



REGULAR COUNCIL MEETING AGENDA
Held on Wednesday, March 18, 2026, at 5:00 PM
In-Person Town Hall Council Chambers 2nd Floor

Teleconference Toll Free Number – 1-833-311-4101
Access Code: 2865 633 0020

Video Conference Link: [Click Here](#)
Access Code: 2865 633 0020

1.	Call Meeting to Order
2.	Disclosure of Pecuniary Interest & General Nature Thereof
3.	Canadian National Anthem
4.	Land Acknowledgement Statement
5.	Public Question/Comment (Only Addressing Motion(s) or Reports on the Agenda)
6.	Disclosure Additional Items
7.	Delegations
	1. Gananoque Retired Women Teachers of Ontario – Glennda Olivier – 70 th Anniversary – Request to Council
8.	Presentations/Awards/Deputations – None
9.	Mayor’s Declarations
	1. 2026 Pitch-In Week – April 19 to 25, 2026
	2. Be A Donor Month – April 2026 and Green Shirt Day – April 7, 2026
10.	Unfinished Business – None
11.	Motion #26-049 – Approval of Minutes – Wednesday, March 4, 2026
12.	Staff Reports
	David Armstrong, Manager of Public Works
	Council-RDS-2026-04 – Award of Contract – Purchase of a 2-Ton Asphalt Hot Box and Recycler
	Council-UTIL-2026-02 – 2025 Annual Stormwater Management Report
	Council-UTIL-2026-03 – 2025 Fourth (4 th) Quarter Water & Wastewater Report

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.

	Council-UTIL-2026-04 – 2025 Water Quality & Wastewater Annual Performance
	Jeff Johnston, Manager of Parks, Recreation and Facilities
	Council-REC-2026-04 – Award of Contract – Cleaning and Janitorial Contract
13.	Motions (Council Direction to Staff) – None
14.	Correspondence
	1. Cataraqui Conservation Board – Alto High-Speed Rail Network
	2. Rideau Lakes Township – Rideau Lakes Concerns – Alto High Speed Rail Project (Bill C-15 Budget)
	3. The CAHDCO Team – Request for Letter of Support for Rural Eastern Ontario Housing Pipeline
	4. United Counties of Leeds & Grenville (UCLG) – Media Release – Child Care Expansion in Township of Rideau Lakes
	5. Ministry of the Environment, Conservation and Parks (MECP) – Decision Notice on the Proposed Boundaries for the Regional Consolidation of Ontario’s Conservation Authorities
15.	Notice Required Under the Notice By-law – None
16.	Committee Updates (Council Reps)
17.	Discussion of Additional Items
18.	Questions from the Media
19.	Closed Session
	<input checked="" type="checkbox"/> 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
	• One (1) Item
	<input checked="" type="checkbox"/> A Proposed or Pending Acquisition or Disposition of Land by the Municipality
	• One (1) Item
	<input checked="" type="checkbox"/> Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees
	• Two (2) Items
	<input checked="" type="checkbox"/> Advice that is Subject to Solicitor-client Privilege, including Communications Necessary for that Purpose
	• Judicial Review
20.	Confirmation By-law
	By-law No. 2026-021 – Confirm the proceedings of Council for the meeting held on Wednesday, March 18, 2026
21.	Next Meetings: Wednesday, April 8, 2026 at 5:00 PM
22.	Adjournment

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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.

Deputation Request to Appear Before Council
 (This form is mandatory before any request is considered)

(*) Signifies required information.

***Name of person and/or associate or organization wishing to appear:**

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***Topic of discussion (please be specific, provide details, and attach any additional information).**

NOTE: All documents provided are open for public review to ensure transparency and openness of Council meetings. All information/documents are posted on the Town’s website in advance of the meeting. If requesting a closed (in-camera) audience with Council the subject matter must meet the requirements under the *Municipal Act*, Section 239.

Additional Information attached:	Yes	No
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***Purpose of Request: (Please mark at least one)**

	Information or Educational Purposes only	
	Requesting a Letter of Support	
	Requesting Funding – Amount of Request	\$
	Other (provide details)	

Your delegation **is not confirmed until you are contacted by the Clerk** who will confirm the date and placement on the Council Agenda.

Council meetings are held on the 1st and 3rd Wednesday of each month and begin at 5:00 PM.

Requirements:

1. If you will be providing supporting documentation such as a PowerPoint presentation, it must be submitted to the Clerk, no later than 12:00 noon on the Wednesday, prior to the date which the Clerk has advised, on a memory stick or emailed to the Clerk.
2. If your software requirements are not compatible with the Town of Gananoque's software, you will be unable to use an electronic presentation.

Helpful Suggestions:

- Arrive 15 minutes in advance of the meeting start time.
- Turn off cell phones.
- Be prepared.
- Speak clearly.
- Keep your presentation brief and to the point (Presentations/Delegations are restricted to ten (10) minutes, exclusive of any comments or questions from the Committee/Council).
- Keep in mind Council has already received your written material.
- Council may have questions or comments at the end of the presentation.
- Provide the Clerk with any relevant notes if they have not been handed out or published with the Agenda.

For further information, please contact Penny Kelly, Clerk at 613-382-2149 Ext. 1120 or via email at clerk@gananoque.ca.

We Believe...

Governance

RWTO/OERO is divided into 13 Areas across the Province, each with an Area Director who represents her Area on the Board of Directors. Within these Areas are 46 Branches, each with its own Executive, programs and activities. The Provincial Board of Directors is comprised of an Executive and the Area Directors. Actions of the Board of Directors and Staff are governed by a Constitution and Policies and Procedures.

History

The Retired Women Teachers of Ontario/Organisation des enseignantes retraitées de l'Ontario organization was formerly known as the Ontario Association of Superannuated Women Teachers (OASWT). It was formed in April 1956 by a small group of retired women teachers in Toronto known as the Rendezvous Club. Their purpose in forming the organization was to persuade the Ontario Government to raise the level of pensions for retired women teachers to the same level as their male colleagues.

Each year a small group, armed with a well-researched brief, met the government officials to lobby for improved pensions. This group of Toronto teachers soon realized that it could present a stronger case to

the government if other groups of retired women teachers throughout the province were organized to lend support.

In the following years, many new Branches were formed. In 1967, success was achieved when the government agreed that the minimum pension should be raised to \$1200 per year. We have come a long way since then! It was our group which gave rise to the formation of RTO/ERO – the group which represents both retired women and men teachers. This is now the group which continues the dialogue with government on pension matters on behalf of all retired teachers. RWTO/OERO continues to exist because there is still a need for an organization that cares for the special interests and well-being of retired women educators.

Every retired woman educator is eligible to become a member of RWTO/OERO no matter which province or country she taught in. The fee for membership is a modest \$50.00 per year payable to RWTO/OERO and sent to the local Branch Treasurer.

What We Are Celebrating

This year, 2026, is the 70th Anniversary of the Retired Women Teachers of Ontario. We wish to celebrate our past and look forward to serving our community in and for the future.

At our 70th annual Convention, in June, we will be reminiscing about the past and looking forward to our future as we continue to serve the community. Our theme this year is “Chalk to Change”!

How Town Council Can Support Gananoque Retired Women Teachers Recognize our 70th Anniversary...

- Join us in a brief ceremony on the steps of Town Hall on the afternoon of April 9th at 4pm
- We would invite the Mayor of Gananoque and any council members to say a few words
- We have a Proclamation for the Town Crier to read
- Our Local President Joan Gamble and Area Director Glenda Olivier will say a few words
- We ask to have the Town Hall lit up in our organization's colours of Blue and/or Gold the evening of April 9, 2026



PROCLAMATION

PITCH-IN WEEK – April 19 to 25, 2026

WHEREAS hundreds of thousands of Canadians show their concern for the environment and their communities each year by participating in PITCH-IN CANADA projects to reduce, reuse, recycle and properly dispose of waste; clean up and rejuvenate local neighbourhoods, green spaces, ravines, waterways and illegal dump sites; restore habitats; and to establish composting and recycling projects;

AND WHEREAS, PITCH-IN CANADA, a national, community-based, organization comprised of eco-action and community volunteers, believes that maintaining a quality environment and encouraging civic pride is everyone's responsibility, and encourages voluntary action to keep communities clean and beautiful and restore and maintain a healthy environment;

NOW THEREFORE BE IT RESOLVED, I, Mayor John Beddows, proclaim the week of April 19th to 25th, 2026 as "PITCH-IN WEEK" in the Town of Gananoque, and invite all citizens in our Town to actively participate.

Signed and dated this ____ day of _____, 2026.

John Beddows, Mayor



Proclamation

WHEREAS April is BeADonor Month in Ontario; and April 7th is Green Shirt Day across Canada, (a day inspired by the passing of Humbolt Broncos Defenseman Logan Boulet in 2018, who saved 6 lives through organ donation, following the bus crash in which 15 of his teammates also lost their lives);

AND WHEREAS the goal during BeADonor Month is to inspire those who have not yet registered consent for organ and tissue donation;

AND WHEREAS on average 1,400 people in Ontario are waiting for a life-saving organ transplant and every three days someone will die waiting for an organ transplant;

AND WHEREAS in 2025, 362 deceased organ donors gave the gift of life, 1,088 deceased donor organ transplants were performed in Ontario, and 2,051 tissue donors enhanced the lives of thousands;

AND WHEREAS everyone has the potential to be an organ and/or tissue donor, regardless of age or health; one organ donor can save up to eight lives and enhance the lives of up to 75 others through tissue donation;

AND WHEREAS 90% of Ontarians support organ and tissue donation yet only one in three (35%) of eligible Ontarians have registered their consent to donate;

AND WHEREAS the Transplant Advocate Association (TAA) exists in our region, to provide information and support to both pre and post organ and tissue recipients, donors and their families, and to create awareness amongst the general public about organ and tissue donation and transplantation.

NOW THEREFORE, I, John Beddows, Mayor, proclaim the month of April as “**Be A Donor Month**”;

AND FURTHER proclaim April 7th, 2026, as “**Green Shirt Day**” in the Town of Gananoque, and I encourage all citizens to learn more about organ and tissue donation and transplantation, and consider pledging their support to BeADonor Month by registering as a donor at [BeADonor.ca](https://www.beadonor.ca).

Signed and dated this 18th day of March 2026.

John S. Beddows, Mayor



REGULAR COUNCIL MEETING MINUTES

Held on Wednesday, March 4, 2026, at 5:00 PM

Held Virtually and In-Person

COUNCIL MEMBERS PRESENT		STAFF PRESENT
Mayor:	John Beddows	Melanie Kirkby, CAO
	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	Jeff Johnston, Manager of Parks and Recreation
		Andrew Dickson, Fire Chief
Regrets:	Colin Brown	Penny Kelly, Clerk / CEMC

1.	Call Meeting to Order
	Mayor Beddows called the meeting to order at 4:50 PM.
2.	Disclosure of Pecuniary Interest & General Nature Thereof
	1. Mayor Beddows – Report Council-CAO-2026-04 – 2022 to 2025 Legal Costs by Category (Judicial Review)
3.	Closed Session (Beginning at 4:30 PM)
	Moved by Mayor Beddows that the Council of the Town of Gananoque, in accordance with Section 239.2 of the <i>Municipal Act</i> , moves into Closed Session at 4:52 PM for the purpose of discussing one (1) item under A Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees regarding an Integrity Commissioner Report. <p style="text-align: right;">CARRIED – UNANIMOUS</p>
4.	Move Out of Closed Session at 4:55 PM
	Open Session resumed at 5:00 PM
5.	Reporting Out of Closed Session
	<ul style="list-style-type: none"> Mayor Beddows advised that a Closed Meeting was held. Council discussed one (1) item under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees regarding an Integrity Commissioner report. There is nothing to report out on the matter.
6.	Canadian National Anthem
	<ul style="list-style-type: none"> The National Anthem was played.
7.	Land Acknowledgement Statement
	<ul style="list-style-type: none"> Mayor Beddows read the Land Acknowledgement Statement.
8.	Public Question / Comment (Only Addressing Motion(s) or Reports on the Agenda)
	<ul style="list-style-type: none"> Members of the Public addressed Reports listed on the Agenda.
9.	Disclosure of Additional Items – None

	<p>Motion #26-041 – Integrity Commissioner Report – Councillor Koiner Moved by: Councillor Harper Seconded by: Deputy Mayor Leakey BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE INTEGRITY COMMISSIONER’S REPORT DATED FEBRUARY 17, 2026, REGARDING A COMPLAINT AGAINST COUNCILLOR KOINER;</p> <p>AND FURTHER DIRECTS STAFF TO ATTACH THE REPORT TO THE MARCH 4, 2026 COUNCIL MINUTES AND POST TO THE TOWN’S WEBSITE;</p> <p>AND FURTHER ADOPTS THE RECOMMENDATIONS MADE BY THE INTEGRITY COMMISSIONER THAT COUNCIL REQUIRES COUNCILLOR KOINER TO ISSUE AN APOLOGY TO THE STAFF INVOLVED.</p> <p style="text-align: right;">CARRIED – 5 Ayes, by those voting</p>
	<p>Motion #26-042 – Municipal Budget 2026 – Legal Opinion Moved By: Mayor Beddows Seconded By: Councillor Koiner BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE LEGAL OPINION TITLED “MUNICIPAL BUDGET 2026” FROM JOHN MASCARIN, AIRD & BERLIS LLP, DATED MARCH 2, 2026;</p> <p>AND FURTHER THAT COUNCIL WAIVES ITS RIGHT TO PRIVILEGE OVER THE OPINION IN ORDER TO ATTACH IT TO THE OPEN SESSION MINUTES OF MARCH 4, 2026.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
<p>**At this time, the Chair invited Mr. Mascarin to speak to the report titled, “Municipal Budget 2026” from John Mascarin, Aird & Berlis LLP, dated March 2, 2026.</p>	
	<p>Motion #26-043 – Budget Process Relief Moved By: Deputy Mayor Leakey Seconded By: Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS THE DRAFTING OF A LETTER TO MINISTER FLACK ASKING FOR RELIEF IN AN EXTENSION TO TIME LIMIT IN THE BUDGET PROCESS, TO BE CIRCULATED TO MPP’S, AMO AND ALL ONTARIO MUNICIPALITIES, AND TO BE DELEGATED ON AT AMO; AND ASKING FOR START OF DATE OF DECISIONS, ON ANY OPTION AVAILABLE TO ALLOW US TO RE-OPEN THE BUDGET.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
<p>**Mayor Beddows called a recess at 7:16 PM **The meeting resumed at 7:34 PM</p>	
<p>Council-CAO-2026-04 – 2022 to 2025 Legal Costs by Category</p>	
<p>**Due to his Pecuniary Interest on the Judicial Review Line item in “Report-Council-CAO-2026-04 – 2022 to 2025 Legal Costs by Category”, Mayor Beddows moved the following for Council’s consideration.</p>	
	<p>Motion #26-044 – Sever Item “Judicial Review” for Separate Discussion Moved By: Mayor Beddows Seconded By: Councillor Osmond BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE SEVERS THE JUDICIAL REVIEW ITEM OF REPORT-COUNCIL-CAO-2026-04 – 2022 TO 2025 LEGAL COSTS BY CATEGORY, FOR SEPARATE DISCUSSION.</p> <p style="text-align: right;">CARRIED – 5 Ayes, 1 Nay</p>
<p>**At this time, Mayor Beddows vacated the Chair and left the room. **Deputy Mayor Leakey assumed the Chair.</p>	
	<p>Motion #26-045 – 2022 to 2025 Legal Costs by Category Moved By: Councillor Osmond Seconded By: Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION THE 2022 TO 2025 LEGAL COSTS BY CATEGORY REPORT, AS PRESENTED IN COUNCIL REPORT CAO-2026-04.</p> <p style="text-align: right;">CARRIED – 5 Ayes, by those present</p>

Tony E. Fleming
Direct Line: 613.546.8096
E-mail: tfleming@cswan.com

February 17, 2026

BY E-MAIL: clerk@gananoque.ca

Council Members – Town of Gananoque
c/o Penny Kelly, Clerk
Town Hall, 30 King Street East
P.O. Box 100
Gananoque, ON K7G 2T6

Dear Ms. Kelly:

**RE: Town of Gananoque – Complaint against Councillor Koiner
Our File No. 16418-177**

Introduction

This public report of our investigation is being provided to Council in accordance with Section 223.6(2) of the *Municipal Act*. We note that Section 223.6(3) of the *Municipal Act* requires that Council make the report public. The Clerk should identify on the agenda for the next open session Council meeting that this report will be discussed. Staff should consider whether it is appropriate to place the full report on the agenda in advance of Council deciding how the report should be made public.

Should Council desire, the Integrity Commissioner is prepared to attend at the open session meeting to present the report and answer any questions from Council.

At the meeting, Council must first receive the report for information. The only decision Council is afforded under the *Municipal Act* is to decide how the report will be made public, and whether to adopt any recommendations made by the Integrity Commissioner. Council does not have the authority under the *Municipal Act* to debate the findings of the report, only the recommendations.

00237720.DOCX:

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WEB: WWW.CSWAN.COM

The Integrity Commissioner has included only the information in this report that is necessary to understand the findings. In making decisions about what information to include, the Integrity Commissioner is guided by the duties set out in the *Municipal Act*. Members of Council are also reminded that Council has assigned to the Integrity Commissioner the duty to conduct investigations in response to complaints under the Code of Conduct, and that the Integrity Commissioner is bound by the statutory framework to undertake a thorough process in an independent manner. The findings of this report represent the Integrity Commissioner's final decision in this matter.

Complaint:

It was alleged that Councillor Koiner (the "Member") attended the Visitor's Center in the Town of Gananoque frequently over the course of the summer months in 2025. During these visits, it is alleged that the Member criticized the performance of municipal employees, as well as indicating to them how they should go about fulfilling assigned tasks.

It was further alleged that on October 14, 2025, the Member approached municipal employees engaged in the task of brush clearance across the street from her residence. At this time, the Member reportedly yelled at staff about the way they were doing their assigned tasks. The Member allegedly returned subsequently to speak aggressively to staff, shortly after.

In a subsequent phone call, the Member reportedly spoke with staff about the same issue and criticized a senior manager. The nature of the comments to staff were alleged to have disclosed confidential information.

Timeline of Investigation:

- November 14, 2025 complaint received
- November 17, 2025 preliminary review conducted
- November 17, 2025 request additional details from complainant
- November 20, 2025, complaint package sent to Member
- December 2, 2025, request for extension by Member
- December 11, 2025, response from Member received
- January and February 2026, interview witnesses

Findings/Analysis:

Visitor's Center

After interviewing staff at the Visitor's Centre, there is no evidence to support the allegation that the Member was critical to staff or that she directed them in their duties. All staff

interviewed spoke very positively about their interactions with the Member and found her to be complimentary of their work.

Vegetation Clearing

On October 14, 2025, Town staff were clearing vegetation from a storm water pond. The pond had not been maintained in some time and the Ministry of the Environment, Conservation and Parks directed the Town to clear the vegetation around and within the pond. No notice of this work was provided to Council or residents as it was considered routine maintenance and there is no practice or policy in the Town to provide notice of this type of work.

The staff involved in the vegetation clearing were interviewed as part of this investigation. Some staff had notes made at the time and those notes were considered as part of the investigation.

The Member denied yelling at staff and described her interaction as respectful and polite. The Member did acknowledge that she was upset and discouraged that the vegetation was being removed and that ecological habitat was being destroyed.

Both the Member and staff agreed that at no time did the Member use inappropriate language and her words and demeanor were not disparaging of staff.

Based on the detailed recollection of staff and the consistent recall of a number of those present at the time of the incident, where the Member's recollection and staff's differ the Integrity Commissioner prefers the recollection of staff.

The Member attended the work site to speak with staff to understand what was happening. The Member's presence on the site resulted in work being stopped to make sure that it was a safe environment. Staff did not believe that the Member deliberately placed herself in the work area to stop the work and at no time did the Member tell staff to stop what they were doing.

Staff characterized the Member's behaviour as "hot" and "elevated" during her interactions with them and found it "intense". Staff reported that the Member was yelling about them killing the ecosystem. Staff had the impression from the Member's words and body language that she was upset about the work and also about not being told in advance of the work.

The Member did ask staff why the vegetation was being removed and when advised of the direction of the Ministry she enquired as to whether this was a result of bad management. Staff interpreted her comments to mean that the pond had not been actively maintained over time; this was not interpreted as a negative comment about staff.

Disclosure of Confidential Information

The Member did not have a phone call with staff as alleged. During the in-person exchange with staff, the Member did not disclose any confidential information.

Code of Conduct:

The following provisions of the Code of Conduct are engaged in this investigation:

2. Purpose

The purpose and intent of the Council Code of Conduct is to establish standards of conduct for Members of Council, Local Boards and Advisory Panel Members in the individual conduct of their official duties. These standards will help protect and maintain the Town of Gananoque's reputation and integrity.

Maintaining a high quality of public administration and governance can be achieved in part by encouraging high standards of conduct on the part of Town officials. The public is entitled to expect the highest standards of conduct from members that are elected or appointed to serve their local government.

8. Discrimination and Harassment

All members have a duty to treat members of the public, one another and staff with respect and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment. The *Ontario Human Rights Code* applies and, where applicable, the Town's *Workplace Violence & Workplace Harassment Policy*.

11. Conduct Respecting Staff

...

Members should not:

...

- Use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in staff's duties.

Conclusion:

The Integrity Commissioner finds that the Member acted appropriately when speaking with staff in the Visitor's Centre – there was no breach of the Code of Conduct.

The Integrity Commissioner finds that the Member did not disclose any confidential information – there was no breach of the Code of Conduct.

In assessing conduct, the Integrity Commissioner is guided by section 2, the Purpose of the Code. Council expects the highest standards from its members and on October 14, 2025 the Member's behaviour fell below the expected standard. The Member was upset that a natural area near her home was being eliminated and her reaction was not appropriate.

The Member's actions were not discriminatory or harassing, but her behaviour did not respect staff and their work. Yelling at staff and questioning their actions is not respectful and staff should not be expected to be subject to that behaviour from a member of Council. A number of staff interviewed commented that this type of incident happens all the time with members of the public; it is not unusual. It should not be behaviour expected of a member of Council. The actions of the Member breached section 8.

The Integrity Commissioner also considered whether the Member's behavior breached section 11. There was no evidence that the Member commanded or threatened staff or that her intent was to interfere with the work. Staff did not believe that the Member intentionally caused them to stop work. While there was an element of the encounter that suggested the Member expected to be notified of work that impacted her view, that was more of an impression, rather than an express statement from the Member that she deserved preferential treatment as a member of Council. In the circumstances, the Integrity Commissioner is satisfied that section 11 was not breached.

Recommendations:

The Member's behaviour on October 14, 2025 fell below the high standard that the Code of Conduct expects of Councillors. Staff doing their jobs should not be expected to face yelling from members of Council. In mitigation of the behaviour, it is important to note that the Councillor did not use inappropriate language and was not directing staff inappropriately. It appears that the Member's emotions ruled the day when she witnessed the removal of trees and vegetation and her reaction crossed the line.

In all the circumstances, the Integrity Commissioner recommends that Council issue a reprimand to demonstrate that this is not behaviour that it condones, and further that Council require that the Councillor apologize to the staff present.

This concludes our investigation and report in this matter.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP

A handwritten signature in black ink, appearing to read 'Tony E. Fleming', with several horizontal strokes extending to the right.

Tony E. Fleming,
Senior Counsel
Anthony Fleming Professional Corporation

March 2, 2026

File No. 331660

Melanie Kirby
Chief Administrative Officer
The Corporation of the Town of Gananoque
30 King Street East
Gananoque, ON K7G 1E9

Dear Ms. Kirby:

Re: Municipal Budget 2026

We have been asked to provide a legal opinion to The Corporation of the Town of Gananoque (the “Town”) with respect to the process relating to the adoption of its annual budget under section 284.16 of the *Municipal Act, 2001*,¹ which is the Town’s first “strong mayor budget”.

Background

Effective May 1, 2025, the Minister of Municipal Affairs and Housing designated 170 additional municipalities to which Part VI.1 of the *Municipal Act, 2001*, setting out the so-called “Strong Mayor Powers”, would apply. The Town was one such municipality designated pursuant to section 284.2.²

One of the key provisions in Part VI.1 of the *Municipal Act, 2001* pertains to the adoption of a municipality’s budget. Subsection 284.16(1) of the statute significantly alters the statutory scheme relating to the municipal budget by assigning the preparation of the budget to the head of council:

Powers and duties re budget

284.16 (1) In accordance with this section and subject to the regulations, the powers and duties of a municipality with respect to proposing and adopting a budget are assigned to the head of council of the municipality.

A local municipality was previously required to prepare and adopt a budget in accordance with section 290 of the *Municipal Act, 2001*.

However, as noted in section 284.16, the municipal powers and duties with respect to the proposal and adoption of the Town’s budget have now been assigned to the head of council, to be carried out in accordance with section 286.16 and O. Reg. 530/22.³

¹ *Municipal Act, 2001*, S.O. 2001, c. 25.

² See O. Reg. 530/22: “Part VI.1 of the Act”, Schedule 1, item 58, designating the Town of Gananoque.

³ For ease of reference we have set out the full text of ss. 7, 8 and 9 of O. Reg. 530/22 in Appendix A to this opinion.

We have been advised that the Town has taken the following steps with respect to the adoption of its Operating and Capital Budgets for 2026 (collectively, the “**Budget**”):

- The Mayor provided his proposed Budget to the Treasurer who, in turn, provided it to the Clerk on November 28, 2025.
- The Clerk added the proposed Budget to the agenda for the meeting of Council on December 4, 2025, which agenda was published on November 28, 2025.
- The Clerk provided notice by email to all members of Council that the proposed Budget was included in the meeting agenda for December 4, 2025.
- Council met on December 4 and 5, 2025 to consider and deliberate on the proposed Budget. Council passed motions to make amendments to the proposed Budget.
- Council did not conclude the meeting that had taken place on December 4 and 5, 2025 but instead recessed the meeting to continue the deliberations on the proposed Budget.
- The Mayor did not veto any of the resolutions to make amendments to the proposed Budget passed by Council at the meeting on December 4 and 5, 2025.
- Council reconvened on December 16, 2025 to further deliberate on the proposed Budget and passed a motion to hold a special meeting on January 8, 2026 to continue deliberations.
- A special meeting was held on January 8, 2026 to continue discussions on the proposed Budget. Council again passed motions to amend the proposed Budget. The meeting was again recessed.
- The Mayor did not veto the amendments made by Council on January 8, 2026.
- A special meeting was held on January 14, 2026 to continue deliberations and to finalize the proposed Budget. Amending motions were passed by Council once again.
- At the same meeting, Council also passed a motion directing the Treasurer to bring back a by-law to adopt the 2026 Provisional Operating and Capital Budgets for 1st and 2nd reading on February 18, 2026, and for 3rd reading on March 4, 2026.
- The Mayor again did not veto the amendments made by Council on January 14, 2026.
- At the meeting of Council on February 18, 2026, Council passed a further amendment to the proposed Budget. The proposed adopting by-law was read a 1st and 2nd time, and was passed.

The proposed Budget is scheduled to be before Council on March 4, 2026 for 3rd reading and final adoption.

We have been advised that the Mayor had indicated that he intends to exercise his power under subsection 284.16(4) to veto the proposed Budget in its entirety. We were asked to opine on the Mayor’s authority to do so and whether Council has a statutory ability to override the Mayor’s veto.

Analysis

A. Powers and Duties re Budget

1. *Municipal Act, 2001*

As noted above, section 284.16 of the *Municipal Act, 2001* sets out an entirely new authority for the proposal and adoption of a municipality's budget.

Given the importance of the provisions to this matter (which are relatively short), we set them out in full below:

Powers and duties re. budget

284.16 (1) In accordance with this section and subject to the regulations, the powers and duties of a municipality with respect to proposing and adopting a budget are assigned to the head of council of the municipality.

Proposed budget

(2) The head of council shall, in accordance with the regulations, prepare a proposed budget for the municipality and provide the proposed budget to the council for the council's consideration.

Council may adopt or amend budget

(3) After receiving the proposed budget, council may, in accordance with the regulations, pass a resolution making an amendment to the proposed budget.

Veto power

(4) The head of council may, in accordance with the regulations, veto a resolution passed under subsection (3).

Override of veto

(5) Council may, in accordance with the regulations, override the head of council's veto under subsection (4) if two-thirds of the members of council vote to override the veto.

Adoption of budget

(6) The budget for the municipality shall be adopted in accordance with the regulations.

Same

(7) For greater certainty, the regulations may provide for the circumstances in which the budget is deemed to be adopted.

Section 284.16 supersedes section 290 with respect to the adoption of the Town's Budget.

The adoption of the Budget for the Town is required to be completed in compliance with section 284.16 and in accordance with the process expressly set out in "the regulations": O. Reg. 530/22. There is no requirement for Council to pass a by-law to adopt the Budget; the legislation now sets out a "deemed adoption" process for a municipality's annual budget.

2. O. Reg. 530/22

As set out above, section 284.16(1) expressly provides that the powers and duties of a municipality with respect to proposing and adopting an annual budget are assigned to the head of council “in accordance with this section and subject to the regulations”.

Each of subsections 284.16(2) to (6) specifies that the powers and duties are to be discharged “in accordance with the regulations”.

O. Reg. 530/22 sets out the specific procedures for the proposal and adoption of the Town’s Budget. The procedures and steps must be followed in order for a municipality to validly adopt a its annual budget.

The procedures contain a number of important deeming provisions.⁴ This is a very significant change to the municipal budget adoption process.

Under section 290, a non-designated municipality must pass a by-law to adopt is budget. This is no longer the case for a “strong mayor municipality” whose head of council proposes a budget on or before February 1.⁵

For the reasons that follow, it is our opinion that the steps taken by the Town with respect to its budget were not carried out in accordance with O. Reg. 530/22.

B. Budget Process

1. Proposed Budget from Mayor

It is our opinion that the Mayor properly commenced the legislative process to bring forward the proposed Budget in accordance with subsection 7(1) of O. Reg. 530/22:

7. (1) The head of council shall, on or before February 1 of each year,
 - (a) prepare a proposed budget for the municipality that includes the estimates of sums required under subsection 289 (1) or 290 (1) of the Act, as the case may be;
 - (b) provide the proposed budget to each member of council and to the clerk; and
 - (c) make the proposed budget available to the public.

The Mayor provided the proposed Budget to the Treasurer, who provided it to the Clerk, who included it on the meeting agenda, gave notice to members of Council and published the agenda. We are of the opinion that the requirements of subsection 284.16(2) and subsection 7(1), in terms of bringing forward a proposed Budget for the Town, distributing it to the members of Council and making it available to the public, were complied with on November 28, 2025.

⁴ O. Reg. 530/22, ss. 7(5), (7), (9), (13) and (14).

⁵ Pursuant to s. 7(2), if the head of council does not propose a budget by February 1 in accordance with s. 7(1), the right to do so is forfeited and it reverts to the council to prepare and adopt the budget for the municipality. In this case, the council would need to enact a by-law to adopt the budget.

2. Valid Amendments to Proposed Budget

Council is entitled under subsection 284.16(3) to make amendments to the proposed Budget.

Council met on December 4, 5 and 16, 2025 and passed motions to make amendments to the proposed Budget. It is our view that these amendments are valid and that they complied with the requirements of subsection 7(3):

7 (3) Subject to subsection (4), within 30 days after receiving the proposed budget from the head of council in accordance with clause (1) (b), the council may pass a resolution making an amendment to the proposed budget.

3. No Veto by Mayor

The Mayor was entitled to veto Council's amendments to the proposed Budget passed on December 4, 5 and 16, 2025 under subsection 284.16(4) of the statute but had to do so in accordance with subsection 7(6) of O. Reg. 530/22:

7 (6) Subject to subsection (7), within 10 days after the expiry of the time period for council to pass a resolution under subsection (3), the head of council may veto a resolution passed by council under subsection (3) by providing on the day of the veto to each member of council and to the clerk a written veto document that includes the veto and the reasons for the veto.

Since Council did not specify a shorter period, the Mayor had 10 days from December 28, 2025 (being 30 days after the Budget was proposed by the Mayor) to veto Council's amendments. The Mayor did not exercise his power to do so under subsection 7(6) and, accordingly, the amendments remain in place.

Had the Mayor exercised his power to veto the amendments, they would have been deemed not to have been passed by Council but the Council could have, by a two-thirds vote have overridden the veto, which would have meant that the Budget would not have been deemed adopted until a later date.⁶

4. Budget Deemed Adopted

However, the fact that the Mayor did not exercise his right to veto the amendments had a very significant consequence: it caused the proposed Budget to be deemed to be adopted by the Town.

The deemed adoption occurs by operation of subsection 7(9) of O. Reg. 530/22:

7 (9) If the head of council does not veto a resolution in accordance with subsection (6) within 10 days or, if a shorter period is set under subsection (7), within that period, the proposed budget **shall be deemed to be adopted** by the municipality. (emphasis added)

It is our opinion that the Town's Budget was deemed to be adopted on January 7, 2026 (10 days from December 28, 2025) by virtue of subsection 7(9) of O. Reg. 530/22.

⁶ O. Reg. 530/22, ss. 7(10)-(14).

5. Subsequent Amendments Not Applicable

Based on our conclusion that the Budget was adopted on January 7, 2026, the subsequent amendments purportedly passed by Council at the continuation of the budget meetings on January 8 and 14, and on February 18, 2026 were without effect and cannot apply to the Budget since it had already been adopted pursuant to subsection 7(9) of O. Reg. 530/22.

We appreciate that Council commenced its meeting to consider and deliberate on the proposed Budget on December 4, 2025 and maintained that meeting as continuing by not adjourning that meeting and by holding subsequent budget meetings on December 5 and 16, 2025, January 8 and 14, 2026 and February 18, 2026. However, the continuation of a meeting is not material for the purposes of the specific timelines set out in O. Reg. 530/22. In other words, the time limits set out in the regulation could not be overridden by virtue of Council having held a lengthy multi-day meeting to consider the proposed Budget.

6. No By-law Necessary to Adopt Budget

Subsection 284.16(6) is explicit: “The budget for the municipality shall be adopted in accordance with the regulations.”

There is no requirement for the Town to pass a by-law to adopt the Budget. Accordingly, there was no need for a by-law to have been given 1st and 2nd readings on February 18, 2026, and there is no requirement for a 3rd reading on March 4, 2026.

7. No Ability to Veto Budget or Amendments

Given the deemed adoption of the Budget, there is no authority for the Mayor to veto the amendments that were made on December 4, 5 and 16, 2025, as the time to do so has expired. There was never any authority for the Mayor to veto the entire Budget.

8. No Curative or Remedial Mechanism Available

Given that the Budget has been deemed adopted, there is no statutory or regulatory authority to make any in-year modifications to the Budget, save and except in accordance with section 9 of O. Reg. 530/22, where an in-year budget amendment may be proposed by the head of council but only “for the purpose of raising an additional general upper-tier levy or a special upper-tier levy in the year under section 311 of the Act or a general local municipality levy or a special local municipality levy in the year under 312 of the Act.”⁷ Council has no freestanding right to amend an adopted budget at any time as such action could possibly derogate from or entirely defeat the purpose of the head of council being able to propose the municipal budget.

There is no other provision that allows the Mayor or Council to modify the Budget. The legislation provides for a proposed budget to be prepared by the Mayor; for it to be considered by Council and for Council to make amendments; for the Mayor to veto any amendments and for Council to override any mayoral veto decision. The legislation also permits in-year budget amendments but only to raise additional levies. Accordingly, there is no mechanism to remedy the deemed adoption of the Budget as it read on January 7, 2026.

⁷ O. Reg. 530/22, s. 9(1).

9. Levy By-law

Council will still need to enact a by-law to impose the “general local municipality levy” and, if applicable, any “special local municipality levy” pursuant to subsections 312(2) and (4) of the *Municipal Act, 2001*. The two aforementioned terms are expressly defined in subsection 312(1) and each refers to “the amount the municipality decided to raise in its budget.” There is a direct connection between the levies and the adopted Budget which means that the Town cannot impose levies in its by-law that do not correspond to the amounts set out in its Budget.

If Council refuses to enact the by-law under section 312, it means that the Town cannot lawfully impose property taxes on rateable property. Council cannot enact a levy by-law that does not accord with the amounts that are specified in the adopted Budget.

10. Water / Wastewater Budgets

We also understand that the Town has Water / Wastewater Operating and Capital Budgets. The proposed budgets for 2026 were also presented to Council on November 28, 2025 in compliance with subsection 7(1) of O. Reg. 530/22. Council did not pass any amendments to the proposed Water / Wastewater Operation and Capital Budgets. Accordingly, these proposed budgets were also deemed adopted on January 7, 2026.

Conclusions

Based on the foregoing, it is our opinion that the Budget for the Town was deemed adopted on January 7, 2026. The Budget is comprised of the proposed Budget submitted by the Mayor on November 28, 2026 as amended by Council by the resolutions that were passed on December 4, 5 and 16, 2025. All subsequent actions taken in respect of the Budget were of no force or effect on the Budget that was deemed adopted.

Yours truly,

AIRD & BERLIS LLP



John Mascarin

JM/LD/km

APPENDIX A

Sections 7, 8 & 9 of O. Reg. 530/22

Annual budget

7. (1) The head of council shall, on or before February 1 of each year,
 - (a) prepare a proposed budget for the municipality that includes the estimates of sums required under subsection 289 (1) or 290 (1) of the Act, as the case may be;
 - (b) provide the proposed budget to each member of council and to the clerk; and
 - (c) make the proposed budget available to the public.
- (2) If the head of council does not propose a budget to council by February 1 in accordance with subsection (1), the council shall prepare and adopt the budget for the municipality.
- (3) Subject to subsection (4), within 30 days after receiving the proposed budget from the head of council in accordance with clause (1) (b), the council may pass a resolution making an amendment to the proposed budget.
- (4) A council may in a year pass a resolution to shorten the 30-day period referred to in subsection (3) for the year.
- (5) If council does not pass a resolution under subsection (3) within 30 days, or, if a shorter period is set under subsection (4), within that period, the proposed budget shall be deemed to be adopted by the municipality.
- (6) Subject to subsection (7), within 10 days after the expiry of the time period for council to pass a resolution under subsection (3), the head of council may veto a resolution passed by council under subsection (3) by providing on the day of the veto to each member of council and to the clerk a written veto document that includes the veto and the reasons for the veto.
- (7) The head of council may in a year shorten the 10-day period referred to in subsection (6) for the year by providing to each member of council and to the clerk a written document specifying a shorter period.
- (8) If the head of council vetoes a resolution in accordance with subsection (6), the resolution shall be deemed not to have been passed by council.
- (9) If the head of council does not veto a resolution in accordance with subsection (6) within 10 days or, if a shorter period is set under subsection (7), within that period, the proposed budget shall be deemed to be adopted by the municipality.

(10) Subject to subsection (11), within 15 days after the expiry of the time period for the head of council to veto a resolution under subsection (6), council may override the head of council's veto if two-thirds of the members of council vote to override the veto.

(11) A council may in a year pass a resolution to shorten the 15-day period referred to in subsection (10) for the year.

(12) For greater certainty, the head of council may vote as a member of council in a vote to override a veto.

(13) If the council overrides the veto under subsection (10), subsection (8) does not apply, and the resolution shall be deemed to be passed by council.

(14) After the expiry of the time period for council to override the head of council's veto under subsection (10), the proposed budget is deemed to be adopted by the municipality.

Budget process — conflict of interest

8. If, under section 5.3 of the Municipal Conflict of Interest Act, the head of council is prohibited from using the power and exercising the duty under subsection 284.16 (2) of the Act to prepare the proposed budget for the municipality with respect to a matter,

- (a) council may pass a resolution to amend the proposed budget with respect to the matter; and
- (b) the head of council may not veto the resolution.

Budget process — in-year budget amendments

9. (1) The head of council may, for the purpose of raising an additional general upper-tier levy or a special upper-tier levy in the year under section 311 of the Act or a general local municipality levy or a special local municipality levy in the year under 312 of the Act, as the case may be, prepare a proposed budget amendment for the municipality and,

- (a) provide the proposed budget amendment to each member of council and to the clerk; and
- (b) make the proposed budget amendment available to the public.

(2) Subject to subsection (3), within 21 days after receiving the proposed budget amendment from the head of council in accordance with subsection (1), the council may pass a resolution making an amendment to the proposed budget amendment.

(3) A council may in a year pass a resolution to shorten the 21-day period referred to in subsection (2) for the year.

(4) If council does not pass a resolution under subsection (2) within 21 days, or, if a shorter period is set under subsection (3), within that period, the proposed budget amendment shall be deemed to be adopted by the municipality.

(5) Subject to subsection (6), within 5 days after the expiry of the time period for council to pass a resolution under subsection (2), the head of council may veto a resolution passed by council under subsection (2) by providing to each member of council and to the clerk, on the day of the veto, a written veto document that includes the veto and the reasons for the veto.

(6) The head of council may in a year shorten the 5-day period referred to in subsection (5) for the year by providing to each member of council and to the clerk a written document specifying a shorter period.

(7) If the head of council vetoes a resolution in accordance with subsection (5), the resolution shall be deemed not to have been passed by council.

(8) If the head of council does not veto a resolution in accordance with subsection (5) within 5 days, or, if a shorter period is set under subsection (6), within that period, the proposed budget amendment shall be deemed to be adopted by the municipality.

(9) Subject to subsection (10), within 10 days after the expiry of the time period for the head of council to veto a resolution under subsection (5), council may override the head of council's veto if two-thirds of the members of council vote to override the veto.

(10) A council may in a year pass a resolution to shorten the 10-day period referred to in subsection (9) for the year.

(11) For greater certainty, the head of council may vote as a member of council in a vote to override a veto.

(12) If the council overrides the veto under subsection (9), subsection (7) does not apply, and the resolution shall be deemed to be passed by council.

(13) After the expiry of the time period for council to override the head of council's veto under subsection (9), the proposed budget amendment is deemed to be adopted by the municipality.

Council Report – RDS-2026-04

Date: March 18, 2026 **IN CAMERA**

Subject: Award of Contract – Purchase of Hot Box and Recycler

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

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES A BUDGET DEVIATION OF \$9,000.00 (EXCLUDING THE TOWN'S SHARE OF HST), FOR THE PURCHASE OF A 2-TON ASPHALT HOT BOX AND RECYCLER, AS PRESENTED IN REPORT COUNCIL RDS-2026-04.

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-022, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH AMACO CONSTRUCTION EQUIPMENT INC., FOR THE PURCHASE OF A 2-TON ASPHALT HOT BOX AND RECYCLER, TO AN UPSET LIMIT OF \$47,000.00 (EXCLUDING THE TOWN'S SHARE OF HST), AS PRESCRIBED IN QUOTE DATED FEBRUARY 24, 2026, AND AS PRESENTED IN COUNCIL REPORT RDS-2026-04.

STRATEGIC PLAN COMMENTS:

Sector 2 – Infrastructure/Environment – Strategic Initiative #2 – Maintain an ongoing assessment of the Town's infrastructure to ensure sufficient capacity exists to support future growth.

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

BACKGROUND:

The Town received \$38,000.00 in funding through the Pothole Prevention and Repair Program through the Ministry of Transportation (MTO). These funds are to be spent between April 1, 2025 and March 31, 2026.

INFORMATION/DISCUSSION:

Pothole repair and maintenance is a routine practice within the operations of Public Works and is an essential component to extending the useful life of our roadways. The peak season for demand of pothole repairs is during the winter and spring season as the natural environment experiences countless freeze/thaw cycles. These cycles wreak havoc on our asphalt roadways, especially the segments of road that are due for a resurface but aren't scheduled for some time.

One of the more proven practices to properly repair a pothole is with hot mix asphalt. Currently, staff are applying cold mix asphalt (cold patch) at air temperature when undertaking pothole repairs. Switching to a modern pothole repair practice with a hot box will result in durable and long-lasting repairs, increased efficiency and productivity, cost savings, improved safety for staff, and increased environmental sustainability efforts.

Public Works staff communicated with one of our LAS/Canoe suppliers to inquire about the availability of a hot box and recycler. AMACO informed town staff that they had a demo unit for sale. Staff requested a formal quote to present this opportunity to Council.

APPLICABLE POLICY/LEGISLATION:

Procurement By-law No. 2025-089

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:

The total amount of the grant funding is \$38,000, leaving a shortfall of \$9,000.00 for this purchase. Staff are recommending funding the \$9,000.00 shortfall through General Reserves.

CONSULTATIONS:

Brock Webb, Superintendent of Roads
Jacob Hetherington, Account Manager, AMACO CEI

ATTACHMENTS:

Quote from AMACO dated February 24, 2026
Information Sheet – Falcon 2-Ton Hot Box and Recycler
Draft By-law No. 2026-022

APPROVAL	<p>_____ David Armstrong, Manager of Public Works</p> <p>_____ John Morrison, Treasurer 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> <p>_____ Melanie Kirkby, CAO</p>
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Amaco
5804 Datsun Rd
Mississauga, Ontario L4W 1H2

C# BP0001554
THE TOWN OF GANANOQUE
665 CHARLES ST N
GANANOQUE, ON K7G 2T6

Thank you for giving us the opportunity to
earn your business!

Jacob Hetherington
(613) 852-9640
jacob.hetherington@amacocei.com

Quote# 11488
Date: February 24th 2026
Valid until: March 25th 2026

Stock#: EQ0001299 - FAL - FALCON RME - 2 TON AIR JA - 2025 - Hours: 284 - S/N:1F9P21727SM339083 \$47,000.00

DEMO 2025 2 Ton Transporter - Diesel Air Jacketed
12 volt batteries, Triple Wall Construction,
Fully insulated, Automatic Temperature
Control, VIP, One-piece seamless ceramic
combustion chamber, conspicuity tape
Diamond Tread Plate Hopper Access Platform,
Battery charger package
Electric Brakes with safety breakaway
Tandem axle trailer frame - 2"x6"x1/4" Tubular
steel
16" tires - Load Range E

COMPLETE WITH:

Single Diesel burner
Dump Box
Standard frame - 16'
Falcon Smart Control package includes:
7 day timer, fuel level gauge, hour meter,
voltmeter, temperature gauge
LED Lighting package includes:
Two red stop/tail/turn lights and one amber
strobe per side, warning strobe light, LED
night work lights, LED arrow stick
3 position tool holder, release agent basket,
hopper access step & fuel shutoff

Quoted Under Sourcewell/Canoe

FOB AMACO

CURRENCY: CANADIAN FUNDS

.
FX RATE: OUR QUOTE IS BASED ON AN FX RATE OF 1.39 AND
SUBJECT TO CHANGE UP OR DOWN BETWEEN TIME OF OFFER AND
TIME
OF ORDER.

.
FOB: YOUR FACILITY

.
TAXES / TARIFF'S / DUTIES / SURCHARGES / LICENSING OR ANY
OTHER ADDITIONAL COSTS: IF APPLICABLE IT IS AGREED THAT ALL
CHARGES ARE IN ADDITION TO THE AGREED PURCHASE PRICE.

.
DELIVERY: STOCK UNITS AVAILABLE IMMEDIATELY

.
TRAINING: INCLUDED - COMPLETED BY AMACO

.
WARRANTY: FOB AMACO

Summary

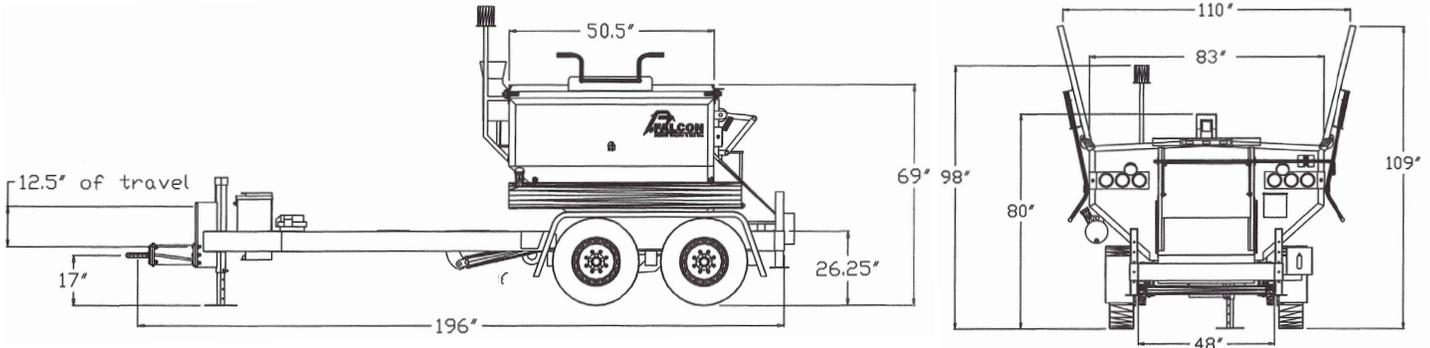
Items:	47,000.00	Trade Payoffs:	0.00
Rent applied to	0.00	Balance w/tax +	53,110.00
Sale:		Payoffs:	
Trades Value:	0.00	Down payment:	0.00
Balance:	47,000.00		
CA-HST Tax:	6,110.00		
Balance w/tax:	53,110.00		

All payments are an approximation and subject to change.

Customer's Signature:

* All in-stock machines are subject to prior sale.

2 TON ASPHALT HOT BOX AND RECYCLER



Type	2 Ton Trailer
Capacity	4,000 lbs of material
Base Weight	3,350 lbs
Weight loaded with material	7,350 lbs
GVWR	7,000 lbs (Dump box): 9,810 lbs
Fuel Source	Diesel
Fuel Capacity	15 gallons for dump box - 18 gallons on fixed trailer
Burner Type	105,000 BTU Diesel Beckett burner w/electronic spark ignite
Number of burners	1 (options for dual burner)
Unloading door	Insulated guillotine, 16"Hx33" W
Loading doors	Manual 50"L x 41"W
Hopper opening	110" - doors open
Width	83"
Length	16'
Height	69"
Construction	Triple wall insulated – air jacketed
	10 gauge capping channel and corner molding (adds structural integrity)
	Hopper floor heated – ¼" steel
	Wiring is external to hopper
Axles	Double eye leaf springs, Single axle - Tandem axle on dump box
Tires	8-bolt wheels w/9x16" tires
Brakes	Electric brakes with safety breakaway
Hitch	2.5" pintle eye
Paint	Blasted and painted with two coats of epoxy primer and urethane finish
Frame	Tubular steel frame with boxed-in and enclosed gussets
Asphalt repair areas	9'x9'x4" depth (80 potholes 1'x1'x4" depth)
Warranty	Two year machine warranty, lifetime frame warranty

Falcon Asphalt Repair Equipment
 2600 W. Salzburg Rd
 Freeland, MI 48623
 sales@falconrme.com

Phone: (989) 495-9332
 Fax: (989) 495-9342
 www.falconrme.com

WWW.FALCONRME.COM



2 TON ASPHALT HOT BOX AND RECYCLER

STANDARD:

- Battery charger package
- Automatic temperature control
- VIP technology
- One piece ceramic combustion chamber (diesel)
- Diamond tread plate hopper access platform
- Heated shoveling platform
- 12 volt deep cycle batteries
- Conspicuity tape

OPTIONS:

- Hydraulic dump function
- Dual burner recycling package
- Hydraulic loading and unloading doors
- LED light upgrades including LED arrow board
- 30 gallon tack tank with spray system and hose reel
- Basket for mounting compactor
- Wash-down system
- 24-hour or 7-day timer
- Short frame - 14'
- XL frame - 18', 20'
- Electric overnight heat
- Hoist - manual or electric
- Tire upgrade
- Propane torch with bracket
- Other customizable options available

Falcon hot boxes and recyclers give you unparalleled **versatility**. You can **transport cold mix**, keeping it warm during the winter months and making it easier to work with; you can **transport hot mix and keep it hot all day**; and you can **hold hot mix overnight**, keeping it warm for up to 48 hours. You can also **reclaim unused hot mix**, eliminating the waste of good material, and you can **recycle asphalt chunks and millings**. All of this makes Falcon the most versatile machine you can buy for pavement preservation.

All Falcon machines are built with pride in Midland, Michigan and come with the following standard features: **patented heat management system** featuring a 5-year maintenance-free combustion chamber, **large unloading door** for easy access, **patented VIP system** to eliminate damage from low voltage, a **2-year machine warranty and lifetime frame warranty**, an emphasis on **curbside safety** and easy platform work surfaces, and a durable and **reliable dump system**.

THE FALCON ADVANTAGE



Large Unloading Door For Easy Access



Patented Heat Management System



Platform For Safe, Easy Hopper Access



Patented VIP - Low Voltage Shutdown



Dump System - Pivot Point & V-Body



Lifetime Frame Warranty

Falcon Asphalt Repair Equipment
2600 W. Salzburg Rd
Freeland, MI 48623
sales@falconrme.com

Phone: (989) 495-9332
Fax: (989) 495-9342
www.falconrme.com

WWW.FALCONRME.COM

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2026-022

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH AMACO CONSTRUCTION EQUIPMENT INC., FOR THE PURCHASE OF A 2-TON ASPHALT HOT BOX AND RECYCLER

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 Council Report RDS-2026-04 and concurred with the recommendation to authorize the Mayor and Clerk to sign an Agreement with AMACO Construction Equipment Inc., for the purchase of a 2-Ton Asphalt Hot Box and Recycler to an upset limit of \$47,000 (excluding the Town's share of HST), as prescribed in Quote dated February 24, 2026;

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 an Agreement with AMACO Construction Equipment Inc., for the purchase of a 2-Ton Asphalt Hot Box and Recycler to an upset limit of \$47,000 (excluding the Town's share of HST).

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 18th day of March 2026.

John S. Beddows, Mayor

Penny Kelly, Clerk

(Seal)



Report Council – UTIL-2026-02

Date: March 18, 2026 **IN CAMERA**

Subject: 2025 Annual Stormwater Management Report

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

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE 2025 ANNUAL STORMWATER MANAGEMENT REPORT FOR INFORMATION, AS PRESENTED IN REPORT COUNCIL UTIL-2026-02.

STRATEGIC PLAN COMMENTS:

Sector 2 –Environment and Infrastructure – Strategic Initiative #2 – Maintain an ongoing assessment of the Town’s infrastructure to ensure sufficient capacity exists to support future growth.

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

BACKGROUND:

This report is intended to keep Council and the public current with performance and major operational aspects of the stormwater system, including any notable highlights, monitoring records, and maintenance activities.

INFORMATION / DISCUSSION:

This report is required to be submitted on an annual basis and is representative of the year 2025. A couple items of note from the report:

1. Town staff completed a repair and rehabilitation of the stormwater infrastructure located at Charles Street N. and Garden Alley. Proper drainage was restored with replaced underground infrastructure and repaving the roadway to correct overland drainage to the appropriate catch basins.
2. Town staff completed an annual inspection of the River Street Stormwater Pond. Extensive vegetation growth was observed to be impeding the visibility of the pond and the flow paths. Staff cleared and removed trees, shrubs, and overgrown vegetation was trimmed back to restore visibility of the pond and berm, as well as improve the ability to monitor pond performance, condition, and flow.

- Town staff continue to work with JL Richards to complete the Stormwater Master Plan. Final draft is anticipated to be received by staff in the spring of 2026.

APPLICABLE POLICY/LEGISLATION:

O.Reg. 208/19 *Environmental Compliance Approval in Respect of Sewage Works*
 Town of Gananoque (CLI-ECA) 156 – S701

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:

N/A

CONSULTATIONS:

Christine Brennan, Utilities Compliance Coordinator
 Brock Webb, Superintendent of Roads
 Matt Hault, Superintendent of Water and Wastewater
 Charles Fromentin, Public Works Technologist

ATTACHMENTS:

2025 Annual Stormwater Management Report

APPROVAL	<p>_____</p> <p>David Armstrong, Manager Public Works</p> <p>_____</p> <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 <i>Municipal Act</i> and regulations.</p> <p>_____</p> <p>Melanie Kirkby, CAO</p>
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2025 Annual Stormwater Management Report

Manager of Public Works, David Armstrong
Utilities Compliance Coordinator, Christine Brennan

January 28, 2026

EXECUTIVE SUMMARY

The Corporation of the Town of Gananoque's Public Works Department is pleased to provide the 2025 Stormwater Management Annual Report. The 2025 Annual Report has been prepared in accordance with the terms and requirements set out in the Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) 156-S701.

The employees of the Town of Gananoque are committed to and share in the responsibilities for implementing, maintaining, and contributing to the continual improvement of the stormwater system.



David Armstrong
Manager of Public Works



Christine Brennan
Utilities Compliance Coordinator

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APPENDICES

Appendix A: Town of Gananoque Stormwater Map

LIST OF DEFINITIONS

Alteration(s)	<p>includes the following, in respect of the Authorized System, but does not include repairs to the system:</p> <ul style="list-style-type: none">a) An extension of the system,b) A replacement or retirement of part of the system, orc) A modification of, addition to, or enlargement of the system.
Approval	<p>means the Environmental Compliance Approval including any Schedules attached to it.</p>
Design Criteria"	<p>means the design criteria set out in the Ministry's publication "Design Criteria for Sanitary Sewers, Storm Sewers and Force mains for Alterations Authorized under Environmental Compliance Approval".</p>
Director	<p>means a person appointed by the Minister pursuant to section 5 of the EPA for the purposes of Part II.1 of EPA (Environmental Compliance Approvals).</p>
Ministry	<p>means the Ministry of the Minister and includes all employees or other persons acting on its behalf.</p>
Monitoring Plan	<p>means the monitoring plan prepared and maintained by the Owner under condition 4.1 in Schedule E of the Approval.</p>
Municipal Stormwater Management System	<p>means all Sewage Works, located in the geographical area of a municipality, that collect, transmit, or treat Stormwater and are owned, or may be owned pursuant to an agreement entered into under the Planning Act or Development Charges Act, 1997, by:</p> <ul style="list-style-type: none">a) A municipality, a municipal service board established under the Municipal Act, 2001 or a city board established under the City of Toronto Act, 2006; orb) A corporation established under sections 9, 10, and 11 of the Municipal Act, 2001 in accordance with section 203 of that Act or under sections 7 and 8 of the City of Toronto Act, 2006 in accordance with sections 148 and 154 of that Act.
Operating Authority	<p>means, in respect of the Authorized System, the person, entity, or assignee that is given responsibility by the Owner for the operation, management, maintenance, or Alteration of the Authorized System, or a portion of the Authorized System.</p>

Owner	for the purposes of the Approval means the Corporation of the Town of Gananoque and includes its successors and assigns.
Source Protection Plan	means a drinking water source protection plan prepared under the CWA.
Storm Sewer	means Sewers that collect and transmit, but not exfiltrate or lose by design, Stormwater resulting from precipitation and snowmelt.
Stormwater	means rainwater runoff, water runoff from roofs, snowmelt, and surface runoff.
Stormwater Management Facility	means a Facility for the treatment, retention, infiltration, or control of Stormwater.

1. Introduction

The following 2025 Stormwater Management Annual Report is submitted in accordance with Section 5 of the Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) 156-S701 for the Town of Gananoque Stormwater Management system. This Stormwater Annual Report covers the reporting period from January 1st, 2025 to December 31st, 2025.

2. System Description

The Municipal Stormwater Management (SWM) system serving the Town of Gananoque's drainage area, is a separate system for stormwater (i.e. designed not to convey sanitary sewage or combined sewage) within the St. Lawrence River and the Gananoque River in the Gananoque River Watershed. The Municipal SWM System consists of storm sewers, culverts, ditches, Stormwater Management Facilities and outlets.

The CLI-ECA covers the entire Municipal SWM System owned and operated by the Town of Gananoque. The CLI-ECA does not cover municipally or privately-owned sewage works on industrial or commercial land.

3. System Performance and Monitoring

The Town of Gananoque conducts a monitoring program designed to ensure adequate conditions of the Stormwater Management System.

3.1 Stormwater Collection System

The stormwater collection system has 29.15km of storm sewers, ditches and swales. The Gananoque Public Works Department cleans and inspects all catch basins and oil and grit separators twice per calendar year.

Table 1: Stormwater Collection System by Diameter

System Type	Pipe Diameter (mm)	Length (km)	System Totals (km)
Storm Sewers	Up to 250	1.44	-
Storm Sewers	> 250 - 500	15.08	-
Storm Sewers	> 500 - 1050	5.64	-
Storm Sewers	> 1050	0.38	-
Storm Sewers	Unknown Size	1.58	-
Total Storm Sewers	-	-	24.08
Ditches / Swales	NA	-	5.07
Total System Length (km)	-	-	29.15

3.2 Stormwater Management Facilities

The performance of the stormwater management facilities is provided through annual inspections to visually identify performance or major functional issues.

The Town of Gananoque also consists of two oil and grit separators. One oil and grit separator located on Nalon Road and the other at Maplecroft Court. The oil and grit separators are inspected and cleaned twice per calendar year. There were no issues reported during the 2025 oil and grit separator inspections.

Table 2: Summary of Stormwater Management Facilities

Facility Type	Basic Treatment for Suspended Solids	Normal Treatment for Suspended Solids	Enhanced Treatment for Suspended Solids	Other Treatment Level for Suspended Solids	Total Quality Control	Total Quantity Control	Total Number of Facilities
LID Facilities - Retention (infiltration, evapotranspiration, harvest)							
LID Facilities - Filtration							
Stormwater Management Ponds - Wet (includes wetlands, hybrids)		1					1
Stormwater Management Ponds - Dry							
Super Pipe / Storage Facility							
Filtration MTD - Filter Unit							
Sedimentation MTD - OGS		2					2
Pumping Stations							0
Other							1
Total Number of Facilities							4

3.3 Monitoring Data Summary

Not applicable at this time. Future system 'monitoring plan' to be developed and implemented in accordance with Ministry of the Environment, Conservation and Parks (MECP) guidelines and the CLI-ECA requirements.

4. Environmental Trends – Previous 5 Years

Not applicable at this time.

5. Maintenance on Major Structures

All works are subject to the annual operational budget approval by Council. A request for proposal was submitted in 2024 to develop a Stormwater Management Master Plan. The Town of Gananoque shall identify, upgrade, and improve its stormwater infrastructure as stormwater management has become a concern due to increasingly intense storms and community development.

5.1 Charles Street North Stormwater Infrastructure

In November 2025, stormwater infrastructure at Charles Street North and Garden Alley was investigated and rehabilitated to address a broken sewer that had caused a sinkhole and recurring surface flooding at a low point in the roadway. The work included a CCTV inspection and survey of the existing system, preparation of mapping and review of downstream sewer capacity. A strategy was made to restore proper drainage by repairing the damaged pipe to establish positive flow toward Garden Street and assessing the condition of the catch basins.

5.2 River Street Stormwater Pond

The River Street Stormwater Pond was inspected on June 23rd, 2025 as part of the municipality's ongoing stormwater management program. The inspection identified extensive vegetation growth within the pond, which limited visibility of the berm, pond conditions and flow paths. No evidence of spills or oil/grease contamination was observed at the time of inspection. Following the inspection, the trees and shrubs were removed and vegetation was trimmed back to restore visibility of the berm and improve the ability to monitor pond performance, condition and flow.

6. Spills and Abnormal Discharge Events

No spills or abnormal discharge events occurred during the reporting period.

7. Customer Complaints

The customer complaints summarized in this report reflect stormwater concerns received directly by the Roads Division and the Utilities Division staff during the reporting period. These complaints were addressed through site inspections and maintenance activities. Complaints received by other departments are not included in this summary.

Date	Customer Complaint	Resolution
November 17 th , 2025	A resident reported concerns regarding drainage at a catch basin located on Elmwood Drive, near the intersection of Elizabeth Drive and King Street East. The resident indicated that water was observed near the top of the grate. The Utilities Division attended the location and inspected the catch basin. At the time of inspection, the water level was observed to be several inches below the top of the grate and no immediate drainage issue was confirmed. The condition was documented for monitoring and a follow-up requested by the Roads Division.	Roads Division staff attended the site, opened the catch basin lid and hydro vacuumed the debris from the structure. The catch basin was confirmed to be clear and functioning as intended following the maintenance. The resident was advised not to place materials over the catch basin in the future to prevent obstruction. No further action was required.

8. Key Contacts

David Armstrong
Manager of Public Works
Phone: 613-382-2149 ext. 1615
Email: pwmanager@gananoque.ca

Brock Webb
Roads Superintendent
Phone: 613-382-2149 ext. 1611
Email: roadsuperintendent@gananoque.ca

Michelle Jones
Public Works Technical Assistant
Phone: 613-382-2149 ext. 1613
Email: pwinfo@gananoque.ca

Christine Brennan
Utilities Compliance Coordinator
Phone: 613-382-2149 ext. 1612
Email: utilitycompliance@gananoque.ca



Appendix A

Council Report – UTIL-2026-03

Date: March 18, 2026 **IN CAMERA**
Subject: 2025 Fourth (4th) Quarter Water & Wastewater Reports
Author: David Armstrong, Manager of Public Works **OPEN SESSION**

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE 2025 WATER AND WASTEWATER FOURTH (4th) QUARTER REPORT FOR INFORMATION, AS PRESENTED IN COUNCIL REPORT UTIL-2026-03.

STRATEGIC PLAN COMMENTS:

Sector 2 – Infrastructure/Environment – Strategic Initiative #2 – Maintain an ongoing assessment of the Town’s infrastructure to ensure sufficient capacity exists to support future growth.

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

BACKGROUND:

This report covers the months of October, November, and December 2025. The intent of this report is to keep Council and the public current with performance and major operational aspects of the water and wastewater systems, including any notable highlights, Ministry of Environment, Conservation and Parks (MECP) Inspections, and Adverse Conditions.

INFORMATION / DISCUSSION:

This report is submitted quarterly and represents the Fourth (4th) quarter of 2025. Throughout this quarter there were no adverse water quality incidents and no bypass/overflow events. A couple items of mention are as follows:

1. Staff have been discussing solutions with a consulting engineer for the Lagoon Cell 1 repair and remediation work upcoming in 2026.
2. There were five (5) spill events during the fourth (4th) quarter which occurred due to contractors’ equipment failure at the East End Pumping Station.

APPLICABLE POLICY/LEGISLATION:

Quality Management System Communications Procedure #1006
Safe Drinking Water Act, 2002

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:

N/A

CONSULTATIONS:

Christine Brennan, Utilities Compliance Coordinator

Matt Hault – Superintendent of Water & Wastewater

Public Works – Utilities Division Operators

Members of Municipal Enforcement Sewer Use Group (MESUG)

Members of Municipal Water & Wastewater Regulatory Committee (MWWRC)

ATTACHMENTS:

Attachment 1 – 2025 4th Quarter Water Report

Attachment 2 – 2025 4th Quarter Wastewater Report

APPROVAL	<p>_____</p> <p>David Armstrong, Manager of Public Works</p> <p>_____</p> <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 <i>Municipal Act</i> and regulations.</p> <p>_____</p> <p>Melanie Kirkby, CAO</p>
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Quarterly Reports

Water 2025

4th Quarter

A handwritten signature in black ink, appearing to read "D.A.", with a long horizontal line extending to the right.

David Armstrong
Manager of Public Works



James W. King Drinking Water System 220001254

This report covers the fourth (4th) quarter of 2025 (October, November and December). The intent of the report is to keep the Committee, Council, and the public current with the performance and major operational aspects of the Water Treatment Plant and the Water Distribution System, including any notable highlights, Ministry of the Environment, Conservation and Parks (MECP) inspections and adverse conditions.

Gananoque continues to follow the Water Treatment Plant's Municipal Drinking Water Licence and Drinking Water Works Permit, in addition to the Ontario Safe Drinking Water Act and Regulations.

1.0 Regulatory Sampling

The purpose of regulatory sampling is to protect public health, maintain transparency, and ensure the continued delivery of clean and safe drinking water. It also helps the Town monitor the performance of its water treatment processes and infrastructure, ensuring ongoing compliance.

Table 1: Annual Sampling Requirements

Annual	Completed January 14 th , 2025
Quarterly	January 2025, April 2025, July 2025 and October 2025
Lead	December 15 th 2024– April 15 th 2025 June 15 th 2025 – October 15 th 2025
Microcystin Sampling	Weekly visual inspections between June 1 st 2025 to October 31 st 2025, sampling if an algal bloom is observed.

Table 2: Monthly Sample Results

Month	Number of Distribution Samples	E. Coli Results	Total Coliform Results	Free Chlorine Residuals			Total Chlorine Residuals		
				Min	Max	Ave	Min	Max	Ave
October	20	0	0	0.25	3.02	1.61	0.35	3.18	1.84
November	16	0	0	0.70	2.89	2.05	0.84	3.37	2.32
December	20	0	0	0.83	2.82	1.96	1.00	3.11	2.25

2.0 James W. King Water Treatment Plant

The James W. King Water Treatment Plant is a Class II direct filtration facility with a design capacity of 10,220 m³ per day. The treatment process consists of pre-chlorination, coagulation, flocculation, filtration and post-chlorination, to ensure safe potable water.

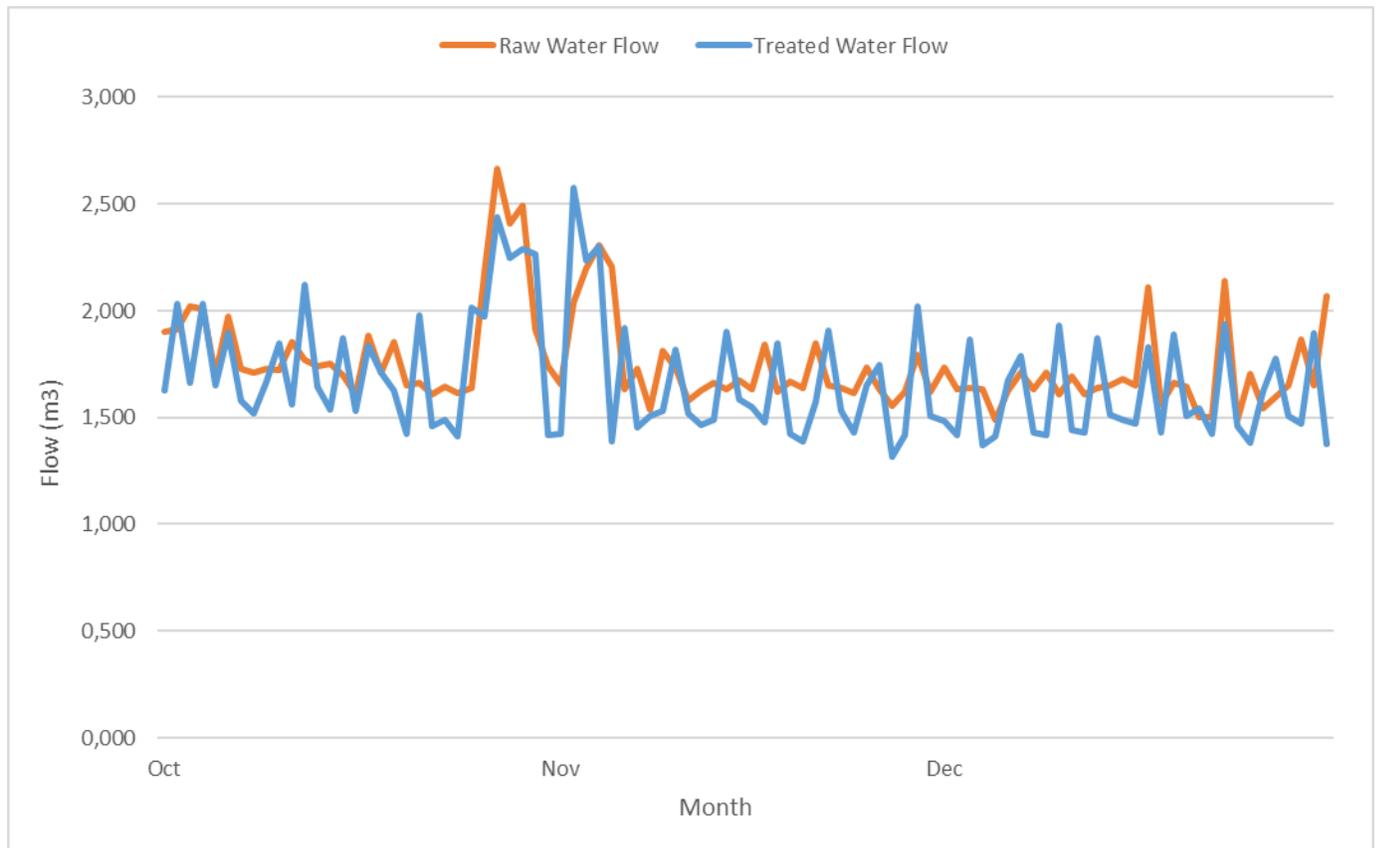
2.1 Raw Water and Treated Water Flows

Flow rates are continuously monitored to document how much water is moving through the treatment plant and distribution system. This helps ensure equipment is operating correctly and within the regulated capacity.

Table 3: Raw and Treated Flows

Month	Max Raw Daily Flow	Average Raw Daily Flow	Max Treated Daily Flow	Average Treated Daily Flow
October	2,664 m ³ /day	1,855 m ³ /day	2,437 m ³ /day	1,786 m ³ /day
November	2,305 m ³ /day	1,738 m ³ /day	2,574 m ³ /day	1,663 m ³ /day
December	2,141 m ³ /day	1,678 m ³ /day	1,936 m ³ /day	1,583 m ³ /day

Figure 1: Fourth Quarter Monthly Flow Chart



2.2 Spills Action Centre Pesticide/Herbicide Report

On October 17th, 2025, pesticide application signage was observed at Joel Stone Park and the Stone Street Pumping Station. Upon inspection from the Utilities Department, it was confirmed that the herbicide used was Vision Max, a glyphosate-based product similar to Roundup. It was later determined that Vision Max was also used near Bay Road.

All the locations where the herbicide was applied are within the Town's Intake Protection Zones (IPZ), where the use of herbicides and pesticides are not permitted. Speaking with the contractor which applied the product on October 16th, 2025, mentioned it was for the purpose of eradicating Japanese Knotweed.

The Utilities Department immediately reported the incident to the Spills Action Centre (SAC) on October 17th at 12:49 (Reference Number: 1-PNA2S7). A follow-up email, including photographs of the application signage and affected areas, was sent to SAC at 13:28.

At 13:33, the Ministry of Health (MOH) was notified. The Utilities Department told the MOH we were going to complete Schedule 23 and 24 water sampling to measure glyphosate. The MOH requested all sampling results will be submitted to them for review.

The Source Protection Coordinator at Cataraqui Conservation, Jason Jobin, was informed of the incident at 13:48 and confirmed that no additional action was required from their office at this time.

At 15:52, Monica Howlett from the Ministry of the Environment, Conservation and Parks (MECP) contacted the Utilities Department and requested details on the volume and concentration of the herbicide applied. The contractor provided a report confirming that 60 litres of solution were applied across the three locations, containing 0.96 litres of Vision Max concentrate.

On October 20th, 2025, at 09:44, Sharilyn Kennedy from MECP advised that, after reviewing the data, the volume and concentration of herbicide used did not pose a risk to the municipal water supply.

The Utilities Department does not support any future use of herbicides or pesticides within the Intake Protection Zone and remains fully committed to protecting the Town's drinking water sources.

2.3 Source Water Protection Overview

Ontario's Drinking Water Source Protection Program is a proactive initiative designed to protect public health by safeguarding clean and reliable sources of municipal drinking water. The program, guided by the Ontario Clean Water Act, 2006 is implemented locally through the Cataraqui Source Protection Committee.

The Cataraqui Source Protection Plan emphasizes risk assessment, avoidance, management, and reduction of drinking water threats. It builds on existing actions by governments, organizations, and property owners and uses a range of policy tools to ensure comprehensive management of potential threats.

The James W. King Water Treatment Plant (WTP), operated by the Town of Gananoque, serves approximately 5,300 residents. The WTP intake pipe is located in the St. Lawrence River, within a highly vulnerable area.

The application, handling, and storage of pesticides are considered significant drinking water threats in areas where the vulnerability score exceeds 8. For Gananoque, Intake Protection Zone 1 has a vulnerability score of 9 and Intake Protection Zone 2 has a score of 8.1, indicating a high susceptibility to contamination.

2.3 Water Treatment Plant Operational Highlights

- October 23, 2025 – Hewitt Ltd. onsite to replace pulley assemblies on Flocculation Mixer #1.

3.0 James W. King Water Distribution System

3.1 Watermains and Water Services

- Various curb stop repairs.
- November 4, 2025 – Seasonal water service shutoffs to prevent freezing.

Prepared By:

Christine Brennan

Christine Brennan
Utilities Compliance Coordinator



Quarterly Reports

Wastewater

2025

4th Quarter

A handwritten signature in black ink, appearing to read "D. Armstrong", with a long horizontal line extending to the right.

David Armstrong
Manager of Public Works



**Gananoque Sewage
Lagoon
ECA – 0999-7X8QL3**

This report covers the fourth (4th) quarter of 2025 (October, November and December). The intent of the report is to keep the Committee, Council, and the public current with the performance and major operational aspects of the Gananoque Sewage Lagoon and the Wastewater Collection System, including any notable highlights, MECP inspections, bypasses and overflow events.

1.0 Lagoon

1.1 Regulatory Sampling

Regulatory sampling is conducted to ensure that effluent discharged from the Lagoon complies with the environmental and regulatory requirements. Sampling is completed on a weekly basis to monitor the parameters such as carbonaceous biochemical oxygen demand (CBOD₅), total suspended solids (TSS), total phosphorus, E. coli and pH levels.

These parameters are subject to annual and monthly average concentration limits, with pH levels required to remain between 6.0 and 9.0 (objectives) and within 5.5 to 9.5 (limits) at all times. The results are used to assess the performance of the Lagoon and are reported in accordance with regulatory conditions.

Table 1: Treated Sewage Effluent Results

Month	Parameter	Minimum	Maximum	Average
October	E. Coli (cfu/100ml)	260	1360	442.62
	CBOD ₅ (mg/L)	6	16	11.8
	Total Suspended Solids (mg/L)	26	56	43.6
	Total Phosphorus (mg/L)	0.44	0.62	0.54
	pH	6.0	7.2	6.6
November	E. Coli (cfu/100ml)	700	1990	1418.56
	CBOD ₅ (mg/L)	6	9	7.5
	Total Suspended Solids (mg/L)	42	64	53.5
	Total Phosphorus (mg/L)	0.58	0.72	0.62
	pH	6.0	6.9	6.4
December	E. Coli (cfu/100ml)	1870	15000	5415.01
	CBOD ₅ (mg/L)	7	16	9.4
	Total Suspended Solids (mg/L)	32	50	43.6
	Total Phosphorus (mg/L)	0.52	0.65	0.57
	pH	6.1	8.4	36.9

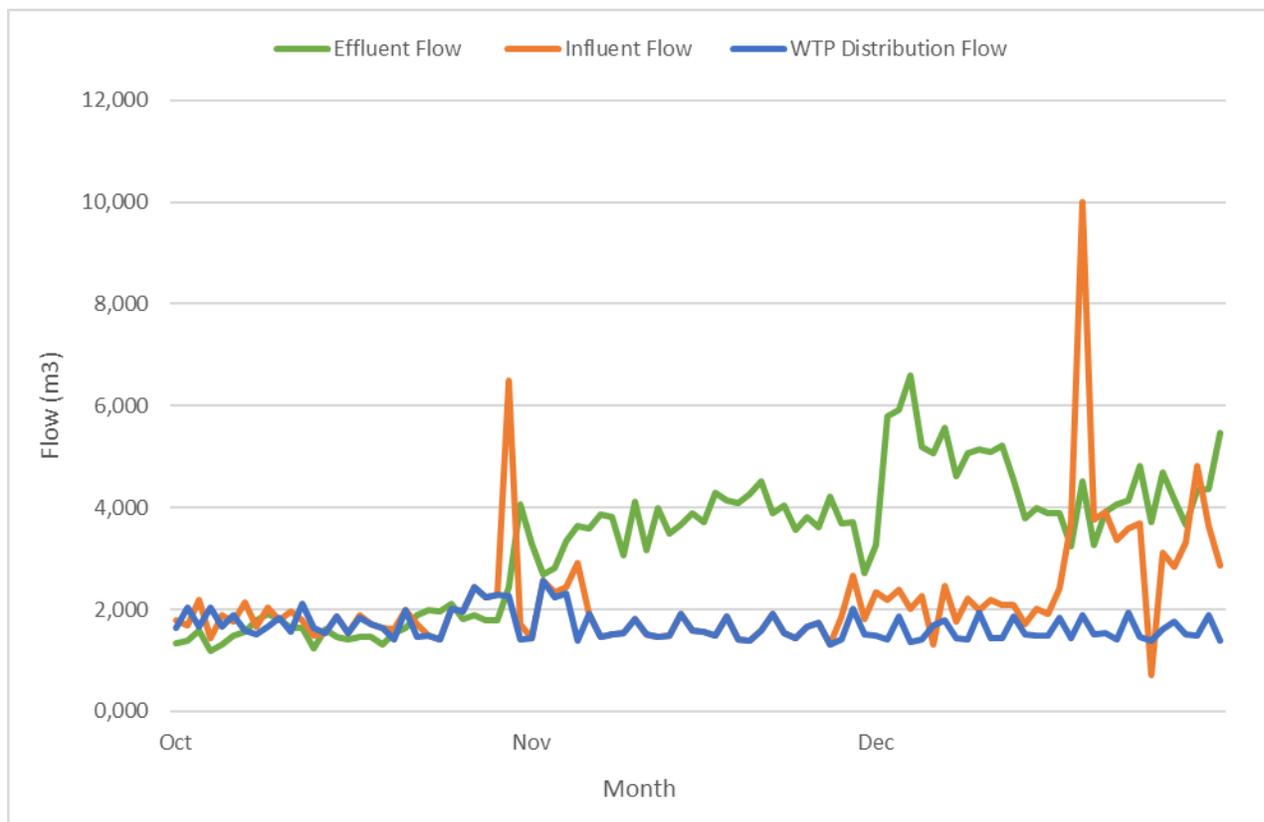
1.2 Wastewater Treatment Flows

Flow monitoring is performed continuously at the Lagoon to measure the volume of wastewater entering and leaving the treatment system. Daily flow readings are recorded and used to calculate average daily, monthly, and peak flows. These values help identify trends, assess inflow and infiltration impacts and information on maintenance or capital planning decisions.

Table 2: Lagoon Incoming and Effluent Flows

Month	Max Daily Incoming Flow	Average Daily Incoming Flow	Max Daily Effluent Flow	Average Daily Effluent Flow
October	6,500 m ³ /day	1,917 m ³ /day	4,066 m ³ /day	1,725 m ³ /day
November	2,913 m ³ /day	1,769 m ³ /day	4,512 m ³ /day	3,689 m ³ /day
December	9,991 m ³ /day	2,859 m ³ /day	6,594 m ³ /day	4,549 m ³ /day

Figure 1: Treated Effluent Flow and Raw Incoming Flow Compared to the Water Treatment Plant Distribution Flow (m³):



* Spikes on the Raw Influent Flow line on the below graphs were due to heavy precipitation.

2.0 Operational Collection Highlights

2.1 General Services

- Various sewer camera inspections.
- October 6, 2025 – Team solutions onsite to complete annual sewage pump station cleanings.
- October 17, 2025 – First Street sewer lateral replacement.

3.0 Sewage Spill Events

- There were five spill events during the fourth quarter which occurred due to equipment failure at the East End Pumping Station. All events were reported to the Spills Action Centre, the Ministry of Health and a letter was sent to the Ministry of the Environment, Conservation and Parks Inspector.

Table 2: Fourth Quarter Spills

Date	Location	Volume	Duration	Cause
November 6, 2025	East End Pumping Station – Manhole #18	258 m ³	2 hours and 43 minutes	Equipment Failure
November 17, 2025	East End Pumping Station – Manhole #18	450 m ³	46 minutes	Equipment Failure
November 20, 2025	East End Pumping Station – Manhole #18	196 L	3 hours and 16 minutes	Equipment Failure
November 24, 2025	East End Pumping Station – Manhole #18	136 m ³	12 hours and 17 minutes	Equipment Failure
November 28, 2025	East End Pumping Station – Manhole #18	Less than 1 m ³	18 seconds	Equipment Failure

Prepared By:

Christine Brennan

Christine Brennan
Utilities Compliance Coordinator

Council Report – UTIL-2026-04

Date: March 18, 2026 **IN CAMERA**
Subject: 2025 Water Quality and Wastewater Annual Performance Report
Author: David Armstrong, Manager of Public Works **OPEN SESSION**

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE 2025 ANNUAL WATER QUALITY REPORT AND THE 2025 ANNUAL WASTEWATER PERFORMANCE REPORT FOR INFORMATION, AS PRESENTED IN COUNCIL REPORT UTIL-2026-04.

STRATEGIC PLAN COMMENTS:

Sector 2 –Environment and Infrastructure – Strategic Initiative #2 – Maintain an ongoing assessment of the Town’s infrastructure to ensure sufficient capacity exists to support future growth.

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

BACKGROUND:

This report is intended to keep Council and the public current with performance and major operational aspects of the drinking water and wastewater systems, including any notable highlights, Ministry of Environment Conservation and Park (MECP) Inspections, and Adverse Conditions.

INFORMATION / DISCUSSION:

These reports are required to be submitted on an annual basis and are representative of the year 2025. A couple items of note from the reports:

1. Total treated flows of drinking water in 2025 increased approximately 55,000 m³ from 2024 total treated flows. These are assumed to be attributed to societal return to pre-pandemic levels and are common across many other Ontario municipalities.
2. There were eight (8) bypass and overflow events recorded in 2025. Three (3) instances were due to heavy precipitation, and the other five (5) instances were due to contractors’ equipment failure at the East End Pumping Station.

APPLICABLE POLICY/LEGISLATION:

Quality Management System Communications Procedure #1006
O. Reg. 170/03 *Safe Drinking Water Act*

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:

N/A

CONSULTATIONS:

Christine Brennan, Utilities Compliance Coordinator
Matt Hault, Superintendent of Water and Wastewater

ATTACHMENTS:

Attachment 1 – 2025 Annual Water Quality Report
Attachment 2 – 2025 Annual Wastewater Performance Report

APPROVAL	<p>_____</p> <p>David Armstrong, Manager Public Works</p> <p>_____</p> <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 <i>Municipal Act</i> and regulations.</p> <p>_____</p> <p>Melanie Kirkby, CAO</p>
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2025 Annual Water Quality Report

Manager of Public Works, David Armstrong
Utilities Compliance Coordinator, Christine Brennan

January 27, 2026



EXECUTIVE SUMMARY

The Corporation of the Town of Gananoque's Public Utilities Division is pleased to provide the 2025 Annual Drinking Water Quality Report. The purpose of this report is to keep the public and Council informed regarding the quality of the Town's drinking water and the performance and maintenance of the water treatment and distribution system.

The Town of Gananoque is dedicated to delivering a safe and reliable drinking water supply while remaining compliant with all regulatory requirements. Achievement of those commitments is supported by a risk-based process evaluation, staff competency, effective communication, and appropriate contingency/incident response measures. The managers and employees of the Town of Gananoque who are directly involved in the production and delivery of safe drinking water are committed to and share the responsibilities for implementing, maintaining, and contributing to the continual improvement of the drinking water system. The water delivered to the consumers in the Town of Gananoque continues to meet all drinking water quality regulatory standards.

This Annual Drinking Water Quality Report is prepared in accordance with the Municipal Drinking Water Licence, Drinking Water Works Permit and the Ontario Regulation 170/03, Section 11 and Schedule 22. Included with this report is the analytical data, flows, adverse water quality incidents and corrective action resolutions, as well as a process flow schematic of the facility.

David Armstrong
Manager of Public Works

Christine Brennan
Utilities Compliance Coordinator



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Appendix B	2025 FLOW REPORT
Appendix C	2025 CAPITAL PROGRAM WATER
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LIST OF ACRONYMS & DEFINITIONS

AWQI	Adverse Water Quality Incidents
	Examples of adverse water results:
	<ul style="list-style-type: none">▪ An analytical result that exceeds a health-based water quality standard▪ Any evidence that disinfection may not have been effective▪ Low chlorine residuals
C of A	Certificate of Approval
CFU	Colony Forming Units
CGSB	Canadian General Standards Board
DWQMS	Drinking Water Quality Management Standard
GUDI	Groundwater Under the Direct Influence of Surface Water
L/s	litres per second
m ³ /d	cubic meters per day
mg/L	milligrams per litre
mL	milliliter
ML/d	Mega (million) litres per day
MECP	Ministry of the Environment, Conservation and Parks (Ontario)
MOH	Medical Officer of Health
PVC	Poly Vinyl Chloride
O. Reg.	Ontario Regulation
PTTW	Permit to Take Water
R.R.O.	Revised Regulations Ontario (1990)
SCADA	Supervisory Control and Data Acquisition
SDWA	Safe Drinking Water Act, 2002
WTP	Water Treatment Plant



1. Introduction

This 2025 Annual Water Quality Report represents the period from January 1st to December 31st, 2025 and includes reporting for both the municipal water treatment plant and distribution system. The Town of Gananoque is the Owner and Operating Authority of the James W. King Drinking Water System.

This report contains three different reports required for the James W. King Drinking Water System:

- ✓ Annual Report, as per Section 11 of O. Reg. 170/03.
- ✓ Summary Report as per Schedule 22 of O. Reg. 170/03.
- ✓ Summary of the raw water values submitted to the Ministry of the Environment, Conservation and Parks under O. Reg. 387/04.

The 2025 Annual Water Quality Report is available to the public at no charge at the following locations:

- ✓ Town of Gananoque's website - <https://www.gananoque.ca/>
- ✓ Town Hall – 30 King Street East Gananoque

2. Legislated Requirements

2.1 Drinking-Water Systems Regulation (O. Reg. 170/03)

Under Schedule 22 of the Drinking Water Systems Regulation (O. Reg. 170/03), summary reports for municipalities, annual reports to the Owners of large municipal residential systems and small municipal systems are required. The Summary Report must be submitted no later than March 31st of each year to the members of Council. The contents must list the requirements of the *Safe Drinking Water Act, 2002*, the regulations, the system's approval and any order that the system failed to meet at any time during the reporting period covered, specifically the duration of the failure, and the measures taken to correct the failure.

In addition, the report must include a summary of the quantities and flow rates of the water supplied during the period covered by the report. This includes monthly averages, maximum daily flows and daily instantaneous peak flows. The summary must be compared to the rated capacity and flows provided in the system's Municipal Drinking Water Licence.

2.2 Summary of Regulatory Requirements

Regulated systems must meet the requirements of Ontario's *Safe Drinking Water Act, 2002*. Most notably, the Drinking Water Systems Regulation provides the treatment and testing requirements for all categories of regulated water systems, including small non-municipal and seasonal operations.



In the Part Two Report of the Walkerton Inquiry, Justice O'Connor recommended that the Ontario government enact the *Safe Drinking Water Act, 2002* to regulate matters related to the treatment and distribution of drinking water. As articulated by Justice O'Connor, the purpose of the *Safe Drinking Water Act, 2002* is to gather all legislation and regulations relating to the treatment and distribution of drinking water in one document.

Table 1: Summary of Provincial Water Legislation

ACT	O. Reg.
WATER OPPORTUNITIES and WATER CONSERVATION ACT	
➤ Water Opportunities and Water Conservation Act, 2010	Bill 72
CLEAN WATER ACT, 2006	
➤ Source Protection Areas and Regions	O. Reg. 284/10
➤ Source Protection Committees	O. Reg. 288/10
➤ Terms of Reference	O. Reg. 287/07
SAFE DRINKING WATER ACT, 2002	
➤ Drinking Water Systems Regulation	O. Reg. 170/03
➤ Certification of Drinking-Water System Operators and Water Quality Analysts	O. Reg. 128/04
➤ Drinking Water Testing Services - relating to laboratory licensing	O. Reg. 248/03
➤ Schools, private schools and day nurseries	O. Reg. 243/07
➤ Compliance and Enforcement Regulation	O. Reg. 242/05
➤ Ontario Drinking Water Quality Standards	O. Reg. 169/03
➤ Definitions of Words and Expressions Used in the Act	O. Reg. 171/03
➤ Definition of Deficiency and Municipal Drinking Water System	O. Reg. 172/03
➤ Licensing of Municipal Drinking-Water Systems	O. Reg. 188/07
➤ Financial Plans	O. Reg. 453/07
ONTARIO WATER RESOURCES ACT	
➤ Licensing of Sewage Works Operators	O. Reg. 129/04
➤ Approval Exemption	O. Reg. 525/98
➤ Wells	R.R.O. 1990, Reg. 903
➤ Revoking Ontario Regulation 459/00	O. Reg. 175/03
➤ Revoking Ontario Regulation 505/01	O. Reg. 176/03
➤ Water Taking	O. Reg. 387/04
➤ Charges for Industrial and Commercial Water Users	O. Reg. 450/07
ENVIRONMENTAL PROTECTION ACT	
➤ Certificate of Approval Exemptions - Air	O. Reg. 524/98
ENVIRONMENTAL BILL OF RIGHTS ACT	
➤ Prescribing the Safe Drinking Water Act, 2002	O. Reg. 257/03



3. Annual Water Quality Summary for 2025

The Town of Gananoque’s Public Utilities Division is responsible for the James W. King Drinking Water System under O. Reg. 170/03. The staff’s primary responsibility is to ensure the treatment and distribution process of water is following all applicable legislation, the Municipal Drinking Water Licence and the Drinking Water Works Permit. Routine water quality testing and continuous monitoring of water quality and quantity is conducted to ensure compliance is maintained. All data from SCADA, process control point data, in-house laboratory results and external laboratory results are all captured in WaterTrax, a data management system.

3.1 Water Quality Data

Raw and treated water is sampled and tested for chemical, physical and microbiological parameters in accordance with the requirements of O. Reg. 170/03 and the individual municipal licences and permits. Sampling is also conducted in the distribution system primarily for bacteriological indicators and evidence of sustained chlorine residuals. Enhanced sampling programs are also defined by the Public Utilities Division, and testing procedures followed and where necessary submitted to external accredited laboratory for analysis. This level of water quality monitoring ensures public health and public confidence in the water supply.

The majority of the analysis is conducted by an external accredited laboratory, with some specialized analysis contracted to other accredited laboratories. In accordance with Schedule 16 of O. Reg. 170/03, all required notifications of adverse water quality incidents are provided to the Spills Action Centre and Medical Officer of Health.

Table 2: Operational Testing

The following table is a summary of the operational testing completed in 2025 (as per O. Reg. 170/03, Schedules 6 and 7).

PARAMETER TESTED:	# of Grab Samples	RANGE OF RESULTS:	
		Minimum	Maximum
Turbidity – Raw (NTU)	Continuous monitoring	0.00	0.09
Turbidity – Filter 1 (NTU)	Continuous monitoring	0.050	0.559
Turbidity – Filter 2 (NTU)	Continuous monitoring	0.020	0.820
Pre-Chlorination (mg/l)	Continuous monitoring	0.00	0.79
Post Chlorination (mg/l)	Continuous monitoring	1.49	3.63
Distribution Free Chlorine (mg/l)	524 Grab Samples	0.14	3.02
Distribution Total Chlorine (mg/l)	524 Grab Samples	0.30	3.45



Table 3: Microbiological Testing

Completed under Schedule 10 of O. Reg. 170/03 during 2025 reporting period.

Sample Description:	Number of Samples	Range of E. coli Or Fecal Results CFU/100ml		Range of Total Coliform Results CFU/100ml		Number of HPC Samples	Range of HPC Results CFU/ml	
		Min.	Max.	Min.	Max.		Min.	Max.
Raw	52	0	8	0	68	n/a	n/a	n/a
Treated	52	0	0	0	0	52	<10	50
Distribution	208	0	0	0	0	208	<10	450

Table 4: Schedule 23 Testing

Summary of Inorganic parameters tested during the 2025 reporting period.

Parameter	Sample Date	Result Value	Unit of Measure	Exceeded the Standard	Exceeded Half the Standard
Antimony	Jan. 14/25	<0.0001	mg/l	No	No
Arsenic	Jan. 14/25	<0.0001	mg/l	No	No
Barium	Jan. 14/25	0.021	mg/l	No	No
Boron	Jan. 14/25	0.020	mg/l	No	No
Cadmium	Jan. 14/25	<0.00015	mg/l	No	No
Chromium	Jan. 14/25	<0.0010	mg/l	No	No
Fluoride	Jan. 14/25	<0.1	mg/l	No	No
Lead	Jan. 14/25	<0.00002	mg/l	No	No
Mercury	Jan. 14/25	<0.00002	mg/l	No	No
Selenium	Jan. 14/25	<0.001	mg/l	No	No
Sodium	Jan. 14/25	14.8	mg/l	No	n/a
Uranium	Jan. 14/25	<0.00005	mg/l	No	No
Nitrite	Quarterly (Displaying Max)	<0.05	mg/l	No	No
Nitrate	Quarterly (Displaying Max)	0.35	mg/l	No	No

n/a – not applicable

Table 5: Schedule 24 Testing

Summary of Organic parameters sampled during the 2025 reporting.

Parameter	Sample Date	Result Value	Unit of Measure	Exceeded the Standard	Exceeded Half the Standard
Alachlor	Jan. 14/25	<0.3	ug/l	No	No
Atrazine + N-dealkylated metabolites	Jan. 14/25	<0.5	ug/l	No	No
Azinphos-methyl	Jan. 14/25	<1	ug/l	No	No
Benzene	Jan. 14/25	<0.5	ug/l	No	No
Benzo(a)pyrene	Jan. 14/25	<0.006	ug/l	No	No
Bromoxynil	Jan. 14/25	<0.5	ug/l	No	No
Carbaryl	Jan. 14/25	<3	ug/l	No	No
Carbofuran	Jan. 14/25	<1	ug/l	No	No
Carbon Tetrachloride	Jan. 14/25	<0.2	ug/l	No	No
Chlorpyrifos	Jan. 14/25	<0.5	ug/l	No	No
Diazinon	Jan. 14/25	<1	ug/l	No	No
Dicamba	Jan. 14/25	<1.0	ug/l	No	No
1,2-Dichlorobenzene	Jan. 14/25	<0.5	ug/l	No	No



Gananoque Drinking Water System 2025 Annual Water Quality Report

1,4-Dichlorobenzene	Jan. 14/25	<0.5	ug/l	No	No
1,2-Dichloroethane	Jan. 14/25	<0.5	ug/l	No	No
1,1-Dichloroethylene	Jan. 14/25	<0.5	ug/l	No	No
Dichloromethane	Jan. 14/25	<5	ug/l	No	No
2-4 Dichlorophenol	Jan. 14/25	<0.2	ug/l	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan. 14/25	<1.0	ug/l	No	No
Diclofop-methyl	Jan. 14/25	<0.9	ug/l	No	No
Dimethoate	Jan. 14/25	<1	ug/l	No	No
Diquat	Jan. 14/25	<5	ug/l	No	No
Diuron	Jan. 14/25	<5	ug/l	No	No
Glyphosate	Jan. 14/25	<25	ug/l	No	No
Malathion	Jan. 14/25	<5	ug/l	No	No
2-Methyl-4-Chlorophenoxyacetic acid (MCPA)	Jan. 14/25	<10	ug/l	No	No
Metolachlor	Jan. 14/25	<3	ug/l	No	No
Metribuzin	Jan. 14/25	<3	ug/l	No	No
Paraquat	Jan. 14/25	<1	ug/l	No	No
Pentachlorophenol	Jan. 14/25	<0.2	ug/l	No	No
Phorate	Jan. 14/25	<0.3	ug/l	No	No
Picloram	Jan. 14/25	<5.0	ug/l	No	No
Polychlorinated Biphenyls (PCB)	Jan. 14/25	<0.1	ug/l	No	No
Prometryne	Jan. 14/25	<0.1	ug/l	No	No
Simazine	Jan. 14/25	<0.5	ug/l	No	No
THM (NOTE: shows latest annual average)	Quarterly (4 samples)	40.75	ug/l	No	No
HAA's (NOTE: shows latest annual average)	Quarterly (4 samples)	20.52	ug/l	No	No
Terbufos	Jan. 14/25	<0.5	ug/l	No	No
Tetrachloroethylene	Jan. 14/25	<0.5	ug/l	No	No
2,3,4,6-Tetrachlorophenol	Jan. 14/25	<0.5	ug/l	No	No
Triallate	Jan. 14/25	<10	ug/l	No	No
Trichloroethylene	Jan. 14/25	<0.5	ug/l	No	No
2,4,6-Trichlorophenol	Jan. 14/25	<0.2	ug/l	No	No
Trifluralin	Jan. 14/25	<0.5	ug/l	No	No
Vinyl Chloride	Jan. 14/25	<0.2	ug/l	No	No

Table 6: Winter Lead Sampling

Sampling Period – Winter (December 15th 2024 to April 15th 2025)	Residential	Non-Residential	Distribution
Number of individual samples	6	2	1
Number of sample points (locations)	3	1	1
Number of individual sample exceedances	0	0	0
Number of sample points with an exceedance during the period	0	0	0
Percentage of sample points with an exceedance	0%	0%	0%
Is the system required to have a Corrosion Control Plan prepared?	No (Requires a Lead Replacement Plan)		
Do the reduced sampling & frequency requirements apply to the system?	No		
Do the plumbing sample exemptions apply to the system?	No		



Table 7: Summer Lead Sampling

Sampling Period - Summer (June 15 th 2025 October 15 th 2025)	Residential	Non-Residential	Distribution
Number of individual samples	6	2	1
Number of sample points (locations)	3	1	1
Number of individual sample exceedances	0	0	0
Number of sample points with an exceedance during the period	0	0	0
Percentage of sample points with an exceedance	0%	0%	0%
Is the system required to have a Corrosion Control Plan prepared?	No (Requires a Lead Replacement Plan)		
Do the reduced sampling & frequency requirements apply to the system?	No		
Do the plumbing sample exemptions apply to the system?	No		

See **Appendix A** for the 2025 Lead Evaluation Report.

4. Gananoque Drinking Water System

4.1 Water System Description

The Town of Gananoque’s Water Treatment Plant is a Class II direct filtration facility located at 110 Kate Street, on the St. Lawrence River and serves a population of 5,500.

The treatment process has a design maximum flow rate of 10.22 ML/d and is composed of a number of sub-units:

- Low lift pumping
- Coagulation and flocculation using aluminum sulfate
- Pre/post-filter disinfection with chlorine gas
- Two multi-media granular activated carbon filters
- High lift pumping

Table 8: Water Treatment Plant Identification

Drinking-Water System Number:	220001254
Drinking-Water System Name:	Gananoque Drinking Water System
Drinking-Water System Owner:	Town of Gananoque
Accredited Operating Authority:	Town of Gananoque
Municipal Drinking Water Licence:	156-101
Drinking Water Works Permit:	156-201
Permit to Take Water:	85-P-4065
Drinking-Water System Category:	Large Municipal
Design Capacity:	10.2 ML/D
Treatment:	Direct Filtration Class II
Local Distribution:	Class II
Source Water:	St Lawrence River
Population Served:	5,500



4.1.1 Treatment Chemicals Used

All chemicals used in the operation of the drinking water system meet comply with the applicable standards set by both the American Water Works Association (“AWWA”) and the American National Standards Institute (“ANSI”) safety criteria standards NSF/60 and NSF/61.

Chemical	Application	Supplier
Chlorine Gas	Pre, Post Filter (Primary Disinfection)	Brenntag Canada
Aluminum Sulfate	Pre-Filter (Coagulant)	Kemira Water Solutions

4.1.2 Water Distribution System

The Town of Gananoque’s Class II Distribution System consists of underground pipes ranging in size from 100 mm in diameter to 400 mm diameter and are made of a variety of materials including, cast iron, ductile iron, poly vinyl chloride, concrete, steel, HDPE and asbestos cement. In addition, there are over 2,810 service connections, 238 fire hydrants and 350 valves. The system also consists of an elevated treated water storage tower.

- Elevated Storage Tank (Water Tower)
1,327 m³ overhead storage tank located on Charles Street North. It is a single cell, steel, non-baffled treated water storage tank.

4.2 2025 Flow Summary

In 2025 the maximum or peak daily raw water flow was 200 L/s which occurred on December 23rd, 2025. This is below the permitted maximum amount of 233 L/s as indicated in the table below. In addition, the maximum average daily raw water flow to the WTP was 3,072 m³/day on June 12th, 2025, also below the maximum approved limit on the permit to take water which is 10,220 m³/day.

Table 9: Maximum Permitted Water Taking

Condition:	Maximum Permitted Water Taking
Maximum Amount of Water Taken per Minute	233 (L/sec)
Maximum Amount of Water Taken per Day	10,220 (m ³ /d)

The summary of the volume of water taken and the flows of the water supplied during the 2025 calendar year is provided in **Appendix B**.

4.3 Adverse Water Quality Incidents

In accordance with Schedule 16 of O. Reg. 170/03, all required notifications of adverse water quality incidents (AWQI’s) are reported to the Medical Officer of Health (MOH) and the Spills Action Centre (SAC). There were no AWQI’s which occurred in 2025.



4.4 Operator Certification

The *Certification of Drinking-Water System Operators and Water Quality Analysts* (O. Reg. 128/04) requires Owners to ensure that every Operator employed in the facility holds a licence applicable to that type of facility. All Operators in the Public Utilities Division hold the required certifications for water treatment and water distribution.

4.5 Capital Projects

The *2025 Capital Project Highlights* can be found in **Appendix C** of this report. All works are subject to the annual budget process and approval by Council. A 10-year capital replacement plan has been developed which includes an extensive breakdown of all capital equipment that requires allocated funds for refurbishment or replacement.

5. Conclusion

The Corporation of the Town of Gananoque serves approximately 5,500 residents. One of the Town's most important responsibilities is to protect the public health by providing its residents with clean, safe drinking water. Routine water quality testing and continuous monitoring of the water quality and quantity is completed by the Public Utilities Division at the Water Treatment Plant and throughout the distribution system. This demonstrates that the Town consistently meets the required standards set by the MECP.

In Ontario, water taking, treatment and distribution are governed by a number of Acts and Regulations. This report fulfills the reporting requirements of the Drinking Water System Regulation (O. Reg. 170/03) made under the *Safe Drinking Water Act, 2002* for the municipal drinking water system, and covers the period from January 1st to December 31st 2025. As required under this same regulation, the report is prepared prior to March 31st and is filed for review and approved by Council.

The contents of this report highlight the requirements of the Safe Drinking Water Act's regulations, and the systems' approval including any reportable events and the corresponding corrective actions undertaken in 2025. In addition, the report also includes a summary of the quantities and flow rates of the water supplied during the calendar year, including monthly averages, maximum daily flows, and daily instantaneous peak flow rates. The summaries are compared to the rated capacity and flow rates in the system approvals.

The Corporation of the Town of Gananoque has taken all necessary steps to comply with all regulatory requirements in the production and distribution of safe drinking water and to conform to the requirements of implementing and maintaining a Drinking Water Quality Management System.



6. Key Contacts

David Armstrong
Manager of Public Works
Phone: 613-382-2149 ext. 1615
Email: pwmanager@gananoque.ca

Matthew Hoult
Utilities Superintendent
Phone: 613-382-2149 ext. 1118
Email: mhoul@gananoque.ca

Christine Brennan
Utilities Compliance Coordinator
Phone: 613-382-2149 ext. 1612
Email: utilitycompliance@gananoque.ca



Appendix A



November 11, 2025

Mr. Aziz Ahmed, P.Eng.
Municipal Water and Wastewater Permissions,
Environmental Permissions Branch,
Ministry of the Environment, Conservation and Parks,
40 St. Clair Avenue West,
Toronto, Ontario, M4V 1M2.

Dear Mr. Ahmed:

RE: 2025 Lead Evaluation Report

This Evaluation Report is in response to the requirements under Schedule D: Lead Regulatory Relief, Section 1.4 of the Municipal Drinking Water License (156-101 Issue 6) effective May 21st, 2024. This report covers both of the lead sampling periods from December 15th, 2024 to April 15th, 2025 and June 15th, 2025 to October 15th, 2025.

Interest Free Loan

In May 2017, Council approved a *Lead Water Service Line Replacement Interest Free Loan Program* to assist residents with the replacement of lead service pipes on their property. Communication to all customers is provided on the water bill, directing homeowners to the information on the Town's website.

Lead Service Replacement

In preparation for reconstruction projects, residents within the area of reconstruction are provided with the *Lead Water Service Line Replacement Interest Free Loan Program* documentation. The homeowners are able to apply to have the contractors completing the reconstruction project replace the private side of their lead service line, while the Town replaces the municipal side.

The 10-year capital plan includes the reconstruction of Arthur Street, Wellington Street, Tanner Street, Dempster Drive, North Street, Birch Street and Sydenham Street. All municipal lead services will also be replaced when encountered.

The Town will continue to implement a Lead Service Replacement Program:

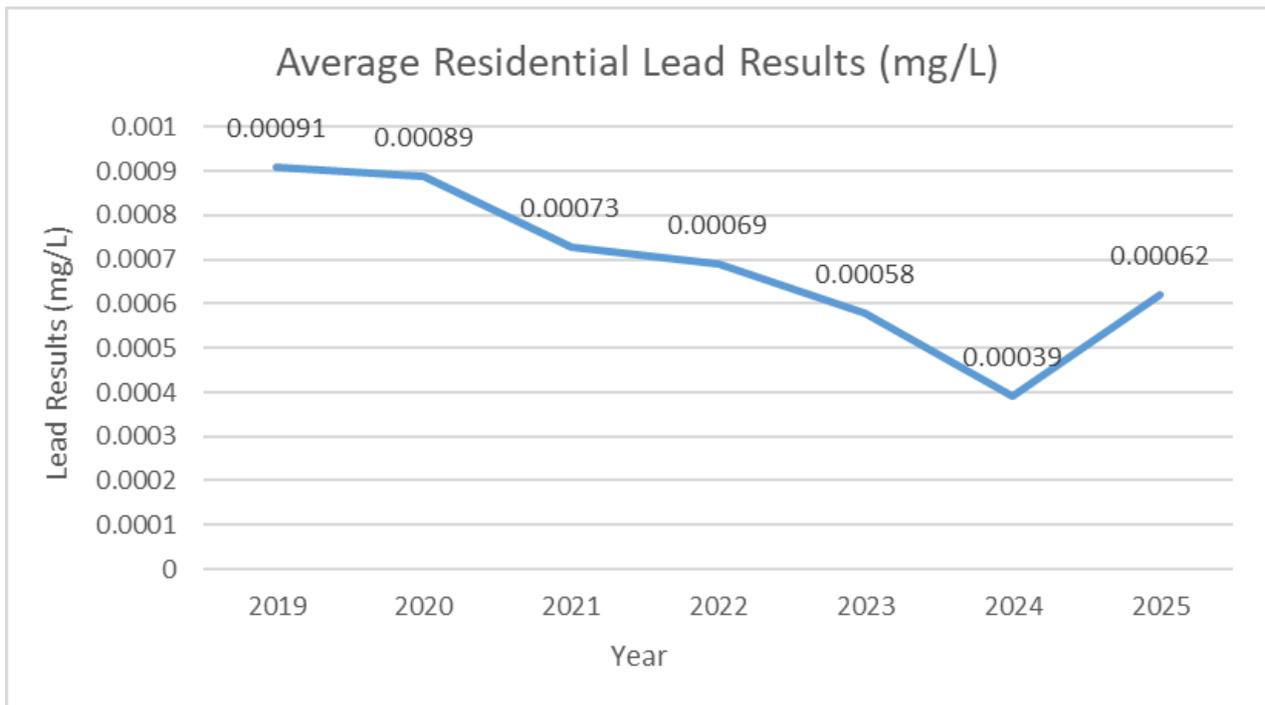
- ✓ During full reconstruction projects, lead services have been and will continue to be removed on the municipal side.
- ✓ The 10-year capital plan will include \$25,000 for lead service replacements.
- ✓ Lead service identification will continue through the lead sampling program.

Sample Locations and Results

The below results will also be displayed in the 2025 Annual Report.

December 15 2024 to April 15 2025					
Date	Sample Location	Address	Distribution / Non Residential / Residential	Sample 1 Results	Sample 2 Results
2025-01-31	Kitchen Tap	176 Wellington Street	Residential	0.00058	0.00067
2025-04-04	Kitchen Tap	160 Victoria Avenue	Residential	0.00055	0.00057
2025-04-08	Kitchen Tap	385 Elizabeth Drive	Residential	0.00366	0.00051
2025-03-18	Stone Street Pumping Station	420 Stone Street North	Non-Residential	0.00034	0.00007
2025-03-18	Fire Hydrant #152	257 First Street	Distribution	0.00242	Alkalinity - 91

June 15 2025 to October 15 2025					
Date	Sample Location	Address	Distribution / Non-Residential	Sample 1 Results	Sample 2 Results
2025-07-08	Kitchen Tap	176 Wellington Street	Residential	0.00044	0.00043
2025-07-11	Kitchen Tap	160 Georgiana Street	Residential	0.00023	0.00012
2025-09-22	Kitchen Tap	31-545 Emma Street	Residential	0.00005	0.00004
2025-10-01	Stone Street Pumping Station	420 Stone Street North	Non-Residential	0.00005	0.00002
2025-10-01	Fire Hydrant #318	463 Stone Street North	Distribution	0.00042	Alkalinity - 94



Lead Exceedances

There were no lead exceedances within the spring and fall sampling periods in 2025.

Summary

The Town of Gananoque will continue to focus on known lead service locations and will replace the municipal lead services when encountered during reconstruction projects. Municipal lead service line replacements will also occur when the homeowners replace their private service outside of reconstruction projects.

Sincerely,

Christine Brennan

Christine Brennan,
Utilities Compliance Coordinator
(613) 382-2149 Ext 1612



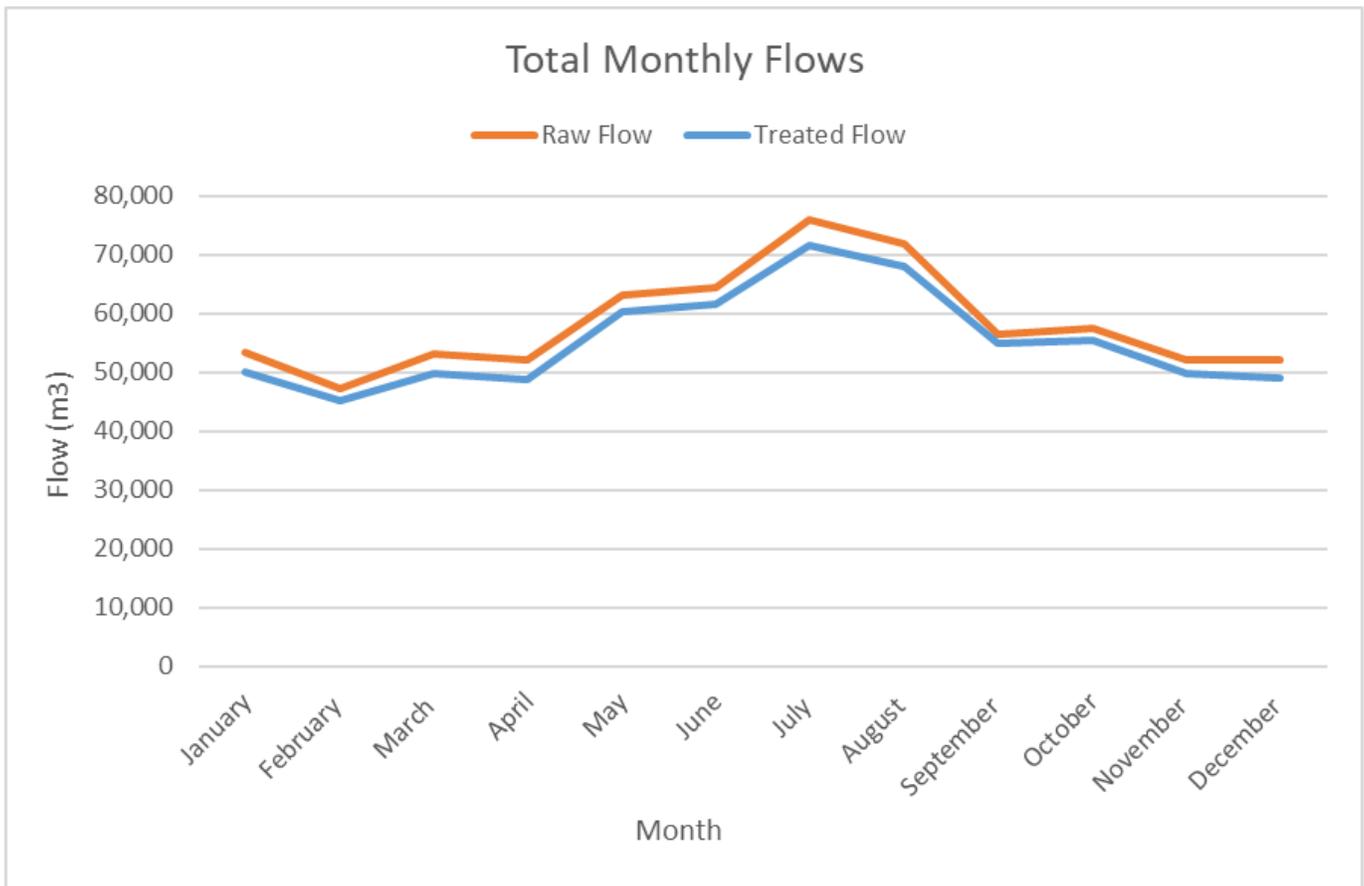
Appendix B



2025 Flow Report

The below charts are the summaries of the raw and treated water flows during the 2025 calendar year.

1. 2025 Total Monthly Raw and Treated Water Flows





2. 2025 Flow Summaries

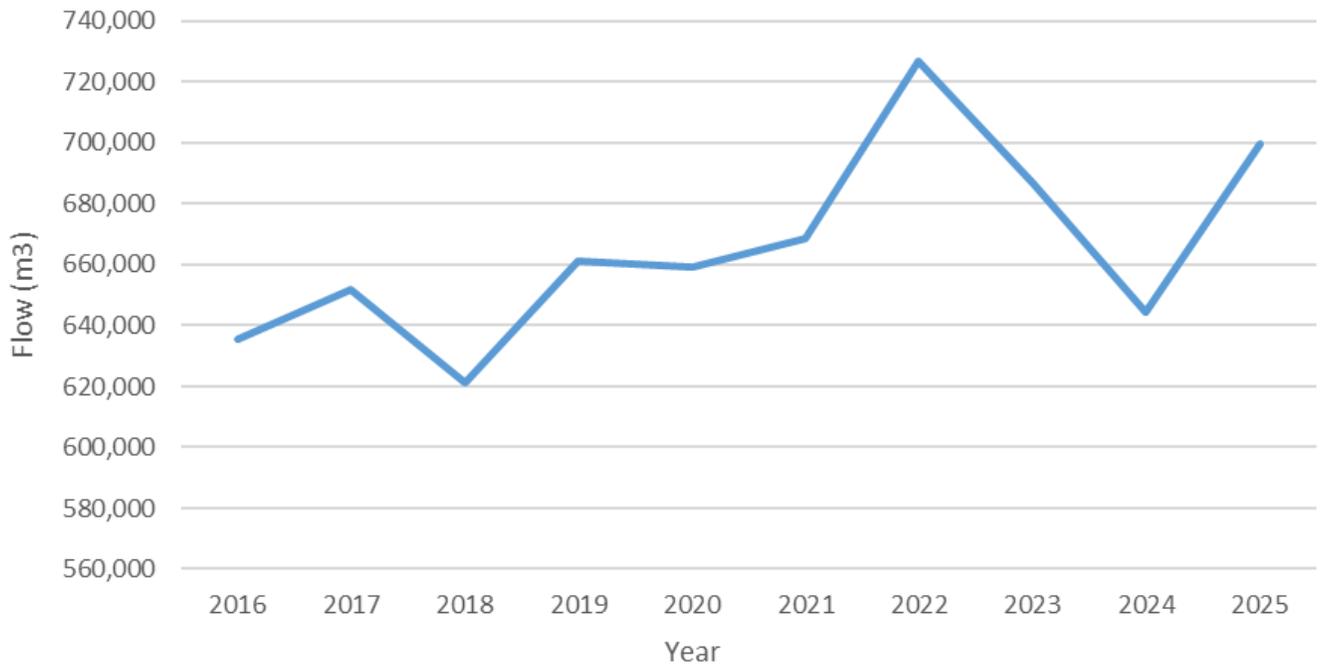
Month	Raw Flow Rated Capacity 10,220 (m3/day), 233 (l/sec)				Treated Flow Rated Capacity 10,220 (m3/day)			
	Ave m3/d	Max m3/d	Max l/s	Total	Ave m3/d	Max m3/d	Max l/s	Total
January	1,723	2,306	146	53,425	1,618	2,036	158	50,150
February	1,691	2,409	143	47,344	1,611	2,102	81	45,110
March	1,715	2,208	146	53,170	1,604	2,261	81	49,734
April	1,735	2,046	145	52,048	1625	2066	94	48752
May	2,037	2,731	165	63,162	1,942	2,586	172	60,210
June	2,150	3,072	179	64,492	2,051	3,108	79	61,528
July	2,447	2,858	200	75,867	2,311	2,828	79	71,646
August	2,317	2,744	200	71,821	2,197	2,687	78	68,099
September	1,885	2,353	200	56,535	1,833	2,287	78	54,988
October	1,855	2,664	184	57,494	1,786	2,437	88	55,351
November	1,738	2,305	190	52,139	1,663	2,574	81	49,899
December	1,487	2,141	200	52,031	1,372	1,936	80	49,059

3. Historical Annual Treated Water Volume

Year	Total Treated Flow (m3)
2016	635,769
2017	651,715
2018	621,249
2019	661,014
2020	659,379
2021	668,525
2022	726,968
2023	686,916
2024	644,611
2025	699,528



Total Treated Flows





Appendix C

2025 Capital Projects Summary – Water

This 2025 Capital Projects Summary identifies the water infrastructure projects undertaken during the 2025 reporting year.

Project Summary

Project	Status
WTP SCADA Renewals	Completed in 2025
WTP Electrical / Instrumentation Renewals	Completed in 2025
WTP Low Lift Pump and Rapid Mixer Renewals	Completed in 2025
WTP Backwash / Air Scour Renewals	In Progress – Completion Expected 2026
WTP High Lift Pump Renewals	Completed in 2025
WD Water Meter Renewals	Ongoing
WD Hydrant Replacement Program	Ongoing
WD Lead Service Replacement Program	Ongoing
WD Curbstop Replacement Program	Ongoing

Project Details

WTP SCADA Renewals

Status: Completed in 2025

Description: The SCADA renewals project involved upgrading the Water Treatment Plant's monitoring and control system with a new server and computer infrastructure. Historical operational data, daily and monthly reports and the alarm systems were successfully transferred and tested to ensure proper operation. The remote monitoring was also updated, improving system reliability and operational oversight.



WTP Electrical / Instrumentation Renewals

Status: Completed in 2025

Description: The electrical and instrumentation renewals included upgrades and routine maintenance to improve measurement and monitoring at the water treatment plant. Voltage to the raw water sample pump was upgraded from 120V to 240V and annual calibrations were complete for flow meters and pressure sensors throughout the plant.

WTP Low Lift Pump and Rapid Mixer Renewals

Status: Completed in 2025

Description: As part of the WTP Low Lift Pump and Rapid Mixer Renewals, Low Lift Pumps 1 and 2 were refurbished. Each pump was removed and had key components replaced as required. Suction piping and couplings were upgraded with new materials and the pumps were disinfected, painted to match existing equipment, reinstalled and properly aligned. Following the rebuilds, the pumps were commissioned and tested, including a vibration analysis.

WTP Backwash / Air Scour Renewals

Status: In Progress – Completion Expected 2026

Description: The WTP Backwash Pump and Air Scour renewals are in progress to improve the

operation and reliability of the plant's filter systems. Upgrades to the filter control panels have been completed.

WTP High Lift Pump Renewals

Status: Completed in 2025

Description: The WTP high lift pump renewals included significant electrical and mechanical upgrades to improve the operational efficiency of High Lift Pumps 4 and 5. The project involved replacing the motor control equipment with a variable frequency drive (VFD) system, along with upgrades to electrical breakers. High Lift Pumps 4 and 5 were fully refurbished and then returned to service. The control system programming and monitoring software were updated to support the new equipment. Following installation, the pumps were fully tested and commissioned to confirm safe operation.



WD Water Meter Renewals

Status: Ongoing

Description: Water meter renewals involve replacing older water meters as they are identified and completing repairs when required. These upgrades help improve the accuracy of monitoring water used and support the tracking of the Town's water system.



WD Hydrant Replacement Program

Status: Ongoing

Description: The WD Hydrant Replacement Program includes annual inspections of all fire hydrants throughout the Town of Gananoque, along with seasonal flushing in the spring and fall. These activities help ensure hydrants are operating properly and ready for use when needed. If any deficiencies are identified during inspections or flushing, the hydrants are repaired.

WD Lead Service Replacement Program

Status: Ongoing

Description: The Lead Service Replacement Program supports the identification and reduction of lead in drinking water in accordance with the provincial regulations. The program includes the testing of residential and commercial plumbing, to identify the presence of lead services and concentration levels. Where lead service lines are confirmed, the Town offers support through an interest-free loan program to assist property owners with their replacement.

WD Curbstop Replacement Program

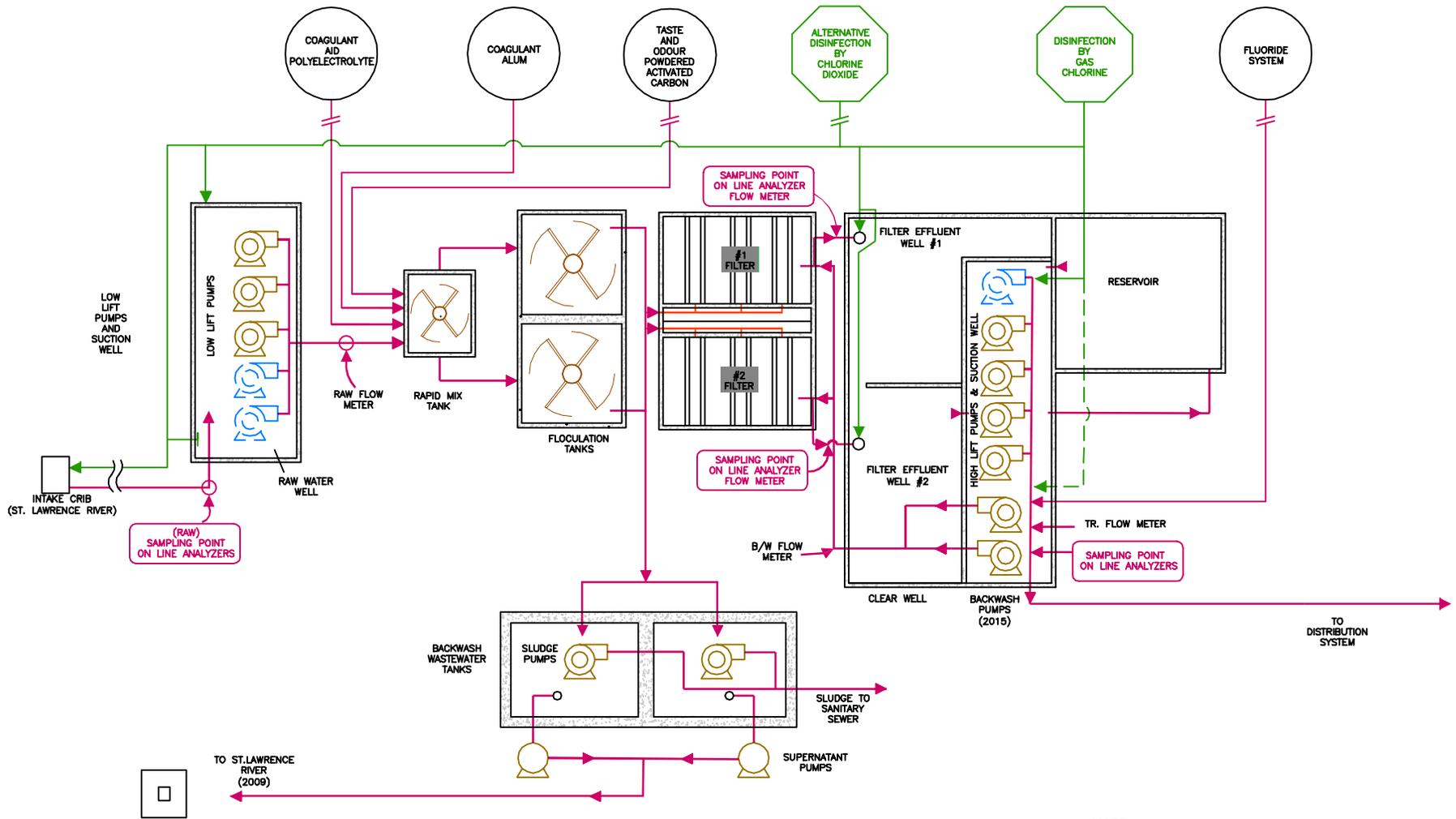
Status: Ongoing

Description: The Curbstop Replacement Program involves repairing or replacing curb stops as they are identified through service requests, water shut-offs, or routine operations. When a curb stop is found to be damaged or not functioning properly, it is added to the replacement list and repaired to maintain reliable water service control.





Appendix D



*DASHED LINES FOR FUTURE USE
 NOT IN SERVICE OR REMOVED

NOTE:
 UPDATED FROM TSH/AECOM PROCESS FLOW DIAGRAM
 PROJECT NO. 108466 - 6/16/2009

PROJECT:	WATER TREATMENT FACILITIES GANANOQUE, ONTARIO		
DRAWING:	PROCESS FLOW DIAGRAM		
 J.L. Richards ENGINEERS · ARCHITECTS · PLANNERS www.jlrichards.ca	This drawing is copyright protected and may not be reproduced or used for purposes other than execution of the described work without the express written consent of J.L. Richards & Associates Limited.	DESIGN: SS/OTHERS	DRAWING #: FIGURE 1
		DRAWN: KTK/OTHERS	
		CHECKED:	
		JLR #: 27038-07	



2025 Annual Wastewater Performance Report

Manager of Public Works, David Armstrong
Utilities Compliance Coordinator, Christine Brennan

February 2, 2026

EXECUTIVE SUMMARY

The Corporation of the Town of Gananoque's Public Utilities Division is pleased to provide the 2025 Annual Wastewater Performance Report. The purpose of this report is to keep the public and Council informed regarding the quality of the Town's Wastewater Treatment and Collection System.

The employees of the Town of Gananoque are committed to and share in the responsibilities for implementing, maintaining, and contributing to the continual improvement of the wastewater system.

This Annual Wastewater Performance Report is prepared in accordance with the Certificate of Approval # 0999-7X8QL3. Included with this report is the analytical data, plant flows, process flow schematic and the overall performance of parameter removals.



David Armstrong
Manager of Public Works



Christine Brennan
Utilities Compliance Coordinator

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APPENDICES

Appendix A:	Process Flow Schematic
Appendix B:	2025 Summary Performance Report
Appendix C:	2025 Capital Projects Summary

LIST OF ACRONYMS & DEFINITIONS

Annual Average Concentration	The arithmetic mean of all daily or weekly concentrations, of a contaminant measured during a calendar year.
Annual Average Loading	The value obtained by multiplying the <i>Annual Average Concentration</i> of a contaminant by the <i>Average Daily Flow</i> .
Average Daily Flow	The cumulative total sewage flow to the sewage works during a calendar year, divided by the number of days during which sewage was flowing to the sewage works that year.
C of A	Certificate of Approval
CFU	Colony Forming Units
L/s	litres per second
m ³ /d	cubic meters per day
mg/L	milligrams per litre
mL	Milliliter
ML/d	Mega (million) litres per day
MECP	Ministry of the Environment, Conservation and Parks (Ontario)
MOH	Medical Officer of Health
Monthly Average Concentration	The arithmetic mean of all daily or weekly concentrations of a contaminant by the <i>Average Daily Flow</i> over the calendar month.
Monthly Average Loading	The value obtained by multiplying the <i>Monthly Average Concentration</i> of a contaminate by the <i>Average Daily Flow</i> .
O. Reg.	Ontario Regulation

1. Introduction

The following 2025 Annual Wastewater Performance Report is submitted in accordance with Condition 8(4) (a) through (i) of the Certificate of Approval (CofA) # 0999-7X8QL3 for the Gananoque Sewage Lagoons. This report has been prepared by the Town of Gananoque's Public Utilities.

2. Facility Description

The Gananoque Sewage Lagoons have been in operation for over 50 years. The facility is located north of Highway 401, occupying approximately a 1.5 sq. km (150 ha) parcel of land consisting of 3 Cells.

Raw sewage is received in Cell 1 from the East End Pumping Station (EEPS) through a 400mm diameter forcemain. At the EEPS, alum is added to assist in the reduction of Total Phosphorus and Total Suspended Solids. Once the sewage enters the first cell it flows from one cell to the next allowing the settling of solids and reduction of dissolved nutrients. The final effluent of the Lagoon then discharges to the St Lawrence River.

Refer to "**Appendix A**" to review the systematic drawing.

3. Monitoring Raw Influent and Treated Effluent Data

Refer to "**Appendix B**" to review the 2025 Summary Performance Report.

3.1 Influent and Effluent Lab Results, Limits and Objectives

Table 1: Raw Influent Results

Raw Influent Parameter	Annual Average Concentration in mg/l
CBOD₅	101.21
Total Suspended Solids	232.71
Total Phosphorous	5.00

Table 2: Effluent CBOD5 and Total Suspended Solids

The *Annual Average Concentrations* and *Annual Average Loading* of CBOD₅ and Total Suspended Solids shall not exceed the corresponding average and loading concentrations in the below table.

Effluent Parameter	Annual Average Concentration in mg/l	CofA Concentration Objective in mg/l	CofA Concentration Limit in mg/l	Annual Average Loading in kg/day	CofA Loading Objective in kg/day	CofA Loading Limit in kg/day
CBOD ₅	9.06	25.0	30.0	31.06	133	159
Total Suspended Solids	39.42	25.0	30.0	122.90	133	159

On January 14th, 2026 the MECP was notified of the 2025 Total Suspended Solids exceedance. The letter stated “the Certificate of Approval requires Total Suspended Solids to have an annual average concentration below 30mg/L.

Table 3: Effluent Total Phosphorous

The *Monthly Average Concentration* and *Monthly Average Loading* of Total Phosphorous shall not exceed the corresponding average and loading concentrations in the below table.

Effluent Parameter	Monthly Average Concentration in mg/l	CofA Concentration Objective in mg/l	CofA Concentration Limit in mg/l	Annual Average Loading in kg/day	CofA Loading Objective in kg/day	CofA Loading Limit in kg/day
Total Phosphorous	0.57	1.0	1.0	1.92	5.30	5.30

Table 4: Effluent pH

The effluent pH must be maintained within the range of 5.5 to 9.5 at all times.

Effluent Parameter	Annual Minimum	CofA Minimum Objective	CofA Minimum Limit	Annual Maximum	CofA Maximum Objective	CofA Maximum Limit
pH	6.0	6.0	5.5	8.4	9.0	9.5

Table 5: Effluent E. Coli

The E.Coli *Annual Average Geometric Mean Density* shall stay below 200 organisms/100ml. Geometric Mean Density is the nth root of the product of multiplication of the results of n number of samples over the year.

Effluent Parameter	Annual Average (Geometric Mean Density) Count organisms/100ml	Annual Average Geometric Mean Density Objective Count organisms/100ml
E. Coli	315.52	200

On February 2nd, 2026 the MECP was notified of the 2025 E. coli objective exceedance.

3.2 Flow Data

The annual average daily treated effluent flow in 2025 was 3,434 m3 and the annual average daily raw influent flow was 2,805 m3. Weather conditions account for variations in flow differentials throughout the year. The table below provides the average monthly raw influent and treated effluent flow.

Table 6: Average Monthly Flows

Month	Raw Influent	Treated Effluent
January	81,349	109,662
February	56,249	103,859
March	166,033	137,115
April	120,102	168,116
May	108,759	164,894
June	90,073	101,193
July	65,420	76,012
August	50,008	67,669
September	47,903	56,433
October	53,476	59,416
November	53,062	110,682
December	88,614	141,005

3.3 Bypass / Spill / Overflows

There were eight spill events during 2025 which occurring due to heavy precipitation / snow melt and equipment failure. All events were reported to the Spills Action Centre, the Ministry of Health and a letter was sent to the Ministry of the Environment, Conservation and Parks Inspector.

Table 7: 2025 Bypass / Spill / Overflow Events

Date	Location	Volume	Duration	Cause
March 16, 2025	East End Pumping Station – Manhole #18	831 m3	3 hours and 18 minutes	Heavy Precipitation / Snow Melt
March 16, 2025	East End Pumping Station – Manhole #18	1895 m3	11 hours 44 minutes	Heavy Precipitation / Snow Melt
June 22, 2025	East End Pumping Station – Manhole #18	203 m3	57 minutes	Heavy Precipitation
November 6, 2025	East End Pumping Station – Manhole #18	258 m3	2 hours and 43 minutes	Equipment Failure
November 17, 2025	East End Pumping Station – Manhole #18	450 m3	46 minutes	Equipment Failure
November 20, 2025	East End Pumping Station – Manhole #18	196 L	3 hours and 16 minutes	Equipment Failure
November 24, 2025	East End Pumping Station – Manhole #18	136 m3	12 hours and 17 minutes	Equipment Failure
November 28, 2025	East End Pumping Station – Manhole #18	Less than 1 m3	18 seconds	Equipment Failure

4.0 Operating Challenges and Corrective Action

In 2025, the wastewater treatment lagoon experienced two regulatory issues that required notification to the Ministry of the Environment, Conservation and Parks (MECP). These included a Total Suspended Solids annual average exceedance and an E. coli objective exceedance.

Acti-Zyme was still being added to the Lagoon and sewage collection system in early 2025, but was discontinued in April 2025. Since it was discontinued, the Total Suspended Solids results have shown improvement.

Higher E. coli levels were observed due to Cell 1 being out of service to investigate berm breaches. During this time, wastewater is treated using only Cells 2 and 3, which reduced the overall treatment retention time. Repairs to Cell 1 are in the planning process and the cell is expected to return to service in 2026. Once operational, the Lagoon will return to full treatment capacity, which is expected to improve effluent quality.

4.1 Maintenance on Major Structures and Equipment

All works are subject to the annual budget process and approval by Council. A 10 Year Capital Equipment Replacement Plan has been developed which includes an extensive breakdown of all capital equipment that requires allocated funds for refurbishment or replacement.

Refer to "**Appendix C**" to review the 2025 Capital Projects Summary.

4.2 Effluent Quality Assurances/ Control Measure

The Corporation of the Town of Gananoque is committed to comply with all applicable legislation and regulatory requirements as it pertains to wastewater effluent quality, environmental protection, and customer satisfaction.

The implementation of the Wastewater Quality Management System which consists of policies, procedures, and forms, helps maintain system compliance. These documents demonstrate risk-based treatment process evaluation, Operating Authority competency, open communications, appropriate contingency/incident response measures and response to consumers' concerns in a timely manner.

The employees involved within the Wastewater System share responsibilities of implementing, maintaining and contributing to the continual improvement of the Wastewater QMS.

5.0 Calibrations/Maintenance of Effluent Monitoring Equipment

The influent, effluent and pump station flow meters are calibrated annually for accuracy to within plus or minus 10 percent (+/- 10%) of actual flowrate. The last annual calibration was completed on September 23rd, 2025.

6.0 Key Contacts

David Armstrong
Manager of Public Works
Phone: 613-382-2149 ext. 1615
Email: pwmanager@gananoque.ca

Matthew Hoult
Utilities Superintendent
Phone: 613-382-2149 ext. 1118
Email: mhoulthoult@gananoque.ca

Christine Brennan
Utilities Compliance Coordinator
Phone: 613-382-2149 ext. 1612
Email: utilitycompliance@gananoque.ca



Appendix A



CELL 2
TOTAL CELL VOLUME 130,116m³

CELL 3
TOTAL CELL VOLUME 187,361m³

CELL 1
TOTAL CELL VOLUME 82,536m³

LEGEND
DEPTH OF CELL (METRES)

- 0.0 - 0.5
- 0.5 - 1.0
- 1.0 - 1.5
- 1.5 - 1.6
- 1.6 - 1.7
- 1.7 - 1.8
- 1.8 - 1.9
- 1.9 - 2.0
- 2.0 - 2.1
- 2.1 - 2.2
- 2.2 - 2.3
- >2.3

ALL DIMENSIONS AND INFORMATION SHALL BE CHECKED AND VERIFIED ON THE JOB AND ANY DISCREPANCIES MUST BE REPORTED TO THE OWNER IMMEDIATELY. THE WORK SHOWN IS NOT TO SCALE.

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www.ea.com

Total Area: 1,100 sq. ft. (1997) Limited

NO.	DATE	BY	ISSUES / REVISIONS

CLIENT:
TOWN OF GANANOQUE

DRAWN BY:	DESIGNED BY:	CHECKED BY:	PROJECT:
CJP	SAB	SAB	GANANOQUE LAGOON SEWAGE TREATMENT SYSTEM
DATE:	DATE:	DATE:	DRAWING:
11.2006	SEPTEMBER 2007		DEPTH OF CELL

PROJECT NO: 52-27908
DRAWING NO: 1



Appendix B



2025 Summary Performance Report

Month	Days	Flows				Raw			Treated				Performance		
		Raw	Average Raw Day	Treated	Average Treated Day	Raw CBOD5	Raw TSS	Raw TP	Treated CBOD5	Treated TSS	Treated TP	E.Coli (Monthly Geometric Mean)	Removals		
		m3	m3	m3	m3	mg/L	mg/L	mg/L	mg/L	mg/L	mg/L	cfu/100mL	%CBOD5	%TSS	%TP
January	31	81,349	2,624	109,662	3,537	104.75	192.25	5.01	6.25	38.50	0.4	1017.78	94.03	79.97	92.02
February	28	56,249	2,009	103,859	3,709	118.75	278.75	5.92	15.00	29.50	0.98	10343.96	87.37	89.42	83.45
March	31	166,033	5,356	137,115	4,423	48.25	123.25	2.86	12.00	23.25	0.66	894.01	75.13	81.14	76.92
April	30	120,102	4,003	168,116	5,604	64.20	141.80	3.27	8.20	25.40	0.34	20.95	87.23	82.09	89.60
May	31	108,759	3,508	164,894	5,319	80.25	182.50	4.74	4.75	11.00	0.28	7.74	94.08	93.97	94.09
June	30	90,073	3,002	101,193	3,373	63.50	141.75	3.62	4.50	9.00	0.33	6.32	92.91	93.65	90.88
July	31	65,420	2,110	76,012	2,452	120.80	177.40	5.55	9.20	41.60	0.62	118.50	92.38	76.55	88.83
August	31	50,008	1,613	67,669	2,183	189.75	321.50	6.59	10.75	73.75	0.72	343.66	94.33	77.06	89.07
September	30	47,903	1,597	56,433	1,881	128.50	266.25	5.50	8.75	81.25	0.83	826.97	93.19	69.48	84.91
October	31	53,476	1,725	59,416	1,917	144.40	606.00	8.56	11.80	43.60	0.54	442.62	91.83	92.81	93.69
November	30	53,062	1,769	110,682	3,689	76.0	155.00	3.59	7.50	53.50	0.62	1418.56	90.13	65.48	82.73
December	31	88,614	2,859	141,005	4,549	75.40	166.00	4.34	9.40	43.60	0.57	5415.01	87.53	73.73	86.87



Appendix C

2025 Capital Projects Summary – Wastewater

This 2025 Capital Projects Summary identifies the wastewater infrastructure projects undertaken during the 2025 reporting year.

Project Summary

Project	Status
Utilities Fleet Renewal	Completed in 2025
WWT Lagoon Cell 1 Remediation	In Progress – Completion Expected 2026
WWT EEPS Upgrade Project	In Progress – Completion Expected 2026
WWC Sewage Pumping Station 3 Renewal	In Progress – Completion Expected 2026

Project Details

Utilities Fleet Renewal

Status: Completed in 2025

Description: Required repairs and replacements were completed on a utility vehicle to ensure it remained operational and capable of supporting day-to-day operational activities and emergency alarms.

WWT Lagoon Cell 1 Remediation

Status: In Progress – Completion Expected 2026

Description: In 2025, the Town completed subsurface investigations for Lagoon Cell 1 as part of ongoing remediation of the Cell 1 berm. A third-party contractor conducted borehole sampling to assess the integrity of the Lagoon berm. The field work included borehole drilling, groundwater observations and laboratory testing to characterize the subsurface soil and conditions at the site. The berm remediation is planned to be completed in 2026.



WWT EEPS Upgrade Project

Status: In Progress – Completion Expected 2026

Description: Upgrades to the East End Pumping Station (EEPS) and forcemain were continued in 2025 to support reliable wastewater conveyance to the Lagoon. The project included the installation of a new chemical building and construction of new wet wells. Both the existing and new wet wells will be equipped with venting systems to manage odour and improve operational performance.



WWC Sewage Pumping Station 3 Renewal

Status: In Progress – Completion Expected 2026

Description: In 2025, a Sewage Pumping Station 3 pump was removed to be rebuilt. The rebuilt pump is scheduled to be returned and installed in 2026.

Council Report – REC-2026-04

Date: March 18, 2026

IN CAMERA

Subject: Award of Contract – Cleaning and Janitorial Contract Services

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. 2026-023, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH RIVERSTONE JANITORIAL FOR THE PROCUREMENT OF CLEANING AND JANITORIAL SERVICES OF MUNICIPALLY OWNED PROPERTY, AS PRESCRIBED IN RFP REC-2026-01, AND AS PRESENTED IN COUNCIL REPORT REC-2026-04.

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.

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

BACKGROUND:

Every 3 to 4 years the Town tenders the cleaning and janitorial contract for Town-owned buildings which includes the Town Hall, the Emergency Services Building, the Public Works office, garage lunchroom and washrooms, and the Customs Building.

INFORMATION/DISCUSSION:

The Parks and Recreation department released Tender REC-2026-01 on February 5, 2026 which subsequently closed on March 4, 2026.

The Request for Proposal was advertised on [Biddingo.com](https://www.biddingo.com) and the Town website. A total of five (5) bids were received at the time of closing. All companies submitted complete proposals.

The scoring matrix that was posted in the tender, and was used by the evaluation team is as follows:

Proposal	40%
Pricing (Monthly Cost)	40%
Experience	10%
Work Plan	5%
Risk	5%

Town Staff completed their evaluations and are recommending **Riverstone Janitorial** which subsequently was the low bid for the procurement of cleaning and janitorial services at the Town-owned buildings as indicated in the tender.

Riverstone Janitorial is a local firm that currently is the cleaning contractor at the Water Treatment Plant and was the cleaning contractor for the Town owned buildings between 2015 and 2019.

Riverstone has been in business in Gananoque for over 20 years, servicing clients large and small in the Town and surrounding areas.

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:

Riverstone Monthly Quote Per Building (excluding HST)				
Description	TOWN HALL	ES BUILDING	PW BUILDINGS	CUSTOMS BUILDING
For the procurement of cleaning and janitorial services	\$1,350	\$2,250	\$300	\$100

As part of their tender proposal, the quoted price from Riverstone Janitorial is less than what the Town is currently paying for all the buildings indicated above. Therefore, it is forecasted that the Town should incur a savings without sacrificing quality of service received.

The bids received are as follows:

Quotes Received for All Buildings, Per Month (excluding HST)					
Description	ALL-WAYS CLEAN	CORPORATE MIRROR	GOLDEN PALM	GREEN MAPLES	RIVERSTONE JANITORIAL
For the procurement of cleaning and janitorial services	\$26,975	\$4,591	\$8,241	\$4,982	\$4,000

APPLICABLE POLICY/LEGISLATION:

Procurement By-law No. 2025-089

CONSULTATIONS:

Melanie Kirkby, CAO

John Morrison, Treasurer

Robert Kennedy, Superintendent of Facilities and Parks

ATTACHMENTS:

Draft By-law No. 2025-023

APPROVAL	<p>_____ Jeff Johnston, Manager of Parks, Recreation & Facilities</p> <p>_____ John Morrison, Treasurer 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> <p>_____ Melanie Kirkby, CAO</p>
-----------------	---

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2026-023

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH RIVERSTONE JANITORIAL FOR THE PROCUREMENT OF CLEANING AND JANITORIAL SERVICES OF MUNICIPALLY OWNED PROPERTY

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 Council Report REC-2026-04 and concurred with the recommendation to authorize the Mayor and Clerk to sign an Agreement with Riverstone Janitorial for the procurement of cleaning and janitorial services of municipally owned property, as prescribed in RFP REC-2026-01;

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 an Agreement with Riverstone Janitorial for the procurement of cleaning and janitorial services of municipally owned property, as prescribed in RFP REC-2026-01.

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 18th day of March 2026.

John S. Beddows, Mayor

Penny Kelly, Clerk

(Seal)

**CORPORATION OF THE TOWN OF GANANOQUE
AGREEMENT**

BETWEEN: The Corporation of the Town of Gananoque
(Hereinafter referred to as “the Town”)
OF THE FIRST PART

AND: Riverstone Janitorial
(Hereinafter referred to as “the Proponent”)
OF THE SECOND PART

WHEREAS authority is given under the *Municipal Act* for the Council of the Town of Gananoque to engage in contracts for the purpose of providing services;

AND WHEREAS the Council of the Corporation of the Town of Gananoque is desirous of engaging Riverstone Janitorial to undertake the Cleaning and Janitorial Contracted Services at Municipally Owned Buildings.

NOW THEREFORE the Town and the Proponent hereby agree to the following terms and conditions:

1. The Proponent will provide the services/scope and undertake the work as set out in Tender REC-2026-01, in the proposal submitted by the Proponent and dated March 3, 2026, (attached hereto as Schedule ‘A’), all documents forming part of this Agreement.
2. The Proponent represents and warrants that the performance of this Agreement will not conflict with any other contract to which it is bound and, while performing this Agreement it will not engage in any services or employment or enter into any agreement in conflict with this Agreement. The Proponent agrees to disclose potential conflicts of interest that may arise during the term of this Agreement.
3. The Proponent shall not assign or sublet the whole or any part of this Agreement without the prior written consent of the Town, unless the use of subcontractors is expressly stated in the proposal submitted by the Proponent and accepted by the Town.
4. The Proponent acknowledges that while performing the services under this Agreement, that it is not an employee of the Town of Gananoque, and as such shall be responsible for the payment of all expenses required by law, including, but not necessarily limited to, Employment Insurance premiums, Income Tax, Canada Pension Plan contributions, etc., failing which the Proponent shall reimburse the Town for any expenses it may have to pay as a result of the Proponent neglecting to do so.

5. The Town agrees to pay the Proponent the professional fees and associated disbursements for the Cleaning and Janitorial Contracted Services at Municipally Owned Buildings for \$4,000 per month (excluding HST). Any additional expenditures or disbursements shall not be incurred without the prior expressed written approval of the Town. Disbursements will be charged as per the actual costs incurred.
6. The Proponent will invoice the Town for work that has been completed at key intervals as determined by the parties. Such invoices shall include a detailed description of the tasks included therein, in conformity with the approved work plan, and shall contain a list of the disbursements and applicable taxes. The Town hereby agrees to pay the invoices in a timely fashion.
7. In the event of any dispute with respect to the payment of the invoices which cannot otherwise be resolved between the Proponent and the Town, the Proponent and the Town hereby agree to submit the matter to an impartial arbitrator under the *Arbitrations Act*, whose decision shall be final and binding. In the event that a matter is referred to an arbiter under this Article, the parties agree to equally share the cost of the arbiter and any related expenses.
8. The Proponent will cooperate with the Town's auditor with respect to any financial matters involving business between the Proponent and the Town.
9. The Proponent shall, at all times during the term of this Agreement, maintain not less than \$5,000,000 in liability insurance, with the Town as a named insured. A copy of the insurance policy shall be filed with the Town upon the commencement of the Agreement and the Town shall be advised immediately of any change in status in the insurance coverage required pursuant to this Article.
10. The Proponent shall file a current Workplace Safety and Insurance Board (WSIB) certificate with the Town upon the commencement of the Agreement.
11. The proponent Riverstone Janitorial shall indemnify and hold the Town of Gananoque harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions whether willful or otherwise by Riverstone Janitorial, its officers, employees or other persons for whom Riverstone Janitorial is legally responsible arising out of this agreement.
12. The *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, *Accessibility Standard for Customer Service (ASCS)* and the *Integrated Accessibility Standards Regulation (IASR)* requires all contractors and their employees who provide goods, services or facilities on behalf of the Town of Gananoque receive training on these standards and on the Human Rights Code as they pertain to persons with disabilities. Contractors must keep records of all training, including dates when training was provided, the number of employees who received training and individual training records for their business. Contractors are

required to make this information available to the Town and/or the Province upon request.

13. All information collected by the Proponent in the performance of the services described herein shall be considered to be the property of the Town and shall be surrendered to the Town immediately upon request for same. It is understood that in the collection of any information, that the Proponent will have proper regard for the *Municipal Freedom of Information and Protection of Privacy Act*, and that the disclosure of any information collected will be pursuant to the requirements of the legislation as embodied in the procedures set out by the Town.
14. This Agreement shall be effective from the date of its signing thereof and the terms of this Agreement shall remain in force and effect until the project is completed, unless otherwise amended in writing and agreed to by both the Town and the Proponent.
15. This Agreement shall be subject to the applicable laws of Canada and Ontario.

Dated this _____ day of _____, 2026.

THE CORPORATION OF THE TOWN OF GANANOQUE

John Beddows, Mayor

(SEAL)

Penny Kelly, Clerk

“I/We have the authority to bind the Corporation”

RIVERSTONE JANITORIAL

Riverstone Janitorial

“I/We have the authority to bind the Corporation”

From: David Ellingwood
Sent: February 27, 2026 4:30 PM
To: Municipal Clerks
Subject: Cataraqui Conservation Board Motion re: Alto High-speed Rail Network

Memo to: Clerks, Member Municipalities of Cataraqui Conservation

At its meeting of February 25, 2026, the Full Authority Board of Cataraqui Conservation passed a motion regarding the proposed Alto High-speed Rail Network, in particular the routing of the corridor in Eastern Ontario.

A copy of the motion is attached.

We would be pleased to discuss this proposal with you further. Thank you for your attention to this matter.

Sincerely,

David Ellingwood
General Manager



2069 Battersea Rd., Glenburnie ON, K0H 1S0

Phone: (613) 546-4228

Toll-Free: 1-877-956-2722

Fax: (613) 547-6474

Web: www.CataraquiConservation.ca

Cataraqui Conservation sits on the traditional lands of the Haudenosaunee & Anishinabek peoples, and we want to thank the Indigenous people for their continued care and protection of All of Our Relations on this shared land.



Motion from Full Authority Board Meeting of Wednesday, February 25, 2026

Whereas Cataraqwi Conservation has a mandated responsibility under Ontario's Conservation Authorities Act to ensure that development and infrastructure projects within its jurisdiction do not negatively impact the integrity of the watershed; and,

Whereas the currently proposed southern route is likely to intersect or impact wetlands, significant woodlands, agricultural lands, source water protection areas, and ecologically sensitive shoreline systems within the Cataraqwi Watershed;

Therefore, Be It Resolved That Cataraqwi Conservation recommends that Alto commit to studying an alternate southern route, near the Highway 401 corridor, with a station stop in the City of Kingston; and,

That a copy of this motion be sent to:

The Right Honourable Mark Carney, P.C., M.P. Prime Minister of Canada,
The Honourable Steve MacKinnon, P.C., M.P., Minister of Transport,
Martin Imbleau, President and CEO, Alto,
The Honourable Mark Gerretsen, M.P. Kingston and the Islands,
Ted Hsu, M.P.P. Kingston and the Islands,
Michael Barrett, M.P., Leeds—Grenville—Thousand Islands—Rideau Lakes,
The Honourable Steve Clark, M.P.P. Leeds—Grenville—Thousand Islands and Rideau Lakes,
Scott Reid, M.P. Lanark-Frontenac,
John Jordan, M.P.P. Lanark-Frontenac-Kingston,
Shelby Kramp-Neuman, M.P., Hastings—Lennox and Addington—Tyendinaga,
Ric Breese, M.P.P. Hastings-Lennox and Addington,
Mayor Ron Vandewal, Township of South Frontenac
Mohawks of the Bay of Quinte First Nation,
Eastern Ontario Mayors' Caucus,
Eastern Ontario Wardens' Caucus,
the eleven (11) municipalities under the jurisdiction of Cataraqwi Conservation,
the twelve (12) Conservation Authorities affected by this project; and,
Conservation Ontario



Rideau Lakes

1439 County Road 8, Delta, ON K0E 1G0
T. 613.928.2251 | 1.800.928.2250 | F. 613.928.3097
rideaulakes.ca

March 10, 2026

Dear Senator,

Re: Rideau Lakes Concerns re Alto High Speed Rail Project (Bill C-15 Budget)

We in Rideau Lakes Township are writing this letter because of major concerns about the Alto High Speed Rail Project (HSR), as well as a request to fully evaluate our concerns of Bill C-15 in relation to Alto HSR and expropriation of land.

The Alto HSR is lacking full and meaningful consultation of critical information for the early design and development phase. We recognize that having this information is important to the engineers in determining routes that minimize disruptions to the communities, residents, businesses, farmland, waterways, environment, and ecosystems that they pass through. What we have experienced is less than adequate information upon which to base our ability to conduct impact assessments involving our rural communities, agriculture, businesses, and countless heritage buildings and monuments. Alto's recently proposed Southern Ontario route included a 10 km wide corridor, and they provided high-level maps which are not useful in determining the impacts which more detailed route maps would give us and that are vital to our informed feedback. Without more information from Alto, this reduces our more local and valuable ability to provide critical information to Alto planners and engineers.

HSR will divide communities. There will be a major impact on our roadways for school buses, public transportation and emergency vehicles given the many closed roadways when fences are erected along the HSR route. This will increase mortality and morbidity as it will take longer to receive timely care. Farther to travel will also increase emissions and costs for plowing and road maintenance. Without more information from Alto, this reduces our local and valuable ability to provide critical information to Alto planners and engineers.

The Southern route would traverse the UNESCO recognized Frontenac Arch Biosphere Region, the ancestral lands of the Haudenosaunee (Kanien'kehá:ka) and Anishinaabeg (Algonquin); where a land bridge of the Canadian Shield connects the Algonquin and Laurentian Highlands to the Adirondack Mountains in the USA. Many animals use this migration route in both directions every year, and unless wildlife corridors are included in the ALTO plans, this would cut off their migration.

This does not begin to speak to the negative impact on tourism which is estimated in the order of \$30 million for the UNESCO Rideau Canal system from Ottawa to Kingston.

Another major concern is that the government proposes to grant Alto, as a Crown Corporation, the right to 3 methods of property expropriation! Until now the government itself held the right to a single method of property expropriation. This causes our residents varying degrees of stress ranging to mental anguish if their properties are affected and they will not get full current market value if they decided to sell. Under the new proposed legislation, they would be forced to sell to the Corporation! This is of particular concern to many potentially affected property owners who are in the business of farming and feeding our population.

Cost analysis to build the railway in the northern and southern routes has not been done. We have also been told that a route parallel to the St. Lawrence River and Lake Ontario is not viable. We do not have enough information to understand why this option is not viable.

Rideau Lakes Township is asking you, and your Senate colleagues, to undertake your considered review of our concerns that are being sent to you for First Reading. We hope that you will see that this portion of Bill-C15 (HSR and expropriation) is premature, given that there are many unanswered questions and important issues have not been adequately addressed in the information provided. There has been inadequate public consultation to move to the development stage of this generationally important Canadian transportation project affecting so many lives along whatever corridor may eventually be approved. Should the Senate determine that a delegation to a Senate committee be appropriate with a view to consolidating recommendations for changes that would go back to the House of Commons, we would be available to participate, of course upon invitation.

Thank you for your attention in this very important matter affecting all of us here and across Ontario! It would be very much appreciated if I could receive a response in order to brief my Council.

Yours respectfully,



Arie Hoogenboom
Mayor, Rideau Lakes Township
mayor@rideaulakes.ca
613-323-0901

Cc: Prime Minister of Canada
All Members of Parliament
All Provincial Cabinet Ministers
MPP Steve Clark
The Federation of Canadian Municipalities
The Association of Municipalities of Ontario
All Ontario Municipalities

Brenda Guy

From: Cahdco Info <Info@Cahdco.org>
Sent: February 20, 2026 2:50 PM
To: Pat Richards; Adrian Schut; Paige Waldock
Cc: Hannah Ehler; Amy Contreras
Subject: RE: Thank you for attending: Building Solutions Together – Municipal Affordable Housing Symposium
Attachments: Letter of Support Guidelines.pdf; TEMPLATE Letter of Support - Private Partners.docx; TEMPLATE Letter of Support - Municipalities.docx
Importance: High
Follow Up Flag: Follow up
Flag Status: Flagged

You don't often get email from info@cahdco.org. [Learn why this is important](#)

Hello,

I hope this email finds you well this Friday. Thank you again for your participation in the ***Building Solutions Together: Municipal Affordable Housing Symposium*** and interest in the Eastern Ontario Housing Pipeline. Your partnership and leadership are critical to advancing affordable housing solutions across our region.

As noted in our post event email, **we are now preparing for our meeting with Build Canada Homes on March 26, 2026. Letters of Support from municipal and private sector partners will be instrumental in strengthening our collective position and demonstrating regional alignment behind this initiative.**

Attached, you will find:

- A template letter for municipalities
- A template letter for private partners
- Brief guidelines to assist with completion

Please select the template that best reflects your organization, complete the requested details, and return a signed PDF copy to us by March 13, 2026.

We would also greatly appreciate your feedback on the Symposium. If you have not yet done so, please take a few minutes to complete the survey here:

<https://forms.gle/yqE7Hiaro2gEYokN9>

Thank you again for your leadership and collaboration. We look forward to continuing this important work together.

Sincerely,

The Cahdco Team

From: Cahdco Info

Sent: February 9, 2026 8:32 AM

To: Pat Richards <Pat.Richards@cahdco.org>; Adrian Schut <Adrian.Schut@cahdco.org>; Paige Waldock <Paige.Waldock@cahdco.org>

Cc: Hannah Ehler <hannah.ehler@cahdco.org>; Amy Contreras <amy.contreras@cahdco.org>

Subject: Thank you for attending: Building Solutions Together – Municipal Affordable Housing Symposium

Hello,

Thank you for taking the time to attend the ***Building Solutions Together: Municipal Affordable Housing Symposium***. We sincerely appreciate your participation and the thoughtful insights shared throughout the day. The level of engagement reinforced the importance of continued collaboration among municipal leaders to advance affordable housing solutions across Eastern Ontario.



Key Takeaways

The symposium highlighted several important takeaways about the ***Eastern Ontario Affordable Housing Pipeline***, including:

- **This is a “platform,” not a one-off project.** Cahdco is building a *replicable regional delivery model* meant to be adopted and repeated—not a single pilot build
- **The core problem is delivery capacity, not demand.** The bottleneck is fragmented pre-development, inconsistent approvals/designs, volatile pricing, inconsistent funding, and labour/training systems still built for traditional site-built work
- **There’s already a large municipal/public-land pipeline identified.** Up to 5,000 units, planned over a ~10-year build-out, across 21 municipalities, with a “first-wave” approach targeting starts within ~12 months, scaling toward up to 500 homes/year
- **The factory is non-profit owned and focused on Modern Methods of Construction (MMC) production to improve certainty.** It’s positioned as the productivity/quality backbone to make delivery more consistent, reduce schedule risk, and stabilize costs through repeatable systems.

- **Partnerships are central: unions + post-secondary + industry are partners.** Integrating joint working groups and co-designed curriculum/cohorts with partners from post-secondary institutions and labour partners in local trade unions, so training pathways and roles match real factory + site needs and build workforce capacity.

Eastern Ontario Affordable Housing Pipeline – Discussion and Next Steps

As discussed during the symposium, we are seeking municipal feedback on the proposed **reverse-Expression of Interest (EOI)** approach as part of the **Eastern Ontario Affordable Housing Pipeline**.

We invite participants to review the proposed process internally and, where appropriate, discuss it with senior leadership and your Chief Administrative Officer. In particular, we welcome feedback related to any **procurement, policy, governance, or compliance considerations** that may affect municipal participation or implementation.

We would appreciate hearing back on:

- Any challenges or risks you foresee with the proposed approach
- Internal requirements, approvals, or processes that would need to be addressed
- Considerations that could help ensure the process aligns with municipal procurement realities

Your feedback will be critical in refining the approach and ensuring the pipeline is designed in a practical, transparent, and straightforward way for municipal land to enter the Eastern Ontario Affordable Housing Pipeline.

For any questions or concerns, please contact Pat Richards at Pat.Richards@cahdco.org

Moving Forward

As discussed during the symposium, we will be sharing the following in the coming weeks:

- **Letter of Support:** We will send a request for a Letter of Support related to the next phase of the Eastern Ontario Affordable Housing Pipeline.
- **Ongoing Collaboration:** A more regular forum will be established to support continued learning, information sharing, and collaboration among municipal partners.

Attachments

- **Participant Survey:** This is a short survey to gather your feedback on the Symposium and keep improving our logistics and content. You can access the survey here:

<https://forms.gle/LZDGct5yy9uXcSnW8>

- **Eastern Ontario Affordable Housing Pipeline -Two-Pager:** This is a high-level overview of the initiative, intended for the symposium participants and for sharing with other interested stakeholders.

Thank you again for your participation and continued leadership. We look forward to building on the momentum from the symposium and working together to strengthen affordable housing outcomes across Eastern Ontario.

If you have any questions, please do not hesitate to reach out.

Sincerely,

The Cahdco Team

[Letterhead or logo]

Build Canada Homes
Housing, Infrastructure and Communities Canada

Re: Letter of Support for rural Eastern Ontario Housing Pipeline

[Date]

To whom it may concern,

We are writing to express our steadfast support for a regional affordable housing development approach in rural Eastern Ontario.

[Municipality name] is located [describe here], and has a population of [XX]. Alongside more than a dozen other rural municipalities, we are piloting a predictable, long-term housing strategy that would deliver affordable mixed-income housing options to roughly 1 million people across our united communities. We ask that Build Canada Homes join us as a key partner. With federal support, this initiative fulfills Build Canada Homes' mandate to prioritize new construction in rural Canada, promote local industry, and lay the groundwork for rapid delivery at-scale.

Cahdco, a team of experts in affordable housing development, has aggregated diverse partners across Eastern Ontario to deliver up to 5000 units of affordable housing over the next 10 years. As part of this strategy, [Municipality name] has already taken the following steps to ensure the successful development of new housing in our community:

- Completed a land assessment to identify sites that are shovel-ready for development
- Made adjustments to our land-use regulations and processes to streamline approvals
- Created a Community Improvement Plan to support the development of affordable housing
- [Add your unique supports here...]

In addition to what we have already done, [Municipality name] is prepared to make the following contributions:

- Make adjustments to our land-use regulations and processes to streamline approvals
- Waive Development Charges for affordable housing units
- Waive building permit fees for affordable housing units
- Utilize tools within our Community Improvement Plan to simplify development of affordable units
- Identify affordable housing providers who will operate rental units long-term
- Explore the provision of financial support to sustain the long-term operations of affordable rental housing
- Provide financial support to sustain the long-term operations of affordable rental housing
- Contribute capital grants to ensure project financial viability and depth of affordability
- Guarantee property tax exceptions on affordable units
- [Add your unique supports here...]

Beyond our own municipal commitments above, we believe in Eastern Ontario's strategy because it transforms the way housing is built in alignment with Build Canada Homes' investment priorities:

[Letterhead or logo]

- ✓ Delivery of meaningful increases in supply through a large-scale pipeline project that generates measurable impact
- ✓ Provision of significant depth, breadth and duration of affordability while leveraging other sources of sustainable funding
- ✓ Strengthening capacity in the non-market sector through diverse partnerships
- ✓ Demonstration of financial and construction readiness
- ✓ Use of modern construction methods and sustainable materials to improve efficiency, reduce costs and strengthen climate resiliency
- ✓ Bolstering Canadian and local supply chains to enhance sector resilience

Regional housing approaches are necessary for expanding Canada's affordable housing supply in rural communities. It is without hesitation that we join the coalition of municipalities, non-profit housing developers and providers, and private builders in Eastern Ontario who are aligning strengths and capacity in pursuit of this common goal.

We hope that Build Canada Homes recognizes the invaluable impact that this pipeline will have for our residents, and the potential for this pilot to scale. It is an investment in a rapid, replicable delivery model for rural regions across Canada.

Please don't hesitate to reach out if you have questions.

Sincerely,

[Signature]

[Name]

[Job Title]

[Municipality]

[Contact Information]

Brenda Guy

From: Pat Richards <Pat.Richards@cahdco.org>
Sent: December 18, 2025 12:32 PM
To: Brenda Guy
Subject: Affordable Housing

You don't often get email from pat.richards@cahdco.org. [Learn why this is important](#)

Good afternoon,

I'm reaching out to share an exciting venture we've taken on at CAHDCO, an Ottawa-based non-profit affordable housing development company.

My role with CAHDCO is to identify and model housing project opportunities outside the city core, across the Eastern Ontario region. A key component of the new BCH program is the ability to submit a portfolio of projects spanning multiple areas, rather than individual applications for single developments.

We're preparing for a mass submission this winter, aiming to include 700–1,000 units across several townships in Eastern Ontario. Currently, I'm conducting land analysis and modeling potential developments on municipal/provincial land holdings. So far, we've found that many townships have significant potential to add housing units on vacant lands they already own.

I wanted to ask if your municipality would be interested in having your town assessed in a similar way and discussing any options we uncover. Our goal is to include as many viable projects as possible in the BCH portfolio submission.

This initial investigation is free of charge to municipalities—we simply want to identify opportunities that can help address housing needs across the region. Once projects are selected and applications approved, CAHDCO will act as the development arm from start to finish, from funding to occupancy, while partnering with local construction resources and management firms for the boots-on-the-ground building process.

Additionally, as part of the BCH proposal, we'll be submitting a secondary proposal to establish our own non-profit modular housing facility. This facility would produce wall and floor panels as well as volumetric modular units for apartment buildings, helping streamline future affordable housing projects.

Please let me know if this is something you'd like to explore further. I'd be happy to set up a call to discuss details and next steps.



Pat Richards

Development Consultant

Phone: 613-913-0797

Email: Pat.Richards@cahdco.org
415 Gilmour St. Suite 200, Ottawa, ON

www.cahdco.org | www.ccohousing.org

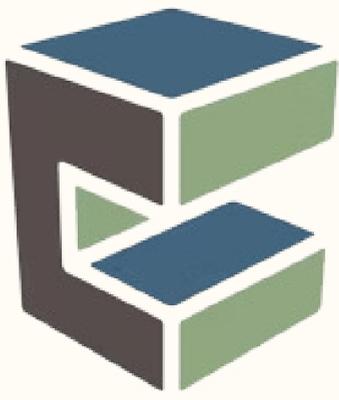
Preserve affordable housing – forever.



Invest here



Centretown Citizens
Ottawa Corporation



cahdco

Building Solutions Together: Municipal Affordable Housing Symposium

Mark Your Calendar!



Date

Friday, January 30, 2026



Time

10:00 AM - 3:00 PM



Location

Almonte Old Town Hall Auditorium
Almonte, Ontario



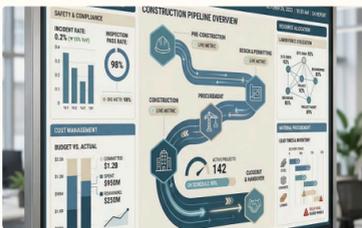
Who Should Attend

Up to 4 delegates per organization
(Eg. Mayor, CAO, Planner, Housing Manager)

Key Discussion Topics

Join us for:

Interactive presentations followed by collaborative discussion and networking opportunities with fellow municipal leaders with a goal of expanding collaboration on affordable housing initiatives.



Affordable Housing Pipeline

Affordable housing Eastern Ontario pipeline initiatives to date



Build Canada Homes

Build Canada Homes program insights as it relates to Eastern Ontario



Modern Methods of Construction

Modern methods of construction and their application in changing the outcome of affordable development.



Open Forum Q&A

Interactive discussion and questions with municipal stakeholders

Further agenda and details to be shared in early January



Lunch will be provided during the seminar.

(Dietary restrictions should be included in the RSVP)

RSVP Information

Please confirm your attendance by January 16, 2026, to ensure adequate arrangements. Your participation is valuable as we discuss critical topics with municipal stakeholders.

RSVP Here

Questions? Contact us at info@cahdco.org or visit www.cahdco.org



cahdco

Building Canada's Future Together

Cahdco introduces a transformative development framework designed to revolutionize affordable housing delivery across Canada through collaborative, systems-based development.

The Challenge: A Fragmented Sector

Isolated Efforts

For decades, Canadian non-profit housing has often operated through disconnected local societies, faith groups, and community organizations working independently on single, well intentioned projects.



Administrative Burden

The dedication of these groups is commendable, but developing isolated projects creates heavy administrative loads that slow urgent housing delivery.

This fragmentation has created a bottleneck in addressing Canada's housing crisis. Each organization navigates complex federal applications alone, duplicating efforts and limiting impact. The new Build Canada Homes framework offers a compelling solution by explicitly prioritizing bundled submissions and collaborative projects that achieve greater regional impact.



A Collaborative Vision for Impactful Development



Strategic Bundling

Streamlined portfolios combining multiple projects to unlock efficient capital deployment and accelerate progress.



Maximized Regional Impact

Collaborative initiatives designed to deliver widespread community benefits across diverse geographic areas.



Accelerated Delivery

Government prioritizes efficiency through aggregated project review and funding, cutting through levels of red tape.

This transformative policy shift directly supports Cahdco's long-held belief: **collective action builds stronger communities faster**. The new framework fundamentally redefines Canada's approach to accelerating affordable housing development, moving towards a future built on partnership and shared success.

Embracing a Collaborative Future

The new investment framework sends a clear signal that government wants to maximize efficiency by looking for projects that can "leverage capital and bundle submissions." The logic is driven by simple math: reviewing, underwriting, and monitoring 50 separate applications for 50 different sites creates massive administrative load.



Benefits Across the Board

For Government

Streamlined review processes allow funding to flow faster to where it's needed most, reducing administrative overhead while increasing impact and timelines.

For Communities

Reduced risk for individual non-profits who no longer need to navigate complex federal applications alone, with expert support throughout.

For the Sector

Standardized designs incorporating modular capacity, and bulk procurement lower construction costs, making every dollar go further in creating affordable homes.



GOVERNMENT



COMMUNITIES



HOUSING SECTOR

Our Holistic Thinking Approach

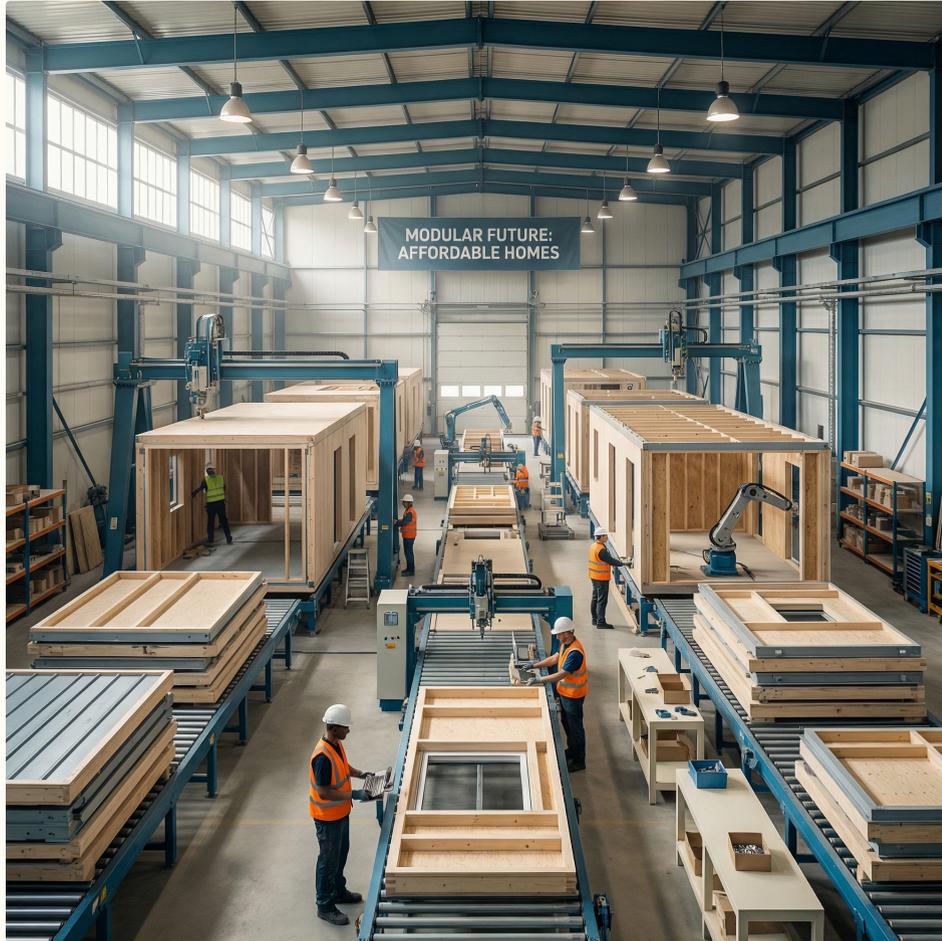
At Cahdco, we utilize a Holistic approach to development. We recognize that while local organizations are experts in their community's needs and resources, they may not have the in-house resources to manage large-scale construction finance, complex zoning negotiations, construction management, or federal funding applications and compliance.



By partnering with Cahdco's pipeline, land-owning groups find that development becomes significantly easier and less risky. We reduce the complexity of large-scale projects by providing shared expertise in areas like construction finance, complex zoning negotiations, and federal funding applications. This comprehensive support mitigates common pitfalls and ensures a smoother process, allowing our partners to focus on their core mission and community needs, while Cahdco expertly manages the technical and logistical challenges of bringing affordable housing to life.

Two Major Economic Advantages

1. Economies of Scale



Independent development efforts by multiple non-profit organizations, each employing distinct architects and constructors for individual projects, often lead to significant cost escalation.

However, by consolidating these projects within the Cahdco pipeline, we leverage standardized modular designs, achieve bulk procurement savings on materials—from lumber to windows—and work with consistent construction teams, thereby substantially reducing the cost per unit.

2. Risk Mitigation



Our bundled approach inherently diversifies risk across a portfolio of projects, ensuring that a single project delay won't compromise the overall initiative.

Furthermore, Cahdco's established reputation and proven track record for successful development significantly enhance financial stability, making these bundled projects exceptionally attractive to lenders and government funders compared to the higher risk associated with standalone ventures.

Cahdco: Your Development Backbone

Our model is designed to be the backbone that supports local organizations. We handle the heavy lifting of development so our partners can focus on what they do best: advancing their mission to house people.

01

Technical Expertise

We manage development complexity, from funding, to zoning applications to final occupancy permits

02

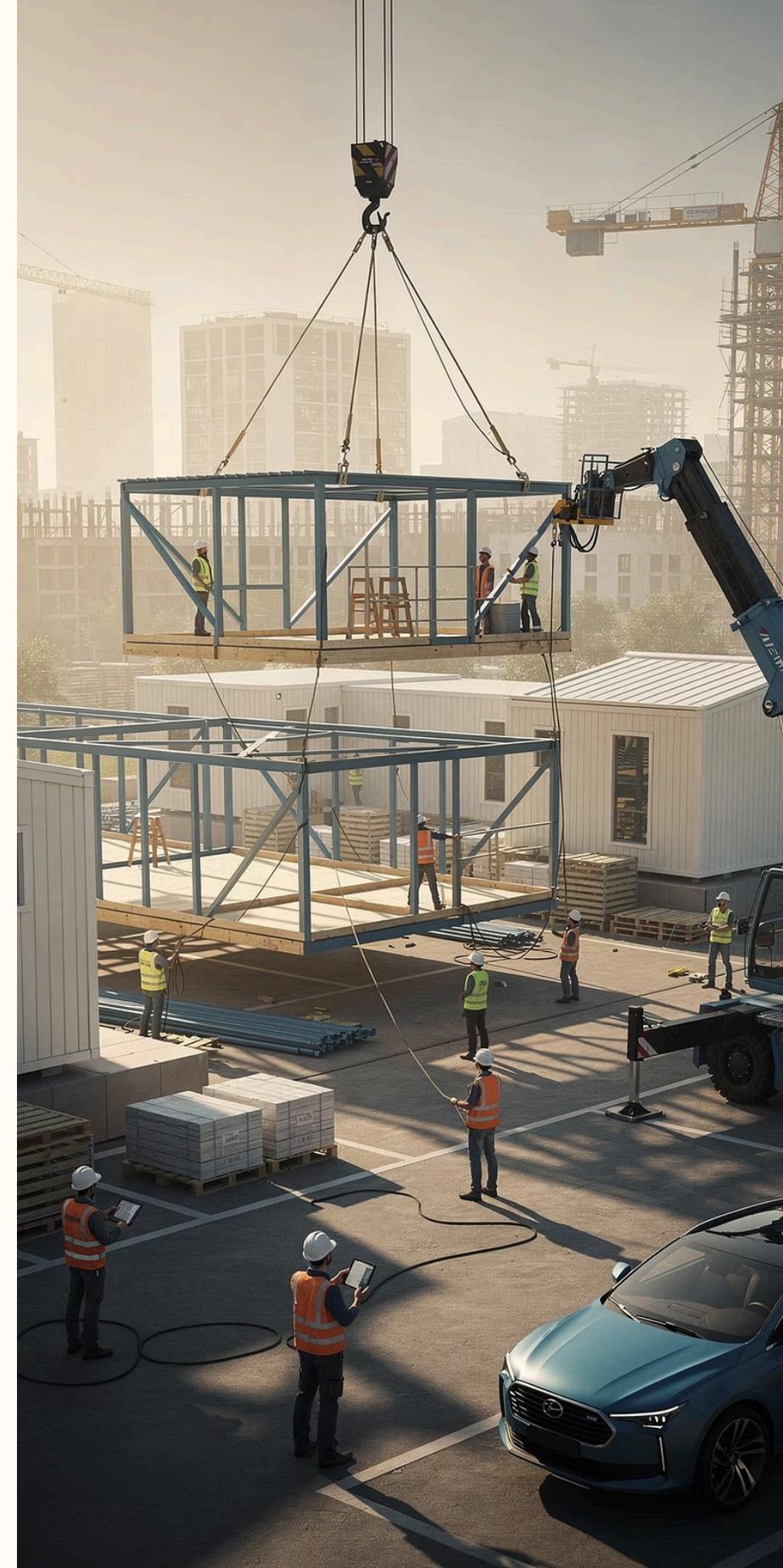
Construction Innovation

Through Cahdco, we can deploy innovative modular, factory-built solutions aligned with BCH's mandate for modern construction methods' expansion

03

Local Leadership

Cahdco partners retain community identity, interests, and land ownership, ensuring housing remains rooted in local needs



Catalyzing the Sector

The Build Canada Homes mandate is a call to action for the entire sector to modernize how we deliver housing. This is an opportunity to move away from fragmentation and toward a more resilient, interconnected system.

This framework represents more than policy—it's a fundamental shift in how Canada approaches affordable housing. By embracing collaboration over isolation, we can accelerate delivery, reduce costs, and maximize impact and scale for communities across the nation.

Join the Cahdco Pipeline

Municipalities

Partner with us to accelerate housing delivery in your region

Land-Owning Non-Profits

Leverage our expertise to develop your properties efficiently

Community Groups

Access funding-ready solutions for affordable housing

You don't need to start from scratch. By joining the Cahdco pipeline, we can leverage our collective strength to meet the government's new criteria and, most importantly, deliver safe, affordable homes to the Canadians who need them most.

[Click here to discover Cahdco](#)

[Click here to access BCH investment framework](#)



cahdco



cahdco

MEDIA RELEASE

FOR IMMEDIATE RELEASE

March 2, 2026

Child Care Expansion in Township of Rideau Lakes – New Centre Now Open in Portland

Portland, ON – The United Counties of Leeds and Grenville, in partnership with the Township of Rideau Lakes and the Rideau Lakes Early Learning Centre, is pleased to announce the completion of a new child care centre at 2767 Highway 15, Portland, ON. The centre officially opened on January 5, 2026, welcoming 23 children into newly created, affordable, high-quality licensed child care spaces at the Emmanuel Heritage Centre.

This expansion forms part of the Canada-Wide Early Learning and Child Care (CWELCC) initiative and aligns with the Leeds and Grenville CWELCC Leeds and Grenville Directed Growth Strategy, funded jointly by the federal and provincial governments. Through this strategy, a total of 685 new affordable, licensed child care spaces will be created across Leeds and Grenville by the end of 2026. To date, the County has successfully led the creation of 370 of these new CWELCC Directed Growth Strategy spaces, since 2022.

“Congratulations to everyone involved in the opening of the Rideau Lakes Early Learning Child Care Centre. I’m pleased that our government is supporting the creation of these new spaces, which is tremendous news for parents who rely on high-quality, affordable care for their children,” said Steve Clark, MPP for Leeds-Grenville-Thousand Islands and Rideau Lakes. “As MPP, I’m committed to working with the United Counties, its partners, and our government to expand access to affordable childcare in our rural communities.”

Warden Corinna Smith-Gatcke celebrated the milestone, saying, “I am very pleased to see this new centre open its doors, as it represents a major step forward in meeting both the current and future child care needs of families in Rideau Lakes. By expanding access to high-quality, affordable child care close to home, we are helping parents pursue work, education, and opportunity while giving children the strongest possible start. Access to child care remains a top concern for families across Leeds and Grenville, and this expansion is a meaningful step forward. I am grateful for the collaboration between our municipal, provincial, and federal partners, and proud of the progress we continue to make to ensure families have the support, choice, and opportunities they deserve.”

In addition to the new centre in Portland, a new Kindergarten/School Age program, Centre éducatif Les Petits Trésors, has been created at Lombardy Public School. Combined, the new Rideau Lakes Early Learning Centre and Centre éducatif Les Petits Trésors have expanded access to 36 CWELCC Directed Growth Strategy spaces within the Rideau Lakes community.

March 2, 2026

The United Counties of Leeds and Grenville, the Township of Rideau Lakes, the Rideau Lakes Early Learning Centre and Centre éducatif Les Petits Trésors remain committed to providing inclusive, affordable, and high-quality child care, supporting families living in the northern part of the region with greater access, choice, and flexibility, while giving children the strongest possible start in life.

-30-

Media inquiries:

John Kalivas, Communications Coordinator
United Counties of Leeds and Grenville
25 Central Avenue W., Suite 100, Brockville, ON, K6V 4N6
613-342-3840 ext. 2454 or John.Kalivas@uclg.on.ca

From: ca.office (MECP)

Sent: March 10, 2026 3:27 PM

Cc: ca.office (MECP)

Subject: Decision Notice on the Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities

Dear Municipal Partners and the Association of Municipalities of Ontario (AMO),

We are writing to inform you that a decision notice has been posted to the Environmental Registry of Ontario (ERO) regarding the proposal notice posting #025-1257 on the "Proposed boundaries for the regional consolidation of Ontario's conservation authorities."

The proposal initially consulted on by the government proposed boundaries that would have resulted in seven regional conservation authorities. As a result of the feedback received during consultation, the province adjusted the boundaries to accommodate areas with distinct geographies and development contexts, to better balance differing priorities across rural, urban and northern areas and improve alignment with watersheds and with source protection regions. The government is now planning to move forward with consolidation to create nine optimized regional CAs. A map showing the planned boundaries and the nine new CAs is available at [Ontario Provincial Conservation Agency | ontario.ca](https://www.ontario.ca/conservation).

In the coming weeks, the government plans to introduce amendments to the Conservation Authorities Act (CAA) that would implement the consolidation and set out a smooth path to consolidation to ensure service continuity for communities. Consolidation is targeted to take effect in early 2027 to allow transition planning to occur over the next year. The government's plan would ensure a clear, coordinated and successful transition led by the Ontario Provincial Conservation Agency (OPCA), that would minimize disruptions to CA staffing, services, permitting processes and with all existing partnerships and obligations carried forward to maintain service stability. A summary of the consolidation plan, and details on transition, are included in the decision notice [Proposed boundaries for the regional consolidation of Ontario's conservation authorities | Environmental Registry of Ontario](https://www.ontario.ca/conservation).

The government's plans to consolidate CAs build on recent progress Ontario has made to improve the CA system, including establishing OPCA to provide centralized leadership and oversight for Ontario's CAs. Under these plans, the important work that conservation authorities do to protect people and property from the risks of flooding and other natural hazards would not change. The nine new regional CAs would continue to operate as independent, municipally governed organizations and to fulfill their provincially mandated programs such as managing flooding and other natural hazards, drinking water source protection under the Clean Water Act, watershed management programs, and the management of their lands and recreational trails, ensuring public access to local natural areas and outdoor activities.

We recognize the important role that municipalities have in the governance of conservation authorities. We are committed to keeping you informed throughout the transition and ensuring that the relationships, programs and services that CAs provide to municipalities continue.

The province is committed to working closely with municipal partners and AMO throughout this process and ensuring local knowledge informs next steps. In the coming weeks you will be invited to technical briefings to provide further information on the next steps in the planned transition process.

For questions regarding the plans for consolidation, please contact CCEO@ontario.ca. If you have questions about the planned legislative amendments and day-to-day CA business, please reach out to MECP staff via ca.office@ontario.ca.

We thank you for taking the time to share with us your perspectives during the consultations that helped to shape this plan and look forward to working closely with you and your municipal/association colleagues over the next year.

Sincerely,

Chloe Stuart
ADM, Land and Water Division
Ministry of the Environment, Conservation and Parks

Hassaan Basit
Chief Conservation Executive
Office of the Chief Conservation Executive