.1 Agreement into Effect.** The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

## **A24.0 JOINT AND SEVERAL LIABILITY**

**A24.1 Joint and Several Liability.** Where the Recipient comprises more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

## **A25.0 RIGHTS AND REMEDIES CUMULATIVE**

**A25.1 Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

## **A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

### **A26.1 Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of His agencies (a “Failure”);
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

## **A27.0 SURVIVAL**

### **A27.1 Survival.** The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A7.8, Article A8.0, Article A9.0, section A11.2, section A12.1, sections A12.2(d), (e), (f), (g), (h), (i) and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0 and Article A27.0.

## **A28.0 ELECTRONIC SIGNATURE**

### **A28.1 Electronic Signature.** The Province and the Recipient agree that the Agreement may be validly executed electronically, and that their respective electronic signature is the legal equivalent of a manual signature. An electronic signature of an authorized signing representative may be evidenced by (i) a manual signature, (ii) a digital signature including the name of the authorized signing representative in the respective signature line of the Agreement, (iii) an image of a manual signature, (iv) an Adobe signature, or (v) any other digital signature with the prior written consent of both Parties, placed in the respective signature line of the Agreement and the Agreement delivered by electronic means to the other Party,

including by email.

## **END OF GENERAL TERMS AND CONDITIONS**

**SCHEDULE "B"**  
**PROJECT SPECIFIC INFORMATION**

<b>Maximum Funds</b>	\$38,000
<b>Program Title</b>	Pothole Prevention and Repair Program
<b>Expiry Date</b>	June 30, 2026
<b>Insurance</b>	\$ 5,000,000
<b>Contact information for the purposes of Notice to the Province</b>	<p>Position:            James Flanders,            Team Lead, Special Highway Operations Initiatives            Highway Operations Management Branch,            Operations Division</p> <p>Address:            2<sup>nd</sup> Floor            301 St. Paul Street            St. Catharines, Ontario            L2R 7R4</p> <p>Email: PPRP@ontario.ca</p>
<b>Contact information for the purposes of Notice to the Recipient</b>	<p>Position:</p> <p>Address:</p> <p>Fax:</p> <p>Email:</p>
<b>Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement</b>	<p>Position:</p> <p>Address:</p> <p>Fax:</p> <p>Email:</p>

**Additional Provisions:**

None

## **SCHEDULE "C" PROJECT DESCRIPTION AND TIMELINES**

### **C1.0 PROJECT DESCRIPTION**

**C1.1 Project Details.** The Project will use the pothole prevention and repair measures set out in section C1.2, C1.3 and C1.4 on road(s) under the jurisdiction of the Recipient. The Project will deploy one or a combination of the methods set out in this Schedule "C".

### **C1.2 Pothole Prevention Strategies**

- (a) Rout and Seal, means routing, cleaning and sealing cracks using hot poured rubberized asphalt sealant compound as per OPSS MUNI 341.
- (b) Microsurfacing means applying a thin lift of polymer modified asphalt emulsion mix to distressed pavement as per OPSS MUNI 336.
- (c) Slurry Seal means applying a homogeneous mixture of emulsified asphalt, fine aggregates, water, mineral filler, and, if required, additive in a cold fluid state on a prepared bituminous surface as per OPSS.MUNI 337.
- (d) Single Surface Treatment means a single application of bituminous binder followed by a single application of Class 1, Class 2, Class 3, Class 4, Class 5, or Class 6 aggregate as per OPSS.MUNI 304
- (e) Double Chip Seal means two successive single chip seals with different aggregate gradations as per OPSS.MUNI 303.and
- (f) Granular In-Fill and Grading, Drainage and Stabilization of Unpaved Roadways means surfaces that are typically existing granular but may include sub grade soil surfaces as per OPSS.MUNI 301.

### **C1.3 Pothole Repair Strategies**

- (a) Hot Mix Asphalt (HMA) Patching of Flexible Pavement means resurfacing localized areas of distressed pavement using Hot Mix Asphalt as per OPSS MUNI 310.
- (b) Scarification and Grading of Unpaved Roadways means uniform loosening of the roadway surface to remove damaged areas such as raveling and potholes as per OPSS.MUNI 301.
- (c) Concrete – Pavement and Joint Seal Repairs means sawcutting, cleaning and sealing or resealing cracks in concrete pavement and concrete base as per OPSS MUNI 369.

### **C1.4 Other**

- (a) Project design works related to pothole preservation and repair works that will be completed between April 1, 2025 and March 31, 2026.

## **C2.0 PROJECT TIMELINES**

**C2.1 Project Timelines.** The Recipient will begin the Project by April 1, 2025, and will achieve Substantial Performance of the Project by March 31, 2026.

## SCHEDULE “D”

### ELIGIBLE AND INELIGIBLE EXPENDITURES

#### D1.0 ELIGIBLE EXPENDITURES

**D1.1 Eligible Expenditures.** Subject to Article D2.0, Eligible Expenditures include the direct costs incurred and paid by the Recipient between April 1, 2025, and March 31, 2026 and that, in the opinion and at the sole discretion of the Province, are considered to have been properly and reasonably incurred and are necessary for the successful implementation of the Project, and include:

- (a) Purchase and delivery of materials required for the Project;
- (b) Project design related to preservation and repair works that will be completed between the period of April 1, 2025, and March 31, 2026;
- (c) Labour for contracted construction and repairs if used for Eligible Expenditures;
- (d) Recipient-owned equipment to be reimbursed at OPSS 127 Rates if used for Eligible Expenditures;
- (e) Updating Road Condition Reports if prepared by an external consultant;
- (f) Any other costs, as determined by the Province from time to time and at its sole discretion.

**D1.2 Required Documentation.** Eligible Expenditures must be documented through paid invoices or original receipts, or both, satisfactory to the Province.

#### D2.0 INELIGIBLE EXPENDITURES

**D2.1 Ineligible Expenditures.** Without limitation, the following costs, unless they have received the prior written approval of the Province, will be considered Ineligible Expenditures:

- (a) Costs not associated with the Project;
- (b) Costs incurred before April 1, 2025, or after March 31, 2026;
- (c) Costs associated with feasibility studies and design work that will not be completed between April 1, 2025 and March 31, 2026;
- (d) Any costs related to a project that has already received funding for eligible expenses from another funding source;
- (e) Administrative costs;
- (f) Audit and financial reporting costs;
- (g) Any other costs, as determined by the Province from time to time and at its sole discretion.

**SCHEDULE “E”  
PAYMENT PLAN**

<b>Project Milestones</b>	<b>Required Reports/ Documents</b>	<b>Date</b>	<b>Payment</b>
<b># 1 TPA Dually Executed</b>		January 30, 2026 to February 27, 2026	100% of Maximum Funds
<b># 2 Compliance Reporting</b>	• As per F1.1	January 30, 2026	
<b># 3 Final Reporting</b>	• As per F2.1	April 17, 2026	

## **SCHEDULE “F” REPORTING AND COMPLIANCE AUDIT**

### **F1.0 DEFINITION**

**F1.1 Definition.** In this Schedule “F”:

**“Generally Accepted Auditing Standards”** means Canadian Generally Accepted Auditing Standards as adopted by the Chartered Professional Accountants of Canada or the Public Sector Accounting Board applicable as of the date on which such a record is kept or required to be kept in accordance with such standards.

### **F2.0 REPORTS, DOCUMENTS AND SUBMISSION DATES**

**F2.1 Description and Submission Dates** The Recipient will submit to the Province, at the email address [pprp@ontario.ca](mailto:pprp@ontario.ca), the Reports and other documents described as requested that are further described in Sub-schedule “F1” and section A.10.2 by their respective submission dates.

### **F3.0 COMPLIANCE AUDIT**

**F3.1 Compliance Audit.** The Province may, at its sole discretion and within timelines set out by the Province, request that the Recipient carry out a Project compliance audit in accordance with Generally Accepted Auditing Standards and delivers the corresponding compliance audit report(s) within the timelines set out by the Province.

**F3.2 Compliance Audit Requirements.** If the Province requests a Project compliance audit pursuant to section F3.1, the Recipient will retain at the Recipient's expense and within the timelines set out by the Province, an accredited external independent auditor(s) to carry out the audit and will deliver any compliance audit report(s) from such audit to the province within seven Business Days of the Recipient's receipt of the report.

**F3.3 Compliance Audit Objectives.** The key objectives of the compliance audit(s) are to:

- (a) determine whether Funds were expended for the purposes intended and with due regard to the economy, efficiency and effectiveness;
- (b) determine compliance with the Agreement;

- (c) ensure that the Project, Reports and other reports, and financial information are complete, timely, accurate, in accordance with the terms and conditions of the Agreement;
- (d) ensure that information and monitoring processes and systems are sufficient for the identification, capture, validation and monitoring of the service performance measures;
- (e) assess the overall management and administration of the Project;
- (f) provide recommendations for improvement or redress; and
- (g) ensure that prompt and timely corrective action is taken on audit findings.

## **SUB SCHEDULE “F1” PROJECT REPORTS**

### **F1.0. COMPLIANCE REPORT**

**F1.1.** The Recipient shall submit the following to the Province by January 30<sup>th</sup>, 2026:

- (a) a copy of the Recipient’s 2022 Asset Management Plan or current;
- (b) a copy of the Recipient’s most recent Pavement/Road Condition Reports;
- (c) a confirmation of submission of the Recipient’s 2024 Financial Information Return to Ministry of Municipal Affairs and Housing;
- (d) the number of pothole complaints received by the Recipient in the 2024 and 2025 calendar years, as available;
- (e) additional information requested by the Province.

### **F1.2.0 FINAL REPORT**

**F1.2.1 Description and Submission Date.** The Recipient shall submit to the Province a description of the activities completed and certify the completion of the Project as per the Agreement. The reporting period for the Projects and information that pertains to them is April 1, 2025 to March 31, 2026. The deadline to submit required reporting is April 17, 2026.

The final report will include the following:

- (a) Quantitative data on road maintenance supported by the Program, that the Recipient carried out, including the number of kilometres maintained;
- (b) Project details of activities and/or materials related to the use of the Funds. Examples of accepted documentation include: invoices and payment certificates, post construction report, purchase and delivery of assets or supplies;
- (c) Other activities that achieved the Project’s objectives.

**F1.2.2 Reporting Failure.** The Province requires submission of the program reports to inform future development of the Program, ensure effective administration and monitor performance of the Program. Any failure by the Recipient to provide Reports to the Province as set out in this Agreement may result in an Event of Default by the Recipient under Section A12.1.

**THE CORPORATION OF THE TOWN OF GANANOQUE**

**BY-LAW NO. 2026-014**

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**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN THE  
ONTARIO TRANSFER PAYMENT AGREEMENT (TPA) WITH HIS MAJESTY THE  
KING IN RIGHT OF ONTARIO AS REPRESENTED BY THE SOLICITOR  
GENERAL REGARDING A FUNDING GRANT FOR THE POTHOLE PREVENTION  
AND REPORT PROGRAM**

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**WHEREAS** Section 5 of the *Municipal Act, 2001*, S.O. 2001, c. 25, the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** the *Municipal Act, 2001*, S.O. 2001, c. 25, provided that the powers of every Council are to be exercised by By-law;

**AND WHEREAS** the Council of the Town of Gananoque received Report Council RDS-2026-03, and concurred with the recommendation to authorize the Mayor and Clerk to sign the Ontario Transfer Payment Agreement (TPA) with His Majesty the King in Right of Ontario, as represented by the Solicitor General, regarding funding in the amount of \$38,000.00, towards the Pothole Prevention and Report Program;

**AND WHEREAS** the Council of the Corporation of the Town of Gananoque deems it appropriate to pass this By-law.

**NOW THEREFORE** the Council of the Corporation of the Town of Gananoque enacts as follows:

**1. AUTHORIZATION:**

1.1 That the Mayor and Clerk are hereby authorized to sign the Ontario Transfer Payment Agreement (TPA) with His Majesty the King in Right of Ontario, as represented by the Solicitor General, regarding funding in the amount of \$38,000.00, towards the Pothole Prevention and Report Program.

**2. SCHEDULE:**

2.1 Attached to and forming part of this By-law is the Agreement, marked as Schedule 'A'.

**3. EFFECTIVE DATE:**

3.1 This By-law shall come into full force and effect on the date it is passed by Council.

Read a first, second and third time and finally passed this 4<sup>th</sup> day of February 2026.

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John S. Beddows, Mayor

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Penny Kelly, Clerk

(Seal)



Report Council – CAO-2026-01

**Date:** February 4, 2026  **IN CAMERA**

**Subject:** Amend Physician Locum and Physician Recruitment Program Policy

**Author:** Melanie Kirkby, CAO  **OPEN COUNCIL**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES OPTION #\_\_\_\_, AS PRESENT REPORT COUNCIL CAO-2026-01.

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**STRATEGIC PLAN COMMENTS:**

Sector 1 – Economic Prosperity – Strategic Initiative #1 – Ensure that Gananoque is and remains an affordable place to do business and raise a family. Action G) Identify partnerships, shared services and resources with TLTI and the County.

**BACKGROUND:**

At the August 15, 2023, Council Meeting Council directed staff to implement a Physician Attraction Incentive Program to fund Locum positions in the hope that the visiting doctors would relocate to the area and establish a Full Time Practice.

Subsequently during the December 19, 2023, Council Meeting the following was passed:

**Motion #23-265 – Amendment to Physician Recruiting and Locum Program**

**Moved by:** Mayor Beddows **Seconded by:** Councillor Brown

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE AMENDS THE CRITERIA OF THE PHYSICIAN RECRUITING AND LOCUM PROGRAM BY AMENDING THE LOCUM TERMS FROM "EXPERIENTIAL LOCUM PROGRAM (ELP) 8 WEEKS OR 40 DAYS" TO "EXPERIENTIAL LOCUM PROGRAM (ELP) UP TO 8 WEEKS OR 40 DAYS".

**CARRIED – UNANIMOUS**

During the June 4, 2024, Council Meeting, Council directed staff to amend the Physician Recruitment Program Policy to authorize the CAO and Treasurer to enter into contracts to provide incentive payments to Family Physicians who commit to practice in Gananoque.

The following Motion was passed at the June 4, 2024 Council Meeting:

**Motion# 24– 076 – Amend Physician Recruitment Policy – Incentive & Benefit Payments**

**Moved by:** Mayor Beddows

**Seconded by:** Deputy Mayor Vicki Leakey

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO AMEND THE PHYSICIAN RECRUITMENT PROGRAM POLICY TO AUTHORIZE THE CAO AND TREASURER TO ENTER INTO CONTRACTS TO PROVIDE INCENTIVE PAYMENTS TO FAMILY PHYSICIANS WHO COMMIT TO PRACTICE IN GANANOQUE.

AND FURTHER THAT INCENTIVE PAYMENTS WILL BE \$20,000 PER ANNUM FOR 5 YEARS, TOTALLING \$100,000 PER PHYSICIAN. THE CAO IS ALSO AUTHORIZED TO PROVIDE ACCESS TO A GROUP HEALTH BENEFITS PLAN, AS APPROPRIATE,

AND FURTHER, INCENTIVE PAYMENTS ARE TO BE DRAWN FROM THE EXISTING BUDGET OF THE PHYSICIAN RECRUITMENT PROGRAM.

**CARRIED – UNANIMOUS**

**Please note:** This matter was brought to Council in Closed Session as information concerning an identifiable individual was disclosed. Options have been provided below to provide direction on whether the Physician Locum Grant and Recruitment Program Policy.

During the Closed Session meeting of January 14, 2026 Council directed staff to bring a Report to Open Session with options regarding amending the Physician Locum Grant and Recruitment Policies for consideration.

**INFORMATION / DISCUSSION:**

Staff have received a request from a local Medical Clinic to amend the Physician Recruitment Locum Grant Policy. The proposed update would revise Section 6.6, which currently states that “locums for the purpose of a medical clinic are ineligible for grant funding under this policy,” to permit grant eligibility for locums providing coverage for a practicing physician during a short-term or long-term leave of absence, including sick leave and maternity or paternity leave.

Staff have also received a request from the Medical Clinic to amend the Physician Recruitment Grant Program to include Spousal Career Assistance. The Clinic is currently working with a physician toward a long-term recruitment opportunity, and the inclusion of this incentive is intended to support that effort.

The Township of Leeds and the Thousand Islands has recently updated its Policy to include a \$10,000 incentive, as well as a \$5,000 moving allowance to relocate to the Township.

Under the proposed amendment, the Town would provide a physician’s spouse or partner with up to six (6) months of career coaching and job placement assistance through a professional human resources firm, to a maximum value of \$10,000. This addition is intended to enhance physician recruitment and long-term retention.

When there is a leave of absence from a Physician, their patients may be left without access to a family physician, or if another Doctor in the clinic covers the roster, both patients for both rosters will face long wait times for appointments.

Staff are bringing these requests to Council for consideration. Staff have provided the following Options for discussion:

**Option 1** – Do nothing. Maintain Status Quo with respect to the Physician Recruitment Grant Program Policy or the Physician Experimental Locum Grant.

**Option 2** – Pass a By-law to amend Section 6.6 of the Physician Recruitment Locum Grant Policy to permit grant eligibility for locums providing coverage for a practicing physician during a short-term or long-term leave of absence, in place of the current provision that deems locums for back fill of existing physician's ineligible for funding, and;

Pass a By-law to amend the Physician Recruitment Grant Program Policy to include the incentive that will provide a physician's spouse or partner with up to six (6) months of career coaching and job placement assistance through a professional human resources firm, to a maximum value of \$10,000, as well as a \$5,000 moving allowance if relocating their residence within the Town of Gananoque.

**Option 3** – Pass a By-law to amend Section 6.6 of the Physician Recruitment Locum Grant Policy to permit grant eligibility for locums providing coverage for a practicing physician during a short-term or long-term leave of absence, in place of the current provision that deems locums for back fill of existing physician's ineligible for funding.

**Option 4** – Pass a By-law to amend the Physician Recruitment Grant Program Policy to include the incentive that will provide a physician's spouse or partner with up to six (6) months of career coaching and job placement assistance through a professional human resources firm, to a maximum value of \$10,000, and add a \$5,000 moving allowance if relocating their residence within the Town of Gananoque.

#### **APPLICABLE POLICY/LEGISLATION:**

Physician Experimental Locum Grant Policy  
Physician Recruitment Grant Program Policy

#### **FINANCIAL CONSIDERATIONS:**

2026 Budget Allotment – **TBD**

#### **CONSULTATIONS:**

Amanda Trafford, Economic Development and Communications Officer  
Mayor John Beddows

#### **ATTACHMENTS:**

Physician Experimental Locum Grant Policy  
Physician Recruitment Grant Program Policy

**APPROVAL**

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**Melanie Kirkby, CAO**

Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the *Municipal Act* and regulations.

THE CORPORATION OF THE TOWN OF



## **Physician Experiential Locum Grant Policy**

<b>Authority</b>	Chief Administrative Officer (CAO)	
<b>Motion No. 23-168</b>	<b>Effective Date:</b>	August 15, 2023
<b>Amended by: Motion No. 23-265</b>	<b>Amendment Date:</b>	December 19, 2023

### **1. Purpose**

To establish a consistent process for awarding Experiential Locum grants which are to be used to support physician recruitment within the Town of Gananoque. Experiential Locums are recruitment tool to attract physicians who may consider practicing family medicine in the Town on a permanent basis.

### **2. Policy Scope**

This Policy applies to family physicians qualified to practice medicine in the Province of Ontario who have been accepted for an Experiential Locum at a medical clinic within the Town of Gananoque.

### **3. Responsibility**

The Chief Administrative Officer (CAO) and the Treasurer are responsible for the administration of this Policy.

### **4. Definitions**

**4.1. "Experiential Locum"** means a temporary placement of a visiting physician to practice family medicine at a medical clinic located within the Town duration lasting up to eight (8) weeks or forty (40) days.

**4.2. "Medical clinic"** means a medical practice that is located within the Town of Gananoque that is duly authorized under the Laws of Ontario to offer family medicine services to patients.

**4.3. "Town"** means the Town of Gananoque.

## **5. Procedure**

Experiential Locum Grant Applications will be received on an on-going basis throughout the year. The amount of funding available through the Experiential Locum Grant Program will be approved by Council through the annual operating budget process. Availability of grants are dependent upon their inclusion in, and Council approval of, the annual municipal budget.

## **6. Eligibility**

- 6.1.** The Application must be completed on behalf of the physician by the medical clinic that will employ the physician for the Experiential Locum.
- 6.2.** Grant funds awarded will be paid to and administered by the medical clinic on behalf of the Town.
- 6.3.** Any unspent grant funds (e.g. if the Experiential Locum is cancelled or shortened) must be repaid to the Town by the medical clinic.
- 6.4.** In order to be eligible for grant funding, the applicant physician must:
  - 6.4.1.** be licenced to practice family medicine in the Province of Ontario;
  - 6.4.2.** have signed a letter of intent that they are seriously considering practicing within the Town on a permanent basis; and
  - 6.4.3.** have not previously received grant funding under this Policy.
- 6.5.** The total Experiential Locum grant funding budget will be allocated among the medical clinics of the Town on a first-come, first-served basis. The CAO has the discretion to alter the allocation and will advise Council if such discretion is exercised.
- 6.6.** Locums for the purpose of covering a short or long-term leave of a practicing physician at a medical clinic are ineligible for grant funding under this Policy.
- 6.7.** Grant Applications must be complete and include all information requested. Once a Grant Application is deemed complete, the CAO or, in their absence, the Treasurer will review the application to confirm eligibility and available budget. Funding decisions shall be made by the CAO or, in their absence, the Director of Corporate Services/Treasurer and medical clinics will be advised of such decision within two (2) weeks of the completed Application having been received.

**6.8.** The Town, in its sole discretion, may decline or reject any Experiential Locum Grant Application for any reason, including but not limited to, improper use of funds, incomplete application, and/or an application that contradicts the intent of this Policy.

## **7. Grant Funding**

The amount of the Experiential Locum Grant approved through the annual operating budget will be disbursed to medical clinics for the benefit of the applicant physicians as follows:

**7.1.** Forty percent (40%) of the per diem rate of pay negotiated between the physician and the medical clinic to a grant funding maximum of \$480 per day for the number of working days of the Experiential Locum.

**7.2.** \$2,000 per month housing allowance for the duration of the locum to a maximum of two (2) months if the physician resides within the Town during the Experiential Locum or \$350 per week travel allowance for the duration of the Locum to a maximum of eight weeks if the physician resides outside of the Town.

In special circumstances, Council may accept the recommendation of the Chief Administrative Officer (CAO) that the methodology of the disbursement of the funds may be altered based on supporting justification and rationale.

## **8. Reporting**

Within thirty (30) days of completion of the Experiential Locum, the medical clinic shall provide to the Town in writing:

**8.1.** Confirmation of the actual start, end date and number of paid working days for the Experiential Locum.

**8.2.** An assessment of the likelihood of the physician proceeding to practice in the Town; and

**8.3.** Repayment of any unused grant funds.

## **9. Review**

The Chief Administrative Officer will review this Policy every two (2) years.

THE CORPORATION OF THE TOWN OF



## Physician Recruitment Grant Program Policy

<b>Authority</b>	Chief Administrative Officer (CAO)		
<b>Establishing By-law No.</b>	2024-054	<b>Effective Date</b>	July 16, 2024

### 1. Purpose:

To establish a consistent process for awarding Full-Time Permanent Family Physician Grants in order to facilitate physician recruitment within the Town of Gananoque.

### 2. Scope:

This Policy applies to family Physicians Licensed to practice medicine in the Province of Ontario who will establish a Permanent Full-Time Practice within the Town of Gananoque.

### 3. Authority:

The Chief Administrative Officer (CAO) and the Treasurer are responsible for the monitoring and administration of this Policy.

### 4. Definitions:

- 4.1. **“Full-Time Medical Practice”** means a minimum roster of 1,000 patients.
- 4.2. **“Medical Clinic”** means a medical practice that is located within the Town of Gananoque that is duly authorized under the Laws of Ontario to offer family medicine services to patients.
- 4.3. **“Town”** means the Town of Gananoque.

### 5. Procedure:

Recruitment Grant Applications will be received on an on-going basis throughout the year. The amount of funding available through the Recruitment Grant Program will be approved by Council through the annual operating budget process. This Program is funded through the Grant Portion of the Casino Slot Revenue. Availability of new grants are dependent upon their inclusion in, and Council approval of, the annual municipal budget.

## **6. Eligibility:**

- 6.1. The Application must be completed by the Physician commencing their practice in Gananoque. Physicians already practicing in Gananoque or the Township of Leeds & the Thousand Island (TLTI) are not eligible.
- 6.2. Grant funds awarded will be paid to the Physician in quarterly installments at the end of each quarter that the Full-Time Practice is open. Proof of Ontario Medical License must be received by the Town annually.
- 6.3. In order to be eligible for grant funding, the Applicant Physician must:
  - 6.3.1. Be licensed to practice family medicine in the Province of Ontario;
  - 6.3.2. Have signed the Physician Recruitment Grant Agreement, demonstrating that they are committed to practicing within the Town of Gananoque on a permanent basis, and;
  - 6.3.3. Have not previously received grant funding under this Policy.
- 6.4. The annual recruitment grant funding budget will be allocated on a first-come, first-serviced basis. In the event that four (4) Physicians are recruited, Council may decide to increase the annual budget allocation for this Program.
- 6.5. Grant Applications must be complete and include all information requested.
- 6.6. Once a Grant Application is deemed complete, the Chief Administrative Officer (CAO) or, in their absence, the Treasurer, will review the Application to confirm eligibility and available annual budget. Funding decisions shall be made by the CAO, or in their absence, the Treasurer. The Physician will be advised of such decision within one (1) month of the completed Application having been received.
- 6.7. The Town, in its sole discretion, may decline or reject any Recruitment Grant Application for any reason, including but not limited to, improper use of funds, incomplete Application, and/or an Application that contradicts the intent of this Policy.

## **7. Grant Funding:**

The amount of the Recruitment Grant approved through the annual operating budget will be disbursed to the Physician as follows:

- 7.1. Twenty-five percent (25%) of the maximum annual grant shall be paid to the Recruited Physician at the end of each quarter that they continue to provide a Full-Time Family Medical Practice located and functioning in the Town of Gananoque.
- 7.2. The Recruited Physician, after meeting all eligibility requirements of this Policy, may enroll in the existing Town funded Health Benefit Insurance Plan for Doctors, at the same coverage levels that are established in the Plan at last

renewal.

- 7.3. Once a Grant has been awarded to a Recipient, the Town has a financial Liability to fund the Grant for the entire five (5) year allotment.

In special circumstances, Council may accept the recommendation of the CAO that the methodology of the disbursement of the funds may be altered based on supporting justification and rationale.

**8. Reporting:**

- 8.1. At the beginning of each calendar year every Grant Recipient shall submit a signed statement to the Town affirming that they continue to offer a Full-Time Family practice that is located within the Town of Gananoque.
- 8.2. Grant payments for each subsequent year will not be released prior to this signed statement being received.

**9. Review:**

The Chief Administrative Officer (CAO) will review this Policy each term of Council.

**Report Council – CAO-2026-02**

**Date:** February 4, 2026  **IN CAMERA**

**Subject:** Alertable Communications App

**Author:** Melanie Kirkby, CAO  **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO ADD \$7,000 TO THE 2026 OPERATING BUDGET TO PURCHASE AND INSTALL THE ALERTABLE APP, AS PRESENTED IN COUNCIL REPORT CAO-2026-02.

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**STRATEGIC PLAN COMMENTS:**

Sector 3 – Financial Sustainability – Strategic Initiative #1: Ensure that Gananoque is and remains an affordable place to do business and raise a family.

**BACKGROUND:**

Gananoque Police Chief Swann had discussed the Alertable App with Kingston Police as they and the City of Kingston use the app.

Staff met with Alertable staff recently to get a better understanding of the app and its functions.

**INFORMATION/DISCUSSION**

The Alertable APP is a fulsome communication platform which will facilitate communication distribution through text, email, phone call, website and social media. With the Plus package, the user could also access a map on the Town website which would indicate the geographic part of Town effected by the content of the message.

Residents and Property Owners would sign up and choose their preferred method of receiving messages. This would allow Town Staff to send out messages, even via land lines, which would reach the niche of residents that do not have computers or cell phones.

This platform is supportive of Council's ask to increase communication to residents. The annual licensing fee would be \$5,950 with an initial set up fee of \$1,000.

**APPLICABLE POLICY/LEGISLATION:**

None

**FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:**

The annual licensing fee of \$5,950 and installation costs of \$1,000.

**CONSULTATIONS:**

Rich Swann – Police Chief

**ATTACHMENTS:**

None

<b>APPROVAL</b>	<hr/> <hr/> <p>Melanie Kirkby, CAO</p> <hr/> <p><b>John Morrison, Treasurer</b></p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p>
-----------------	---

**From:** John Beddows <jbeddows@gananoque.ca>  
**Sent:** December 9, 2025 8:00 AM  
**To:** Penny Kelly <clerk@gananoque.ca>  
**Cc:** Lynsey Zufelt <deputyclerk@gananoque.ca>; Melanie Kirkby <MKirkby@gananoque.ca>  
**Subject:** Fw: Help us advocate for strong OMERS governance

Good morning,

Grateful if you would please add the e-mail below to correspondence for December 16th.

Thank you,

John S. Beddows, CD1, MPA  
Mayor  
**The Corporation of the Town of Gananoque**  
30 King St. E., Gananoque ON, K7G 1E9  
613-382-2149 Ext. 1119  
Fax: 613-382-8587

---

**From:** AMO Communications

**Sent:** December 5, 2025 2:33 PM  
**To:** John Beddows <jbeddows@gananoque.ca>  
**Subject:** Help us advocate for strong OMERS governance

Template letter, draft motion and resources inside.



### We Need Your Voice on OMERS Governance Changes & Bill 68

Tools to help you spread the word with a template letter to send to representatives.

John,

Following a successful webinar last week, here are some resources to make it easy for you to help AMO in advocating for a fair and transparent approach to the provincial government's proposed changes to OMERS governance under Bill 68.

### **How you can help:**

- **Send a letter and Council resolution template** - [This toolkit](#) contains an overview of what's happening, Q&As, a draft motion and a **done-for-you template letter** to personalize and send to your local representatives.
- **Share the Fact Sheet** - this [Bill 68 Fact Sheet](#) offers a brief overview can be shared with colleagues to raise awareness about the proposed changes and their potential impact.
- **Stay informed** - [Slides](#) from last week's webinar recap what was covered in the information session.

### **Get the Template Letter**

Together, we can help protect the integrity, independence, and long-term stability of OMERS.

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

## OMERS Governance Changes & Bill 68 Municipal Resource Toolkit

### Contents

Questions and Answers.....	2
Template Letter .....	3
Template Resolution .....	4

### What Happened?

The province passed legislation through Bill 68 that would allow the Minister of Municipal Affairs & Housing to dissolve the OMERS Sponsors Corporation and replace it with a Sponsors Council that lacks corporate status, independent resources, and fiduciary protections.

The legislation is based on observations made in a Special Advisor's report ("Poirier Report") on OMERS governance that the Sponsors Corporation decision-making is ineffective and disconnected from the needs of members, employers, and sponsors. AMO did not express these views to the Special Advisor. In fact, AMO cautioned that major change isn't needed and risks eroding confidence in the plan.

### Why This Matters

The current OMERS governance model of two corporate boards with distinct responsibilities works because it balances independence, accountability, and fairness across the many different employers and employees.

- The dissolution of the Sponsors Corporation would shift the governance model from long-term stewardship to an interest-based bargaining table.
- The changes weaken sponsor and municipal employer oversight by shifting power with respect to appointments and resources to the plan administrator.
- The changes provide significant authority to the Minister to prescribe rules and regulations related to Sponsors Council business, which risk interference in the plan design and potential new costs without the say of sponsors, employers, or employees.

This is another example of provincial overreach into areas of municipal responsibility without a clear rationale or a full understanding of impacts. Other recent examples include: banning municipal speed cameras and reducing local representation on Conservation Authority boards.

### What AMO is Asking For

AMO believes that the current OMERS structure with two corporate boards is the model that would best deliver on the long-term sustainability of the plan. AMO is ready to work with the Minister of Municipal Affairs and Housing on a path forward that protects the independence and long-term stability of OMERS. We're sending the message: "Work with us, not in place of us."

If the government dissolves the Sponsors Corporation, AMO is asking the government to:

1. Restore sponsor control over appointments to the Sponsors Council and Administration Corporation, removing vetoes or restrictions to appointees and restoring responsibility for the appointment of the Independent Board Chair;
2. Guarantee independence and appropriate resources for the Sponsors Council to fulfill its responsibilities through full sponsor control over the Council's by-laws and budget;
3. Limit ministerial regulation-making powers over Sponsors Council affairs, recognizing that decisions on contributions, benefits or appointments belong to the employers and employees who pay into it.

## Questions and Answers

### **What is the core issue with the province's proposed governance changes to OMERS?**

Dissolving the Sponsors Corporation and giving the Minister authority in plan design violates the “pay for say” principle: municipal governments will pay the contributions bill and absorb plan risks without a full say on sustainability and affordability.

### **Why is removing the Sponsors Corporation a problem?**

The current Sponsors Corporation reconciles employer and employee interests through a corporate body, with expert advice and a mandate to protect long-term sustainability. This model shields sponsors from lobbying, pressure campaigns, and short-term decisions.

### **How does the proposed Sponsors Council enable interest-based bargaining?**

The Poirier Report expressly contemplates employer and employee sponsor caucusing, thus bargaining among factions. Further, without the corporate structure, the new Sponsors Council would be an entity of at least 14 organizations with different priorities, different advisors, and disparate resources. This creates the conditions for horse-trading between sponsors or short-term wins for one sponsor at the expense of others.

### **Will this really cost municipalities money? What's the worst-case?**

It could, and that unpredictability is the concern. Sponsors own the risk of the pension plan; only employers and employees pay contributions to the plan and bear the risk if there is not enough money in the plan to pay out the benefits. The current governance model provides cost predictability; removing the Sponsors Corporation risks the opposite.

### **Will the new model affect workers' retirement security?**

Only employers and employees bear the risk if there is not enough money in the plan to pay out the benefits. Without strong sponsor oversight, decisions could be made that undermine long-term stability. The goal is to ensure the new model protects pensions not put them at risk.

### **What is the concern about a veto over appointments?**

A potential veto in the hands of the administrator (Administration Corporation) would give them the power to block sponsor appointments. Sponsors must have exclusive authority to determine who is appointed to invest the plan funds and pay pensions.

### **Are you saying the province is trying to interfere politically?**

We're saying the structure must make interference impossible regardless of which government is in power. A good governance model protects pensions from political winds of any kind.

## Template Letter

[Date]

The Honourable Rob Flack  
Minister of Municipal Affairs and Housing  
College Park, 17th Floor  
777 Bay Street  
Toronto, ON M7A 2J3

The Honourable Peter Bethlenfalvy  
Minister of Finance  
Frost Building South  
7 Queen's Park Crescent  
Toronto, ON M7A 1Y7

Dear Ministers Flack and Bethlenfalvy,

As an employer within the Ontario Municipal Employees Retirement System (OMERS) pension plan, I am writing to express [Municipality]'s concern with the legislative changes contained in Bill 68.

We share the province's commitment to ensuring OMERS remains strong, sustainable, and responsive to the needs of employers and employees alike. However, Bill 68 risks weakening the very principles that have made the OMERS model stable and accountable for more than two decades.

The changes in Bill 68 would dissolve the independent Sponsors Corporation and replace it with a new "Sponsors Council" that lacks corporate status, independent resources, and fiduciary protections. In practice, this would allow pension decisions to be made without meaningful municipal oversight, increasing financial exposure for local governments and, ultimately, local taxpayers.

At a time when municipalities are already stretched thin by rising costs, downloaded responsibilities, and growing service demands, we cannot afford new, unfunded pension liabilities or diminished accountability. Ontarians expect their local governments to protect public dollars; we need pension governance structures to do the same.

We believe that current structure of OMERS, with two corporate Boards is the model that would best deliver on the long-term sustainability of the pension plan. This model works because it balances independence, accountability, and fairness between employers and employees.

We urge your ministries to work with the Association of Municipalities of Ontario (AMO) and all OMERS sponsors to chart a path forward on regulations, by-laws, and any further legislative changes. Municipalities stand ready to work collaboratively with the province to strengthen governance, enhance transparency, and protect the long-term interests of both workers and communities.

Sincerely,  
[Head of Council's Name]  
[Position], [Municipality Name]

## Template Resolution

**WHEREAS** the Ontario Municipal Employees Retirement System (OMERS) Pension Fund serves over 1,000 employers and over half a million employees and retirees from diverse groups including: municipal governments, school boards, libraries, police and fire departments, children's aid societies, and electricity distribution companies; and

**WHEREAS** the long-standing jointly-sponsored governance model with two corporate boards has provided stability, accountability, and fairness for both plan members and employers for more than two decades; and

**WHEREAS** the Government of Ontario has passed legislative changes to OMERS' governance structure through Bill 68; and

**WHEREAS** these changes would replace the current OMERS Sponsors Corporation with a new Sponsors Council that would lose its corporate status and independent resources; and

**WHEREAS** the proposed model could allow pension decisions affecting municipal employers and employees to be made without meaningful municipal oversight, increasing financial risk for municipalities and local taxpayers; and

**WHEREAS** municipalities are already under significant fiscal strain and cannot absorb additional pension costs without consequences for property taxes or local services;

**THEREFORE BE IT RESOLVED THAT** [Municipality Name] does not support the legislative changes to the *OMERS Act* contained in Bill 68 and requests that the Government of Ontario reconsider the advisability of proceeding with these changes;

**FURTHER BE IT RESOLVED THAT** the [Municipality Name] Council supports the Association of Municipalities of Ontario (AMO) in calling on the Government of Ontario to:

1. Ensure Sponsors retain full control without restrictions over their appointments to the new Sponsors Council and Administration Corporation;
2. Guarantee the Sponsors Council's independence from the plan administrator and access to resources needed to perform its duties; and
3. Limit the Minister's regulation-making authority over plan design and the Sponsors Council's internal affairs.

**BE IT FURTHER RESOLVED THAT** this resolution be circulated to:

- The Honourable Rob Flack, Minister of Housing and Municipal Affairs;
- The Honourable Peter Bethlenfalvy, Minister of Finance;
- [Local MPPs Names]; and
- The Association of Municipalities of Ontario (AMO).



**MOTION / RESOLUTION  
TREES AND TRAILS ADVISORY PANEL**

Date: January 21, 2026	Motion No. 2026 – 02
<b>Subject: Request to Council – McLean Forest Sub-Committee – Add 2025 Volunteer Progress Report to Council Agenda for Information</b>	
Moved by:	ALISON TIMUSK
Seconded by:	DAVE FRID

BE IT RESOLVED THAT THE TREES AND TRAILS ADVISORY PANEL REQUEST THAT COUNCIL RECEIVE THE MCLEAN FOREST SUB-COMMITTEE 2025 VOLUNTEER PROGRESS REPORT FOR INFORMATION.

Ayes 6 Nays 0

Carried: ✓  
Defeated: \_\_\_\_\_  
Tabled/Postponed: \_\_\_\_\_

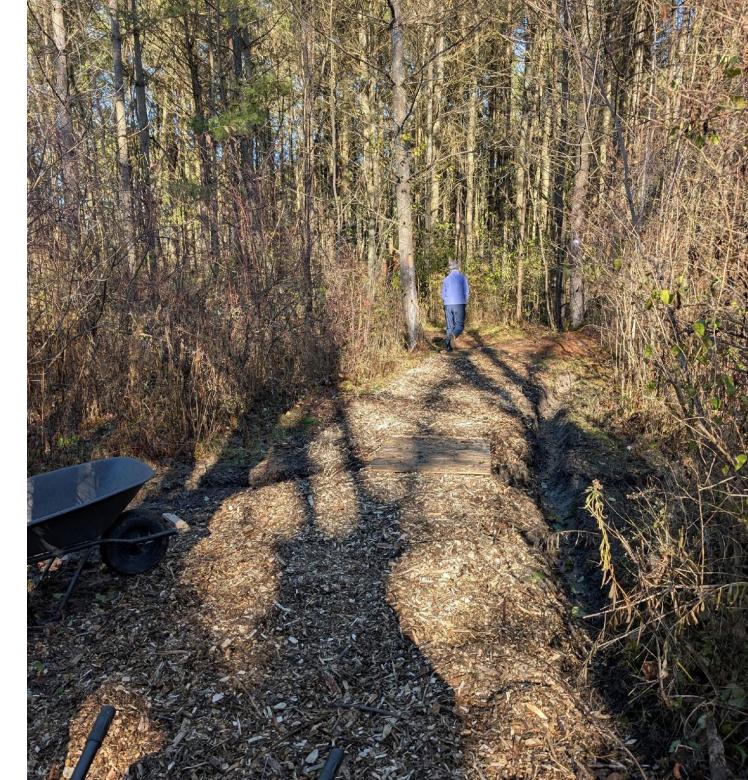


Chair

# McLean Memorial Forest

## Volunteer progress 2025

- 2 x Boot brush stations added
- Woodchips added to half of trail
- Trail to Turtle Rock established
- Improvement plan drafted
- Trenching improvements made to wet area
- Trip hazards reduced in rocky area.
- Many invasive plants managed
- Signage improved and minor repairs to bridge railings



# McLean Memorial Forest 2026

## Volunteer Ideas

- Add more woodchips to west section of trail
- Clear and add woodchips to viewpoint at Grandpas pond
- Further invasive plant clean ups (with Rotary Club)
- Add boundary and conservation signage
- Tree planting (grant dependent)
- Add first information signage

## Ideas for Town

- Add short (8ft) boardwalk over outlet from Grandpas pond
- Add bench to Turtle Rock (budget allocation dependent)
- Chip brush cleared by volunteers for Tree Planting
- Add refurbishment of Arthur St Bridge to future budget forecast



## Office of the City Clerk

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December 17, 2025

Via email: [clerk@gananoque.ca](mailto:clerk@gananoque.ca)

Penny Kelly, Clerk  
Town of Gananoque  
PO Box 100  
30 King Street East  
Gananoque, ON K7G 2T6

Dear Penny:

**Re: Kingston City Council Meeting, December 16, 2025 – Resolution Number 2026-32; Support for Prioritization and Funding of Kingston Health Sciences Centre Redevelopment Project**

---

At the regular Council meeting on December 16, 2025, Council approved Resolution Number 2026-32 with respect to Support for Prioritization and Funding of Kingston Health Sciences Centre Redevelopment Project, as follows:

**Whereas** the Kingston Health Sciences Centre (KHSC) is the largest acute care and cancer centre in Southeastern Ontario, serving more than 500,000 residents across a broad regional catchment area including Lennox & Addington, Frontenac, Hastings, Prince Edward County, Leeds & Grenville, and more; and

**Whereas** KHSC's primary hospital site Kingston General Hospital (KGH) is operating in an aged, constrained facility, with critical infrastructure that no longer meets modern health-care standards for patient safety, accessibility, and clinical innovation; and

**Whereas** the proposed KHSC redevelopment project, including a major rebuild of KGH and the Cancer Centre of Eastern Ontario, will strengthen regional access to emergency services, surgical care, maternal and pediatric care, cancer care, and specialized programs that local hospitals rely on; and

**Whereas** ensuring the Province of Ontario prioritizes and funds the KHSC rebuild will provide significant benefits to all municipalities in the region, reducing service backlogs, improving patient care, and supporting equitable health-care outcomes; and

**Whereas** the City of Kingston is continually advocating with the province for the KHSC rebuild and within our capacity helping them on land potential in the city's west end; and

**Whereas** a unified regional voice is essential to demonstrate to the provincial government the urgency and broad community support for investment in modern, resilient, and future-ready hospital infrastructure in Southeastern Ontario; and

**Whereas** the province is currently consulting Ontarians about their 2026 budget priorities and this is a time for Kingston and neighbouring communities to express their continued support for this project to have it included in their budget;

**Therefore Be It Resolved That** Kingston City Council formally requests the support of neighbouring and partner municipalities across Southeastern Ontario in advocating to the Province of Ontario for the prioritization and full funding of the Kingston Health Sciences Centre Redevelopment Project; and

**That** Kingston City Council request supporting municipalities to write a motion of support to be sent to the Honourable Doug Ford, M.P.P., Premier of Ontario, the Honourable Sylvia Jones, M.P.P., Minister of Health, the Honourable Kinga Surma, M.P.P., Minister of Infrastructure, Deborah Richardson, Deputy Minister of Health, Michelle E. DiEmanuele, Ontario Secretary of the Cabinet, Ted Hsu, M.P.P., Kingston and the Islands, John Jordan, M.P.P., Lanark-Frontenac-Kingston, Ric Bresee, M.P.P., Hastings-Lennox and Addington and Steve Clark, M.P.P., Leeds-Grenville-Thousands Islands and Rideau Lakes, urging immediate advancement of the KHSC rebuild in the provincial capital plan; and

**That** a copy of this motion be shared with the following municipal governments: Loyalist, South Frontenac, Greater Napanee, Frontenac Islands, Gananoque, Leeds & the Thousand Islands, Belleville, Quinte West, Prince Edward County, Brockville, Prescott, Smiths Falls, North Grenville and any other municipalities that rely on KHSC for specialized care.

Yours sincerely,



Derek Ochej  
Acting City Clerk  
/nb

**From:** [Christine M](#)  
**To:** [Penny Kelly](#); [Melanie Kirkby](#)  
**Subject:** GPSB item for correspondence  
**Date:** January 9, 2026 2:32:08 PM  
**Attachments:** [GPSB January 9, 2026 letter to council.pdf](#)  
[IG Decision - Gananoque.pdf](#)

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Please accept this email and the two attachments as items of correspondence for Council.  
Thank you,

--

Christine Milks  
613-532-8498  
Chair, Gananoque Police Service Board



## Gananoque Police Services Board

340 Herbert Street  
Gananoque, ON K7G 1R1  
613-382-4422

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January 9, 2026

Mayor and Council

**The Corporation of the Town of Gananoque**

30 King Street East  
Gananoque, Ontario  
K7G 1E9

Sent by email

Please be advised that the decision regarding INV 24-34, a complaint concerning Mayor John Beddows, was released on December 17, 2025. The decision is posted on the Inspectorate of Policing's website at: <https://www.iopontario.ca/en/decisions/ig-decisions/ig-decisions-concerning-2024-findings-reports/gananoque-police-service-board> and, as required by the Community Safety and Policing Act, 2019, is also posted on the website for the Gananoque Police Service Board.

<https://www.gananoquepoliceservice.com/services>

Upon the release of the decision Mayor Beddows was able to immediately resume his duties on the Gananoque Police Service Board.

Please contact me, at your convenience, should you require any further information regarding this matter.

Sincerely,

A handwritten signature in black ink that reads "Christine Milks".

Christine Milks

Chair, Gananoque Police Service Board

# **Decision Regarding Findings Report INV-24-34 Concerning the Conduct of Gananoque Police Service Board Member John Beddows**

**Decision By:**

Ryan Teschner, Inspector General of Policing

## I INTRODUCTION

[1] This decision considers an allegation that John Beddows, a member of the Gananoque Police Service Board (“GPSB”), disclosed confidential information to the public that he obtained from closed GPSB meetings. Specifically, it is alleged that Mr. Beddows released confidential information about the Gananoque Police Service (“GPS”)’s response to a gathering of the Outlaws Motorcycle Club.

[2] Ontario’s Inspectorate of Policing (“IoP”) investigated this allegation to determine whether Mr. Beddows committed misconduct under the *Code of Conduct for Police Service Board Members Regulation*, O Reg 408/23 (“Code of Conduct”), enacted under the *Community Safety and Policing Act, 2019*, SO 2019, c 1, Sch 1 (the “Act”). An IoP inspector prepared a Findings Report<sup>1</sup> which is attached to this Decision as Appendix A. Following a review, I believed that the Findings Report disclosed evidence that Mr. Beddows committed misconduct in contravention of sections 4 and 15(1) of the Code of Conduct. Mr. Beddows was provided with a copy of the Findings Report and invited to make submissions pursuant to section 124(2) of the Act.

[3] Mr. Beddows disputes having committed misconduct and advances several grounds to support his position. He submits that the information he disclosed was neither sensitive nor confidential, and that the disclosure of information was consistent with his duties as mayor. He also submits his disclosure amounted to “political speech” that is protected by section 2(b) of the *Canadian Charter of Rights and Freedoms*, Part I of the *Constitution Act, 1982*, being Schedule B to the *Canada Act 1982* (UK), 1982, c 11 (the “Charter”). Lastly, Mr. Beddows submits that the processes used during the IoP’s investigation, and my consideration of this matter, were procedurally unfair.

[4] I disagree with Mr. Beddows’ submissions. For the reasons that follow, I find Mr. Beddows violated sections 4 and 15(1) of the Code of Conduct by disclosing, without authorization of the GPSB, confidential information about a policing operation to the public. I also find the IoP’s processes were consistent with the Act and complied with the requirements for procedural fairness.

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<sup>1</sup> Section 123 of the Act requires an IoP inspector who completes an investigation of a complaint to report their findings to the Inspector General. This report is redacted to comply with the *Publication of Findings Reports and Directions under Sections 123 and 125 of the Act Regulation*, O Reg 317/24.

## II BACKGROUND

[5] Mr. Beddows is a member of the GPSB. He is also the mayor of Gananoque, and has a statutory right (but not an obligation) to sit on the GPSB by virtue of holding office as mayor.

[6] The Outlaws Motorcycle Club has a tradition of gathering in Gananoque every Friday the 13<sup>th</sup>. In 2024, the Outlaws Motorcycle Club was scheduled to meet in Gananoque on Friday, September 13, 2024 (the “Friday the 13<sup>th</sup> Gathering”). In anticipation of this, the GPSB held meetings which were closed to the public where the board discussed the GPS’s response to the upcoming gathering. These meetings included a discussion of the GPS’s operation in relation to the Friday the 13<sup>th</sup> Gathering, including how the GPS would be assisted by other police services in its response.

[7] The GPS planned to publish a news release about the Friday the 13<sup>th</sup> Gathering on September 12, 2024, one day before the gathering. The news release would include a reference to the Ontario Provincial Police (“OPP”).

[8] On September 11, 2024, before the GPS issued its news release, Mr. Beddows published statements about the Friday the 13<sup>th</sup> Gathering on his personal and mayoral Facebook accounts, and in the “Gananoque Town Hall”. Included in each of those statements was the comment that:

Our public order needs, if any, will be ably fulfilled by your Gananoque Police Service enabled by the assistance of supporting Services and Agencies.

Mr. Beddows’ statement was also published on September 11, 2024, in an article of The Recorder and Times.

[9] Mr. Beddows disclosed this information without the prior knowledge or approval of the GPSB. On the record before me, this disclosure also occurred without the prior knowledge of the GPS.

### III ISSUES

[10] There are two issues I will consider in this decision:

1. Did Mr. Beddows commit misconduct contrary to sections 4 and 15(1) of the Code of Conduct? and,
2. Do the IoP's processes comply with the requirements for procedural fairness?

### IV SUBMISSIONS OF MR. BEDDOWS

[11] Mr. Beddows does not dispute making the statements which underlie the allegation. Nor does he deny that the information he disclosed was discussed in closed GPSB meetings and that he did not obtain GPSB's authorization to disclose the information.

[12] Instead, Mr. Beddows submits that he did not commit misconduct because: (1) the information he provided in his statements was "what was already reported in prior media coverage", (2) he did not "identify specific agencies", and (3) Mr. Beddows was acting in his capacity as mayor when he released the information.

[13] Mr. Beddows also submits that the IoP's procedures did not comply with requirements for procedural fairness because: (1) the Findings Report did not contain a copy of news articles he provided an IoP inspector during his interview, (2) he did not have an opportunity to make submissions about the law, and (3) I failed to provide reasons for my interim decision that the Findings Report disclosed evidence that Mr. Beddows committed misconduct.

[14] Finally, Mr. Beddows also complained that he was subject to a direction under section 122 of the Act which required him to refrain from exercising his powers, or performing his duties, as a board member while the IoP's investigation was ongoing. This restriction was lifted on November 24, 2025. In light of this, and because this complaint is not relevant to the issue before me – that is, whether Mr. Beddows' committed misconduct and what Measure I may impose if I find he did – I will not address Mr. Beddows' submissions on this issue.

## V ANALYSIS

### ISSUE #1: Did Mr. Beddows commit misconduct contrary to sections 4 and 15(1) of the Code of Conduct?

[15] After a consideration of the facts and the applicable law, I find, on a balance of probabilities, that Mr. Beddows committed misconduct contrary to sections 4 and 15(1) of the Code of Conduct.

- a. Section 4 of the Code of Conduct requires members of a police service board to comply with the Act which prohibits the release of information obtained during closed board meetings

[16] Section 4 of the Code of Conduct states that, "A member of a police service board shall comply with the Act and the regulations made under it".

[17] The Act establishes that police service board meetings are presumptively open to the public. However, board meetings may be closed to the public in some circumstances, including where law enforcement information is to be discussed.<sup>2</sup>

[18] Where a board meeting is closed to the public, section 44(4) of the Act imposes an obligation on board members to preserve the confidentiality of all the information discussed in the meeting except in limited, statutorily-defined circumstances, or where authorized to disclose the information by way of a resolution of the board:

44(4) The members of the board or committee shall keep any matter considered in a meeting closed under subsection (2) or (3) confidential, including by keeping confidential any information obtained for the purpose of considering the confidential matter, except,

- (a) for the purpose of complying with an inspector exercising their powers or duties under this Act;
- (b) as may otherwise be required in connection with the administration of this Act, the *Special Investigations Unit Act, 2019* or the regulations made under either of them;
- (c) as may be required for a law enforcement purpose; or
- (d) where disclosure is otherwise required by law.

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<sup>2</sup> Section 44(2)(k) of the Act permits a board meeting to be closed to the public where the subject matter being considered is "information that section 8 of the *Municipal Freedom of Information and Protection of Privacy Act* would authorize a refusal to disclose if it were contained in a record". Section 8 of the *Municipal Freedom of Information and Protection Act*, RSO 1990, c M.56 authorizes an institution to refuse to disclose statutorily-defined law enforcement information, including information whose release would interfere with a law enforcement matter, reveal law enforcement intelligence respecting organizations or hamper the control of crime.

(5) Despite subsection (4), a police service board may, by resolution, disclose or authorize a board member to disclose any matter considered in a meeting closed under subsection (2) or (3), which may include disclosing information obtained for the purpose of considering the confidential matter.

[19] It is not disputed that Mr. Beddows attended a closed meeting of the GPSB where he obtained information that the GPS would be working with external police services in their policing response to the Friday the 13<sup>th</sup> Gathering. Despite his obligation as a board member to preserve the confidentiality of this information, Mr. Beddows released this information to the public several times, in different media outlets and in public social media posts.

[20] Mr. Beddows was not authorized to make the statements by the GPSB, and none of the exceptions enumerated in section 44(4) of the Act, which otherwise would permit the release of this information, apply in these circumstances.

b. Section 15 of the Code of Conduct prohibits members of a police service board from releasing information obtained in the course of their duties without prior authorization from the board

[21] Section 15 of the Code of Conduct similarly imposes an obligation on board members to preserve the confidentiality of information obtained in the course of their duties, except where authorized to disclose the information by the board or as required by law, or where the information was already made public by an authorized person:

- 15 (1) A member of a police service board shall not disclose to the public information obtained or made available in the course of the member's duties except as authorized by the police service board or as required by law.
- (2) Subsection (1) does not apply to information that was already made available to the public by a person who was authorized to do so prior to the member's disclosure.

[22] Mr. Beddows clearly obtained information about the GPS's policing response to the Friday the 13<sup>th</sup> Gathering in the course of his duties as a board member. As I will discuss below, it was in that capacity that he attended GPSB meetings. Mr. Beddows was not authorized by the GPSB to release this information, and no authorized person had released the information pertaining to the 2024 Friday the 13<sup>th</sup> Gathering prior to him making the public statements.

c. Previous media releases about the Friday the 13<sup>th</sup> gatherings of the Outlaws Motorcycle Club in Gananoque are not relevant to the finding of misconduct

[23] Mr. Beddows submits that he did not disclose information beyond what had already been previously reported in the media in past years. To substantiate this, he provided the IoP with several news articles.

[24] The prior media coverage that Mr. Beddows refers to dates back to 2023 and relates to Friday the 13th events in a previous year – not the event in 2024 that was the subject of the complaint that led to this Decision.

[25] What the media covered in previous years is not relevant. What is relevant is what information Mr. Beddows obtained in closed meetings of the GPSB and whether he disclosed any of that information in a non-closed setting. On Mr. Beddows' own admissions during this inspection, he did.

[26] Even if I found the news articles Mr. Beddows provided the IoP contained the same information that he released publicly - which I do not - this would not be the end of the inquiry. The media can obtain information that is not meant for the public through a variety of means, and board members cannot disclose or confirm confidential information simply because it is publicly available or the media gained access to it somehow. As stated in section 15(2) of the Code of Conduct, board members are only permitted to disclose confidential information that is already publicly available where that information was made public by an authorized person. That did not occur here.

d. Board members are not permitted to disregard their confidentiality obligations because they personally view information as non-sensitive

[27] Mr. Beddows seems to define the confidential information at issue as the names or identities of the specific agencies that were assisting the GPS with their response to the Friday the 13th Gathering, but that is not an accurate definition of the confidential information at issue. Rather, the very fact that the GPS was cooperating and relying on assistance of other police services – whichever ones they were – is itself material information related to the conduct of a specific policing operation that was provided in a confidential setting due to its nature and sensitivity.

[28] Releasing that information to the public was not the role of Mr. Beddows. The release of that information was something planned and coordinated between the GPS and the assisting police services, specifically, the OPP. There could be many reasons why the timing of the release of this kind of information is important and delicate. Regardless, the information that any assistance was being provided to the GPS for law enforcement for this specific policing operation was confidential. It is not for a board member to redefine the parameters of what is confidential after the fact.

e. A board member's status as mayor does not justify or excuse the release of confidential information

[29] In his interview with the IoP inspector and later in his submissions to me, Mr. Beddows asserted that he made the information public in his capacity as mayor, and not in his capacity as a member of the GPSB. He stated that he had the statutory ability – in fact, suggested a duty – to make information about public safety known as part of his role as mayor. He further characterized this information as “political speech” protected by section 2(b) of the *Charter*. I do not agree with Mr. Beddows’ submissions on these points, and will provide my reasons below.

i. *Mr. Beddows obtained the information in his capacity as board member and was obliged to comply with the Code of Conduct*

[30] While I understand Mr. Beddows’ position that, as mayor, he feels it important to communicate certain public safety information to his constituents, the facts of this case make this position about potential role confusion – or, as it has sometimes been called, the “two hats” issue<sup>3</sup> – easier to dispense with.

[31] Mr. Beddows received confidential information from the GPS at a closed GPSB meeting in his capacity as a board member. He did not receive this information in another forum or in his role as mayor. Put another way, but for his attendance at the GPSB meeting and receiving the confidential information there, he would not have had it.

[32] I understand that Mr. Beddows takes the view that the social media posts and media article he wrote were done in his capacity as mayor, and not as a board member representing the views of the GPSB. I do not agree with this. Once again, Mr. Beddows received the confidential information only through his role on the GPSB and, as GPSB member, was required to abide by the duty of confidentiality in the Act and Code of Conduct.

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<sup>3</sup> The “two hats” metaphor was first reported in the Ontario Civilian Police Commission (“OCPC”) decision in *Bennett (Re)*, 2014 ONCPC 2504 (*Bennett*). There, Peterborough mayor Daryl Bennett, who was also a police service board member, claimed that he wore the hat of a police service board member at the same time as he wore the hat of the mayor. Moreover, Bennett argued that “the mayor’s ‘hat sits on top’ of all other hats”. In its decision, the OCPC soundly rejected this position, which ignored the additional legal duties imposed on police service board members by the legislation that could not be avoided, even by a mayor. Media stories reporting on a subsequent appeal of the decision indicate that the OCPC and mayor entered into some manner of settlement wherein OCPC revisited its decision ([Global News: Peterborough Mayor Daryl Bennett returns to police services board after 5-year hiatus](#)). I have, however, been unable to secure a copy of this settlement or any endorsement by the Divisional Court. Nonetheless, I remain persuaded by and adopt the original OCPC reasoning in respect of the ‘two hats’ metaphor.

[33] When Mr. Beddows sits around the table as a board member, he has specific statutory duties, responsibilities, and obligations as a board member. He is not sitting around that table as mayor, and while this may, at times, be challenging to reconcile, it is possible, and it was not difficult here. Mr. Beddows simply made a unilateral decision to prefer one role he occupies over another. This unilateral decision is not and cannot become a licence for Mr. Beddows, or other police service board members who occupy dual roles, to disregard their confidentiality obligations.

[34] Every board member must abide by the duty of confidentiality, even where they are a board member by virtue of their statutory office as mayor (or municipal councillor, in other cases). A board member that is also a mayor cannot self-determine to wipe aside the duty of confidentiality when they wish to communicate confidential information in another forum or in their capacity as mayor. Said another way, putting the title “Mayor” on a social media post or published editorial does not erase the misconduct that occurs when that person is a board member and has released confidential information without explicit authorization of the police service board. The harm to public safety that could be caused by permitting such an approach is clear and must be avoided.

ii. *The duties of a mayor and a board member are distinct and reconcilable*

[35] In Ontario’s police governance system, the statutory obligations of a police service board member do not take a back seat to the responsibilities of municipal elected office, whether it is the role of mayor or councillor. This principle is foundational and must be understood by all board members who also serve in elected municipal office.

[36] The misconception at the core of Mr. Beddows’ submissions to me is that his mayoral duties override his police service board obligations, including confidentiality obligations. This is both wrong and troubling. These roles are distinct, and their coexistence is baked into law. Mr. Beddows’ misconception is not only inconsistent with Ontario’s statutory realities, but also principles of modern police governance that have been affirmed by a long line of learned judges in public inquiries, independent reviews and other oversight processes (Paul S. Rouleau, *Report of the Public Inquiry into the 2022 Public Order Emergency* (2023); Gloria J. Epstein, *Missing and Missed: Report of The Independent Civilian Review into Missing Person Investigations* (Toronto: 2021); Murray Sinclair, *Interim Report of the Honourable Murray Sinclair submitted to the Executive Chair, Ontario Civilian Police Commission* (2017); John W. Morden, *Independent Civilian Review into Matters Relating to the G20 Summit* (Toronto: 2012) (the “Morden Report”)).

[37] There is no hierarchy of duties to wrestle with, and one statutory role (mayor) does not override the other (board member). I see nothing in section 225 of the *Municipal Act, 2001*, SO 2001 c 25 (“*Municipal Act*”) – which outlines the six components of the “role of head of council” (i.e. mayor) – nor in Part VI.1 of the *Municipal Act* – that catalogues the “special powers and duties of the head of council” – that conflicts with any of a board member’s statutory duties under the Act or Code of Conduct, including the duty to maintain confidentiality over board information.

[38] Nor do these *Municipal Act* responsibilities assign the duty to ensure adequate and effective policing to a mayor. That duty lies exclusively with police service boards. Mr. Beddows argues that, as mayor, he is responsible to “ensure public order to support … confidence in our security services, full stop.” While a mayor is within their rights to speak on public safety matters, mayors do not hold operational or governance authority over policing. Rather, the specific statutory responsibility to ensure adequate and effective policing resides with police service boards. Section 10 of the Act is unequivocal:

10 (1) The police service boards and the Commissioner shall ensure adequate and effective policing is provided in the area for which they have policing responsibility in accordance with the needs of the population in the area and having regard for the diversity of the population in the area.

[39] Mr. Beddows also submits that section 226.1 of the *Municipal Act* requires him to promote the public’s involvement in the municipality’s activities and to ensure community well-being. However, these duties do not authorize the disclosure of confidential board information. Having the general statutory responsibility to promote public involvement in the municipality’s activities and ensure community well-being is not a licence to release confidential information obtained as a police service board member. If Mr. Beddows believed disclosure was necessary, he could have sought the authorization of the GPSB, as permitted by section 15(2) of the Code of Conduct. He did not do so. Acting unilaterally breached his obligations.

[40] Again, I do not see any conflict between Mr. Beddows’ role as a board member, and his role as mayor. Confidential information obtained as a board member must remain confidential. If, as a result of his role as mayor, Mr. Beddows wanted to obtain and use this information, he should have taken appropriate steps. He could have requested a briefing as mayor, and could have engaged the GPS in a discussion about what, if any, information concerning the Friday the 13<sup>th</sup> Gathering he could release publicly in his capacity as mayor.

[41] Mr. Beddows submissions amount to an assertion that his role as mayor exempts him from the Code of Conduct. I certainly do not agree. I have not disregarded, as the submissions assert, the “interplay between Mr. Beddows’ dual roles as mayor

and a Police Service Board member". Once again, these two worlds can coexist, and any "interplay" does not create a licence for a mayor (or councillor) that sits on a police service board to violate their legal confidentiality obligations.

[42] Mr. Beddows also suggests that the moment he decided to occupy his seat on the GPSB, the GPSB somehow consented to him possessing a "dual role" as a board member and as mayor, and that this constitutes permission for him to release confidential information obtained as a board member if he determines it is necessary in his capacity as mayor. Far from being a legitimate defence to this misconduct, this submission ignores the statutory reality that a mayor is the sole decider of whether to occupy their seat on a police service board. The board itself has no ability to accept or refuse a mayor taking their seat. Suggesting that by virtue of a mayor taking their legally entitled seat, the board consents to whatever they choose to do in their capacity as mayor – even where they violate their obligations as a board member – is untenable. On the contrary: once a mayor (or councillor) makes the choice to sit as a member of the police service board, compliance with the Act and the Code of Conduct is mandatory.

[43] In short, the role as mayor (or councillor) and police service board member can coexist. What they require is discipline: board members must uphold confidentiality and other statutory duties. Being a mayor (or councillor) does not create an 'escape hatch' from the Code of Conduct.

iii. *The requirement for board members to keep information confidential is consistent with the Charter*

[44] Mr. Beddows also submits that his release of confidential information about a specific policing operation was "political speech" that is protected by virtue of his statutory office as mayor of Gananoque. I reject this characterization.

[45] Mr. Beddows' disclosure of confidential information is a violation of the Code of Conduct that is not saved by section 2(b) of the *Charter*. The law is clear: one's *Charter* right to freedom of expression can be reasonably limited by confidentiality obligations attached to certain officials, office-holders and regulated professions. That is the case here.

[46] Section 2(b) of the *Charter* guarantees that, "Everyone has the following fundamental freedoms ... freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication." This *Charter* right protects political speech.

[47] Section 1 of the *Charter* further clarifies that certain *Charter* rights and freedoms – including freedom of expression under section 2(b) of the *Charter* – may be subject to reasonable limits:

1. The *Canadian Charter of Rights and Freedoms* guarantees the rights and freedoms set out in it subject only to such reasonable limits prescribed by law as can be demonstrably justified in a free and democratic society.

[48] Courts have recognized the particular importance of elected officials' speech to democratic debate. L'Heureux-Dubé and Lebel JJ, in *Prud'homme v Prud'homme*, 2002 SCC 85, at para 42, succinctly described the reasons for this:

Elected municipal officials are, in a way, conduits for the voices of their constituents: they convey their grievances to municipal government and they also inform them about the state of that government (Gaudreault-Desbiens, *supra*, at p. 486). Their right to speak cannot be limited without negative impact on the vitality of municipal democracy, as

Professor P. Trudel noted in an article entitled "Poursuites en diffamation et censure des débats publics. Quand la participation aux débats démocratiques nous conduit en cour" (1998), 5 B.D.M. 18, at p. 18:

[translation] Municipal democracy is based on confrontation between views and on open, and sometimes vigorous and passionate, debate. Discussion about controversial subjects can occur only in an atmosphere of liberty. If the rules governing the conduct of such debates are applied in such a way as to cause the people who participate in them to fear that they will be hauled before the courts for the slightest breach, the probability that they will choose to withdraw from public life will increase.

[49] However, courts have also recognized that the *Charter* guarantee to freedom of expression is not absolute – even for elected officials. In *Purd'homme*, the Supreme Court of Canada held that defamation law can limit elected officials' freedom of expression. Similarly in *Buck v Morris*, 2015 ONSC 5632, Edwards J held that a municipal Code of Conduct was a reasonable limit on an elected town councillor's freedom of expression:

The right to freedom of speech in our society is not an absolute right. While freedom of speech is a cherished right in a free and democratic society, there are reasonable limitations. The Town of Aurora, like many towns and cities in the Province of Ontario, has a Code of Conduct that purports to codify parameters of reasonable conduct for elected Town officials. One of the provisions in the Town Code is a requirement that elected officials refrain from publicly criticizing Town staff. The reason for this limitation is obvious. Employees of the Town of Aurora are like federal and provincial civil servants. They have no ability to respond to public criticisms made of them in a public forum.

[50] The same principle applies here. Board members' duty of confidentiality is a reasonable and necessary limit on expression. It ensures relevant information – including about sensitive police operations – can be provided to board members by the chief of police so the board can make informed governance and oversight decisions, and ultimately, fulfil their core legal duty to ensure adequate and effective policing.<sup>4</sup>

[51] This “information exchange”, as the Honourable John W. Morden titled it in his report, is essential to the proper functioning of the relationship between police boards and chiefs of police (Morden Report at p. 85, 87):

[T]he nature of how a police service functions will usually involve the chief of police coming into possession of information that the police board not only does not have, but does not necessarily know exists at all. As a result, it is essential to ensure a mechanism exists for the flow of relevant information between these parties. In the interactions between a police board and chief of police, an *information exchange* must exist that will encourage the sharing of more information, including operational information ..., discussing and debating varying policy approaches, and defining the objectives of both the operation and the applicable policy framework surrounding it.

... An information exchange ... will help to ensure that an ongoing evaluation of the policing approach to a particular set of circumstances can occur and appropriate adjustments can be made to maximize the effectiveness of the overall policing approach in those circumstances.

[52] Judge Morden also specifically acknowledged that this “information exchange” sometimes involves sensitive information and, where this occurs, recommended that boards rely on legislative tools to preserve confidentiality (Morden Report at p. 7):

... Where sensitive law enforcement matters are concerned, the Board should resort to the appropriate statutory measures to maintain confidentiality of information where appropriate.

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<sup>4</sup> In *Bennett*, the mayor of Peterborough also argued that Code of Conduct requirements which restricted the speech of police service board members violated his right to freedom of expression as an elected office holder. In rejecting this, the (now dissolved) Ontario Civilian Police Commission (“OCPC”) held that the restriction was justifiable under section 1 of the *Charter* given “the importance of public confidence in policing as well as confidentiality and security concerns related to the position of a [police service board] member.” The OCPC further noted that the scope of the restriction was minimal and directly connected to the obligations of board members, which is a voluntary role that no one is forced to occupy (*Bennett* at paras 43-44, 49). As indicated in footnote 3, there are media reports that the OCPC later revisited this decision. Nevertheless, I find the OCPC’s reasoning persuasive as it relates to reasonable limits on a board member’s expression and adopt it for the purposes of this decision.

[53] The provision of confidential information by a chief of police to a board ensures that board members are aware of police operations or other sensitive matters (e.g. human resource or litigation matters). This information is crucial for boards to have when making its governance decisions. Without this information, board members may not be aware of matters over which they have jurisdiction, and a board may then fail to fulfill its statutory governance and oversight responsibilities.

[54] The flow of this sensitive information necessarily requires board members to keep the information about day-to-day operations and the administration of the police service that they receive confidential. That is why this requirement of confidentiality is explicitly codified in both the Act broadly, and in the Code of Conduct applicable to each individual Ontario police service board member. Without confidentiality obligations, the “information exchange” would collapse.

[55] Taken to its conclusion, Mr. Beddows’ position on this issue would enable him, and any other mayor or municipal council member that sits on a police service board in the province, to decide, on their own, that confidential information they obtain around the police service board table can be used by them in another forum owing to the fact that they have another role where they deem that information useful. Permitting this downgrading of the board member duty of confidentiality could not only compromise the confidential and sensitive nature of law-enforcement information that board members are entitled to and should obtain, but could also lead to a chilling effect. Chiefs of police would understandably be more reluctant to provide information that boards do need, because they would be concerned about it making its way into the public domain. Far from advancing the interests of public safety, this type of situation would impair public safety.

[56] Confidentiality obligations in this context are comparable to those binding other professionals, such as lawyers and doctors, whose expression is sometimes limited to preserve trust and enable the free-flow of sensitive information necessary for that professional to do their job (*McInerney v MacDonald*, [1992] 2 S.C.R. 138 at 16; *R v McClure*, 2001 SCC 14 at paras 31-33).

[57] The board member confidentiality requirement that applies to Mr. Beddows is proportionate and minimally impairing. It applies to information that is obtained in a board member’s official capacity, and is directly connected to the legislative objective of maintaining effective police governance in Ontario – in this case, the proper functioning of the GPS and GPSB. Accordingly, I find that Mr. Beddows’ reliance on section 2(b) of the Charter does not shield his conduct from scrutiny, or, from my determination that he misconducted himself.

## **ISSUE #2 The Inspectorate of Policing's processes were procedurally fair**

[58] I will now address Mr. Beddows' submissions that the processes used by the IoP did not comply with the requirements for procedural fairness.

i. *The Findings Report is not required to contain irrelevant evidence*

[59] In his submissions, Mr. Beddows argued that the IoP's process was fundamentally flawed because the Findings Report, upon which my decision is based, did not contain a copy of news articles gathered during the investigation. These news articles were provided by Mr. Beddows to the IoP during his initial interview and Mr. Beddows submits that their absence in the Findings Report is "highly prejudicial" because they contain information about the policing operations used in a previous year.

[60] As indicated above, these news articles do not relate to the Friday the 13<sup>th</sup> Gathering in 2024, but instead pertain to the policing of this event in the past. I do not agree that the absence from the Findings Report of media articles that predate the events that were the subject of this complaint and investigation/inspection is "highly prejudicial," or prejudicial at all. These articles were not relevant to the matter that was the subject of this inspection.

[61] Mr. Beddows submits that the "Inspector General's decision appears to rely solely on [the Findings Report] without considering all relevant evidence." This is tantamount to suggesting the Inspector General is required to 'redo' the inspection already conducted. The decision-making process of the Inspector General is not a redo of the inspection already carried out by the appointed inspector – rather, the Act makes clear in section 123 that after an inspection is complete, the inspector provides their "findings" to the Inspector General:

123 (1) An inspector who completes an inspection under this Part shall report his or her findings to the Inspector General.

[62] "Findings" are the inspector's summary of all relevant evidence and factual conclusions based on that evidence as it relates to the matter to be determined. "Findings" are not akin to the inspector dumping the entire investigative file on the Inspector General's desk and leaving the Inspector General to sift and determine what is relevant versus what is not. The way an inspector provides their "findings" to the Inspector General is through a Findings Report, which includes all factual information relevant to the issue to be determined – here, whether Mr. Beddows committed misconduct by breaching the requirement for confidentiality.

[63] In addition, only relevant information need be included in the Findings Report, and the Act makes clear that the Findings Report – and the board member's submissions, where applicable – is the sole basis upon which the Inspector General makes their decision. Of course, inspectors have discretion to include or not include certain information, and if relevant information was not included or considered in the Findings Report, there would be a basis for an argument that the Inspector General did not consider all relevant information in making their decision. Here, Mr. Beddows had full opportunity to and did participate in the investigation, with the ability to put forward his position and identify any relevant information. However, the information that is now being identified as important is actually not relevant to the matter I must decide.

ii. *Board members have an opportunity to make submissions on law before a finding of misconduct*

[64] In addition, Mr. Beddows submits that he had no opportunity to make submissions on the law related to misconduct before he was provided with a copy of the Findings Report and invited to make submissions. He complains this renders the process unfair.

[65] The Act sets out the process for inspections/investigations on board member conduct matters, and the process for the Inspector General to make the ultimate decision on whether misconduct has occurred:

- 124 (1) If, in the opinion of the Inspector General, the [Findings Report] discloses evidence that a member of a board has committed misconduct, the Inspector General may,
  - (a) reprimand the member of the board;
  - (b) suspend the member of the board for a specified period or until the member has complied with specified conditions; or
  - (c) remove the member from the board.
- (2) Before exercising a power under subsection (1), the Inspector General shall provide written notice of the proposed measures to the member and to his or her board and provide the member an opportunity to respond orally or in writing, as the Inspector General may determine.
- (3) After considering the response, if any, the Inspector General may implement the proposed measures, impose a lesser measure or rescind his or her intention to implement them.

[66] Section 124(2) of the Act establishes the timing for when a board member is invited to make submissions: before the Inspector General imposes a measure under section 124(1) of the Act, which necessarily is after the Inspector General reviews the Findings Report and forms the preliminary opinion that the board member committed misconduct.

[67] As a process prescribed by the Act, it is only after the Inspector General considers the Findings Report and the submissions of the board member (including with respect to relevant submissions on legal interpretation) that an actual 'Decision' is made and then rendered. Therefore, the process is designed to allow a board member – and Mr. Beddows in this case – to have the very opportunity he is alleging does not exist.

[68] In addition to submissions to me before I make my Decision, Mr. Beddows was also provided an opportunity to give a statement to an IoP inspector during the investigation. Therefore, Mr. Beddows had every opportunity to put forward any "submissions on law" during the inspection itself, and, of course, there is every opportunity for Mr. Beddows to do so in the submissions he has provided to me following my review of the Findings Report. In fact, he has done so.

iii. *The Inspector General is only required to provide reasons for their final decision*

[69] Finally, Mr. Beddows submits that the IoP violated the requirements for procedural fairness because he was not provided with the reasons for the Inspector General's preliminary opinion that the Findings Report contained evidence of misconduct.

[70] While common law requirements for procedural fairness will sometimes require reasons for a decision, reasons are not required for all administrative decisions, particularly preliminary decisions that do not provide a final determination of rights and instead concern procedural matters (*Canada (Minister of Citizenship and Immigration v Vavilov*, 2019 SCC 65 at para 77; *R.N.L. Investments v British Columbia (Agricultural Land Commission)*, 2021 BCCA 67 at paras 64-65).

[71] The initial determination – "the opinion of the Inspector General, [that] the [Findings Report] discloses evidence that a member of a board has committed misconduct – was procedural in nature, and, by itself, had no impact on Mr. Beddows other than triggering the statutory right for him to provide submissions. It is not comparable to a final determination of rights, such as the one I make in this Decision.

[72] It is also not accurate to state that my interim decision is all that Mr. Beddows was provided when he was invited to make submissions. Section 124(2) of the Act only requires that the Inspector General provide the board member with “written notice of the proposed measure” – but, Mr. Beddows was provided with more information than this even at that stage. He was provided the Findings Report, which was the complete material before me when I made my interim decision. In addition, Mr. Beddows was provided a copy of the provisions under the Act and Code of Conduct which were under my consideration when I made my interim decision.

## VI CONCLUSION

[73] I find that Mr. Beddows committed misconduct in contravention of sections 4 and 15(1) of the Code of Conduct when he publicly released confidential information that he obtained at a meeting of the GPSB that was closed to the public. In addition, I find the IoP’s processes comply with requirements for procedural fairness.

## VII MEASURE IMPOSED

[74] The requirement for board members to keep certain matters confidential is critical to maintain the information exchange between chiefs of police and police service boards that is essential for boards to fulfil their statutory governance function.

[75] In light of the importance of this confidentiality and based on the facts of this case, I would have imposed a suspension on Mr. Beddows under section 124(1)(b) of the Act for a breach of the Act and the Code of Conduct. However, at the outset of this investigation on December 5, 2024, Mr. Beddows was directed by the Deputy Inspector General of Policing to decline to exercise his powers and perform his duties as a member of the GPSB while the investigation was ongoing (pursuant to section 122 of the Act). Having considered that Mr. Beddows has effectively served a substantial period of suspension already, I am exercising my discretion to not impose a measure despite the finding of misconduct.

**Date:** December 17, 2025

*Original Signed By*

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**Ryan Teschner**  
*Inspector General of Policing*

# FINDINGS REPORT

Gananoque Police Service Board Member:  
John Beddows

**Section 106(1) Board Member  
Conduct Investigation  
(INV-24-34)**

**Submitted to:**  
Ryan Teschner  
Inspector General of Policing of  
Ontario

September 2, 2025

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## **ABOUT THE INSPECTOR GENERAL OF POLICING AND THE INSPECTORATE OF POLICING**

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The Inspector General of Policing drives improved performance and accountability in policing and police governance by overseeing the delivery of adequate and effective policing across Ontario. The Inspector General ensures compliance with the province's policing legislation and standards, and has the authority to issue progressive, risk-based and binding directions and measures to protect public safety. Ontario's Community Safety and Policing Act embeds protections to ensure the Inspector General's statutory duty is delivered independently from government.

The Inspector General of Policing leads the Inspectorate of Policing (IoP). The IoP provides operational support to inspect, investigate, monitor, and advise Ontario's police services, boards and special constable employers. By leveraging independent research and data intelligence, the IoP promotes leading practices and identifies areas for improvement, ensuring that high-quality policing and police governance is delivered to make everyone in Ontario safer.

In March 2023, Ryan Teschner was appointed as Ontario's first Inspector General of Policing with duties and authorities under the Community Safety and Policing Act. Mr. Teschner is a recognized expert in public administration, policing and police governance.

For more information about the Inspector General of Policing or the IoP, please visit [www.iopontario.ca](http://www.iopontario.ca).

## INTRODUCTION

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This is a report to the Inspector General of Policing by an inspector appointed by the Inspector General, who has completed an investigation under Part VII of the [Community Safety and Policing Act, 2019](#) (CSPA).

## OVERVIEW OF INVESTIGATION

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### **The Complaint**

The Inspector General of Policing received a complaint alleging that Mr. John Beddows – a member of the Gananoque Police Service Board (GPSB) and mayor of the Town of Gananoque – posted confidential information gained from a closed police service board meeting on the social media platform Facebook, as well as providing several media outlets with the same information.

The complainant alleged that the social media post and media articles contained information provided to the police service board by the police command staff during the closed sessions of the board held in the lead up to the event on September 13, 2024. The information included facts about Gananoque Police Service (GPS) operations and revealed the assistance of additional police agencies in policing the anticipated arrival of an outlaw motorcycle gang on Friday, September 13, 2024. The complainant claimed that this information was provided to the public prior to the scheduled police press release to be held September 12, 2024, a day before the event.

### **Interim Suspension of Subject Board Member**

Upon review of the complaint, the Deputy Inspector General directed that, effective December 5, 2024, John Beddows decline to exercise his powers or perform his duties as a board member of the GPSB pursuant to subsection 122(1) of the CSPA. The interim suspension remains in effect until further notice.

## **The Subject Police Service Board Member**

**Name of Police Service Board:** Gananoque Police Service Board

**Subject Board Member:** John Beddows

**Length of Service (Term):** Appointed 2022 - 2026

**Previous Terms on Police Service Board:** None

**Specific Role Held on Police Service Board:** Board Member

**Previous Substantiated Misconduct:** None

## **Applicable Legislative and Regulatory Provisions**

[Section 35\(6\)](#) of the CSPA provides that every member of a police service board shall comply with the prescribed code of conduct.

[Section 44 \(4\)](#) of the CSPA provides that: The members of the board or committee shall keep any matter considered in a meeting closed under subsection (2) or (3) confidential, including by keeping confidential any information obtained for the purpose of considering the confidential matter, except,

- (a) for the purpose of complying with an inspector exercising their powers or duties under this Act;
- (b) as may otherwise be required in connection with the administration of this Act, the *Special Investigations Unit Act, 2019* or the regulations made under either of them;
- (c) as may be required for a law enforcement purpose; or
- (d) where disclosure is otherwise required by law.

[Ontario Regulation 408/23: Code of Conduct for Police Service Board Members](#) was reviewed having regard to the allegations made in the complaint and the following sections were deemed to be relevant:

- a) Section 3(1) - A member of a police service board shall not conduct themselves in a manner that undermines or is likely to undermine the public's trust in the police service board or the police service maintained by the board; and

- b) Section 6 - A member of a police service board shall comply with any rules, procedures, and by-laws of the police service board; and
- c) Section 12 - A member of a police service board shall not purport to speak on behalf of the police service board unless authorized by the board to do so; and
- d) Section 15(1) - A member of a police service board shall not disclose to the public information obtained or made available in the course of the member's duties except as authorized by the police service board or as required by law.

## **SUMMARY OF THE INVESTIGATION CONDUCTED**

As part of the investigation process, interviews were conducted with the complainant, the subject board member, John Beddows of the GPSB, and a witness. Additionally, open-source material forming the basis of the complaint was gathered and reviewed, along with material provided by the subject board member during his interview.

### **Complainant Interview**

An interview was conducted with the complainant.

The complainant explained that since 2018, the Town of Gananoque has been the location where a motorcycle club and affiliates meet every Friday the 13<sup>th</sup>. The complainant met with the GPSB prior to the event to notify them of the event and discuss the type of temporary assistance that the Gananoque Police Service (GPS) might need to ensure "adequate and effective policing." The complainant reported that the temporary assistance information was discussed during the closed sessions of the board leading up to the event on September 13, 2024.

The complainant indicated that the GPS and the Ontario Provincial Police (OPP) scheduled a media release on September 12, 2024, regarding the "Friday 13th event." On September 11, 2024, the GPS started receiving numerous requests from the media to provide a statement regarding the "Friday 13th event." According to the complainant, the subject board member instead took it upon himself to contact media outlets and respond to media inquiries, as well as make a post about the event on Facebook. The complainant stated that the subject board member put the GPS in disarray by his actions.

The complainant confirmed that the information shared by the subject board member was accurate, but that the GPS was not ready to deal with the untimely release of the information prior to the September 12, 2024 press release. Moreover, the revelation by the complainant that the GPS would receive the “assistance of supporting Services and Agencies” was confidential information, which predictably prompted media representatives to ask what agencies would be coming to assist.

The premature release of information by the subject board member did not tarnish their relationship with other police services; however, the complainant indicated that he had to inform the other police services that information was shared prematurely with the media and on a social media platform. The complainant reported no operational changes were needed as a result of the media release by the subject board member.

Following the event, the complainant contacted the media to understand how they became aware of specific information. He learned, for example, that it was the subject board member that had reached out to Global News. The complainant subsequently reported the subject board member’s conduct to the GPSB chair with a letter setting out his concerns.

The complainant explained that all CSPA requests for temporary assistance are addressed via closed sessions at the GPSB’s meetings. Some information discussed during the closed sessions is later released by the GPS media office. Other information is never released due to intelligence and security requirements.

### **Witness Interview**

An interview was conducted with the witness.

The witness indicated that she spoke with the complainant on September 25, 2024, who informed her he was forwarding a complaint about board member John Beddows. The witness saw John Beddows’ social media post before the “Friday the 13<sup>th</sup>” event and she was “surprised by it.” She did not initially think the post contravened the GPSB by-laws but encouraged the complainant to file a complaint with the IoP. After speaking with him, the witness understood the impact that the social media post and media articles had on the police service staff. She understood that the police service received several media requests after the release of John Beddows’ social media post and media release, and that the police service staff had not been prepared to deal with media that day.

The witness indicated that she was unaware of the GPS plan regarding the “Friday the 13<sup>th</sup>” event as that was an operational issue, but she knew that a media release was already scheduled by the two police services.

The witness reported that the only part of the social media post that contained confidential meeting information related to the participation of “other agencies/police services” assisting the GPS. Once she was aware of the social media post and media articles, she did not do anything with the information since the following day was Friday the 13th. She explained, “It didn’t seem like a big crisis, so I did nothing.”

The witness noted that the Code of Conduct requires that any board announcements are done through the Chair and confirmed that John Beddows did not identify himself as a board member when speaking with the media or on his social media post – she believed that the subject board member was speaking in his capacity as mayor.

Furthermore, she indicated that although the board by-laws were not technically followed, “John’s posts were vague, and he didn’t provide details of who was providing us assistance.” She added, “I think the legislation is pretty clear and well covered. It is also covered by policy, procedure, and training.” Her only problem with the post was that it was made prior to the event.

### **Subject Police Service Board Member Interview**

An interview was conducted with the subject board member, John Beddows.

The subject board member has been a board member on the GPSB since 2022. He confirmed that he has completed all the required training as per the CSPA. To his knowledge, he has never previously been investigated by the Ontario Civilian Police Commission or his board.

The subject board member explained that he has made comments in the past with the same content in his role as the mayor of Gananoque. The subject board member felt that the arrival of the Outlaws motorcycle gang was public knowledge as they come to Gananoque every “Friday the 13<sup>th</sup>.” He said, “there is no surprise there. This information is already in the public domain.” John Beddows mentioned that he was not breaching confidentiality as this was “public domain” information and that public safety was part of the mayor’s role that required him to communicate on behalf of the community.

The subject board member stated that it had become an accepted practice to be interviewed by the Global News and “I got before the curve.” He also confirmed his social media posts were made and posted on September 11, 2024. He gave the media interviews on the days they were requested, “whenever they requested them.”

The subject board member saw his Facebook posts and the media interviews as part of his role as the mayor of Gananoque. He believed it was his job “to ensure public order and to support confidence in our security services, full stop. To also remind the public that there would be a lot of motorcycles on the street.”

He explained that he was not familiar with GPSB by-laws, rules and procedures regarding media release and public communication. He noted, however, that if he had seen them, he did not remember. He stated, “I’m stated on record that the mayor’s responsibility is to communicate to the town... it is in writing in stone in the Municipal Act. I am the spoken man for the town and therefore I have a role and responsibility to communicate from the municipality.” The subject board member believes that he has roles in the CSPA and the Municipal Act, and that he fulfills both roles. He saw the roles of board member and mayor as inseparable. Furthermore, he stated that it was not hard to navigate both of his roles. He stated, “I don’t see myself in breach of confidence here.”

The subject board member further explained that prior to being the mayor of Gananoque he was in the military as an intelligence officer. He understood confidentiality, as he wrote the doctrine for it. John Beddows reported that closed meeting information would not be discussed at GPSB if it were a council meeting and vice versa. He said, “they are compartmentalized.”

The subject board member took the position that the posts and articles were issued in his role as a mayor and not as a board member. He explained that if the GPSB did ask him to speak on their behalf, then he would but, “I do not speak on behalf of the board. I speak for the Town.” The subject board member believed that the GPSB could release sensitive information at its discretion.

He indicated that there was no confidential information shared on the social media post nor with the media. John Beddows explained his understanding of the Code of Conduct for board members by indicating that, “my understanding is colour along the lines and respect confidentiality. Do not do anything that cross the line between police, procedure, and operation.”

He added:

Nothing that I said undermines the public trust, I acted as a mayor in the press releases and not as a board member of the Gananoque Police Service Board, I didn't say that I was speaking on behalf of the Board... it's Mayor John Beddows. None of the information disclosed or I put... let me rephrase this all the information was in the public domain and it was a repetition of other and prior Friday 13 events.

I never spoke out as a member of the police service board...all the statements were done as the mayor of Gananoque and there has to be a line there. If there is a conflict between the two pieces of legislation, then that is a Queens Park question. Not resolvable at my level and or the IG level.

## **Additional Material Collected and Reviewed**

### **News Articles**

Multiple online news media sources were reviewed for the purpose of examining the post and comments made by the subject board member.

### **Global News**

On September 12 at 4:06 p.m., an article written by Kevin Nielsen was published by Global News titled, "Police in Ontario town prepare for Outlaw biker gang on 'Friday the 13<sup>th</sup>':"

*For the past six years, members of The Outlaws, one of the oldest biker clubs in the world, have been gathering in Gananoque on Friday the 13ths and police and local officials have warned the public to expect the same on Friday. "We have become a gathering place for the Outlaws Motorcycle Club on Friday the 13<sup>th</sup>," Gananoque Mayor John Beddows told Global News. He says as long as the notorious gang does not cause any disturbances, they are welcome in the town. "We live in a country in a place where we have the right to travel freely, we have the freedom of association, and all people who respect the law and act lawfully are able to enjoy those rights and freedoms," he said.*

## **Gananoque Now News**

On September 12, 2024, an article written by Tim Baltz was published by the *Gananoque Now News* titled, “Gananoque Mayor issues statement regarding Outlaws on Friday the 13<sup>th</sup>.”

*Tomorrow is Friday the 13<sup>th</sup>. Ahead of this day Gananoque Mayor John Beddows has this message for area residents. Beddows says this Friday the 13<sup>th</sup> weekend we can expect the presence of members of the Outlaws in Gananoque. Our public order needs, if any, will be ably fulfilled by your Gananoque Police Service enabled by the assistance of supporting Services and Agencies. I celebrate the rights we all have as Canadians to travel and gather freely, provided that laws and bylaws are respected.*

## **Gananoque Town Hall**

On September 11, 2024, an article written by John Beddows was published by the *Gananoque Town Hall* titled, “Message from the Mayor:”

*I am writing this note as a public reminder that, as has become the practice over the last several years, this Friday the 13th weekend we can expect the presence of members of the Outlaws in Gananoque. Our public order needs, if any, will be ably fulfilled by your Gananoque Police Service enabled by the assistance of supporting Services and Agencies.*

*I celebrate the rights we all have as Canadians to travel and gather freely, provided that laws and bylaws are respected in doing so.”*

## **The Recorder and Times**

On September 11, 2024, and updated on September 12, 2024, an article written by Keith Dempsey was published by *The Recorder and Times* titled, “Warning over Outlaws in Gan on Friday:”

*Gananoque Mayor John Beddows took time to notify the community of the motorcycle gang's arrival on Friday. "Our public order needs, if any, will be ably fulfilled by your Gananoque Police Service, enabled by the assistance of supporting services and agencies," reads Beddows's statement. "I celebrate the*

*right we all have as Canadians to travel and gather freely, provided that laws and bylaws are respected in doing so."*

### **Facebook Post**

The subject board member confirmed posting the following impugned entries on his personal and mayoral Facebook accounts on September 11, 2024:

*[I am] writing a note as a public reminder that, as has become the practice over the last several years, this Friday 13<sup>th</sup> weekend we can expect the presence of members of the Outlaws in Gananoque. Our public orders need, if any, will be ably fulfilled by your Gananoque Police Service enabled by the assistance of supporting Services and Agencies. I celebrate the rights we all have as Canadians to travel and gather freely, provided that laws and bylaws are respected in so doing."*

Both posts are signed "John S Beddows Mayor of Gananoque."

### **Gananoque Police Service Board - By-Law Number #115-2018**

#### **6. Duties of the Chair:**

It shall be the duty of the Chair to:  
Act as the sole spokesperson for the Board;

#### **7. Duties of the Executive Assistant:**

- 7.1 The Executive Assistant will:
  - a) Serve as the Administrative link between the Board, the Chief, the Board's Legal Counsel and Labour Negotiator, Committees of the Board, the media, and Members of the Community.

## **9. Meetings of the Board:**

9.1 (d) The Board may exclude the public from all or part of a meeting or hearing if it is of the opinion that;

Matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or

...

(e) No person other than Board Members, Executive Assistant and invited persons will attend in-camera [Closed]meetings.

## **INVESTIGATION FINDINGS**

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I make the following findings, relying on the material and information collected during the investigation and now contained in this report:

**1. On September 11, 2024, John Beddows made the following comment on both his personal Facebook account and the town of Gananoque Facebook account regarding an event happening September 13, 2024. “Good afternoon, everyone, I'm writing this note as a public reminder that, as has become the practice over the last several years, this Friday the 13<sup>th</sup> weekend we can expect the presence of members of the Outlaws in Gananoque. Our public order needs, if any, will be ably fulfilled by your Gananoque Police Service enabled by the assistance of supporting Services and Agencies. I celebrate the rights we all have as Canadians to travel and gather freely, provided that laws and bylaws are respected in so doing. Thank you, John S Beddows. Mayor of Gananoque”.**

- a. John Beddows reported that he posted the comment on his personal and Town of Gananoque Facebook accounts.
- b. John Beddows stated that his comments were not made on behalf of the Board but as the Mayor of the Town of Gananoque.
- c. John Beddows indicated that the information in his post was public knowledge and was previously shared in past “Friday the 13<sup>th</sup>” events.

- d. The Witness indicated that they would have appreciated if John Beddows would have waited to post his comments until the Gananoque Police Service had made their press release regarding the event.
- e. The GPS press release about the Friday the 13<sup>th</sup> event was scheduled for September 12<sup>th</sup>, 2024.
- f. John Beddows made his comments on September 11, 2024, prior to the GPS press release. By doing so, the GPS had to reach out to the other agencies involved and notify them that information was released by John Beddows.
- g. John Beddows made his comments on September 11, 2024, prior to the GPS press release. The timing of these comments did not follow the established media release plan in place by GPS. As a result, the GPS was not prepared to deal with the media requests to confirm the information that was released by John Beddows.

**2. On September 11, 2024, John Beddows conducted interviews with different media outlets.**

- a. John Beddows indicated that he spoke as the mayor of Gananoque and not on behalf of the GPS Board.
- b. John Beddows indicated that the information in his post was public knowledge and was previously shared in past "Friday the 13<sup>th</sup>" events.
- c. John Beddows made his comments on September 11, 2024, prior to the GPS press release. By doing so, the GPS had to reach out to the other agencies involved and notify them that information was released by John Beddows.
- d. John Beddows made his comments on September 11, 2024, prior to the GPS press release. As a result, the GPS was not prepared to deal with the media requests to confirm the information that was released by John Beddows.

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Improving policing performance to make  
everyone in Ontario safer.

*Ce rapport est aussi disponible en français*

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234-2025-5952

132-2025-4900

**By email**

January 12, 2026

To Mayors and Chairs of Police Service Boards in Strong Mayor Power Municipalities,

We are writing to provide information on the powers and roles of municipalities, mayors, and police service boards in establishing a police service board budget, particularly in municipalities with Strong Mayor Powers.

In a strong mayor municipality, the Head of Council has the responsibility to prepare and propose the municipal budget on or before February 1 of each year, which would be subject to a council amendment, head of council veto and council override process.

This municipal budget includes estimates of amounts required during the year, including any amounts required for boards, such as the police service boards budget established in accordance with the *Community Safety and Policing Act, 2019* (CSPA). **The Head of Council's strong mayor budget powers do not include the power to limit police service board budget increases or veto estimates submitted by police service boards.**

The CSPA provides the purposes for which the funding is to be provided to a police service board, establishes a process for submitting budget estimates, municipal approval of such a budget, and the mechanisms available to address disagreements.

Under section 50 of the CSPA, a police service board must submit their operating and capital estimates to the municipality, which is then responsible for establishing an overall budget for the police service board. **Although municipalities are not required to adopt the board's estimates as submitted, they cannot approve or reject specific line items within the estimates.** Municipalities are required to provide police service boards with sufficient funding to comply with the CSPA and its regulations, as well as pay the expenses of the board's operation, excluding remuneration for board members.

There are dispute resolution mechanisms established under the CSPA to address situations in which a police service board is not satisfied that the budget is sufficient to permit the board to comply with the legislation and pay for the board's operation.

The CSPA provides two dispute resolution pathways: the board and municipality may jointly apply to the Commission Chair of the Ontario Police Arbitration and Adjudication Commission (OPAAC) to appoint a conciliation officer, or the board may give the municipality written notice referring the matter to arbitration.

In arbitration, a municipality can argue, among other things, that costs could be reduced if the board entered an agreement to receive services from another police service. If the municipality can show that the board could reasonably have obtained policing services under an agreement (under section 14 of the CSPA, with another police service board or the Commissioner of the Ontario Provincial Police) at a lower cost while still meeting applicable standards, the arbitrator cannot deem the budget insufficient to the extent of the amount that could have been saved by entering into the agreement.

For example, if a police service board seeks funding for a \$15 million policing budget, and the municipality can demonstrate that equivalent services meeting all standards could have been provided through a budget at \$13 million, where some services are provided pursuant to an agreement with another police service, in this case, the arbitrator could not find the budget insufficient to the extent of the additional \$2 million.

Following arbitration, the municipality shall amend the board's budget to reflect the arbitrator's decision.

Thank you for your continued leadership and commitment to protecting our communities. Please consider this information as you work toward establishing police service budgets. If you or your administrative staff require additional information, please contact Nicole Rogers, Manager, Community Safety Policy Unit, Ministry of the Solicitor General, at [Nicole.Rogers@ontario.ca](mailto:Nicole.Rogers@ontario.ca) or Shira Babins, Manager, Financial Analysis and Reporting Unit, Ministry of Municipal Affairs and Housing, at [Shira.Babins@ontario.ca](mailto:Shira.Babins@ontario.ca).

Your work and dedication are important in advancing shared priorities and strengthening public safety to protect Ontario.

Sincerely,



The Honourable Michael S. Kerzner  
Solicitor General



The Honourable Rob Flack  
Minister of Municipal Affairs and Housing

c: Chiefs of Police

Clerks and CAOs, Strong Mayor Powered Municipalities

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Toronto ON M7A 2S9

Ontario 

**MEMORANDUM TO:** Heads of Council - Ontario Municipalities

**DATE:** January 13, 2026

**FROM:** Tom McKinlay,  
Assistant Deputy Attorney General

**RE:** Updates to “Tailgate Event” Permits under the *Liquor Licence and Control Act, 2019*

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Effective April 30, 2026, [amendments to O. Reg. 747/21](#) under the *Liquor Licence and Control Act, 2019* (LLCA) will expand eligibility for tailgate event permits to include events that have been municipally-designated as cultural or community events.

“Tailgate events” will also be renamed “bring-your-own events”. Tailgate events held in connection with and in proximity to professional, semi-professional or post-secondary sporting events will continue to be eligible events under the bring-your-own permit. All bring-your-own permit events are to remain public outdoor events.

As of April 30, 2026, organizations and individuals will be able to apply to the Alcohol and Gaming Commission of Ontario (AGCO), which administers and regulates liquor licences and permits in the province, for permits to host “bring-your-own events”.

The bring-your-own permit is for outdoor public events and can be either “Sale” or “No-Sale” depending on whether alcohol will be sold and served or just served at the event. Attendees aged 19 or older are allowed to bring and consume their own alcohol at all bring-your-own events.

This initiative is intended to benefit businesses, organizations, and local tourism by making public events more accessible and encouraging greater community participation. These amendments support Ontario’s ongoing efforts to modernize the legislative and regulatory framework for alcohol, promoting safe and socially responsible recreational opportunities.

As municipalities are best positioned to understand local needs and determine how to classify community or cultural events, applicants for a bring-your-own event permit for a cultural or community event must obtain a letter or resolution from the municipality in which the event will take place designating the event as a “cultural, or community event” before [submitting their application to the AGCO](#).

Examples of outdoor community or cultural events may include, but are not limited to:

- outdoor movie screenings,
- street markets,
- arts and crafts shows,
- free outdoor concerts,
- fairs,
- neighbourhood sports tournaments,
- public performances (i.e. theatre),
- farmers markets, and
- international or religious festivals.

If a municipality does not designate an event as a community or cultural event, the AGCO cannot issue a bring-your-own event permit. The designation of an event as "community" or "cultural" is at the municipality's discretion, there is no obligation to make such a designation.

Consistent with other types of outdoor events, event organizers must also provide written notice 30 days before the event to the municipal clerk's department, and police, fire and public health departments when expecting fewer than 5,000 people per day and 60 days prior to the event if expecting more than 5,000 people.

Events held on municipal property (e.g., city parks) remain subject to applicable municipal approvals and alcohol policies, these changes are not intended to alter those requirements.

The AGCO will continue to ensure compliance with the LLCA, its regulations, and the AGCO Registrar's Standards.

If you have any questions about these regulatory changes please contact Wendy Chen, Director, Agency and Tribunal Relations Branch at [Wendy.Chen@ontario.ca](mailto:Wendy.Chen@ontario.ca). If you have any questions about AGCO permits and the application process, please contact Ruxandra Ilicea, Senior Eligibility Officer at [Ruxandra.Ilicea@agco.ca](mailto:Ruxandra.Ilicea@agco.ca).

Yours truly,



Tom McKinlay  
Assistant Deputy Attorney General

c.c. Wendy Chen, Director, Agency and Tribunal Relations Branch  
Ben Valido, Chief Strategy Officer  
Ruxandra Ilicea, Senior Eligibility Officer



For immediate release  
January 16, 2026

## OLG ISSUES THIRD QUARTER GAMING REVENUE PAYMENT TO THE TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS AND GANANOQUE

**SAULT STE. MARIE, ON** – Ontario Lottery and Gaming Corporation (OLG) is pleased to make the third quarter (October 1 – December 31) payment of \$196,783 each to the Township of Leeds and the Thousand Islands and the Town of Gananoque for hosting Shorelines Casino Thousand Islands.

So far, during OLG's fiscal year (April 1, 2025 to March 31, 2026), the Township of Leeds and the Thousand Islands and the Town of Gananoque have each received \$688,188. Since the gaming site opened in June 2002, the Township of Leeds and the Thousand Islands and the Town of Gananoque have each received \$34,274,437.

These payments to host communities are based on a formula in the Municipality Contribution Agreement that is consistently applied across all land-based casino sites in Ontario using a graduated scale of gaming revenue at the hosted site.

"Year after year, a share of the revenue from Shorelines Casino Thousand Islands through OLG's Municipality Contribution Agreement has been an important source of funding for our communities, helping to deliver vital services and helping to enhance the quality of life of local residents," said Steve Clark, Member of Provincial Parliament for Leeds–Grenville–Thousand Islands and Rideau Lakes. "Host communities benefit from their share of local casino revenue, while all Ontarians benefit from OLG's gaming revenues, as 100 per cent of OLG profits are reinvested in communities across the province."

Since 1994, host communities have received almost \$2.4 billion in non-tax gaming revenue.

OLG is proud to share proceeds of casino gaming with local communities, contributing to economic development including infrastructure and job creation. Payments to host communities are part of OLG's commitment to Ontario, which includes reinvesting 100 per cent of OLG's profits back into the province.

Over the past nine years, service providers have invested more than \$2.9 billion in private sector capital investment across the province. These investments have led to the development and opening of seven new casinos; two large-scale resort developments and expansions; many gaming floor expansions and new non-gaming amenities.

*Celebrating 50 years of wins and giving back! OLG is a crown agency that contributes to a better Ontario by delivering great entertainment experiences for our customers. Acting in a socially responsible way, OLG conducts and manages land-based gaming facilities; the sale of province-wide lottery games; Internet gaming; and the delivery of bingo and other electronic gaming products at Charitable Gaming Centres. OLG is also helping support the*

horse racing industry in Ontario. OLG has been giving back to Ontario since 1975, generating approximately \$62 billion for the people and the Province to support key government priorities like health care; the treatment and prevention of problem gambling; and support for amateur athletes. Each year profits from OLG's operations also support host communities, Ontario First Nations, lottery retailers and local charities across the province.



*Play for Ontario - 100 per cent of OLG's profits are invested in Ontario*

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[PlaySmart.ca](http://PlaySmart.ca)

*With you every step of the play*

ConnexOntario – Problem Gambling Support: 1-866-531-2600

*Disponible en français*

**CONTACT:**

OLG MEDIA RELATIONS

1-888-946-6716

**Shorelines Casino Thousand Islands****Municipality Contribution Statement**

for the quarter ended December 31, 2025

Unaudited results, subject to final reconciliation

<b>Municipality Contribution - Q1</b>	492,032
<b>Municipality Contribution - Q2</b>	490,778
<b>Municipality Contribution - Q3</b>	393,566
<b>Municipality Contribution - Q4</b>	
 <b>Total Municipality Contribution - Year to Date</b>	 <b>1,376,376</b>
Township of Leeds and Thousand Islands	196,783
Town of Gananoque	196,783
 <b>Total Municipality Contribution - Quarterly Payment to the Township of Leeds and the Thousand Islands &amp; Town of Gananoque</b>	 <b>393,566</b>
 <b>Net to be transferred</b>	 <b>393,566</b>
 Transferred via EFT	
 <i>Numbers have been rounded, consequently certain amounts may not add or cross tabulate.</i>	 
 Prepared by OLG Corporate Accounting & Reporting	

## MEDIA RELEASE

**FOR IMMEDIATE RELEASE**

**January 7, 2026**

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### **Leeds and Grenville Partners Receive \$3.6 Million in Health Canada Funding to Support Substance Use and Addiction Programming**

Brockville, ON – Leeds and Grenville partners have secured \$3.6 million in funding from Health Canada's Substance use and Addictions Program (SUAP) to expand community-led initiatives addressing substance use and addiction.

The Summit Integrated Care initiative (Summit) offers a single point of access to healthcare and referral services through a multidisciplinary team of community paramedics, health system navigators, and a Nurse Practitioner. Operating under a harm-reduction model, Summit provides flexible service hours, including evenings and weekends, so participants can access resources and education that support stabilization, safety, and recovery.

Day-to-day Summit operations are being led by Leeds Grenville Community Paramedic Program – Summit Integrated Outreach Team. Southeast Public Health will oversee financial management and data reporting through March 2028.

Since its launch in April 2025, Summit has enrolled 239 participants, with numbers continuing to grow through referrals and proactive outreach. The program works closely with community partners to ensure collaboration and care are delivered where individuals need it most.

For more information or to get involved with the program, please contact the Summit Team at [summit@uclg.on.ca](mailto:summit@uclg.on.ca)

#### Quotes:

**EN:** "There is no one-size-fits-all approach to addressing the overdose crisis, and no community can solve it alone. By investing in community-driven, inclusive, and evidence-based initiatives, we are making sure people have access to the care and support they need."

**FR:** « Il n'existe pas d'approche universelle pour résoudre la crise des surdoses, et aucune communauté ne peut y parvenir seule. Grâce aux investissements dans des initiatives communautaires, inclusives et fondées sur des preuves, nous veillons à ce que les gens accèdent aux soins et au soutien dont ils ont besoin. »

*- The Honourable Marjorie Michel, Minister of Health*

January 7, 2026

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**Media inquiries:**

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613-342-3840 ext. 2454 or [John.Kalivas@uclg.on.ca](mailto:John.Kalivas@uclg.on.ca)

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**From:** Marian Burdsall  
**Sent:** January 28, 2026 9:51 AM  
**To:** John Beddows <[jbeddows@gananoque.ca](mailto:jbeddows@gananoque.ca)>; Colin Brown <[cbrown@gananoque.ca](mailto:cbrown@gananoque.ca)>; Matt Harper <[mharper@gananoque.ca](mailto:mharper@gananoque.ca)>; Patrick Kirkby <[pkirkby@gananoque.ca](mailto:pkirkby@gananoque.ca)>; Anne-Marie Koiner <[amkoiner@gananoque.ca](mailto:amkoiner@gananoque.ca)>; Vicki Leakey <[vleakey@gananoque.ca](mailto:vleakey@gananoque.ca)>; David Osmond <[dosmond@gananoque.ca](mailto:dosmond@gananoque.ca)>  
**Cc:** Marian Burdsall  
**Subject:** Residential street speed limit

Good morning Mayor Beddows and Members of Council

I was pleased to see the speed limit reduction on Garden Street between Wilson and Talbot; however, I was concerned that Council did not take a more progressive approach.

Instead of the current patchwork of speed limits, why did Gananoque not follow the trend of other municipalities in Ontario and implement a town-wide 40 km/hr speed limit? A quick Google search came up with this partial list for reference:

- Kingston: Implementing a city-wide initiative to reduce speed limits to 40 km/h in over 25 residential neighbourhoods.
- Niagara-on-the-Lake: Approved reducing speed limits to 40 km/h on all town-owned urban roads.
- St. Catharines: Installing "Maximum 40 Area" signs on most residential streets.
- Waterloo: Implemented 40 km/h on neighbourhood streets in Wards 1, 2, 4, 5, and 6.
- Toronto: Implemented 40 km/h limits on many local, collector, and minor arterial roads.
- Mississauga: Reduced speed limits to 40 km/h in neighbourhoods as part of a 2022 project.
- Other areas: Numerous other communities, including parts of Kawartha Lakes, Beaverton, Sunderland, and Cannington, have adopted 40 km/h for residential roads.

I suggested this in an email June 24, 2024. One councillor responded and stated "**Had this conversation with police and council in the past. I'm ok keeping the speed limit as it is. Police didn't have much interest either. It's a split vote really, pros and cons to both.**"

Council has proven it has the political will to reduce speed limits to improve pedestrian safety. Be progressive and equitable and extend that to all residents.

Regards

Marian

[REDACTED]  
Gananoque, ON

PS I agree to having this email included in Council meeting correspondence. --  
Marian Burdsall

**From:** John Beddows <[jbeddows@gananoque.ca](mailto:jbeddows@gananoque.ca)>  
**Sent:** January 28, 2026 10:34 AM  
**To:** Marian Burdsall; Colin Brown <[cbrown@gananoque.ca](mailto:cbrown@gananoque.ca)>; Matt Harper <[mharper@gananoque.ca](mailto:mharper@gananoque.ca)>;  
Patrick Kirkby <[pkirkby@gananoque.ca](mailto:pkirkby@gananoque.ca)>; Anne-Marie Koiner <[amkoiner@gananoque.ca](mailto:amkoiner@gananoque.ca)>; Vicki Leakey  
<[vleakey@gananoque.ca](mailto:vleakey@gananoque.ca)>; David Osmond <[dosmond@gananoque.ca](mailto:dosmond@gananoque.ca)>  
**Cc:** Marian Burdsall  
**Subject:** Re: Residential street speed limit

Good morning Ms. Burdsall,

The question of lowering the Town's speed limits was included in my Mayor's Directive on 2026 Budget Planning Guidance, paragraph 14, in which I directed that staff examine the implications of reducing Town speed limits to 40km / hr, excepting King and Stone Streets.

The reply you received in your previous correspondence with a member of Council provides important context on how this question has been discussed around the table more recently, especially in light of the fact that the Budget Planning Guidance I issued was dated a year later and the position of members of Council related to the Planning Guidance.

This is still a live question, more to follow.

I will see that your letter and my reply are included in correspondence in the next agenda.

Thank you very much for engaging on this issue.

Best regards,

John S. Beddows, CD1, MPA  
Mayor  
**The Corporation of the Town of Gananoque**  
30 King St. E., Gananoque ON, K7G 1E9  
613-382-2149 Ext. 1119