

**\*\*AMENDED\*\***

**REGULAR COUNCIL MEETING AGENDA**  
**Held on Tuesday, June 3, 2025, at 5:00 PM**  
**In-Person – Town Hall Council Chambers 2<sup>nd</sup> Floor**

**Teleconference Toll Free Number – 1-833-311-4101 Access**  
**Code: 2868 840 8764**

**Video Conference Link: [Click Here](#)**  
**Access Code: 2868 840 8764**

<b>1.</b>	<b>Call Meeting to Order</b>
<b>2.</b>	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof</b>
<b>3.</b>	<b>Canadian National Anthem</b>
<b>4.</b>	<b>Land Acknowledgement Statement</b>
<b>5.</b>	<b>Public Question/Comment</b> (Only Addressing Motion(s) or Reports on the Agenda)
<b>6.</b>	<b>Disclosure Additional Items</b>
<b>7.</b>	<b>Public Meetings</b>
	1. Proposed Class III Development Permit (DP2025-07) – 250 Wilson Drive – Holbik – Relocate the building to the south side of the dwelling for before and after school and summer programs (+Report Council-PD-2025-08)
	2. Proposed Class III Development Permit (DP2025-08) – 90 King Street East – 197258 Ontario Ltd. – Permit One (1) Short-Term Accommodation in the Upper Storey of the Existing Commercial Building (+Report Council-PD-2025-09)
<b>8.</b>	<b>Delegations – None</b>
<b>9.</b>	<b>Presentations/Awards/Deputations – None</b>
<b>10.</b>	<b>Mayor's Declarations – None</b>
<b>11.</b>	<b>Unfinished Business</b>
	<b>David Armstrong, Manager of Public Works</b>
	Council-RDS-2025-06 – Award of Contract – King Street Pedestrian Bridge Removal

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

	<b>Jeff Johnston, Manager of Parks and Recreation</b>
	Council-REC-2025-10 – Invasive Species Clean-Up – Rotary Club of Gananoque
<b>12.</b>	<b>Consent Agenda</b>
	1. Motion #25-073 – Approval of Minutes – Tuesday, May 20, 2025
	2. By-law No. 2025-050 – Amend General Fees & Rates By-law No. 2025-015 – Disposal Site Fees, Schedule ‘I’
<b>13.</b>	<b>Staff Reports</b>
	<b>Amanda Trafford, Economic Development and Communications Officer</b>
	Council-ED-2025-01 – Memorandum of Understanding (MOU) – Two Sisters Sup Inc. – Operate a Paddle Board Rental and Tour Company
	<b>Andrew Dickson, Fire Chief</b>
	Council-FIRE-2025-04 – Firehouse Subs Public Safety Foundation of Canada Grant – Funding Agreement
	<b>David Armstrong, Manager of Public Works</b>
	Council-RDS-2025-07 – Award of Contract – Design for Stormwater Maintenance and Repairs
	Council-UTIL-2025-07 – Backflow Prevention By-law Update
	Council-UTIL-2025-08 – 2025 First (1 <sup>st</sup> ) Quarter Water & Wastewater Reports
	<b>John Morrison, Treasurer</b>
	Council-FIN-2025-14 – Community Grants Program
	<b>Brenda Guy, Manager of Planning and Development</b>
	Council-PD-2025-07 – Civic Address Road Name Change Right-of-Way (Private) – Carmel Lane
	Council-PD-2025-10 – Amend Mobile Canteen By-law No. 2015-012 – Schedule ‘B’
<b>14.</b>	<b>Motions</b> (Council Direction to Staff) – None
<b>15.</b>	<b>Correspondence</b>
	1. Angela Hoyt – Integrity Commissioner’s Report
	2. First People’s Performing Arts – Little Shoes Memorial – Request to Council
	3. Township of the Archipelago – Bill 5 – Protect Ontario by Unleashing our <i>Economy Act</i>
	4. United Counties of Leeds & Grenville – Media Release – Celebrate Paramedic Service Week
	5. Ministry of Emergency Preparedness and Response – <i>Emergency Management Modernization Act</i>

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<b>16.</b>	<b>Notice Required Under the Notice By-law – None</b>
<b>17.</b>	<b>Committee Updates</b> (Council Reps)
<b>18.</b>	<b>Discussion of Additional Items</b>
<b>19.</b>	<b>Questions from the Media</b>
<b>20.</b>	<b>Confirmation By-law</b>
	By-law No. 2025-049 – Confirm the proceedings of Council for the meeting held on Tuesday, June 3, 2025
<b>21.</b>	<b>Next Meeting – Regular Council – Tuesday, June 17, 2025 at 5:00 PM</b>
<b>22.</b>	<b>Adjournment</b>

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

### **Land Acknowledgement Statement**

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

We are grateful for the opportunity to gather here.

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



## NOTICE OF MEETING Proposed Class III Development Permit

**TAKE NOTICE** that the Planning Advisory Committee/Committee of Adjustment for the Town of Gananoque will hold a Meeting on **TUESDAY, 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](mailto:assistantplanner@gananoque.ca) or by calling Trudy Gravel 613-382-2149 ext. 1129. If you wish to provide comment or input you may do so at the public meeting or in writing prior to the meeting.

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



**DATED** this 2<sup>nd</sup> day of **MAY 2025**

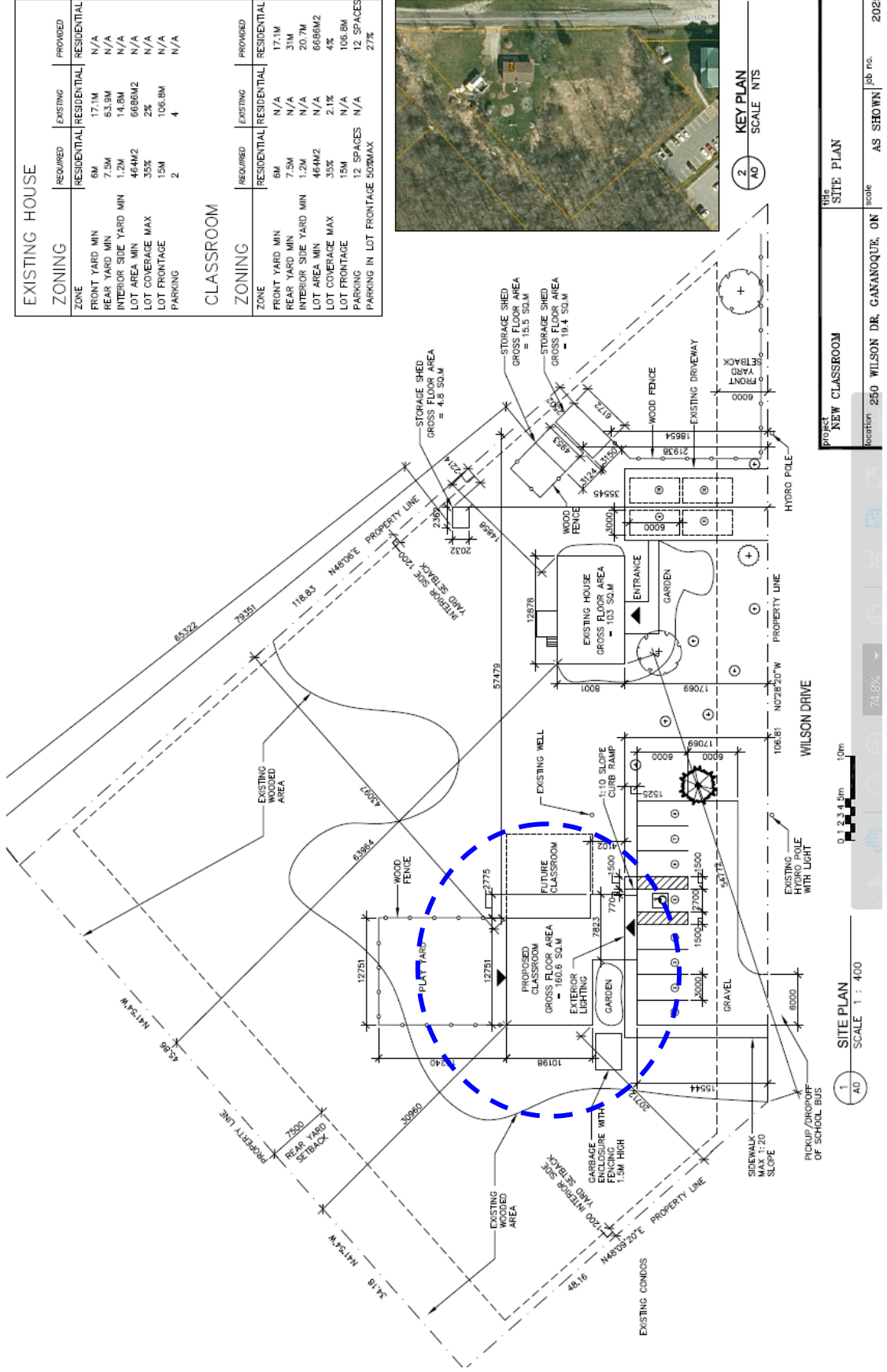
Brenda Guy  
Manager of Planning and Development  
[bguy@gananoque.ca](mailto:bguy@gananoque.ca)  
613-382-2149 ext. 1126

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 <sup>2</sup>	6686M <sup>2</sup>	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 <sup>2</sup>	N/A	6686M <sup>2</sup>
LOT COVERAGE MAX	35%	21%	4%
LOT FRONTAGE	15M	N/A	106.8M
PARKING	12 SPACES	N/A	12 SPACES
PARKING IN LOT FRONTAGE	508MAX		27%



KEY PLAN  
SCALE NTS

0 1 2 3 4 5m 10m

SITE PLAN  
SCALE 1 : 400

Project	NEW CLASSROOM	Title	SITE PLAN
Location	250 WILSON DR, GANANOQUE, ON	Scale	AS SHOWN
Job no.	2025-10		



## Council Report – DP-2025-08

**Date:** June 3, 2025 ☐ **IN CAMERA**

**Subject:** Class III Development Permit (DP2025-07) – 250 Wilson Drive – Holbik

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

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### RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PROVIDES THAT THEY HAVE NO OBJECTION TO THE REQUEST FOR RELIEF OF THE SIZE OF THE ACCESSORY BUILDING (MAX 1,723 SQ.FT) AND MAXIMUM OF 30 CHILDREN UNDER APPLICATION DP2025-07 (HOLBIK) AT 250 WILSON DRIVE FOR A PRIVATE SCHOOL IN AN ACCESSORY BUILDING, PROVIDED ALL NECESSARY REQUIREMENTS ARE MET BY THE MINISTRY OF EDUCATION AND ONTARIO BUILDING CODE AND PROVIDED;

- A FINAL, SCALED SITE PLAN BE PROVIDED FOR INCORPORATION INTO A DEVELOPMENT PERMIT AGREEMENT TO INCLUDE AN INCREASE TO THE FRONT YARD SETBACK FOR THE ACCESSORY BUILDING, DEPRESSED CURBING IN THE AREA OF THE ACCESSIBLE PARKING SPACE, RELOCATE GARBAGE ENCLOSURE TO THE SIDE OR REAR YARD AND EXTERIOR VINYL OF THE BUILDING COMPLEMENT THE EXISTING DWELLING;
- THE OWNER ENTER INTO A DEVELOPMENT PERMIT AGREEMENT WITHIN ONE YEAR OF THE NOTICE OF DECISION OR THE APPROVAL MAY LAPSE; AND
- ALL COSTS ASSOCIATED WITH FULFILLING THE CONDITIONS OF THIS DECISION ARE BORNE BY THE OWNER.

AS RECOMMENDED BY THE PLANNING ADVISORY COMMITTEE (PAC) AND AS PRESENTED IN COUNCIL REPORT-DP-2025-08.

### STRATEGIC PLAN COMMENTS:

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

**BACKGROUND:**

The owner of the property at 250 Wilson Street was previously approved in 2024 for a day nursery to provide before and after school care under the home occupation provisions. The approval included a new accessory structure on the north side of the property.

The Owner has returned to amend the approved DP2024-10 to relocate the building from the approved north side of the property to the south side, to accommodate an increase in the number children to 30, provide a fenced in play area and parking lot.

Refer to Planning Report meeting date of May 27, 2025 attached for complete background and review of the application before Council.

**INFORMATION/DISCUSSION:**

At the meeting of May 27, 2025 Planning Advisory Committee (PAC) considered the application.

Planning Advisory Committee members reviewed the application with queries regarding the sidewalk from the drop-off/pick-up location into the building, maintaining of gravel parking lot and the private well and septic system services.

Overall the Committee was in favour of the application.

The motion by PAC to Council was tabled and approved as follows:

**PAC-COA-PSC Motion #2025-13**

**Moved By:** Anne-Marie Koiner

**Seconded By:** Lynda Garrah

THAT PLANNING ADVISORY COMMITTEE have no objection to the request for relief of the size of the accessory building (max 1,723 sq.ft) and maximum of 30 children under application DP2025-07 (Holbik) at 250 Wilson Drive for a private school in an accessory building, provided all necessary requirements are met by the Ministry of Education and Ontario Building Code and provided;

- A final, scaled site plan be provided for incorporation into a Development Permit Agreement to include an increase to the front yard setback for the accessory building, depressed curbing in the area of the accessible parking space, relocate garbage enclosure to the side or rear yard and exterior vinyl of the building complement the existing dwelling;
- The Owner enter into a Development Permit Agreement within one year of the Notice of Decision or the approval may lapse; and
- All costs associated with fulfilling the conditions of this decision are borne by the Owner.

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

**APPLICABLE POLICY/LEGISLATION:**

*Planning Act*, Provincial Policy Statement, Official Plan

**FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:**

n/a

**CONSULTATIONS:**

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

**ATTACHMENTS:**

Attachment 1 – Planning Report to PAC, Application and Drawings

<b>APPROVAL</b>	<div data-bbox="305 1520 1052 1570"><hr/>Brenda Guy, Manager of Planning and Development</div> <div data-bbox="305 1646 1421 1772"><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 Municipal Act and regulations.</div> <div data-bbox="305 1835 607 1877"><hr/>Melanie Kirkby, CAO</div>
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## PLANNING REPORT

TO: PLANNING ADVISORY COMMITTEE

FROM: PLANNING AND DEVELOPMENT

MEETING DATE: TUESDAY, MAY 27, 2025

SUBJECT: DP2025-07 – 250 WILSON DRIVE (HOLBIK)  
CLASS III DEVELOPMENT PERMIT

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### **Background:**

Property: 250 WILSON DRIVE

Legal Description: CON 1 PT LOT 15 FORM LEEDS; PLAN 86 GAN R ES

Official Plan: RESIDENTIAL

Development Permit: RESIDENTIAL

Lot Coverage: 10% MAXIMUM FOR AN ACCESSORY BUILDING  
(RESIDENTIAL DESIGNATION)

### **Purpose and Effect:**

The amendment to Development Permit (DP2024-10) includes the proposed use of a new accessory structure (referred to classroom) for before and after school and summer programming regulated by the Ministry of Education. The classroom is to be relocated from the previously approved location at the north side of the dwelling to the south side of the property. The intent will provide additional space for the number of children with a fenced-in play area.

The Owner is seeking to amend the previously approved Development Permit (DP2024-10) for a day nursery permissible under the Home Occupations definition which originally operated within a single family dwelling. The Development Permit approved the site for a day nursery as a home occupation including relief of the maximum 25% allowable area for a home occupation in a classroom and permitted the owner to exceed the number of pupils to 15. The decision was additionally based on any Provincial requirements/approvals that the owner may have to obtain in terms of the day nursery. The requirement to fulfill the conditions on this Development Permit is within the year of approval, therefore, this is considered an amendment.

### **Background:**

The property of 250 Wilson Drive is located across from 600 King Street East (Lou Jeffries, Gananoque and TLTI Recreational Centre) and adjacent employment lands to



the north and west. Two existing residential condo apartment buildings are located south of the property on Garden Street.

The property contains an existing single storey detached dwelling on an irregular shaped lot consisting of approximately 0.64ha (1.6ac) with a frontage of 106.2ft (32.4m) and depth of 118.9ft (36.2m). There are three existing sheds on the property to the north of the existing dwelling.



Front view of 250 Wilson Dr. where the classroom is to be located and front of the existing dwelling

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

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

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

6. Planning authorities should support the achievement of *complete communities* by:
- a) accommodating an appropriate range and mix of land uses, *housing options*, transportation options with *multimodal* access, employment, *public service facilities* and other institutional uses ...

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

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

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

#### ***2.8 Employment***

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

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

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

and may take different shapes and forms appropriate to their contexts to meet the diverse needs of their populations.

The proposal is in keeping with the residential policies of the Provincial Policy Statement. The use of the accessory building for a private school will be located within the settlement area and provides a necessary service to the residents for daily living.

**OFFICIAL PLAN:**

The subject property is designated Residential within the Official Plan.

**Goals and Objectives (3.2.1)**

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

The application is consistent with the following objectives of the Residential designation:

- Permit a range of activities in residential areas including home-based businesses, local commercial, bed and breakfast, Heritage Tourist Inn and group homes, church, schools, community facilities and open space;

**3.2.2.3 Non-residential Uses**

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

**Compatibility (3.2.2.4)**

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

**3.2.2.6 Servicing**

Consideration may be given to permitting alternative servicing for specific properties, but only in isolated cases where full municipal services cannot be extended due to technical or economic obstacles of extending services.

**Access (3.2.2.9)**

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



### **Infrastructure (Section 4.1.1)**

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

### **Development Criteria (5.4.4)**

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

- The provision of safe access onto or from a local or Town road
- Adequate access to, and provision of off-street parking,
- Access and maneuvering of emergency vehicles to public and private properties,
- Adequate grade drainage or storm water management and erosion control,
- The preservation and protection, whenever possible, of street trees, street tree canopies and the urban forest, and
- Safety and Security (including lighting, site orientation, and lines of sight).

#### **COMMENT:**

The review of the Official Plan was undertaken under the previous approval of DP2024-10 and the use itself is similar but under the Ministry of Education for a private school as opposed to the Day Nursery Act for a day nursery which are similar and permitted in the residential designation.

The proposed use is consistent with the overall intent, goals and objectives of the Residential designation of the Official Plan as it is considered a school which is permitted within the residential designation.

The Development Permit will address the site specific requirements.

#### **DEVELOPMENT PERMIT:**

The subject property is designated Residential within the Development Permit By-law. The Residential designation provides for various residential uses as well as Home Based Businesses. A private school is identified as a discretionary use.

### **Discretionary Uses – 5.4.3**

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

### **Design Criteria (5.4.4)**

The following design criteria shall be applied in the review of the development permit and building permit applications in the Residential designation.

Design compatibility within the By-law include:

- New buildings and entrances should be orientated to the street and are encouraged to have architectural interest to contribute to the esthetics and visual appeal of the community
- Match setback, footprint, size and massing patterns of the neighbourhood, particularly to the immediately adjacent neighbours

- Setbacks of new development should be consistent with adjacent buildings
- The use of architectural elements such as roof shapes and design elements should be in keeping and complementary to existing and surrounding buildings, traditional patterns and neighbourhood
- The use of materials and colours that are representative of the texture, character and palette of the community/neighbourhood is strongly encouraged.

**COMMENT:**

The application is a cross-over of a home occupation as there is a residence on the subject property and the use in an accessory building. In addition a school is a permitted use. Therefore, Staff have reviewed the application considering both home occupations and a private school. Typically a residential dwelling is not on the lands of a school. The requirements for operating a private school are regulated by the Ministry of Education.

The proposed 160.6m<sup>2</sup> classroom and existing dwelling are setback 17.1m from the front property line. Staff recommend that the applicant increase the front yard setback for the proposed classroom to ensure compliance with the By-law.

The owner intends to utilize the new building for classroom assembly with washrooms, office, mechanical electrical room and storage room. A fenced play yard will be located to the rear of the building which will be gated for access. Three existing sheds, north of the existing dwelling, will remain on site. A future classroom is identified on the Site Plan drawing, however, there is no indication on a timeframe. It would be subject to an amending application.

The elevation drawings indicate that the building will have a metal roof and that the owner will be selecting the colour of the vinyl exterior of the building. Staff recommend that the vinyl exterior of the building be complementary to the single family dwelling.

### **3.0 General Provisions Accessory Buildings, Structures and Uses (3.1)**

Section 3.1 of the By-law provides the following provisions related to accessory buildings. Below is a summary of the provisions:

<b>By-Law Provision</b>	<b>Proposal/Comment</b>
All accessory uses, buildings, to a permitted principal use shall be located on the same lot, designation as the principal use.	To be used for space for a private school for before/after school and summer programs.
The use of any accessory building for human habitation is not permitted except where specifically listed as a permitted use or the building or part thereof is a permitted ARU under Section 3.40.	n/a
No accessory buildings and uses shall be located closer to the front lot line, exterior side lot line or main structure of the designation.	56.1ft (17.1m) from the front property line (Staff recommend increased setback to ensure compliance) SFD is 56.1 ft (17.1m)
Accessory buildings and uses abutting a laneway should also refer to S 3.18.	n/a

Except where specified otherwise, no accessory buildings, structures and uses shall be located closer than 1m (3.2 ft) to any interior side lot line, rear lot line or the main building.	67.9 ft (20.7m) interior side yard 101.7 ft (31m) rear yard 65+ft (20+m) main building
Accessory uses shall not cover more than 10% in any residential designation.	2.4% of the lot
Maximum gross floor area of any accessory building may not exceed 100m <sup>2</sup> (1,076ft <sup>2</sup> ) in a residential designation.	1,722.76ft <sup>2</sup> (160.6m <sup>2</sup> ), exceeds the maximum permitted 100 m <sup>2</sup> . <b>Relief is required for the addition of 60.6m<sup>2</sup></b>
The maximum height of accessory buildings shall be 4.5m (14.8ft) or 7.5m (24.6ft) in any non-residential designation unless specifically stated otherwise	4.1m

### Home Occupations (3.22)

Section 3.22 of the By-law provides the following provisions related to home occupation in a residential designation. Below is a summary of the provisions.

By-Law Provision	Proposal/Comment
Business is conducted by a person(s) residing on the premises.	The owner living on the premises is engaged in the business.
No more than two persons, other than a person(s) residing shall be in the business.	The owner is living in the dwelling and will be engaged in the business.
Not more than 25% of the total floor area of the dwelling shall be used for that purpose.	Accessory building is 160.6m <sup>2</sup> and Floor area of the dwelling is 103m <sup>2</sup> . <b>Relief is required</b>
A home occupation may be located in whole or in part in an accessory building however the total floor area shall not exceed 25% of the total floor area of the dwelling.	The proposed school will be located in the accessory building. <b>Relief is required (64% of floor area)</b>
Where instruction is carried on, no more than 5 pupils are in attendance at one time	Proposing max 30 children. <b>Relief is required for an additional 15 pupils as the previously approved application approved max 15 children.</b>
The activity shall not create or become a nuisance, in particular, in regard to noise, odour, vibration, dust, fumes, traffic or parking outside the property limits	Property is a designated school bus drop-off/pick-up
No mechanical/electrical equipment is used	n/a
One parking space per 20m <sup>2</sup> of floor area used for the home occupation and one parking space per employee	2 parking spaces - existing dwelling 8 parking spaces – classroom 2 parking spaces – employees Total - 12 parking spaces required. Staff have included parking provisions under Section 3.32
No outdoor storage is permitted.	No outdoor storage is proposed.

**Parking and Storage of Vehicles (3.32)** – number of spaces addressed in the above chart

Section 3.32 additionally provides that:

- parking spaces sizes are required in the dimensions of 3m x 6m.
- one (1) barrier-free parking space shall be provided for every 20 standard parking spaces

**COMMENT:**

The application is to amend the original application under DP2024-10 by relocating the proposed accessory building for the purposes of school and increasing the number of children permitted.

The proposal will provide a sidewalk to the classroom from the front of the structure facing Wilson Drive via a 1.5m sidewalk connection from Wilson Drive. The proposed accessibility space will require depressed curbs at the location of the barrier free parking space.

Pick-up and drop-off by the school bus is located at the entrance of the parking area, adjacent the new sidewalk, for the new classroom building.

A garbage enclosure is proposed to be fenced-in and located at the southeast corner of the building. Staff recommend that the garbage enclosure not be located in front of the classroom but either to the side or rear.

The property is serviced by private well and septic with washroom facilities provided in the building and private services extended to the new structure.

Consideration was given to Section 3.23 Illumination: Lighting is provided at Wilson Drive and on the exterior of the building at the front and rear of the structure.

Consideration was given to Section 3.24 Landscaped Open Space:

- The existing wooded area to the south and west sides of the property will provide a natural buffer between the proposed use and existing adjacent uses.
- One tree will be required to be removed in the parking area as part of this proposal and it is recommended that one tree be retained on site.

Relief is also required for the number of pupils in attendance at one time as the owner is seeking to accommodate the maximum number that the Ministry will permit (currently 30 provided a second adult is on site).

***CIRCULATION TO AGENCIES***

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

CAO	
Clerk	

Chief Building Official	<p>A complete review for the purpose of building permit issuance has not yet been conducted.</p> <p>Please note the following requirements:</p> <ol style="list-style-type: none"> <li>1. <b>Building Permit:</b> The proposed construction will require a building permit and must comply with all <b>Applicable Laws</b> in order to be considered ready for permit issuance.</li> <li>2. <b>Notable Applicable Law:</b> Approval must be obtained from the <b>Ministry of Education</b>, and the proposal must comply with <b>Section 14 of Ontario Regulation 137/15 (General)</b> under the <b>Child Care and Early Years Act, 2014 (CCEYA)</b>.</li> <li>3. <b>Occupant Load:</b> Occupant loads must be clearly calculated and included as part of the design and building permit application package.</li> <li>4. <b>Professional Review:</b> In accordance with <b>Division C, Article 1.2.2.1. of the Ontario Building Code</b>, the construction must be reviewed and signed by both a <b>licensed architect</b> and a <b>professional engineer</b>.</li> </ol>
CRCA	CRCA has no concerns/comments
School Boards: CDSBEO/UCDSB	UCDSB have not comments on this file
Utilities: Bell Canada/Canada Post/ Cogeco/Enbridge Gas/ Eastern Ontario Power/Hydro One (OPG)	
EMS: Fire/LG Paramedic/Police	
Public Works, Water/Sewer Utilities	<p>Public Works - Please ensure the installation of tactile walking surface indicators (TWSI's) at the accessible parking stall. Assuming the end of the stall abuts a concrete sidewalk, the TWSI should be installed at this location.</p> <p>Utilities: The application notes water and sewer services are provided by private well and private septic and tile field. In consideration of the Requirement to Connect, as laid out in section 7 of the Waterworks by-law, the application would be subject to further review. There is no water main up this section of Wilson Drive; the closest water and sewer to which this address could practically connect runs along the south side of Talbot to Wilson and around to King East.</p>
St. Lawrence Parks Commission/ MTO/ Health Unit	<p>The South East Health Unit has no objection to DP2025-07 as proposed. One item to note is that there is no indication of a proposed food preparation or service area shown on this proposal. If there is the intention to prepare or serve any food items on site, the applicant is required to notify the Health Unit in advance to ensure compliance with the Food Premises Regulation 562, R.R.O. 1990. Additionally, this may</p>

	impact the required size of the septic system, which is the responsibility of the Town.
Neighbourhood: Posting and 120m Circulation	Comments were received from the adjacent condo building pertaining to dust that occurs on Wilson Drive during the summer months and a request to have the road paved. Public Works were provided with the above comments as calcium will be applied this Spring. There is no budget allocation with regards to paving.

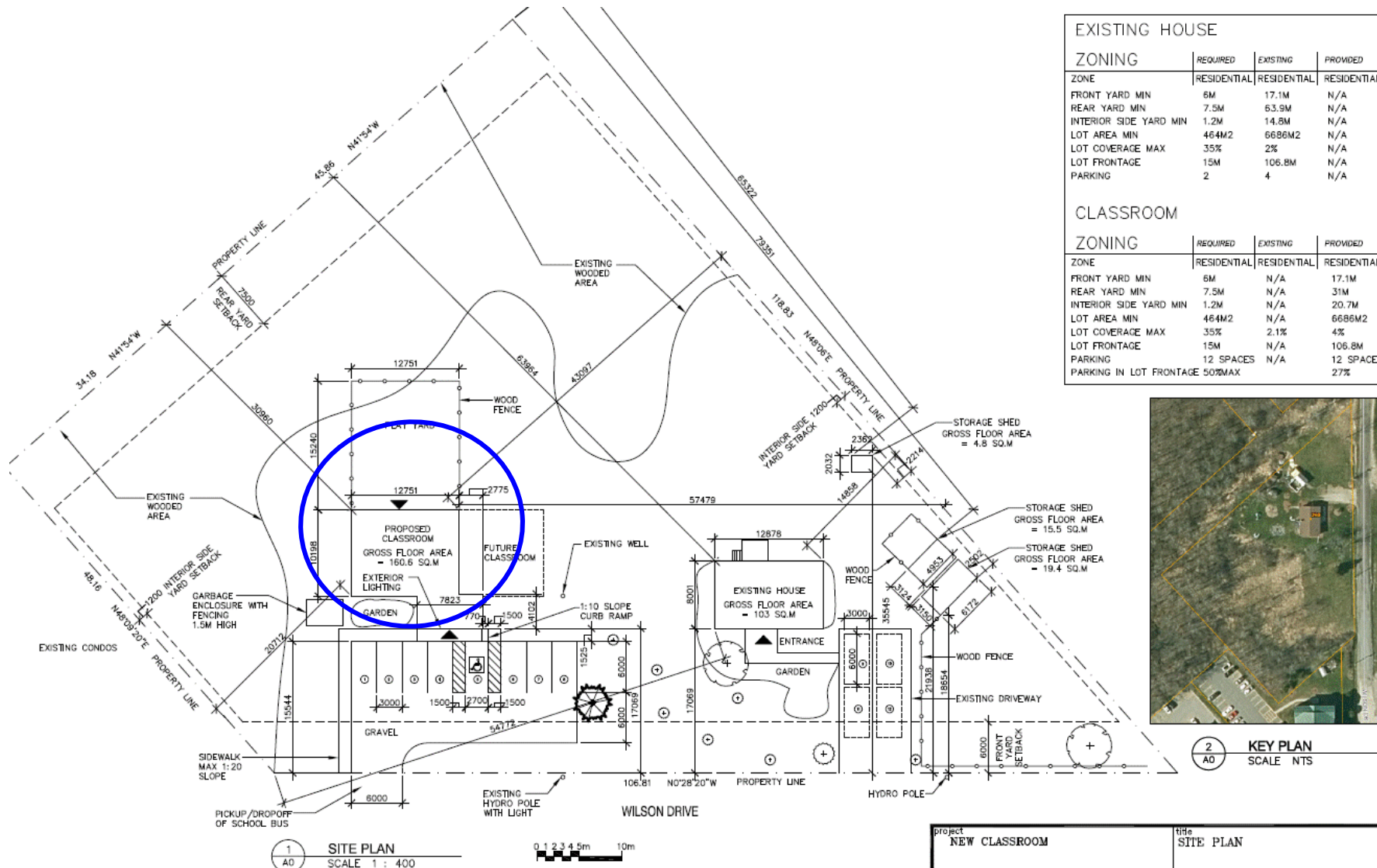
Note: The owner has indicated that she is an AMI Montessori instructor which provides the advantage of operating a certified Montessori approved program. The owner is subject to the requirements of the Ministry of Education.

Note: The applicant has been advised to consult with the Building Department for the requirements as noted in the above. Preliminary comments have been provided to the owner by the Chief Building Official in this regard.

The residential designation permits a home occupation and a private school as a discretionary use. Staff have no objection to the request for relief of the size of the accessory building (max 1,723sq.ft) and maximum of 30 children under application DP2025-07 (Holbik) at 250 Wilson Drive for a private school in an accessory building, provided all necessary requirements are met by the Ministry of Education and Ontario Building Code;

- A final, scaled site plan be provided for incorporation into a Development Permit Agreement to include an increase to the front yard setback, depressed curbing in the area of the accessible parking space, relocate garbage enclosure to side or rear, exterior vinyl of the building complement the existing dwelling;
- The Owner enter into a Development Permit Agreement within one year of the Notice of Decision or the approval may lapse; and
- All costs associated with fulfilling the conditions of this decision are borne by the Owner.

APPROVAL	
	Trudy Gravel, Assistant Planner
	Brenda Guy, Manager of Planning and Development



**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 Shebik</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>
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**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		

<b>Proposed Use(s):</b> New classroom to provide a before and after school program with the Ministry of Education		
Is the <b>Use</b> permitted or permitted subject to criteria as set out in the development permit by-law?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
How has the applicable criteria have been addressed? 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 160.6m<sup>2</sup> and the dwelling is 103m<sup>2</sup> 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 &amp; 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.		

<b>Abutting Land Use(s) – east, west, north, south:</b> East – Entrance Overlay, West - Employment District , North - Employment District, South – Residential
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Is the Development to be phased?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What is the anticipated date of construction?	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

<b>Parking Area:</b>	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	

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

<b>Access*:</b>	<b>Potable Water*:</b>	<b>Sewage Disposal*:</b>	<b>Stormwater*:</b>
<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:			

<b>Water Access</b> (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 _____

<b>EXISTING BUILDINGS:</b>		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	
<b>PROPOSED BUILDINGS:</b>		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:

<b>Office Use Only:</b>		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



## **Summary of Proposed new classroom to provide a before and after school program with the Ministry of Education – 250 Wilson Drive** (T. Holbik indicated that she is not regulated under the Day Nursery Act as the new classroom will be a private school)

The program I have running it is a Montessori Before and After School Program and Summer Camp. We have increased the size of the room/classroom due to the need of care in the area. In the new location, we will have the capacity to offer 27 spots for children and pairing with the Ministry of education, we will be able to offer the \$12 dollar a day subsidy for parents.

Montessori Before and After School Program and Summer Camp. We will be licensed under the Ministry of Education to be able to offer the Canada wide CWELCC system which subsidy the fees for parents.

### **Who can attend**

Children age 4 years and up can attend authorized recreational and skill building programs. If the program is offered on or after September 1, children who are turning 4 years old by the end of the year can attend.

### **Who can provide these programs**

An authorized recreational and skill building program must be operated by one of the following:

- a local service system manager, a municipality, a school board, a First Nation or the Métis Nation of Ontario
- a member of YMCA Canada or by a member of Boys and Girls Club
- an organization delivering Ontario's Before and After School Program funded by the Ministry of Education

### **Hours of operation**

Authorized recreational and skill building programs can operate without a child care licence for up to four consecutive hours, once a day.

### **Authorized recreational and skill building programs**

If a school board enters into an agreement with an authorized recreational and skill building program to deliver a program, these programs must have at least 1 adult on-site that:

- has completed, or is pursuing, a degree or diploma, in child and youth care, recreation and leisure services, or a related field such as social work, psychology, sociology, kinesiology with experience working with children aged 4 to 12

For authorized recreational and skill building programs that are delivering a program on behalf of a school board to meet the duty under the [\*Education Act\*](#), programs must have at least 1 adult that is enrolled in or a graduate of a post-secondary program.

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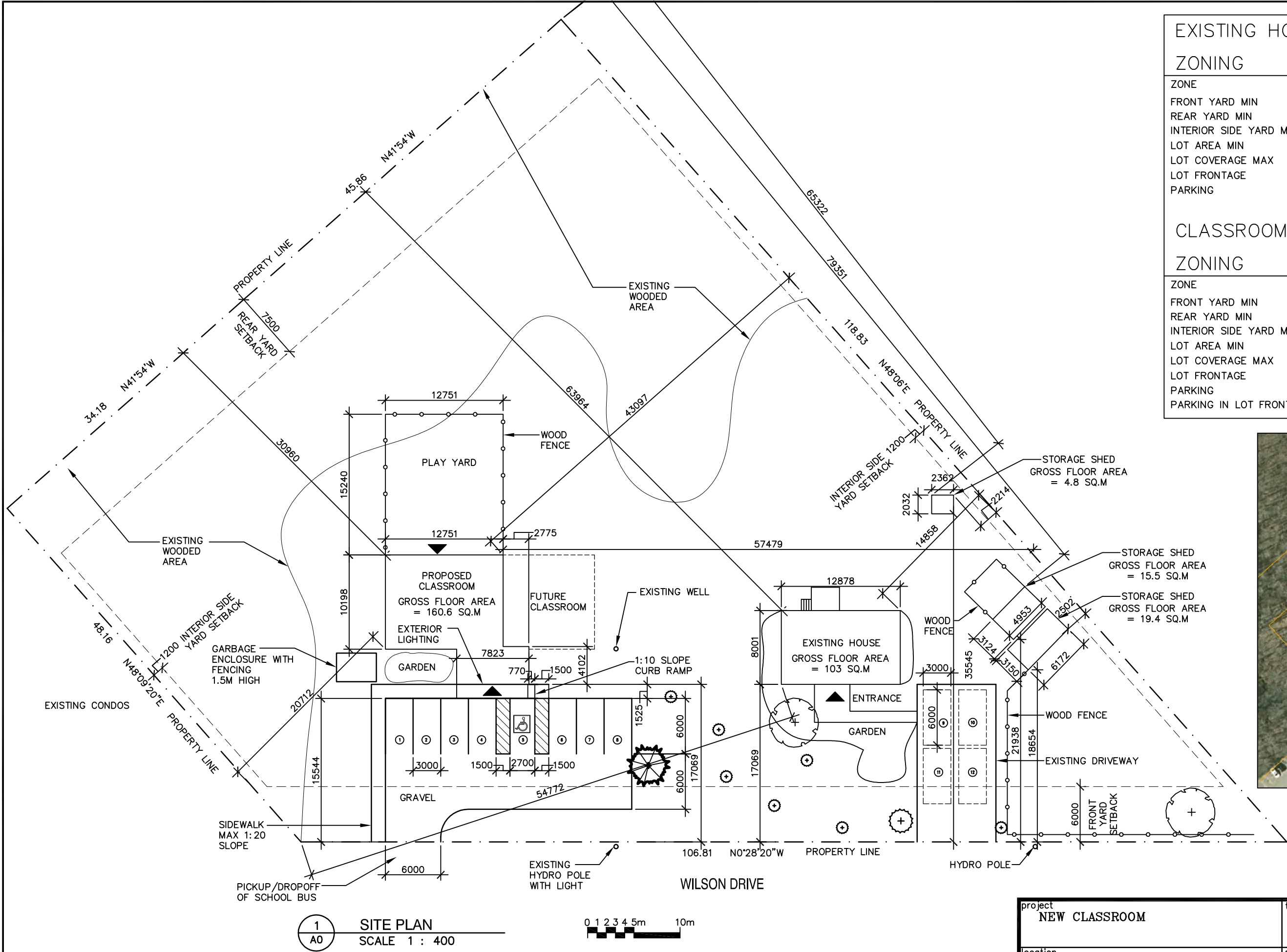
Programming must align with the principles of How does learning happen

Before and after school programming must align with the principles set out under [\*How does learning happen? Ontario's Pedagogy for the Early Years\*](#). This is a professional learning resource guide for adults working with children in a variety of settings, including licensed child care centres, before and after school programs and child and family programs.

[How does learning happen](#) sets out a shared view of children as competent, capable, curious and rich in potential and includes goals for children, expectations for programs and questions for reflection to guide practice. It is organized around four foundations of belonging, well-being, engagement and expression. These foundations apply regardless of age, ability, culture, language, geography, or setting. They are conditions that children naturally seek for themselves.

Before and after school programs can offer programming and activities based on the needs of the community and participants in the program. This must include active play that is developmentally appropriate and can accommodate fitness levels and interests of students in alignment with [How does learning happen](#) principles.

Programs may also provide snacks, academic assistance, arts and cultural activities that promote inclusion, knowledge of other cultures or creative pursuits, and personal health and wellness education (for example, anti-bullying, body image, fostering resilience), among others.



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%

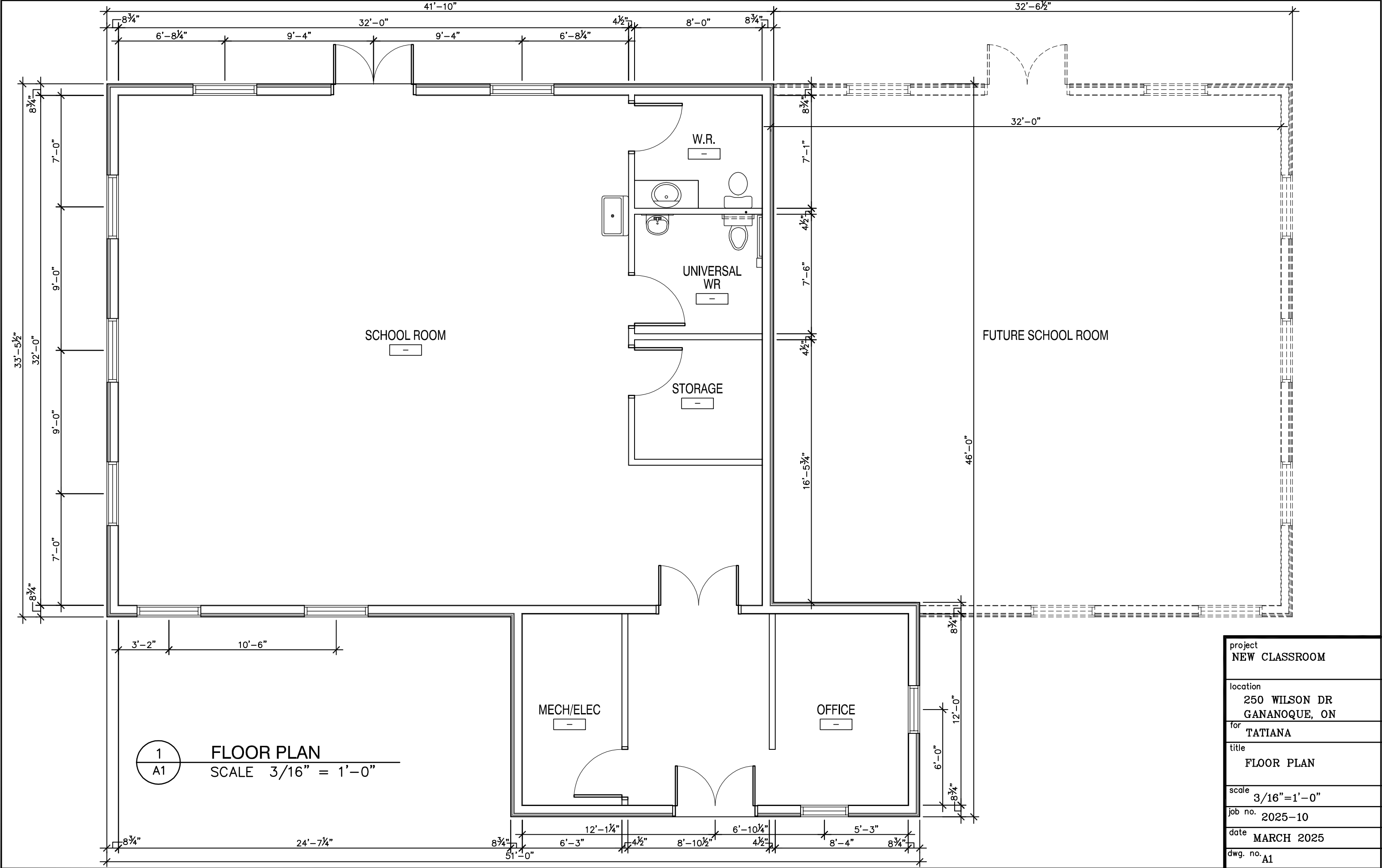


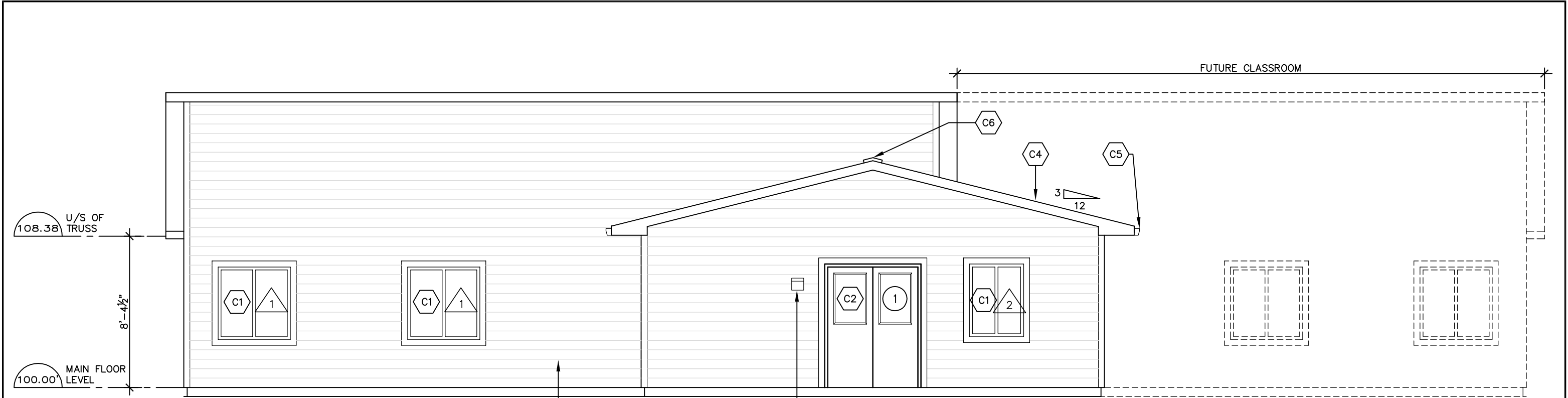
2 KEY PLAN  
A0 SCALE NTS

1 SITE PLAN  
A0 SCALE 1 : 400



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

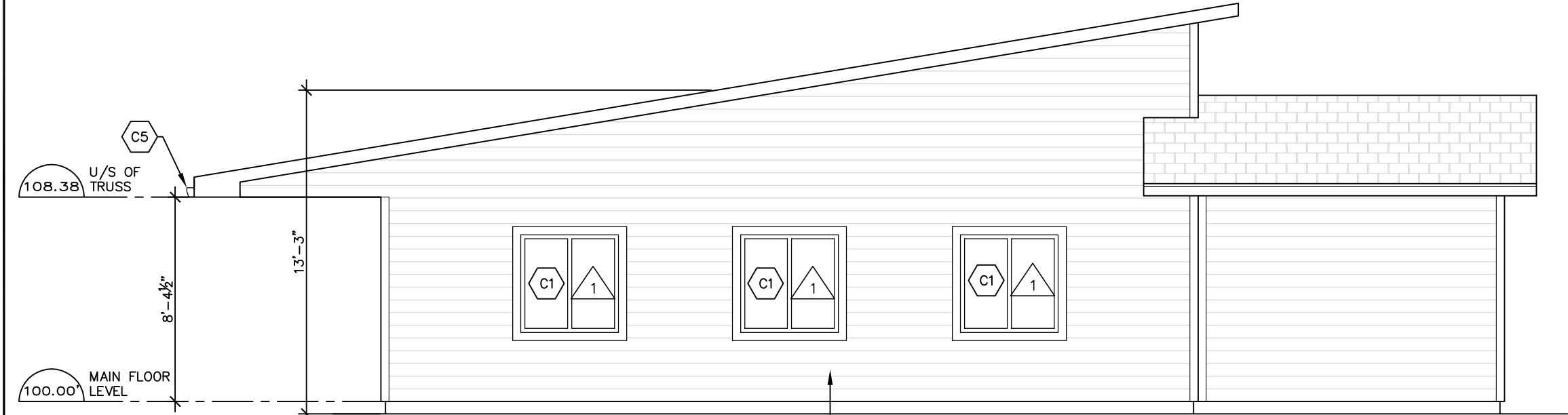




1 EAST ELEVATION  
A2 SCALE 3/16" = 1'-0"

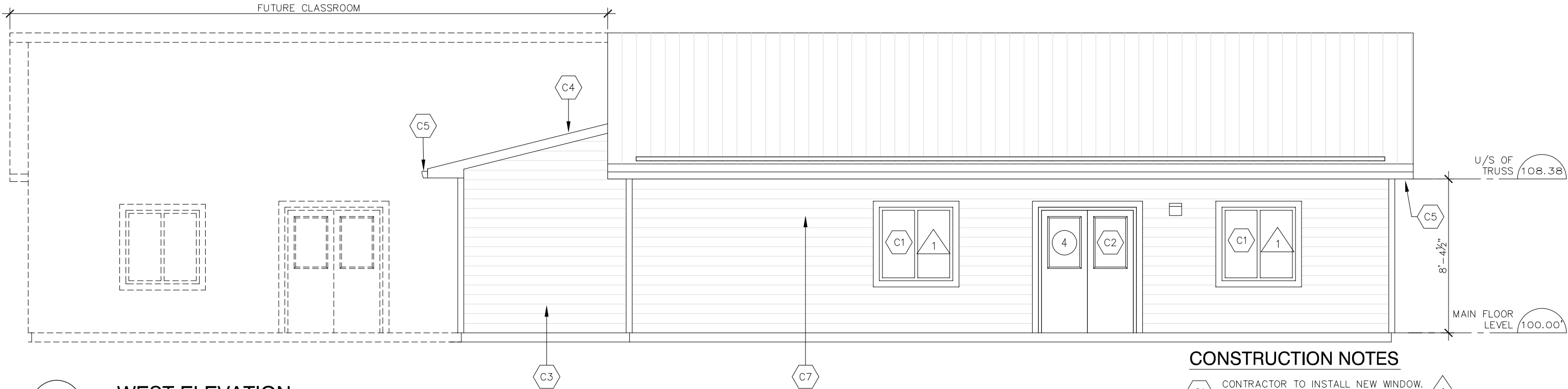
CONSTRUCTION NOTES

- 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




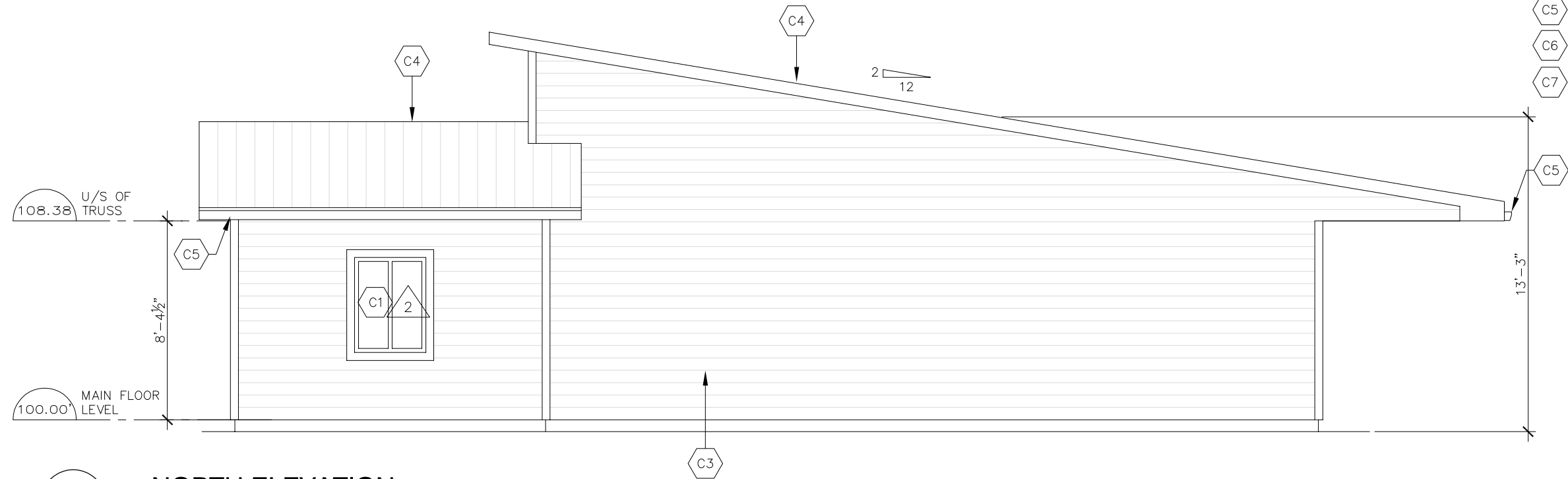
1  
A3

**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

## NOTICE OF PUBLIC 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. **DP2025-08**

OWNER/APPLICANT: **Lesley Poole c/o 1972528 Ontario Ltd.**

The property municipally and legally described as

**90 KING STREET EAST**

**PLAN 86 LOT 9 GAN RIVER; RES TOWN OF GANANOQUE**

has applied to the Town of Gananoque for a Development Permit to  
**PERMIT ONE SHORT-TERM ACCOMMODATION IN THE UPPER STOREY OF THE EXISTING  
COMMERCIAL BUILDING**

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

If you wish to provide comment or input you may do so at the public meeting or in writing prior to the meeting.

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

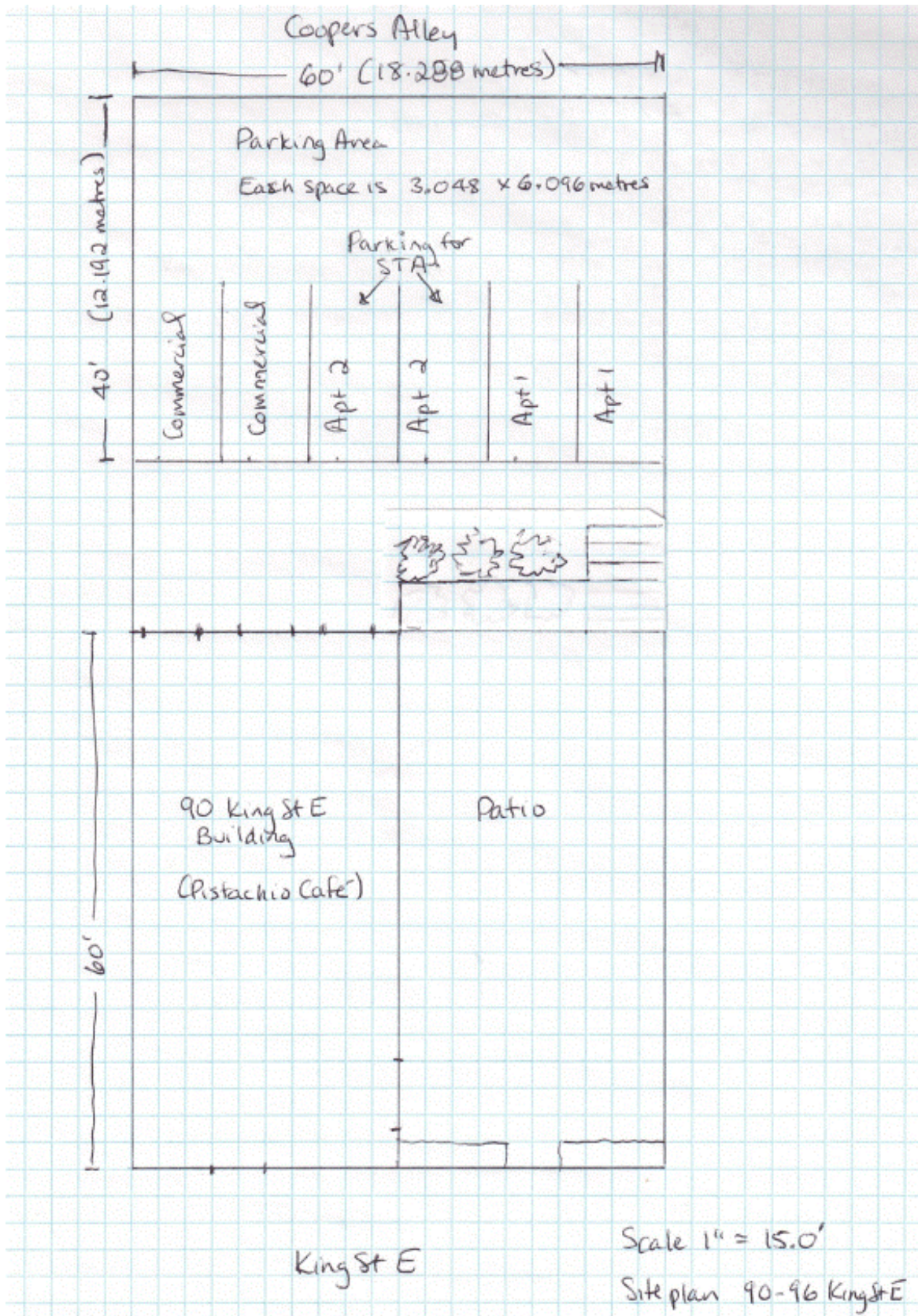


**DATED this 2<sup>ND</sup> day MAY 2025**

Brenda Guy  
Manager of Planning and Development



# SITE PLAN





**Council Report – DP-2025-09**

**Date:** June 3, 2025

☐ **IN CAMERA**

**Subject:** Class III Development Permit – DP2025-08 – 90 King Street East (197258 Ontario Ltd.)

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

☒ **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES THE CLASS III DEVELOPMENT PERMIT (DP2025-08) FOR 90 KING STREET EAST, 197258 ONTARIO LTD., FOR ONE (1) SHORT TERM ACCOMMODATION UNIT (1 BEDROOM), AS THE PERSON OCCUPYING/ OPERATING THE COMMERCIAL STORE-FRONT BUSINESS IS LOCATED WITHIN THE SAME BUILDING AND A MINIMUM OF ONE PARKING SPACE IS PROVIDED FOR THE SHORT-TERM ACCOMMODATION. THE APPLICATION IS SUBJECT TO THE FOLLOWING:

- CLEARANCE LETTER IS OBTAINED FROM FIRE DEPARTMENT THAT ALL REQUIREMENTS HAVE BEEN MET.
- CLEARANCE LETTER IS OBTAINED FROM BUILDING DEPARTMENT THAT ALL REQUIREMENTS HAVE BEEN MET.
- THE OWNER ENTER INTO AN AGREEMENT WITHIN ONE YEAR OF THE NOTICE OF DECISION, AND;
- ALL COSTS ASSOCIATED WITH FULFILLING THE CONDITIONS OF THIS DECISION ARE BORNE BY THE OWNER.

AS RECOMMENDED BY THE PLANNING ADVISORY COMMITTEE (PAC) AND AS PRESENTED IN COUNCIL REPORT-DP-2025-09.

**STRATEGIC PLAN COMMENTS:**

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

**BACKGROUND:**

The owner of the property at 90 King Street East undertook renovations to a commercial store-front and upper storey residential units along with a patio area in 2021. The property is known as the Pistachio Café.

The Owner has returned to apply for a Short-Term Accommodation in one of the two upper storey units.

Refer to Planning Report meeting date of May 27, 2025 attached for complete background and review of the application before Council.

**INFORMATION/DISCUSSION:**

At the meeting of May 27, 2025 Planning Advisory Committee (PAC) considered the application.

Planning Advisory Committee discussed the application and the conversion of a rental unit to a short term accommodation. Questions relating to water and sewer were raised based on utilities comments. Staff indicated that there is one meter that services the entire building. Water and sewer By-laws indicate how services are to be undertaken and how rates/charges are administered. Staff will note the comments and provide the information to the appropriate departments.

Additional comments were inquired on how the monitoring of short term accommodations are monitored. Staff indicated that there are various

The motion by PAC to Council was tabled and approved as follows:

**PAC-COA-PSC Motion #2025-14**

Moved by: Anne-Marie Koiner  
Seconded by: Kathy Warren

THAT PLANNING ADVISORY COMMITTEE have no objection to application DP2025-08 – 90 King Street East - 1972528 Ontario Ltd, for one short term accommodation unit (1 bedroom), as the person occupying/ operating the commercial store-front business is located within the same building and a minimum of one parking space is provided for the short term accommodation. The application is subject to the following:

- Clearance letter is obtained from Fire Department that all requirements have been met.
- Clearance letter is obtained from Building Department that all requirements have been met.
- The Owner enter into an Agreement within one year of the Notice of Decision, and
- All costs associated with fulfilling the conditions of this decision are borne by the Owner.

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

**APPLICABLE POLICY/LEGISLATION:**

*Planning Act*, Provincial Policy Statement, Official Plan

**FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:**

n/a

**CONSULTATIONS:**

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

**ATTACHMENTS:**

Attachment 1 – Planning Report to PAC, Application and Drawings

<b>APPROVAL</b>	<hr/>
	Brenda Guy, Manager of Planning and Development
	<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 Municipal Act and regulations.
	<hr/>
	Melanie Kirkby, CAO

## PLANNING REPORT

TO: PLANNING ADVISORY COMMITTEE

FROM: PLANNING AND DEVELOPMENT

MEETING DATE: TUESDAY, MAY 27, 2025

SUBJECT: DP2025-08 – 90 KING ST E (POOLE C/O 197258 ONTARIO LTD)  
CLASS III DEVELOPMENT PERMIT

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Property: 90 KING STREET EAST

Legal Description: PLAN 86 LOT 9 GAN R ES

Official Plan: GENERAL COMMERCIAL

Development Permit: COMMERCIAL TRADITIONAL CORE

Lot Coverage: 0% MAXIMUM

**Purpose and Effect:**

The request of the Development Permit Application is to permit a Short Term Accommodation (1 unit) located on the second floor of the property addressed as 90 King Street East.

Additionally, it is noted that the recent passing of the Additional Residential Units indicate that an ARU shall not be used as a Short Term Accommodation. This application has been applied to convert an existing residential unit to a short term accommodation.

**Background:**

The property is situated on the north side of King Street East between Cowan Alley to the west and Stone Street North to the east. Coopers Alley is located to the rear of the property.

The existing ground floor commercial business, known as Pistachio Café, has an existing outdoor patio located at the east side of the building for this use with a takeout window access to the patio. Currently, the two-storey mixed use commercial building contains two residential units on the second floor. One residential unit will be maintained as a rental unit and the unit at the rear is proposed for the purpose of a Short Term Accommodation.

**PROVINCIAL PLANNING STATEMENT:**

The Provincial Planning Statement, 2024 (PPS) provides direction on matters of provincial interest pertaining to land use planning and all development proposals must be consistent with the policies therein. The full PPS document can be found at

<https://www.ontario.ca/page/provincial-policy-statement-2024>. Policies which repeat or are not relevant to the current proposal have been omitted from commentary below.

2.1 Planning for People and Homes

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

2.2 Settlement Areas and Settlement Area Boundary Expansions

2.2.1 General Policies for Settlement Areas

1. *Settlement areas* shall be the focus of growth and development. Within *settlement areas*, growth should be focused in, where applicable, *strategic growth areas*, including *major transit station areas*.



View of the front of 90 King Street East

**COMMENT:**

The proposed Short-Term Accommodation is consistent with the overall policies of the Provincial Planning Statement. The Short-Term Accommodation will provide for accommodations for the tourism industry in the Town.

**OFFICIAL PLAN:**

The subject property is designated General Commercial within the Official Plan.

**Goals and Objectives (3.3.1)**

The goal of the Commercial Lands is to provide a supportive land use policy framework which reduced constraints for commercial development while ensuring that existing and future commercial uses will contribute to Gananoque's small town character.

The objectives of this designation are to:

1. Support a diverse range commercial uses that meet the existing and future needs of the community and reduces the need for residents to shop elsewhere;
2. Accommodate a range of commercial formats from smaller pedestrian-oriented stores in the central King Street area to highway commercial type uses near Highway 401;
3. Enhance the form and character of each commercial area in the Town and work to create a distinct community identity for each; and
4. To encourage the maintenance and improvement of existing commercial buildings.

#### **Permitted Uses (3.3.2.1.1)**

Permitted uses named within the General Commercial policy include 'travel accommodations'. Mixed use commercial which includes residential uses above or behind the storefronts.

#### **General Commercial Policies (3.3.2.1.2)**

The Official Plan provides that where off street parking is required for the proposed use, this parking shall be located to the side or rear of establishments in order to foster a pedestrian friendly environment.

#### **Development Criteria (5.4.4)**

In addition to the policies established for the General Commercial policy area, general development criteria are provided under Section 5.4.4. The following development criteria relate to the current proposal:

- The provision of safe access onto or from a local or Town road or provincial highway.
- Adequate access to, and provision of, off-street parking.
- The control of signs and advertising such that they are in scale with the intended use and with surrounding uses.
- Adequate exterior lighting for access and parking areas for public or private use such as in commercial, industrial, institutional and multiple residential development.
- The control of signs and advertising such as that they are in scale with the intended use and with surrounding uses.
- Safety and Security (including lighting, site orientation, and lines of sight).

#### **COMMENT:**

The Development Permit Application meets the objectives and criteria of the General Commercial designation in the Official Plan to support a diverse range of commercial uses.

The Development Permit will address the site specific requirements including parking. No new construction is proposed with this application.

**DEVELOPMENT PERMIT:**

The subject property is designated Commercial Traditional Core within the Development Permit By-law. The intent of this designation is to preserve historical built form and continue to enhance its cultural significance with respectful infill development, expansions and re-development.

**Use (6.1)**

The Development Permit By-law was amended under By-law No. 2019-125 to include Short Term Accommodations as a Discretionary Use within the Commercial Traditional Core.

**Definition: Short Term Accommodation & Owner Occupied**

A Short Term Accommodation is defined to mean “a portion of a dwelling or dwelling unit, that is owner-occupied and rented for a period of less than twenty-eight (28) days and may include a Bed and Breakfast, Heritage Tourist Inn, but does not include a motel, hotel or accommodations where there is no payment exchanged”.

Owner-occupied means any property offering Short Term Accommodation owned by a person who resides in the dwelling as their principal residence. For properties located in the Commercial Traditional Core, owner occupied means a property owned by the person occupying/operating the commercial store-front business at the location where Short Term Accommodation is offered in the same building.”

**Heritage Tourist Inn, Bed and Breakfast, Short Term Accommodations (3.21)**

The following provisions apply to all Short Term Accommodations (including a Heritage Tourist Inn and Bed and Breakfast):

All Heritage Tourist Inns, Bed and Breakfasts and Short Term Accommodations:

- Shall serve its guests only, and shall not offer services to non-guests,
- Shall be subject to a Class III Development Permit,
- Shall be subject to a Short Term Accommodations license,
- Shall conform to the provisions of the Ontario Building Code, and
- Shall prior to commencing operation of the business, obtain a license in accordance with the *Municipal Act* “following inspection of the premises by the Town Chief Building Official/Development Officer and Fire Department Official”.

In addition to the above, the following provisions shall apply to a Short Term Accommodation:

- Shall not be permitted in any designation unless the proper approvals have been obtained,
- Shall provide one (1) parking space per guest room, and
- May include approved Bed and Breakfast Establishments and Heritage Tourist Inns.





Rear of 92 King Street East

### **Parking and Storage of Vehicles (3.32)**

Section 6.3 of the Commercial Traditional Core designation requires each residential unit to provide one parking space. The Commercial Traditional Core exempts commercial uses from requiring parking under Section 6.4.

#### **COMMENT:**

The owners of the property currently operate a cafe on the first floor of the building. The second floor currently contains two residential units and one will be dedicated for the Short Term Accommodation.

There are a total of six parking spaces located on the property on Coopers Alley. Two parking spaces for the existing apartment unit, two parking spaces for the Short Term Accommodations and has allocated two parking spaces for the café. Access to the parking is via Coopers Alley (east from Charles St N to Cowan Alley to the west). A total of two parking spaces are required for the uses on the property. There is no requirement for commercial parking.

Existing lighting is provided along King Street East in front of the patio and at the rear of the building which provides safety and security for patrons.

The Short-term Accommodation by-law requires that properties in the Commercial Traditional Core are permitted in upper storeys provided that the person operating the business on the storefront is within the same building. The Owners of the café are the applicants.

### **CIRCULATION TO AGENCIES**

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

CAO	
Chief Building Official	

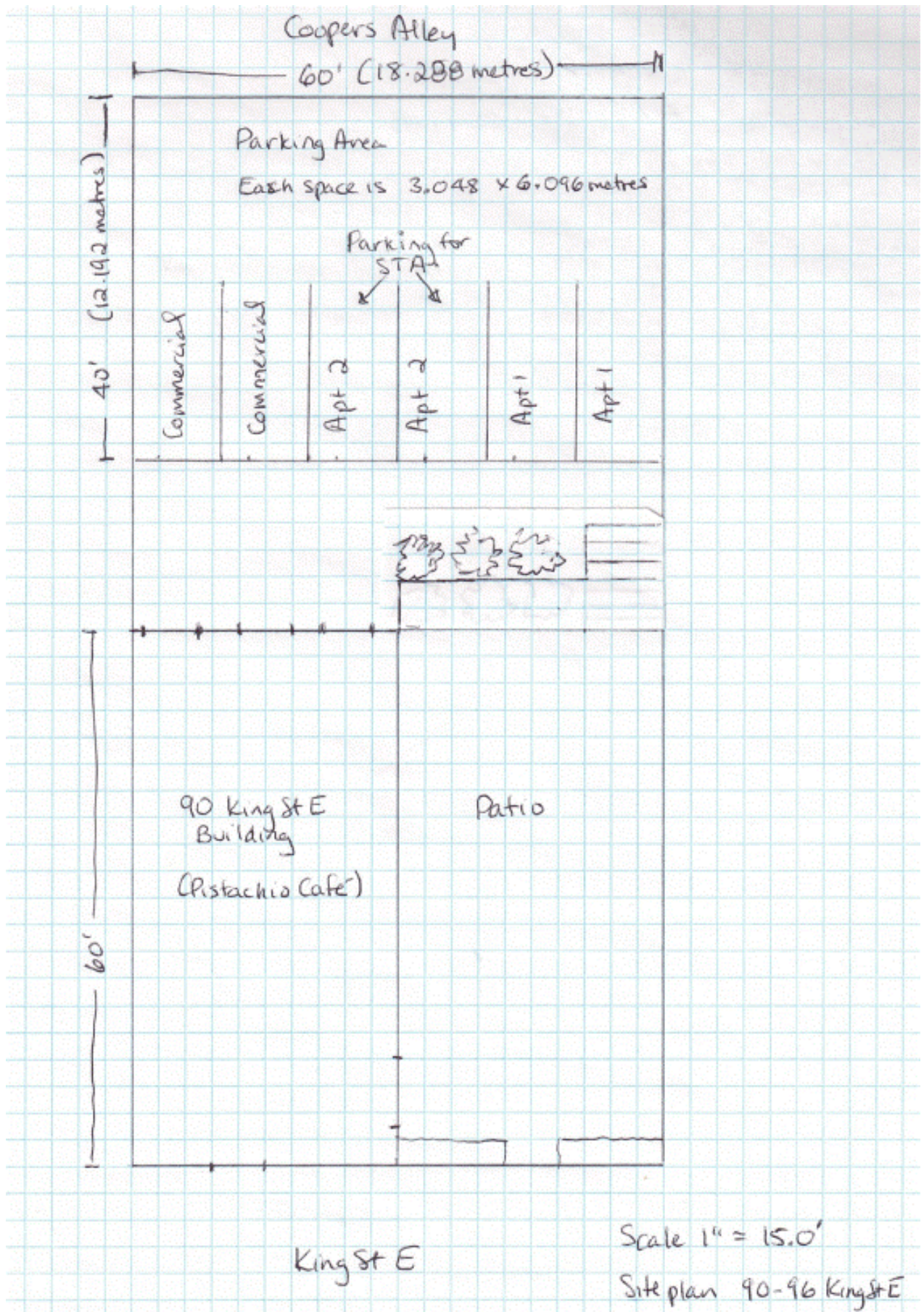
CRCA	No comments or concerns
School Boards: CDSBEO and UCDSB	UCDSB – no comment
Utilities: Bell Canada/Canada Post/ Cogeco/Enbridge Gas/ Eastern Ontario Power/Hydro One (OPG)	
EMS: Fire/LG Paramedic/Police	
Public Works, Water/Sewer Utilities	Water/Sewer Utilities: The Waterworks By-law stipulates that each unit within a building be equipped with its own meter and/or be subject to the associated capital fees. There is currently a single account and meter assigned to this address. The preference is for an independent meter be added for each residential unit. This would separate consumption and avail the owners of the beneficial tools integrated into contemporary meters, including leak monitoring. Rearranging internal plumbing to facilitate this arrangement is not always practical. In these cases, one meter is retained to capture consumption for all units, but capital charges are applied for each unit. This arrangement is also satisfactory.
Leeds Grenville Lanark District Health Unit	
Other Agencies:	
Neighbourhood: Posting and 120m Circulation	

It is noted that the Owner is required to obtain a Short-Term Accommodation Licence under By-law 2019-123 following approval of a Development Permit.

Staff have no objection to DP2025-08 – 90 King Street East - Poole, for one Short Term Accommodation unit (1 bedroom), as the person occupying/operating the commercial store-front business is located in the same building as the Short Term Accommodation, one parking space is provided for the STA and the following:

- Clearance letter is obtained from Fire Department that all requirements have been met.
- Clearance letter is obtained from Building Department that all requirements have been met.
- The Owner enter into an Agreement within one year of the Notice of Decision, and
- All costs associated with fulfilling the conditions of this decision are borne by the Owner.

APPROVAL	
	<div>Trudy Gravel, Assistant Planner</div> <div>Brenda Guy, Manager of Planning and Development</div>







DP 20 25 / 08**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 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:

- ✓ Complete application form signed including declaration of applicant.
- ✓ Copy of the deed of property or offer to purchase and sale
- ✓ Copy of the most recent survey of the subject property
- ✓ Two (2) large scale copies of all plans being submitted, two reduced 8.5" x 11" of each plan and one electronic copy in pdf format. Plans are to be in a standard scale format (1:250 1:500)
- ✓ Application fee payable to the Town of Gananoque:  
Class I \$500      Class II \$1,500      Class III \$1,700  
Amendment to Class I, Class II or Class III \$700
- ✓ Deposit fee in the amount of \$2,000 payable to the Town of Gananoque for any peer reviews of background studies – Class II/Class III applications
- ✓ Separate cheque payable to Cataraqui Region Conservation Authority, if applicable. See fee schedule. Clearance letter will be required by the Town.

**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: <u>Lesley Poole</u>	Complete Address including Postal Code: <u>502-50 Market St</u> <u>Gananoque ON</u> <u>K7G 2M3</u>	Phone: <u>343-364-9005</u> Fax: _____ E-mail: <u>90KingGan@gmail.com</u>
Name of Property Owner (if different than applicant): <u>1972528 Ontario Ltd.</u>	Complete Address including Postal Code: <u>as above</u>	Phone: <u>343-364-9005</u> Fax: _____ E-mail: <u>90KingGan@gmail.com</u>
Architect/Designer/Planner: <u>n/a</u>	Complete Address including Postal Code:	Phone: _____ Fax: _____ E-mail: _____
Engineer: <u>n/a</u>	Complete Address including Postal Code:	Phone: _____ Fax: _____ E-mail: _____
Ontario Land Surveyor: <u>n/a</u>	Complete Address including Postal Code:	Phone: _____ Fax: _____ E-mail: _____

Street or Property Address (if applicable):

90 King St. E Gananoque ON K7G 1A1**LEGAL DESCRIPTION**Lot/Con/Plan: Plan 86 Lot 9 Gan R ES 7200.00SF 60 FR 120.00 D

Frontage: <u>60'</u>	Depth: <u>120'</u>	Area (sq.m): <u>668.902</u> <u>(7200 s.f.)</u>	Area (acres): <u>0.165</u>
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**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:
- ☐ 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"/> Servicing options report	<input type="checkbox"/> Phase I Environmental Study and if investigation as required
<input type="checkbox"/> Hydrogeological Study	<input type="checkbox"/> Noise and/or vibration study
<input type="checkbox"/> Drainage and/or stormwater management report	<input type="checkbox"/> Source Water protection study
<input type="checkbox"/> Environmental Impact Assessment for a natural heritage feature or area	<input type="checkbox"/> MDS I or II calculation
<input type="checkbox"/> Archaeological Assessment	<input type="checkbox"/> Minimum Separation distance calculation for an industrial use or a waste management facility
<input type="checkbox"/> Influence area study for development in proximity to a waste management facility or industrial use	<input type="checkbox"/> Confirmation of sufficient reserve sewage system capacity and reserve water system capacity
<input type="checkbox"/> Traffic Study	<input type="checkbox"/> Vegetation Inventory and/or Tree Preservation Plan
<input type="checkbox"/> Heritage Resource Assessment	<input type="checkbox"/> Supporting Land Use Planning Report
<input type="checkbox"/> Mine hazard rehabilitation assessment	



Existing Use(s): <u>Commercial on lower level + 2 residential units on 2nd floor</u>	
Length of time the existing use of the subject lands have continued: <u>unknown</u>	
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 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? If yes, provide the file number and the status of the application?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Proposed Use(s): <u>Short Term Accommodation Rental (Unit 2) one unit only</u>	
Is the Use permitted or permitted subject to criteria as set out in the development permit by-law and how have the applicable criteria been addressed? <u>The property is owner-occupied (Pistachio Cafe)</u>	
Is a variation requested? Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law.	
Abutting Land Use(s): <u>mixed use commercial (residential (both sides))</u>	
Is the Development to be phase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What is the anticipated date of construction?	<u>n/a</u>
Is the land to be divided in the future?	<u>no</u>
Are there any easements, right-of-ways or restrictive covenants affecting the subject land? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Plan Details:			
<input checked="" type="checkbox"/> Residential	<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional
	Lot Area:  (sq.m)	Building Coverage: <u>25%</u> (%)  (sq.m)	Landscape Coverage: <u>25% 30%</u> (%)  (sq.m)
Building Height:  	No. of Storeys: <u>2</u>	No. of Units: <u>(commercial 2 residential)</u>	Method of Garbage Storage: <u>bins</u>
Parking Surface: Existing: <u>4</u> Proposed: <u>4</u>	Number of Parking Spaces: Existing: <u>2</u> Proposed: <u>2</u> Total: <u>6</u>	Dimensions of Parking Spaces:  	Number of Accessible Spaces:  
Loading Spaces:	Number of Loading Spaces:  	Dimensions of Loading Spaces:  	Other:  

Heritage Tourist Inn/Bed and Breakfast:			
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 <input type="checkbox"/> Other	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 <input type="checkbox"/> Other
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.			

Short term accommodation - 1 guest room + pullout sofa in L.R.

EXISTING BUILDINGS:		Building 1	Building 2
	Type of Structure	Frame	n/a
	Date Constructed:	~ 1890's	
	Front Line Setback:	0'	
	Rear Lot Line Setback:	60'	
	Side Lot Line Setback:	0'	
	Side Lot Line Setback:	30'	
	Height:	2 storey	
	Dimensions:	60' x 30'	
	Floor Area:	1800 s.f.	
PROPOSED BUILDINGS:		Building 1	Building 2
n/a	Type of Structure:		
	Proposed Date of Construction:		
	Front Line Setback:		
	Rear Lot Line Setback:		
	Side Lot Line Setback:		
	Side Lot Line Setback:		
	Height:		
	Dimensions:		
	Floor Area:		
Attached Additional Page, if necessary			

<b>Access:</b>			
<input checked="" type="checkbox"/> Municipal Street	<input type="checkbox"/> Unopen Road Allowance	<input type="checkbox"/> Existing Right-of-way	<input checked="" type="checkbox"/> Other _____
Name of Street/Road:			
King St E (front)		Coopers Alley (rear)	
Entrance Approvals and Permit Number(s):			
If the application will result in the creation of a new private road, a request for street naming will have to be submitted in conjunction with this application, to be approved by Council.			

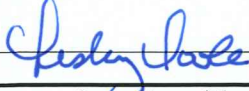
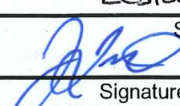
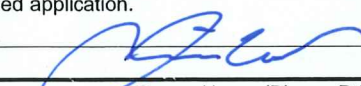
<b>Water Access</b> (where access to the subject land is by water only)		n/a
Docking Facilities (specify)	Parking Facilities (specify)	
distance from subject land _____	distance from subject land _____	
distance from nearest public road _____	distance from nearest public road _____	

<b>Services:</b>			
<input checked="" type="checkbox"/> Municipal Water and Sewer	<input type="checkbox"/> Municipal Water & Private Sewage	<input type="checkbox"/> Private Well and Municipal Sewage	<input type="checkbox"/> Private Well and Private Sewage
Water and Sewer Hook-up Approvals and Permit Number(s):			

**AUTHORIZATION BY OWNER**

I/We, the undersigned being the owner(s) of the subject land of this application for a consent, hereby authorize

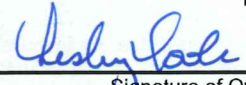
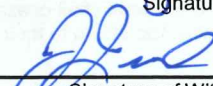
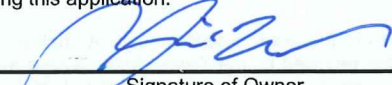
Lesley Poole / James Lund (print name) to be the applicant in the submission of this application. Furthermore, I/we, being the registered owner(s) of the subject lands, hereby authorize the Members of Council, Planning Advisory Committee and the Town of Gananoque staff members, to enter upon the property for the purposes of conducting a site inspection with respect to the attached application.

 Owner Name (Please Print) <u>Lesley Poole</u> Signature of Owner  Signature of Witness (not applicant)	 Owner Name (Please Print) <u>James Lund</u> Signature of Owner <u>Apr 30, 2025</u> Date
--	---

**CONSENT BY OWNER**

Complete the consent of the owner concerning personal information set out below.

I/We, 1472528 Ontario Ltd, am/are the registered owner(s) of the land that is the subject of this application for Development Purposes and for purposes of the Municipal Freedom of Information and Protection of Privacy Act. I/We hereby authorize the use, or disclosure, to any person or public body, of any personal information collected under the authority of the Planning Act of the purpose of processing this application.

 Signature of Owner  Signature of Witness (not applicant)	 Signature of Owner <u>Apr 30 / 2025</u> Date
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**DECLARATION OF APPLICANT**


I, Lesley Poole 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.

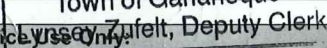
Furthermore, I, being the applicant of the subject lands, hereby authorize the Members of Council, Planning Advisory Committee and the Town of Gananoque staff members, to enter upon the property for the purpose of conducting a site inspection with respect to the attached application.

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 30<sup>TH</sup> day of APRIL, 20 25.

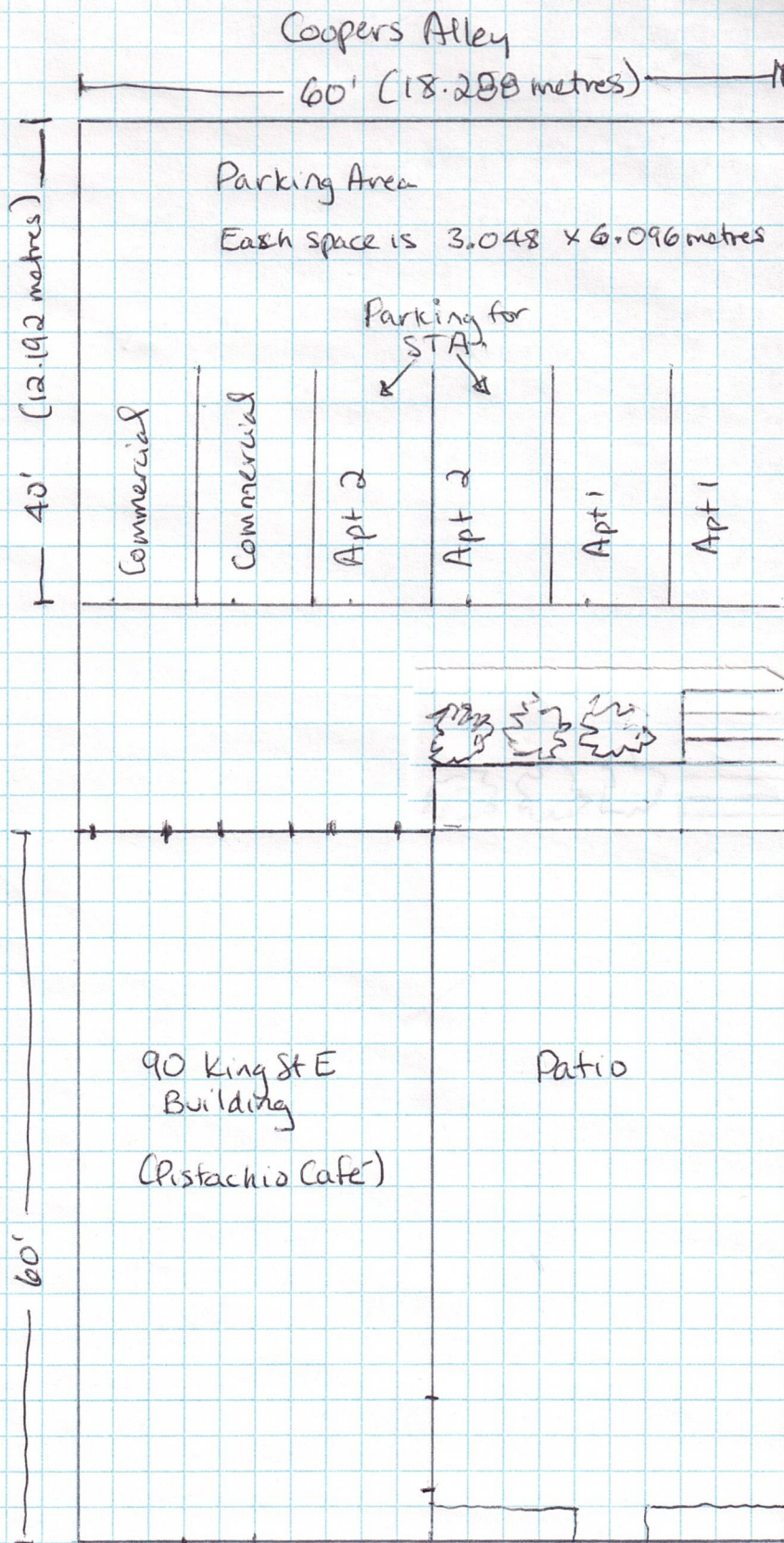
Commissioner  
  
 Signature of a Commissioner, etc

  
 Signature of Applicant

Office Use Only:  
  
 Town of Gananoque  
 Lesley Poole, Deputy Clerk

Official Plan Designation: <b>General Commercial</b>		Development Permit Designation: <b>Commercial Traditional Core</b>	Roll No: <b>081400001500900</b>
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"/> Condominium Approval	<input type="checkbox"/> Consent/Severance
Date Application Received: <b>April 30, 2025</b>		Date Application Deemed Complete: <b>April 30, 2025</b>	
		Fees Received: <b>\$1900 April 30, 2025</b>	

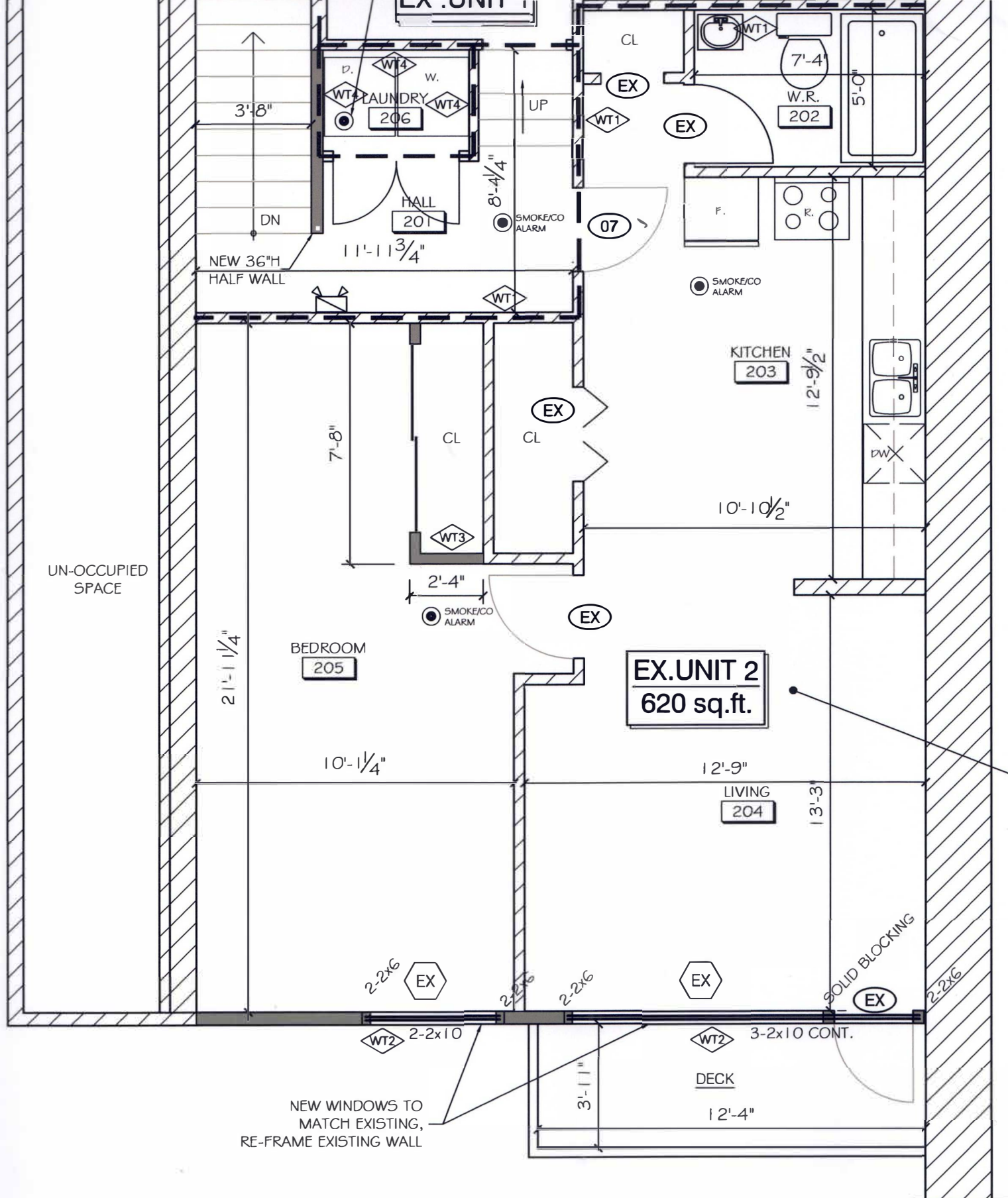




Scale 1" = 15.0'

Site plan 90-96 King St E





## SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"



**Council Report – RDS-2025-06**

**Date:** June 3, 2025

☐ **IN CAMERA**

**Subject:** Award of Contract – King Street Pedestrian Bridge Removal

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

☒ **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-052, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH STRONG BROS. GENERAL CONTRACTING LTD., FOR THE REMOVAL OF THE KING STREET PEDESTRIAN BRIDGE, TO AN UPSET LIMIT OF \$488,900.00 (EXCLUDING TOWN SHARE OF HST), AS PRESCRIBED IN RFT RDS-2025-01, AND AS PRESENTED IN COUNCIL REPORT RDS-2025-06.

**STRATEGIC PLAN COMMENTS:**

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

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

**BACKGROUND:**

The King Street Pedestrian Bridge (KSPB) has been closed to the public since mid-2022, following a structural analysis report attempting to rate the current load capacity, as well as investigate the current condition of some of the structural components that appeared worse than anticipated in previous OSIM forecasts.

Council directed staff to propose funds in the 2024 Capital budget for the removal of the bridge following the unsuccessful Request for Quote (RFQ) process in 2023. Council approved \$2,250,000 for this project in the 2024 Capital Budget. Staff have been working with consultants and engineers through 2024 to complete the necessary background and supporting studies to move forward with the project.

**INFORMATION/DISCUSSION:**

Public Works staff worked with Greer Galloway Group (now a division of JP2G) to complete the above noted studies, as well as complete the design drawings and tender package. The tender was released on Biddingo.com on April 3, 2025, and subsequently closed on May 13, 2025. The tender documents were provided to requesting parties directly from JP2G, and four (4) companies submitted tenders.



Below is the listing of submissions at the time of closing:

Ranking	Contractor	Total Bid (excluding HST)	Comments
1	Strong Bros General Contracting Ltd.	\$488,900.00	In compliance with tender requirements. No irregularities of note.
2	R.W. Tomlinson Limited	\$554,120.00	In compliance with tender requirements. No irregularities of note.
3	KB Civil Constructors Inc.	\$725,662.44	In compliance with tender requirements. No irregularities of note.
4	Louis W. Bray Construction Limited	\$758,648.00	In compliance with tender requirements. No irregularities of note.

After a review of the proposals with Town staff and staff from JP2G, staff are recommending having Strong Bros. General Contracting Ltd. to complete this work for the Town. The Town has a positive working relationship with Strong Bros. Ltd. and has worked with them on other projects within Town. Based out of Belleville, Strong Bros. Ltd. are competent, ethical, and have a strong 35-year history in this area of Ontario.

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

Procurement By-law No. 2015-087

By-law No. 2025-001 – 2025 10-Year Capital and Operating Budget

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

The total amount in the Council approved 2024 Capital Budget for this work is \$2,250,000, which provides ample budget to proceed with the recommendation, and adequate budget space for the additional hydro infrastructure relocation work that is required as part of this project. Staff are currently estimating that the hydro relocation work will cost approximately \$150,000. An approximate breakdown of the costs is outlined below:

Accrued Consulting & Engineering Fees	\$ 38,000
Forecasted Consulting & Engineering Fees	\$ 120,000
Construction & Demolition	\$ 488,900
Hydro Relocation (working with EOP)	\$ 150,000
<b>TOTAL</b>	<b>\$ 796,900</b>
<b>BUDGET</b>	<b>\$2,250,000</b>
<b>SURPLUS</b>	<b>\$1,453,100</b>

#### **CONSULTATIONS:**

Brittany Rothwell, Project Manager, Sr. Civil Engineer, JP2G

Brock Webb, Superintendent of Roads

Chris Angelo, Director of Public Works & Environmental Services, City of Quinte West

#### **ATTACHMENTS:**

RFT RDS-2025-01 – King Street Pedestrian Bridge Removal Front-End Tender Document

Recommendation Letter for Award of Contract – Greer Galloway (JP2G)

Draft By-law No. 2025-052

<p><b>APPROVAL</b></p>	<div data-bbox="305 1226 928 1268"> <p>_____ David Armstrong, Manager of Public Works</p> </div> <div data-bbox="305 1373 1451 1499"> <p>_____ John Morrison, Treasurer Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> </div> <div data-bbox="305 1583 928 1625"> <p>_____ Melanie Kirkby, CAO</p> </div>
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# King Street Pedestrian Bridge Removal

**PUBLIC WORKS DEPARTMENT  
REQUEST FOR TENDERS (RFT)  
FOR  
KING STREET PEDESTRIAN BRIDGE REMOVAL**

Public Works Contract #: RDS-2025-01

Issued on: April 3<sup>rd</sup>, 2025

**Tender Submission Deadline: 1:00 pm Local Time on May 7<sup>th</sup>, 2025**

Tender Submission Location: Via email at [kingston@jp2g.com](mailto:kingston@jp2g.com) with the

**Subject: RDS-2025-01 – KING STREET PEDESTRIAN BRIDGE REMOVAL –  
COMPANY NAME**

**TOWN OF GANANOQUE**

**TENDER No. RDS-2025-01**

**KING STREET PEDESTRIAN BRIDGE REMOVAL**

**DIVISION I**

**INFORMATION TO BIDDERS**

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## INFORMATION TO BIDDERS

### 1. Introduction

The Corporation of the Town of Gananoque is inviting Tenders for the rehabilitation of the existing retaining wall and associated road work along King Street Pedestrian Bridge in Gananoque Ontario.

The scope of work includes mobilization and demobilization, environmental protection measures, and establishing access to the work area, including platforms, scaffolding, and temporary supports. Key activities include removal of the existing bridge structure, full-depth concrete removal, and placement of formwork, reinforcing steel, and concrete for new abutments and retaining walls. The work also includes fabrication and installation of a cantilevered platform and installation of a 300mm HDPE storm sewer pipe, including connection to existing infrastructure and coring through a retaining wall. Site restoration involves placement of Granular A, topsoil, seed, and mulch, installation of new prefabricated galvanized steel railings atop the precast retaining wall, and erosion protection using R10 rip rap over geotextile.

Any document submitted with respect to this Tender will be subject to the Municipal Freedom of Information and Protection of Privacy Act.

### 2. General Conditions

The General Conditions for this Contract shall be the most recent addition of The Ontario Provincial Standards, General Conditions of Contract for Municipal Projects (OPSS. MUNI 100, NOV 2019). Any amendments thereto are contained in the Special Provisions.

### 3. Ontario Provincial Standards

The Ontario Provincial Standard Specifications (OPSS) form part of this contract but are not reproduced herein. The contractor is responsible for obtaining and having on site the most current issue of the identified OPSS. The OPSS are the standard specifications for this contract. Applicable OPSS are identified for each Tender Item under the OPSS No. Column of the Tender Item List. All Contractors proposing to bid on this contract will be required to obtain their own copies of the applicable OPSS Specifications and standard drawings, which will form part of this contract.

### 4. Site Meetings

The Contractor shall attend such meetings with the Owner and the local municipalities as may be required to coordinate services affected by the Contract and routinely review its progress.

A pre-construction meeting shall be scheduled to be held within ten (10) days of notification of acceptance of the Tender by the Owner.

## 5. Tender Submission

Tenders for this Contract will be received until **1:00 pm (local time) May 7<sup>th</sup>, 2025.**

Tenders shall be submitted via email to [kingston@jp2g.com](mailto:kingston@jp2g.com)

## 6. Tendering Requirements

- i. The certified tender deposit cheque or bid bond, submitted by the successful bidder, will be returned when the successful Contractor has provided the Town with a Performance Bond and Labour and Material Payment Bond each totaling Fifty Percent (50%) of the Total Tender Price. The lowest two bids will be kept by the Town and all other tender deposit cheques or bid bonds shall be returned after the selection of the successful bidder by the Town of Gananoque.
- ii. Sealed bids, plainly marked as to contents shall/will be received prior to the closing date specified. Bids received after closing time will not be considered.
- iii. Bids must be submitted on the Tender Form supplied.
- iv. Bids must be completed in ink or by typewriter (not in pencil) and shall be clear and legible.
- v. Bids which are incomplete; or contain additions, conditions or reservations not called for; or which contain erasures or are obscured or illegible may be rejected as informal.
- vi. Bids must be signed by an authorized official of the firm.
- vii. The successful bidder must have Workplace Safety and Insurance Board coverage and provide a Workplace Safety and Insurance Board Clearance Certificate in advance of undertaking any of the work required by this Contract.
- viii. Individual item unit prices and accumulated sub-total must be exclusive of the Harmonized Sales Tax required to be paid by the Town of Gananoque. These taxes are to be identified separately in all of the Contractor's invoices.
- ix. The Town reserves the right to reject any or all tenders or to accept any tender should it be deemed to be in its best interest to do so.
- x. No officer or employee of the Owner has authority to make or accept an offer or to enter into a contract on behalf of the Owner or to create any right against or to impose any obligations on the Owner. Recommendation of a tender to the Owner for acceptance does not constitute acceptance of the Tender by the Owner.
- xi. The Owner and its constituent local municipalities reserve the right to delete items, sections or parts of this tender, in whole or in part, if it is deemed to be advantageous to the Owner. The lowest tender submitted after deletion of items, section or parts of the tender will be considered for acceptance subject to item ix. above.
- xii. Tenderers must submit any and all addendums with Tender submission.

## 7. Inquiries, Omissions, Discrepancies and Interpretations



All inquiries relative to the Tender Documents should be directed in writing via email to [kingston@jp2g.com](mailto:kingston@jp2g.com)

Should a Tenderer find omissions from or discrepancies in any of the Tender Documents, or should the Tenderer be in doubt as to the meaning of any part of such documents, the Tenderer should notify the designated person and office without delay. If the designated person considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued to all who have taken out tender documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Tender Documents. All requests for interpretations shall be made in writing to the Engineer.

The deadline for submitting questions will be **May 1<sup>st</sup>, 2025 at 2:00pm (Local Time)**

## 8. Tender Documents

Tender Documents shall be obtained directly from Greer Galloway at [kingston@jp2g.com](mailto:kingston@jp2g.com)

## 9. Tender Deposit

Each bid shall include a tender deposit in the form of a Bid Bond or a Certified Cheque, made payable to the **Town of Gananoque**, equal to, or greater than, the amount shown in the following tables and must be enclosed in the same envelope as the tender.

<u>TOTAL TENDER AMOUNT</u>	<u>DEPOSIT REQUIRED</u>
\$20,000.00 or less	\$500.00
\$20,000.01 to \$50,000.00	\$1,000.00
\$50,000.01 to \$100,000.00	\$2,000.00
\$100,000.01 to \$250,000.00	\$9,000.00
\$250,000.01 to \$500,000.00	\$19,000.00
\$500,000.01 to \$1,000,000.00	\$40,000.00
\$1,000,000.00 to 1,500,000.00	\$60,000.00
\$1,500,000.01 to \$2,000,000.00	\$80,000.00

## 10. Release of Tender Deposit

The Tender Deposits of all Bidders except the two low Bidders shall be returned within 65 Days of the tender closing.

The successful Bidder's Tender Deposit shall be returned after the executed agreement, and the Town has received other applicable documents.

## 11. Ability and Experience of Contractor

In order to aid the Town in determining the responsibility of each tenderer, the tenderer shall complete the following statement sheets, which are bound herein and included in the Form of Tender which is to be submitted.

<u>Statement "A"</u>	Stating the tenderer's experience in similar work which he/she has successfully completed and references for each job.
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<u>Statement "B"</u>	Giving a list of the tenderer's senior supervisory staff whom will be employed in this contract, with a summary of the experience of each.
<u>Statement "C"</u>	Giving the name and address of each proposed Sub-Contractor & Supplier used in making up his/her tender and shall state the portion of the work allotted to each. Only one Sub-Contractor shall be named for each part of the work to be sublet.

After the tender has been accepted by the Town , the Contractor shall not be allowed to substitute other Sub-Contractors in place of those named in his/her tender without written approval from the Engineer, in accordance with Section G.C.3.09.04 of the OPS General Conditions of Contract.

## 12. Bonding

The successful Tenderer is required to provide the following:

### a) Performance Bond, and a Labour and Material Payment Bond

When the contract agreement is signed, the successful bidder must furnish a **Performance Bond** for 50% of the Tender, and a **Labour & Material Bond** issued by the Bonding Company for 50% of the Tender, or 100% of the amount of the Tender in cash or acceptable collateral for both. The Performance Bond and Labour & Material Bond shall be on a form endorsed by the Canadian Construction Association. Bond prices shall include Harmonized Sales Tax and will guarantee his/her faithful performance of this Contract and his/her fulfillment of all obligations in respect of maintenance and payment for labour and materials used on this work. The Performance Bond shall include a **15% Maintenance Bond** during the warranty period.

### b) Guaranteed Maintenance Period

The guaranteed maintenance period shall be a period of one (1) year from the date of Substantial Performance in accordance with the General Conditions. During this period, the Contractor shall maintain all the work and carry out such repairs as directed by the Engineer. Repairs as requested by the Engineer shall be undertaken within twenty-four (24) hours of notice being given; otherwise, the Owner shall have such repairs carried out by others and charged against the Contractor.

Each Bond shall be with a satisfactory Guarantee Surety Company, resident in Canada or authorized to carry on business in Canada.

Only Bonds issued by insurers licensed in Canada will be accepted as per the terms and conditions of these tender documents.

### 13. Award of the Contract

The award of this Contract is subject to the approval and appropriate funding acceptable to the Town of Gananoque.

The tentative Award Schedule is as follows:

Issued for Tender:	April 3 <sup>rd</sup> , 2025
Last Day for Questions:	May 1 <sup>st</sup> , 2025, at 2:00 PM Local Time
Last Day for Addendums	May 2 <sup>nd</sup> , 2025
Tender Closing Date:	May 7 <sup>th</sup> , 2025, at 1:00 PM Local Time
Award by the Town:	May 23 <sup>rd</sup> , 2025

**Work for this project must not commence until September 2<sup>nd</sup>, 2025 and shall be completed no later than December 1<sup>st</sup>, 2025. Work shall proceed continuously once started.**

### 14. Right to Accept or Reject Tenders

The Owner reserves the right to reject any or all tenders or to accept any tender should it is deemed to be in its best interest to do so. No liability shall accrue to the Town for its decision in this regard.

Under no circumstances will Tenders be considered which are:

- Received after the advertised closing date and time for Tenders.
- Considered as being informal by the Town.

### 15. Withdrawal or Qualifying of Tenders

A Contractor who has already submitted a Tender may submit a further Tender at any time before the official closing time. The last Tender received shall supersede and invalidate all Tenders previously submitted by that Contractor for this Contract.

A Contractor may withdraw or qualify his Tender at any time up to the official closing time by submitting a letter bearing his signature and seal as in his original Tender and addressed in the same manner on the original Tender. No telegrams, telephone calls or facsimiles will be considered.

### 16. Tenderers to Investigate

The Contractor must satisfy themselves as to the local conditions to be met during the construction and conduct of the work before submitting his bid. He shall make his own estimate of the facilities and difficulties to be encountered including the nature of the subsurface materials and conditions.

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Prior to submitting its bid, the contractor shall visit and carefully examine the place of the work and satisfy itself as to all existing surface and subsurface conditions, all facilities and difficulties, and shall take into consideration weather conditions, local labour conditions, and material and equipment availability which may affect the execution of the work.

No claims by the contractor will be considered or allowed for conditions which can be determined by careful and diligent examination of the Contract Documents, the place of the work and local conditions, or both. No plea of ignorance of conditions or difficulties which may be encountered in the execution of the work hereunder by failure to make such inspections or investigations will be accepted as sufficient reason for failure on the part of any successful contractor to fulfill all requirements of this Project.

### **17. Examination of Plans, Specifications, and Tender Documents**

The Contractor shall carefully examine the plans, provisions, specifications, and conditions described herein and accept the said plans, provisions, specifications, and conditions for the prices set forth in this tender and hereby offer to furnish all materials and to complete the work in strict accordance with the said plans, provisions, specifications, and conditions.

The Contractor acknowledges that quantities shown in the tender documents and drawings are estimated only, and are subject to increase, decrease or deletion entirely by the municipality, if found not to be required or if in excess of budgetary limitations.

### **18. Utilities**

The location of utilities as shown on the contract drawings (if any) are approximate only and are not guaranteed by the Owner. It is the Tenderer's responsibility to contact the Utility Companies for further information in regard to these utilities and to exercise the necessary care in construction operations to take such precautions as are necessary to safeguard the utilities from damage. The costs of all damage to utilities, both overhead and underground, caused by the Tenderers.

The Tenderer shall ensure that utility service is not disturbed during construction, by reason of the construction.

### **19. Harmonized Sales Tax**

The Tenderer shall NOT include any amount in his/her tender unit prices for the Harmonized Sales Tax. The H.S.T. will be shown on each payment certificate and will be paid to the Contractor in addition to the amount certified for payment and will therefore not affect the contract unit prices.

## **20. Occupational Health and Safety Act**

Bidders should note that where the provisions of the Occupational Health and Safety Act of Ontario and Regulations apply to the services to be provided under a contract resulting from this tender, and all the responsibilities and obligations imposed upon the "Contractor" under this Act must be assumed by the bidder. All costs of service/materials required to fulfil these obligations shall be included in the contract price quoted. Should the Owner be aware of any violations of the Act and Regulations, a notification will be made to the appropriate authorities. Where so warranted, work could be suspended or indeed terminated with no cost to the owner.

## **21. Variation of Quantities**

Dependent upon the tendered unit prices, the contract limits may be adjusted, by Owner or Engineer only, as required. No additional compensation will be allowed for any adjustment, which may increase or decrease tender quantities identified in the "Form of Tender", unless directed by Owner & Engineer. The Owner will not pay an increase or decrease in quantities unless identified and approved before commencement. Any work, in excess of contract quantities, done without written approval may not be eligible for payment and will be at the sole discretion of the Owner & Engineer.

## **22. Payment Terms**

The Contractor shall submit proper monthly invoices for payment directly to the Town of Gananoque. The invoice(s) for payment shall clearly state the quantity and value of work performed. Except as herein provided, payments under this Contract will be made in accordance with Section GC 8.02.04 of the General Conditions.

The Contract Administrator will issue progress payment certificates as follows:

1. Complete breakdown of quantities for payment period by the Town
2. Summary of total project.
3. Individual certificates by the Township stating payment for period, holdback, applicable taxes, and certificate total.

Notwithstanding the provisions of the General Conditions respecting certification and payment, the Owner may withhold 2 ½ % of the total value of work performed beyond the expiration of 60 days from the date of publication of the Certificate of Substantial Performance, to enable the Contract Administration to produce the final detailed statement of the value of all work done and material furnished under the Contract. As a condition of holdback reduction from 10% to 2 ½ %, the Contractor shall supply a Statutory Declaration.

The Completion Payment Certificates, to include statutory holdback release, will be issued within 60 days after the date of completion as specified under GC1.04. The date for interest due to late payment shall commence 180 days after the date of completion of the work.

Upon receipt of a copy of the Certificate of Substantial Performance, the Contractor shall forthwith, as required by the *Construction Act*, as amended, publish a copy of the certificate in a construction trade newspaper. Such publication shall include placement in the Daily Commercial News.

When the owner issues the Certificate of Substantial Performance, the Owner will also issue the Substantial Performance Payment Certificate and the Substantial Performance Statutory Holdback Release Payment Certificate or where appropriate, a combined payment certificate. The Substantial Performance Statutory Holdback Release Payment Certificate will be a payment certificate releasing to the Contractor the statutory holdback due in respect of Work performed up to the date of Substantial Performance. Payment of such statutory holdback shall be due 60 days after the date of publication of the Certificate of Substantial Performance but subject to the provisions of the *Construction Act* and the submission by the Contractor of the following documents:

- a) A release by the Contractor in a form satisfactory to the Owner releasing the Owner from all further claims relating to the Contract, qualified by stated exceptions such as outstanding work or matters arising out of subsection GC3.13, Claims, Negotiations, Mediation.
- b) A statutory declaration in a form satisfactory to the Owner that all liabilities incurred by the Contractor and the Contractor's Subcontractors in carrying out the Contract have been discharged except for statutory holdbacks properly retained.
- c) A satisfactory Certificate of Clearance from the Workplace Safety and Insurance Board; and
- d) Proof of Publication of the Certificate of Substantial Performance.

The Contractor shall include in the Total Tender Price the publication cost of the Certificate of Substantial Performance. Publication is mandatory whether the Contractor requests Substantial Performance or not.

**TOWN OF GANANOQUE**

**TENDER No. RDS-2025-01**

**KING STREET PEDESTRIAN BRIDGE REMOVAL**

**DIVISION II**

**FORM OF TENDER**

## THE TENDER – KING STREET PEDESTRIAN BRIDGE REMOVAL

### LETTER OF INTENT

**To: The Town of Gananoque**

**Re: Tender No. RDS-2025-01 – KING STREET PEDESTRIAN BRIDGE REMOVAL**

The scope of work includes mobilization and demobilization, environmental protection measures, and establishing access to the work area, including platforms, scaffolding, and temporary supports. Key activities include removal of the existing bridge structure, full-depth concrete removal, and placement of formwork, reinforcing steel, and concrete for new abutments and retaining walls. The work also includes fabrication and installation of a cantilevered platform and installation of a 300mm HDPE storm sewer pipe, including connection to existing infrastructure and coring through a retaining wall. Site restoration involves placement of Granular A, topsoil, seed, and mulch, installation of new prefabricated galvanized steel railings atop the precast retaining wall, and erosion protection using R10 rip rap over geotextile.

The undersigned has carefully examined the plans, specifications and location of the work described herein and is fully informed as to the nature of the work and the conditions related to its performance and understands that the quantities shown are approximate only and are subject to either increase or decrease.

The undersigned hereby proposes to furnish all necessary machinery, tools, apparatus, and other means of construction to do all the work, furnish all materials, except as otherwise specified, and for the unit prices named in the itemized list, to complete the work herein described in strict accordance with the contract documents, therefore, and in conformity with the requirements of the specifications and supplemented specifications as may be provided by the Owner for the performance of this Work.

Submitted by (Please Print Legibly in Ink):

---

NAME OF FIRM OR INDIVIDUAL  
(HEREINAFTER REFERRED TO AS THE "TENDERER")

---

ADDRESS

---

NAME OF PERSON SIGNING FOR THE TENDERER

---

TITLE OF PERSON SIGNING FOR THE TENDERER

---



**STATEMENT "A"**

<b>TENDERER'S EXPERIENCE IN SIMILAR WORK &amp; REFERENCES</b>			
<b>Year Completed</b>	<b>Description of Work</b>	<b>For Whom Work Performed (References Name &amp; Phone Number)</b>	<b>Value of Work</b>

**STATEMENT "B"**

The Contractor must list below the names and experience of the Supervisory Personnel to be employed on this Contract.

LIST OF TENDERER'S SENIOR SUPERVISORY STAFF TO BE EMPLOYED ON THIS CONTRACT		
Name	Position	Qualifications/Experience



**STATEMENT "C"**

LIST OF PROPOSED SUB-CONTRACTORS/SUPPLIERS		
Sub-Trade	Name of Proposed Sub-Contractor/Supplier	Value of Work

**FORM OF TENDER**

This Tender is submitted by:

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
CONTACT PERSON

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
EMAIL

TO THE MAYOR AND MEMBERS OF the Council of the Town of Gananoque.

1. I/WE, the undersigned declare that no person, firm or corporation other than the one who's signature or the signature of whose proper officers and seal is or are attached below, has any interest in this tender or in the Contract proposed to be undertaken.
2. I/WE further declare that this tender is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a tender for the same work and is in all respects fair and without collusion or fraud.
3. I/WE further declare that no member of the Municipal Council or any other Officer of the Corporation is or will become interested directly, or indirectly, as a Contractor in the performance of the Contract, or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or in any of the monies to be derived there from.
4. I/WE further declare that the several matters stated in the said tender are in all respects true.
5. I/WE further declare that I/WE have carefully examined the locality and site of the proposed works, and having read, understood and accepted the Provisions, Specifications, Conditions, Form of Tender, Tender and Bonding Requirements, Agreement to Bond, Performance Bond, Labour and Material Bond, Addenda \* No. \_\_\_\_\_ to \_\_\_\_\_ and Contract Agreement attached hereto, each and all of which forms part of this Tender, hereby offer to furnish all machinery, tools, labour, apparatus, plant and other means of construction; all materials, except as otherwise stated in the Contract; including in every case freight, duty, exchange and federal and provincial sales tax in effect on the date of the acceptance of the tender, and to complete the work in strict accordance with the Provisions, Specifications, and Conditions hereto attached for the sums calculated in accordance with the actual measured quantities and unit prices set forth in the tender herein as follows:

**Itemized Bid Form**

Item	OPSS / OPSD	Description	UNIT	QTY.	Unit Cost \$	Total Price \$
1	SP	Mobilization and Demobilization	LS	1		
2	OPSS 805 SP	Environmental Protection	LS	1		
3	OPSS 928 SP	Access to Work Area, Work Platform and Scaffolding	LS	1		
4	OPSS 510 SP	Removal of Bridge Structure	LS	1		
5	OPSS 928	Concrete Removal – Partial Depth Type C	m <sup>3</sup>	1		
6	OPSS 928 SP	Concrete Removal - Full Depth	m <sup>3</sup>	37		
7	OPSS 904	Concrete in Substructure and Retaining Walls	m <sup>3</sup>	38		
8	OPSS 905	Reinforcing Steel Bar	LS	1		
9	OPSS 906 SP	Fabrication and Installation of Cantilevered Platform	LS	1		
10	OPSS 401 SP	Supply & Installation – 300mm HDPE Storm Pipe	m	28		
11	OPSS 314	Granular A	tonne	40		
12	OPSS 802	Topsoil, from Stockpiles	m <sup>3</sup>	20		
13	OPSS 804, SP	Seed and Mulch	LS	1		
14	OPSS 908 SP	Supply and Install of Prefabricated Steel Railing	m	42		
15	OPSS 511 OPSS 1860 SP	R10 Rip Rap with Geotextile (Class II – Non-Woven)	m <sup>2</sup>	250		
<b>Sub Total:</b>						

**The Town of Gananoque has the right to eliminate any or all sections of the project (in the itemized bid form) at any time after Tender Closing without penalty.**

The Tenderer hereby offers to complete the work specified for Tender No. RDS-2025-01 for the following prices:

<b>Sub-Total</b>	<b>\$</b>
<b>HST</b>	

	\$
<b>TOTAL COST</b>	\$

HST REGISTRATION NO. \_\_\_\_\_

6. I/We agree that this offer is to continue open to acceptance until the formal Contract is executed by the successful tenderer for the said work or until 60 calendar days after said opening, whichever event first occurs; and that the Corporation may, at any time within that period, without notice, accept this tender whether any other tender has been previously accepted or not.
7. I/WE agree that if I/WE withdraw this tender before the Council of the said Corporation shall have considered the tenders and awarded the Contract, the amount of the deposit accompanying this tender shall be forfeited to the Corporation.
8. I/WE agree that the awarding of the Contract based on this tender by the Council of the Corporation shall be an acceptance of this tender.
9. Attached to this Tender is a certified cheque in the amount specified in the "Tender and Bonding Requirements", made payable to the Corporation of the Town of Gananoque, the proceeds of which, upon acceptance of this Tender, shall constitute a deposit which shall be forfeited to the Town at its discretion if I/WE, fail to file with the Town the complete Performance Bond specified in the "Tender and Bonding Requirements" and an executed form of Agreement for the performance of the work within ten (10) days from the date of notification of the acceptance of this Tender by the Town.
10. I/WE hereby agree that notification of acceptance of this Tender shall be in writing, and may be sent by prepaid post, and if sent by prepaid post, acceptance shall be deemed to have been made on the date of the mailing of such notification.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Contractor

DATED AT \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**AGREEMENT TO BOND**

(To be completed by Bonding Company)

WE, the undersigned, HEREBY AGREE to become bound as Surety for

---

In a Performance Bond totaling FIFTY (50%) of the Total Tender Amount, and a Labour and Material Payment Bond totaling FIFTY (50%) of the Total Tender Amount, and conforming to the Instruments of Contract attached hereto, for the full and due performance of the works shown or described herein, if Tender No. RDS-2025-01 is accepted by the Owner.

IT IS A CONDITION of this Agreement that if the above-mentioned Tender is accepted, application for a Performance Bond and a Labour and Material Payment Bond must be made to the Undersigned within TEN (10) DAYS of Notice of Contract Award, otherwise the Agreement shall be null and void.

DATED AT \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

---

*(Name of Bonding Company)*

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*(Signature of Authorized Person Signing for Bonding Company)*

(BONDING COMPANY SEAL)

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*(Position)*

**(This Form shall be completed and attached to the Tender Submitted.)**



May 14, 2025  
The Corporation of the Town of Gananoque

**Attention: David Armstrong, CRS-I  
Manager of Public Works**

**Re: Recommendation for Award – Tender No. RDS-2025-01 - King Street Pedestrian Bridge Removal**

Mr. Armstrong,

The tender for the Contract RDS-2025-01 - King Street Pedestrian Bridge Removal, closed on May 13<sup>th</sup>, 2025, at 1:00 PM. A total of 4 submissions were received. Greer Galloway, a division of Jp2g Consultants Inc. (GG) has reviewed the submissions and offers the following:

All 4 bidder results are summarized below.

Ranking	Contractor	Total Bid (excluding HST)	Comments
1	Strong Bros General Contracting Ltd.	\$488,900.00	In compliance with tender requirements. No irregularities of note.
2	R.W. Tomlinson Limited	\$554,120.00	In compliance with tender requirements. No irregularities of note.
3	KB Civil Constructors Inc.	\$725,662.44	In compliance with tender requirements. No irregularities of note.
4	Louis W. Bray Construction Limited	\$758,648.00	In compliance with tender requirements. No irregularities of note.

### **Recommendation**

After evaluating the submissions in accordance with the Township's procurement policy and tender requirements, it is our recommendation that the tender be awarded (in full) to the first lowest eligible bidder, Strong Bros General Contracting Ltd., in the amount of \$488,900.00 (excluding HST) for Contract RDS-2025-01 - King Street Pedestrian Bridge Removal. Greer Galloway was able to contact most of the references provided by Strong Bros General Contracting Ltd. and had positive feedback on their workmanship and abilities to complete projects of this nature.

If you have any further questions or concerns regarding this assessment, please do not hesitate to contact us.

Sincerely,

**Greer Galloway, a division of Jp2g Consultants Inc.**



Brittany Rothwell, P.Eng.  
Project Manager | Senior Civil Engineer  
[brittany.rothwell@jp2g.com](mailto:brittany.rothwell@jp2g.com)

THE CORPORATION OF THE TOWN OF GANANOQUE  
BY-LAW NO. 2025-052

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH STRONG BROS. GENERAL CONTRACTING LTD., FOR THE REMOVAL OF THE KING STREET PEDESTRIAN BRIDGE

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

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

**AND WHEREAS** the Council of the Town of Gananoque received Council Report RDS-2025-06 and concurred with the recommendation to authorize the Mayor and Clerk to sign an Agreement with Strong Bros. General Contracting Ltd., for the removal of the King Street Pedestrian Bridge, to an upset limit of \$488,900.00 (excluding the Town share of HST), as prescribed in RFT RDS-2025-01;

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

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

- 1. **AUTHORIZATION:**
  - 1.1 That the Mayor and Clerk are hereby authorized to sign an Agreement with Strong Bros. General Contracting Ltd., for the removal of the King Street Pedestrian Bridge, to an upset limit of \$488,900.00 (excluding the Town share of HST), as prescribed in RFT RDS-2025-01.
- 2. **SCHEDULE:**
  - 2.1 Attached to and forming part of this By-law is the Agreement, marked as Schedule 'A'.
- 3. **EFFECTIVE DATE:**
  - 3.1 This By-law shall come into full force and effect on the date it is passed by Council.

Read a first, second and third time and finally passed this 3<sup>rd</sup> day of June 2025.

\_\_\_\_\_  
John S. Beddows, Mayor

\_\_\_\_\_  
Penny Kelly, Clerk

(Seal)

**Council Report – REC-2025-10**

**Date:** June 3, 2025

☐ **IN CAMERA**

**Subject:** Invasive Species Clean-up Request

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

☒ **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO PROCEED WITH OPTION # \_\_\_\_\_, REGARDING THE ROTARY CLUB OF GANANOQUE'S REQUEST FOR THE INVASIVE SPECIES CLEAN-UP, AS PRESENTED IN COUNCIL REPORT REC-2025-10.

**STRATEGIC PLAN COMMENTS:**

Sector 2 – Environment and Infrastructure – Strategic Initiative #1 – Recognize the global climate crisis and actively position Gananoque to address this reality, and; Sector 8 – Governance – Strategic Initiative #4 – Town Council will ensure openness and transparency in its operations.

**BACKGROUND:**

On November 19, 2024, council directed staff via Motion #24-161 to publish a Request for Quotation (RFQ) for the "Control of Japanese Knotweed".

On May 8, 2025, the Rotary Club of Gananoque and the Trees and Trails Advisory Panel sent an email correspondence titled "Invasive Species Clean-up Request" asking for the Town's support and permission to endeavour upon a new initiative to address the spread of invasive plant species in the municipality. The event would be coordinated, promoted and insured by the Rotary Club in the same manner as the Rotary Great Lakes Watershed Clean-up. The club is seeking permission to conduct invasive species cleanup on municipal property in coordination with Town staff as well as individual landowners in the community.

On May 20, 2025, Council directed staff via Motion #25-066 to "bring back a Council Report regarding Rotary's request to conduct an invasive species clean up on municipal property."

**INFORMATION/DISCUSSION:**

The Town appreciates its volunteers and initiatives they endeavor upon. The Town, specifically the Parks and Recreation Department expresses, its gratitude for the Rotary Club and the Trees and Trails Panel members who graciously donate their time and efforts helping make the Town beautiful.

Some of the invasive species identified by the Trees and Trails Advisory Panel that are rapidly spreading across municipal and private lands in Town includes: Japanese Knotweed, Dog Strangling Vine and Purple Loosestrife.

Town staff have had email correspondence with the Town's insurance broker and they are of the opinion that the risk is too great to have volunteers take on such a project for fear of an incident could occur and the Town would be held liable. If an accident or injury should occur to a volunteer and a waiver form was previously signed, there is precedent that many waivers have not held up in Court and a person or family member may initiate a claim against the Town. Waivers do not escape liability. Should Council decide to move forward with volunteers Personal Protective Equipment (PPE), strict guidance, accompaniment by First Aid training and areas accessible by ambulance is recommended and poisonous plants such as Giant Hogweed, Wild Parsnip, Poison Ivy, Poison Oak be avoided.

Senior management have discussed this initiative with unionized members from the Parks and Recreation and Public Works Departments and they are of the opinion that neither Department has the capacity to undertake such a project in the proper manner to have a lasting impact on slowing the invasive species spread across municipal lands.

At this time, the Request for Quotation (RFQ) specifically to the Japanese Knotweed has not been published. Approval of the 2025 budget did not include invasive species, however, there are funds available under the operating budget for an upset limit of \$5,000 in regards to the Control of Japanese Knotweed.

Therefore, staff provide the following the following options for Council's consideration.  
Option 1 – Proceed with the offer from the Rotary Club, pending a Memorandum of Understanding (MOU) from CUPE for the identified invasive species.

Option 2 – Respectfully decline due to Insurance Liability and proceed with issuing the Request for Quotation (RFQ) for the Control of Japanese Knotweed only.

Option 3 – Maintain status quo and let invasive species continue to spread.

**APPLICABLE POLICY/LEGISLATION:**

N/A

**FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:**

Undetermined due to RFQ not being published.

**CONSULTATIONS:**

Melanie Kirkby, CAO

Robert Kennedy, Superintendent of Parks & Facilities

**ATTACHMENTS:**

Attachment 1 – Email correspondence from Rotary Club of Gananoque

Attachment 2 – Trees and Trails Invasive Plants Discussion

<b>APPROVAL</b>	<hr/>
	Jeff Johnston, Manager of Parks & Recreation
<b>APPROVAL</b>	<hr/>
	Melanie Kirkby, CAO Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.

**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



# Trees & Trails Invasive Plants Discussion

## Definitions:

- **NATIVE PLANTS** occurred naturally in Ontario prior to European contact. They are adapted to our native soils and have co-evolved with our local insect, bird and mammal populations over thousands of years, establishing mutually beneficial relationships.
- **NON-NATIVE PLANTS** are introduced into an area for horticultural or agricultural reasons, or by accident. Many non-native plants in southern Ontario are beneficial to society and non-threatening to native biodiversity, others are invasive.
- **INVASIVE PLANTS** are found outside of their natural range, and whose presence poses a threat to environmental health, the economy, or society. Usually extremely competitive and hard to eradicate.

# Ontario Acts and Useful Sources

- **Invasive Species Act 2015**
  - Prohibited and Restricted list of species
  - Non-water Plants only on Restricted list
  - Cannot deposit or release a member of a restricted invasive species in Ontario or cause it to be deposited or released in Ontario.
- **Weed Control Act 1990**
  - List of Noxious weeds with respect to livestock and agriculture and enforcement mechanism
- **Ontario Invasive Plant Council**
  - Source for a wider list of invasive plants
  - Source of strategies for invasive plant control at landowner and municipal level
- **EDDMapS**
  - Report invasive species sightings to a national network of expert verifiers
  - Map the spread of invasive species

## Invasive Plant Examples (excluding water plants)

### Ontario Invasive Plant Council:

Autumn Olive  
Norway Maple  
Garlic Mustard  
Invasive Honeysuckles  
Himalayan Balsam  
Purple Loosestrife  
Goutweed  
Yellow Iris  
White Mulberry  
Sweet White Clover  
Black Locust

### Invasive Species Act - Restricted:

Japanese Knotweed  
(4 varieties)  
Dog Strangling Vine  
(2 varieties)  
Phragmites  
Tree of Heaven

Giant Hogweed  
Wild Parsnip  
Barberry  
Buckthorn

### Noxious Weed Act:

Wild Chervil  
Coltsfoot  
Cupgrass  
Knapweed  
Kudzu  
Poison Hemlock  
Sow Thistle  
Cypress Spurge  
Bull Thistle



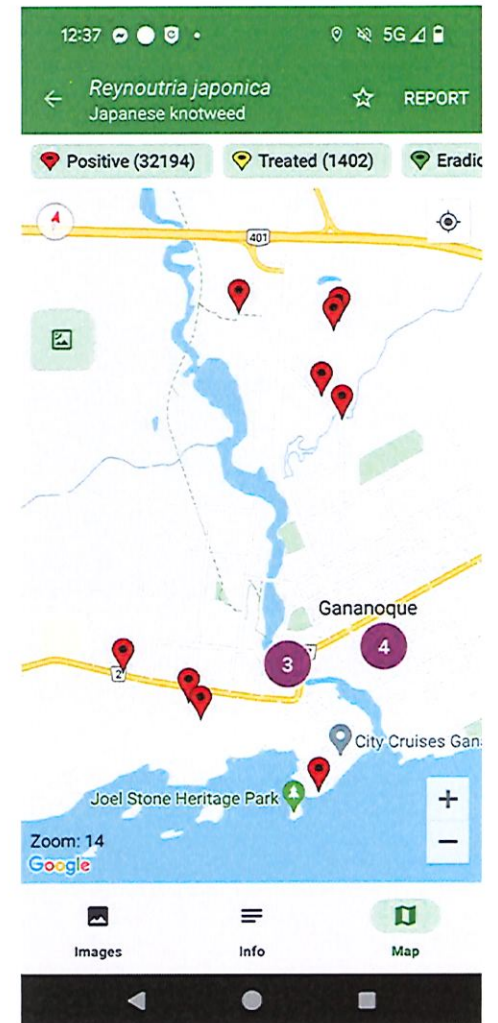
# Japanese Knotweed



It forms dense thickets of bamboo-like vegetation that aggressively outcompetes native plants and negatively impacts wetland and riparian areas. It has a horizontal root system that can grow very quickly and spread up to 10 m away from the parent plant.

Spread: Rhizome only

Management: Cutting only encourages spread, digging ineffective as sprouting from 1m depth possible, chemical treatment in fall only realistic treatment. Should be managed by authorities/professionals.



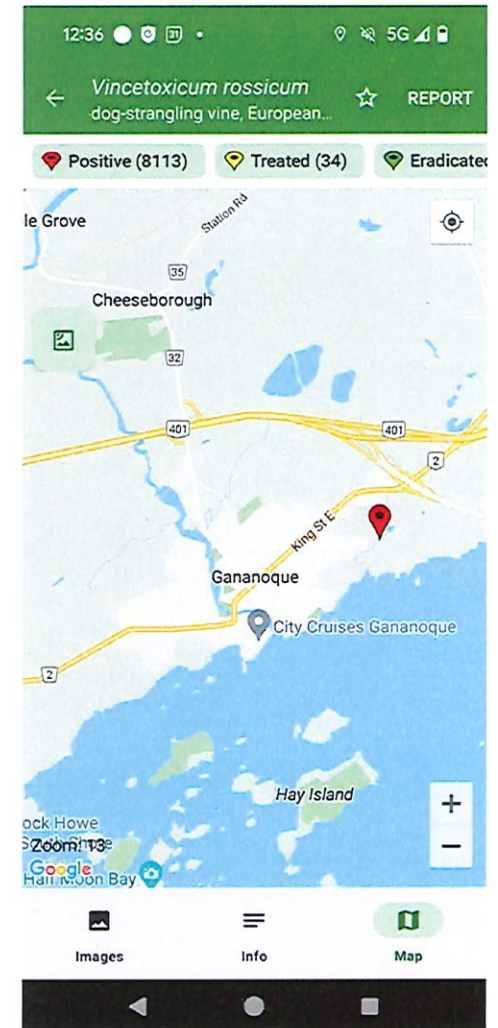
# Dog Strangling Vine



DSV grows aggressively by wrapping itself around trees and other plants, and can grow up to 2 m high. DSV forms dense stands that overwhelm and crowd out native plants and young trees, preventing forest regeneration.

Spread: Seed & Rhizome

Management: dig out root crown, remove seed pods, solarize before disposal, could be managed by volunteers.





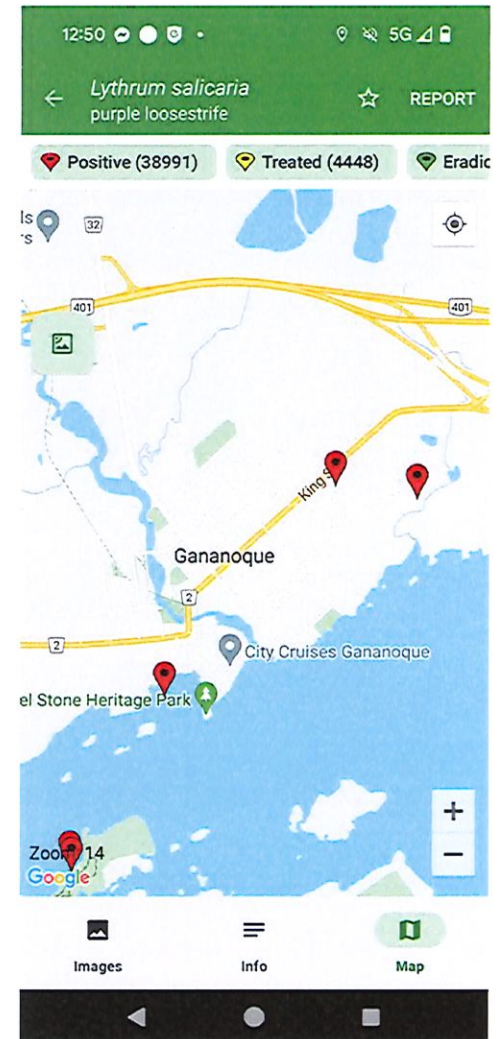
# Purple Loosestrife



This plant has the ability to produce as many as two million seeds in a growing season, creating dense stands of purple loosestrife that outcompete native plants for habitat. These populations result in changes to ecosystem functions, including reduced nesting sites, shelter, and food for birds, as well as an overall decline in biodiversity.

Spread: Primarily by seed

Management: Dig in summer when flowering, solarise before disposal. Could be managed by volunteers.





## Discussions?

- What should the municipal policy be on management of invasive plants on municipal property?
  - How to track invasive plants?
  - What are the priority plants that the municipality wishes to manage?
  - How to make best use of resources (town staff and volunteers) for invasive plant management?
- Should it be municipal policy to only plant Ontario native trees?
- Should the municipality encourage the planting of Ontario native trees by residents?
- Should there be a municipal policy restricting residents from planting invasive plants and trees?
- How can we activate a volunteer base to have an immediate impact on the Invasive plants already identified as spreading on municipal land?



## Consent Agenda Items

**Moved by:**

**Seconded by:**

Be it resolved that the Motion and By-law listed on the Consent Agenda be passed accordingly:

**MOTION:**

**#25-056 – Approval of Minutes – Tuesday, May 20, 2025**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE REGULAR COUNCIL MINUTES OF TUESDAY, MAY 20<sup>TH</sup>, 2025.

**BY-LAWS:**

**By-law No. 2025-050– Amend General Fees & Rates By-law No. 2025-015 – Disposal Site Fees – Schedule 'I'**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-050, BEING A BY-LAW TO AMEND THE GENERAL FEES AND RATES BY-LAW NO. 2025-015, DISPOSAL SITE FEE, SCHEDULE 'I' TO REMOVE IN ITS ENTIRETY ITEM #2, BRUSH, LEAF AND YARD WASTE FEES AT THE PUBLIC WORKS YARD.

As presented at the Regular Council Meeting held this 3<sup>rd</sup> day of June 2025.

Approved: June 3, 2024

\_\_\_\_\_  
John S. Beddows, Mayor

Unanimous ☐ Carried ☐

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

**REGULAR COUNCIL MEETING MINUTES**  
Held on Tuesday, May 20, 2025, at 5:00 PM  
**Held Virtually and In-Person**

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

1.	<b>Call Meeting to Order</b>
	Mayor Beddows called the meeting to order at 4:32 PM.
2.	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof</b>
	1. Councillor Kirkby declared a Conflict of Interest regarding Report Council-CAO-2025-07, titled “Physician Locum Grant Application – Greenwood Medical Centre”, as he is a patient of the medical centre.
3.	<b>Closed Session (beginning at 4:30 PM)</b>
	Moved by Deputy Mayor Leakey that the Council of the Town of Gananoque, in accordance with Section 239.2 of the <i>Municipal Act</i> , moves into Closed Session at 4:33 PM for the purpose of discussing one (1) item under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees, regarding a report from the Integrity Commissioner. <div>CARRIED – UNANIMOUS</div>
4.	<b>Move Out of Closed Session at 4:47 PM.</b>
	<b>Council resumed the Open Session at 5:00 PM.</b>
5.	<b>Reporting Out of Closed Session</b>
***At this point Mayor Beddows vacated the Chair, as this matter relates to his position as Mayor. ***Deputy Mayor Leakey took the Chair.	
	<ul style="list-style-type: none"> <li>Deputy Mayor Leakey advised that a Closed Meeting was held. Council discussed one (1) item under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees regarding the Integrity Commissioner’s report.</li> </ul> <p>Council requested that Tony Fleming present the Integrity Commissioner Report.</p>
	<ul style="list-style-type: none"> <li>Tony Fleming, Integrity Commissioner appeared before Council and provided key findings and a summary of the Integrity Commissioner’s report titled “<b>Town of Gananoque – Complaint against Mayor John Beddows – File No. 16418-171</b>”, dated May 16, 2025, (attached).</li> <li>Mr. Fleming advised Council that the Mayor does have the opportunity to make submissions to Council regarding the penalty, notwithstanding this would otherwise be a pecuniary interest, but there is an exception within the Act to provide the Mayor the ability to make submission to Council.</li> </ul>

- Deputy Mayor Leahey opened the floor to Council for comments and questions.

\*\*\*\*Moved by Councillor Koiner and seconded by Councillor Harper to amend the recommendation to add “**ZERO (0) DAYS**” following the words “**FOR A PERIOD OF**” and further amend to include “**THAT COUNCIL REQUESTS MAYOR BEDDOWS TO PROVIDE A WRITTEN APOLOGY TO TOWN STAFF**”.

\*\*\*At this point, Councillor Osmond requested that the proposed amendment be divided.

**Amendment as Divided:**

\*\*\*Councillor Koiner moved that the recommendation be amended to add “**ZERO (0) DAYS**” following the words “**FOR A PERIOD OF**”. There was no seconder for the motion.

**\*\*\*Moved by Councillor Koiner and seconded by Councillor Osmond to add “THAT COUNCIL REQUESTS MAYOR BEDDOWS TO PROVIDE A WRITTEN APOLOGY TO TOWN STAFF.”**

**CARRIED – UNANIMOUS, *by those voting***

\*\*\*Moved by Councillor Harper and seconded by Councillor Osmond to add “**80 DAYS**” following the words “**FOR A PERIOD OF**”.

**CARRIED – 5 Ayes, 1 Nay, by those voting**

- At this point, Deputy Mayor Leakey asked Mayor Beddows if he wished to make a verbal submission regarding the Integrity Commissioner (IC) Report.
- Mayor Beddows made a brief statement regarding the penalties and IC Report.
- Council considered the following recommendation.

**Motion #25-064 – Integrity Commissioner Investigation Report – Mayor John Beddows**

**Moved By:** Councillor Koiner                      **Seconded By:** Councillor Osmond

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE  
RECEIVES TONY FLEMING'S, INTEGRITY COMMISSIONER (IC) REPORT  
REGARDING MAYOR JOHN BEDDOWS, DATED MAY 16, 2025,

AND FURTHER THAT COUNCIL IMPOSE THE FOLLOWING SANCTIONS ARISING FROM THE FINDINGS SET OUT IN THE IC REPORT:

1. THAT COUNCIL SUSPEND THE REMUNERATION PAID TO MAYOR JOHN BEDDOWS IN RESPECT OF HIS SERVICES AS THE HEAD OF COUNCIL FOR A PERIOD OF 80 DAYS;
2. THAT THE INTEGRITY COMMISSIONER'S REPORT BE MADE AVAILABLE AS AN ATTACHMENT TO THE TUESDAY, MAY 20, 2025, COUNCIL MINUTES AND; POSTED TO THE TOWN'S WEBSITE, IMMEDIATELY ON THE INTEGRITY COMMISSIONERS PAGE AND;
3. THAT COUNCIL REQUESTS MAYOR BEDDOWS TO PROVIDE A WRITTEN APOLOGY TO TOWN STAFF.

**CARRIED – 5 Ayes, 1 Nay, 1 Abstained**

\*\*\*At this point, Deputy Mayor Leahey vacated the Chair.

\*\*\*Mayor Beddows resumed the Chair.

6.	Canadian National Anthem
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- The National Anthem was played.

7.	Land Acknowledgement Statement
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- Mayor Beddows read the Land Acknowledgement Statement.

8.	<b>Public Question / Comment</b> (Only Addressing Motion(s) or Reports on the Agenda)
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- A Member of the Public addressed Reports listed on the Agenda.



	<p>AND FURTHER DIRECTS STAFF TO BRING BACK A REPORT FOR COUNCIL'S CONSIDERATION, THAT SPEAKS TO:</p> <ol style="list-style-type: none"> <li>1. COUNCIL REPRESENTATION;</li> <li>2. DEMOCRACY;</li> <li>3. LEGISLATED BOARDS AND COMMITTEES;</li> <li>4. WORKLOAD COMPARISON OF LIKE TO LIKE;</li> <li>5. PROS AND CONS OF REDUCING COMPOSITION TO FIVE (5) MEMBERS;</li> <li>6. EXPLORE WARD / BOUNDARY SYSTEM;</li> <li>7. WILL MOVING TO FIVE (5) MEMBER COUNCIL REMOVE THE TOWN FROM STRONG MAYOR POWERS, AND;</li> <li>8. FISCAL IMPLICATIONS.</li> </ol> <p style="text-align: right;"><b>CARRIED – 4 Ayes, 3 Nays</b></p>
<b>Council-CSC-2025-05 – Reconsider General Fees and Rates By-law – Disposal Site Fees, Schedule 'I'</b>	
	<p><b>Motion #25-068 – Reconsider General Fees and Rates By-law – Disposal Site Fees, Schedule 'I'</b></p> <p><b>Moved By:</b> Deputy Mayor Leakey                      <b>Seconded By:</b> Councillor Koiner</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW TO AMEND THE GENERAL FEES &amp; RATES BY-LAW NO. 2025-015, SCHEDULE 'I', DISPOSAL SITE FEES, WASTE ITEMS TO REMOVE IN ITS ENTIRETY, ITEM #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;</p> <p>AS RECONSIDERED ON MAY 20<sup>TH</sup>, 2025 AND PRESENTED IN COUNCIL REPORT-CSC-2025-05.</p>
<b>Council-FIN-2025-13 – Ontario Infrastructure and Lands Corporation (OILC) Long-Term Marina Debt Financing</b>	
	<p><b>By-law No. 2025-048 – Ontario Infrastructure and Lands Corporation (OILC) Long-Term Marina Debt Financing</b></p> <p><b>Moved By:</b> Deputy Mayor Leakey                      <b>Seconded By:</b> Councillor Koiner</p> <p>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.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<b>14.</b>	<b>Approval of Minutes – Tuesday, May 6, 2025</b>
	<p><b>Motion #25-063 – Approval of Minutes – Tuesday, May 6, 2025</b></p> <p><b>Moved By:</b> Deputy Mayor Leakey                      <b>Seconded By:</b> Councillor Koiner</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE REGULAR COUNCIL MINUTES OF TUESDAY, MAY 6, 2025.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<b>15.</b>	<b>Staff Reports</b>
<b>Council-CAO-2025-06 – Strong Mayor Powers</b>	
	<p><b>Motion #25-069 – Strong Mayor Powers</b></p> <p><b>Moved By:</b> Deputy Mayor Leakey                      <b>Seconded By:</b> Councillor Koiner</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE STRONG MAYOR POWERS REPORT FOR INFORMATION, AS PRESENTED IN REPORT COUNCIL CAO-2025-06.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>









**Cunningham Swan**  
LAWYERS  
• EST 1894 •

Tony E. Fleming  
Direct Line: 613.546.8096  
E-mail: [tfleming@cswan.com](mailto:tfleming@cswan.com)

May 16, 2025

**BY E-MAIL:** [clerk@gananoque.ca](mailto:clerk@gananoque.ca)

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

Dear Ms. Kelly:

**RE: Town of Gananoque – Complaint against Mayor John Beddows**  
**Our File No. 16418-171**

## Introduction

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

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

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

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We remind Council that the *Municipal Conflict of Interest Act* contains an exception that allows a member of Council to speak to the recommended penalty. Notwithstanding that the recommendation is for a financial penalty, the Act expressly provides the Member with an opportunity to address the penalty only, without breaching the Act.

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

### **Complaint:**

On September 25, 2024 a complaint was filed alleging that Mayor John Beddows (the "Member") had engaged in a series of behaviours that breached the Code of Conduct. The behaviours were reported as occurring at various dates in 2024. One behaviour was reported as commencing in November of 2023 and recurring through July of 2024. Some of the behaviours were reported as being recurring or as happening on multiple occasions.

After our investigation, a number of allegations were not substantiated by evidence from witnesses that supported a finding that the Code of Conduct had been breached and as such those allegations were dismissed and are not found in this report. The remaining allegations are summarized below in the Findings section.

### **Timeline of Investigation:**

- September 25, 2024 complaint received
- October 1, 2024 Complaint package prepared
- October 31, 2024 – due to an internal miscommunication in our office, the complaint package was not received by the Member. Package sent October 31, 2024
- November 27, 2024 response from Member received
- December 6, 2024 – the Member's response was sent to the Complainant with a request for further details to particularize the complaint
- January 7, 2025 – revised complaint with added details sent to Member
- February 2025 – conduct interviews
- March 14, 2025 provide summary of evidence from the interviews to the Member
- April 1, 2025 interview Member
- April 17, 2025 final written submission received from Member

## Findings/Analysis:

As a preliminary matter, the Member, through legal counsel, on November 27, 2024 raised an allegation of conflict of interest due to the fact that the Integrity Commissioner was also legal counsel for the Town of Gananoque. The Integrity Commissioner considered the allegation and provided the Member with a written response to the allegation. With the exception of a very specific allegation contained in the complaint, the Integrity Commissioner disagreed that any conflict existed. For the aspect of the complaint that raised some perception of a possible conflict, the Integrity Commissioner provided options to the complainant and the complainant decided to withdraw that aspect of the complaint.

On January 16, 2025, the Member, through legal counsel, raised allegations of bias on the part of the Integrity Commissioner related to statements made by the Member during his election campaign directed to the Integrity Commissioner. The Integrity Commissioner responded by letter dated January 23, 2025 to confirm that the Member's perception of bias was misplaced and that the Integrity Commissioner disagreed with the allegation.

After interviews with witnesses were conducted, the Integrity Commissioner provided the Member with a high-level summary of the evidence, clarified or particularized certain complaints and indicated that certain allegations would be dismissed – requiring no further response from the Member for those aspects of the complaint that were dismissed. The Member was subsequently interviewed and was provided a final opportunity to submit a written response to the allegations after their interview.

All of the written submissions of the Member and their interview responses were considered in detail as part of the process to arrive at the findings summarized below.

<b>Allegation</b>	<b>Summary of investigation findings</b>	<b>Analysis</b>
On July 9, 2024, the Member stated at an agenda setting meeting, “We can fire the CAO without cause. If we could prove sexual harassment, we would not have to pay severance.”	Multiple witnesses confirmed that this statement was made by the Member.  Witnesses considered the statement to be a form of threat. Witnesses stated that there was no contextual or circumstantial reason to assume the statement was other than a threat.	We find that while the statement may have been factually accurate, making this statement to the CAO is inappropriate.  Section 8 of the Code of Conduct prohibits abuse, intimidation and harassment.  The statement is a form of intimidation. There was no context provided by any witness or the Member to

<b>Allegation</b>	<b>Summary of investigation findings</b>	<b>Analysis</b>
	<p>The Member admitted he made this statement. The Member stated that the statement was factually accurate, but that he was in no way accusing the CAO of sexual harassment and used this merely as a hypothetical example of how a CAO might be terminated for cause. The Member denied that he was dissatisfied with the performance of the CAO and stated he has in fact lauded their performance publicly.</p>	<p>justify making such a statement. The Member was unable to justify how reminding the CAO that they could be fired without cause was an appropriate comment.</p> <p>This statement was a breach of section 8.</p>
<p>On July 22, 2024 The Member is alleged to have said to the CAO, “Did you know that the Mayor of Mississauga has Strong Mayor powers and her first act after being appointed was to fire the CAO. I could call the former CAO of Mississauga and offer her a salary of \$120,000 and she would be willing to become the CAO of Gananoque for that salary.”</p>	<p>Confirmed by multiple witnesses.</p> <p>The Member recalls making the statement but denies saying that he stated he could hire the Cao from Mississauga, or that he intended to suggest that the current CAO should be replaced. The Member stated that he was disturbed by the firing in Mississauga and only observed that there was now a highly qualified CAO available – in the context of the demand for qualified employees in municipalities generally.</p> <p>On a balance of probabilities, we find that the Member did state that</p>	<p>We accept the Member’s statement that he did not intend to suggest that the CAO should be replaced.</p> <p>However, for the Head of Council to make this statement to the CAO is inappropriate. The Member appears to have little appreciation for how comments like this can affect staff.</p> <p>Section 8 of the Code of Conduct is not dependent on intent. Commenting to the current CAO that another CAO could be hired has the effect of creating an atmosphere of intimidation, contrary to section 8.</p>

<b>Allegation</b>	<b>Summary of investigation findings</b>	<b>Analysis</b>
	if he called the dismissed CAO of Mississauga they would be willing to come to Gananoque.	
On July 29, 2024, the Member is alleged to have said to the CAO, "If I could prove that you sexually harassed a senior manager, we could dismiss you without severance pay"	This was confirmed by witnesses.  The Member did not recall the specific statement, but as in the allegations above, replied in his defence that it was a factually accurate statement. The Member confirmed that he was not suggesting that any sexual harassment occurred, only that if in fact it did happen no severance would need to be paid.	As with the behaviour alleged to have occurred on July 9, 2024 above, while the statement may have been factually accurate, making this statement to the CAO is inappropriate.  The statement is a form of intimidation and a breach of section 8.
On September 12, 2024, the Member stated at an agenda setting meeting, "We could fire the CAO without cause as the CAO is the only employee who serves at the whim of Council"	Similar to the allegation above, this was confirmed by multiple witnesses.  Similar to the allegations above, the Member confirmed he made this statement, and his response to the allegation was the same.	Similar to the allegations above, this statement is a breach of section 8 of the Code of Conduct, for the same reasons.  In addition, the repeated comments about firing the CAO establish a pattern of conduct that ought to have been known by the Member to be unwelcome and offensive. In the circumstances, this pattern of behaviour also constitutes harassment.
The Member is alleged to have made the recurring statement, "Women are often promoted above their abilities because of	Multiple witnesses confirmed that this statement was made more than once by the Member.	We accept that the Member was recounting his experience in the military, and that he holds the belief that the military affirmative action

<b>Allegation</b>	<b>Summary of investigation findings</b>	<b>Analysis</b>
affirmative action"	<p>Witnesses also heard the Member saying that women are only hired because they are women, to even out hiring statistics. The witnesses described the statement as, “just coming out of the blue” with no idea how the conversation got there or where it would go.</p> <p>The Member admitted making the statement, but disagreed there was no context. The Member recalled making the statement in reference to his experience in the military and “the politically driven ‘pink ticket quota’ at the Royal Military College, the Joint Staff College in Toronto, and in the Canadian Armed Forces, which can sometimes result in women being provided opportunities for courses and postings due to gender and not purely on objective merit.”</p> <p>The Member characterized this allegation as being stripped of context and merely an attempt to malign his character. The Member pointed to statements he has made</p>	<p>program allowed women to be promoted above their abilities or to receive postings and opportunities for courses based on gender and not merit.</p> <p>The fact that the Member was commenting about his military experience does not offer an excuse for making statements in the workplace about women being promoted beyond their abilities.</p> <p>A number of the witnesses interviewed about this statement were female and they perceived this comment as demeaning.</p> <p>Section 8 of the Code of Conduct requires that members of Council ensure that the work environment is free from discrimination.</p> <p>Despite the Member’s assertion that his statement was factually accurate, or that it reflected his military experience, this type of comment is inappropriate, is in itself a form of discrimination, and creates an atmosphere in the workplace where staff objectively perceive that the Head of Council is condoning discrimination.</p> <p>This is a breach of section 8 of the Code of Conduct.</p>



<b>Allegation</b>	<b>Summary of investigation findings</b>	<b>Analysis</b>
	that promote merit based advancement.	
<p>The Member is alleged to have made the recurring statement, "Women are often not the best candidates for hiring because they may not return to work after having children"</p>	<p>Multiple witnesses confirmed that this statement was made a number of times by the Member. No witness recalled the context of why the statements were made, often describing such statements as coming "out of the blue".</p> <p>The Member agreed that he made this statement, but took issue with the fact that the allegation did not properly contextualize the statement.</p> <p>The Member recalled making this statement in the context of physician recruitment and the need to offer better incentives to female physicians to promote retention, as the Member believed that many female doctors left the profession after having children. The Member denied that anything he said was derogatory.</p>	<p>We accept the context and facts surrounding the statement as presented by the Member.</p> <p>Notwithstanding the factual and other context, it is discriminatory to make a general statement that women may not be the best candidates due to the fact that some women may not return to work thereafter.</p> <p>As with the allegation above, this type of comment is inappropriate, and creates an atmosphere in the workplace where staff can objectively perceive that the Head of Council is condoning discrimination.</p> <p>This is a breach of section 8 of the Code of Conduct.</p>
<p>The Member is alleged to have made the recurring statement, "When I was in the military I could command my staff to work 18 hours a day without paid overtime."</p>	<p>This statement was confirmed by witnesses and not disputed by the Member.</p> <p>The Member stated that he made this statement as part of a discussion about</p>	<p>There is no evidence that this statement was an attempt to intimidate staff or force them to work outside normal working hours.</p> <p>This aspect of the complaint is dismissed.</p>

Allegation	Summary of investigation findings	Analysis
	leaving cell phones and laptops at home when on vacation to balance the demands of military operational needs when at work.	
In July of 2024, the Member is alleged to have said to staff at their desks, "I see and hear everything that goes on in this building".	This statement was confirmed by witnesses.  The Member did not deny making this statement. The Member categorically denied the inference made by staff that they worried that a listening device may have been planted by the Member.	There is no evidence that a listening device was planted by the Member.  We agree with the Member that the suggestion from staff that a listening device may have been planted is not an objectively reasonable conclusion based on this statement.  Objectively this statement is not intimidating, nor do we find that this was the intent.  This aspect of the complaint is dismissed.
In July of 2024, the Member is alleged to have said to staff at their desks "The only thing that I can't do is breastfeed"	This statement was confirmed by witnesses.  The Member did not recall making this statement.	We prefer the evidence of the witnesses and find that the statement was made by the Member.  Section 8 of the Code of Conduct prohibits abuse, intimidation and harassment. There was no evidence that this statement was abusive, intimidating or in any way sexual harassment.  We find the statement inappropriate for the workplace, but not a breach of the Code of Conduct in the circumstances.

<b>Allegation</b>	<b>Summary of investigation findings</b>	<b>Analysis</b>
<p>The Member is alleged to have made the recurring statement, "I am the smartest person in this building (meaning Town Hall)"</p>	<p>This statement was confirmed by multiple witnesses.</p> <p>The Member recalled making this statement, but added that when he makes that type of statement he typically adds that he is, "not very people smart/almost certainly I'm not the smartest". The Member clarified that he says this to reflect on his own perceived shortcomings in that he does not often understand people as well as others do.</p>	<p>Section 8 of the Code of Conduct prohibits intimidation. Staff perceive this comment by the Member to be a form of intimidation.</p> <p>In the circumstances, we find that the comment does not rise to the level that engages the Code of Conduct.</p> <p>This statement was not a breach of the Code of Conduct.</p>
<p>The Member is alleged to have made the recurring statement, "I am the only person in the building with a Masters degree (meaning Town Hall)"</p>	<p>This statement was confirmed by multiple witnesses.</p> <p>The Member denies that he made this statement. The Member advised that he is working towards a Master's Degree, but has not completed the degree. He therefore would not have made that statement as it would be factually inaccurate.</p>	<p>We find that it is more likely than not that the Member discussed his Masters Degree, but that the statement as presented in the complaint was not made as alleged.</p> <p>Even if we accepted witness recounts that the statement was made as alleged, there is no basis to find that the statement was intended to be a form of intimidation as prohibited by the Code of Conduct.</p> <p>This allegation is dismissed.</p>
<p>It is alleged that the Member made a comment to the Former CAO regarding "how to find a 'G spot'" and recounted that when the Member was in</p>	<p>This was confirmed by the former CAO.</p> <p>The Member agreed he made these statements, but clarified that they</p>	<p>As with other comments made by the Member, staff did not recall how the comments came about and described the comments and others of a similar nature as being out of</p>

<b>Allegation</b>	<b>Summary of investigation findings</b>	<b>Analysis</b>
the Military staff would strip naked and search each other for ticks.	<p>were not made as one statement.</p> <p>The Member commented on the Town's security provider, "G – Force" having a parking spot and referred to "finding the G-[parking] spot". The Member considered this a joke and believed the CAO took it as such.</p> <p>With respect to soldiers searching each other for ticks, the Member recalls making that statement, but separate from the G-spot comment. He made this comment as an example of the need to change personal perceptions of certain situations in order to properly address those situations. There was no malintent on the Member's part and he believed the comment was appropriate in the context.</p>	<p>context of the preceding conversation.</p> <p>In the circumstances, we accept the Member's recollection of the context.</p> <p>Regardless of context, the "joke" about finding the G-spot is inappropriate and ought to have been known to the Member to be unwelcome.</p> <p>We find this comment to constitute harassment, contrary to section 8.</p> <p>With respect to searching for ticks, as we accept the context as described by the Member, we do not find the statement to constitute harassment or otherwise breach the Code of Conduct.</p>
The Member is alleged to have made the recurring comment, "I am the most qualified person to be the CAO"	<p>Confirmed by multiple witnesses.</p> <p>This statement occurred in the context of CAO interviews as a comment on the quality of candidates.</p> <p>The Member does not recall making the statement, but believes it</p>	<p>There was no evidence that the statement was recurring.</p> <p>Regardless of the number of times it may have been stated, there is no basis to conclude that the statement was a form of intimidation as prohibited by the Code of Conduct.</p> <p>This aspect of the complaint is dismissed.</p>

<b>Allegation</b>	<b>Summary of investigation findings</b>	<b>Analysis</b>
	may have been made to Council.	
<p>It is alleged that the Member frequently fails to follow the disconnect from work policy. The Member calls various staff on evenings, weekends and while staff are on vacation.</p>	<p>Confirmed by multiple witnesses.</p> <p>Some staff recalled receiving calls while on vacation, with some recalling calls every day during the vacation.</p> <p>Calls were received on evenings and weekends regularly.</p> <p>Witnesses stated that the calls were almost always not for anything important or for anything that could not be done during business hours.</p> <p>Staff did comment that the behaviour has improved since the complaint was filed.</p> <p>In response to this allegation the Member made detailed arguments that the disconnect from work policy does not apply to members of Council.</p> <p>The Member stated that he makes calls and emails when they happen and it is up to staff to respond when they respond. He does not have access to staff calendars and as such he may not know</p>	<p>We find that the Member's statement that he does not know when staff are on vacation to be only partially accurate. The Member called the CAO on vacation frequently and we find it implausible that the Member did not know that the CAO was on vacation.</p> <p>We agree with the Member that the Policy applies to employees of the Town. We also agree that the Member and members of Council are not employees.</p> <p>This however is not the end of the analysis.</p> <p>The policy gives every employee the right to disconnect from work.</p> <p>Section 1 of the Code of Conduct states that members of Council are governed by policies of Council.</p> <p>Section 2 of the Code of Conduct sets out the purpose of the Code. Obligations to maintain a "high quality of public administration and governance" and "encouraging high standards of conduct on the part of Town officials", should be interpreted as requiring members of Council to respect the policy.</p>

<b>Allegation</b>	<b>Summary of investigation findings</b>	<b>Analysis</b>
	when staff are on vacation.	<p>The Integrity Commissioner believes it is inappropriate for Councillors to contact staff outside working hours and expect the staff to refuse to communicate on the basis of the policy – Councillors should lead by example and follow the policy.</p> <p>Unfortunately, the policy excludes members of Council and we cannot read into the policy an obligation that Council chose not to impose upon themselves.</p> <p>As drafted, the Code of Conduct does not make breaching this policy a breach of the Code of Conduct.</p>
<p>On July 11, 2024, at an agenda setting meeting it is alleged that the Member:</p> <ul style="list-style-type: none"> <li>- Stood over a member of Council and yelled at her about a motion to allow the First People to leave shoes on the steps of Town Hall for Truth and Reconciliation.</li> <li>- When a sign was placed with the shoes the Mayor attempted to direct staff to remove the sign</li> </ul>	<p>Witnesses at the agenda setting meeting confirmed that the member:</p> <ul style="list-style-type: none"> <li>- Was angry about the request to place shoes at Town Hall</li> <li>- Stood over a seated member of Council and yelled</li> </ul> <p>The Member confirmed that the discussion with the member of Council became “heated” but denied yelling. The “heated” discussion arose because the other member of Council made an analogy with Remembrance Day and</p>	<p>We find on a balance of probabilities that the Member did stand over a seated member of Council and raise his voice. While no one in attendance recalled the words used, everyone recalled the tone of the exchange and recalled that the Member’s behaviour was intimidating and inappropriate.</p> <p>Section 8 of the Code of Conduct prohibits abuse, intimidation and harassment.</p> <p>The Member’s behaviour in this incident was intimidating and abusive, contrary to Section 8.</p> <p>Regardless of whether another member of Council may also</p>

<b>Allegation</b>	<b>Summary of investigation findings</b>	<b>Analysis</b>
	<p>made a comment the Member found disparaging of veterans. In the Member's words, after hearing comments disparaging of veterans, "of course the conversation became heated".</p> <p>With respect to the sign, we reviewed emails related to this issue and find that there was no direction to staff to remove the sign.</p>	<p>have made inappropriate comments, the Member is responsible for controlling their temper and leading by example.</p>
<p>On 25 July 3, 2024, it is alleged that the Member attended the scene of an emergency on King St. bridge which was cordoned off by Fire &amp; Police. The complaint alleges that the Mayor was directing a vehicle placed in the road to control traffic to move.</p>	<p>The investigation confirmed that Hydro/Fortis was asked by first responders to place a vehicle in the road to act as traffic control.</p> <p>Witnesses stated that the Member directed the hydro/Fortis vehicle to move.</p> <p>The Member disputes that he was directing anyone responsible for the scene. The Member stated he was merely observing at the time.</p>	<p>Section 11 of the Code of Conduct directs members of Council not to direct staff. In this situation, there is no evidence the Member directed or attempted to direct staff. The vehicle that the Member was concerned with was not a Town vehicle and the evidence does not support the allegation that the Member was directing staff.</p> <p>Although being involved in any way with this type of incident is not appropriate for a member of Council, the Code of Conduct is specific to directing staff and this aspect of the complaint must be dismissed for lack of evidence specific to that prohibition.</p>
<p>On September 19, 2024, the Member filed a bylaw/property standards</p>	<p>Our investigation confirmed that the letter was sent and that it was</p>	<p>Section 11 of the Code of Conduct prohibits members of Council from directing staff.</p>



<b>Allegation</b>	<b>Summary of investigation findings</b>	<b>Analysis</b>
<p>complaint about a building in Town, using Town Letterhead and signed as the Mayor. Council was not consulted in advance.</p>	<p>on Town letterhead and signed as the Mayor.</p> <p>Staff interviewed were concerned that staff might consider this type of letter to be issued by Council, or be a direction to staff to take action – because it was signed by the Mayor.</p>	<p>The letter in question cannot be construed as directing staff.</p> <p>At most, it is potentially confusing to staff if they believed that a letter from the office of the Mayor was speaking on behalf of Council – which is not stated in the letter (in fact the letter is clear that it is the Mayor’s personal opinion that the building is in breach of the by-law).</p> <p>While this is not a practice that the Integrity Commissioner endorses, it is not sufficient to constitute direction to staff. Further, staff confirmed that they did not treat it as direction.</p> <p>This aspect of the complaint is dismissed.</p>
<p>It was alleged as a weekly occurrence for the Member to tell various staff that he is leaving for the day, and then he would go out to his car, drive around the building and come back in to the office.</p>	<p>Confirmed by multiple witnesses.</p> <p>Witness observed this behaviour at least twice a week on occasion.</p> <p>Staff feel this is an attempt to intimidate them, or surprise them to catch them not working. Staff find this disruptive to work flow.</p> <p>The Member admits leaving and coming back, but disputes the frequency. The Member explained that he often forgets things in Town</p>	<p>We accept the Member’s explanation that he often forgets things and is forced to return to Town Hall to retrieve them.</p> <p>There was no evidence of an ulterior motive disclosed in the investigation. This aspect of the complaint is dismissed.</p>

Allegation	Summary of investigation findings	Analysis
	Hall and returns to pick them up. The Member denied any ulterior motive or any intent to intimidate staff.	

### **Conclusion:**

The Integrity Commissioner finds that while a number of complaints related to directing staff were found not to cross the line established by the Code of Conduct, staff clearly are struggling with how the Member navigates that balance. The dismissal of these complaints ought not to be seen as endorsing the Member's approach to staff relations. The dismissals rather reflect the fact that the Member is careful to phrase his comments to staff in a way that they are not overtly direction. We caution the Member to be mindful of his role and to let staff deal with day to day operational matters without oversight.

Comments about affirmative action and whether the CAO can be fired only exacerbate the difficult relationship between staff and the Member. This strained relationship is also apparent in the aspects of the complaint that were not found to breach the Code of Conduct. Comments about "seeing and hearing everything that goes on in this building", while not a breach of the Code, do not foster a positive working relationship with staff. Similarly, comments about being the smartest person in the building do not establish the Member as a strong leader, they appear to have the opposite effect with staff.

Our overall finding is that the Member has a genuine desire to create a positive working environment, but he struggles with interpersonal relationships. The Member recognizes that he struggles with reading people, and we see this as being at the core of many of the issues in the complaints. As with many complaints our office receives, the relationship between the Member and staff has reached a point where behaviour that staff might otherwise ignore or that would be unremarkable are now perceived to be offensive or as having meaning that the Member does not intend.

We hope that all of the behaviour complained about, regardless of whether it met the threshold for a breach of the Code of Conduct or not, is thoughtfully reflected upon by the Member so that this report can serve as the starting point for re-setting his relationships with staff.

## **Recommendations:**

Making recommendations for penalties in this circumstance is about understanding the nature of the breaches and considering what is necessary to create an incentive to change inappropriate behaviour.

As stated above in our conclusions, for the most part the behaviour that breached the Code of Conduct was not driven by ill-intent, but rather by a failure to appreciate the role of the Head of Council and what is appropriate for the relationship between staff and the Head of Council.

8 of the 18 complaints reported on were found to breach the Code of Conduct. The breaches fall into four general categories of complaint as discussed below:

### **1. Comments suggesting the CAO could be fired;**

4 separate complaints fall into the first category. Although the comments are similar, they were made on separate occasions that form a pattern of behaviour. The Member's argument that the statements were factual and therefore not a breach of the Code of Conduct demonstrates a lack of awareness of the seriousness of the comments and how inappropriate it is for the Head of Council to talk about terminating an employee.

The pattern of conduct amounted to harassment of the CAO. More generally, other members of staff who heard first-hand or were made aware of the comments commented in their interviews that this was intimidating. Behaviour such as this creates concerns for job security.

In order for Council to demonstrate that it does not support such behaviour, we recommend that Council suspend the Member's remuneration for a period of 30 days.

### **2. Comments about women and affirmative action;**

The second category of complaints contained two examples of comments that were discriminatory. While we accept the Member's explanation about the context in making such statements, the impact of such statements on female staff must be considered in assessing an appropriate penalty. We find that this type of comment, especially coming from the Head of Council, is likely to create a workplace atmosphere where the contributions of female staff are devalued.

We recommend that Council demonstrate its support for and appreciation of its staff by suspending the remuneration of the Member for a period of 30 days for these incidents. To be clear, this recommendation is in addition to the 30 day suspension recommended above.

### **3. An offensive sexual joke;**

The Member acknowledged that his joke was in poor taste. Individuals in a position of power over staff must be aware of the impact of their actions, rather than simply believing offensive jokes are acceptable because no one objects at the time. The imbalance in power often prevents staff from objecting.

This behaviour is not one that was repeated, but it is still offensive and should not be tolerated. We recommend that the Member's remuneration be suspended for a period of 5 days. Again, this is in addition to the recommendations above.

#### **4. Aggressive behaviour towards a member of Council;**

The Member's behaviour towards a member of Council at the agenda setting meeting was abusive and cannot be tolerated. While the Member disputes that he raised his voice, that is contrary to the recollection of other attendees of the meeting. Attendees found the behaviour aggressive and intimidating and one witness expressed the sentiment that they would not want to expose someone else to that behaviour.

This is not behaviour that Council should expect from its members or that any member of Council or staff should be exposed to. We recommend that Council suspend the remuneration of the Member for a period of 15 days. As with the other recommendations, this recommendation is in addition to the recommendations above.

Our total recommended suspension of pay is 80 days.

This concludes our investigation and report in this matter.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**



Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation  
TEF: am

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2025-050

BEING A BY-LAW TO AMEND THE GENERAL FEES AND RATES BY-LAW NO. 2025-015, DISPOSAL SITE FEE, SCHEDULE 'I' TO REMOVE IN ITS ENTIRETY ITEM #2, BRUSH, LEAF AND YARD WASTE FEES AT THE PUBLIC WORKS YARD

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

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

**AND WHEREAS** on May 6, 2025, passed Motion #25-060, being a Motion to reconsider, in part, the General Fees and Rates By-law No. 2025-015, specifically addressing the Disposal Site Fees, contained in 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) @ no charge;

**AND WHEREAS** on May 20, 2025, Council received Report Council CSC-2025-05 and passed Motion #25-068, being a Motion to pass a By-law to amend the General Fees & Rates By-law No. 2025-015, Disposal Site Fees, Schedule 'I', Waste Items to remove in its entirety Item #2, Brush, Leaf and Yard Waste at the Public Works Yard @40.00 per ½ Ton truck load and residential (in bags) @ no charge;

**AND WHEREAS** the Council of the Corporation of the Town of Gananoque deems it appropriate to pass this By-law to amend the General Fees and Rates By-law, Disposal Site Fees, Schedule 'I'.

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

- 1. **AUTHORIZATION:**
  - 1.1 That the General Fees and Rates By-law No. 2025-015, Disposal Site Fees, Schedule 'I', be hereby removed in its entirety and replaced with the Schedule 'I' attached hereto and forming part of this By-law.
- 2. **REPEAL:**
  - 2.1 Any by-law inconsistent with this By-law, specifically in reference to Schedule 'I' is hereby repealed.
- 3. **EFFECTIVE DATE:**
  - 3.1 This By-law shall come into full force and effect on the date it is passed by Council.

Read a first, second and third time and finally passed this 3<sup>rd</sup> day of June 2025.

John S. Beddows, Mayor

Penny Kelly, Clerk

(Seal)

**General Fees & Rates By-law No. 2025-015,  
as amended by By-law No. 2025-050**

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

Waste Items		
	Description	Fee / Rate
1.	Waste and Yard Waste Bag Tags for Curbside Pick-Up	\$2.50/tag
Residential Dump Days		
	Description	Fee / Rate
1.	Miscellaneous Small Items	\$20.00
2.	Car Load	\$30.00
3.	SUV Load	\$40.00
4.	½ Ton Truck or Trailer	\$75.00
5.	½ Ton Truck with Trailer	\$125.00
6.	1-Ton Truck	\$125.00



## Report Council – ED-2025-01

**Date:** June 3, 2025

☐ **IN CAMERA**

**Subject:** Memorandum of Understanding – Two Sisters Sup Inc. – Operate a Paddle Board Rental and Tour Company

**Author:** Amanda Trafford, Economic Development and Communications Officer

☒ **OPEN SESSION**

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### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE TO AUTHORIZE THE MAYOR AND CLERK TO SIGN A MEMORANDUM OF UNDERSTANDING (MOU) WITH TWO SISTERS SUP INC., TO OPERATE A PADDLE BOARD RENTAL AND TOUR COMPANY AT STEELWORKERS' PARK (165 RIVER STREET) FROM JUNE 1 TO SEPTEMBER 30, 2025, AS PRESENTED IN REPORT COUNCIL REPORT-ED-2025-01.

### **STRATEGIC PLAN COMMENTS:**

Sector #5: Arts, Culture and Heritage – Strategic Initiative #1 – Acknowledge the First Nations and Indigenous settlements within Gananoque.

Sector #6: Tourism and Events – Strategic Initiative #4 – Develop and promote Gananoque as a four-season tourist destination that supports the local economy.

### **BACKGROUND:**

Two Sisters SUP Inc., is a Haudenosaunee sister-owned mobile stand up paddle board rental and tour company providing Indigenous-led, on-the-water experiences in Kenhté:ke/Bay of Quinte, Ken'tarokwen/Kingston, Gananoque, and the 1000 Islands. Owners and sisters Natasha Darling and Alisha Willing grew up in Joyceville, are both members of Mohawks of the Bay of Quinte and second language learners of Kanyen'kéha.

Two Sisters Sup Inc., met with Economic Development and the Tourism Staff to propose and seek permission from the Town for use of the canoe/kayaking launch in Steelworkers Park (165 River Street) for the Summer 2025 season.

The purpose of this report is to seek Council approval to enter into a Memorandum of Understanding (MOU) with Two Sisters SUP Inc.



**INFORMATION/DISCUSSION:**

Steelworkers Park (165 River Street) is municipal parkland, dog park and public canoe/kayak launch. Two Sisters SUP Inc. proposes to operate a stand-up paddleboard pop-up next to the recently upgraded docks during the 2025 summer season (June-September).

The proposal (attached) introduces the pop-up for Saturday and Sundays with the occasional weekday or holiday. All equipment and vehicles will be removed on a nightly basis with a tent along the shoreline, east of the existing dog park.

The Town does not have any by-law or policy with regards to pop-ups or season operations of this nature. The Town has specific policies and licences for mobile canteens, outdoor patios, buskers but not for this type of request.

It is noted that in 2016 and 2017, the Town entered into an MOU with a paddle company in the Rotary Park to operate for a season. Similarly, a trailer was used at the time. Staff's understanding of this proposal is that the business would be similar. The Gananoque River is a calmer waterway and less traffic in terms of the marina, boaters and other waterfront activities.

As part of the consideration, Staff reached out to the Portage Power/Ottawa Energy contacts given this area of the Gananoque River is under their umbrella. Portage Power/Ottawa Energy have provided confirmation via email that safety booms and dam warning signs are posted on the north side of the Gananoque Waterfront Trail Lions Loop walking bridge. Water recreation activities are permitted north of the portage dock, with all possible safety precautions taken. However, water recreation activities downstream (south) of portage dock should not be permitted.

Two Sisters SUP Inc., is fully insured and it would be required within the MOU that the Town be added as additional insured. Given fees are not set out as this is an MOE with no supporting policy and this is primarily for weekends, Staff propose a fee of \$300 which is comparable to a monthly mobile canteen.

It is recommended that Two Sisters SUP Inc., additionally reach out to the Gananoque Canoe Club with regards to summer activities and the hosting of regattas at 200 Adelaide Street which may impact weekend activities.

It is noted that the Economic Development/Tourism Staff are exploring seasonal pop-ups and will be coming forward to Council with draft proposal in principal to accommodate requests for pop-ups. The intent of pop-ups would be to create unique opportunities for businesses on a smaller scale and provide a different shopping experience to visitors and residents. As part of the foregoing exercise, Staff will review the outcome of this project at the end of the season.

**APPLICABLE POLICY/LEGISLATION:**

n/a

**FINANCIAL CONSIDERATIONS:**

None.

**CONSULTATIONS:**

Jennifer Baril, Tourism and Event Development Coordinator

Rodney Foster, Portage Power/Ottawa Energy

Brenda Guy, Manager of Planning and Development

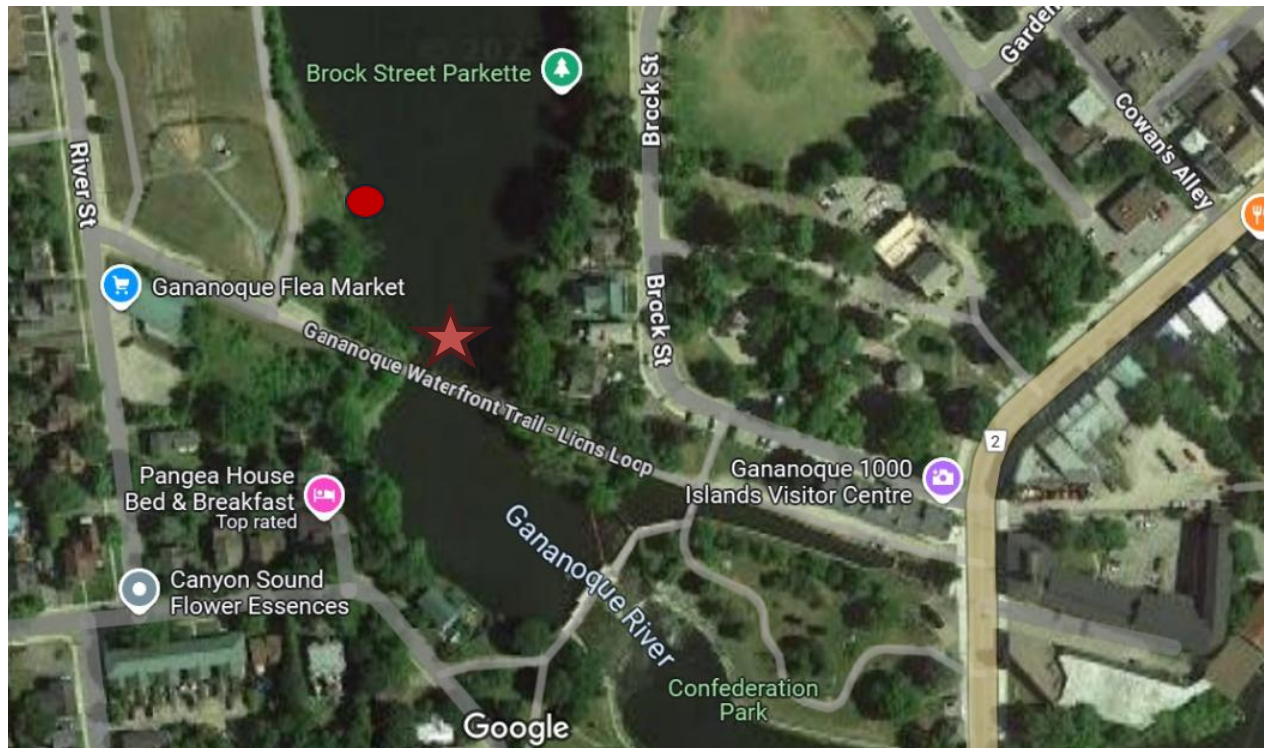
**ATTACHMENTS:**

Attachment 1 – Location of proposed business

Attachment 2 – Two Sisters Sup Inc. Media Kit

<b>APPROVAL</b>	<hr/>
	Amanda Trafford, Economic Development and Communications Officer
	<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 Municipal Act and regulations.
	<hr/>
	Melanie Kirkby, CAO

## ATTACHMENT 1



Location of proposed business



Location of dam warning safety signs posted by Energy Ottawa/Portage Power







# TWO SISTERS SUP



## **Media Kit + Rentals Proposal**

Prepared for Town of Gananoque by  
Alisha Willing + Natasha Darling for  
Two Sisters SUP Inc.





# Introduction

Two Sisters SUP is a Haudenosaunee sister-owned, mobile stand up paddle board rental and tour company providing Indigenous-led, on-the-water experiences in Kenhté:ke/Bay of Quinte, Ken'tarokwen/Kingston, Gananoque, and the 1000 Islands.

Owners and sisters Natasha Darling and Alisha Willing grew up in Joyceville, are both members of Mohawks of the Bay of Quinte and second language learners of Kanyen'kéha.



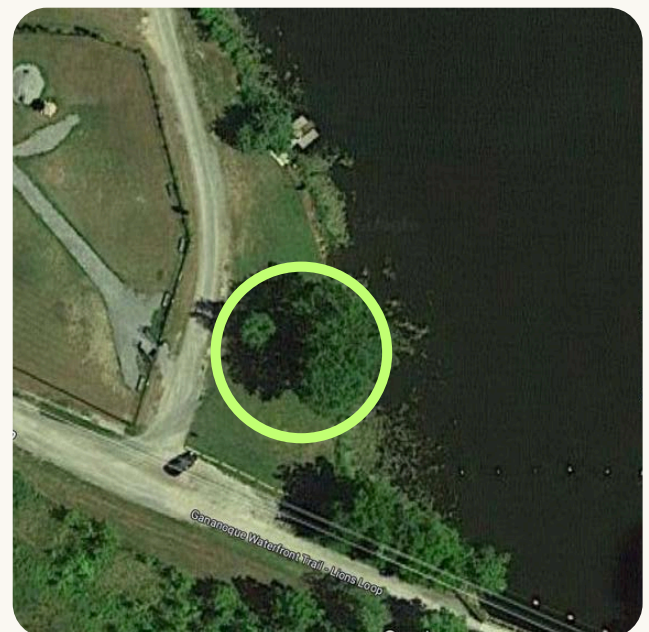
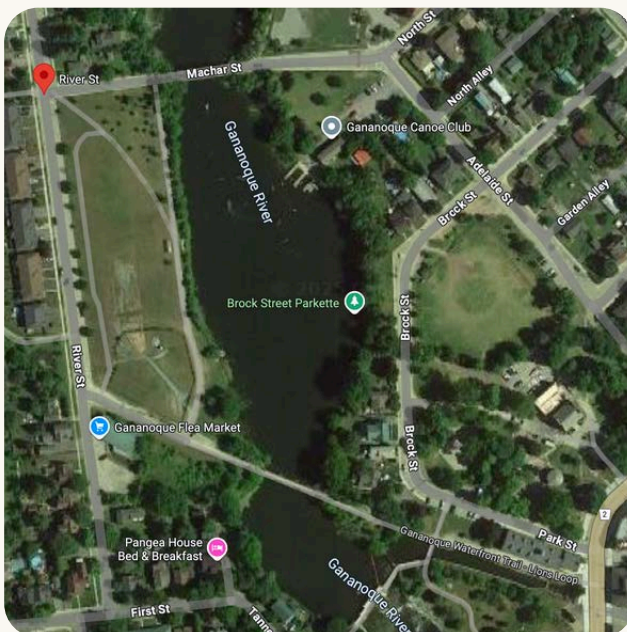
# Rentals

Two Sisters SUP proposes a **stand up paddle board rental pop-up** next to the recently upgraded docks installed at the dog park in Gananoque during the summer season (June-Sept)



Two Sisters SUP is looking to:

- Park and set up an **18ft trailer** that stores the boards, and a **12ft pop-up tent** for shelter. This would be setup + removed daily on **Saturdays + Sundays** throughout the summer and **occasional weekday/holidays**. Vehicles will be parked in a designated parking spot offsite.
- With consideration and respect to other community members and visitors using the dog park/ docks, **Two Sisters SUP proposes setting up the rental tent beneath the large tree in the grass area between the parking lot and the docks** (see photo below) leaving ample space for others to access the docks.
- SUP (stand up paddleboard) rentals are by the hour and Two Sisters SUP will encourage parking in 2-hr town parking spots (many are within easy walking distance) to avoid congesting parking for those using the dog park.





# Rentals - safety

- Two Sisters SUP instructors are certified with Paddle Canada in Basic Stand Up Paddleboard Instruction and First Aid & CPR/AED - level C with Canadian Red Cross
- Two Sisters SUP will provide all renters with leash, PFD, whistle, and any other required safety equipment in compliance with Transport Canada.
- All rentals will require a signed waiver and renters MUST wear a life jacket and leash at all times while on the water.
- All SUP renters will receive a safety briefing prior to getting out on the water
- Two Sisters SUP is fully insured by BMS and includes special risk insurance for adventure tourism. SPOT gps two-way communication is utilized when off-grid.





# Alisha Willing

Alisha currently works as a Certified Ophthalmic Assistant for Kingston Ophthalmology and Vision Sciences Centre. She also brings over 10 years experience in digital marketing including website design, creating email blasts, and social media content creation and management.

Alisha has served clients in hospitality and tourism as well as wellness, sports, and non-profit. When not on the water, she can be found supporting both of her daughters as a hockey trainer for the Kingston Ice Wolves.



## **Certifications:**

- The HTCP Level 1 Hockey Trainer (Hockey Trainers Ontario)
- Basic Stand Up Paddle Board Instructor (Paddle Canada)
- Standard First AID & CPR/AED - level C (Canadian Red Cross)

# Natasha Darling

Natasha brings over 15 years experience in marketing administration including digital marketing, graphic design, website design, branding, and social media. She has also worked over 10 years in the hospitality industry.

She currently works for the Indigenous Arts Collective of Canada and volunteers as a director on the board of All Our Relations Land Trust.



## **Certifications:**

- Basic Canoeing - Level 3 (ORCKA canoeing program)
- Basic Stand Up Paddleboard Instructor (Paddle Canada)
- Standard First AID & CPR/AED - level C (Canadian Red Cross)

# Kevin Siegel

Kevin was born and raised in Southern California and became a permanent resident of Canada in 2022. As a lifelong Waterman with over 40 years of surfing, Kevin found himself right at home here with so many bodies of water to explore.

Kevin has enjoyed over 40 years industry experience in consumer electronics including 12 volt services, sales, marketing, education, and training.

Kevin will assist in all areas of the business including leading SUP Fishing tours.



## **Certifications:**

- Basic Canoeing - Level 3 (ORCKA canoeing program)
- Bronze Cross (Lifesaving Society)
- Basic Stand Up Paddleboard Instructor (Paddle Canada)
- Standard First AID & CPR/AED - level C (Canadian Red Cross)





# Groups + Lessons

- Basic Level Stand Up Paddleboard Skills
- Corporate team building and group bookings
- Private and group lessons
- Youth programming



# Tours + Experiences

- Indigenous-led History Tours in Gananoque River, Morton Bay, and Lyndhurst
- Full moon & Summer Solstice paddles
- Bird Medicine Tour
- SUP Fishing Tours
- Sunset tours on the Gan River
- Other tour locations include: Rideau Canal, Seeley's Bay, and more!

# additional details

## website + social



twosisterssup.ca



coming soon



coming soon

## Memberships



## Collaborators



**Council Report – FIRE-2025-04**

**Date:** June 3, 2025

☐ **IN CAMERA**

**Subject:** Firehouse Subs Public Safety Foundation of Canada Grant – Funding Agreement

**Author:** Andrew Dickson, Fire Chief

☒ **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-051, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN THE FUNDING AGREEMENT WITH FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION OF CANADA TO RECEIVE A GRANT IN THE AMOUNT OF \$11,587.39, FOR THE PROCUREMENT OF FOUR (4) SETS OF ICE-WATER RESCUE GEAR, AS PRESENTED IN COUNCIL REPORT FIRE-2025-04.

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**STRATEGIC PLAN COMMENTS:**

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

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

**BACKGROUND:**

Firehouse Subs Public Safety Foundation of Canada is dedicated to improving the lifesaving capabilities of first responders and public safety organizations in communities served by Firehouse Subs by providing funding, resources and support.

As a Canadian registered charity, our mission is to impact the lifesaving capabilities, and the lives, of local heroes and their communities.

Firehouse Subs Public Safety Foundation of Canada allocates funding in five distinct areas:

- Lifesaving equipment to benefit emergency service organizations and public safety.
- Prevention education tools for public safety and natural disaster preparedness.
- Scholarships and continued education for public safety officers.
- Natural disaster support.
- Support for military veterans.

## INFORMATION/DISCUSSION

The Corporation of the Town of Gananoque is approved for \$11,587.39 for:

The Gananoque Fire Service is seeking a grant from the Firehouse Subs Public Safety Foundation of Canada for the purchase of a Four (4) sets of ice-water rescue gear. This quote includes Ice Commander suits, PFD's, helmets, lights, knives, rope and required accessories.

This equipment will bring our level of capabilities from outfitting 4 firefighters to 8 firefighters, for full ice-water and cold-water rescue response, ensuring more firefighters can respond in full PPE to incidents on the Gananoque River or St. Lawrence River. This also expands our capabilities to ensure more firefighters can work simultaneously on an emergency or training scene.

The Grant Application window opened on January 7<sup>th</sup>, 2025, and closed February 13<sup>th</sup>, 2025. Funding documentation is required to be submitted by November 30, 2025.

## APPLICABLE POLICY/LEGISLATION:

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

## FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:

The grant is in the amount of \$11,587.39. This will cover the complete cost of the ice-water rescue gear, including all additional equipment and accessories. No additional funding is required from the town.

## CONSULTATIONS:

Melanie Kirkby, Chief Administrative Officer

## ATTACHMENTS:

Funding Agreement  
Quote from AJ Stone Co. Ltd. – Jan. 14, 2025  
Draft By-law No. 2025-051

APPROVAL	<hr/>
	Andrew Dickson, Fire Chief
	<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.
	<hr/>
	Melanie Kirkby, CAO





**Firehouse Subs Public Safety Foundation of Canada ("Foundation")**

**FUNDING AGREEMENT** between the Foundation and **Gananoque Fire Service** (the "Recipient")

**1. Funding**

The Foundation does hereby agree to make a donation of **\$11,587.39 CAD** (the "Gift") to **Gananoque Fire Service, Gananoque, ON** to be used for the purchase of **Four Sets of Ice Water Rescue Gear** (the "Purpose") as set out in the application and detailed in the submitted quote.

**2. Obligations of the Recipient**

- i) The Recipient represents and warrants that it is/will be a "qualified donee" as defined in the *Income Tax Act* (Canada) ("ITA") at the time of the Gift – see attached Schedule.
- ii) The Recipient will provide an acknowledgment of receipt of the EFT transfer within 10 days of receiving the funding.
- iii) The Recipient will use the Gift only for the Purpose that is detailed in the submitted quote and detailed in the application. Items purchased outside of the approved quote are the financial responsibility of the granted organization.
- iv) Respond to requests from time to time by the Foundation including, but not limited to, evidence of receipt of equipment being acquired and ITA registration number.
- v) The Recipient will provide all invoices and delivery receipts to document the purchases in order to confirm that the grant purpose has been satisfied.
- vi) Any excess funds, *including rebates of quoted tax (HST)* must be returned to the Foundation to be used for future grant awards.
- vii) **DEADLINE for submitted documentation: November 30, 2025**

**3. Further Assurances**

The Recipient does hereby agree to do such further acts related to the grant award acknowledgement including but not limited to press events and photo opportunities. Respond to requests for additional documents relating to the grant for reporting and auditing as the Foundation may determine to be necessary or desirable.

**4. Governing Law**

This Funding Agreement shall be governed by the laws of the Province of ON and any Federal laws applicable thereto.

**Firehouse Subs Public Safety Foundation of Canada**

**Town of Gananoque (Fire Service)**

Date: \_\_\_\_\_

Printed Name: John Beddows / Penny Kelly

Title: Mayor / Clerk

Date: \_\_\_\_\_

**A.J. STONE Co. Ltd.**

62 Bradwick Drive  
Vaughan, ON L4K 1K8

T: (416) 785-3752  
F: (416) 781-2827  
Toll Free: (800) 205-3473

[www.ajstone.com](http://www.ajstone.com)

**Quote****Q0076166-0****Fire Service Specialist: Steve Bell****Email: [sbell@ajstone.com](mailto:sbell@ajstone.com)****Cell: (613) 264-2152****Date** January 14, 2025**Customer** GANFIR**Bill To:**

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

**APPROVED****Ship To:**

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

Ph. (613) 382-3334

Ph. (613) 382-3334

Customer Ref.	F.O.B.	Quoted by	Valid for	Quote Number	
	Vaughan	Steve Bell	15 Days	Q0076166-0	
Ship Via		Payment Terms	Reference		
Cheapest Way		DD, net 30 days	Misc Equipment		
Requested by Deputy Chief Andrew Kent					
Part Number		Description	Quantity Requested	Unit Price	Extended Price
Ice Water Rescue Equipment					
IC9001		Suit, Ice Commander Rescue, Gold, Universal Adult, Version 3	4	1,175.00	4,700.00
42604.01.100		Helmet, NRS, 2042, Whitewater Safety, Havoc Livery, Red	4	89.00	356.00
SAR-770 ORANGE		Vest, Salus Technical, 1 Size/All, Orange	4	319.00	1,276.00
71648.01.100		Light, NRS, Princeton Tec Meridian LED Strobe with strap	4	60.00	240.00
MCAKUAN		Knife, McNett, Akua, Yellow/Lime	1	65.00	65.00
47303.03.101		Knife, NRS, Co-Pilot, Sheath Clip, 420 HC Stainless Steel, Yellow	4	50.00	200.00
9902-0300		Whistle, Fox 40, Classic Orange (no attachment)	4	6.00	24.00
WPL1/2-Y		Rope, Water Rescue, 1/2", per Ft., Yellow	300	1.50	450.00
WPL1/2-Y		Rope, Water Rescue, 1/2", per Ft., Yellow	300	1.50	450.00
WPL1/2-R		Rope, Water Rescue, 1/2", per Ft., Red	300	1.50	450.00
WPL1/2-R		Rope, Water Rescue, 1/2", per Ft., Red	300	1.50	450.00
RB-350-Y		Rope Bag, Holds Up to 350' of 1/2" Rope, 27" x 12.5", Yellow	2	110.00	220.00
RB-350-R		Rope Bag, Holds Up to 350' of 1/2" Rope, 27" x 12.5", Red	2	110.00	220.00
2354070521		Laser Ice Screw-Steel (21cm)	4	89.00	356.00



## A.J. STONE Co. Ltd.

62 Bradwick Drive  
Vaughan, ON L4K 1K8

T: (416) 785-3752  
F: (416) 781-2827  
Toll Free: (800) 205-3473

[www.ajstone.com](http://www.ajstone.com)

## Quote

**Q0076166-0**

**Fire Service Specialist: Steve Bell**

Email: [sbell@ajstone.com](mailto:sbell@ajstone.com)

Cell: (613) 264-2152

Date January 14, 2025

Customer GANFIR

### Bill To:

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

### Ship To:

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

Ph. (613) 382-3334

Ph. (613) 382-3334

Customer Ref.	F.O.B.	Quoted by	Valid for	Quote Number
	Vaughan	Steve Bell	15 Days	Q0076166-0
Ship Via		Payment Terms	Reference	
Cheapest Way		DD, net 30 days	Misc Equipment	
Requested by Deputy Chief Andrew Kent				
Part Number	Description	Quantity Requested	Unit Price	Extended Price
M061AA00	Carabiner, Petzl, Spirit, Straight Gate, Non-Locking, Gray	8	16.00	128.00
Gate Opening: 21mm				
CMC300441	Pulley, ProSeries, Single, 2.25" x 0.5"	2	334.67	669.33

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

HST Number

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2025-051

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN THE  
FUNDING AGREEMENT WITH FIREHOUSE SUBS PUBLIC SAFETY  
FOUNDATION OF CANADA TO RECEIVE A GRANT FOR THE  
PROCUREMENT OF FOUR (4) SETS OF ICE-WATER RESCUE GEAR

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

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

**AND WHEREAS** the Council of the Town of Gananoque received Council Report FIRE-2025-04 and concurred with the recommendation to authorize the Mayor and Clerk to sign a Funding Agreement with Firehouse Subs Public Safety Foundation of Canada to receive a grant in the amount of \$11,587.39, for the procurement of four (4) sets of Ice-Water Rescue Gear;

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

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

1. **AUTHORIZATION:**
  - 1.1 That the Mayor and Clerk are hereby authorized to sign a Funding Agreement with Firehouse Subs Public Safety Foundation of Canada to receive a grant in the amount of \$11,587.39, for the procurement of four (4) sets of Ice-Water Rescue Gear.
2. **SCHEDULE:**
  - 2.1 Attached to and forming part of this By-law is the Agreement, marked as Schedule 'A'.
3. **EFFECTIVE DATE:**
  - 3.1 This By-law shall come into full force and effect on the date it is passed by Council.

Read a first, second and third time and finally passed this 3<sup>rd</sup> day of June 2025.

\_\_\_\_\_  
John S. Beddows, Mayor

\_\_\_\_\_  
Penny Kelly, Clerk

(Seal)

**Council Report – RDS-2025-07**

**Date:** June 3, 2025 ☐ **IN CAMERA**  
**Subject:** Award of Contract – Design for Stormwater Maintenance and Repairs  
**Author:** David Armstrong, Manager of Public Works ☒ **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-053, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH ROBINSON CONSULTANTS INC. (RCI), FOR THE ENGINEERING AND DESIGN FOR URGENT STORMWATER REPAIRS AND MAINTENANCE, TO AN UPSET LIMIT OF \$73,790.60 (EXCLUDING THE TOWN'S SHARE OF HST), AS PRESCRIBED IN RCI PROPOSAL NO. 4958, AND AS PRESENTED IN COUNCIL REPORT RDS-2025-07.

**STRATEGIC PLAN COMMENTS:**

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

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

**BACKGROUND:**

Staff have been working towards meeting compliance deadlines that were introduced by the Ministry of Environment, Conservation and Parks (MECP) in 2024, build around the Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA). New regulated deadlines that were introduced include scheduled maintenance of stormwater management (SWM) facilities, which had not previously been a requirement.

Council approved \$200,000 as part of the 2024 Capital Budget for staff to manage and undertake repairs of existing SWM facilities and infrastructure. Staff were able to complete a few repairs internally, however some of the required works are proving to be more than current operational limits allow for.

**INFORMATION/DISCUSSION:**

Public Works staff canvassed a few of the consultants they are currently working on with other projects, however indications were that these consultants were not able to undertake the work in a timely manner. Speaking with some other municipal colleagues, it was recommended to contact Robinson Consultants Inc. as they have a great reputation in

stormwater projects. RCI staff agreed to meet with staff on-site to review the projects and submitted their proposal. The areas included in the proposal are listed below:

1. Charles St. N. at Garden Alley
  - Section of stormwater main is broken and has resulted in a sink hole, also requires two (2) catch basin structures to be replaced.
  -
2. Elizabeth Dr. Stormwater Outfall
  - Section of pipe upstream has resulted in severe erosion around the headwall
  -
3. River St. SWM Pond Cleanout and Grading
  - SWM facility is overgrown and is now required to be cleaned and graded every 20 years; facility is approximately 24 years old.
  -
4. Emma St. at Havelock Alley Conveyance Ditch Cleanout and Grading
  - Cleanout overgrowth and accumulated sediment

Of the projects listed above, the most urgent are numbers 1 and 2. Both instances are currently failing, are negatively impacting the public and are borderline hazards. Numbers 3 and 4 are both now regulated functions and need to be completed sooner rather than later to meet compliance in managing these facilities.

**APPLICABLE POLICY/LEGISLATION:**

Procurement By-law No. 2015-087

By-law No. 2025-001 – 2025 10-Year Capital and Operating Budget

Town of Gananoque CLI-ECA No. 156-S701

**FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:**

The total amount in the Council approved 2024 Capital Budget for this work is \$200,000 with approximately \$10,000 being spent so far. The proposed amount falls within the approved budget for these works and staff are recommending proceeding with RCI for the design and engineering for these necessary repair and maintenance projects.

An approximate breakdown of the costs is outlined below:

Existing Charges	\$ 9,883.45
Proposal Amount being Considered	<u>\$ 73,790.60</u>
<b>TOTAL COST</b>	<b>\$ 83,674.05</b>
<b>BUDGET</b>	<b>\$200,000.00</b>
<b>FUNDS REMAINING</b>	<b>\$116,325.95</b>

Staff are optimistic that the remaining budget will be able to partially fund the included projects in this proposal.

**CONSULTATIONS:**

George Blow, Practice Area Leader – Municipal Services, Robinson Consultants Inc.

Brock Webb, Superintendent of Roads

Christine Brennan, Utilities Compliance Coordinator



**ATTACHMENTS:**

Proposal No. 4598 from Robinson Consultants Inc.

Draft By-law No. 2025-053

<b>APPROVAL</b>	<div data-bbox="305 1045 927 1087"><hr/>David Armstrong, Manager of Public Works</div> <div data-bbox="305 1192 1451 1318"><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="305 1402 927 1444"><hr/>Melanie Kirkby, CAO</div>
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April 30<sup>th</sup>, 2025

Town of Gananoque  
Public Works  
665 Charles Street North  
Gananoque, ON K7G 1N8

**Attention:** **Brock Webb**  
**Roads Superintendent**

**Reference:** **Engineering Services for Various Drainage and Stormwater**  
**Management Repairs and Improvements**  
**RCI Proposal No. 4958**

Dear Mr. Webb:

The Town of Gananoque requested that Robinson Consultants Inc. (RCI) submit a proposal to address sewer, drainage and stormwater management concerns at four locations. RCI is pleased to submit herewith our proposal and fee estimate to provide engineering services for the scope of work and deliverables outline in the following letter.

### **Scope of Work**

The following section was developed based on our understanding from our site meeting on Wednesday, April 16<sup>th</sup>, 2025, and follow up e-mail correspondence. Based on this information our understanding of the scope of work is as described below:

The project consists of four separate project locations that are described individually below. The level of effort and fee estimate has also been broken down into four separate sections. The fee breakdown also includes certain cost efficiencies that will reduce the overall fee estimate such as site visits and survey work.

1. Charles Street North at Garden Alley – A section of broken sewer (assumed to be ~200mm) has resulted in a sink hole. This sewer connects to a CB which connects to another CB and then connects to a storm sewer approximately one block away. This sewer is presumed to be laid at a reverse grade. This location is a high priority due to the sink hole and surface flooding in the low point in the road that occurs during rainfall events. The repair solution is expected to consist of the following elements: repair the broken pipe, replace two catch basins (may not be required depending on the condition of the structures), and regrade the sewer to flow from Garden Alley to Garden Street. If information is available for the receiving sewer network on Garden Street, we will review the capture capacity at the low point at Garden Alley to review if additional flows could result in downstream sewer flooding. The main tasks involved for this site will include:

- a. Complete CCTV
  - b. Complete Survey
  - c. Prepare basemapping
  - d. Review DS sewer capacity
  - e. Complete CLI ECA
  - f. Prepare tender package for repairs including cost estimate
2. Elizabeth Drive sewer outfall Repair – A broken pipe upstream of the outfall structure has caused erosion around the headwall. The headwall in good condition but may require replacement to repair the upstream sewer. Based on the size of the sewer, it is assumed that a standard OPSD headwall will be adequate and that structural engineering services will not be required. Material backfill will required around headwall and we will review if there are any opportunities for downstream erosion protection, however full slope stabilization design of the downstream channel is not considered to be a part of the scope of work.
  - a. Complete Survey
  - b. Prepare basemapping
  - c. Complete Condition Survey
  - d. Complete CLI ECA
  - e. Prepare tender package for repairs including cost estimate
3. River Street at Lions Loop SWM Pond Cleanout and grading – An existing stormwater facility is overgrown and partially filled with sediment that has caused occasion surface flooding. It is assumed that we will review the sediment depths and provide an estimated clean out schedule as well as a contract package to complete the clearing and grubbing and sediment removal and grading.
  - a. Complete Survey including sediment depths
  - b. Prepare basemapping
  - c. Complete Condition Survey
  - d. Review existing ECA conditions including CLI Annexes
  - e. Prepare tender package and/or maintenance plan for cleanout including cost estimate
4. Emma Street at Havelock Alley Linear SWMM / Conveyance Ditch Cleanout and grading. An existing conveyance ditch that has experienced some overgrowth and sediment accumulation which has impacted the ability of the ditch to convey flow from the sewer outlet. Based on the conditions of the ECA, an annual inspection (and cleaning if required) is to be undertaken. It is assumed the cleaning process may be completed either by tender to a contractor or future maintenance activities for which a plan will be prepared.
  - a. Complete Survey including sediment depths
  - b. Prepare basemapping
  - c. Complete Condition Survey
  - d. Review existing ECA conditions including CLI Annexes
  - e. Prepare tender package and/or maintenance plan for cleanout including cost estimate

The work will proceed without additional geotechnical, hydrogeological or environmental investigations. Any requirements under the Excess Soils Act will be the responsibility of the contractor and the tender specifications will be prepared to reflect these requirements. The tender specifications will also address any requirements for tree removal and bird nesting and turtle nesting and exclusion fencing if required depending on the timing of construction. We will review the department of fisheries and oceans self-evaluation, but it is anticipated that there will be no impacts to fisheries or fish habitat.

### Experience of Key Team Members

The key personnel assigned to this project are listed below (resumes are available upon request).

**Rick Gravel** will be the Project Manager and lead CADD designer. Rick has over 30 years of experience in project management, preliminary and detail design of municipal infrastructure and transportation projects.

**George Blow, P.Eng.** will provide lead engineering design for all aspects of the project. He will be assisted as required by junior engineering staff with some aspects of the project including tender preparation. George is RCI's Practice Area Leader for the Municipal Services Department and has over 25 years of experience in project management, preliminary and detail design and contract administration of municipal services, stormwater and culvert projects.

### Proposed Schedule, Level of Effort and Fee Estimate

Please find attached *Table 1 – Workplan, Schedule, Level of Effort, and Fee Estimate*. This schedule assumes that we will be receiving the PO by May 13<sup>th</sup>, 2024.

We would like to thank you for giving us the opportunity to submit this proposal and we are prepared to proceed immediately upon receiving authorization to proceed. If you have any questions concerning the contents of this proposal, please feel free to contact the undersigned by phone at (613) 592-6060 ext. 107 or by email at [gblow@rcii.com](mailto:gblow@rcii.com) at your earliest convenience.

Yours very truly,

ROBINSON CONSULTANTS INC.



George Blow, P.Eng.  
Practice Area Leader – Municipal Services

GB:gb  
enclosure



2025 Miscellaneous Drainage Improvements

Table 1 - Work Plan, Schedule, Level of Effort and Fee Estimate

Robinson Consultants		2020 Miscellaneous Drainage Improvements																				Total
		May				June				July				RCI								
		6	13	20	27	3	10	22	24	1	8	15	15	26	RG	GB	ENG	CADD	FS			
1.0 CHARLES STREET NORTH STORM SEWER																						136
1.1	Project Coordination and Administration														4					4		
1.2	Review Background Information including CCTV														1	1	2		8	12		
1.3	Complete Survey and Condition Assessment															2			20	22		
1.4	Prepare Basemapping																1	8		9		
1.5	Review Sewer Capacity															8				8		
1.6	Complete CLI ECA															1	2			3		
1.7	Tender Package														2	4	32	40		78		
2.0 ELIZABETH DRIVE SEWER OUTFALL REPAIR																						126
2.1	Project Coordination and Administration														4					4		
2.2	Review Background Information														1	1				2		
2.3	Complete Survey and Condition Assessment															2			20	22		
2.4	Prepare Basemapping																1	8		9		
2.5	Complete CLI ECA															1	2			3		
2.6	Tender Package														2	4	40	40		86		
3.0 RIVER STREET AT LIONS GATE SWM POND CLEANOUT																						89
3.1	Project Coordination and Administration														4					4		
3.2	Review Background Information Including ECA Conditions														1	1				2		
3.3	Complete Survey and Condition Assessment incl. sediment depth															2			20	22		
3.4	Prepare Basemapping																1	8		9		
3.5	Tender Package and/or Maintenance Plan														2	6	32	12		52		
3.0 EMMA STREET SWM CONVEYANCE DITCH CLEANOUT AND GRADING																						89
3.1	Project Coordination and Administration														4					4		
3.2	Review Background Information Including ECA Conditions														1	1				2		
3.3	Complete Survey and Condition Assessment incl. sediment depth															2			20	22		
3.4	Prepare Basemapping																1	8		9		
3.5	Tender Package and/or Maintenance Plan														2	6	32	12		52		
Total Hours															28	42	146	136	88	440		

Robinson Consultants Inc. (RCI):  
RG - Rick Gravel - Project Manager and Lead Designer and CADD  
GB - Lead Design Engineer  
QC - George Blow      FS - Field Staff      ENG -Project Engineer

RCI					Total
\$204.90	\$248.40	\$150.10	\$141.80	\$144.90	
RG	GB	ENG	CADD	FS	
					\$ 21,826.00
\$ 819.60					\$ 819.60
\$ 204.90	\$ 248.40	\$ 300.20		\$ 1,159.20	\$ 1,912.70
	\$ 496.80			\$ 2,898.00	\$ 3,394.80
		\$ 150.10	\$ 1,134.40		\$ 1,284.50
	\$ 1,987.20				\$ 1,987.20
	\$ 248.40	\$ 300.20			\$ 548.60
\$ 409.80	\$ 993.60	\$ 4,803.20	\$ 5,672.00		\$ 11,878.60
					\$ 19,580.20
\$ 819.60					\$ 819.60
\$ 204.90	\$ 248.40				\$ 453.30
	\$ 496.80			\$ 2,898.00	\$ 3,394.80
		\$ 150.10	\$ 1,134.40		\$ 1,284.50
	\$ 248.40	\$ 300.20			\$ 548.60
\$ 409.80	\$ 993.60	\$ 6,004.00	\$ 5,672.00		\$ 13,079.40
					\$ 14,357.20
\$ 819.60					\$ 819.60
\$ 204.90	\$ 248.40				\$ 453.30
	\$ 496.80			\$ 2,898.00	\$ 3,394.80
		\$ 150.10	\$ 1,134.40		\$ 1,284.50
\$ 409.80	\$ 1,490.40	\$ 4,803.20	\$ 1,701.60		\$ 8,405.00
					\$ 14,357.20
\$ 819.60					\$ 819.60
\$ 204.90	\$ 248.40				\$ 453.30
	\$ 496.80			\$ 2,898.00	\$ 3,394.80
		\$ 150.10	\$ 1,134.40		\$ 1,284.50
\$ 409.80	\$ 1,490.40	\$ 4,803.20	\$ 1,701.60		\$ 8,405.00
					\$ 14,357.20
\$ 5,737.20	\$ 10,432.80	\$ 21,914.60	\$ 19,284.80	\$ 12,751.20	\$ 70,120.60
Disbursements *					\$ 3,670.00
			Total (excl. HST)		\$ 73,790.60

\* Includes CCTV of Garden Street Sewer

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2025-053

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH ROBINSON CONSULTANTS INC., FOR THE ENGINEERING AND DESIGN FOR URGENT STORMWATER REPAIRS AND MAINTENANCE

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

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

**AND WHEREAS** the Council of the Town of Gananoque received Council Report RDS-2025-07 and concurred with the recommendation to authorize the Mayor and Clerk to sign an Agreement with Robinson Consultants Inc. (RCI), for the engineering and design for urgent stormwater repairs and maintenance, to an upset limit of \$73,790.60 (excluding the Town's share of HST), as prescribed in RCI's Proposal No. 4958;

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

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

1. **AUTHORIZATION:**
  - 1.1 That the Mayor and Clerk are hereby authorized to sign an Agreement with Robinson Consultants Inc. (RCI), for the engineering and design for urgent stormwater repairs and maintenance, to an upset limit of \$73,790.60 (excluding the Town's share of HST), as prescribed in RCI's Proposal No. 4958.
2. **SCHEDULE:**
  - 2.1 Attached to and forming part of this By-law is the Agreement, marked as Schedule 'A'.
3. **EFFECTIVE DATE:**
  - 3.1 This By-law shall come into full force and effect on the date it is passed by Council.

Read a first, second and third time and finally passed this 3<sup>rd</sup> day of June 2025.

\_\_\_\_\_  
John S. Beddows, Mayor

\_\_\_\_\_  
Penny Kelly, Clerk

(Seal)



**Report Council – UTIL-2025-07**

**Date:** June 3, 2025

☐ **IN CAMERA**

**Subject:** Backflow Prevention By-law Update

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

☒ **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO PROCEED WITH OPTION \_\_\_\_\_, AS PRESENTED IN REPORT COUNCIL-UTIL-2025-07.

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**STRATEGIC PLAN COMMENTS:**

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

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

**BACKGROUND:**

The Town of Gananoque has enacted By-law 2022-032, titled the "Cross Connection and Backflow Prevention By-law," to enhance the protection of the municipal drinking water system through the implementation of a comprehensive backflow prevention program. This by-law mandates the installation, annual testing, and maintenance of backflow prevention devices for premise isolation on all industrial, commercial, institutional, and multi-residential facilities, as they are all considered potential risks to the water system.

The first step in compliance with the by-law is for these facilities to hire a qualified contractor to conduct a Cross Connection Control Survey.

Following the survey, facilities will be required to install the necessary backflow prevention devices.

**INFORMATION / DISCUSSION:**

The Town has notified 197 industrial, commercial, institutional, and multi-residential facilities via BSI Online letters, informing them of the requirement to complete the survey and implement the necessary backflow prevention measures. Currently there are 47 non-compliant accounts and 90 accounts that have not completed their initial survey.

Multiple letters have been sent to residents and commercial businesses, and compliance has been limited with many failings to act despite repeated warnings. While most businesses that were willing to comply have already done so, there has been a noticeable lull in permit applications over the last four months, indicating a need for further action. The Town did approve an interest-free loan program to assist with this program however it has not been utilized yet.

Staff are spending significant time on follow up correspondence with non compliant properties. As well, staff are responsible to track that the annual inspections are performed.

Staff are recommending that Council consider the below options:

- Option 1 – Implement an Additional Water Bill Fee: Introduce a fee for those who have failed to comply with the By-law after receiving multiple warnings and extensions. This fee could be enacted with an effective date three (3) months after the final warning is issued to the resident or business owner, similar to the fee used in the Water Meter Replacement Program.
- Option 2 – Issue Water Shut-Off Notices: Provide a clear warning of water shut-offs and follow through with these measures for non-compliant residents and businesses.
- Option 3 – Explore Alternative Enforcement Measures: Consider other strategies or actions suggested by departments or Council, such as implementing fines, increasing communication efforts, or other appropriate measures.
- Option 4 – Re-Evaluation of By-Law: Currently, the Cross Connection and Backflow Prevention By-Law requires the installation, annual testing, and maintenance of a backflow prevention devices for premise isolation in all industrial, commercial, institutional, and multi-residential facilities. Council could choose to amend the by-law to evaluate its enforcement in certain commercial buildings, not based on zoning, but on potential hazards identified during the survey. Installing a backflow could be triggered for commercial buildings undergoing a change of use, or when a building permit is issued for the property.
- Option 5 – Maintain status quo. Receive Report Council-UTIL-2025-07, for information. Staff will continue to dedicate the extra time to facilitate compliance with the Backflow Bylaw.

**APPLICABLE POLICY / LEGISLATION:**

*Safe Drinking Water Act*

O.Reg 332/12 Building Code

By-law No.2022-032 *Cross Connection and Backflow Prevention*

**FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:**

Implementation of a fee would offset some of the staff costs for managing this database, particularly for non compliant properties which require additional follow up.

**CONSULTATIONS:**

Christine Brennan, Utilities Compliance Coordinator

Melanie Kirkby, CAO

Matt Hoult, Superintendent of Water & Wastewater

Members of Municipal Enforcement Sewer Use Group (MESUG)

**ATTACHMENTS:**

Corrective Action Request 001 – Backflow Prevention Program

<b>APPROVAL</b>	<div data-bbox="310 1434 1000 1476"><hr/>David Armstrong, Manager of Public Works</div> <div data-bbox="310 1566 1380 1698"><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="310 1770 992 1812"><hr/>Melanie Kirkby, CAO</div>
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**Public Works Department  
Public Utilities Division  
DWQMS Internal Documents Form**

<b>FORM TITLE:</b> Corrective Action Request Form		<b>DWQMS FORM NO:</b> 001
		<b>ISSUED BY:</b> D. Richards
<b>AUTHORIZED BY:</b> Utilities Compliance Coordinator	<b>REVISED DATE:</b> May 10, 2022 <b>REVISED BY:</b> C. Brennan	<b>ISSUE DATE:</b> October 16, 2019

<b>Issued To (QMS Rep/Staff/Top Management/Service Provider):</b> Name: Melanie Kirkby Title: Chief Administrative Officer Phone #: 613-382-2149 ext. 1113 Email: mkirkby@gananoque.ca	<b>Issued By (Auditor/Staff/QMS Rep /Top Management):</b> Name: Christine Brennan Title: Utilities Compliance Coordinator Phone #: 613-382-2149 ext. 1612 Email: utilitycompliance@gananoque.ca
<b>Date:</b> March 7, 2025	<b>Reference ID:</b> CAR 001 – Backflow Prevention Program

<b>FORM TITLE:</b> Corrective Action Request Form		<b>DWQMS FORM NO:</b> 001
		<b>ISSUED BY:</b> D. Richards
<b>AUTHORIZED BY:</b> Utilities Compliance Coordinator	<b>REVISED DATE:</b> May 10, 2022 <b>REVISED BY:</b> C. Brennan	<b>ISSUE DATE:</b> October 16, 2019

### Description:

The Town of Gananoque has enacted By-law 2022-032, titled the "Cross Connection and Backflow Prevention By-law," to enhance the protection of the municipal drinking water system through the implementation of a comprehensive backflow prevention program. This by-law mandates the installation, annual testing, and maintenance of backflow prevention devices for premise isolation on all industrial, commercial, institutional, and multi-residential facilities, as they are all considered potential risks to the water system.

The first step in compliance with the by-law is for these facilities to hire a qualified contractor to conduct a Cross Connection Control Survey.

Following the survey, facilities will be required to install the necessary backflow prevention devices. The Town has notified 197 industrial, commercial, institutional, and multi-residential facilities via BSI Online letters, informing them of the requirement to complete the survey and implement the necessary backflow prevention measures. Below is an overview of the survey's compliance:

**Town of Gananoque Survey Overview**

Month	Surveys Completed	Compliant (Backflows Installed)	Non-compliant
February 2024	21	16	5
March 2024	29	20	9
April 2024	11	4	7
May 2024	20	7	13
June 2024	12	6	6
July 2024	8	1	7
August 2024	1	1	
September 2024	5	5	
October 2024	0	0	
December 2024	0	0	
January 2025	0	0	
February 2025	0	0	
<b>Total</b>	<b>107</b>	<b>60</b>	<b>47</b>
<b>Remaining 90 accounts are required to complete a survey.</b>			

<b>FORM TITLE:</b> Corrective Action Request Form		<b>DWQMS FORM NO:</b> 001
		<b>ISSUED BY:</b> D. Richards
<b>AUTHORIZED BY:</b> Utilities Compliance Coordinator	<b>REVISED DATE:</b> May 10, 2022 <b>REVISED BY:</b> C. Brennan	<b>ISSUE DATE:</b> October 16, 2019

The Town's inspector for the Backflow Prevention Program was engaged as an additional resource to manage permits and inspections, easing the burden on the Building Department. However, the inspector has requested clarity on the timelines for the next steps in enforcing the by-law in order to appropriately schedule their workload. It would be beneficial to receive feedback on the next steps before the end of the second quarter of 2025.

Multiple letters have been sent to residents and commercial businesses and compliance has been limited, with many failings to act despite repeated warnings. While most businesses that were willing to comply have already done so, there has been a noticeable lull in permit applications over the last four months, indicating a need for further action.

The residents who have chosen to comply with the by-law have spent the following costs, as shown in the chart below:

**Backflow Prevention Cost**

Size	Type	Cost
3/4"	Double Check Valve Assembly	\$1500
1"	Double Check Valve Assembly	\$1875
2"	Double Check Valve Assembly	\$3750
3/4"	Reduced Pressure Valve	\$1600
2"	Reduced Pressure Valve	\$4050
Annual Inspection Cost		\$250 each

Some businesses require multiple backflows to be installed if they have been rated to have a high area of concern. The business will need to install a reduced pressure backflow on the area of concern and a double check valve assembly for the premise isolation. Reduced pressure valves are not to be used on service lines because they create a risk of discharging water. The upper-end costs for an install which requires multiple devices is approximately \$5300.

The Town should consider the next steps to ensure full compliance with the by-law. Potential options for moving forward include:



<b>FORM TITLE:</b> Corrective Action Request Form		<b>DWQMS FORM NO:</b> 001
		<b>ISSUED BY:</b> D. Richards
<b>AUTHORIZED BY:</b> Utilities Compliance Coordinator	<b>REVISED DATE:</b> May 10, 2022 <b>REVISED BY:</b> C. Brennan	<b>ISSUE DATE:</b> October 16, 2019

- 1) **Implement an Additional Water Bill Fee:** Introduce a fee for those who have failed to comply with the by-law after receiving multiple warnings and extensions. This fee could be enacted with an effective date three months after the final warning is issued to the resident or business owner, similar to the fee used in the Water Meter Replacement Program.
- 2) **Issue Water Shut-Off Notices:** Provide a clear warning of water shut-offs and follow through with these measures for non-compliant residents and businesses.
- 3) **Explore Alternative Enforcement Measures:** Consider other strategies or actions suggested by departments or Council, such as implementing fines, increasing communication efforts, or other appropriate measures.
- 4) **Re-Evaluation of By-Law:** Currently, the Cross Connection and Backflow Prevention By-Law requires the installation, annual testing, and maintenance of a backflow prevention devices for premise isolation in all industrial, commercial, institutional, and multi-residential facilities. There is potential to amend the by-law to evaluate its enforcement in certain commercial buildings, not based on zoning, but on potential hazards identified during the survey. Installing a backflow could be triggered for commercial buildings undergoing a change of use, or when a building permit is issued for the property.

By taking one of these steps, the Town can address the ongoing non-compliance and work toward the successful completion of the Backflow Prevention Program.

## Root Cause:

The implementation of this program has encountered several key challenges:

- 1) **Non-Compliance:** Despite multiple notifications sent to 197 addresses, there remains a significant portion of non-compliant accounts.
- 2) **Enforcement:** Requires clarity on the method of enforcement and the timelines.
- 3) **High Costs for Implementation:** Although the Town has created an interest free loan program, the costs of the installations and continuous maintenance, particularly for those requiring multiple devices is significant causing non-compliances.



<b>Action Assigned to #1:</b> Name: David Armstrong Title: Manager of Public Works Phone #: 613-382-2149 ext. 1615 Email: pwmanager@gananoque.ca		<b>Action Assigned to #2:</b> Name: Melanie Kirkby Title: Chief Administrative Officer Phone #: 613-382-2149 ext. 1113 Email: mkirkby@gananoque.ca	
<b>Corrective Action:</b>			
<b>QMS/ERP/SOP Updates</b> (list documents modified as a result if corrective action):			
Date	Name & Signature		
Comments:			
Date	Name & Signature (QMS Rep)		
Comments:			

**Council Report – UTIL-2025-08**

**Date:** June 3, 2025

☐ **IN CAMERA**

**Subject:** 2025 First (1<sup>st</sup>) Quarter Water & Wastewater Reports

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

☒ **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE 2025 FIRST (1<sup>ST</sup>) QUARTER WATER AND WASTEWATER REPORT FOR INFORMATION, AS PRESENTED IN COUNCIL REPORT UTIL-2025-08.

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**STRATEGIC PLAN COMMENTS:**

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

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

**BACKGROUND:**

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

**INFORMATION / DISCUSSION:**

This report is submitted quarterly and represents the First (1<sup>st</sup>) quarter of 2025. Throughout this quarter there were no adverse water quality incidents and two (2) bypass/overflow events. A few items of mention are as follows:

1. Staff repaired two (2) 6” watermain breaks, as well as replaced a 6” watermain valve that was found to be leaking during one of the watermain break repairs.
2. Staff have been working with our consultants and contractors to remedy the vibration concerns of High Lift Pump 4 at the Water Treatment Plant.
3. Intertek – SAI Global completed a Drinking Water Quality Management Standard (DWQMS) audit to review conformance with the Operational Plan; all 21 elements of the DWQMS conformed to their requirements.

4. Staff noted two (2) bypass events on March 16, 2025 at each the East End Pumping Station maintenance hole #18, and at Pumping Station #3. Both events ended early on March 17, 2025 and were caused mainly by heavy precipitation and snow melt.
5. Staff continue to monitor Total Suspended Solids (TSS) as we have previously exceeded our limits. Staff are working with staff at the MECP and our consultants to find an effective solution. It is noted that the numbers are decreasing and falling into a more typical reading as the temperatures become seasonably warmer.

**APPLICABLE POLICY/LEGISLATION:**

*Quality Management System Communications Procedure #1006*

*Safe Drinking Water Act, 2002*

**FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:**

N/A

**CONSULTATIONS:**

Christine Brennan, Utilities Compliance Coordinator

Matt Hault, Superintendent of Water & Wastewater

Public Works Operations Staff

Members of Municipal Enforcement Sewer Use Group (MESUG)

Members of Municipal Water & Wastewater Regulatory Committee (MWWRC)

**ATTACHMENTS:**

Attachment 1 – 2025 1<sup>st</sup> Quarter Water Report

Attachment 2 – 2025 1<sup>st</sup> Quarter Wastewater Report

APPROVAL	
	<hr/> David Armstrong, Manager of Public Works
	<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.
	<hr/> Melanie Kirkby, CAO



## **Quarterly Reports**

### **Water**

2025

1st Quarter

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

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David Armstrong  
Manager of Public Works



## James W. King Drinking Water System 220001254

This report covers the first (1<sup>st</sup>) quarter of 2025 (January, February and March). The intent of the report is to keep the Committee, Council, and the public current with the performance and major operational aspects of the Water Treatment Plant and the Water Distribution System, including any notable highlights, Ministry of the Environment, Conservation and Parks (MECP) inspections and adverse conditions.

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

### Adverse Water Quality Incidents / Non-Compliance

No adverse water quality incidents occurred during the first quarter.

### Regulatory Sampling

Annual	Completed January 14 <sup>th</sup> , 2025
Lead	December 15 <sup>th</sup> 2024– April 15 <sup>th</sup> 2025 June 15 <sup>th</sup> 2025 – October 15 <sup>th</sup> 2025
Treated/Raw	Microcystin Sampling Weekly (June 1 <sup>st</sup> to October 31 <sup>st</sup> )

### Monthly Sample Results

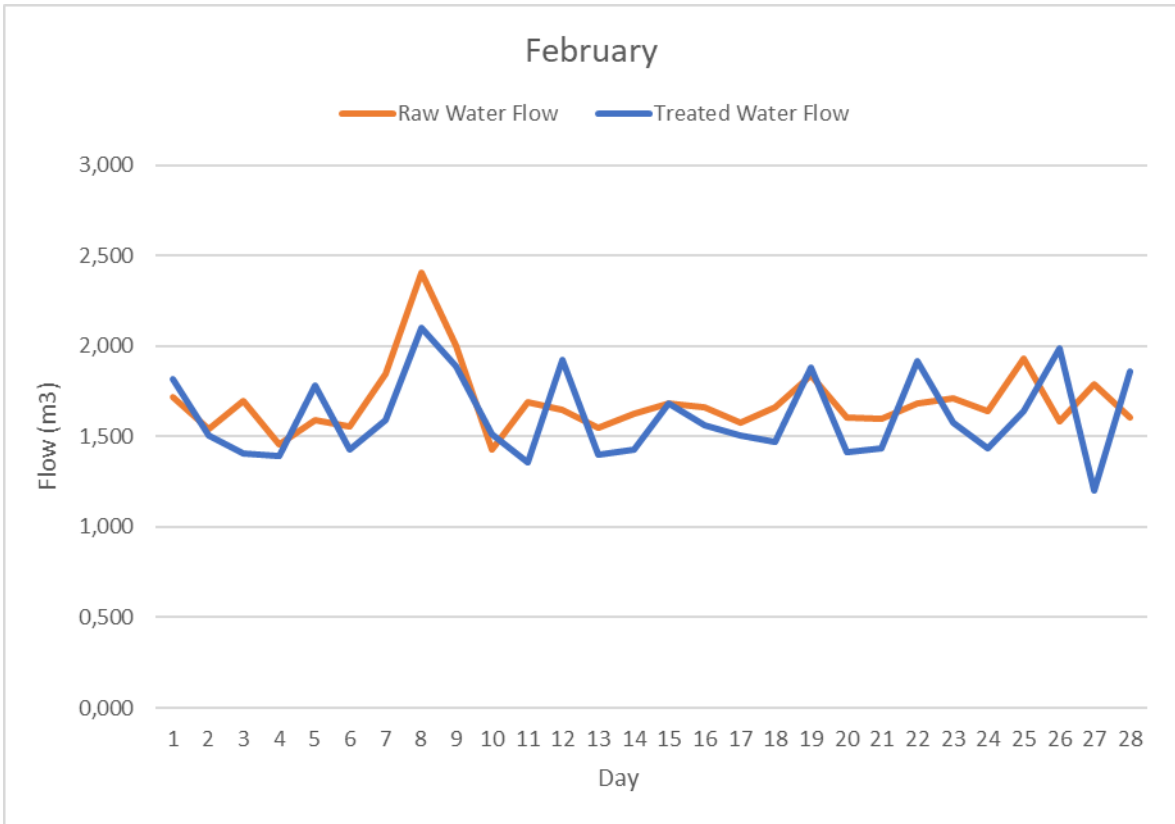
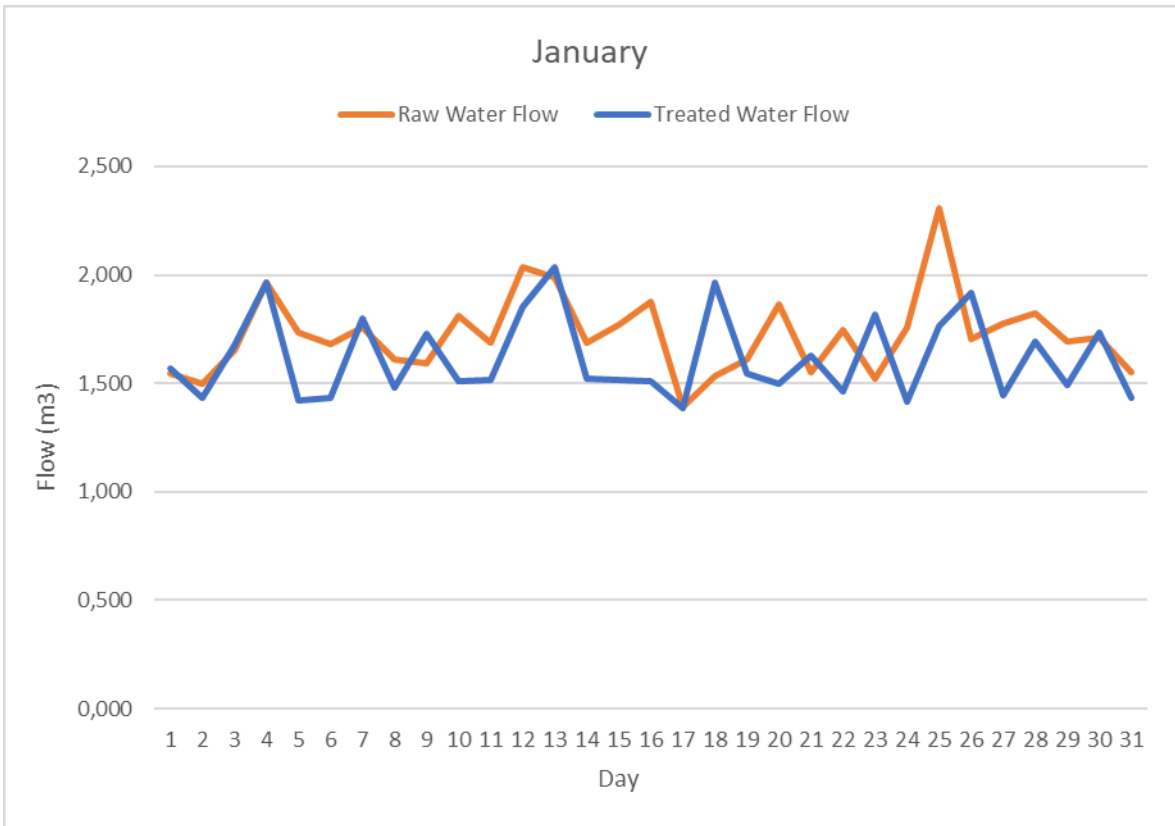
Month	Number of Distribution Samples	E. Coli Results	Total Coliform Results	Free Chlorine Residuals			Total Chlorine Residuals		
				Min	Max	Ave	Min	Max	Ave
January	16	0	0	1.24	2.87	2.09	1.56	3.18	2.40
February	16	0	0	1.30	2.78	2.00	1.54	3.15	2.39
March	16	0	0	1.35	2.72	2.04	1.57	3.05	2.32

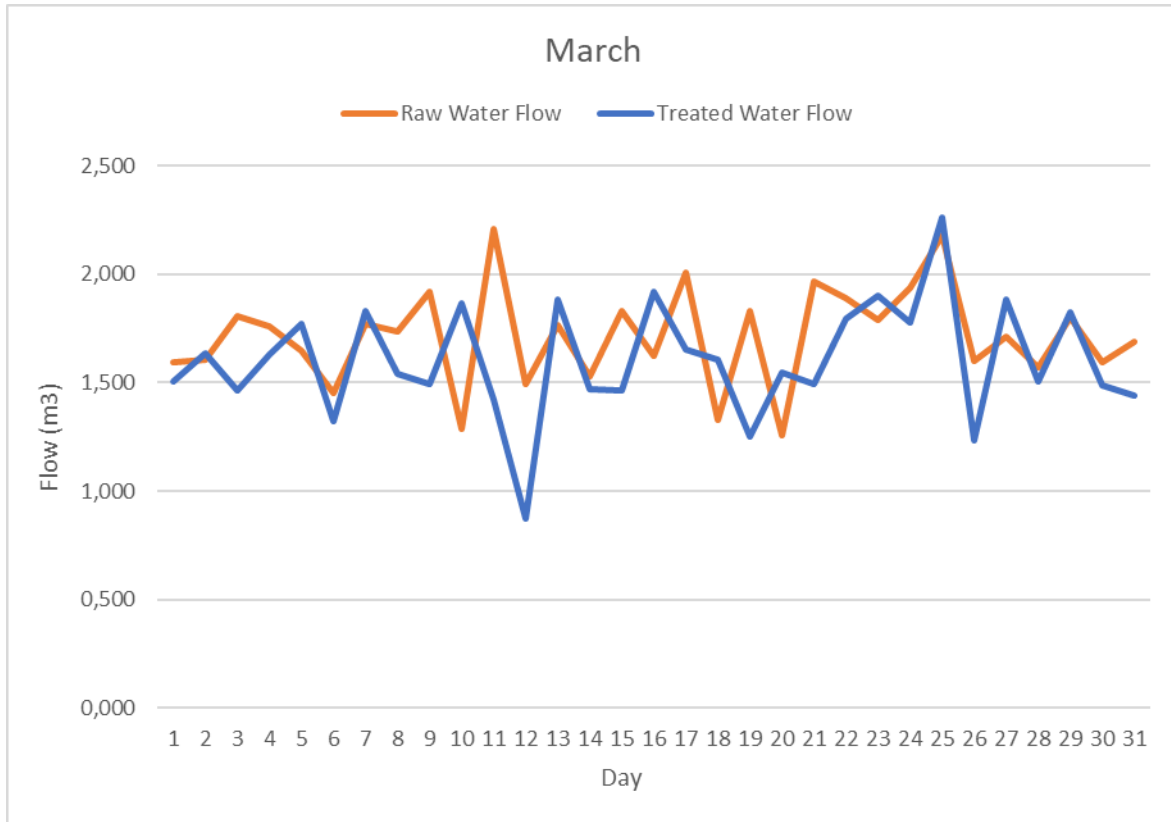
### Water Treatment Plant Flows

Rated Capacity: 10,220 m<sup>3</sup>/day

Month	Max Raw Daily Flow	Average Raw Daily Flow	Max Treated Daily Flow	Average Treated Daily Flow
January	2,306 m <sup>3</sup> /day	1,723 m <sup>3</sup> /day	2,036 m <sup>3</sup> /day	1,618 m <sup>3</sup> /day
February	2,409 m <sup>3</sup> /day	1,691 m <sup>3</sup> /day	2,102 m <sup>3</sup> /day	1,611 m <sup>3</sup> /day
March	2,208 m <sup>3</sup> /day	1,715 m <sup>3</sup> /day	2,261 m <sup>3</sup> /day	1,604 m <sup>3</sup> /day







## Operational Water Treatment Plant Highlights

### Treatment Plant:

- The Water Balance Report was complete for 2024, please see “**Appendix A**”.
- February 7, 2025 – Funnell Electric onsite to install a new wall exterior light at the Water Treatment Plant and replace the motor in the heating unit.
- February 12, 2025 – The raw sampling pump was observed to be significantly louder than usual. Jet Electric and Offord’s Plumbing attended site to replace it.
- February 14, 2025 - Intertek - SAI Global conducted a DWQMS Audit for The Corporation of the Town of Gananoque. The purpose of this audit is to summarise the degree of compliance with relevant criteria, as defined in the DWQMS Operational Plan. The System Audit can be found in “**Appendix B**”.
- February 18, 2025 – Offord’s Plumbing onsite to certify the main backflow at the Water Treatment Plant.
- February 26, 2025 – High lift pumps 4 and 5 commissioning test. It was discovered high lift pump 5 experienced vibration at low RPM’s and worsened as the RPM’s increased. The test was stopped due to the high vibrations. High lift pump 4 was successful and did not experience the same vibration as noted on high lift pump 5. With an objective to determine where or what was causing the earlier vibrations, John Brooks switched the pumps, keeping the support pedestal in place. Testing started with high lift pump 5, now on the pedestal high lift pump 4 was previously on. Slowly the litres per second increased until 80 l/s was achieved. While the pump was running John Brooks conducted a vibration analysis. This test was repeated again with high lift pump 4, now on the previous high lift pump 5 pedestal. During this exercise, it was noted a vibration being felt through the floor

as well as on the pump. High lift pump 4 was placed out of service and not to be used until the root cause of this vibration can be identified.

- March 11, 2025 – The Ministry of the Environment Conservation and Parks were onsite to complete the Annual Drinking Water Inspection. See “**Appendix C**” for the inspection summary.

### **Operational Distribution System Highlights**

#### Watermains:

- January 8, 2025 - In anticipation of the high lift pumps 4 and 5 commissioning, the installation of temporary static pressure gauges were installed to monitor the water distribution system.
- January 25, 2025 – A 6” watermain break was repaired on Pine Street East. Once the repair was complete, the main was flushed, collecting chlorine and turbidity samples.
- February 8, 2025 – A 6” watermain break was repaired on Fourth Street. Due to the fire hydrant locations, the operators were not able to flush through the repair once backfilling was finished. Positive pressure was maintained during the entire repair and chlorine and turbidity samples were collected. A resident on Fourth Street was asked to run their cold water tap for 3 minutes before the chlorine and turbidity test was collected.

#### Hydrants:

- Hydrant repairs and inspections completed throughout the quarter.

#### Valves

- January 28, 2025 – A Pine Street East leaking valve was repaired. The 6” valve had a failed bonnet, the valve was removed and replaced with a new valve.

#### Services:

- Curb stop repairs continued throughout the quarter.

#### Water Meters:

- Monthly meter reads complete.
- Various water meter investigations and replacements complete.

#### Flush Stations:

- Inspected flush stations monthly.

Prepared By:

*Christine Brennan*

Christine Brennan

Utilities Compliance Coordinator



## **Quarterly Reports**

### Appendix A



## 2024 WATER BALANCE REPORT

(m3)

Water Treatment Plant (2024)	644,611
<b>Accounted for Water</b>	
Water sold to customers (2024)	434,299.58
<b>Total Billed Water</b>	<b>434,300</b>
<b>Total Non-Revenue Water (NRW)</b>	<b>210,311</b>
<b>NRW Accounted for</b>	<b>32.6%</b>
WTP Service / Chlorinator Flow / Diesel Cooling	880
Watermain Breaks/Service Leaks	61,970
East End Pumping Station Water Usage	174
Stone Street Pumping Station Water Usage	150
Flush Stations (James Brennan, Castle Grove, Sub Arthur, Dempster, Herbert)	32,418
Fire Fighting and Training	882
Hydrant Fire Flow testing and Flushing	14,720
Bulk Filling / Public Works Fire Hydrant	173
<b>Total NRW used</b>	<b>111,367</b>
Percentage of NRW Accounted for	17.3%
<b>Total Lost Water</b>	<b>98,944</b>
Percentage of Lost Water	<b>15.35%</b>



## **Quarterly Reports**

### Appendix B



# Audit Report

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System Audit for

The Corporation of the Town of Gananoque

1632267-02

Audited Address: 30 King Street East, Gananoque, Ontario, CAN,  
K7G 2T6

Start Date: 14-Feb-2025 End Date: 14-Feb-2025

Type of audit - System

Issue Date: 14-Feb-2025

Revision Level: 0



## Audit Report

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### BACKGROUND INFORMATION

Intertek - SAI Global conducted an audit of The Corporation of the Town of Gananoque beginning on 14-Feb-2025 and ending on 14-Feb-2025 to DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017.

The purpose of this audit report is to summarise the degree of compliance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organization. This audit report considers your organization's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organization appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

Intertek - SAI Global audits are carried out within the requirements of Intertek - SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021-1, ISO 19011 and other normative criteria. Intertek - SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organization being audited. Details of such experience and competency are maintained in our records.

In addition to the information contained in this audit report, Intertek - SAI Global maintains files for each client. These files contain details of organization size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing certification of your organization.

Please take care to advise us of any change that may affect the application/certification or may assist us to keep your contact information up to date, as required by Intertek - SAI Global Terms and Conditions.

This report has been prepared by Intertek - SAI Global Limited (Intertek - SAI Global) in respect of a Client's application for assessment by Intertek - SAI Global. The purpose of the report is to comment upon evidence of the Client's compliance with the standards or other criteria specified. The content of this report applies only to matters, which were evident to Intertek - SAI Global at the time of the audit, based on sampling of evidence provided and within the audit scope. Intertek - SAI Global does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. Intertek - SAI Global accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

<b>Standard:</b>	DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017		
<b>Scope of Certification:</b>	Drinking Water Treatment & Distribution		
<b>Drinking Water System Owner:</b>	Town of Gananoque		
<b>Operating Authority:</b>	Town of Gananoque Public Utilities		
<b>Owner:</b>	Town of Gananoque		
<b>Population Services:</b>	5000		
<b>Activities:</b>	Treatment and Distribution		
<b>Drinking Water Systems</b>	James W. King Water Treatment Plant and Gananoque Water Distribution Subsystem Licence 156-101		
<b>Total audit duration:</b>	<b>Person:</b> 1	<b>Day:</b> 0.5 Remote audit	
<b>Audit Team Member:</b>	Team Leader	Ragu Raghavan	
<b>Other Participants:</b>	None		

## Audit Report

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### Definitions and action required with respect to audit findings

#### Major Non-conformance:

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e. the absence of or failure to implement a complete Management System clause of the standard); or

A situation which would on the basis of available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

NOTE: The "applicable Standard" is the Standard which Intertek - SAI Global are issuing certification against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plan should be submitted to Intertek - SAI Global prior to commencement of follow-up activities as required. Follow-up action by Intertek - SAI Global must 'close out' the NCR or reduce it to a lesser category within 60 days for surveillance or re-certification audits, from the last day of the audit.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of initial certification, failure to close out NCR within the time limits means that the Certification Audit may be repeated.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by Intertek - SAI Global.

Follow-up activities incur additional charges.

#### Minor Non-conformance:

Represents either a management system weakness or minor issue that could lead to a major nonconformance if not addressed. Each minor NC should be considered for potential improvement and to further investigate any system weaknesses for possible inclusion in the corrective action program

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities at the next scheduled audit.

#### Opportunity for Improvement:

A documented statement, which may identify areas for improvement however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. Intertek - SAI Global is not required to follow-up on this category of audit finding.

### Audit Type and Purpose

#### Systems Audit:

A desktop audit of the operational plans for the subject system to assess whether the documented QMS meets the PLAN requirements of the DWQMS V2.

### Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment & Climate Change (MOECC) Drinking Water Quality Management Standard (DWQMS V2).

The audit was also intended to gather the information necessary for Intertek - SAI Global to assess whether accreditation can continue or be offered or to the operating authority.

### Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS V2 requirements, and b) if they have been effectively implemented and/or maintained.

### Audit Criteria:

- The Drinking Water Quality Management Standard Version 2
- Current QMS manuals, procedures and records implemented by the Operating Authority
- Intertek - SAI Global Accreditation Program Handbook

### Confidentiality and Documentation Requirements

The Intertek - SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the Intertek - SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the Intertek - SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the Intertek - SAI Global Accreditation Program Handbook.

As part of the Intertek - SAI Global Terms, it is necessary for you to notify Intertek - SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS V2: For more information, please refer to the Intertek - SAI Global Accreditation Program Handbook.

### Review of any changes

Changes to the company since last audit include:

No significant changes other than Continual improvements.

### EXECUTIVE OVERVIEW

The objective of this System audit (Stage 1) was to review the management system and processes, confirm the scope for certification, and determine the organization's preparedness for the onsite verification audit (Stage 2). In addition, it allowed for the review of the adequacy of the Intertek - SAI Global audit program and resources for the audit including confirming and preparing the draft audit plan.

The results of this System (Stage 1) audit indicate that the organization is now ready for an onsite accreditation (Stage 2) audit.

### Recommendation

Based on the results of this audit it has been determined that the management system is effectively implemented and maintained and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for continued certification, (on successful completion of Stage 2), will be submitted to Intertek - SAI Global review team.

### Positive:

- Excellent support for the audit from the Utilities Compliance Coordinator.

### Management System Documentation

The management systems operational plan was reviewed and found to be in conformance with the requirements of the standard.

### Management Review

Records of the most recent management review meetings were verified and found to meet the requirements of the standard. All inputs were reflected in the records, and appear suitably managed as reflected by resulting actions and decisions.

### Internal Audits

Internal audits are being conducted at planned intervals to ensure conformance to planned arrangements, the requirements of the standard and the established management system.

### Corrective, Preventive Action & Continual Improvement Processes

The company is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management review.

**Summary of Findings**

1. Quality Management System	Conforms
2. Quality Management System Policy	Conforms
3. Commitment and Endorsement	Conforms
4. Quality Management System Representative	Conforms
5. Document and Records Control	Conforms
6. Drinking-Water System	Conforms
7. Risk Assessment	Conforms
8. Risk Assessment Outcomes	Conforms
9. Organizational Structure, Roles, Responsibilities and Authorities	Conforms
10. Competencies	Conforms
11. Personnel Coverage	Conforms
12. Communications	Conforms
13. Essential Supplies and Services	Conforms
14. Review and Provision of Infrastructure	Conforms
15. Infrastructure Maintenance, Rehabilitation & Renewal	Conforms
16. Sampling, Testing and Monitoring	Conforms
17. Measurement & Recording Equipment Calibration and Maintenance	Conforms
18. Emergency Management	Conforms
19. Internal Audits	Conforms
20. Management Review	Conforms
21. Continual Improvement	Conforms
Major NCR #	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
Minor NCR #	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.
Conforms	Conforms to requirement.
NANC	Not applicable/Not Covered during this audit.
****	Additional comment added by auditor in the body of the report.



**PART D. Audit Observations, Findings and Comments**

DWQMS Reference:	1 Quality Management System
Client Reference:	Operational Plan (OP) No. 156-401 ver 2.11 revised November 26, 2024
Details: Conforms All 21 elements were incorporated in the OP.	

DWQMS Reference:	2 Quality Management System Policy
Client Reference:	QMS policy
Details: Conforms As described in section 2 of the OP	

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	Signed Operational Plan – Appendix A
Details: Conforms Signed by the Mayor on December 17, 2024.	

DWQMS Reference:	4 Quality Management System Representative
Client Reference:	Section 4 of the OP, and Appendix B -letter dated July 8, 2024 from the CAO to the Manager of Public Works.
Details: Conforms The Utilities Compliance Coordinator is the QMS Rep. Letter of Appointment dated July 8, 2024 is relevant.	

DWQMS Reference:	5 Document and Record Control
Client Reference:	Section 5, Appendix C & D of the OP
Details: Conforms	

DWQMS Reference:	6 Drinking Water System
Client Reference:	Section 6, Appendix F & G of the OP
Details: Conforms	

DWQMS Reference	7 Risk Assessment
Client Reference:	Section 7 and Appendix H of the OP
Details: Conforms	

## Audit Report

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DWQMS Reference:	8 Risk Assessment Outcomes
Client Reference:	Section 8 and Appendix I of the OP
Details: Conforms	

DWQMS Reference:	9 Organizational Structure, Roles, Responsibility and Authorities
Client Reference:	Section 9 of the OP
Details: Conforms	

DWQMS Reference:	10 Competencies
Client Reference:	Section 10 of the OP
Details: Conforms	

DWQMS Reference:	11 Personnel Coverage
Client Reference:	Section 11 of the OP
Details: Conforms	

DWQMS Reference:	12 Communications
Client Reference:	Section 12 and Appendix J of the OP
Details: Conforms	

DWQMS Reference:	13 Essential Supplies and Services
Client Reference:	Section 13 and Appendix K of the OP
Details: Conforms	

DWQMS Reference:	14 Review and Provision of Infrastructure
Client Reference:	Section 14 and Appendix L of the OP
Details: Conforms	

DWQMS Reference:	15 Infrastructure Maintenance, Rehabilitation and Renewal
Client Reference:	Section 15 of the OP
Details: Conforms	

DWQMS Reference:	16 Sampling, Testing and Monitoring
Client Reference:	Section 16 of the OP
Details: Conforms	

DWQMS Reference:	17 Measurement and Recording Equipment Calibration and Maintenance
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## Audit Report

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Client Reference:	Section 17 and Appendix M of the OP
Details: Conforms	

DWQMS Reference:	18 Emergency Management
Client Reference:	Section 18 and Appendix N of the OP
Details: Conforms	

DWQMS Reference:	19 Internal Audits
Client Reference:	Section 19 and Appendix O of the OP
Details: Conforms	

DWQMS Reference:	20 Management Review
Client Reference:	Section 20 and Appendix P of the OP
Details: Conforms	

DWQMS Reference:	21 Continual Improvement
Client Reference:	Section 21 and Appendix Q of the OP
Details: Conforms	

Details regarding the personnel interviewed and objective evidence reviewed are maintained on file at Intertek - SAI Global.

This report was prepared by:

***Ragu***

Intertek - SAI Global Management Systems Auditor

The audit report is distributed as follows:

- Intertek - SAI Global
- Operating Authority
- Owner
- MOECC

## Notes

Copies of this report distributed outside the organization must include all pages.



## **Quarterly Reports**

### Appendix C

## Ministry of the Environment, Conservation and Parks - Inspection Summary Rating Record (Reporting Year - 2024-25)

**DWS Name:** JAMES W. KING DRINKING WATER SYSTEM

**DWS Number:** 220001254

**DWS Owner:** CORPORATION OF THE TOWN OF GANANOQUE

**Municipal Location:** GANANOQUE

Regulation: O.REG.170/03

**DWS Category:** DW Municipal Residential

**Type of Inspection:** Focused

**Compliance Assessment Start Date:** Jan-13-2025

**Ministry Office:** Kingston District Office

**Maximum Risk Rating: 459**

Inspection Module	Non Compliance Risk (X out of Y)
Capacity Assessment	0/30
Certification and Training	0/42
Logbooks	0/14
Operations Manuals	0/14
Reporting & Corrective Actions	0/29
Source	0/0
Treatment Processes	0/218
Water Quality Monitoring	0/112
<b>Overall - Calculated</b>	<b>0/459</b>

<b>Inspection Risk Rating:</b>	<b>0.00%</b>
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<b>Final Inspection Rating:</b>	<b>100.00%</b>
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## **Quarterly Reports**

### **Wastewater**

2025

1st Quarter

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

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David Armstrong  
Manager of Public Works



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

This report covers the first (1<sup>st</sup>) quarter of 2025 (January, February and March). The intent of the report is to keep the Committee, Council, and the public current with the performance and major operational aspects of the Gananoque Sewage Lagoon and the Wastewater Collection System, including any notable highlights, MECP inspections, bypasses and overflow events.

### **Bypass/Overflow Event**

The Spills Action Centre (SAC), Brockville WTP and the Ministry of Health were notified for both of the below overflow events.

- March 16, 2025 - An East End Pumping Station overflow was located at Manhole #18. The overflow began at 17:26 and ended at 20:44, March 16th, 2025 due to heavy precipitation and snow melt. A calculated volume of 831m<sup>3</sup> overflowed from Manhole #18 (SAC Reference # 1-J2HP48).
- March 16, 2025 - A Sewage Pumping Station #3 overflow began at 17:38 March 16, 2025 and ended at 05:06 March 17, 2025 due to heavy precipitation and snow melt. A calculated volume of 1895m<sup>3</sup> overflowed from Sewage Pumping Station # 3 (SAC Reference # 1-J2HP42).

### **Regulatory Sampling**

Treated Sewage Effluent Results				
Month	Parameter	Minimum	Maximum	Average
January	E. Coli (cfu/100ml)	710	1720	1017.78
	CBOD5 (mg/L)	5	8	6.25
	Total Suspended Solids (mg/L)	32	55	38.5
	Total Phosphorus (mg/L)	0.34	0.44	0.40
	pH	6.2	6.5	6.4
February	E. Coli (cfu/100ml)	6800	13800	10343.96
	CBOD5 (mg/L)	11	18	15
	Total Suspended Solids (mg/L)	24	34	29.5
	Total Phosphorus (mg/L)	0.44	2.14	0.98
	pH	6.4	6.7	6.5
March	E. Coli (cfu/100ml)	130	2100	894.01
	CBOD5 (mg/L)	10	15	12
	Total Suspended Solids (mg/L)	18	26	23.25
	Total Phosphorus (mg/L)	0.56	0.74	0.66
	pH	6.6	7.9	7.0

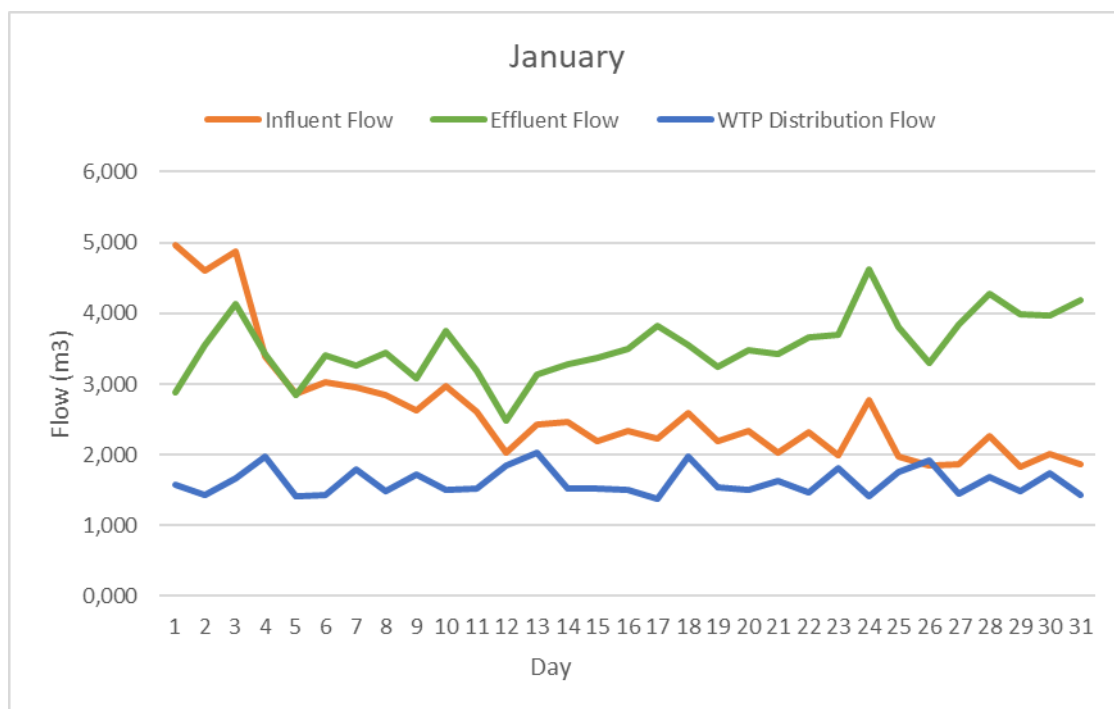


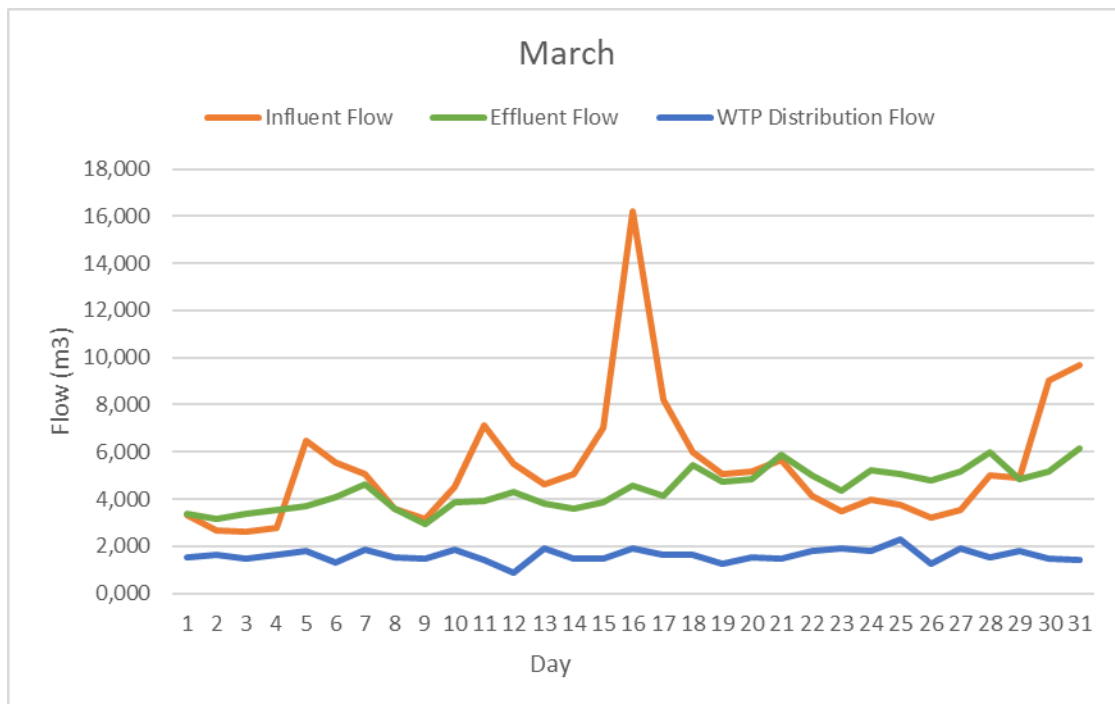
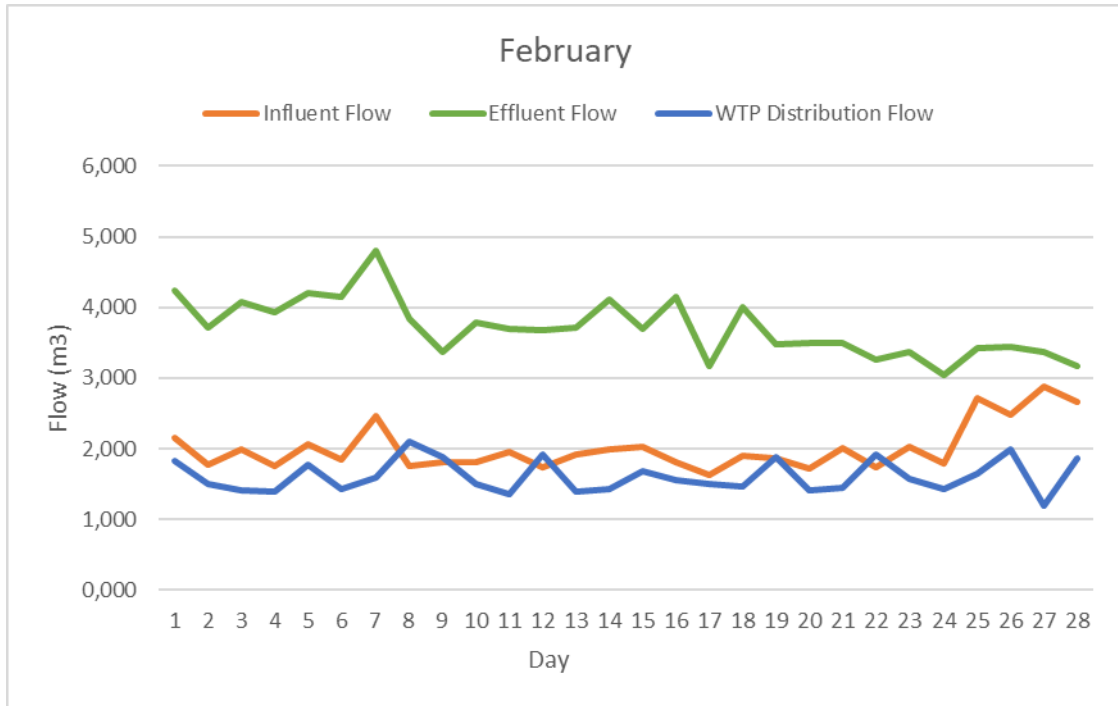
**Wastewater Treatment Flows**

Month	Max Daily Incoming Flow	Average Daily Incoming Flow	Max Daily Effluent Flow	Average Daily Effluent Flow
January	4,964 m <sup>3</sup> /day	2,624 m <sup>3</sup> /day	4,618 m <sup>3</sup> /day	3,537 m <sup>3</sup> /day
February	2,873 m <sup>3</sup> /day	2,009 m <sup>3</sup> /day	4,794 m <sup>3</sup> /day	3,709 m <sup>3</sup> /day
March	16,187 m <sup>3</sup> /day	5,356 m <sup>3</sup> /day	6,156 m <sup>3</sup> /day	4,423 m <sup>3</sup> /day

**Wastewater Treated Effluent Flow and Raw Incoming Flow Compared to the Water Treatment Plant Distribution Flow (m<sup>3</sup>):**

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





## **Lagoon**

- Lagoon inspections completed a minimum of 3 times per week.
- March 18, 2025 – Tennants Welding onsite to install a sampling hatch into the existing influent and effluent chambers.

## **Operational Collection Highlights**

### General Services:

- Various sewer camera inspections complete.
- There were 4 sewer backups within the first quarter,
- February 3, 2025 – Quinte Sewer onsite to complete sewer jetting on Pine Street East.

### Sewage Pumping Station 3:

- February 19, 2025 – A false overflow alarm was triggered. The operator dialled into the SCADA system and acknowledged the alarm. It was observed no overflow occurred during this time.
- March 16, 2025 – Jet Electric onsite to troubleshoot the grinder fault. When the grinder control cabinet was opened, it was observed that the overload protection was tripped. The external grinder breaker was turned off and the two internal breakers on overload were reset. The grinder was then tested and found to be operational.

## **Regulatory Compliance**

- Monthly MUMPS S1 and S2 reports, and quarterly ERRIS reports were submitted to the Ministry of the Environment, Conservation and Parks (MECP).

Prepared By:

*Christine Brennan*

Christine Brennan

Utilities Compliance Coordinator



## Council Report – FIN-2025-14

**Date:** June 3, 2025

☐ **IN CAMERA**

**Subject:** Community Grants Program

**Author:** John Morrison, Treasurer

☒ **OPEN SESSION**

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### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION, THE STATUS OF THE COMMUNITY GRANT PROGRAM, AS PRESENTED IN COUNCIL REPORT FIN-2025-14.

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### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES A COMMUNITY GRANT IN THE AMOUNT OF \$4,000, TO THE FRONTENAC ARCH BIOSPHERE NETWORK FOR ITS NATURE CAMP SUMMER PROGRAM, AS PRESENTED IN COUNCIL REPORT FIN-2025-14.

---

### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES A COMMUNITY GRANT IN THE AMOUNT OF \$2,500 TO JACEY AND JAMES KELLER FOR A SHOTPUT AND DISCUS PAD RENOVATION, AS PRESENTED IN COUNCIL REPORT FIN-2025-14.

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### **STRATEGIC PLAN COMMENTS:**

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

### **BACKGROUND:**

The intent of this report is to provide Council a quarterly status report of the Community Grant Program.

### **INFORMATION/DISCUSSION:**

Year-to-date, the Community Grant Program has received 14 applications and granted \$47,996.10 in funding.

In addition, there are two applications where the program guidelines that outlines who is ineligible and what is eligible is unclear and requires Council direction.

The Frontenac Arch Biosphere Network is seeking \$4,000 to support its summer camp program. This is a non-profit organization with camp locations in Lynhurst, Elgin, Brockville and Lansdowne. They are indicating that there are 320 children in their summer camp program but cannot specify the participation rate of Gananoque residents.

Though this organization does charge camp fees, its \$246K budget requires additional funding from other sources. The applicant lists those sources as being a Credit Union, Parks Canada and the Canada Summer Jobs program. This applicant is likely ineligible under the program's criteria, but the service may fit the program's guidelines.

The second application, from Jacey and Jame Keller is seeking \$2,500 to renovate a Shotput and Discus Pad. The applicants are Gananoque residents, and the request is to support the local Track and Field High School club. School Teams and Clubs are eligible under the program guidelines to support their equipment needs.

However, schools and Parent-Teacher Associations are ineligible to receive a community grant, and in this instance a cement pad and portable ring will be a fixed placed asset located on School property. This project may be ineligible under the program guideline given that access to the facility may be limited.

#### Community Grants Applications 2025

ORGANIZATION	PURPOSE	FUNDING REQUEST AMOUNT	Approved Funding	Applicant
University of Kingston Hospital	UKHF annual fundraising	\$ 75,000.00	\$ 5,000.00	Motion 25-027
Wheels of Care	2025 programing/ maintenace	\$ 5,000.00	\$ 5,000.00	Dan Horton
Thousand Island Association	Shorline Shoul marker repacement	\$ 4,012.50	\$ 4,012.50	Peter Finton
Gananoque Horticultural Society	Annual town beautification program and	\$ 1,753.60	\$ 1,500.00	Penny Stewart
Gananoque Horticultural Society	Annual town beautification program and		\$ 253.60	In-Kind Room Rental
Gananoque Curling club	2025 Youth and Senior annual programs	\$ 5,000.00	\$ 5,000.00	Jayne Curtis
Gananoque Foodbank Charity	Charity Concert Series	\$ 5,000.00	\$ 4,500.00	Ken Sherwood
Girls Incorporated of Upper Canada	2025 Summer Camp and 2025 Grocery	\$ 6,000.00	\$ 5,000.00	Lesley Hubbard
Ontario Guild of Town Criers	2025 Ontario Guild of Town Criers Annual	\$ 5,000.00	\$ 5,000.00	Motion 25-07
Gananoque Arts Network	2025 Arts Programing and supply	\$ 5,000.00	\$ 2,500.00	Angela Rea-Mahoney
Gananoque Arts Network	2025 Arts Programing		\$ 5,000.00	Motion 25-005
Leeds and Grenville Interval House	Transportation costs for clients and staff to and from Gananoque	\$ 3,500.00	\$ 3,500.00	Melissa Leveck
Gananoque Lions Club	Pump-Gan-Fest	\$ 500.00	\$ 500.00	Joanne Chitty
Todd Bickerton	youth dances rental location	\$ 1,230.00	\$ 1,230.00	Todd Bickerton
Jacey & James Kellar	Shotput and Discus Renovation	\$ 5,000.00	-	Jacey & James Kellar
Frontenac Arch Biosphere Network	Nature Camp Summer Program	\$ 4,000.00	-	Shannon Lem
		<b>\$ 125,996.10</b>	<b>\$ 47,996.10</b>	

#### APPLICABLE POLICY/LEGISLATION:

None

#### FINANCIAL CONSIDERATIONS:

The Community Grant Program has a budget of \$85,000 for 2025. Currently, \$37,003.90 of the available funding remains uncommitted.

#### CONSULTATIONS:

None

**ATTACHMENTS:**

None.

<b>APPROVAL</b>	<div>_____</div> <div>John Morrison, Treasurer</div> <div>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.</div> <div>_____</div> <div>Melanie Kirkby, CAO</div>
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**Council Report – PD-2025-07**

**Date:** June 3, 2025

☐ **IN CAMERA**

**Subject:** Civic Address Road Name Change Right-of-Way (Private) – Carmel Lane

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

☒ **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES “CARMEL LANE” AS A PRIVATE RIGHT-OF-WAY ACCESSED WITHIN THE TOWNSHIP OF LEEDS AND A THOUSAND ISLANDS (TLTI) INTO THE TOWN OF GANANOQUE;

AND FURTHER DIRECTS STAFF TO CIRCULATE THE PRIVATE RIGHT-OF-WAY TO ALL AGENCIES FOR 9-1-1 ADDRESSING, AS PRESENTED IN REPORT COUNCIL-PD-2025-07.

**STRATEGIC PLAN COMMENTS:**

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

**BACKGROUND:**

The Town’s Official Plan (OP) references infrastructure within the policy which includes the construction and maintenance of roads, bridges intended for transportation services.

The OP identifies that types of road networks within the Town describing the minimum width of a right of way, which roads carry heavier traffic and those that service local residents. New development is not permitted on a lane or alley unless it has frontage on a municipal year ‘round maintained roadway.

There are a few properties with the Town that only have access from one of these historical right-of-ways. These properties are not on municipal water and sewer service. To service them would generally be cost prohibitive given the length of infrastructure required and in most if not all would create dead-ends.

**INFORMATION/DISCUSSION:**

One of the Town’s historical right-of-ways was located at the end of Dempster Drive and it legally served as an access to addresses of 821 Dempster Drive, 831 Dempster Drive, 841 Dempster Drive and 851 Dempster Drive from the property of 791 Windsor Drive.



The property owner of 791 Windsor Drive desired to remove the existing right-of-way from the Dempster Drive area and create a new right-of-way from Golf Course Road which is located within the Township of Leeds and a Thousand Islands (TLTI). The lands for the right-of-way are owned by the same party.

In order to undertake a legal change of access, the applicant/owner was required to under a Consent Application both within the Town and Township as it crosses through both municipalities.

The Town approved a right-of-way under Consent Application B2/14. Conditions of approval related to approval from the County of Leeds and Grenville consenting authority and consent from the four (4) landowners. TLTI obtained approved from the County of Leeds and Grenville (TLTI approval authority for consent) for B110/14. TLTI named this portion of roadway Carmel Lane where it connects to Golf Course Road.

Generally, what occurs the new right-of-way is Registered on Title and the initial right-of-way is then released. This is undertaken through agreements that the applicant has with the four (4) property owners.

In order to complete the circle, Staff are recommending that the addresses of 821 Dempster Drive, 831 Dempster Drive, 841 Dempster Drive and 851 Dempster Drive be changed to Carmel Lane as this is the legal access. The Town does not have any responsibility in terms of maintaining the right-of-way as it is privately owned.

This report is for the purposes of documenting the private right-of-way and circulation to all agencies for 9-1-1 purposes. There is no amendment required to the Traffic and Parking By-law.

**APPLICABLE POLICY/LEGISLATION:**

n/a

**FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:**

n/a

**CONSULTATIONS:**

Property Owners (4)

**ATTACHMENTS:**

Attachment 1 – Map of Area

<p><b>APPROVAL</b></p>	<div data-bbox="305 1478 1053 1528"> <p>_____</p> <p>Brenda Guy, Manager of Planning and Development</p> </div> <div data-bbox="305 1562 1427 1688"> <p>_____</p> <p>John Morrison, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the Municipal Act and regulations.</p> </div> <div data-bbox="305 1717 607 1759"> <p>_____</p> <p>Melanie Kirkby, CAO</p> </div>
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## ATTACHMENT 1



**Council Report – PD-2025-10**

**Date:** June 3, 2025

☐ **IN CAMERA**

**Subject:** Amend Mobile Canteen By-law – Permitted Location for Mobile Canteens – Schedule 'B'

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

☒ **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-054, BEING A BY-LAW TO AMEND BY-LAW NO. 2015-012, A BY-LAW TO REGULATE AND GOVERN MOBILE CANTEEN TO REMOVE, IN ITS ENTIRETY, "2.1.2. ONE (1) LICENCE – CHARLES STREET N AND STONE STREET N" ON SCHEDULE 'B' AS A PERMITTED LOCATION FOR MOBILE CANTEENS ON PUBLIC PROPERTY;

AND FURTHER THAT SCHEDULE 'B' SECTION 2.1. BE RENUMBERED ACCORDINGLY;

AND FURTHER UNDERTAKE A HOUSEKEEPING AMENDMENT TO REMOVE REFERENCES TO "THE LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT" AND REPLACE WITH "THE SOUTH EAST HEALTH UNIT"; AS PRESENTED IN COUNCIL REPORT-PD-2025-10.

**STRATEGIC PLAN COMMENTS:**

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

**BACKGROUND:**

The Town's Mobile Canteen By-law sets out the parameters for the licencing of mobile canteens throughout the municipality. Within the by-law there are areas that permit the operation of a canteen on both public and properties; generally, Employment Lands, Gateway Commercial, Progressive Commercial and Lowertown along with some specific designations in the Open Space. These designations are within the Development Permit By-law.

Schedule B of the By-law identifies the lands that Council has agreed to on public property for a Type A canteen which is defined as a "motorized or towable vehicle selling food which has been prepared on the vehicle or at a place approved by the Leeds, Grenville and Lanark District Health Unit and is designed to sell food from a fixed location".

Note: The Leeds, Grenville and Lanark District Health Unit is now the South East Health Unit.

**INFORMATION/DISCUSSION:**

The Town has permitted a mobile canteen at the corner of Stone Street North and Charles Street North for approximately 25 years. Every year a notice is issued to mobile canteen owners as they are given preference as the holder of the previous year to operate at their same location. The operator of Molly's Fries was issued the renewal notification January 16, 2025. A follow-up was issued April 7, 2025 as Staff did not receive a renewal notification and the annual deadline is March 31, 2025. The email identified that given Staff had not received any confirmation, the Town is presuming that the operator was not returning to operate Molly's Fries. No response has been received.

Typically, Staff would go to the next-in-line list to identify a new canteen owner to relocate on identified lands. It has been identified that the lands that this canteen has operated are not entirely Town-owned lands. The physical location of the mobile canteens appears to be on property, however, the access to the property appears to cross over on the property of 695 Stone Street North (Eastern Marine Service).

Council amended the Mobile Canteen By-law in 2023 which expanded the permitted areas for the location for mobile canteens such as 600 King Street and private properties. Therefore, Staff are reviewing this location prior to potentially awarding it to a new canteen operator. Given that the Town is aware that the usage of the property has not been fully used over public lands, we would want to ensure that it is correct moving forward. Or as Staff would like to recommend, that this site be removed from the Mobile Canteen By-law as a permitted location.

Public Works was intending to remove the interlock and clean up the area by laying new concrete in advance of the mobile canteen owner return, however, this now lends the opportunity to rethink the purpose. Staff are proposing that this site be removed as a mobile canteen location in the Mobile Canteen By-law on public properties and that this be a landscaped area. Minimal works will be undertaken to green the space within the public works intended budget for this area.

In addition to the above, Staff spoke with the property owner of Eastern Marine Service and it has been conveyed that there is no intent to utilize the north side of the retaining wall for the purposes of the business. The owner was very open to this area being a green landscape which may provided additional opportunity for a partnership.

**APPLICABLE POLICY/LEGISLATION:**

By-law No. 2015-012

**FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:**

Budget deficit of \$2,500 for Mobile Canteen Licences

**CONSULTATIONS:**

Property Owner of 895 Stone Street North  
Public Works Department  
Parks and Recreation Department

**ATTACHMENTS:**

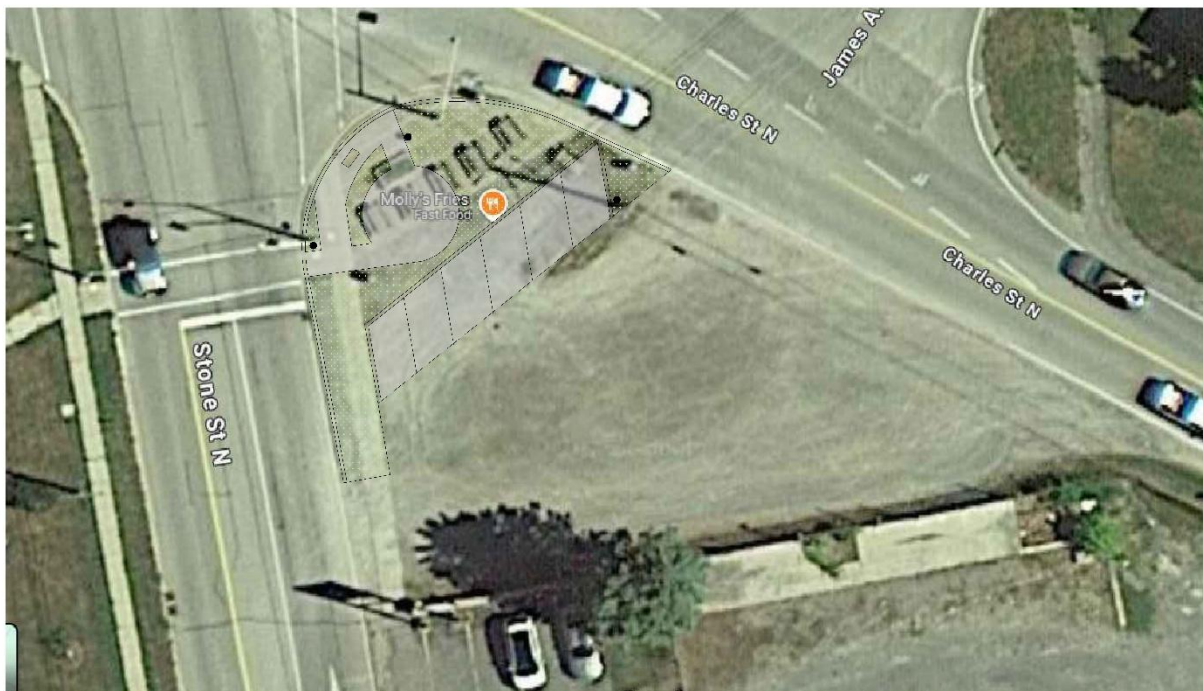
Attachment 1 – Map of Area

<b>APPROVAL</b>	<div data-bbox="305 1478 1052 1528"><hr/>Brenda Guy, Manager of Planning and Development</div> <div data-bbox="305 1562 1421 1688"><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 Municipal Act and regulations.</div> <div data-bbox="305 1719 607 1764"><hr/>Melanie Kirkby, CAO</div>
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## ATTACHMENT 1



Above shows approximate area of Town-owned lands





**From:** Angela Hoyt  
**Sent:** May 26, 2025 12:07 PM  
**To:** Penny Kelly <clerk@gananoque.ca>  
**Subject:** Fw: Integrity Commissioner's Report

Hello. Could you please include this as correspondence in the upcoming Council meeting agenda.

Thank you, Angela

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**From:** Angela Hoyt  
**Sent:** Monday, May 26, 2025 11:07:54 AM  
**To:** Alan Fitzhugh  
**Subject:** FW: Integrity Commissioner's Report

**From:** Vicki Leakey <[vleakey@gananoque.ca](mailto:vleakey@gananoque.ca)>  
**Sent:** Monday, May 26, 2025 10:47 AM  
**To:** Angela Hoyt  
**Subject:** Re: Integrity Commissioner's Report

Thank you Angela for sharing your concerns, I can assure you this is not a topic any of us take lightly. However, I am sure you can appreciate it is not a simple process to request the Mayor to remove himself from council.

We do need to be mindful of any reaction that might lead to a costly court action, therefore, we are aware and will continue to work within the authority that we have or amend to enable council to appropriately step up Protection for staff working at Town Hall.

The current actions were within the authority of council, the Province mandating Special Mayor Powers is not helpful, but maybe we might see a change in leadership style after this.

Again, your support is appreciated. Vicki

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**From:** Angela Hoyt  
**Sent:** Monday, May 26, 2025 10:25:12 AM  
**To:** Vicki Leakey; David Osmond  
**Subject:** FW: Integrity Commissioner's Report

**To:** [cbrown@gananoque.ca](mailto:cbrown@gananoque.ca); [mharper@gananoque.ca](mailto:mharper@gananoque.ca); [pkirkby@gananoque.ca](mailto:pkirkby@gananoque.ca); [amkoiner@gananoque.ca](mailto:amkoiner@gananoque.ca); [dobrien@gananoque.ca](mailto:dobrien@gananoque.ca); [dmurray@gananoque.ca](mailto:dmurray@gananoque.ca)  
**Cc:** Melanie Kirkby <[MKirkby@gananoque.ca](mailto:MKirkby@gananoque.ca)>; John Beddows <[jbeddows@gananoque.ca](mailto:jbeddows@gananoque.ca)>  
**Subject:** Integrity Commissioner's Report  
**Importance:** High

Dear Council Members,

I am writing as a resident of Gananoque to express my serious concern about Mayor John Beddows' conduct, as outlined in the recent Integrity Commissioner's report, and to request immediate action by Council. The report confirms repeated breaches of the Council Code of Conduct: bullying, harassment, and behaviour that has created a toxic work environment. This is especially troubling given the impact on women, who make up over 50% of the population and a large portion of Town staff.

When asked for his perspective at the Council meeting on May 20, 2025, Mayor Beddows downplayed the situation by stating that the complaints had been "collected and curated" over several months rather than addressed individually. The reduction from 45 complaints to 18 appears to be something he considers a win. In reality, it reflects a serious pattern of behaviour. More concerning is that he has taken no responsibility and shown no genuine accountability for his actions. This lack of accountability not only damages trust, but it also exposes the town to potential legal liability if staff decide to pursue formal action.

Mayor Beddows' background as a retired military officer makes this even more disturbing. Instead of acknowledging the harm caused, he defended his behaviour by referencing his military experience, where he claimed that politically driven "pink ticket quotas" gave women opportunities based on gender rather than merit. This kind of thinking reflects the same toxic attitudes that led to a national investigation into systemic sexual misconduct and harassment in the Canadian Armed Forces, as detailed in the [Deschamps Report, 2015](#). That culture has no place in our local government.

In addition, his behaviour violates Ontario's Occupational Health and Safety Act [Bill 168](#) which requires all employers, including municipalities, to protect workers from harassment and ensure psychological safety at work. The Mental Health Commission of Canada's [National Standard for Psychological Health and Safety in the Workplace](#) reinforces how damaging this kind of leadership is to individuals and organizations.

Gananoque has now been put on the map, and not in a good way. This story has travelled [beyond Gananoque](#), and as long as Mayor Beddows is in office, it will follow us. He can't effectively represent us at the municipal, provincial, or federal levels. His credibility is gone, and he no longer has the trust or legitimacy required to represent our town.

**I urge Council to call for Mayor Beddows' immediate and unconditional resignation.**

Staff deserve better. Our town deserves better. I no longer have confidence in Mayor Beddows' ability to lead with integrity or represent Gananoque responsibly. I respectfully request that he not contact me directly.

Sincerely,  
Angela Hoyt

**From:** Clarice Gervais

**Sent:** May 24, 2025 7:37 PM

**To:** Penny Kelly <clerk@gananoque.ca>

**Cc:** Shannon Olivier; Kevin John Saylor; Frayne; Jan Orr; Kathleen Hamel Warburton; Lynn Pretsell

**Subject:** Permit request: Little Shoes Memorial Sept. 30-Oct. 5, 2025

Hello Penny,

I hope this message finds you well.

I am the co-chair of the First People's Performing Arts Festival of the 1000 Islands. We are hoping to have the Little Shoes Memorial displayed starting on Tuesday, September 30, 2025 – The National Day for Truth and Reconciliation. We are requesting a permit to place the shoes on the front steps of town hall during a ceremony on September 30. We will hold another ceremony to remove the shoes on Sunday, October 5, 2025 - the last day of the First Peoples Performing Arts Festival.

We are hoping this request will be placed on the agenda for the next Council meeting.

Maarsii (Thank you),

Clarice Gervais

Co-Chair - First People's Performing Arts Festival of the 1000 Islands



**The Corporation of The Township of The Archipelago  
Council Meeting**

**Agenda Number:** 15.7.  
**Resolution Number** 25-086  
**Title:** Bill 5, Protect Ontario by Unleashing our Economy Act, 2025  
**Date:** Friday, May 23, 2025

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**Moved by:** Councillor Barton  
**Seconded by:** Councillor Manners

**WHEREAS** the Government of Ontario has introduced Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025, which proposes significant changes to environmental legislation, including the replacement of the Endangered Species Act, 2007 with the significantly weaker Species Conservation Act, 2025, and would grant the Premier and Cabinet unprecedented powers to override provincial and municipal laws – including laws that protect public health, farmland, and the natural systems that safeguard communities from extreme weather events; and

**WHEREAS** The Township of The Archipelago's strategic priorities include protecting and preserving our unique and high-quality natural environment, and delivering municipal services in a responsible, sustainable, cost-effective, and efficient manner; and

**WHEREAS** The Township of The Archipelago supports the goals of responsible economic growth and increased housing supply; and

**WHEREAS** nature is not red tape – it is the economic driver of our region, and is central to Canadian culture, identity, and economy; protecting nature is essential for building resilient communities and upholding the sovereignty and stewardship of Indigenous peoples; and

**WHEREAS** Bill 5 will undermine critical environmental, species, and heritage protection laws, introducing significant economic, environmental, social, and cultural uncertainty, endangering Ontario's 249 at-risk species, and potentially infringing on the legal and constitutional rights of the Ontario public – especially Indigenous communities that are disproportionately affected by such actions;

**NOW THEREFORE BE IT RESOLVED** that the Council for the Township of The Archipelago hereby

opposes the provisions in Bill 5 that would undermine environmental safeguards, Indigenous rights, or local planning authority, and urge the Province to withdraw the Bill; and

**FURTHER BE IT RESOLVED** that Council urges the Province of Ontario to pursue housing and infrastructure development through policies that maintain robust environmental protections and respect local planning regimes; and

**FINALLY BE IT RESOLVED THAT** this resolution be sent to The Honourable Doug Ford, Premier of Ontario; The Honourable Sylvia Jones, Deputy Premier; The Honourable Rob Flack, Minister of Municipal Affairs and Housing; The Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks; The Honourable Prabmeet Singh Sarkaria, Minister of Transportation; The Honourable Stephen Lecce, Minister of Energy and Mines; The Honourable Graydon Smith, MPP Parry Sound-Muskoka; The Association of Municipalities of Ontario (AMO); The Federation of Northern Ontario Municipalities (FONOM); The Northwestern Ontario Municipal Association (NOMA); and all Ontario municipalities; Chief Adam Pawis, all Township of The Archipelago Ratepayer Associations; and to other environmental organizations.

**Carried**

## MEDIA RELEASE

FOR IMMEDIATE RELEASE

May 23, 2025

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### United Counties of Leeds and Grenville Celebrates Paramedic Services Week and Honours Julie McCarthy for National Mental Health Award



Warden Corinna Smith-Gatcke (left) and Paramedic Service Chief, Jeff Carss (right), present the 2024 Champions of Mental Health Award to Julie McCarthy at Counties Council on May 22, 2025.

Leeds and Grenville – The United Counties of Leeds and Grenville proudly celebrates Paramedic Services Week, running from May 18 to 24, 2025, under the theme “We Care. For Everyone.” This week recognizes the dedication, compassion, and professionalism of paramedics who serve our communities every day.

During the May 22 Council meeting, Warden Corinna Smith-Gatcke delivered remarks acknowledging the essential role paramedics play in public health and safety.

“Here in the United Counties of Leeds and Grenville, we are proud of the dedicated team of paramedics who serve our residents with professionalism, skill, and compassion,” said Warden Smith-Gatcke. “They are educators, advocates, and health care leaders—committed to improving the well-being of our communities in every interaction.”

**May 23, 2025**

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A highlight of the meeting was the recognition of Julie McCarthy, a member of the Leeds Grenville Paramedic Service Peer Support Team, who was named one of only 20 recipients of the 2024 Champions of Mental Health Award by the Canadian Institute for Public Safety Research and Treatment (CIPSRT). This national award honours individuals in the public safety sector who have made significant contributions to mental health awareness and support.

"Julie is a mental health advocate, a former primary care paramedic, and a health system navigator who retired after 20 years of service," said Warden Smith-Gatcke. "It is with gratitude for her work, and pride in her accomplishment, that we acknowledge Julie's contribution and congratulate her on receiving this prestigious award."

Paramedic Service Chief Jeff Carss praised McCarthy's impact and also reflected on the broader significance of Paramedic Services Week:

"Julie's leadership in peer support and her unwavering commitment to mental wellness have made a lasting difference in our service and community," said Chief Carss. "Her recognition is well-deserved, and we are incredibly proud to have her as part of our team."

"Paramedic Services Week is a time to honour the incredible work our paramedics do every day—often under intense pressure and in challenging conditions," Chief Carss added. "Their compassion, resilience, and innovation are the backbone of emergency care in our region. We are grateful for their service and proud to support them."

As Paramedic Services Week continues, the United Counties encourages all residents to take a moment to thank the paramedics who serve with courage and care every day.

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**Media inquiries:**

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**Ministry of Emergency  
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Thursday, May 22<sup>nd</sup>, 2025

Good day,

The Ontario government is taking action to build a stronger and more resilient province now and in the future by reintroducing the *Emergency Management Modernization Act, 2025* on May 26, 2025.

The proposed legislation is part of the government's plan to protect Ontario by updating and strengthening the Emergency Management and Civil Protection Act (EMCPA) and will be the first comprehensive update to Ontario's emergency management legislation in more than 15 years.

As a valued partner, your proven track record in supporting emergency management activities speaks for itself. I would like to thank you for being a trusted resource to help keep the people of this province safe, practiced and prepared.

The proposed legislation is important to both me, as Minister of Emergency Preparedness and Response, and the Premier. The proposed amendments we are making would modernize provincial emergency management coordination and leadership and support enhanced community emergency management capacity, including the deployment of Ontario Corps resources. This is a vital step in continuing to move the province forward with the necessary personnel, services and tools to ensure everyone's safety and wellbeing before and during times of crisis.

To help highlight our great work together, it would be an honour to receive your support in the form of a quote or supporting letter for this proposed legislation.

Thank you for your continued great work and I look forward to collaborating with you and your team to ensure that we will be ready, resilient and strong no matter what comes our way.

Sincerely,

A handwritten signature in black ink, appearing to read "Jill Q", with a long horizontal flourish extending to the right.

The Honourable Jill Dunlop  
Minister of Emergency Preparedness and Response