

CLOSED SESSION Meeting beginning at 4:30 PM

REGULAR COUNCIL MEETING AGENDA
Held on Tuesday, May 20, 2025, at 5:00 PM
In-Person – Town Hall Council Chambers 2nd Floor

Teleconference Toll Free Number – 1-833-311-4101
Access Code: 2869 325 2654

Video Conference Link: [Click Here](#)
Access Code: 2869 325 2654

1.	Call Meeting to Order
2.	Disclosure of Pecuniary Interest & General Nature Thereof
3.	Closed Session (beginning at 4:30 PM)
	<input checked="" type="checkbox"/> Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees <ul style="list-style-type: none"> • Integrity Commissioner Report
4.	Reporting Out of Closed Session
5.	Canadian National Anthem
6.	Land Acknowledgement Statement
7.	Public Question/Comment (Only Addressing Motion(s) or Reports on the Agenda)
8.	Disclosure Additional Items
9.	Presentations/Awards/Deputations
	2. York University – Completion of Parks and Recreation Management Certificate Program – Jeff Johnston, Manager of Parks & Recreation
10.	Delegations
	1. Rodger Gollogly, Lions Club of Gananoque Member – Request to Place a Cement Lion Statue in Lions Park
	2. Phil Mangan – Town of Gananoque Ice Allocation Policy

11.	Mayor's Declarations – None
12.	Unfinished Business
	Penny Kelly, Clerk
	Council-CSC-2025-04 – Reduce Council Composition – Request Public Input
	Council-CSC-2025-05 – Reconsider General Fees and Rates By-law – Disposal Site Fees, Schedule 'I'
	John Morrison, Treasurer
	Council-FIN-2025-13 – Ontario Infrastructure and Lands Corporation (OILC) Long-Term Marina Debt Financing
13.	Approval of Minutes
	1. Motion #25-063 – Approval of Minutes – Tuesday, May 6, 2025
14.	Staff Reports
	Melanie Kirkby, CAO
	Council-CAO-2025-06 – Strong Mayor Powers
	Council-CAO-2025-07 – Physician Locum Grant Application – Greenwood Medical Center
15.	Motions (Council Direction to Staff) – None
16.	Correspondence
	1. Roberta Abbott – Tree Canopy Policy – Request to Council
	2. Pam Hudson, Rotary Club of Gananoque's Director of Environment – Invasive Species Clean-Up – Request to Council
	3. Ministry of Municipal Affairs and Housing – Municipal Notification Letter of Legislation Changes
	4. Ministry of Natural Resources – Oral Rabies Vaccine (ORV) Bait Distribution
17.	Notice Required Under the Notice By-law
	Public Meeting – Tuesday, June 3, 2025 @ 5:00 PM
	1. Proposed Class III Development Permit (DP2025-07) – 250 Wilson Drive – Relocate the building to the south side of the dwelling for before and after school and summer programs
18.	Committee Updates (Council Reps)
19.	Discussion of Additional Items
20.	Questions from the Media

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.

21.	Closed Session
	<input checked="" type="checkbox"/> Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees <ul style="list-style-type: none"> • Two (2) Item
22.	Reporting Out of Closed Session
23.	Confirmation By-law
	By-law No. 2025-047 – Confirm the proceedings of Council for the meeting held on Tuesday, May 20, 2025
24.	Next Meeting – Regular Council – Tuesday, June 3, 2025 at 5:00 PM
25.	Adjournment

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.

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).**

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NOTE: All documents provided are open for public review to ensure transparency and openness of Council/Committee of the Whole 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)

<input type="checkbox"/>	Information or Educational Purposes only	
<input type="checkbox"/>	Requesting a Letter of Support	
<input type="checkbox"/>	Requesting Funding – Amount of Request	\$
<input type="checkbox"/>	Other (provide details)	

***Economic Impact** (Please mark and supply details)

<input type="checkbox"/>	Target Market:		
<input type="checkbox"/>	Partners:		
<input type="checkbox"/>	Budget Outline Attached:	Yes	No

***Activities to date relevant to this matter:**

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***Contact Person** (if different from above):

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***Mailing Address:**

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*Telephone Number:	
*Email Address:	

***Council Date Requested:**

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





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:**

PHIL MANGAN

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

Town of Gananoque Ice Allocation Policy. Attention * Guarantee user ice allotments for all users to match Arenas in surrounding Area. Looking for review of the policy as Youth sports demographic has changed immensely.

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 ☐

***Purpose of Request: (Please mark at least one)**

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

Topics:

- 1) Guarantee Ice Allotments
- 2) Application timeline
- 3) Tournament Guarantees

***Economic Impact** (Please mark and supply details)

	Target Market:	Loss of Tour Revenue	
	Partners:	SEA NA	
	Budget Outline Attached:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

***Activities to date relevant to this matter:**

NA

***Contact Person** (if different from above):

PHIL MANGAN

***Mailing Address:**

803 Whippoorwill Lane Leeds & Thomschke Island
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*Telephone Number:	613. 929. 7275
*Email Address:	PHILMANGAN@HEY.COM

***Council Date Requested:**

MAY 21 st 2025

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

Ice Allocation Policy

Authority	Manager of Community Services		
Establishing By-law No.	2021-081	Amending By-law No.	N/A

1. PURPOSE

The Town of Gananoque's goal is to promote and encourage participation in all sports, activities and events to the overall benefit of the community. This policy is established to clarify the Towns' responsibility for allocating and administering ice time use of the Lou Jeffries Arena.

2. SCOPE

This Policy applies to anyone booking ice time at the Lou Jeffries Arena.

3. AUTHORITY

The Manager of Community Services is responsible for the monitoring and administration of this Policy.

4. OBJECTIVE

To manage the process for allocating and distribution of the ice at the Lou Jeffries Arena.

Define 'Categories of Use' and the order of consideration for allocation of ice.

Provide a standard of play formula for allocation for each of the groups within these categories. The standard of play formula will be applied annually to allow for the organizations changing needs.

Define the Town's authority to ensure that new Community Organizations that offer a needed activity are provided access to ice according to their 'Category of Use'.

Ensure Town By-laws, health and safety requirements, and rules, regulations & conditions of use are being followed by all customers of the Lou Jeffries Arena.

Whenever possible, find suitable solutions/alternatives to ice allocation conflicts.

5. DEFINITIONS

Note: For the Lou Jeffries Arena, the Township of Leeds and the Thousand Islands is considered local and equal to the Town of Gananoque for as long as the Recreation Cost Sharing Agreement is in effect.

- 5.1. **Community Program Use:** Programs sponsored directly or indirectly by the Community Services Department and are designed for general use by the public, i.e.: public skate, parent and tot, shinny, etc.
- 5.2. **Local Minor Use:** Non-profit organizations operated by volunteers whose membership is comprised of youth 18 years and under with a minimum residency component of 75 % Town of Gananoque/TLTI registrants.
- 5.3. **Competitive Use:** Non-profit organizations operated by volunteers who are competitive in nature and represent Gananoque versus other communities. These organizations are registered with a provincial or federal sport governing body and do not require a minimum residency component.
- 5.4. **Resident Use:** Non-profit organizations comprised of single teams or house leagues whose membership is primarily made up of individuals over the age of 18, 75 % of which are residents of the Town of Gananoque/TLTI and are recreational in nature.
- 5.5. **School Board:**
 - 5.5.1. **In Town:** represents elementary and secondary schools renting ice for students whether for elective, intramural or competitive use within the boundaries of the Town of Gananoque/TLTI.
 - 5.5.2. **Out of Town:** represents elementary and secondary schools renting ice for students from outside of the boundaries of the Town of Gananoque/TLTI.
- 5.6. **Non-Resident Minor Use:** Represent an organization whose membership is comprised of youth 18 years and under and less than 75 % Town of Gananoque/TLTI residents.
- 5.7. **Non-Resident Adult Use:** Non-profit organizations comprised of single teams or house leagues whose membership is primarily made up of individuals over the age of 18 and is less than 75 % Town of Gananoque/TLTI residents.
- 5.8. **Commercial:** Represent organizations who are renting the ice for profit.
- 5.9. **Standard of Play:** Formula which will determine the total number of weekly hours each organization is entitled to and the distribution of those hours to different age and skill level groupings.

6. POLICY

6.1. FACILITY OPERATIONS AND CAPACITIES

The Town of Gananoque will manage its resources to ensure optimum usage and programming, to reflect municipal directives and to minimize risk and operational issues.

On an annual basis, the Manager of Community Services will organize department staff to review, define or confirm the Town's ice seasons hours of operation, facility uses and restrictions, facility closures, holiday operation hours,

prime and non-prime hours. The results will enable town staff to update related portions of the Standard Operational Procedures.

6.2. PRIORITY SCHEDULE, CATEGORY OF CUSTOMERS & ASSOCIATED FEES

Facility Rental Agreements will be granted in a fair and equitable manner based on the allocations set out in this policy and in accordance with Council Approved General Fees and Charges By-law.

6.3. ICE ALLOCATION & DISTRIBUTION

6.3.1. PROCESS:



The Town will use last year's ice usage and previous year's registration numbers to form the basis for the upcoming year.



- 6.3.1.1. An ice request letter and request form will be sent to previous year's customers approximately four (4) weeks prior to the applicable deadline dates. New customers must contact the department to be placed on a distribution list or can apply using the request form available online.
- 6.3.1.2. Customers must submit request forms indicating organization profile and dates and times being requested. Tournaments must be submitted on a separate facility request form. All request forms must be signed and dated in order to be processed. Emailed requests must be submitted through the organizations main contact email address.
- 6.3.1.3. Requests are to be returned by the advertised deadline to:
 - a) In person to the Gananoque & TLT Recreation Centre, attention Marina & Recreation Coordinator, or;
 - b) via email to kmcquaid@gananoque.ca.

6.3.2. General Principles:

Ice will be granted and contracted in priority order according to the category of user. Pre and post season requests will be allocated utilizing the principles of this policy.

6.3.3. Minor Sports Groups:

The number of weekly hours allocated to any affiliated group/organization will be based on justified need. On an annual basis, groups must supply to the Town their registration data. The Community Services Department will then apply the previous year's data to a Standard of Play Formula, which will determine the total number of weekly hours each group is entitled to and the distribution of those hours to different age and skill level groups.

6.3.4. Where all things equal:

Facilities will be granted based on the previous year's actual use with the same category of customers (i.e., house league, rep, etc.).

6.3.5. Where all things are not equal, the following options may be utilized:

Organize an annual allocation meeting held with customers to facilitate dispute resolution and encourage collaborative solutions to facility allocation. Where demand exceeds supply or to settle a dispute between equally qualifying groups, a random selection process may be used to allocate ice.

6.3.6. New Groups/Customers

New customer groups or customers may be included in the ice allocation process if they demonstrate a need for the program. They will be reviewed in order as outlined by the categories of consideration. Given that new groups have the potential of reducing the number of hours available to existing customers, new customer groups will only be considered in cases where a program provides a service to previously un-served segment(s) of the population or where a new program is being introduced that is not available through existing organizations within the Town.

6.3.7. Opening Facilities Outside of Standard Hours of Operation:

Opening the facility on statutory holidays or beyond the established operating hours, will be considered only if the customer agrees to pay for the full operational cost for such an opening and pending the availability of staff. All reasonable requests will be reviewed and responded to. Application does not guarantee approval.

6.3.8. Timing:

Deadline dates for seasonal requests are established annually by the Community Services Department. Requests received by the deadline dates are allocated according to the priority schedule and general principles described above.

The Community Services Department will process all booking requests after the facility needs for Town programs have been met and in accordance with this policy. Requests received after the deadline dates will be processed on a first come first served basis according to ice availability.

6.3.9. Minimum Booking for Facility Allocation Process:

All required times will be contracted on an annual basis. A commitment of consecutive weeks is required to be considered in a facility allocation process. Each group is expected to fulfill their contract with minimum cancellation, within the cancellation policy.

6.4. **AUTHORITY OF THE TOWN OF GANANOQUE**

The Community Services Department reserves the right to cancel any rental temporarily or permanently under the following conditions:

- 6.4.1. Should accommodation be required for special events;
- 6.4.2. Upon breach of these rules and regulations;
- 6.4.3. Should the Department be of the opinion that the premises are not to be or are not being used for the purpose(s) contained in the application;
- 6.4.4. In the event of inclement weather and/or poor playing conditions;
- 6.4.5. Should the organization fall in arrears with the Town of Gananoque;
- 6.4.6. A breach of regulations, including but not limited to the Rule & Regulations; Rental Agreement Conditions of Use; Municipal Alcohol Policy; or any other applicable policy.
- 6.4.7. Any situation that may arise that the Town deems to be a breach of policy.

The Manager of Community Services may use discretion, relying on other approved policies or demonstration of a substantiated special circumstance.

6.5. **CONDITIONS & REGULATIONS**

All rental agreements (Schedule A) must be signed. Customers are responsible for ensuring compliance to all conditions of use.

Conditions may be added, deleted or modified as required.

6.6. **INSURANCE REQUIREMENTS**

The Customer will be required to obtain and provide confirmation of the proper insurance policy of and maintain throughout the term of this contract General Liability Insurance to provide coverage to the minimum of 5 million (\$5,000,000.00) dollars per occurrence against loss or damage resulting from bodily injury including death, personal injury, property damage including loss of use thereof and contractual liability in connection with or arising out of the function as a result of any negligence of the applicant group. If alcohol is being served, confirmation of insurance shall include Host Liquor Liability to the full policy limits. The policy is to contain a cross liability/severability of insured clause. The Separated Town of Gananoque is to be added as an additional insured. The policy is to be endorsed to provide the Town of Gananoque with thirty (30) day notice of cancellation and is to be considered primary and not excess of any insurance available to the Town of Gananoque.

7. **ICE ALLOCATION**

7.1. **ALLOCATION PROCESS**

- * The ice allocation process will be completed annually by June 30 of each year.
- * Written submissions must be received by all groups seeking ice time by May 1st of each year to be considered for the following season's allotment.

Note: For the 2021/22 season ice allocation will be completed by August 1st.

7.2. **PRIORITY SCHEDULE**

Priority #1: Community Program Use:

For the purpose of conducting Town of Gananoque recreation and leisure programs.

Priority #2: Local Minor Use:

Sr. Islanders, Gananoque Minor Hockey Association, Gananoque Royals Minor Hockey, Gananoque Skating Club. Minor resident customers.

Priority #3: Resident Use:

Adult resident customers.

Priority #4: School Board:

- a) In Town
- b) Out of Town

Priority #5: Commercial

Priority #6: Non-Resident Minor Use

Priority #7: Non-Resident Adult Use

Priority #1 - Community Programs
Priority #2 - Tournaments
Priority #3 - "Core 4"

7.3. MINIMUM BOOKING FOR ICE ALLOCATION PROCESS

All ice time will be contracted on an annual basis running September 1 through to March 31, based on seasonal ice start and end dates as identified by the Town of Gananoque. A commitment to 24 of 30 consecutive weeks to be completed between the beginning of September and the end March is required to be considered in the ice allocation process. Each group is expected to fulfill their contract with minimum cancelled ice time.

7.4. TOURNAMENTS AND SPECIAL EVENTS

Requests for tournaments and special events are to be submitted prior to the annual ice allocation process for consideration of scheduling.

7.5. PLAY-OFF ICE

Groups who require play-off ice are required to submit a separate application no later than November 30th to the Community Services Department. Requested date and times must be limited to those assigned in the current year's schedule.

Representative Team and Additional Entry Team playoff ice for contracted games may be cancelled when a team is officially eliminated from play. Cancellation must be provided in writing to the Community Services Department the first business day following the team being eliminated from play. Any delays in notification or lack of notification will result in a charge at 100% of the rental rate.

7.6. SUMMER ICE

If ice is available, requests for summer ice are on a first come first serve basis.

7.7. WEEKLY HOURS OF ENTITLEMENT & DISTRIBUTION

The number of weekly hours allocated to any affiliated group/organization will be based on justified need. On an annual basis, registration data must be supplied by the groups to the Community Services Department. The Community Services Department will then apply the data to a Standard of Play formula, which will determine the total number of weekly hours each group is entitled to and the distribution of those hours to different age and skill level groups.

7.8. GENERAL TERMS

7.8.1. Ice Rental Permit:

All organizations and individuals renting ice from the Town must sign the ice rental permit and the terms and conditions form for regular contracted ice and special events with full payment due according to the payment schedule stated on the rental contract or as arranged with the Community Services Department.

7.8.2. Hours of Use:

The Lou Jeffries Arena offers rental ice at the Gananoque & TLTI Recreation Centre between the hours of:

Monday to Friday	6:00am to 11:00pm
Saturday	7:00am to 11:00pm
Sunday	7:00am to 11:00pm

These are subject to change at the discretion on the Manager of Community Services.

7.8.3. Ice Rate Structure:

Ice rates will be reviewed and set annually ahead of seasonal ice being contracted. All groups will be charged ice rental fees as outlined in the General Fees & Rates By-law. All calculations are based on a 60-minute hour. Ice preparation time will be taken out of the allocated time for all rentals.

7.8.3.1. Prime Time Ice:

Monday to Friday	4:00pm to 11:00pm
Saturday	All times
Sunday	All times

7.8.3.2. Non-Prime Time Ice:

Monday to Friday	6:00am to 4:00pm
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7.8.3.3. Unused Ice

Affiliated customers are not permitted to book ice that will go unused except for the purpose of ensuring that sufficient ice time is available, as a contingency, to prevent a curfew situation for tournament or league/playoff games.

7.8.4. Flood Schedule:

Flood time is included in each booking hour, 60 minutes includes a 10 minute flood. For customer groups that book in excess of one hour of ice time, a flood schedule will be determined and communicated to the customer by the Community Service Department.

7.8.5. Curfewed Ice:

The Town reserves the right to curfew any games, including tournament games, to maintain the schedule submitted and will consider the cancellation of any or all permits if the customer does not cooperate in the implementation of this Ice Allocation document. It is the responsibility of customer groups to inform the Community Services Department of any special requirements regarding curfews at the time the schedules are submitted.

7.8.6. Ice Time Cancellations:

- 1.1. If needed, the Town of Gananoque reserves the right and authority to cancel, reorganize, and reschedule any individual and or group's rental time.
- 1.2. In the event the lessee cancels a booking, the following cancellation fee(s) will apply:
 - More than 90 days' notice of cancellation = 50% of the contracted revenue
 - 30-89 days' notice of cancellation = 75% of the contracted revenue
 - 0-29 days' notice of cancellation = 100% of the contracted revenue
- 1.3. Should an individual or group wish to cancel a rental time they are to contact the Manager of Community Services or Designate immediately. Should the time be resold a refund of 80% will be provided (20% administration fee to be kept). Should the time not be resold the individual or group will be responsible for 100% of the contracted amount of the rental time.
- 1.4. There is a penalty free cancellation period for minor youth organizations and the Senior C Club to release booking times with no penalty up to seven (7) days after the organizations scheduling meeting prior to the start of their regular season.
- 1.5. Playoffs: Representative Team and Additional Entry Team playoff ice for contracted games may be cancelled when a team is officially eliminated from play. Cancellation must be provided in writing to The Town of Gananoque the first business day following the team being eliminated from play. Any delays in notification or lack of notification will result in a charge at 100% of the rental rate.
- 1.6. Cancellations due to extreme weather conditions will not be charged a cancellation fee however the lessee is required to contact the Manager of Community Services or Designate in advance to advise of the cancellation. Should the Town of Gananoque not be contacted, cancellation fees will apply as per 1.2 cancellation policy. The Town through the Community Services Department reserves the right to cancel any ice time for the just cause where in the event of mechanical or facility breakdown, emergency situation, gross policy violations or when facility rules have been breached.

7.9. PAYMENT OF INVOICES

The lessee agrees that ice accounts must be paid within 30 days of invoicing. If payment is not received, the lessee's contract becomes null and void and further ice times will not be allotted. Invoices will also reflect the cost of any repairs due to damage to any part of the facility caused by the lessee or its members.

7.10. ICE ALLOCATION POLICY REVIEW AND UPDATE

The Ice Allocation Policy will be reviewed on a regular basis, initiated by the Community Services Department. The Community Services Department has the authority to adjust procedural items related to timing, process, etc. as appropriate and to respond to Council directions related to revenue achievement and strategic business approaches.



Lou Jeffries Arena – Rental Terms and Conditions Agreement

Rental bookings are not confirmed until the Town has received a copy of this Rental Terms and Conditions Agreement signed by the Lessee and accompanied by the initial rental fee payment and damage deposit, if any.

The Town of Gananoque hereby grants the signator (hereinafter called the “Lessee”) permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein of which form part of this Agreement.

CONDITIONS OF USE

2. ICE RESURFACING/FLOODING/ACCESS:

- 2.1. The rental ice time is based on the time and date stipulated.
- 2.2. The Lou Jeffries Arena flood times are traditionally during the last 10 minutes of each rental hour. This is subject to change at the discretion of the Town of Gananoque.
- 2.3. All use of ice to host a game must be communicated to the Manager of Community Services or Designate during contracting of the ice. If a lessee wishes to play a game other than pre-scheduled and communicated, the Manager of Community Services or Designate must be notified 24 hours in advance so additional staff may be scheduled.
- 2.4. All contracted ice time is curfewed per the rental time. Any games that are not to be curfewed must contract an appropriate amount of ice to complete the game thus not impacting other customers.
- 2.5. The Town of Gananoque rink staff is in care and control of the facility. The rink staff will resolve all conflicts relating to floods.
- 2.6. If a lessee (participant, coach, trainer, official, etc.) accesses the ice before or after their contracted times, the appropriate rental fees will apply with a minimum charge based on 30 minutes of usage.
- 2.7. Access to the arena ice surface is permitted as of the start of the contracted ice time. No persons are permitted on the ice during the operation of the ice resurfacing and all gates are to remain closed. Once the attendant is off the ice and the gates are closed participants may access the ice. If at any time users are requested to exit the ice surface by Town of Gananoque staff, please vacate the ice surface immediately.
- 2.8. No persons are permitted on the ice surface without skates with the exception being a trainer responding to an injured participant or official. It is strongly recommended that the trainer be wearing a CSA certified helmet. Bench staff and or individuals who are on the bench and or in the timekeeper's box must walk around the outside of the boards to gain access. Walking across the ice is strictly prohibited.

3. DRESSING ROOMS:

- 3.1. Dressing Room assignments will be completed for all ice rentals by the Rink Staff. At no time are customers and or organizations to make changes to the schedule without the prior approval of the Town of Gananoque.
- 3.2. Lock up team belongings at all times. Dressing Room keys are available for pick up from the Operator.
- 3.3. The lessee will ensure that all dressing rooms are to be vacated within 30 minutes of leaving the ice and will further ensure that the dressing rooms shall be left in a reasonably tidy condition.
- 3.4. Alcohol is only permitted as per the Municipal Alcohol Policy. No alcohol is permitted in dressing rooms at any time.
- 3.5. No smoking/vaping is permitted within 20 meters of the property including parking lots, lobbies, hallways, stands, dressing rooms, etc. as per the Smoke Free Ontario Act.
- 3.6. Supervision is required at all times in the dressing room for youth (17 years of age and younger).
- 3.7. Sport balls or any kind of sporting equipment including pucks are only permitted on the arena floor/ice.

4. CANCELLATION POLICY

- 4.1. If needed, the Town of Gananoque reserves the right and authority to cancel, reorganize, and reschedule any individual and or group's rental time.
- 4.2. In the event the lessee cancels a booking, the following cancellation fee(s) will apply:
 - More than 90 days' notice of cancellation = 50% of the contracted revenue
 - 30-89 days' notice of cancellation = 75% of the contracted revenue
 - 0-29 days' notice of cancellation = 100% of the contracted revenue
- 4.3. Should an individual or group wish to cancel a rental time they are to contact the Manager of Community Services or Designate immediately. Should the time be resold, a refund of 80% will be provided (20% administration fee to be kept). Should the time not be resold the individual or group will be responsible for 100% of the contracted amount of the rental time.
- 4.4. There is a penalty free cancellation period for minor youth organizations and the Senior C Club to release booking times with no penalty up to seven (7) days after the organizations scheduling meeting prior to the start of their regular season.
- 4.5. Playoffs: Representative Team and Additional Entry Team playoff ice for contracted games may be cancelled when a team is officially eliminated from play. Cancellation must be provided in writing to The Town of Gananoque the first business day following the team being eliminated from play. Any delays in notification or lack of notification will result in a charge at 100% of the rental rate.

- 4.6. Cancellations due to extreme weather conditions will not be charged a cancellation fee however the lessee is required to contact the Manager of Community Services or Designate in advance to advise of the cancellation. Should the Town of Gananoque not be contacted, cancellation fees will apply as per 3.2 of this agreement. The Town, through the Community Services Department, reserves the right to cancel any ice time where in the event of mechanical or facility breakdown, emergency situation, gross policy violations or when facility rules have been breached.

5. FORCE MAJEUR

- 5.1. The performance of this contract is subject to termination without liability upon the occurrence of any circumstances beyond the control of either party-such as acts of God, declared war, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities-to the extent that such circumstances makes it illegal or impossible to provide or use the facilities. The ability to terminate this contract without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical-but in no event longer than ten (10) days-after learning of such basis.

6. INSURANCE

- 6.1. The lessee will be required to obtain and provide confirmation of the proper insurance policy and maintain throughout the term of the contract General Liability Insurance to provide coverage to the minimum of 5 million (\$5,000,000.00) dollars per occurrence against loss or damage resulting from bodily injury including death, personal injury, property damage including loss of use thereof and contractual liability in connection with or arising out of the function as a result of any negligence of the applicant group. If alcohol is being served, confirmation of insurance shall include Host Liquor Liability to the full policy limits. The policy is to contain a cross liability/severability of insured clause. The Corporation of the Town of Gananoque is to be added as an additional insured. The policy is to be endorsed to provide the Town of Gananoque with thirty (30) days' notice of cancellation and is to be considered primary and not excess of any insurance available to the Town of Gananoque.
- 6.1.1. A lessee may purchase coverage through the User Group Liability Program. Coverage is provided to those lessees who do not have access to liability insurance from other sources, and who have been issued a rental by the Town of Gananoque. Coverage only applies for the activity disclosed on the rental agreement and is subject to the list of predetermined activities. All customers are subject to the limitation and exclusions outlined in the policy documents.

7. FEES & RATES

- 7.1. Facility use rates and fees will be assessed at the current rates as established by the Town of Gananoque General Fees & Rates By-law, as amended.

8. RULES AND REGULATIONS

- 8.1. The issuance of a Facility rental is entirely at the discretion of The Town of Gananoque. The Town of Gananoque reserves the right to cancel any rental temporarily or permanently:
 - 8.1.1. should accommodation be required for special events;
 - 8.1.2. upon breach of these rules and regulations;
 - 8.1.3. should The Town of Gananoque be of the opinion that the premises are not to be or are not being used for the purpose(s) contained in the application;
 - 8.1.4. in the event of inclement weather and/or poor playing conditions; or
 - 8.1.5. should the organization fall in arrears (30+ days money owing) with the Town of Gananoque.
- 8.2. The facilities named on this rental agreement are to be used only on the date(s) and time(s) specified and only for the purpose(s) named. The rental agreement is not valid unless signed by an authorized Town Representative.
- 8.3. The rental agreement is not transferable.
- 8.4. A Lessee wishing to cancel or alter this rental agreement must give written notification as per policies established by The Town of Gananoque.
- 8.5. The Town of Gananoque will not be responsible for personal injury or for the loss or theft of clothing, equipment or any other items of the applicant or organization, or anyone attending on the invitation of the applicant or organization.
- 8.6. The Lessee is to immediately notify the Town of Gananoque if a participant or a member of your organization is injured while on Town premises.
- 8.7. The Lessee must pay for all damages to the facility and/or furnishings arising from the use of such facilities and/or furnishings granted by this permit.
- 8.8. The Lessee must pay such fees for extra work by Town Staff and or Contractors, etc., as the Town of Gananoque may determine.
- 8.9. Maximum attendance at the facility shall be governed by fire regulations or Department of Health.
- 8.10. All exits must be kept free from obstruction at all times.
- 8.11. The Lessee must ensure compliance for all guests/participants with the Smoke Free Ontario Act that prohibits smoking and vaping within 20 meters of the facility property. This includes e-cigarettes as well as all indoor locations.
- 8.12. All Lessees must comply with Federal, Provincial, and Municipal By-Laws and resolutions including those respecting the use of games of chance, lotteries, gambling, and alcoholic beverages.
- 8.13. The Lessee shall be responsible for the conduct and supervision of all persons admitted to the facilities permitted, and shall see that all regulations contained in the permit are strictly observed.
- 8.14. The Lessee shall be responsible for seeing that all persons admitted to the function being held have vacated the permitted facilities and that all privately-owned property and personal effects have been removed promptly on the time specified on this permit.
- 8.15. Admission of animals to the facility is prohibited unless approved by the Town of Gananoque. Exception is approved Service Animals.

- 8.16. All activities must be conducted in an orderly manner. The organization you are representing will be responsible for the proper conduct and direct supervision of any of its executive, team personnel, players/members or volunteers. Use of profane language is prohibited.
- 8.17. The person signing this rental agreement must be a person authorized by the organization to do so and such person, when asked, shall produce for inspection such authorization in writing. A person signing a rental agreement shall, when asked, agree to personally guarantee payment of any rent that becomes due to the Town under the rental agreement. If no guarantee is given when required, no rental agreement shall be issued.
- 8.18. The Ministries of Education, Health and Long-Term Care and Tourism, Culture and Sport are working together to increase awareness of head injury prevention. Organizations are encouraged to have a concussion policy and protocol in place as per Rowan's Law and or any other legislation.
- 8.19. The Town of Gananoque shall reserve the exclusive rights to the sale of all food and beverage concessions within the facility. The sale of or solicitation of any tickets, goods or commodities of any nature whether charitable or otherwise shall not be permitted within the facility unless approval is obtained from the Manager of Community Services or Designate.
- 8.20. For Events that have permission to have food served (given or sold) to the public, a special event application must be submitted to the Leeds, Grenville & Lanark District Health Unit. Please visit <https://healthunit.org/health-information/food-safety/> for more information.

As well, during special events, one or more certified food handler(s) are required to be on site for every hour that the event is operating. O. Reg. 493/17 (Food Premises Regulation) reads: 32. *Every operator of a food service premise shall ensure that there is at least one food handler or supervisor on the premise who has completed food handler training during every hour in which the premise is operating.*

9. EMERGENCY PROCEDURES

- 9.1. Hear an alarm/see red strobe lights? Stay Calm!

General Guidelines:

- Evacuation is mandatory
- Exit through the nearest exit
- Follow direction of Town of Gananoque Staff
- Do not re-enter buildings until fire department gives approval
- A defibrillator is located in the Main Lobby of the facility
- Team trainers/organizations are responsible to have their own first aid kits, trained responders, plan in case of injury, emergency evacuation plan, etc.

If an Ambulance is needed call 911 and advise the Operator on duty that an ambulance has been called to the arena at **600 King Street East**.

10. WAIVER CLAUSE

- 10.1. I [we] agree to indemnify and save harmless The Corporation of the Town of Gananoque, it's agents, it's employees, Council, representatives and TLTl/Gananoque Recreation Centre against all loss and damage, including damage to person or property arising from any act of, or negligence of, mine [ours] or of any person acting on my [our] behalf while engaged in the performance of the above Terms and Conditions Agreement at the Lou Jeffries Arena, or while in or about the TLTl/Gananoque Recreation Centre building or premises, or arising from accident or any injury not caused by an act of The Town of Gananoque, it's agents, it's employees, Council, representatives and the TLTl/Gananoque Recreation Centre, to anyone attending the event for which I [we] have rented The Lou Jeffries Arena [and hall/kitchen/grounds] or arising from liens or claims resulting from the performance of this contract.
- 10.2. The Novel Coronavirus (COVID-19) has been declared a worldwide pandemic by the World Health Organization. COVID-19, like many other viruses, is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, provincial and municipal governments and health agencies continue to recommend the practice of social distancing.
- 10.3. While the Town of Gananoque has put in place preventative measures to reduce the spread of COVID-19, the Town cannot guarantee that you and/or your child(ren) will not become infected with COVID-19, or any other virus. Further, attending programs or facilities in the Town of Gananoque could increase your risk and your child(ren)'s risk of contracting COVID-19, or any other virus.

I have read, understand and agree to the terms and conditions in this agreement and hereby accept the same on behalf of the said members of the organization, team or association. I acknowledge and agree that breach of any of the said conditions may result in the termination of the permit at the discretion of The Town of Gananoque.

Customer Name: _____

Organization: _____

Date: _____

For the Town of Gananoque:

Manager of Community Services or Designate: _____

Date: _____

The personal information contained on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) & the *Personal Health Information Protection Act*. The information is collected to confirm Customer details as stated on this sheet and is pursuant to Section 27 of the *Municipal Freedom of Information and Protection of Privacy Act* & Section 10 of the *Personal Health Information Protection Act*.

Questions about this collection can be directed to the Clerk's Department, Town Hall, 30 King Street East, Gananoque, ON, K7G 2T6, 613-382-2149 ext. 1120, clerk@gananoque.ca.

Report Council – CSC-2025-04

Date: May 20, 2025

☐ **IN CAMERA**

Subject: Reduce Council Composition – Request Public Input

Author: Penny Kelly, Clerk / CEMC

☒ **OPEN SESSION**

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO PUBLISH A SURVEY FOR GANANOQUE RESIDENTS TO RESPOND TO COUNCIL'S RECOMMENDATION REGARDING THE REDUCTION OF COUNCIL COMPOSITION FROM SEVEN (7) TO FIVE (5) MEMBERS OF COUNCIL,

AND FURTHER REQUESTS THAT A REPORT BE BROUGHT FOR CONSIDERATION NO LATER THAN AUGUST 2025, AS PRESENTED IN COUNCIL REPORT-CSC-2025-04.

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, and;

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

BACKGROUND:

On March 4, 2025, Council passed Motion #25-033, directing staff to bring back a Council Report no later than May 2025, regarding the reduction of the Council composition from seven (7) members of Council to five (5). Of note, one (1) position shall be the Head of Council.

INFORMATION/DISCUSSION:

Staff recommends that the residents of the Town of Gananoque be provided an opportunity to complete a simple survey question regarding the recommendation to reduce Council's composition and subsequently staff bring back a report with results and recommendation(s) for Council's consideration, no later than August 2025.

The question would be one that only requires a "Yes" or "No" answer. Suggested introduction and wording:

"The Council of the Town of Gananoque seeks Gananoque residents' opinion regarding reducing the number of Town Councillor positions from six (6) to four (4). Should this initiative be passed, it would take effect with the new Term of Council, beginning November 15, 2026. There would be a cost savings of \$35,940 for 2027."

As a resident of Gananoque, do you support the reduction of the Councillor position composition from six (6) to four (4) members? Yes / No”

The above would be posted on the Town’s website and social media platforms. Staff are working out the logistics on ensuring that responses are received by Gananoque residents only (Example: Street Name and Postal Code).

APPLICABLE POLICY/LEGISLATION:

Municipal Act

FINANCIAL CONSIDERATIONS:

At this time, there is no cost to publishing the survey.

The cost savings amount of \$35,940 for 2027, is cited in By-law No. 2025-028, being a By-law to establish the remuneration and expenses for Members of Council and Local Board for the years 2027 to 2030, passed on March 18, 2025 (see below).

**By-law No. 2025-028
Schedule ‘A’
Council Remuneration and Expenses**

Annual Base Allowance Commencing January 1st, 2027				
Position	January 2027	January 2028	January 2029	January 2030
Mayor	\$34,555	2027 amount + CPI for November 2027	2028 amount + CPI for November 2028	2029 amount + CPI for November 2029
Deputy Mayor	\$20,830	2027 amount + CPI for November 2027	2028 amount + CPI f for November 2028	2029 amount + CPI for November 2029
Councillor (x5)	\$17,970	2027 amount + CPI for November 2027	2028 amount + CPI for November 2028	2029 amount + CPI for November 2029
Total	\$145,235	2027 amount + CPI for November 2027	2028 amount + CPI for November 2028	2029 amount + CPI for November 2029

**CPI = Consumer Price Index for November as published in December, as per Statistics Canada.*

CONSULTATIONS:

John Morrison, Treasurer

ATTACHMENTS:

None.

APPROVAL	<div data-bbox="289 1478 907 1520"><hr/>Penny Kelly, Clerk / CEMC</div> <div data-bbox="289 1591 1347 1722"><hr/>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.</div> <div data-bbox="289 1793 907 1835"><hr/>Melanie Kirkby, CAO</div>
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Report Council – CSC-2025-05

Date: May 20, 2025 ☐ **IN CAMERA**

Subject: Reconsider Fees & Rates By-law – Schedule 'I' – Disposal Site Fees

Author: Penny Kelly, Clerk / CEMC ☒ **OPEN SESSION**

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW TO AMEND THE GENERAL FEES & RATES BY-LAW NO. 2025-015, SCHEDULE 'I', DISPOSAL SITE FEES, WASTE ITEMS TO _____,

AS RECONSIDERED ON MAY 20TH, 2025 AND PRESENTED IN COUNCIL REPORT-CSC-2025-05.

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, and;

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

BACKGROUND:

On March 4, 2025, Council passed By-law No. 2025-015, being a By-law to establish a new General Fees and Rates By-law for various services provided by the municipality, inclusive of the Fees and Rates Schedules.

On May 6, 2025, Council passed Motion #25-060, being a Motion to reconsider, in part, the General Fees & Rates By-law No. 2025-015, specifically addressing Disposal Site Fees, Schedule 'I', Waste Items Fees/Rate for:

1. Waste and Yard Waste Bag Tags for Curbside Pick-up @ \$2.50/Tag, and;
2. Brush, Leaf and Yard Waste at the Public Works Yard @ \$40.00 per ½ Ton Truck load, and; Residential (in bags) at no charge.

INFORMATION/DISCUSSION:

As per the Procedural By-law, sub-Section 1.9.8.,

“Affirmative-Next subsequent meeting of Council: If a motion to reconsider has been carried in the affirmative, it shall not be in order to reconsider the subject matter of the question or by-law until the next subsequent meeting of Council. The question or by-law being reconsidered shall be in the exact manner in which it was first presented, considered as though it is being presented for the first time, and shall be subject to the rules of debate and amendment, and shall be numbered as an extension of the original number.”

As such, the original Report and its recommendation is being presented to Council, in part (as per Motion #25-060), on May 20, 2025, as though the **Disposal Site Fees, Schedule 'I', Waste Items**, is being presented for the first time.

APPLICABLE POLICY/LEGISLATION:

Procedural By-law No. 2016-094.

FINANCIAL CONSIDERATIONS:

Reference Council Report CSC-2025-02, attached in part.

CONSULTATIONS:

Reference Council Report CSC-2025-02, attached in part.

ATTACHMENTS:

Council Report CSC-2025-02, attached in part.

APPROVAL	<div><div></div><div>Penny Kelly, Clerk / CEMC</div><div></div><div>Melanie Kirkby, CAO</div><div></div><div>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.</div></div>
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Date: February 18, 2025

☐ **IN CAMERA**

Subject: Establish New General Fees & Rates By-law

Author: Penny Kelly, Clerk / CEMC

☒ **OPEN SESSION**

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE, PASS BY-LAW NO. 2025-016, BEING A BY-LAW TO REPEAL IN ITS ENTIRETY BY-LAW NO. 2016-047, AS AMENDED, BEING A BY-LAW TO ESTABLISH RATES AND FEES FOR VARIOUS SERVICES PROVIDED BY THE MUNICIPALITY, EFFECTIVE MARCH 1, 2025, AS PRESENTED IN COUNCIL REPORT CSC-2025-02.

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-015, BEING A BY-LAW TO ESTABLISH A NEW GENERAL FEES AND RATES BY-LAW FOR VARIOUS SERVICES PROVIDED BY THE MUNICIPALITY, EFFECTIVE MARCH 1, 2025;

AND FURTHER, AUTHORIZES STAFF TO APPLY THE STATISTICS CANADA ANNUAL CONSUMER PRICE INDEX (CPI) TO THE GENERAL FEES AND RATES SCHEDULES FOR 2026, WITH THE EXCEPTION OF THE MARINA AND COMMUNITY SERVICES SCHEDULES, AS PRESENTED IN COUNCIL REPORT CSC-2025-02.

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-017, BEING A BY-LAW TO REPEAL IN ENTIRETY BY-LAW NOS. 1963-1504 AND 1964-1530, BEING BY-LAWS LICENCING BILLARD, POOLE AND BAGATELLE TABLES, AS PRESENTED IN COUNCIL REPORT CSC-2025-02.

STRATEGIC PLAN COMMENTS:

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

BACKGROUND:

The General Fees and Rates By-law No. 2016-047 was established on May 3, 2016. This By-law provides fees and rate structures, appended by Schedules, to ensure that revenues are in-line with the cost of running Town programs/services.

INFORMATION/DISCUSSION:

From time-to-time, Senior Management reviews their Department's fees and rates structures to ensure that revenues are in-line with the cost of running programs/services and over the years have amended Schedules accordingly.

Recognizing that the General Fees and Rates By-law was established in 2016, the Senior Management Team (SMT) conducted a complete review of the By-law and its fifteen (15) Schedules. This Report presents the proposed new fees and rates for 2025 and further recommends that for 2026 these fees be adjusted as per Statistics Canada annual Consumer Price Index (CPI) as posted in December.

Where no changes have been indicated, the fees/rates were either recently amended or are comparable with other municipalities. Most amendments applied a 5% increase to the fees/rates, rounded to the nearest dollar.

High-Level Overview of Amendments:

1. Schedule 'A' – General Licences:

- Schedule 'A' includes a "Billiard, Pool or Bagatelle Tables". These fees were established as per By-law No. 1963-1504 and subsequently amended by By-law No. 1964-1530. These fees and noted By-laws are no longer relevant and therefore, staff recommend repealing both By-laws and remove the fees from the Schedule.

2. Schedule 'B' – By-law Enforcement:

- The Parking By-law Section of Schedule 'B' proposes to change the current fee of \$0.25/15 Minutes to \$0.25/10 Minutes. This equates from \$1.00 to \$1.50/hour.
 - It should be noted that the proposed amendment would require the 108 individual meters and Pay & Display machines be updated. The estimated cost is \$1,200.00.

3. Schedule 'D-9' – Fees for Sign Permits:

- The Sign and Merchandise By-law is currently under review, therefore; it is recommended that the Sign Permit fee structure remain the same until an amending Sign By-law is passed.

4. Schedule 'F' – Review of Planning Application by CRCA:

- These fees and rates are provided to the Town from CRCA, as directed by Minister Order. The Schedule has been amended to reflect the fees received from CRCA.

5. Schedule 'G' – Licensing, Regulating and Governing Vehicles:

- Schedule 'G' was recently amended and the annual fees for 2025 have already been paid. It is recommended that the 2026 rates be adjusted as per CPI.

6. Schedule 'H' – Community Recreational Services:

- Schedule 'H' recommends the following amendments:
 - Banquet Hall (Upstairs) – Recreation Centre; Sports Fields; Parks (events); Arena Dry Surface floor (spring/summer) - increased by 10% and rounded up / down to the nearest dollar.
 - Banquet Hall (Upstairs) – Rates to reflect recovery of staffing when arena is closed.
 - Established fees for Farmers Market.
 - Proposing to change the fee model for the Gord Brown Memorial (GBM) Outdoor Rink to remove the current rates and add a flat rate fee per hour.
 - Ice Surface Rates (Winter Rates for both Contributing and Non-Contributing). The previous rates included tax. The proposed Rates are 2024/25 rates before tax + 4%.

7. Schedule 'I' – Disposal Site Fees:

- Public Works Department is recommending the following amendments to Schedule 'I':
 - Bag Tags. These fees will be adjusted following Council's consideration/decision regarding the Waste Management Fees, as presented on February 18th, by the CAO in Report Council-CAO-2025-04.
 - The fees for Wood/Lumber Pick-up should be removed in its entirety as this type of refuse is longer accepted at the site.
 - Residential Dump Day fees have been included in the Disposal Site Fees.

8. Schedule 'J' – Fire Department Fees:

- Fire Services is recommending the following amendments to the current fees and rates:

Comments as provided by Fire Chief Dickson

"The Fire Service is proposing a revision to Schedule 'J' in the current rates and fees By-law.

- The first is concerning fire inspection charges. Under the existing structure, a \$200 fee is applied for all 'required' inspections under a Town of Gananoque By-law. The proposed amendment seeks to eliminate this charge, ensuring there is no cost for individuals or businesses requiring a mandatory fire inspection, who are in compliance with the Ontario Fire Code.

These mandatory inspections are currently in place in all Hotel and STA establishments within the Town of Gananoque.

Instead, we are proposing a \$300 fee be introduced for any required re-inspection. This adjustment is designed to incentivize initial compliance, and hopefully avoid staff re-inspection time required by our inspectors. It will also prevent the property owners from "waiting to see what they need", if they are paying for the inspection anyways, rather than already having their properties in compliance.

The fee for 'requested' inspections will remain the same.

This change aligns with the Fire Department's primary objective: achieving fire code compliance across all properties. Our ultimate goal is ensuring safety and reducing fire-related risks to the citizens and visitors to our community.

While this adjustment may result in a decrease in initial inspection-related revenue, the increase of re-inspection fees will help balance the anticipated revenue. The annual revenue for both requested and required fire inspections is approximately \$5000/yr.

The proposed change emphasizes Gananoque's commitment to fostering a safer community by rewarding compliance and holding non-compliant properties accountable.

- The second proposed change is a proposed removal of a line item within schedule "J" that indicates a \$115.00 charge be issued to individuals who participate in a controlled burn (campfire) without a permit, who extinguish the fire themselves. This area is already reflected within another existing line in schedule "J" that represents a \$450.00 fee for unpermitted controlled burns that require fire department to extinguish.
- It is recommended that this \$115.00 fee be removed, allowing for more consistency and equality should a penalty be required to hold individuals who violate the Town of Gananoque's burn regulations accountable. This will also enable the Town to recover actual costs of the response."

9. Schedule 'K' – Marina Services:

- The Municipal Marina Services Schedule 'K', was amended by By-law No. 2025-006, on January 14, 2025. The Schedule appended to this Report is unchanged.
- However, a "Transient Bag Tag" fee may be applied following Council's consideration of Report Council-CAO-2025-04.

10. Schedule 'N' – Visitor Centre:

- The Visitor Centre has sent out the 2025 advertising opportunities to businesses, therefore Schedule 'N' remains unchanged. It is recommended that for 2026 that rates be adjusted as per CPI.

APPLICABLE POLICY/LEGISLATION:

Municipal Act

FINANCIAL CONSIDERATIONS:

The proposed fee increases will assist in recovering materials and costs in order to provide these services.

CONSULTATIONS:

Senior Management Team

ATTACHMENTS:

Draft By-law No. 2025-016 – Repeal By-law No. 2016-047

Draft By-law No. 2025-017 – Repeal By-law Nos. 1963-1504 and 1964-1530

Draft By-law No. 2025-015 – Establish General Fees & Rates By-law and Schedules

APPROVAL	<div data-bbox="306 1318 878 1360"><hr/>Penny Kelly, Clerk / CEMC</div> <div data-bbox="306 1472 1448 1591"><hr/>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.</div> <div data-bbox="306 1656 1105 1698"><hr/>Melanie Kirkby, CAO</div>
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General Fees & Rates By-law No. 2025-015

Schedule ‘I’ – ~~Landfill~~ Disposal Site Fees
(plus HST where applicable)

Waste Items			
	Description	Current Fee	Proposed Fee
1.	Bag Tags	\$2.50/tag	TBD (ref. CAO Report Council-2025-CAO-04)
2.	Drop off Brush, Leaf and Yard Waste at the Public Works Yard	\$25.00 per half-ton truck load For Residential – No Charge	\$40.00 per ½ ton truck load Residential (In Bags) – No Charge
3.	Wood/Lumber Pick-up No Longer Accepted at Site	\$125.00 per dump truck load \$ 80.00 per one-ton truck load \$ 50.00 per half-ton truck load	 Remove in its entirety

Residential Dump Days			
	Description	Current Fee	Proposed Fee
1.	Miscellaneous Small Items	\$15.00	\$20.00
2.	Car Load	\$20.00	\$30.00
3.	SUV Load	\$30.00	\$40.00
4.	½ Ton Truck or Trailer	\$55.00	\$75.00
5.	½ Ton Truck with Trailer	\$105.00	\$125.00
6.	1-Ton Truck	\$105.00	\$125.00

Council Report – FIN-2025-13

Date: May 20, 2025

☐ **IN CAMERA**

Subject: Ontario Infrastructure and Lands Corporation (OILC) Long-Term Marina Debt Financing

Author: John Morrison, Treasurer

☒ **OPEN SESSION**

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-048, BEING A BY-LAW TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“OILC”) FOR THE LONG-TERM FINANCING OF MARINA CAPITAL WORK(S) OF THE CORPORATION OF THE TOWN OF GANANOQUE, AS PRESENTED IN REPORT COUNCIL-FIN-2025-13.

STRATEGIC PLAN COMMENTS:

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

BACKGROUND

OILC’s infrastructure renewal loan program provides low-cost, longer-term financing to meet critical municipal infrastructure priorities. OILC is based on a proven “pooled financing” concept that combines the infrastructure investment needs of many borrowers into one borrowing pool.

OILC provides access to infrastructure capital that would not otherwise be available to smaller borrowers. Larger borrowers receive a longer term on their loans than they could obtain in the financial markets and can also benefit from significant savings on transaction costs such as legal costs and underwriting commissions. Under the OILC approach, all borrowers receive the same low interest rate. OILC provides indicative lending rates tracking the capital markets. Rates on debentures are fixed for the life of the loan once the debenture is issued.

To approve an application for the Ontario Community Infrastructure Fund (OCIF), a municipality needs to pass a by-law authorizing the submission of the application and the acceptance of any related funding agreement. This by-law should include specific details about the project and the amount of funding requested. An application, supported by the necessary documentation, will be submitted to OILC for consideration

Upon approval of the application, a Rate Offer Letter agreement will be endorsed to allow for long-term financing. A debenture by-law is anticipated to be brought forward to Council by September 2025.

INFORMATION/DISCUSSION:

On December 17th, 2024, Staff report Rec 2024-24 asked Council to authorize the submission of an application to Infrastructure Ontario for the long-term financing of capital works at the Municipal Marina, in the amount of \$1,300,000. This debenture is to help ensure the financing of the fixed dock reconstruction, the floating docks and the shoreline rehabilitation. Work for the floating docks and shoreline rehabilitation will commence in Q4 of 2025 and will be completed by Q2 of 2026.

This application is to secure an amortizing debenture for 10 years with semi-annual payments. The standard spot rate, updated on 30 April 2025 is 3.84%.

APPLICABLE POLICY/LEGISLATION:

By-law No. 2024-101 – Gananoque Municipal Marina Debt Financing

FINANCIAL CONSIDERATIONS:

The actual interest rate is unknown until the Rate Offer Letter Agreement is issued. If the spot rate remained the same in September, as updated on April 30th, the quarterly payment would be \$39,292.24 (principal and interest) or \$157,168.96 per year. The interest payable over the next 10-year period would be \$271,689.74 (schedule 1). The Marina capital rates will be adjusted to reflect the financing costs of the 10-year debenture.

The capital project has been approved for financing through the Town's Budget By-laws No. 2025-01. The Treasurer has updated the Annual Debt Repayment Limit to ensure the inclusion of this debt does not exceed the limit as prescribed by the Ministry of Municipal Affairs and Housing. At the end of 2023 the estimated repayment limit is set at \$4,737,950.

2025 WIP	Project #	Carryforward	Budget 2025	2025 Budget Deviations	2025 WIP
Marina Capital Projects					
Marina Main Fixed Dock Reconstruction - Docks	251001	\$561,400	\$0	\$0	\$561,400
Marina Floating Dock Replacements - Docks	251002	\$0	\$676,650	\$297,750	\$974,400
Marina Main Bldg Main Door Replacement - Building	251003	\$0	\$20,000	\$0	\$20,000
Marina Electric Transformer Upgrade - Building	251004	\$0	\$90,000	\$0	\$90,000
Marina Main Bldg Hot Water Tank Replacement - Building	251005	\$0	\$14,000	\$0	\$14,000
Marina Dock & Shoreline Rehabilitation	251006	\$0	\$0	\$327,250	\$327,250
Subtotal Marina Capital Projects		\$561,400	\$800,650	\$625,000	\$1,987,050



STANDARD RATES: SPOTS

Rate updated on: 30-Apr-25

► Primary Sector

	Construction	3.22%
	Amortizing *	Serial
5Y	3.29%	3.29%
10Y	3.84%	3.80%

Once financing approval is granted by OILC, and if a project does not go forward or, if for any reason, the Town desires to finance by other means, the Town has the option to do so, and is not bound to borrow through OILC by approval of an application.

CONSULTATIONS:

None

ATTACHMENTS:

Schedule 1 Amortizing Debenture Schedule

Draft By-law No. 2025-048

APPROVAL	<div><hr/><p>John Morrison, Treasurer</p><p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions follow Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p><hr/><p>Melanie Kirkby, CAO</p></div>
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Amortizing Debenture Schedule

Organization Name	Town of Gananoque			
Principal Amount	\$ 1,300,000.00			
Annual Interest Rate	3.84 %			
Loan Term (Year)	10			
Debenture Date (mm/dd/yyyy)	09-01-2025			
Maturity Date (mm/dd/yyyy)	09-01-2035			
Payment Frequency	Quarterly			
Loan Type	Amortizing			
Payment Date	Total Payment	Principal Amount	Interest Amount	Principal Balance
12-01-2025	\$ 39,292.24	\$ 26,812.24	\$ 12,480.00	\$ 1,273,187.76
03-01-2026	\$ 39,292.24	\$ 27,069.64	\$ 12,222.60	\$ 1,246,118.12
06-01-2026	\$ 39,292.24	\$ 27,329.51	\$ 11,962.73	\$ 1,218,788.61
09-01-2026	\$ 39,292.24	\$ 27,591.87	\$ 11,700.37	\$ 1,191,196.74
12-01-2026	\$ 39,292.24	\$ 27,856.75	\$ 11,435.49	\$ 1,163,339.99
03-01-2027	\$ 39,292.24	\$ 28,124.18	\$ 11,168.06	\$ 1,135,215.81
06-01-2027	\$ 39,292.24	\$ 28,394.17	\$ 10,898.07	\$ 1,106,821.64
09-01-2027	\$ 39,292.24	\$ 28,666.75	\$ 10,625.49	\$ 1,078,154.89
12-01-2027	\$ 39,292.24	\$ 28,941.95	\$ 10,350.29	\$ 1,049,212.94
03-01-2028	\$ 39,292.24	\$ 29,219.80	\$ 10,072.44	\$ 1,019,993.14
06-01-2028	\$ 39,292.24	\$ 29,500.31	\$ 9,791.93	\$ 990,492.83
09-01-2028	\$ 39,292.24	\$ 29,783.51	\$ 9,508.73	\$ 960,709.32
12-01-2028	\$ 39,292.24	\$ 30,069.43	\$ 9,222.81	\$ 930,639.89
03-01-2029	\$ 39,292.24	\$ 30,358.10	\$ 8,934.14	\$ 900,281.79
06-01-2029	\$ 39,292.24	\$ 30,649.53	\$ 8,642.71	\$ 869,632.26
09-01-2029	\$ 39,292.24	\$ 30,943.77	\$ 8,348.47	\$ 838,688.49
12-01-2029	\$ 39,292.24	\$ 31,240.83	\$ 8,051.41	\$ 807,447.66
03-01-2030	\$ 39,292.24	\$ 31,540.74	\$ 7,751.50	\$ 775,906.92
06-01-2030	\$ 39,292.24	\$ 31,843.53	\$ 7,448.71	\$ 744,063.39

Payment Date	Total Payment	Principal Amount	Interest Amount	Principal Balance
09-01-2030	\$ 39,292.24	\$ 32,149.23	\$ 7,143.01	\$ 711,914.16
12-01-2030	\$ 39,292.24	\$ 32,457.86	\$ 6,834.38	\$ 679,456.30
03-01-2031	\$ 39,292.24	\$ 32,769.46	\$ 6,522.78	\$ 646,686.84
06-01-2031	\$ 39,292.24	\$ 33,084.05	\$ 6,208.19	\$ 613,602.79
09-01-2031	\$ 39,292.24	\$ 33,401.65	\$ 5,890.59	\$ 580,201.14
12-01-2031	\$ 39,292.24	\$ 33,722.31	\$ 5,569.93	\$ 546,478.83
03-01-2032	\$ 39,292.24	\$ 34,046.04	\$ 5,246.20	\$ 512,432.79
06-01-2032	\$ 39,292.24	\$ 34,372.89	\$ 4,919.35	\$ 478,059.90
09-01-2032	\$ 39,292.24	\$ 34,702.86	\$ 4,589.38	\$ 443,357.04
12-01-2032	\$ 39,292.24	\$ 35,036.01	\$ 4,256.23	\$ 408,321.03
03-01-2033	\$ 39,292.24	\$ 35,372.36	\$ 3,919.88	\$ 372,948.67
06-01-2033	\$ 39,292.24	\$ 35,711.93	\$ 3,580.31	\$ 337,236.74
09-01-2033	\$ 39,292.24	\$ 36,054.77	\$ 3,237.47	\$ 301,181.97
12-01-2033	\$ 39,292.24	\$ 36,400.89	\$ 2,891.35	\$ 264,781.08
03-01-2034	\$ 39,292.24	\$ 36,750.34	\$ 2,541.90	\$ 228,030.74
06-01-2034	\$ 39,292.24	\$ 37,103.14	\$ 2,189.10	\$ 190,927.60
09-01-2034	\$ 39,292.24	\$ 37,459.34	\$ 1,832.90	\$ 153,468.26
12-01-2034	\$ 39,292.24	\$ 37,818.94	\$ 1,473.30	\$ 115,649.32
03-01-2035	\$ 39,292.24	\$ 38,182.01	\$ 1,110.23	\$ 77,467.31
06-01-2035	\$ 39,292.24	\$ 38,548.55	\$ 743.69	\$ 38,918.76
09-01-2035	\$ 39,292.38	\$ 38,918.76	\$ 373.62	\$ 00.00
	\$ 1,571,689.74	\$ 1,300,000.00	\$ 271,689.74	

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2025-048

BEING A BY-LAW TO APPROVE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“OILC”) FOR THE LONG-TERM FINANCING OF CERTAIN CAPITAL WORK(S) OF THE CORPORATION OF THE TOWN OF GANANOQUE (THE “MUNICIPALITY”); AND TO AUTHORIZE THE ENTERING INTO OF A RATE OFFER LETTER AGREEMENT PURSUANT TO WHICH THE MUNICIPALITY WILL ISSUE DEBENTURES TO OILC

WHEREAS the *Municipal Act, 2001* (Ontario), as amended, (the “Act”) provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Municipality has passed the by-law(s) enumerated in column (1) of Schedule “A” attached hereto and forming part of this By-law (“Schedule “A”) authorizing the capital work(s) described in column (2) of Schedule “A” (“Capital Work(s)”) in the amount of the respective estimated expenditure set out in column (3) of Schedule “A”, subject in each case to approval by OILC of the long-term financing for such Capital Work(s) requested by the Municipality in the Application as hereinafter defined;

AND WHEREAS before the Council of the Municipality approved the Capital Work(s) in accordance with section 4 of Ontario Regulation 403/02 (the “**Regulation**”), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its then most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the “**Updated Limit**”), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule “A” (the “**Authorized Expenditure**” for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, and determined that the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, did not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Ontario Land Tribunal pursuant to the Regulation, was not required before any such Capital Work was authorized by the Council of the Municipality;

AND WHEREAS subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

AND WHEREAS OILC has invited Ontario municipalities desirous of obtaining long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital works to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;

AND WHEREAS the Municipality has completed and submitted or is in the process of submitting an application to OILC, as the case may be to request financing for the Capital Work(s) by way of long-term borrowing through the issue of debentures to OILC, substantially in the form of Schedule “B” hereto and forming part of this By-law (the “**Application**”);

AND WHEREAS OILC has accepted and has approved or will notify the Municipality only if it accepts and approves the Application, as the case may be;

AND WHEREAS at least five (5) business days prior to the passing of the debenture by-law in connection with the issue of Debentures as defined below, OILC will provide the Municipality with a rate offer letter agreement substantially in the form as provided to the Municipality on or prior to the date of this By-law (the “**Rate Offer Letter Agreement**”);

AND WHEREAS the Council of the Town of Gananoque received Council Report FIN-2025-13, and concurred with the recommendation to approve the submission of an Application to Ontario Infrastructure and Lands Corporation (OILC) for the long-term financing for Marina Capital works;

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 The Council of the Town of Gananoque hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the long-term financing of the Capital Work(s) in the maximum principal amount of \$1,300,000, with such changes thereon as such authorized official may hereafter, approve such execution and delivery to be conclusive evidence of such approval.
- 1.2 The Mayor and the Treasurer are hereby authorized to execute and deliver for and on behalf of the Municipality the Rate Offer Letter Agreement under the authority of this By-law in respect of the Capital Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
- 1.3 Subject to the terms and conditions of the Rate Offer Letter Agreement, the Mayor and the Treasurer are hereby authorized to long-term borrow for the Capital Work(s) and to issue debentures to OILC on the terms and conditions provided in the Rate Offer Letter Agreement (the “**Debentures**”); provided that the principal amount of the Debentures issued in respect of the Capital Work or of each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule “A” in respect of such Capital Work.
- 1.4 In accordance with the provisions of section 25 of the Ontario Infrastructure and Lands Corporation Act, 2011, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay to OILC on account of any unpaid indebtedness of the Municipality to OILC under the Debentures (the “**Obligations**”) and to pay such amounts to OILC from the Consolidated Revenue Fund.

1.5 For the purposes of meeting the Obligations, the Town of Gananoque shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year under the Debentures issued pursuant to the Rate Offer Letter Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.

1.6 (a) The Mayor and the Treasurer are hereby authorized to execute and deliver the Rate Offer Letter Agreement, and to issue the Debentures, one or more of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the terms and conditions that apply to the Municipality as set out in the Rate Offer Letter Agreement and to perform the Obligations of the Municipality under the Debentures, and the Treasurer is authorized to affix the Municipality's municipal seal to any such documents and papers.

1.6 (b) The money realized in respect of the Debentures, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to the issue of the Debentures, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.

2. **SCHEDULE:**

2.1 Attached to and forming part of this By-law is the Description of Capital Work(s), Estimated Expenditure and Loan Amount, marked as Schedule 'A'.

2.2 Attached to and forming part of this By-law is the OILC Application, marked as Schedule 'B'.

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 20th day of May 2025.

John S. Beddows, Mayor

Penny Kelly, Clerk

(Seal)

By-law No. 2025-048, Schedule “A”
(Capital Work(s))

(1)	(2)	(3)	(4)
<u>By-law Number</u>	<u>Description of Capital Work</u>	<u>Estimated Expenditure</u>	<u>Loan Amount</u>
2025-048	Municipal Marina Docks	\$1,987,050	\$1,300,000

DRAFT

Webloans Loan Application PDF

Application for

Gananoque, The Corporation of The Town of

Projects

Loan Application ID	Project Name	Construction/Purchase Start	Construction/Purchase End	Project Cost	OILC Loan Amount
0	Marina Floating Dock Replacements and Shoreline Rehabilitation	09/30/2025	04/30/2026	\$1,987,050.00	1,300,000.00

Details of Project Marina Floating Dock Replacements and Shoreline Rehabilitation

Project Category

Tourism Infrastructure

Work Type

Attractions & Waterfront Devlp

Project Name

Marina Floating Dock Replacements and Shoreline Rehabilitation

Construction/Purchase Start

09/30/2025

Construction/Purchase End

04/30/2026

Energy Conservation



Project Address 1

21 Bay Road

Project Address 2

City / Town

Town of Gananoque

Province

ON

Postal Code

K7G 1E9

Description

2025 ▪ Renovation of marina main dock renovation ▪ Replace 700 dock (62 slips-installed 1994) along with the electrical infrastructure and electrical pedestals that are at the end of their service life ▪ Upgrade the electrical infrastructure for the 300 and 500 docks to meet ESA code ▪ New transformer upgrade from Eastern Ontario Power for current and future electrical requirements at the marina ▪ Main door replacement into the office ▪ Hot water tank replacement and upgrade to plumbing infrastructure

2026 ▪ Upgrade shoreline rock aggregates to prevent future erosion from high water levels and replace docks and boardwalk (installed 1988) along shoreline. ▪ Replace 300 floating docks (38 slips-installed 1988) ▪ Replace 300 electrical infrastructure and subsequent light pedestals

Comments and/or Special Requests

(For HEW projects, please specify the initial fixed interest term of the debenture amortization period (e.g. the first 10/20/30 years in a 40 year amortization period)

Useful Life of Asset (Years)

30

Project Financial Information

Type of Financing

Long-term only

Payment Frequency

Quarterly

Project Cost (A)

\$1,987,050.00

Other Project Funding / Financing (B):

Description	Timing	Amount
Reserves	Existing	\$687,050.00

Other Project Funding/Financing Total (B)

\$687,050.00

OILC Loan Amount (A-B)

\$1,300,000.00

Only include long-term borrowing in this section

Required Date	Amount	Term	Type
09/30/2025	\$1,300,000.00	10	Amortizing
Long-term Borrowing Total	\$1,300,000.00		

Debt and Re-payments Summary

Has there been any new/undisclosed debt acquired since last FIR was submitted?

☐ Yes ☒ No

Please describe any re-financing plans for any existing "interest only" debt, if applicable.

Non Re-payments of Loans or Debenture

In the last 10 years, has the borrower ever failed to make a loan payment or debenture repayment on time to any lender, including the Provincial Government?

If yes, please provide details.

OILC Loan Repayment Information

Please indicate the source(s) of revenue you plan to use to repay the OILC Loan

Taxation

0.00

User Fees	0.00
Service Charges	0.00
Development Charges	0.00
Connection Fees	0.00
Repayment Subsidies	0.00
Other	
Total	0.00%

Documentation and Acknowledgements

Please ensure all required documents are submitted with the signed application. OILC requires originals as noted below to be mailed or couriered. Also, please retain a copy of all documents submitted to OILC for your records.

To obtain templates for documents see listed below.

- Loan Application Signature Page signed and dated by the appropriate individual (original to be submitted)
- Certificate and sealed copy of OILC template By-law authorizing project borrowing and applying for a loan (original with seal)
- Certificate of Treasurer Regarding Litigation using the OILC template (original, signed & sealed)
- Updated Certified Annual Repayment Limit Calculation (original)

☒ I acknowledge and agree that all of the above referenced documents must be submitted in the form required by OILC and understand that the application will not be processed until such documents have been fully completed and received by Infrastructure Ontario.

Please note: OILC retains the right to request and review any additional information or documents at its discretion.

Confidential Information

OILC is an institution to which the Freedom of Information and Protection of Privacy Act (Ontario) applies. Information and supporting documents submitted by the Borrower to process the loan application will be kept secure and confidential, subject to any applicable laws or rules of a court or tribunal having jurisdiction.

Infrastructure Ontario

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REGULAR COUNCIL MEETING MINUTES

Held on Tuesday, May 6, 2025, at 5:00 PM

Held Virtually and In-Person

COUNCIL MEMBERS PRESENT		STAFF PRESENT
Mayor:	John Beddows	Melanie Kirkby, CAO
Councillors:	Colin Brown arrived at 5:05 PM	Penny Kelly, Clerk / CEMC
	Matt Harper	Lynsey Zufelt, Deputy Clerk
	Patrick Kirkby	Brenda Guy, Manager of Planning and Development
	Anne-Marie Koiner	John Morrison, Treasurer
	Vicky Leahey	David Armstrong, Manager of Public Works
	David Osmond	Jeff Johnston, Manager of Parks and Recreation

1.	Call Meeting to Order
	Mayor Beddows called the meeting to order at 5:00 PM.
2.	Disclosure of Pecuniary Interest & General Nature Thereof – None
3.	Canadian National Anthem
	• The National Anthem was played.
4.	Land Acknowledgement Statement
	• Mayor Beddows read the Land Acknowledgement Statement.
5.	Public Question / Comment (Only Addressing Motion(s) or Reports on the Agenda)
	• Members of the Public addressed the Direction to Staff Motion and a Report listed on the Agenda.
6.	Disclosure of Additional Items – None
7.	Delegations – None
8.	Presentations / Awards / Deputations – None
9.	Mayor’s Declaration – None
10.	Unfinished Business – None
11.	Consent Agenda
	Moved By: Councillor Koiner Seconded By: Deputy Mayor Leakey Be it resolved that the Motion and By-law listed on the Consent Agenda be passed accordingly:
	Motion #25-056 – Approval of Minutes – Tuesday, April 15 and 29, 2025 BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE REGULAR COUNCIL MINUTES OF TUESDAY, APRIL 15 TH , 2025, AND THE SPECIAL MINUTES OF TUESDAY, APRIL 29, 2025.
	By-law No. 2025-035 – 2025 Tax Rates and Ratios By-law (3rd Reading) BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE READS FOR A THIRD AND FINAL TIME AND PASS BY-LAW NO. 2025-035, BEING A BY-LAW TO SET THE 2025 TAX RATES; AND; 2025 TAX RATIOS.
	CARRIED – UNANIMOUS

13.	Motions (Council Direction to Staff)
	<p>1. General Fees and Rates By-law No. 2025-015 – Schedule ‘I’ – Disposal Fees – Direction to Staff – Mayor Beddows</p> <p>Motion #25-060 – General Fees and Rates By-law No. 2025-015 – Schedule ‘I’ – Disposal Fees – Direction to Staff Moved By: Councillor Koiner Seconded By: Deputy Mayor Leakey BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECONSIDERS, IN PART, THE GENERAL FEES & RATES BY-LAW NO. 2025-015, SPECIFICALLY ADDRESSING DISPOSAL SITE FEES, SCHEDULE ‘I’, WASTE ITEMS FEES/RATE FOR:</p> <ol style="list-style-type: none"> 1. WASTE AND YARD WASTE BAG TAGS FOR CURBSIDE PICK-UP @ 2.50/TAG; 2. BRUSH, LEAF AND YARD WASTE AT THE PUBLIC WORKS YARD @ \$40.00 PER ½ TON TRUCK LOAD AND RESIDENTIAL (IN BAGS) NO CHARGE. <p style="text-align: right;">CARRIED – UNANIMOUS</p>
14.	Correspondence
	<ol style="list-style-type: none"> 1. Town of Gananoque’s Council Response to Strong Mayor Powers Expansion 2. Ministry of Municipal Affairs and Housing – Expansion of Strong Mayor Powers Effective May 1, 2025 3. Tony Fleming, Integrity Commissioner – 2024 Annual Report Motion #25-061 – Tony Fleming, Integrity Commissioner – 2024 Annual Report Moved By: Councillor Brown Seconded By: Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION THE 2024 INTEGRITY COMMISSIONER’S ANNUAL REPORT, AS SUBMITTED BY TONY FLEMING, INTEGRITY COMMISSIONER. <p style="text-align: right;">CARRIED – UNANIMOUS</p> 4. United Counties of Leeds & Grenville – Media Release – Counties Receives 240 New Child Care Spaces 5. Cataraqui Conservation 2024 Audited Final Statement for December 31, 2025 6. OLG Issues Fourth (4th) Quarter Gaming Revenue Payment 7. South East Health Unit – Board of Health Update for April 2025
15.	Notice Required Under the Notice By-law – None
16.	Committee Updates (Council Reps)
	<ul style="list-style-type: none"> • Members of Council provided their updates.
17.	Discussion of Additional Items – None
18.	Questions from the Media – None
19.	Closed Session
	<p>Moved by Councillor Koiner 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 6:32 PM for the purpose of discussing one (1) item under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees, regarding the Champions of Gananoque Nominations, and; one (1) item under Labour Relations or Employee Negotiations.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
***Councillor Osmond left the meeting at 6:32 PM and did not return for the remainder of the meeting(s).	

5 May 2025

Gananoque Mayor and Council
Town of Gananoque
30 King Street East
Gananoque, ON K7G 2T6

R Abbott & D Anderson
16 Princess Street
Gananoque, ON
K7G 2N1

Dear Mayor and Council,

RE: Tree Canopy Policy

I am writing to ask you to revisit and amend the Town's Tree Canopy Policy to include engagement between Town Staff and residents regarding the maintenance of trees within the municipality.

On Wednesday, May 3rd, a Public Works crew cleaned up broken branches, from recent ice storm damage, in front of homes on Princess Street. While doing this, they "pruned" the trees in front of some of the homes. The pruning was excessive, removing large, healthy branches, and in one case removing a 10" diameter branch which constituted a quarter of the canopy of the tree immediately in front of our home (see attached "before and after" photographs). They removed several other large and small branches from the same tree, all of which were at least 15' from the ground.

When I shouted over the chipper to ask why they had cut the trees, I was given vague answers about large Town vehicles and rotten branches. As can be seen from the before photos, none of the branches that were cut faced into the street. The very large branch removed from the tree in front of our house faced our house. The branches on the tree in front of our neighbour's house, likewise, faced the boulevard and her house. And from the appearance of the trees before they were cut – beginning to bud and leaf out – none of the branches was dead.

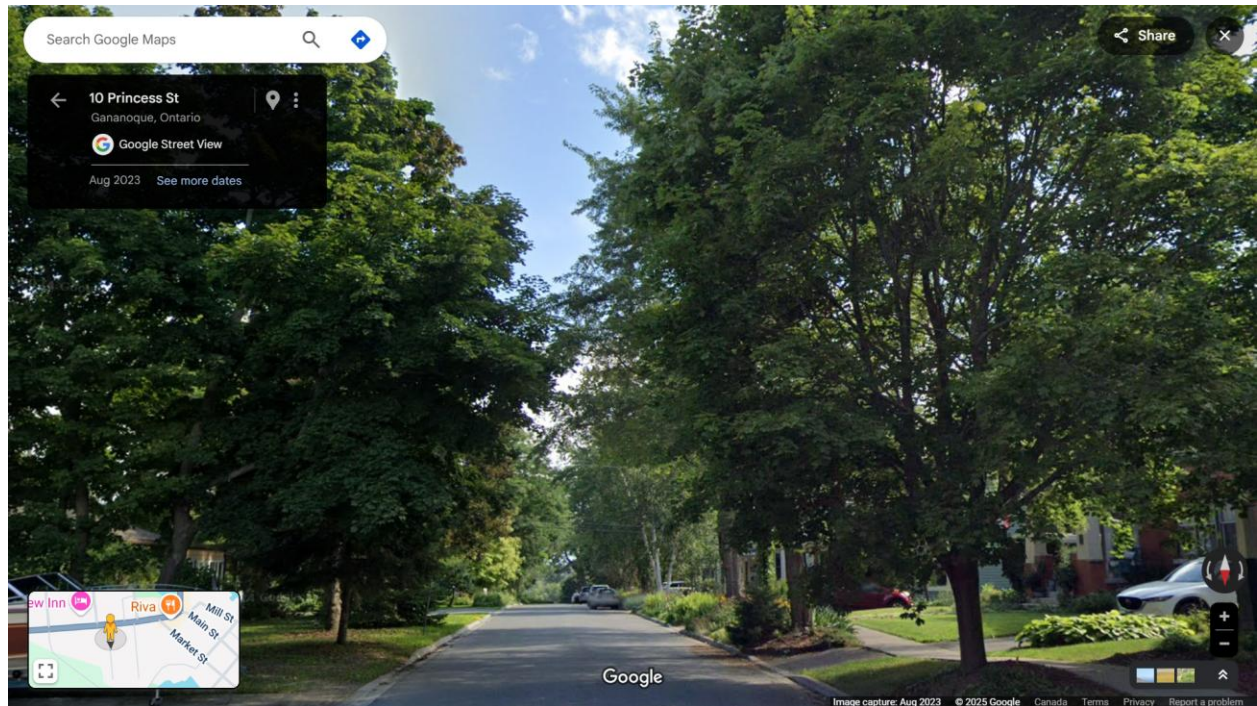
We are extremely disappointed and saddened to see what has been done to "our trees". I was not home when the cutting took place, but had I been inside my house, I would not have been informed about what Public Works was planning to do. The Tree Canopy Policy was written to value and protect trees in Gananoque, describing the environmental importance of trees, as well as the mental and physical health benefits to homeowners and the community. It speaks of educating the public on the importance of trees in the town, but leaves out ensuring that municipal staff also value the urban tree canopy and work with residents to maintain it.

I would be grateful if you would revisit the policy (or other applicable policies) to ensure that pruning of trees in residential neighbourhoods does not take place without homeowners being informed. I delayed sending this letter to speak to an arborist, in whose opinion, based on over 30 years experience, the pruning was excessive. The City of Newmarket, where he was the municipal arborist, had a notification policy that would ensure residents knew, with a five-day notice period, that pruning or planting would be taking place on their street, to allow them time to contact the municipality. I understand that public engagement takes effort, but it is a vital part of municipal government, as the relationship between government and residents constitutes a power dynamic that unless handled with tact and respect can generate animosity and distrust detrimental to both Town Staff and residents.

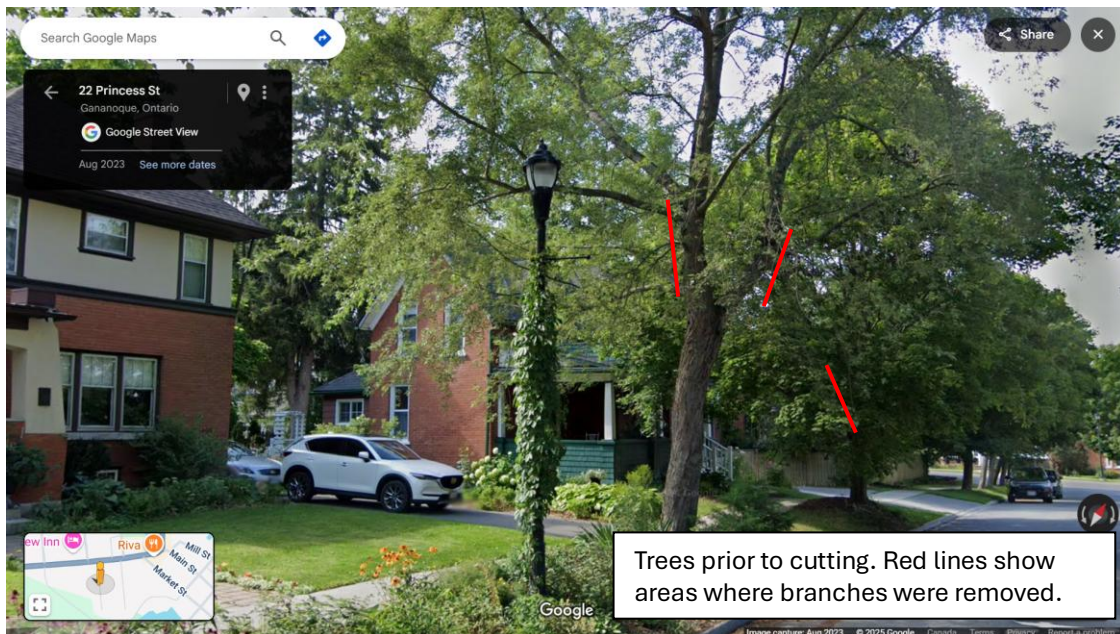
Sincerely,

A handwritten signature in blue ink, appearing to read 'R Abbott & D Anderson', written in a cursive style.

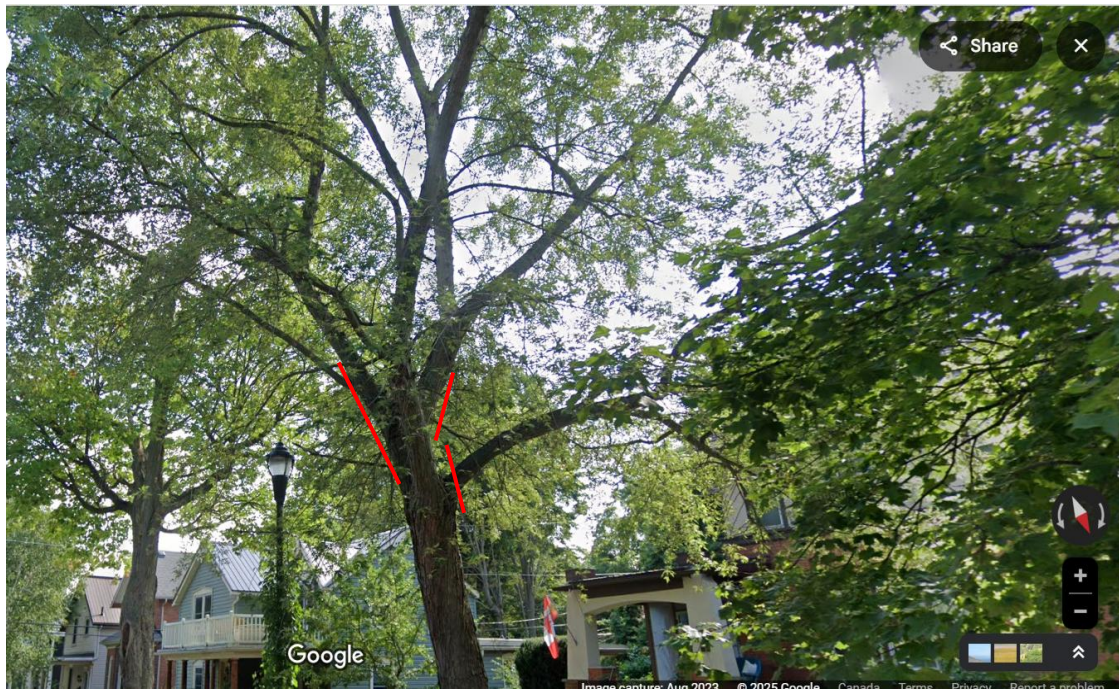
Roberta Abbott and David Anderson

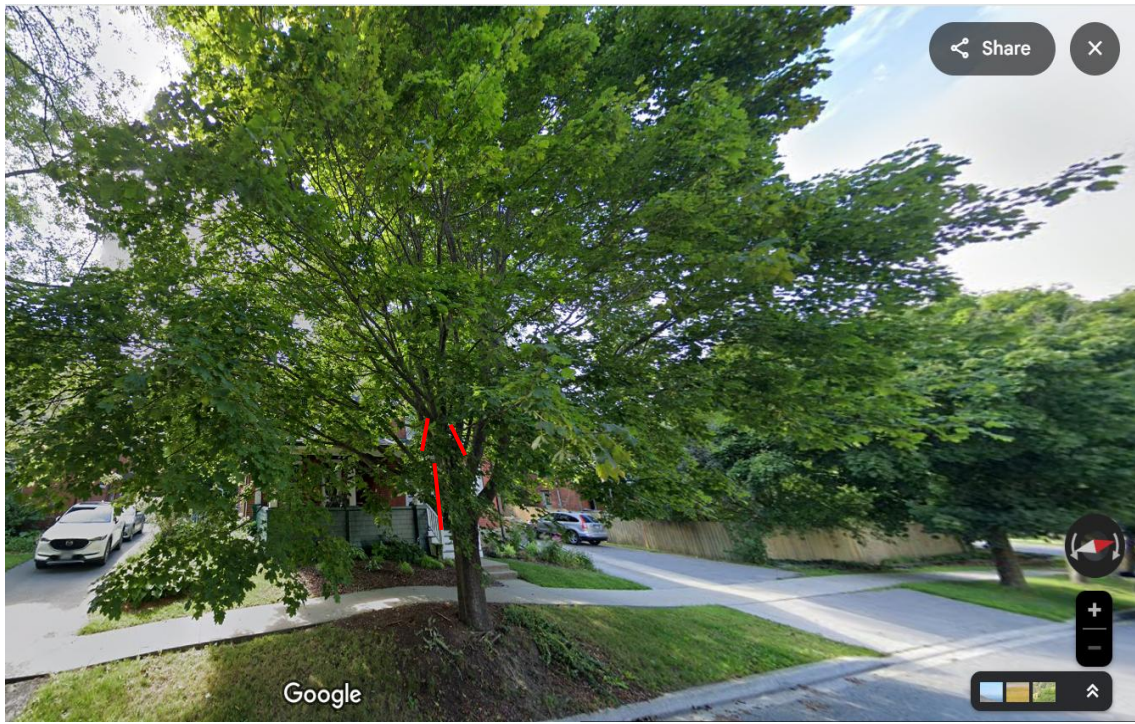


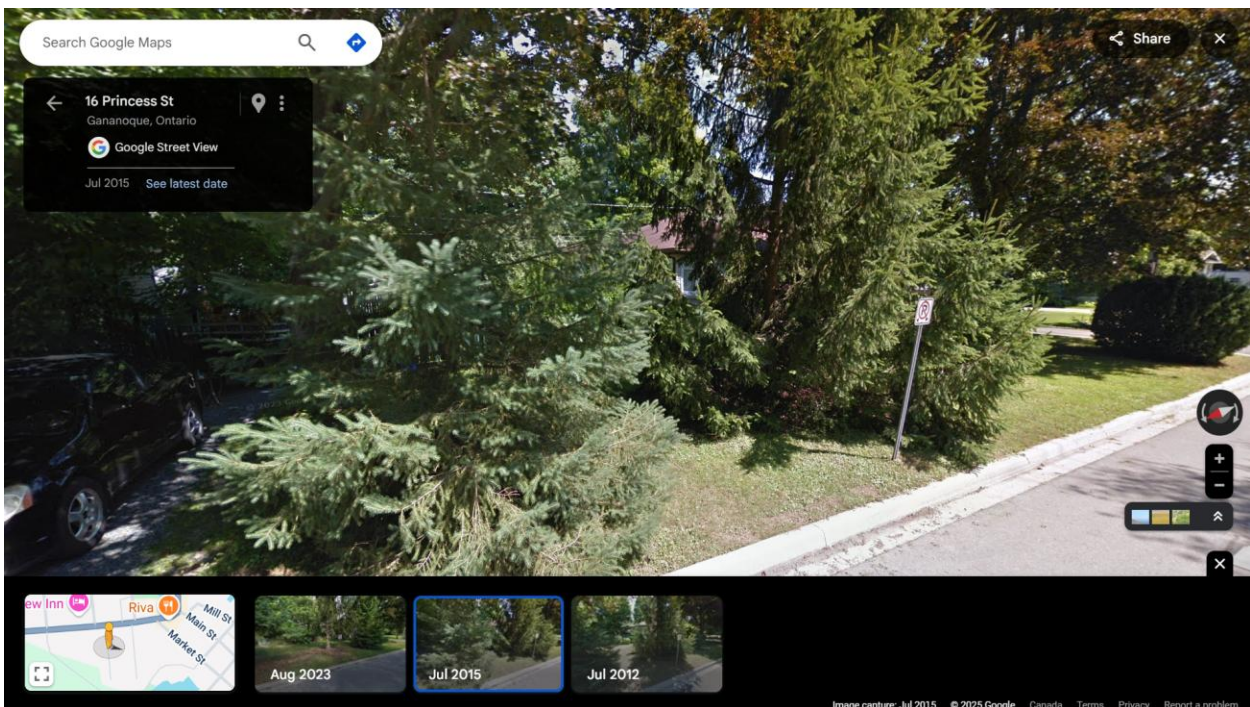
Princess Street in 2023



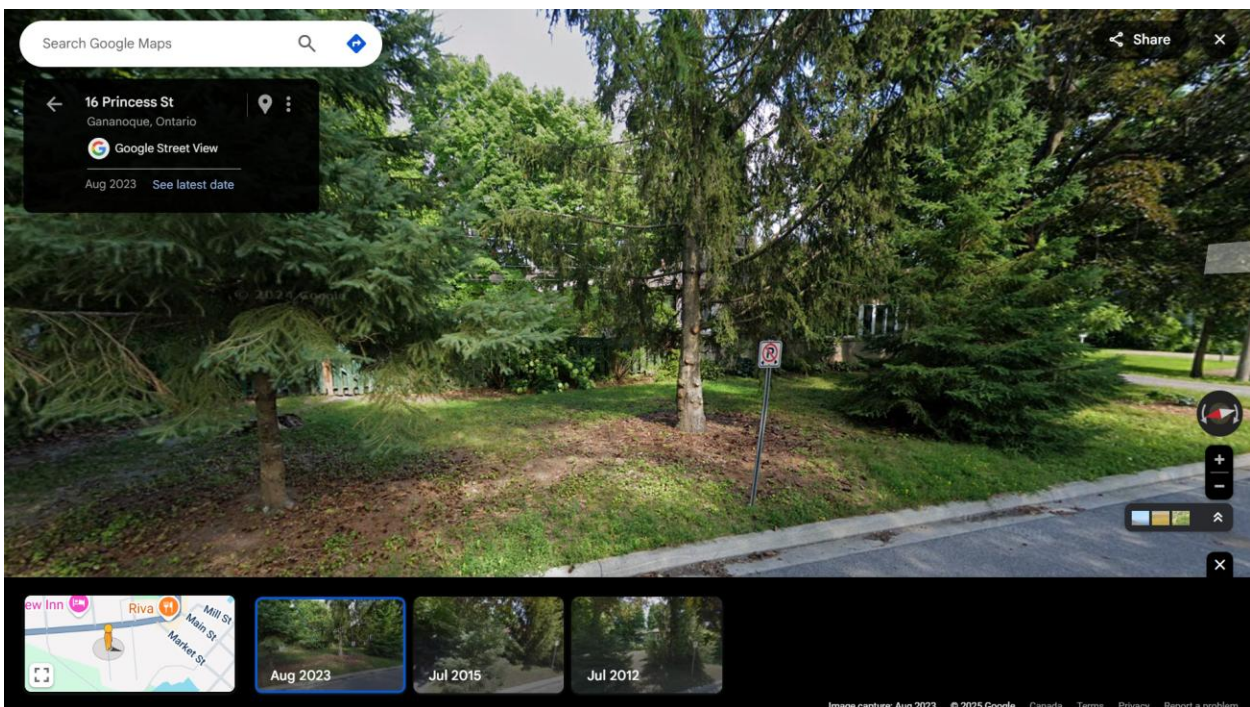
Trees prior to cutting. Red lines show areas where branches were removed.







Photos of evergreens in front of 15 Princess Street before and after cutting done in 2023, ostensibly to remove the threat to the mirrors of Town vehicles and make the no parking sign more visible to drivers. Yesterday, two more limbs were removed from the smaller of the two spruce trees. The homeowner was at home, but no attempt was made to inform him and by the time he realized what was happening and got from inside his house to the street, the branches had been removed.



From: Pam Hudson
Sent: May 8, 2025 11:48 AM
To: Penny Kelly <clerk@gananoque.ca>
Cc: Alan Smith; Pam Welbourn; Bernard Hudson; Phil End
Subject: Invasive Species Clean-up Request

Dear Penny:

I am writing on behalf of the Rotary Club of Gananoque and our Town Trees and Trails Advisory Panel, as well as other interested community groups and landowners, to request town support and permission for a new initiative to address the spread of invasive plant species in our municipality. The event would be coordinated, promoted and insured by our Rotary Club in the same manner as the Rotary Great Lakes Watershed Cleanup and would be included as part of our Grow More May initiative. Our club seeks permission to conduct invasive species cleanup on municipal property in coordination with town public works staff as well as with individual landowners in the community.

Grow More May promotes the growth and protection of native and pollinator friendly species of plants and the expansion and use of Gananoque's Community Gardens and Food Forest for local food access. Grow More May also focuses on addressing invasive species through clean-ups led by community members who are educated on how to properly identify and combat the spread of invasive species (those not requiring specialized herbicide spray or specialized removal skills). We will also use this period of time that extends into early June to share online educational videos on beneficial native plants, gardening tips and tricks, harvesting information and how to reduce the spread of invasive plants.

We have been running the highly successful Rotary Great Lakes Watershed Cleanup in Gananoque in collaboration with the Town of Gananoque and other community partners since 2021. We have seen the positive impact this has had over the past 5 years. This year all volunteers and town staff noticed a remarkable decrease in trash along our waterways and throughout the town. The work of volunteers under our coordination has provided both a great aesthetic improvement and environmental benefits to the municipality and we hope to achieve the same success by addressing invasive species.

Environmental sustainability is a key value of the Rotary Club and we were very interested when we heard that the Trees and Trails Advisory Panel were looking into the management of Invasive plants and had made a delegation to council. We are now working with members of the Trees and Trails Advisory Panel on the shared concern of invasive species as well as members of the Horticultural Society and the Thousand Islands Association. We believe that we can have a noticeable impact on the invasive plants on municipal property by running a second similar volunteer event focused on invasive plant removal from late May into early June.

We look forward to hearing from you and expanding our highly successful cooperation for the benefit of the municipal environment.

Sincerely,

Pam Hudson

Director of Environment
Rotary Club of Gananoque
Mobile: 613-329-9778

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2025-2204

May 13, 2025

Dear Head of Council,

On May 12, 2025 I introduced the *Protect Ontario by Building Faster and Smarter Act, 2025* ([Bill 17](#)). Through this legislation, and other changes, we are responding to recommendations and requests from municipal leaders to make it easier and faster to build new homes and infrastructure Ontario needs like transit, roads, water, and wastewater systems.

The bill contains bold actions to protect Ontario from the Ministry of Municipal Affairs and Housing, the Ministry of Infrastructure and the Ministry of Transportation. Details about the range of measures can be found in the [news release](#).

Building Code Act – Ministry of Municipal Affairs and Housing

Schedule 1 of the Bill proposes changes to the *Building Code Act* which include:

- Adding a provision to clarify that municipalities do not have the authority to create or enforce their own construction standards.
- Eliminating the requirement for a secondary provincial approval of innovative construction products for products that have already undergone a “Canadian Code Compliance Evaluation” by the federal Canadian Construction Materials Centre ([25-MMAH0042](#)). Comments can be made through the Regulatory Registry of Ontario (RR) from May 12, 2025, to June 11, 2025.

Development Charges Act – Ministry of Municipal Affairs and Housing

Schedule 4 of the Bill proposes changes to the *Development Charges Act, 1997*, to standardize the development charge (DC) methodology and framework and improve predictability of costs, include:

- Creating a regulation-making authority to merge service categories for DC credits.
- Creating a regulation-making authority to specify what constitutes a “local service.”
- Expanding the DC deferral to non-rental residential developments. Related changes include:

- Providing municipalities authority, in circumstances set out in regulation, to require financial security for payment of deferred DCs for non-rental residential developments; and
- Removing authority for municipalities to charge interest on any legislated DC deferral amounts.
- Enabling municipalities to make any changes to their DC by-laws for the sole purpose of reducing DCs or removing indexing without undertaking certain procedural requirements.
- Creating a regulation-making authority to prescribe exceptions, including conditional exceptions, to capital costs that are eligible to be recovered from DCs.
- Providing that the frozen DC rates on a development would not be applicable if the current DC rates in effect would result in a lower payment.
- Exempting long-term care homes within the meaning of subsection 2 (1) of the *Fixing Long-Term Care Act, 2021* from municipal DCs.

We are interested in receiving your comments on these proposed measures. Comments can be made through the Regulatory Registry of Ontario (RR) from May 12, 2025, to June 11, 2025:

- [RR 25-MMAH003](#): Changes to the *Development Charges Act, 1997*, to Simplify and Standardize the Development Charge (DC) Framework.

Planning Act – Ministry of Municipal Affairs and Housing

Schedules 3 and 7 of the Bill propose changes to the *Planning Act* and the *City of Toronto Act, 2006* that would help streamline and standardize municipal development processes. If passed, the proposed changes would:

- Provide authority for regulations to limit municipal complete application studies and provide greater recognition of planning reports prepared by prescribed certified professionals,
- Remove the need for certain minor variances,
- Give the Minister of Municipal Affairs and Housing the authority to impose conditions on a use permitted by a Minister's zoning order, and
- Streamline planning approvals for publicly funded kindergarten to grade 12 schools.

We are interested in receiving your comments on these proposed measures. Comments can be made through the Environmental Registry of Ontario from May 12, 2025, to June 11, 2025:

- [ERO 025-0461](#): Proposed Planning Act and City of Toronto Act, 2006 Changes (Schedules 3 and 7 of Bill 17- Protect Ontario by Building Faster and Smarter Act, 2025).

We are also interested in receiving any comments you may have on associated regulatory changes. The government is undertaking 45-day consultations on the following proposals from May 12, 2025, to June 26, 2025:

- [ERO 025-0462](#): Proposed Regulations – Complete Application (seeking feedback on proposed regulations to address complete application requirements (study/report requirements) and submissions from certified professionals)
- [ERO 025-0463](#): Proposed Regulation – As-of-right Variations from Setback Requirements (seeking feedback on a proposed regulation that would allow variations to be permitted “as-of-right” if a proposal is within 10% of requirements for setbacks from property lines applicable to specified lands)

The Environmental Registry postings provide additional details regarding the proposed changes.

Ministry of Infrastructure Act – Ministry of Infrastructure

Schedule 6 of the Bill proposes changes to the *Ministry of Infrastructure Act, 2011* (MOIA), to provide the Minister of Infrastructure with the authority to request information and data from municipalities and municipal agencies, where needed to support provincially funded infrastructure projects. This would help speed up the delivery of critical infrastructure that our growing communities need, while also supporting jobs and economic growth. Comments can be made through the Regulatory Registry of Ontario ([RR-25MOI003](#)) from May 12, 2025, to June 11, 2025.

Transit-Oriented Communities Act – Ministry of Infrastructure

Proposed changes to the *Transit-Oriented Communities (TOC) Act, 2020*, would reduce barriers to implementing the Transit Oriented Communities (TOC) by:

- Amending the definition of a “Transit Oriented Communities project” to include projects along the GO and LRT network more efficiently,
- Removing OIC approval requirements for any agreements between the Minister (or an entity with delegated powers) and a municipality, and
- Enabling the Minister to delegate certain responsibilities to Infrastructure Ontario for the purpose of developing TOCs.

We are interested in receiving your comments on these proposed changes. Comments can be made through the Environmental Registry of Ontario from May 12, 2025, to June 11, 2025:

- [ERO 025-0504](#): Proposed *Transit-Oriented Communities Act, 2020*, changes to reduce barriers to implementing municipal agreements.

Ministry of Transportation

Schedule 2 of the bill proposes a change to the *Building Transit Faster Act, 2020* (BTFA) that, if passed, would extend the use of the BTFA measures to all provincial transit projects. This change would remove barriers to building transit faster and get shovels in the ground quicker to build major provincial transit projects that connect communities.

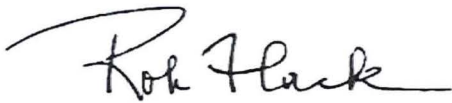
A proposed amendment to the *Metrolinx Act, 2006*, permits the Minister of Transportation to request certain information and data from municipalities or municipal agencies necessary to support the development of provincial transit projects or Transit-Oriented Communities projects.

You may provide your comments on the proposed change to the BTFA through the Environmental Registry of Ontario (ERO) notice [ERO 025-0450](#) and the Ontario Regulatory Registry notice ([RR 25-MTO005](#)) and the Metrolinx Act ([RR 25-MTO006](#)) from May 12, 2025 to June 11, 2025.

The government invites you to review the [Environmental Registry of Ontario](#) and [Regulatory Registry of Ontario](#) posting links provided above and share any feedback you may have. If you have any questions, please reach out to my Director of Stakeholder and Caucus Relations, Tanner Zelenko, at Tanner.Zelenko@ontario.ca.

In the face of economic uncertainty, we must protect Ontario by speeding up construction so we can lower housing costs and keep workers on the job. I look forward to continued collaboration with you, our municipal partners, to create the homes that Ontario need today, tomorrow, and in the decades to come.

Sincerely,



Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

- c. The Honourable Kinga Surma, Minister of Infrastructure
 The Honourable Prabmeet Sarkaria, Minister of Transportation
 The Honourable Graydon Smith, Associate Minister of Municipal Affairs and Housing
 Robert Dodd, Chief of Staff, Minister's Office
 Matthew Rae, Parliamentary Assistant, Municipal Affairs and Housing
 Laura Smith, Parliamentary Assistant, Municipal Affairs and Housing
 Brian Saunderson, Parliamentary Assistant, Municipal Affairs and Housing
 Martha Greenberg, Deputy Minister, Municipal Affairs and Housing
 David McLean, Assistant Deputy Minister, Municipal Affairs and Housing
 Caspar Hall, Assistant Deputy Minister, Municipal Affairs and Housing
 Municipal Chief Administrative Officers

Ministry of Natural Resources

Wildlife Research and Monitoring Section
2140 East Bank Drive
DNA Building, c/o Trent University
Peterborough, ON K9L 1Z8

Ministère des Richesses naturelles

Phone: 1-888-574-6656
Fax: 705-755-1559
Email: rabies@ontario.ca

May 9, 2025

In 2025, the Ministry of Natural Resources (MNR) will once again be conducting Oral Rabies Vaccine (ORV) bait distribution and trap-vaccinate-release (TVR) programs in Ontario to control rabies in terrestrial wildlife. Baiting and TVR operations will begin June 16 and continue until the end of October.

Please find attached:

- 1) Map of planned baiting area for 2025
- 2) Rabies Vaccine Bait Information Sheet
- 3) Notification Letter for 2025

Per the attached map, rabies vaccine bait distribution will be conducted in rural areas with MNR aircraft and by hand in urban areas by MNR wildlife technicians. These are the details of rabies control activities in 2025 (dates are subject to change depending on weather conditions):

- Grey shaded areas will be completed with a combination of Twin Otter airplane and Eurocopter EC130 helicopter. Twin Otter flights will occur mid-late August, with Eurocopter EC130 flights occurring late August.
- Urban hand baiting, will occur in the orange and brown shaded areas starting June 23 and continue through to the end of October.
- Live trapping and vaccinating of wildlife (trap-vaccinate-release) will occur the St. Catharines in the orange shaded area starting June 23 and will continue through to the end of October.
- Preventative baiting of the purple shaded area in eastern Ontario will take place mid August by Twin Otter airplane and will take one day to complete and hand baiting in the dark purple shaded area of the city of Cornwall will be completed in early August.

In addition to the activities mentioned above, MNR may conduct localized rapid response baiting and trap-vaccinate-release measures, which would take place in the event of a raccoon or fox strain rabies case outside of the planned baiting area.

The ministry is committed to the research, surveillance, control and elimination of the outbreak of rabies in southwestern Ontario to prevent the disease from spreading. Since the start of the rabies outbreak in 2015, the first of its kind in over a decade, MNR has taken quick action to protect communities, distributing over 9 million vaccine baits by air and ground. Rabies cases have decreased by 98% since 2016.

In keeping with current World Health Organization guidelines, the 2025 rabies control zone has been reduced as some areas have had no reported cases in over two years. The control zone encompasses an area within approximately 50 km of positive cases that are less than two years old (positive cases since July 1, 2023).

Any warm-blooded mammal can contract rabies. If a human contracts rabies and does not receive treatment, the disease is fatal.

The khaki-green coloured bait being distributed by hand and by aircraft is made of wax-fat with an attractant flavour (vanilla-sugar). A label with a toll-free telephone number (1-888-574-6656) and the message "Do not eat" is located on the exterior of the bait, and a plastic package containing the liquid rabies vaccine is embedded in the centre. If found, the bait should not be touched, but left for raccoons, skunks and foxes to consume. (See attached bait identification hand out for detailed description.)

Ontario's rabies vaccine baits have been tested to ensure they are safe for wildlife, people, and pets. However, eating a vaccine bait does not replace the regular rabies vaccination provided by a veterinarian for pets. If a pet has eaten a bait and the owner is concerned, they should contact their vet as a precaution.

Ontario's rabies control program is a joint effort that receives important input and contributions from a variety of partners across the province. Partnerships with provincial ministries, federal agencies, regional health units, municipalities, wildlife rehabilitators, licensed trappers, wildlife control agents and Indigenous communities are all key to the continued success of Ontario's rabies control program.

For further information about rabies in Ontario, please visit [Ontario.ca/rabies](https://ontario.ca/rabies) or contact the ministry's wildlife health information line at 1-888-574-6656.

Larissa Nituch

Rabies Science Operations Supervisor

705-313-2043 (cell)

Larissa.Nituch@ontario.ca

Rabies vaccine bait identification

April 2025

The ONRAB Ultralite Bait is used in Ontario for both fox strain and raccoon strain rabies control. Exposure to the bait is not harmful to people or pets; however, in the unlikely event that people or pets come in contact with the vaccine contained in the bait, contacting a doctor or veterinarian as a precaution is recommended.

Bait Ingredients

The bait formula coats the blister pack containing the vaccine. This formula consists of vegetable based fats, wax, icing sugar, vegetable oil, artificial marshmallow flavour and dark-green food grade fat-soluble dye.

Ultra-lite blister-pack (Vaccine Carrier)

This is a polyvinyl chloride (PVC) blister pack (40 mm x 22 mm x 10 mm) which weighs approximately 4.3 grams. The blister pack is a white/clear polyester flocked container with a heat-sealed laminated polyester lidding. The body of the blister pack is embedded in the bait matrix but the green lidding is exposed and has a black warning label printed on it.



Inside Baits: ONRAB oral rabies vaccine

Description: a recombinant live adenovirus liquid vaccine

Volume/bait: 1.8 ±0.1 ml in the blister pack

Other inclusions: vaccine stabilizers

Colour: clear

Target species: skunk, fox, and raccoon

Contact: Wildlife Research and Monitoring Section

rabies@ontario.ca

1-888-574-6656

[Ontario.ca/rabies](https://ontario.ca/rabies)

Disponible en français

DEVELOPMENT PERMIT APPLICATION – CLASS III

File No. **DP2025-07**

APPLICANT/OWNER: **TATIANA HOLBIK**

The property municipally and legally described as

250 WILSON DRIVE

CON 1 PT LOT 15 FORM LEEDS; PLAN 86 GAN R ES Town of Gananoque

has applied to the Town of Gananoque for a Development Permit for

AN AMENDMENT TO DEVELOPMENT PERMIT DP2024-10. THE AMENDMENT IS TO RELOCATE THE BUILDING TO THE SOUTH SIDE OF THE DWELLING FOR BEFORE AND AFTER SCHOOL AND SUMMER PROGRAMS

COMMENT DEADLINE: WEDNESDAY, MAY 21, 2025

Circulation:

()	Bell Canada (email)	Town of Gananoque (email)
()	Canada Post (email)	() Mayor and Council
()	Cataraqui Region Conservation Authority (email)	() CAO and Sr Management Team
()	Cogeco (email)	
()	Eastern Ontario Catholic District School (email)	() Chief Building Official
()	Eastern Ontario Power (email)	() Community Safety Officer
()	Enbridge Pipelines Inc.	() Deputy Fire Chief
()	Hydro One Inc. (email)	() Superintendent of Utilities
()	Leeds, Grenville & District Health Unit (email)	() Superintendent of Roads
()	Leeds Grenville Paramedic Services (email)	
()	Ministry of Transportation (email)	
()	Ontario Municipal Property Assessment (email)	
()	Ontario Power Generation Inc. (email)	
()	St Lawrence Parks Commission (email)	
()	Union Gas (email)	
()	Upper Canada District School Board (email)	
()	Other: _____	

If you have any comments/conditions that need to be addressed and/or fees or securities required, please forward them to the undersigned.

☐ No Comment

☐ Comments _____

Signature: _____

Trudy Gravel
Assistant Planner
30 King Street East
Gananoque, ON K7G 1E9

NOTICE OF MEETING Proposed Class III Development Permit

TAKE NOTICE that the Planning Advisory Committee/Committee of Adjustment for the Town of Gananoque will hold a Meeting on **TUESDAY, MAY 27, 2025 at 6:00 P.M.** via **TELECONFERENCE*** and **IN-PERSON** in the TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 KING STREET EAST to consider following application.

AND TAKE FURTHER NOTICE that the Council for the Corporation of the Town of Gananoque will hold a Public Meeting on **TUESDAY, JUNE 3, 2025 at 5:00 P.M.** via **TELECONFERENCE*** and **IN-PERSON** in the TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 KING STREET EAST to consider the application.

*The **TOLL-FREE PHONE NUMBER** and **ACCESS CODE** will be found on the meeting agenda, posted to the Town website at <https://www.gananoque.ca/town-hallpublic-meetings/planning-advisory-committee-meeting-may-27-2025> prior to the meeting.

File No. **DP2025-07**

APPLICANT/OWNER: **TATIANA HOLBIK**

The property municipally and legally described as

250 WILSON DRIVE

CON 1 PT LOT 15 FORM LEEDS; PLAN 86 GAN R ES Town of Gananoque

has applied to the Town of Gananoque for a Development Permit for

**AN AMENDMENT TO DEVELOPMENT PERMIT DP2024-10. THE AMENDMENT IS TO
RELOCATE THE BUILDING TO THE SOUTH SIDE OF THE DWELLING FOR BEFORE AND
AFTER SCHOOL AND SUMMER PROGRAMS**

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

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



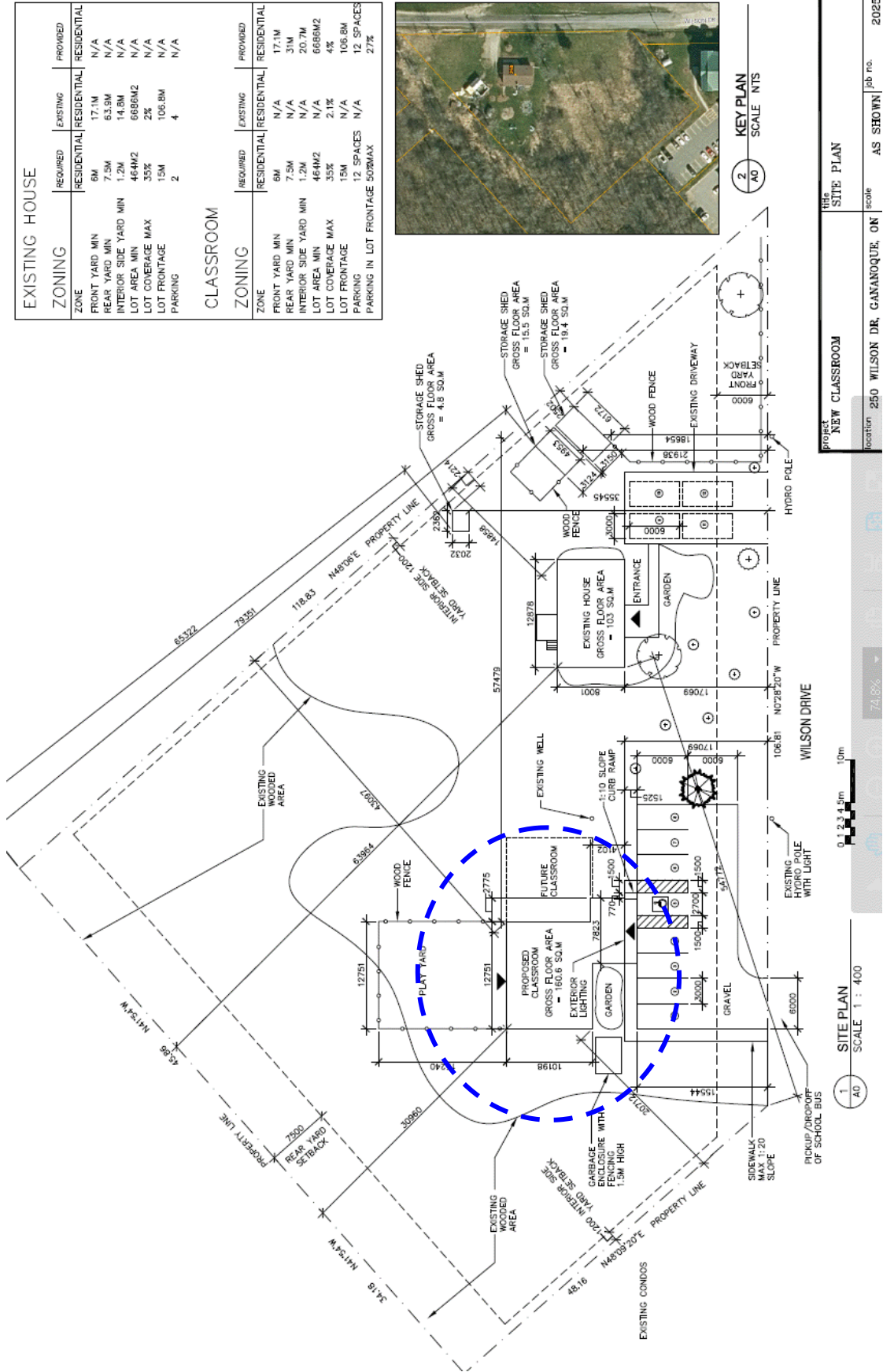
DATED this 2nd day of **MAY 2025**

Brenda Guy
Manager of Planning and Development
bguy@gananoque.ca
613-382-2149 ext. 1126

Proposed Plan

EXISTING HOUSE			
ZONING		REQUIRED	PROVIDED
ZONE	RESIDENTIAL	RESIDENTIAL	RESIDENTIAL
FRONT YARD MIN	6M	17.1M	N/A
REAR YARD MIN	7.5M	63.9M	N/A
INTERIOR SIDE YARD MIN	1.2M	14.8M	N/A
LOT AREA MIN	464M ²	6686M ²	N/A
LOT COVERAGE MAX	35%	2%	N/A
LOT FRONTAGE	15M	106.8M	N/A
PARKING	2	4	N/A

CLASSROOM			
ZONING		REQUIRED	PROVIDED
ZONE	RESIDENTIAL	RESIDENTIAL	RESIDENTIAL
FRONT YARD MIN	6M	N/A	17.1M
REAR YARD MIN	7.5M	N/A	31M
INTERIOR SIDE YARD MIN	1.2M	N/A	20.7M
LOT AREA MIN	464M ²	N/A	6686M ²
LOT COVERAGE MAX	35%	21%	4%
LOT FRONTAGE	15M	N/A	106.8M
PARKING	12 SPACES	N/A	12 SPACES
PARKING IN LOT FRONTAGE 50% MAX			27%



PROJECT		TITLE	
NEW CLASSROOM		SITE PLAN	
LOCATION		SCALE	
250 WILSON DR. GANANOQUE, ON		AS SHOWN	
JOB NO.		2025-10	

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

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

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

ALL applications require the following:

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

CONTACT INFORMATION

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

Name of Applicant: <i>Lorraine Shephard</i>	Complete Address including Postal Code: <i>girlsdowntoearth@gmail.com</i>	Phone: <i>(613) 929-0931</i>
	E-mail:	
Name of Property Owner (if different than applicant):	Complete Address including Postal Code: <i>250 Wilson Drive, Gananoque, Ont K7G 2W6</i>	Phone: <i>(613) 929-0931</i>
	E-mail:	
Architect/Designer/Planner: <i>Drew Fordell</i>	Complete Address including Postal Code:	Phone: <i>(613) 539-0810</i>
	E-mail:	
Engineer: <i>Cameroon McQuayre</i>	Complete Address including Postal Code:	Phone: <i>613-893-2764</i>
	E-mail:	
Land Surveyor: <i>Slippy Surveyor</i>	Complete Address including Postal Code: <i>637 Harris Ct #1 Kingston Ontario</i>	Phone: <i>613-389-3344</i>
	E-mail:	

PROPERTY

Street or Property Address (if applicable): <i>250 Wilson Dr</i>	Roll Number (if known): <i>081400001505900</i>
---	---

LEGAL DESCRIPTION

Lot/Con/Plan: <i>CON 1 PT LOT 15 FORM LEEDS; PLAN 86 GAN R ES Town of Gananoque</i>			
Frontage (m/ft): <i>106.81m (350.43ft)</i>	Depth (m/ft): <i>48.16m - 118.83m</i>	Lot Area: <i>6686m2 (71968 sq.ft)</i>	

SUBMISSION REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- | | |
|---|---|
| <input type="checkbox"/> Air, Noise or Vibration Study | <input type="checkbox"/> Sanitary System Design & sufficient capacity |
| <input type="checkbox"/> Archaeological Study | <input type="checkbox"/> Servicing Options Report |
| <input type="checkbox"/> Drainage and/or stormwater management report | <input type="checkbox"/> Source Water Protection – Risk Management Assessment |
| <input type="checkbox"/> Environmental Impact Assessment for a natural heritage feature or area | <input type="checkbox"/> Sun/Shady Study |
| <input type="checkbox"/> Erosion and Sediment Control Plan | <input type="checkbox"/> Traffic Study |
| <input type="checkbox"/> Geotechnical Study and Hydrogeological Study | <input type="checkbox"/> Vegetation Inventory/Preservation |
| <input type="checkbox"/> Heritage Resource Assessment/Study | <input type="checkbox"/> Visual Impact Assessment |
| <input type="checkbox"/> Hydrogeology/Groundwater Study | <input type="checkbox"/> Water Distribution System & sufficient capacity |
| <input type="checkbox"/> Phase I Environmental, investigation if required | <input type="checkbox"/> Wave Uprush Study |
| <input type="checkbox"/> Form 1's – Record of Future Alteration (Water, Sewer & Storm) | <input type="checkbox"/> Supporting Land Use Planning Report |
| | <input type="checkbox"/> Other: |

NOTES TO OWNER/APPLICANT:

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

Existing Use(s):

Residence

Length of time the existing use of the subject lands have continued:		
Has the property been designated as a Heritage Site?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the property presently under a Site Plan/Development Permit Agreement?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Has the property ever been subject of an application under Section 34 (Zoning), 41 (Site plan) or 45 (Minor Variance) of the Planning Act?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Has the property ever been subject of an application under Section 70.2 (Development Permit By-law) of the Planning Act?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If the property has been subject of applications under the Planning Act noted above, provide the file number(s) and the status of the application?		
DP2024-10		

Proposed Use(s): New classroom to provide a before and after school program with the Ministry of Education		
Is the Use permitted or permitted subject to criteria as set out in the development permit by-law?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
How has the applicable criteria have been addressed? It is listed in the discretionary uses		
Is/Are variation(s) requested?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<p>If yes, what variation is requested and why?</p> <p>Relief is required from the requirements of a home occupation which may be located in whole or in part in an accessory building however the total floor area of the home occupation shall not exceed 25% of the total floor area of the dwelling. The proposed school will be located in the accessory building. The accessory building is 160.6m² and the dwelling is 103m² and greater than 25% of the floor area of the dwelling.</p> <p>Relief is required from the requirement of where instruction is carried on; no more than 5 pupils can be in attendance at one time. We are proposing the maximum permitted under the ratios permitted Ministry of education for before & after school program = 15 children and up to 30 children</p>		
Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law.		

Abutting Land Use(s) – east, west, north, south: East – Entrance Overlay, West - Employment District , North - Employment District, South – Residential

Is the Development to be phased?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What is the anticipated date of construction?	Summer 2025
Is the land to be divided in the future?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there any easements, right-of-ways or restrictive covenants affecting the subject land?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please provide details (and copies of covenants with application submission).	

Plan Details: Please ensure that measurements are consistent with plan			
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Employment Lands/ Industrial	<input type="checkbox"/> Institutional
Building Coverage: _____4_____ (%) _____303.3_____ (sq.m)		Landscape Coverage: _____87_____ (%) 5928.3_____ (sq.m)	
Building Height: 4m	No. of Storeys: 1	No. of Units: 1	Storage of Garbage: Garbage Enclosure

Parking Area:	Existing Parking Surface <input type="checkbox"/> Paved <input checked="" type="checkbox"/> Gravel <input type="checkbox"/> Permeable Parking Area <input type="checkbox"/> Other			
	Proposed Parking Surface: <input type="checkbox"/> Paved <input checked="" type="checkbox"/> Gravel <input type="checkbox"/> Permeable Parking Area <input type="checkbox"/> Other			
	# of Existing Parking Spaces 4 for house	# of New Parking Spaces 7	# of Accessible Parking Spaces 1	Total # of Parking Spaces 12
	Dimension of Parking Spaces (m/ft): 3m x 6m		Dimensions of Accessible Parking Spaces (m/ft): 2.7 x 6m with 1.5m	

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

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

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

EXISTING BUILDINGS:		Building 1 - Primary	Building 2 - Accessory
Type of Structure (ie: wood concrete)	Wood	(Three Storage sheds) Wood Wood Wood	
Date Constructed:			
Front Line Setback:	17.1m	18.7m 21.9m 35.5m	
Rear Lot Line Setback:	63.9m	82.8m 79.4m 65.3m	
Side Lot Line Setback:	14.9m	2.5m 2.8m 2.2m	
Side Lot Line Setback:	54.8m	79m 82.4m 79.6m	
Height:	5.5m	3m 3.7m 3m	
Dimensions:	8m x 12.9m	3.2mx6.2m 3.1mx4.9m 2mx2.3m	
Floor Area:	103 sq.m	19.4 sq.m 15.5 sq.m 4.8 sq.m	
PROPOSED BUILDINGS:		Building 1 - Primary	Building 2 - Accessory

Type of Structure (ie: wood concrete)	Wood	
Proposed Date of Construction:	Summer 2025	
Front Line Setback:	17.1m	
Rear Lot Line Setback:	31m	
Side Lot Line Setback:	20.7	
Side Lot Line Setback:	57.5	
Height:	4m	
Dimensions:	10.2x 12.75 7.8x4.1	
Floor Area:	160.6 sq.m	
Attached Additional Page, if necessary		

AUTHORIZATION BY OWNER

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

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

Tahana Helbik
Owner Name (Please Print)

X
Owner Name (Please Print)

Tahana Helbik
Signature of Owner

X
Signature of Owner

Signature of Witness (not applicant)

April 8th, 2025
Date

CONSENT BY OWNER

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

Tahana Helbik
Signature of Owner

X
Signature of Owner

Signature of Witness (not applicant)

April 8th, 2025
Date

DECLARATION OF APPLICANT

(Print) I, Tahana Helbik of the Town of Gananoque in the Province of Ontario solemnly declare that:

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

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

Declared/Sworn before me at

GANANOQUE
this 8th day of APRIL, 20 25.

Lynsey Zufelt
Signature of a Commissioner, etc
Commissioner

Tahana Helbik
Signature of Applicant

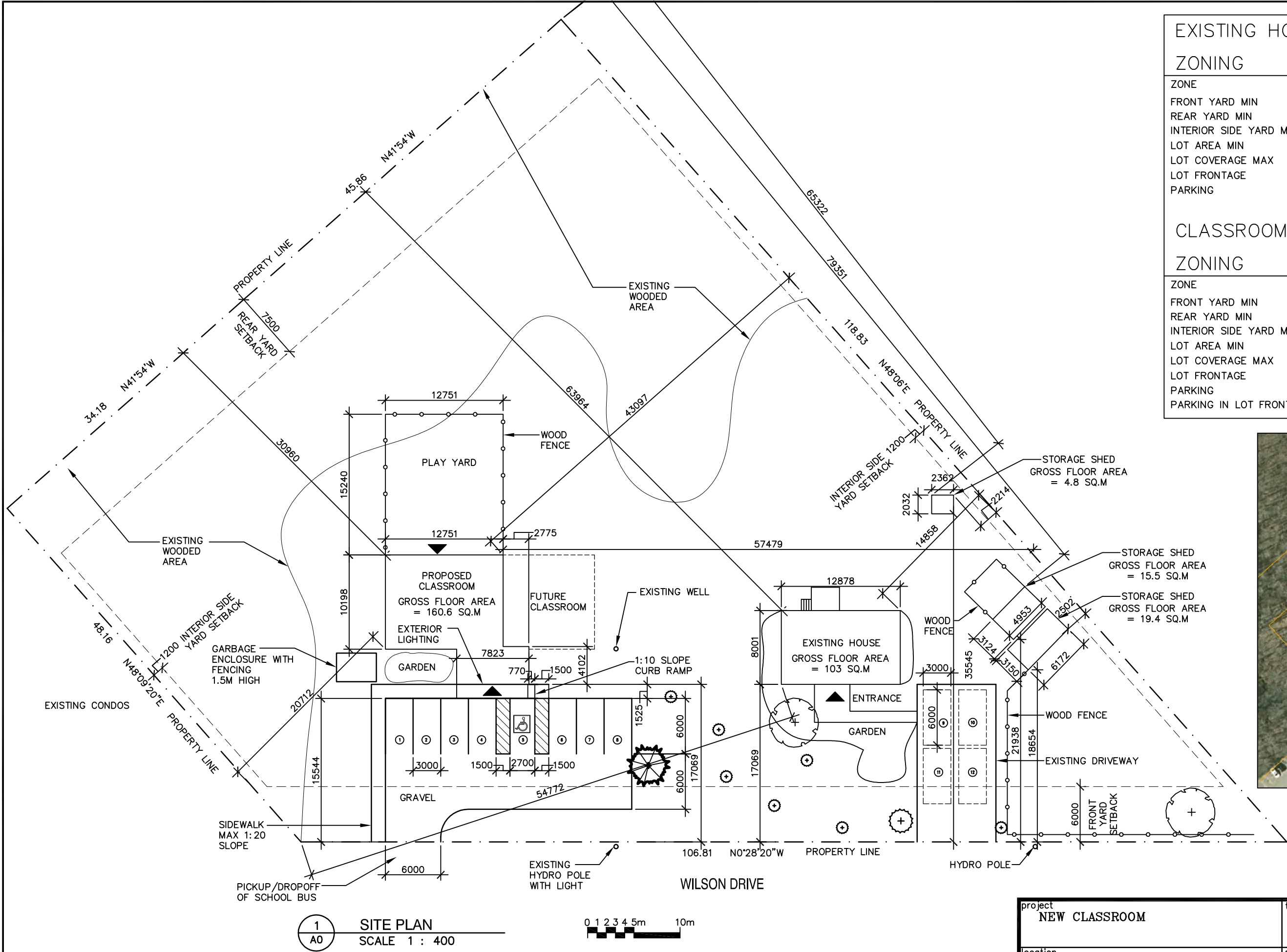
Town of Gananoque
Lynsey Zufelt, Deputy Clerk

Office Use Only:

Roll No:

Office Use Only:		Roll No: 081400001505900
Official Plan Designation: Residential	Development Permit Designation: Residential	Other:
Access (Entrance Permits etc):	Water and Sewer Hookup (Permits etc):	Other:
Other Concurrent Applications: <input type="checkbox"/> Cash-in-Lieu of Parking	<input type="checkbox"/> condo Approval <input type="checkbox"/> Consent/Severance	<input type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Subdivision Approval
Date Application Received: April 29, 2025	Date Application Deemed Complete: April 30, 25	Fees Received: Fees Received \$700

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



EXISTING HOUSE			
ZONING	REQUIRED	EXISTING	PROVIDED
ZONE	RESIDENTIAL	RESIDENTIAL	RESIDENTIAL
FRONT YARD MIN	6M	17.1M	N/A
REAR YARD MIN	7.5M	63.9M	N/A
INTERIOR SIDE YARD MIN	1.2M	14.8M	N/A
LOT AREA MIN	464M2	6686M2	N/A
LOT COVERAGE MAX	35%	2%	N/A
LOT FRONTAGE	15M	106.8M	N/A
PARKING	2	4	N/A

CLASSROOM			
ZONING	REQUIRED	EXISTING	PROVIDED
ZONE	RESIDENTIAL	RESIDENTIAL	RESIDENTIAL
FRONT YARD MIN	6M	N/A	17.1M
REAR YARD MIN	7.5M	N/A	31M
INTERIOR SIDE YARD MIN	1.2M	N/A	20.7M
LOT AREA MIN	464M2	N/A	6686M2
LOT COVERAGE MAX	35%	2.1%	4%
LOT FRONTAGE	15M	N/A	106.8M
PARKING	12 SPACES	N/A	12 SPACES
PARKING IN LOT FRONTAGE 50%MAX			27%

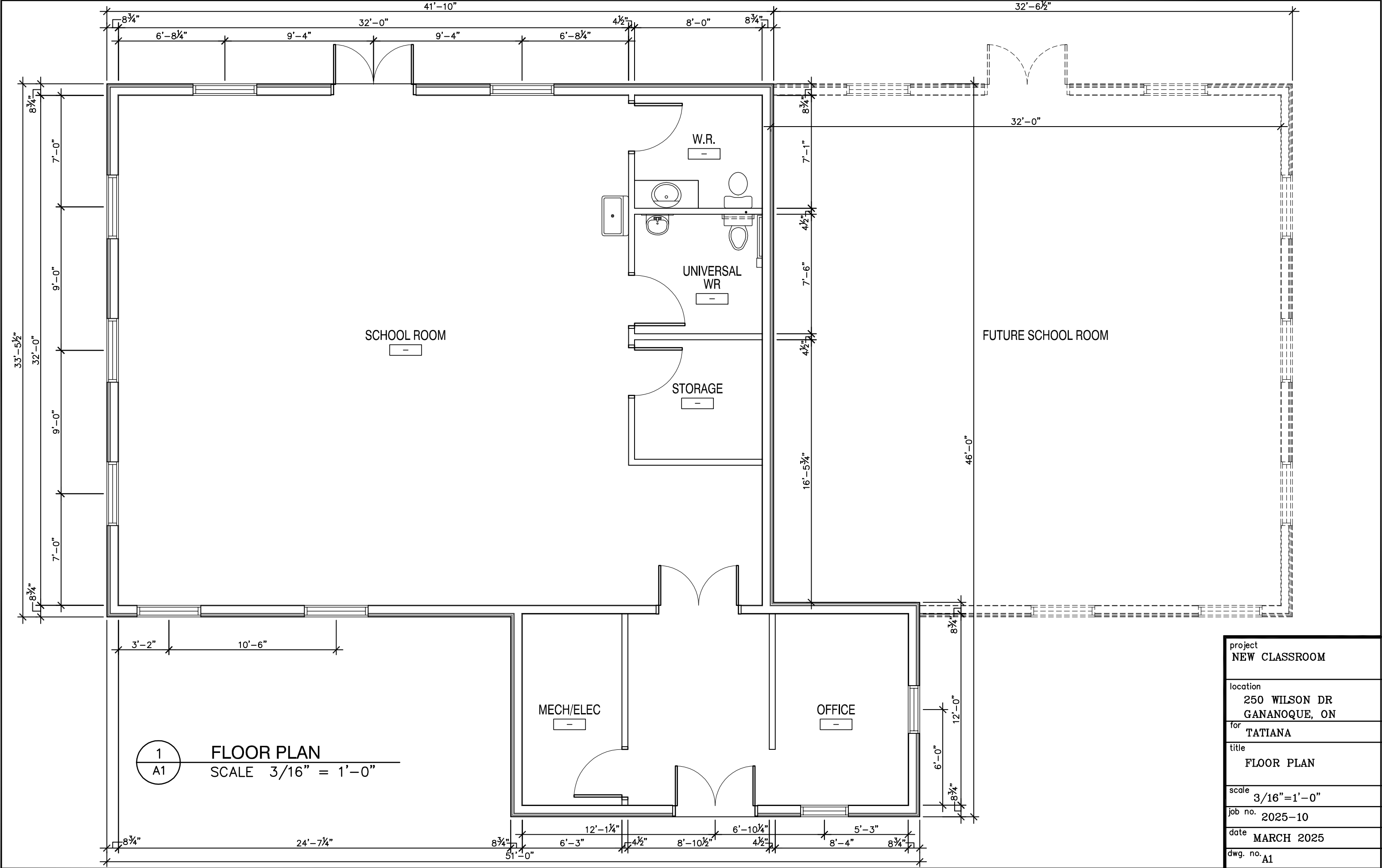


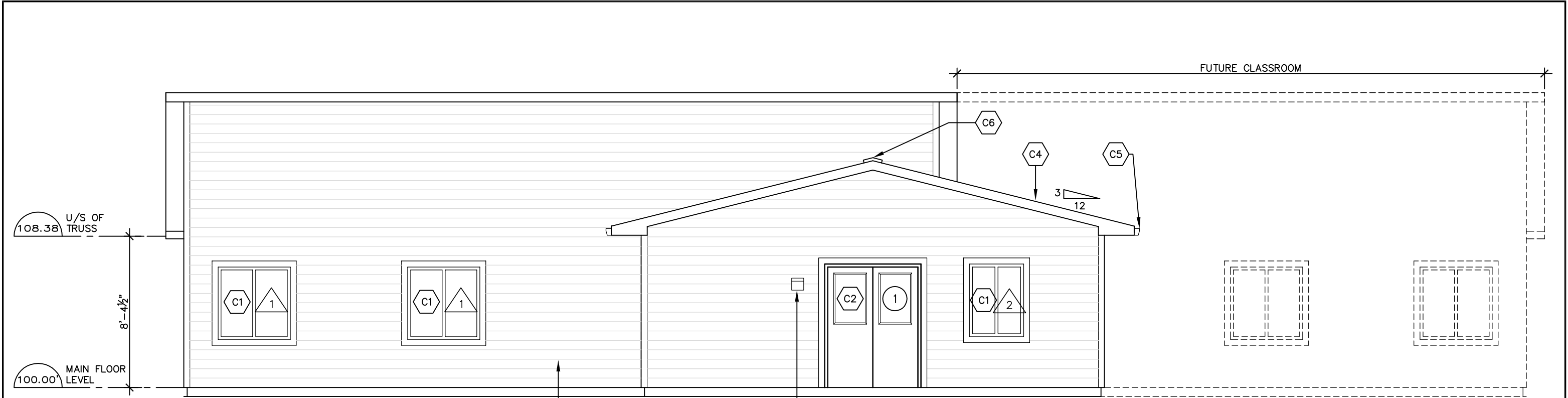
2 KEY PLAN
A0 SCALE NTS

1 SITE PLAN
A0 SCALE 1 : 400



project NEW CLASSROOM	title SITE PLAN		
location 250 WILSON DR, GANANOQUE, ON	scale AS SHOWN	job no. 2025-10	
for T A T I A N A	date MAR 2025	dwg. no.	

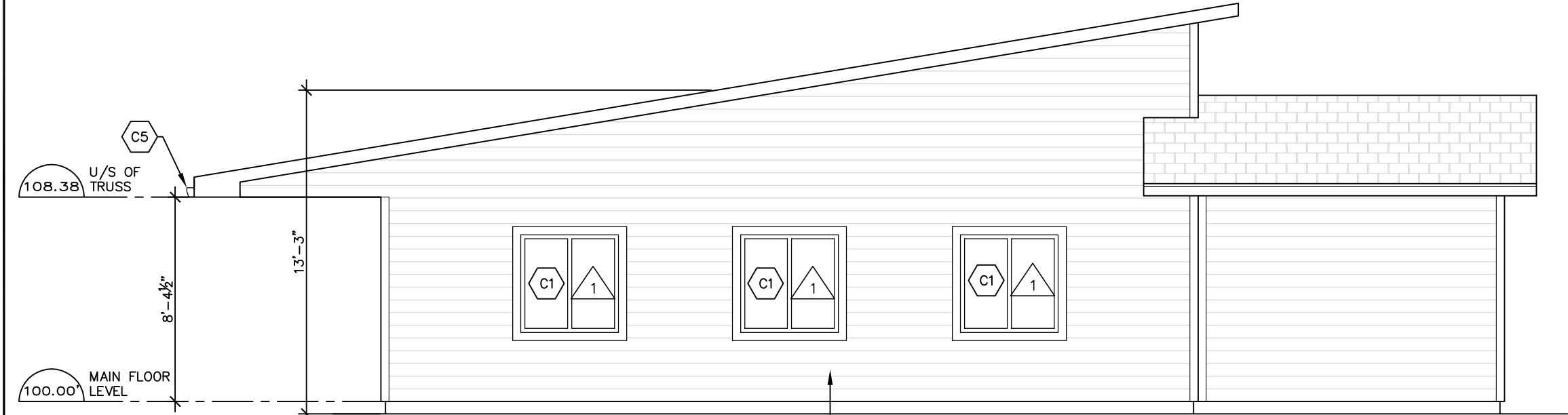




1 EAST ELEVATION
A2 SCALE 3/16" = 1'-0"

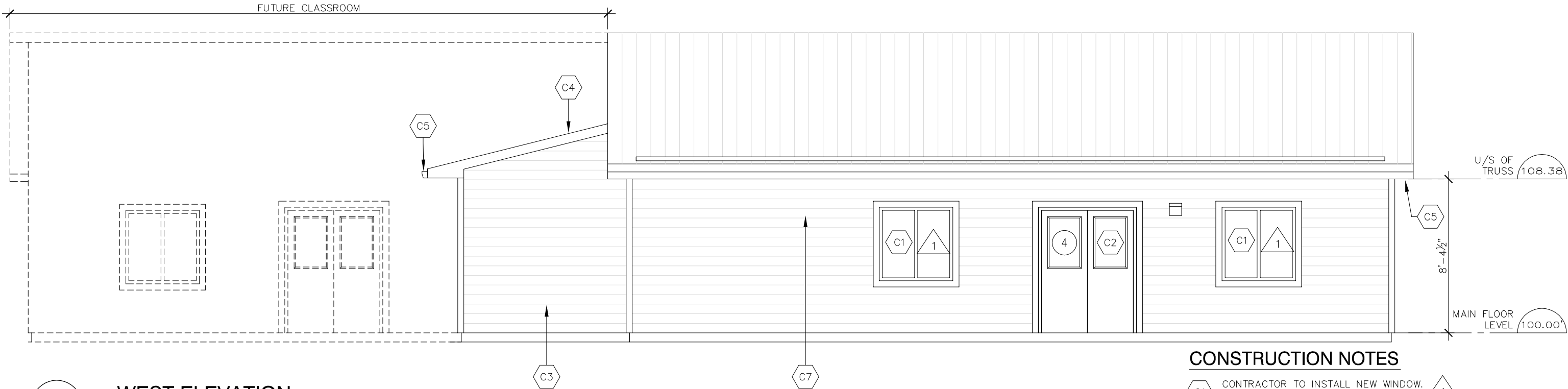
CONSTRUCTION NOTES

- C1 CONTRACTOR TO INSTALL NEW WINDOW. REFER WINDOW SCHEDULE
- C2 NEW DOOR FRAME AND HARDWARE INDICATED BY SYMBOL. REFER DOOR SCHEDULE
- C3 VINYL EXTERIOR SIDING. TYPE & COLOUR TO BE SELECTED BY CLIENT
- C4 METAL ROOF TO BE SELECTED BY OWNER. COLOUR BLACK
- C5 PRE-FINISHED ALUM EAVESTROUGHING & DOWNSPOUTS
- C6 CONTINUOUS RIDGE VENT
- C7 EXTERIOR LIGHT FIXTURE TO BE SELECTED BY OWNER



2 SOUTH ELEVATION
A2 SCALE 3/16" = 1'-0"

project	NEW CLASSROOM
location	250 WILSON DR GANANOQUE, ON
for	TATIANA
title	ELEVATIONS
scale	3/16"=1'-0"
job no.	2025-10
date	MARCH 2025
dwg. no.	A2




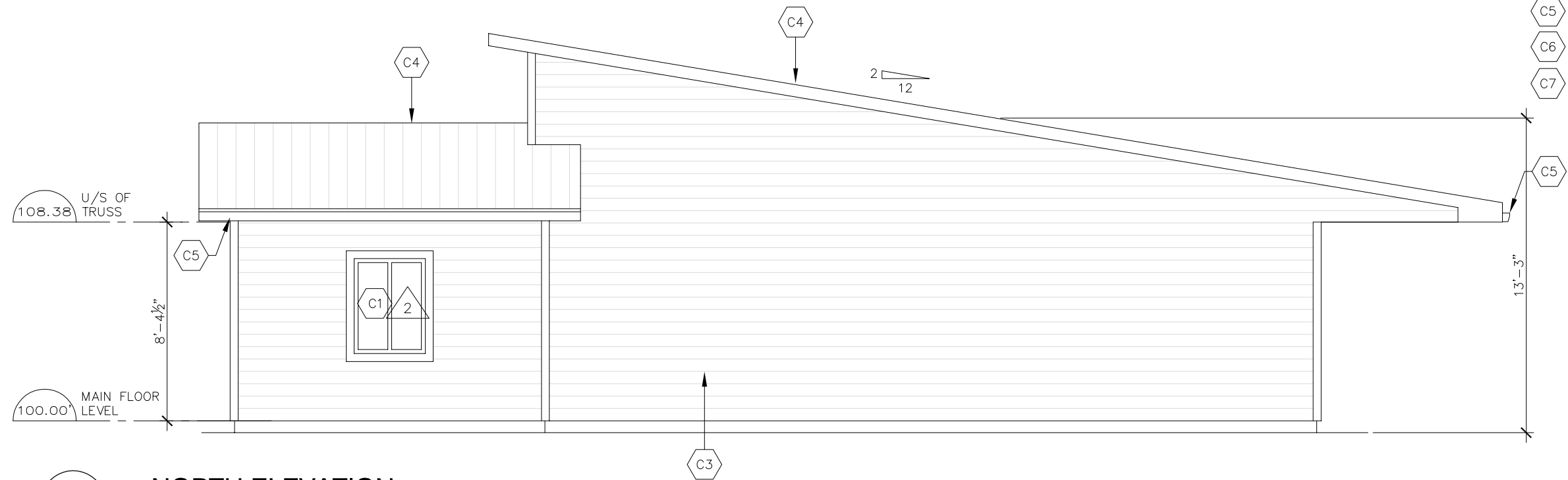
1
A3

WEST ELEVATION

SCALE 3/16" = 1'-0"

CONSTRUCTION NOTES

- C1 CONTRACTOR TO INSTALL NEW WINDOW. REFER WINDOW SCHEDULE
- C2 NEW DOOR FRAME AND HARDWARE INDICATED BY  SYMBOL. REFER DOOR SCHEDULE
- C3 VINYL EXTERIOR SIDING. TYPE & COLOUR TO BE SELECTED BY CLIENT
- C4 METAL ROOF TO BE SELECTED BY OWNER. COLOUR BLACK
- C5 PRE-FINISHED ALUM EAVESTROUGHING & DOWNSPOUTS
- C6 CONTINUOUS RIDGE VENT
- C7 EXTERIOR LIGHT FIXTURE TO BE SELECTED BY OWNER



2
A3

NORTH ELEVATION

SCALE 3/16" = 1'-0"

project	NEW CLASSROOM
location	250 WILSON DR GANANOQUE, ON
for	TATIANA
title	ELEVATIONS
scale	3/16"=1'-0'
job no.	2025-10
date	MARCH 2025
dwg. no.	A3