

CLOSED SESSION BEGINNING AT 4:30 PM

REGULAR COUNCIL MEETING AGENDA
 Held on Wednesday, June 3, 2026, at 5:00 PM
 In-Person Town Hall Council Chambers 2nd Floor

Teleconference Toll Free Number – 1-833-311-4101
Access Code: 2864 934 0114

Video Conference Link: [Click Here](#)
Access Code: 2864 934 0114

1.	Call Meeting to Order
2.	Disclosure of Pecuniary Interest & General Nature Thereof
3.	Closed Session (Beginning at 4:30 PM)
	<input checked="" type="checkbox"/> A Position, Plan, Procedure, Criteria or Instruction to be Applied to any Negotiations Carried On or to be Carried on by or on Behalf of the Municipality or Local Board <ul style="list-style-type: none"> • One (1) Item
4.	Reporting Out of Closed Session
5.	Canadian National Anthem
6.	Land Acknowledgement Statement
7.	Public Question/Comment (Only Addressing Motion(s) or Reports on the Agenda)
8.	Disclosure Additional Items
9.	Delegations
	1. Schuyler Earl – Request to re-purpose BMX Track at Community Centre
10.	Presentations/Awards/Deputations
	1. Municipal Drug Strategy – Youth Hub in Gananoque – GSS Representatives
11.	Mayor’s Declarations – None
12.	Unfinished Business

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.

13.	Motion #26-102 – Approval of Minutes – Wednesday, May 20, 2026
14.	Staff Reports
	Melanie Kirkby, CAO
	Council-CAO-2026-10 – Mayoral Directive 2026-003
	David Armstrong, Manager of Public Works
	Council-RDS-2026-10 – Award of Contract – Concrete Replacement and Repair
	Council-RDS-2026-11 – Award of Contract – Asphalt Maintenance Contract Extension
	Council-RDS-2026-12 – Award of Contract – Line Painting Extension and Crosswalk Painting
	Council-UTIL-2026-07 – East End Pumping Station Project Update
	Andrew Dickson, Fire Chief
	Council-FIRE-2026-04 – Automatic Aid Agreement Renewal with Township of Leeds and the Thousand Islands
	John Morrison
	Council-FIN-2026-19 – 2026 Tax Rates and Ratios
15.	Motions (Council Direction to Staff)
	1. Information Technology (IT) Services – Direction to Staff – Councillor Koiner
	2. Council Leadership Review Survey – Direction to Staff – Councillor Osmond
	3. Seek Legal Opinion – Direction to Staff – Deputy Mayor Leakey
16.	Correspondence
	1. Ontario Provincial Conservation Agency – Regional Conservation Authorities Update
17.	Notice Required Under the Notice By-law – None
18.	Committee Updates (Council Reps)
19.	Discussion of Additional Items
20.	Questions from the Media
21.	Closed Session
	<input checked="" type="checkbox"/> Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees <ul style="list-style-type: none"> • Champion of Gananoque

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.

22.	Reporting Out of Closed Session
23.	Confirmation By-law
	By-law No. 2026-049 – Confirm the proceedings of Council for the meeting held on Wednesday, June 3, 2026
24.	Next Meeting: 1. Special Council – Wednesday, June 10, 2026 at 4:00 PM – Strategic Plan Milestones Review 2. Regular Council – Wednesday, June 17, 2026 at 5:00 PM
25.	Adjournment

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

The Corporation of the Town of Gananoque

Land Acknowledgement Statement

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

We are grateful for the opportunity to gather here.

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

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

(*) Signifies required information.

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

Schuyler Earl

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

To propose re-purposing the current BMX track into a pump track

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

Additional Information attached:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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***Purpose of Request:** (Please mark at least one)

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

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

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

Requirements:

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

Helpful Suggestions:

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

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

Schuyler Earl
670 Steel Street
Gananoque, ON K7G 2E5

AUGUST 19, 2025

The Council of the Town of Gananoque
30 King Street East
Gananoque, ON K7G 1E9

Dear Mayor Beddows and Councillors:

I am writing to urge you to consider reopening the BMX Track (600 King St E) in your 2026 Budget. The BMX track provides a vital opportunity for physical activity, social connection, and outdoor recreation for youth in our community and is an asset worth saving.

Today's youth face unprecedented levels of mental health challenges and social isolation. While there are multiple reasons for this, current evidence suggests that the reduction in outdoor play and physical activity and concurrent increase in phone/screentime is a root cause of this alarming trend. Current evidence also suggests that promoting face-to-face social connection, especially that provided by sport/physical activity, is an effective and achievable solution to this problem. A community-based BMX track is a perfect opportunity to provide this for our town's youth.

Outdoor play is essential for children's development and well-being. It allows them to challenge their bodies' capabilities and build problem solving skills. Unfortunately, the opportunity for outdoor play has drastically dropped in recent years. In fact, The Canadian Paediatric Society released a position statement in 2024 that encourages doctors "to think of outdoor play as one way to help prevent and manage common health problems such as obesity, anxiety, and behavioural issues." Providing our town's youth with an outlet for outdoor play through a BMX track will contribute to their general health and well-being.

I am under the assumption that building the BMX track involved an investment of both money and time from the community. Removing it from our town's recreation offerings is a complete loss of these previously invested resources. While I understand it will be an additional cost to the recreation budget to maintain the BMX track once again, I believe its impact on the health of our community's young people is worth it.

While I am unable to attend the September 2nd Council Meeting, I look forward to hearing from you about the history of the BMX Track, the decision to keep it closed following the COVID-19 pandemic and its' future re-opening.

Thank you for your time and consideration,
Schuyler Earl

A Vision for Recreational Opportunities

Presented By: Schuyler Earl

The Current BMX Track



The Vision

Phase 1: Pump Track

Highly inclusive

Accessible

Safe

Low-maintenance

Integration into existing landscape

Aligns with Town priorities

Provides a solution to unmet needs in the community



Image Credit: Velosolutions

The Budget

Phase 1: Pump Track

Dependent on materials used, size and scope of the track

Modular: \$20-60,000

Mid-Sized Paved or Precast: \$150-250,000

Top of the Line: \$250-500,000



Image Credit: Collingwood Today

The Funding

Phase 1: Pump Track

Ontario Trillium Foundation Capital Grant

Community Sport and Recreation
Infrastructure Fund

The Canada Community Building Fund

Town of Gananoque Community Grants

Service Club Contributions

Corporate & Local Business Sponsorship

Crowd-Funding & Donations

Recreation Budget



Image Credit: Kathy Hunt/Orilla Mattersy

Pump Tracks in Ontario

- Alliston
- Angus
- Arthur
- Aurora
- Batawa
- Beamsville
- Belleville
- Brockville
- Caledon
- Cambridge
- Carleton Place
- Chelsea
- Corruna
- Collingwood
- Guelph
- Haliburton
- Innisfil
- Lombardy
- Loyalist
- Lucan
- Kemptville
- Nobleton
- North Bay
- Norwood
- Oakville
- Orangeville
- Ottawa
- Pefferlaw
- Peterborough
- Penetanguishene
- Perth
- Petawawa
- Port Colborne
- Port Hope
- Shallow Lake
- Springfield
- St. Mary's
- Stratford
- Strathroy
- Tillsonburg

**non-exhaustive list*

The Vision

Phase 2: Naturalized Playground



Image Credit: Batawa Lions Club



Image Credit: Earthscape Playgrounds

“If exercise could be packaged in a pill, it would be the single most widely prescribed and beneficial medicine in the nation.”

-Dr. Robert Butler



REGULAR COUNCIL MEETING MINUTES

Held on Wednesday, May 20, 2026, 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 (arrived at 5:11 PM)	Brenda Guy, Manager of Planning and Development
	Anne-Marie Koiner (arrived at 5:39 PM)	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.	Call Meeting to Order
	Mayor Beddows called the meeting to order at 5:05 PM.
2.	Disclosure of Pecuniary Interest & General Nature Thereof
	<ol style="list-style-type: none"> Mayor Beddows declared a Conflict of Interest with respect to Item #7, Delegations, as he is a Legion member. Councillor Brown declared a Pecuniary Interest with respect to Item #13, Motions - "Municipal Accommodation Tax (MAT) – Request for Report", as he submits MAT payments through his business.
3.	Canadian National Anthem
	<ul style="list-style-type: none"> The National Anthem was sung.
4.	Land Acknowledgement Statement
	<ul style="list-style-type: none"> Mayor Beddows read the Land Acknowledgement Statement
5.	Public Question / Comment (Only Addressing Motion(s) or Reports on the Agenda)
	<ul style="list-style-type: none"> A Member of the Public addressed Reports listed on the Agenda.
6.	Disclosure of Additional Items
	<ol style="list-style-type: none"> Paramedic Services Week Proclamation – Mayor Beddows AMO Conference – Delegation Request – Mayor Beddows Planting of Trees – Mayor Beddows Integrity Commissioner – Cost to File a Complaint – Councillor Osmond
7.	Delegations
***At this point, Mayor Beddows vacated the Chair and left the room.	
***Deputy Mayor Leakey took the Chair	
	<ol style="list-style-type: none"> Shannon Griggs, Gananoque Seniors Association and Bob Howard, Royal Canadian Legion Branch 92 – Request for Free Parking in Pine Street Parking Lot – One Day Per Week (Wednesday) <ul style="list-style-type: none"> Shannon Griggs and Bob Howard appeared before Council and requested that Council consider allowing free parking in the Pine Street Parking lot on Wednesdays from 1:00 to 4:00 PM, in order to allow seniors to attend the Seniors Drop-In Centre. Council thanked the delegation and considered the following recommendation.



Cunningham Swan

LAWYERS

• EST 1894 •

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

May 6, 2026

SENT BY EMAIL TO: clerk@gananoque.ca

Mayor and Council
c/o Penny Kelly, Clerk
Town of Gananoque

Dear Mayor and Council:

**RE: Code of Conduct Complaint – Final Report – Councillor Osmond
Our File No.: 16418-181**

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 otherwise be made public.

Should Council desire, the Integrity Commissioner is prepared to attend virtually 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 decisions 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 to alter the findings of the report, only consider the recommendations.

00498072.DOCX:

TEL: 613-544-0211
FAX: 613-542-9814
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)
WEB: WWW.CSWAN.COM

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

Timeline of Investigation

The key dates and events during the course of this investigation are as follows:

- April 13, 2026, complaint received
- April 14, 2026, complaint sent to Member
- April 14, 2026, response from Member received
- April 15, 2026, forward Member's response to complainant
- April 23, 2026, response from complainant received

Complaint

This investigation addressed a series of emails from Councillor Dave Osmond (the "Member") to a resident in April of 2026.

The exchange began with an email from the resident to all of Council dated April 8, 2026, requesting that Council consider a by-law to update the animal control by-law to include cats. The Member responded by email dated the same day and copied all of Council. In his email, the Member explained his position about including cats in the by-law, and the basis for his view. The email set out a number of points in support of the Member's position and was a detailed consideration of the issue. The Member ended the email with, "Sorry, long answer and possibly not exactly what you wanted to hear. Please bring any ideas or solutions to the meeting or contact by-law."

On April 9, 2026, the resident responded to the Member, copying the Mayor, stating, "I have neither the time nor interest in your personal opinion screeds. I would appreciate your discontinuing them."

The Member responded within an hour, writing:

"You have the time to look out the window, and witness one of the four marauding neighbourhood cats defecating in another neighbour's front garden and time to email me about [a reference to the resident's original email which prompted the request to include cats in the by-law]. I do appreciate the email.

You had the time to google how many birds are killed. [another reference to the initial email]

You had time to send me a rude reply.

I had the time (almost an hour) to respond to you at 11:41 pm after a 4.5 hour council meeting.

I took the time to google “screeds”. You must be a good scrabble player.

Have a great day!”

On April 10, 2026, the resident wrote to the Member, copying the Mayor and all of Council, to state that she would be making a complaint to the Integrity Commissioner for the following reasons:

“the public is entitled to expect the highest standards of conduct from members that are elected or appointed to serve their local government.”

“Members shall at all times serve and be seen to serve the interests of their constituents and the Town in a conscientious and diligent manner and shall approach decision-making with an open mind.”

The complaint that was filed also included a series of emails from January of 2026, primarily about speed limits, which was not relevant to the complaint and was not considered, except for context.

The resident then forwarded an addendum to the complaint which contained an April 11, 2026 email from the Member to the resident, copying Council and the Clerk, in response to the resident’s statement that a complaint was being commenced. In his email, the Member set out his position as to why his emails were not a breach of the Code of Conduct. The Member also stated that the resident’s comment that his initial response was a “screed” (long, tedious, boring):

“borders on harassment, bullying, and intimidation. I will continue to stand up for myself, other members of council and staff while in this role. ... Apparently, we may not agree on all the issues and as stated above that is ok. Council often doesn’t agree on the issues, but it would never be ok for me to respond to another councillor, staff or a resident saying their comments or opinions were screed and that I don’t have time for them, especially after initiating the discussion.”

The complainant alleges that the written comments of the Member breach the following sections of the Code of Conduct:

2. Purpose

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

4. General Integrity

Members shall at all times serve and be seen to serve the interests of their constituents and the Town in a conscientious and diligent manner and shall approach decision-making with an open mind.

The Integrity Commissioner also considered section 8, which reads as follows:

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

Findings / Analysis

Section 2 of the Code of Conduct is the purpose section. This section sets out general principles as an aid to interpretation of the Code of Conduct; it is a section which cannot be the subject of a complaint as it does not establish a prohibition. This section was considered, but no breach of this section was found.

Section 4 requires that all members of Council approach decision making with an open mind. This does not mean that members of Council cannot think about issues in advance of a meeting, nor does it mean that members of Council cannot have opinions about issues in advance. What the Member set out in his emails to the resident were his thoughts about including cats in the animal control by-law and the basis for those thoughts. He ended his email with the statement, "Please bring any ideas or solutions to the meeting or contact by-law". The Member encouraged the resident to continue to consider solutions; solutions that might have swayed the Member to change his position.

So long as a member of Council remains open to the possibility of being persuaded of another view, they have not closed their minds. There is no evidence that the Member would not have approached the issue with an open mind – no breach of the Code of Conduct is found.

Section 8 obligates members of Council to treat members of the public with respect and without abuse, bullying or intimidation. On the facts set out in the series of emails there is no evidence of abuse, bullying or intimidation.

The remaining question is whether the Member treated the resident disrespectfully? While there was a lack of respect shown by the resident, that does not excuse a member of Council from responding in kind. What an Integrity Commissioner must also consider is the purpose of the Code of Conduct – which is, among other things, to expect the highest standards of conduct from members.

This does not require a standard of perfection.

This does not establish a subjective standard where any offense found by anyone equates to a breach of the Code of Conduct.

The standard is an objective one; would a reasonable person apprised of the relevant facts find that a member of Council had been disrespectful?

Based on the written record, the Integrity Commissioner finds that the Member did not use offensive language and did not insult the resident. Commenting that the resident must be a good scrabble player because they used a word that the member needed to look up is not disrespectful. In the circumstances, the Member responded politely while still expressing that he did not appreciate the dismissive tone of the resident. The sarcasm evident in the response is not sufficient to breach the Code of Conduct.

When faced with a threat of a Code of Conduct complaint, the Member accused the resident of improperly resorting to a complaint in circumstances where he believed he had been polite and had taken the time to provide his position and views on a topic of importance to the resident. The Integrity Commissioner finds that the language used was not inappropriate and was not disrespectful. The Member is entitled to his opinion that the threat of a complaint in the circumstances was not appropriate – this is not disrespectful and is not a breach of the Code of Conduct.

Whenever a Councillor is accused of breaching the Code of Conduct related to verbal or written communications, the courts direct Integrity Commissioners to consider the Charter of Rights and Freedoms and to balance the member of Council's right to express themselves against the purpose of the Code of Conduct to ensure the member's freedom to express themselves is not unreasonably restricted. Expecting the highest standards of behaviour in the Code of Conduct cannot override councillors' rights to express themselves at a certain level.

The Integrity Commissioner balances these factors in these circumstances by considering the reasonable person threshold for behaviour and ensuring that not every instance of impolite behaviour, however slight, triggers a breach of the Code of Conduct. Based on the analysis

above, there were no statements made by the Member that rose to the level where a reasonable person would find that the resident had been treated disrespectfully.

Recommendations

The complaint is dismissed. As there were no breaches of the Code of Conduct, no recommendation is necessary.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP

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

Tony E. Fleming,
Anthony Fleming Professional Corporation

Report Council – CAO-2026-10

Date: June 3, 2026 **IN CAMERA**
Subject: Mayoral Directive 2026-003 – Flex Hours, 4 Day Work Week
Author: Melanie Kirkby, CAO / Senior Managers **OPEN COUNCIL**

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION THE 2026-003 MAYORAL DIRECTIVE – STAFF ANALYSIS FLEX HOURS FOUR DAY WORK WEEK, AS PRESENTED IN REPORT COUNCIL CAO-2026-10.

STRATEGIC PLAN COMMENTS:

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

BACKGROUND:

On April 29, 2026, Mayor Beddows issued Mayoral Directive 2026-003 – Staff Analysis Flex Hours and Four Day Work Week, directing the CAO, Clerk and Senior Managers to write a staff report on the relative advantages and disadvantages of the 4 options discussed in the Directive.

Strong Mayor Directives are posted on the Town Website under the following link:

<https://www.gananoque.ca/town-hall/strong-mayor-powers>

Senior Management discussed the Directive. Each manager reviewed the Directive with their staff. Senior Managers drafted this staff report at the May 27, 2026 Sr Management meeting.

INFORMATION/DISCUSSION:

Every Town Department has different staff compliment, physical work environment and very distinctive duties and responsibilities. Below the 4 Initiatives are discussed on a Departmental Basis.

Fire Department Responses:

Item 1 – Flex Hours:

The Fire Department already offers a flex-hour system for one employee. With the requirements for emergency calls, training attendance after normal working hours, and the absence of overtime, they manage their time to balance their weekly schedule, which typically

exceeds the normal working hours in a given week almost always. They are encouraged to take days or hours to offset some of the overtime.

Flex hours would benefit other employees, as they are required to attend evenings during regular Wednesday training nights, as well as Tuesday recruit trainings for 12 weeks per year. Some are allocated flex time for these hours. Some are compensated for the actual training hours at paid-on-call rate.

Item 2 – Extended Daily Hours & Shorter Work Week:

Extended hours or flex schedule would be beneficial for all Full Time Employees in the Fire Department where for example, a 10-hour day on Tuesdays and Wednesdays would mean a shorter work week and would also lead to potential savings in wages if they weren't using paid-on-call wages at training.

Item 3 – Town Hall Open 4 Days Per Week:

None of the Fire Department Staff work out of Town Hall. They are a Monday-Friday operation for the department, but not seen as open to the public for a set schedule. As the Emergency Services building is open 24/7 regardless of if Fire personnel are here or not, there is unlikely to be any savings in utility costs.

Alternatively, we could plan for a staggered schedule, so all weren't off the same day, just to have the availability of someone if a situation arose. All 3 Full Time staff can manage any day-to-day operational issues in a given week. Fire occasionally receives front counter walk-in questions, but not enough that we would see any reduction in services if the schedules aligned for the 1-day per week reduction.

Item 4 – Any Other Recommendations:

As Fire Chief, I think continuing this is advantageous for morale and work/life balance. We work with the understanding that we may be called in at anytime, day or night, and have the support to manage our schedules to keep our personal and family time as a priority is important. Within my department I have not seen sick time to be taken advantage of, because of the flexibility they are afforded.

The fact that we are a small department of full-time, and the current commitment and availability of our senior officers and firefighters in our paid-on-call contingent, we are in a good place to manage a flex system.

Corporate Service, CAO, Clerk & Finance Departments Responses:

Item 1 – Flex Hours:

The Corporate Services Department already offers a flex-hour system for many employees. With the requirements for evening meetings of Committees and Council, where applicable, staff bank their time to be used within the pay period, but this is not intended to be carried forward without Manager approval.

Flex Hours also allow Staff to accommodate their appointments or other commitments without using vacation time and they have expressed that they are appreciative of this provision.

For the Front Counter coverage, if the primary staff person is out of office due to flex time, other staff provide coverage. Where possible if a position has a deputy for coverage, scheduling is such that the 2 staff are not off on the same days.

Item 2 – Extended Daily Hours & Shorter Work Week:

Extended hours for a Four Day work week would be beneficial for most employees. A few employees would have difficulty with longer hours due to Childcare which may not offer extended hours. This could be addressed through remote working on Fridays.

Item 3 – Town Hall Open 4 Days Per Week:

Altering the opening hours of Town Hall could have a positive impact for staff and the public. This could be scheduled as the Town Hall opening from 8:30 am to 6:00 pm Monday through Thursday. Currently the hours are 8:30 am to 4:30 pm.

This would increase the opening hours by 1.5 hours on the 4 days, which would accommodate any residents who work a Monday to Friday day job. By adjusting the shift to end at 6:30, this would also address the current issue of closing the cashier at end of day which can lead to banked overtime, depending on the timing of the last customer and whether there is a due date for tax or utility bills. Staff can use the 30 minutes of uninterrupted time to respond to emails, voicemails and complete other tasks.

There are few specific services offered at Town Hall that require in person visits of the customer that are on a non scheduled basis. Examples include; Payments of Utility and Tax bills, Permit fees, Purchase Waste Tags, Commission of Oath, dropping off Taxi License applications and Lottery Licenses applications or any other general inquiries.

Most customer services are offered online or at other locations. Examples include: Waste tags are available at Metro and Home Hardware, Dog Tags are available at Pet Value, Tax and Utility payments are accepted through online banking, telephone banking, at any Bank branch, and through monthly preauthorized withdrawals and through mortgage companies. Building permit applications are submitted through Cloud Permit. Marriage Licenses require an in-person scheduled meeting with a member of the clerk's department.

Other services, such as Planning Applications, Document requests, Financial reviews with partners, Election and Vital Statistics services all require appointments with staff and would not be walk in customers.

Lowering / raising the thermostat by 6 degrees Celsius for the 3 day closure would result in approximately a 12% savings of natural gas usage on those days but the opening day would see increased consumption to normalize the temperature. Hydro consumption would lower if all staff turned off their computers and most lights are on automatic timers. Air conditioning is powered by Hydro. Water / wastewater consumption would decrease but the capital fees would remain the same. Snow removal would not need to be performed on the closure day. Facility cleaning would not need to be performed on the closure day, but currently the contract is for 5 days per week. Savings would occur at renewal.

Item 4 – Any Other Recommendations:

Town Hall staff feel that they would benefit from more uninterrupted work time to concentrate on tasks. This could be afforded by opening at 9am with a start time remaining at 830 to all for a 30 minute focused work time at the beginning and ending of each day.

Public Works Road Division Responses:

Item 1 – Flex Hours:

The Roads Department already offers a flex-hour system for many employees. With the requirements for evening meetings of Committees and Council, where applicable, staff bank their time to be used within the pay period, but this is not intended to be carried forward without Manager approval.

Flex Hours also allow Staff to accommodate their appointments or other commitments without using vacation time and they have expressed that they are appreciative of this provision.

Item 2 – Extended Daily Hours & Shorter Work Week:

Extended hours for a shorter work week are seasonally enacted at many local Municipalities, with months without the winter maintenance requirement worked as 4 10 hour days.

This change would also require an amendment to the CUPE agreement, which the members would have to agree to.

Due to winter control requirements, this would not be recommended for the winter months.

Item 3 – Town Hall Open 4 Days Per Week:

None of the Roads Department Staff work out of Town Hall.

Planning & Building Department Responses:

Item 1 – Flex Hours:

The Planning & Building Department already offers a flex-hour system. With the requirements for evening meetings of Committees and Council, where applicable, staff bank their time to be used within the pay period, but this is not intended to be carried forward without Manager approval.

Item 2 – Extended Daily Hours & Shorter Work Week:

The Planning & Building Department has some time constraints due to the legislated requirements under the Planning Act for Notice Periods and under the Building Code for response time of Inspection requests.

Item 3 – Town Hall Open 4 Days Per Week:

Customer services, such as Planning Applications, Document requests and Commission of Oaths for Planning Applications require appointments with staff and would not be walk in customers.

Applications for Mobile Canteen, Short term accommodations and Patio licenses are received at Town Hall in person, processed and then the License is emailed to the customer upon approval.

Bylaw inquiries / Building and Planning application pre consultations often occur after a customer attends Town Hall, but they are encouraged to make an appointment as the staff are often already in a scheduled meeting or on a site visit.

Public Works Utilities Division Responses:

Item 1 – Flex Hours:

The Utility Department already offers a flex-hour system for many employees. With the requirements for evening meetings of Committees and Council, where applicable, staff bank their time to be used at a later date.

Item 2 – Extended Daily Hours & Shorter Work Week:

The Utility Department requires a 7 day work week because of legislated facility checks. Staff would appreciate a half day on Friday with a longer Monday to Thursday work day. The half day Friday would still allow for the facility check to occur. On Call / Stand By staff perform the Saturday & Sunday facility checks on paid overtime.

This change would also require an amendment to the CUPE agreement, which the members would have to agree to.

Item 3 – Town Hall Open 4 Days Per Week:

None of the Utility Department Staff work out of Town Hall. Water meters are issued at Town Hall by the Utility Administrator.

Parks, Recreation & Facilities Responses:

Item 1 – Flex Hours:

Unionized Staff From the beginning of April till the end of August, the full-time staff work 8 hour shifts, Monday to Friday. From an operations perspective, we would still need to have Monday to Friday full-time coverage for our department in the spring and summer.

To maintain current service levels, we would still need the flexibility of the seasonal part-time labourers to have coverage 7 days per week, which includes the weekends, evenings etc. to compliment the FT staff which occurs from May to end of October.

With regards to switching the summer hours of operation from 7-3 to 6-2, staff would be limited with what could be done in the first 2 hours, as they would not be able to use any equipment until 7:00AM because of the noise that the mowers, leaf blowers, grass trimmers create. And the earlier in the morning, the more dew and dampness is on the grass, which makes it harder on the equipment versus when it is drier. This change would also require an amendment to the CUPE agreement, which the members would have to agree to.

Non-Unionized Staff For the 3 non-unionized positions being either a superintendent or manager, it is very hard to shut things down to a 3 day weekend consistently. It is a great initiative on occasion to flex hours when operationally it does not create any shortfalls.

Item 2 – Extended Daily Hours & Shorter Work Week:

Unionized Staff from the beginning of September until the end of March, Town full-time unionized staff work 10 hour shifts, 4-days a week to operate the Lou Jeffries Arena 7 days a week (17 hours per day)

Management feels that staggering the union FT shifts during the park season weekdays, to allow for a 4 day work week, would create a depleted team with the number of staff currently employed and furthermore, there are vacation and sick days which impact the compliment. All our jobs require crews of 2 up to 4 per task, such as cleaning the fountain, cutting grass at the various parks, managing the flower beds, garbage collection, trail maintenance, parks maintenance, event setups and if we have less people resources on any given day then it reduces our productivity.

We currently do that with the PT seasonal staff because of the weekend coverage.

Non-Unionized Staff For the 3 non-unionized positions being either a superintendent or manager, it is very hard to shut things down 3 days a week consistently. It is a great initiative on occasion to flex hours but for the department this initiative is not recommended as policy.

Item 3 – Town Hall Open 4 Days Per Week:

With the exception of the Manager, none of the Recreation Department Staff work out of Town Hall. If Town Hall were to change to a 4 day open week, there would be no impact on the Department as the Manger is able to work remotely and from the arena if a need arose.

Item 4 – Any Other Recommendations:

Operationally, our department needs to have coverage 7 days a week for approximately 11 months out of the year with the month of April being the exception due to the arena closure and the parks not fully open yet.

Economic Development, Tourism & Communications Responses:

Item 1 – Flex Hours:

Tourism, Events, Economic Development, and Communications staff already operate with a degree of flexibility due to the nature of their responsibilities. These roles frequently require attendance at evening meetings, community events, festivals, and weekend activities, resulting in schedules that regularly extend beyond standard business hours. Staff are encouraged to offset their overtime hours with time off.

Item 2 – Extended Daily Hours & Shorter Work Week:

Given the existing flexibility within these positions, the benefits associated with a compressed work week may be less significant than in other areas of the organization. Opportunities may instead exist to formalize and enhance current flexible scheduling practices, ensuring staff are able to balance hours worked outside of regular business hours while continuing to meet operational requirements and service expectations.

Item 3 – Town Hall Open 4 Days Per Week:

None of the EDTC Department Staff work out of Town Hall. The Visitor Centre is not well suited to a reduced operating schedule, as maintaining consistent visitor services remains a

priority throughout the tourism season. As a result, a four-day operational model would not be recommended for this function.

Item 4 – Any Other Recommendations:

Any scheduling adjustments should recognize the need to maintain visitor services, support community events, and respond to economic development and communications priorities, all of which often require staff availability outside of traditional office hours.

APPLICABLE POLICY/LEGISLATION:

N/A

FINANCIAL CONSIDERATIONS:

As described.

CONSULTATIONS:

Andrew Dickson, Fire Chief

John Morrison, Treasurer

Brenda Guy, Manager of Planning & Development

Jeff Johnson, Manager of Parks, Recreation & Facilities

Penny Kelly, Clerk

David Armstrong, Manger of Public Works

Amanda Trafford, Economic Development and Communications Officer

ATTACHMENTS:

Mayoral Directive 2026-003 – Staff Analysis Flex Hours and Four Day Work Week

APPROVAL	<hr/> <p>Melanie Kirkby, CAO</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions follow Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p>
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**Mayoral Directive
Decision Number: 2026-003**

Under Bill 3, the *Strong Mayors, Building Homes Act*, 2022, which amended the *Municipal Act*, 2001, I, John Beddows, Mayor of the Town of Gananoque, have decided as follows:

Directive to the Chief Administrative Officer, Clerk and Managers of the Corporation of the Town of Gananoque:

The employees of the Corporation, at every level, are the people who deliver the high-quality municipal services we are accustomed to, and their time and experience are critical resources. Initiatives that seek to enhance morale and retention of municipal personnel delivers a net benefit to the taxpayers of Gananoque and reflect the degree to which we value our municipal team.

As such, under the leadership of the CAO, you are directed to conduct and report back to me on a review of the relative advantages and dis-advantages of the following options while considering that service levels and work safety requirements must continue to be met at all times across the Corporation:

1. **Flex Hours** – if appropriate based on position & job description, duties and conditions of work, enabling seasonal changes to work hours with earlier, or later, start and end times. An (illustrative only) example might be to shift the hours of work of some positions from 8:00am to 4:00pm to 6:00am to 2:00pm during the summer months. This would enable avoidance of peak temperatures and UV levels for job descriptions with an outdoor nexus.
2. **Extended Daily Hours & Shorter Work Week** – given the current norm of a 40-hour, 8-hour per day, or a 35-hour, 7 hour per day, 5-day work week, conduct an analysis to identify positions that might be suitable to shift to a 40-hour, 10-hour per day, or a 35-hour, 8.75 hour per day, 4-day work week based on position & job description, duties and conditions of work. Some (illustrative only) examples of potential advantages by position and job description might be to reduce the number commutes of some municipal employees from 5 per week to 4 per week or reduction of day-care needs from 5 to 4 days per week for families with younger children.
3. **Town Hall Open 4 Days Per Week** – given the current norm for Town Hall of 35 or 40-hour, 7 or 8-hour per day, 5-days open, analyze the relative advantages and dis-advantages of shifting to a 35-hour or 40-hour, 4-day, 9 / 10-hour Town

Hall open to public work week. This option is tied to option 2, but stands alone as a separate, follow-on consideration. Potential (illustrative only) advantages to 4-day, 10-hour business days at Town Hall is that it would likely enhance access to municipal services for residents who are employed full time and it might reduce the operating costs of Town Hall to some degree by lowering electricity consumption decreasing heating bills and lowering water / wastewater consumption.

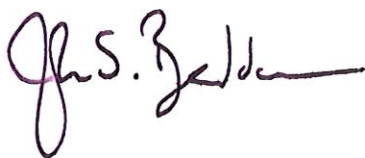
4. Any Other Recommendations – Please put forward any other recommendations that emerge during the analysis of these questions, along with supporting analysis, on ways we might flex to enhance morale and satisfaction.

Follow-on considerations would include, but not be limited to, an alignment of accruals for sick, lieu, banked, stat and vacation time so that a day taken would be logged at the corresponding number of hours, as appropriate by position. Given this, the final report must include recommendations for enabling changes to the Corporation’s HR policies if any and as appropriate.

It must be accepted that not all positions and job descriptions will be suited for either a flex-hour option or a 4-day, 8.75 or 10-hour work week, especially given the bedrock requirement to deliver municipal services at mandated service levels, and to meet work safety requirements at all times. As such, a “one size fits all” solution is almost certainly not possible, and recommendations for change will likely have to be on a function by function, and in some cases position by position basis.

The core of my intent with this directive is to try to find ways to enhance morale, job satisfaction and retention. I look forward to this report, and I am available for any follow-on questions.

Dated this 29th day of April, 2026.



John S. Beddows, Mayor

Council Report – RDS-2026–10

Date: June 3, 2026

IN CAMERA

Subject: Award of Contract – Concrete Replacement & Repairs

Author: David Armstrong, Manager of Public Works

OPEN SESSION

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-050, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH HV CONSTRUCTION LTD., FOR THE PROCUREMENT OF SERVICES TO COMPLETE CONCRETE REPLACEMENT AND REPAIRS THROUGHOUT THE TOWN OF GANANOQUE, BASED ON THEIR TENDER SUBMISSION DATED MAY 5, 2026, AS PRESCRIBED IN RFT RDS-2026-03, AND AS PRESENTED IN COUNCIL REPORT RDS-2026-10.

STRATEGIC PLAN COMMENTS:

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

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

BACKGROUND:

The Town is responsible for maintaining approximately 55 kilometres of sidewalks within the Town Gates. The work associated with this contract is typically repairing damaged areas or replacing sections of the sidewalk that have been damaged or are deteriorated and pose a hazard for the public.

INFORMATION/DISCUSSION:

Town staff released RFT RDS-2026-03 on April 17, 2026, which subsequently closed on May 5, 2026. At the time of closing there were two permissible bids received, as outlined below:

Item No.	Description	Unit	HV	Aloia
1	Remove existing sidewalk (all types) and replace with new concrete sidewalk, as specified (removal includes off-site disposal) (0.00m ² – 5.25m ²)	m ²	\$ 250	\$ 300
2	Remove existing sidewalk (all types) and replace with new concrete sidewalk, as specified (removal includes off-site disposal) (5.25m ² – 15.00m ²)	m ²	\$ 236	\$ 278.10
3	Remove existing sidewalk (all types) and replace with new concrete sidewalk, as specified (removal includes off-site disposal) (>15.00m ²)	m ²	\$ 212	\$241.65
4	Remove existing curb and gutter (all types) and replace with new concrete curb and gutter as specified (OPSS) (Removal includes off-site disposal)	m	\$ 292	\$ 388.50
5	Excavate existing soil, supply and prepare granular base and install new sidewalk in location as directed	m ²	\$ 145	\$51.00
6	Excavate existing soil, supply and prepare granular base and install new concrete curb as specified (OPSS) in location as directed	m	\$ 212	\$ 40
7	Remove, regrade and relay interlocking paving stones and flagstone as required for tie-ins	m ²	\$ 136	\$195
8	Supply and install Tactile Walking Surface Indicators	Ea.	\$ 1172	\$635

Both submissions were complete with competitive pricing from each proponent. Ultimately, Town operations rely more on Item's 1, 2, 3, 4, and 7, with those functions accounting for approximately 70% of the work billed towards the Town's Asphalt, Concrete, Milling, and Paving (ACMP) program.

HV Construction Ltd. is a more local company (based in Kingston as opposed to Aloia Bros. Concrete is based out of the GTA), and Town staff have a great working relationship

with them. The Town has been contracting work with HV Construction Ltd. for the last 5+ years for the replacement and repairs for our concrete sidewalks and curbs, and our interlock areas throughout Town.

APPLICABLE POLICY/LEGISLATION:

Procurement By-law No. 2025-089
By-law No. 2026-001 – 2026 10-Year Capital and Operating Budget
O.Reg. 239/02 Minimum Maintenance Standards for Municipal Highways.

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:

The work under this contract is typically drawn from the Town’s annual Asphalt, Concrete, Milling, and Paving (ACMP) budget.

CONSULTATIONS:

Charles Fromentin, Technologist
Brock Webb, Superintendent of Roads

ATTACHMENTS:

Draft By-law No. 2026-050

APPROVAL	<p>_____ David Armstrong, Manager of Public Works</p> <p>_____ John Morrison, Treasurer Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council’s own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> <p>_____ Melanie Kirkby, CAO</p>
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THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2026-050

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH HV CONSTRUCTION LTD., FOR THE PROCUREMENT OF SERVICES TO COMPLETE CONCRETE REPLACEMENT AND REPAIRS THROUGHOUT THE TOWN OF GANANOQUE

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

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

AND WHEREAS the Council of the Town of Gananoque received Council Report RDS-2026-10 and concurred with the recommendation to authorize the Mayor and Clerk to sign with HV Construction Ltd., for the Procurement of Services to complete concrete replacement and repairs throughout the Town of Gananoque;

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 with HV Construction Ltd., for the Procurement of Services to complete concrete replacement and repairs throughout the Town of Gananoque.

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 3rd day of June 2026.

John S. Beddows, Mayor

Lynsey Zufelt, Deputy Clerk

(Seal)

Council Report – RDS-2026–11

Date: June 3, 2026 **IN CAMERA**

Subject: Award of Contract – Asphalt Maintenance Contract Extension

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

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-051, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH KILEY PAVING LTD., FOR THE PROCUREMENT OF SERVICES TO COMPLETE ASPHALT MAINTENANCE THROUGHOUT THE TOWN OF GANANOQUE, BASED ON THE SUBMITTED RATES FROM THE CONTRACTOR FOR THE WORK PRESCRIBED IN RFT RDS-2024-03, AND AS PRESENTED IN COUNCIL REPORT RDS-2026-11.

STRATEGIC PLAN COMMENTS:

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

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

BACKGROUND:

The Town is responsible for maintaining approximately 76 lane kilometres of roadway within the Town Gates. The work associated with this contract is typically re-paving deteriorating areas or sections of the roadway that have been excavated for underground infrastructure repairs.

INFORMATION/DISCUSSION:

The Town has been contracting Kiley Paving Ltd. for the last 7+ years for repair and maintenance for our asphalt roadways. They were awarded a two (2) year contract in 2024 through the tendering process. The terms of the contract offered a three (3) year extension if both parties agreed. Town staff are recommending proceeding with extending this contract with Kiley Paving Ltd.

The following unit prices have been discussed and agreed to in principle by the contractor and Town staff:

Item No.	Description	Unit	2026 Price	2027 Price	2028 Price
1	Removal of existing asphalt surface and preparation of surface for paving. (includes; disposal, saw cuts, required Granular "A", tack coat, compaction)	m ²	\$39.60	\$43.56	\$49.22
2	Placement of surface course asphalt (50mm HL3)	m ²	\$72.60	\$79.86	\$87.85
3	Placement of base course asphalt (50mm HL8)	m ²	\$63.80	\$70.18	\$77.20

Previous year prices for the above items were as follows:

1	Removal of existing asphalt surface and preparation of surface for paving. (includes; disposal, saw cuts, required Granular "A", tack coat, compaction)	\$ 36.00/m ²
2	Placement of surface course asphalt (50mm HL3)	\$ 66.00/m ²
3	Placement of base course asphalt (50mm HL8)	\$ 58.00/m ²

The increase in price per year equals a 9% increase for each item, which is fair with today's markets and is comparable to what is being realized in this industry across the province.

APPLICABLE POLICY/LEGISLATION:

Procurement By-law No. 2025-089

By-law No. 2026-001 – 2026 10-Year Capital and Operating Budget

O.Reg. 239/02 Minimum Maintenance Standards for Municipal Highways.

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:

The work under this contract is typically drawn from the Town's annual Asphalt, Concrete, Milling, and Paving (ACMP) budget.

CONSULTATIONS:

Charles Fromentin, Technologist
Brock Webb, Superintendent of Roads

ATTACHMENTS:

Draft By-law No. 2026-051

APPROVAL	<p>_____ David Armstrong, Manager of Public Works</p> <p>_____ John Morrison, Treasurer Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> <p>_____ Melanie Kirkby, CAO</p>
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THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2026-051

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH KILEY PAVING LTD., FOR THE PROCUREMENT OF SERVICES TO COMPLETE ASPHALT MAINTENANCE THROUGHOUT THE TOWN OF GANANOQUE

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

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

AND WHEREAS the Council of the Town of Gananoque received Council Report RDS-2026-11 and concurred with the recommendation to authorize the Mayor and Clerk to sign with Kiley Paving Ltd., for the Procurement of Services to complete asphalt maintenance throughout the Town of Gananoque;

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 with Kiley Paving Ltd., for the Procurement of Services to complete asphalt maintenance throughout the Town of Gananoque.

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 3rd day of June 2026.

John S. Beddows, Mayor

Lynsey Zufelt, Deputy Clerk

(Seal)

Council Report – RDS-2026–12

Date: June 3, 2026 **IN CAMERA**
Subject: Award of Contract – Line Painting Contract Extension & Optional Crosswalk
Author: David Armstrong, Manager of Public Works **OPEN SESSION**

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-052, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH ONLINE PAVEMENT MARKINGS & MAINTENANCE, FOR THE PROCUREMENT OF SERVICES TO COMPLETE LINE PAINTING THROUGHOUT THE TOWN OF GANANOQUE, TO AN UPSET LIMIT OF \$51,063.76 (EXCLUDING TOWN SHARE OF HST), AS ORIGINALLY PRESCRIBED IN RFT RDS-2024-06, AND AS PRESENTED IN COUNCIL REPORT RDS-2026-12;

FURTHER BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVE AN ADDITIONAL \$13,125.00 (EXCLUDING TOWN SHARE OF HST) FOR THE DECORATIVE PAINTING OF THE THREE (3) CROSSWALKS DESCRIBED IN THE QUOTE RECEIVED ON AUGUST 22, 2025, AS PRESENTED IN COUNCIL REPORT RDS-2026-12.

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:

As part of the responsibility of maintaining approximately 76 lane kilometres of roadway within the Town Gates, provincial regulations require the town to maintain clearly marked and identifiable pavement markings.

INFORMATION/DISCUSSION:

The Town has been contracting Online Pavement Markings and Maintenance for the last 8+ years for our annual line painting program. They were awarded a two (2) year contract in 2024 through the tendering process. The terms of the contract offered a one (1) year extension if both parties agreed. Town staff are recommending proceeding with extending this contract with Online Pavement Markings and Maintenance.

The following unit prices have been discussed and agreed to in principle by the contractor and town staff for **2026**:

Item	Description	Total Price
1	Line Markings – Paint	\$47,233.76
2	Line Markings – Durables – Provisional	\$ 3,830.00
* TOTAL PRICE (excluding HST)		\$51,063.76

The following unit prices for the same items for **2025** were as follows:

Item	Description	Total Price
1	Line Markings – Paint	\$44,555.40
2	Line Markings – Durables – Provisional	\$8,475.00
* TOTAL PRICE (excluding HST)		\$53,030.40

The decrease in price is mainly due to a reduction in provisional items not required for our annual program.

Costing breakdown for the additional Crosswalk painting is outlined below:

Description	Total
<p style="text-align: center;">Soda Blasting of Existing Markings</p> <p>(Includes removal of the two existing crosswalks, and removal of paint from the curb and sidewalk (375 sq. ft), this ensures a quality application)</p>	<p>\$4,125.00</p> <p>(price held from last year)</p>
<p style="text-align: center;">Rainbow Crosswalk Installation</p> <p>We will be using Sherwin-Williams WB Rainbow traffic paint. Crosswalk will be 6 colour stripes (usually Red, Orange, Yellow, Blue, Green & Purple). Also includes layout and painting of exterior crosswalk lines. With Reflective Glass Bead.</p>	<p>\$3,000.00</p>
<p style="text-align: center;">Indigenous Crosswalk Installation</p> <p>We will be using Polymight orange & white traffic paint for a solid orange crosswalk with 7 white feathers. This product has a one-year lifespan. Also includes layout and painting of exterior crosswalk lines. With Reflective Glass Bead.</p>	<p>\$3,000.00</p>
<p style="text-align: center;">Legion Commemorative Crosswalk</p> <p>We will be using Polymight red and white SB traffic paint. This product has a one-year lifespan. Includes layout of Red & White Ladder Style Crosswalk with a Fallen Soldier Silhouette and the words “Lest We Forget” at each end. Also includes layout and painting of exterior crosswalk lines, stencil & layout cost of crosswalk included. With Reflective Glass Bead.</p>	<p>\$3,000.00</p>

This work has historically been completed by Town staff or volunteers with a commercial-grade paint that starts to fade within a few months. This type of application will last longer and present a more resilient and honoured message to the community.

APPLICABLE POLICY/LEGISLATION:

Procurement By-law No. 2025-089
 By-law No. 2026-001 – 2026 10-Year Capital and Operating Budget
 O.Reg. 239/02 Minimum Maintenance Standards for Municipal Highways.

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:

The total amount in the Council approved 2026 Operational Budget for this service is \$70,000.00 and the submitted price for the extension as well as the additional price for the crosswalk painting is within the approved budget amount.

Budget	Contract Extension Cost	Additional Crosswalk Cost
\$70,000.00	\$51,063.76	\$13,125.00
Total Cost		\$64,188.76

CONSULTATIONS:

Charles Fromentin, Technologist
 Brock Webb, Superintendent of Roads

ATTACHMENTS:

Draft By-law No. 2026-052

APPROVAL	<p>_____ David Armstrong, Manager of Public Works</p> <p>_____ John Morrison, Treasurer Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council’s own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> <p>_____ Melanie Kirkby, CAO</p>
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THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2026-052

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH ONLINE PAVEMENT MARKINGS & MAINTENANCE, FOR THE PROCUREMENT OF SERVICES TO COMPLETE LINE PAINTING THROUGHOUT THE TOWN OF GANANOQUE

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

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

AND WHEREAS the Council of the Town of Gananoque received Council Report RDS-2026-12 and concurred with the recommendation to authorize the Mayor and Clerk to sign with Online Pavement Markings & Maintenance, for the Procurement of Services to complete line painting throughout the Town of Gananoque;

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 with Online Pavement Markings & Maintenance, for the Procurement of Services to complete line painting throughout the Town of Gananoque.

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 3rd day of June 2026.

John S. Beddows, Mayor

Lynsey Zufelt, Deputy Clerk

(Seal)



G NANOQUE
Council Report – UTIL-2026-07

Date: June 3, 2026 **IN CAMERA**

Subject: East End Pumping Station – Project Update

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

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVE THE EAST END PUMPING STATION – PROJECT UPDATE REPORT FOR INFORMATION, AS PRESENTED IN COUNCIL REPORT UTIL-2026-07.

STRATEGIC PLAN COMMENTS:

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

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

BACKGROUND:

Town staff commenced the upgrades of the East End Pumping Station (EEPS) project in 2025 after years of iterations. The town has been working with consulting staff from J.L. Richards (JLR) for a few years in preparation of this anticipated and severely necessary project.

The contract was awarded for to Kingdom Construction Limited (KCL) for a total cost of \$8,035,987.00 (incl. HST) and carries a provincial funding component of \$4,040,388.80 from the Ontario Ministry of Infrastructure.

Council approved staff to utilize the surplus budgeted amount of \$1,366,701.60 in October 2025 following a staff report indicating that the project had seen substantial delays and unforeseen financial burdens.

INFORMATION/DISCUSSION:

The project encountered some friction early on relating to design discrepancies and contractual obligation between the consultant (JLR) and the contractor (KCL). Slowly navigating those early issues had the project start later than anticipated but maintained a steady production throughout the spring and summer of 2025.

Further delays slowed the project in the fall of 2025 and has forced the project to extend into the latter half of 2026. Town staff have negotiated a number of delay claims with KCL, settling on Proposed Change Orders (PCO’s) through the avenues afforded through prompt payment legislation as outlined in the Ontario Construction Act.

The first negotiated PCO was agreed to in the amount of \$298,113.38 and was additional

charges for the work related to shoring on the site. These funds were paid out in March 2026 as part of KCL's proper invoice.

The second negotiated PCO was agreed to in the amount of \$191,486.13 and was also associated to the shoring work on the site. These funds were paid out in April 2026 as part of KCL's proper invoice.

The third and final negotiated PCO that underwent negotiations was agreed to in the amount of \$500,000.00 and was related to general condition charges for delays relating to shoring, design errors, and inaccurate records of site conditions at the current EEPS property. These funds have not been paid out yet; however, they will be included in the proper invoice from KCL for May 2026.

The project is roughly 70% complete and has seen a slow but steady transition since the fall of 2025. The anticipated commissioning for the pumping station is late fall of 2026, which is just under one year behind the originally established schedule for the project.

APPLICABLE POLICY/LEGISLATION:

By-law No. 2025-089 Establish a Procurement Policy
Ontario Construction Act

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:

The negotiated PCO's are outlined on the table below to demonstrate the remaining approved surplus budget for this project:

Surplus Budget	PCO amount	Remaining Balance of approved Surplus
\$1,366,701.60	\$298,113.38	\$1,068,588.22
	\$191,486.13	\$877,102.09
	\$500,000.00	\$377,102.09

Between the original contingency budget for the project and the additional approved surplus budget, we are currently not running a deficit for this project. There are still several items that will require additional funding, but those amounts have not been provided to our consultant or to town staff at this time.

CONSULTATIONS:

Don Richards, Water & Wastewater Utilities Projects Manager
Matt Hoult, Superintendent of Water & Wastewater
Matthew Marcuccio, Sr. Environmental Engineer, JLR

ATTACHMENTS:

N/A

APPROVAL	<p>_____ David Armstrong, Manager of Public Works</p> <p>_____ John Morrison, Treasurer Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> <p>_____ Melanie Kirkby, CAO</p>
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G NANOQUE
Council Report – FIRE-2026-04

Date: June 3, 2026

IN CAMERA

Subject: Automatic Aid Agreement Renewal – Township of Leeds and the Thousand Islands

Author: Andrew Dickson, Fire Chief

OPEN SESSION

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-053, BEING A BY-LAW TO REPEAL BY-LAW NO. 2019-090, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AUTOMATIC AID AGREEMENT WITH THE TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS FOR FIRE PROTECTION SERVICES.

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-054, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN THE AUTOMATIC AID AGREEMENT (TOWNSHIP BY-LAW NO. 2026-016) TO PROVIDE AND RECEIVE FIRE SERVICES WITH THE FIRE DEPARTMENT FROM THE TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS, AS PRESENTED IN COUNCIL REPORT FIRE-2026-04.

STRATEGIC PLAN COMMENTS:

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

BACKGROUND:

This staff report is being brought forward as an administrative update to by-laws to ensure compliance with the *Fire Protection and Prevention Act*.

Automatic Aid is a pre-planned arrangement where neighbouring fire departments are automatically dispatched together to certain types of calls or geographic areas because they are the closest or most effective resource. This differs slightly from normal Mutual Aid, which occurs when additional assistance is specifically requested after crews arrive on scene and determine more personnel or equipment are needed beyond the initial response.

The Automatic Aid Agreement (AA) between the Town of Gananoque Fire Service and the Township of Leeds and the Thousand Islands (TLTI) Fire Service is structured to provide the most efficient and timely emergency response based on geography and operational capabilities. Within this agreement area, TLTI operates utilizing a two-station response model. Due to proximity and response times, the Town of Gananoque Fire Service responds alongside TLTI Station 3, rather than TLTI Station 1 (Lansdowne), for incidents occurring within the designated automatic aid area. The agreement also focuses on the response of the Ladder Truck from Gananoque to Fox Run by the River, Tru by Hilton, as well as Shorelines Casino for added capability.

This approach ensures the closest available resources are dispatched, reducing response times and improving service delivery to residents and visitors in the area.

The agreement also extends to marine emergency response operations. Gananoque's fire boat responds to incidents within the automatic aid area alongside the TLTI Marine Unit stationed at Brennan's Marina, in place of the TLTI vessel stationed in Ivy Lea, again based on geographic advantage and response efficiency.

In addition, the Town of Gananoque Fire Service automatically requests TLTI assistance for all confirmed structure fires and possible structure fires within Gananoque. This response provides additional manpower directly at the incident scene while also ensuring standby apparatus coverage remains available for any subsequent emergencies occurring during an active fire response. This cooperative approach enhances operational readiness, improves firefighter safety, and helps avoid unnecessary delays in emergency response coverage throughout both municipalities.

INFORMATION/DISCUSSION:

The Fire Chiefs from TLTI and Gananoque jointly reviewed and amended the appendices of the Automatic Aid Agreement to better align with current operational practices. These updates formally include marine response capabilities and revise related wording throughout the agreement to ensure clarity, accuracy, and consistency with how services are now delivered.

This agreement has been in place since 2014, with the last review being completed in 2019. The changes for this review in the agreement include the proper location for Gananoque going east on the 1000 Islands Parkway and addition of marine response to the 1000 Islands, which will align with actual practice.

APPLICABLE POLICY/LEGISLATION:

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

Section 1(4) - Automatic Aid Agreements

“For the purposes of this Act, an automatic aid agreement means any agreement under which,

(a) a municipality agrees to ensure the provision of an initial response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department in the municipality is capable of responding more quickly than any fire department situated in the other municipality; or

(b) a municipality agrees to ensure the provision of a supplemental response to fires, rescues and emergencies that may occur in a part of another municipality where a fire department situated in the municipality is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of the other municipality.”

Section 2(6) – Automatic Aid Agreements

“A municipality may enter into an automatic aid agreement to provide or receive the initial or supplemental response to fires, rescues and emergencies.”

FINANCIAL CONSIDERATIONS:

Fire protection services provided through the Automatic Aid Agreement are exchanged without direct financial compensation between the participating municipalities. Staffing availability can vary significantly depending on the time of day, work schedules, and firefighter availability for any given incident.

Through this agreement, Gananoque responds to approximately 20–35 calls annually within the TLTI automatic aid area, while Township of Leeds and the Thousand Islands responds into Gananoque approximately 5–10 times per year. Based on an estimated firefighter wage cost of approximately \$300 per response (GFD), the direct financial impact remains relatively modest when weighed against the operational benefits of improved response reliability, increased firefighter safety, and maintained coverage for both municipalities.

It should also be recognized that a number of these incidents may have ultimately required mutual aid assistance regardless of the automatic aid agreement, meaning some response costs could reasonably have been incurred under normal emergency escalation procedures.

CONSULTATIONS:

TLTI Fire Chief – Mike Prior

ATTACHMENTS:

- Automatic Aid Agreement with the Township of Leeds and the Thousand Islands Fire Department-03June2026
- Draft By-law No. 2026-053 – Repeal By-law 2019-090 (Automatic Aid Agreement)
- Draft By-law No. 2026-054 – Automatic Aid Agreement with the Township of Leeds and the Thousand Islands Fire Department

APPROVAL	<p>_____</p> <p>Andrew Dickson, Fire Chief</p> <p>_____</p> <p>Melanie Kirkby, CAO</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p>
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Automatic Aid Agreement

This Agreement made this _____ day of _____, 2026

Between

The Corporation of
The Town of Gananoque

- And -

The Corporation of
The Township of Leeds and the Thousand Islands

1.0 Definitions

In this Agreement, unless the context otherwise requires:

- 1.1. "Designate" means a person who in the absence of the Fire Chief, has the same powers and authority as the Fire Chief.
- 1.2. "Fire Area" means the area of the Town of Gananoque defined in Appendix 'A' and The Township of Leeds and the Thousand Islands as defined in Appendix 'B', and; 'C' to this Agreement.
- 1.3. "Fire Chief" means the Chief of either participating Fire Department.
- 1.4. "Fire Department" means the Town of Gananoque Fire Department and the Township of Leeds and the Thousand Islands Fire Department.
- 1.5. "Home Fire Department" means the Fire Department established by the municipality where the occurrence is taking place.
- 1.6. "Fire Protection Services" means and includes the activities defined in the *Fire Protection and Prevention Act*, more particularly described as "includes fire suppression, fire prevention, fire safety education, communications, training of persons involved in the provision of fire protection services, rescue and emergency services and the delivery of all those services. This does not include calls for burn complaints, this will remain a "Home Fire Department" responsibility.

2.0 Agreement

- 2.1 The Town of Gananoque will provide fire protection services to all of the properties and residents situated within the fire area as shown in Appendix "C" south of the 401, west of the Town of Gananoque limits up to and including Deer Ridge Drive. East of the Town of Gananoque limits up to and including 104 Thousand Islands Parkway, as well as County Road 2 to the 401 overpass. The Town of Gananoque will provide fire protection services to all the properties and residences situated within the fire area as shown in Appendix "B" islands in the admiralty and lake fleet of islands to the Gananoque Narrows.
- 2.2 This Agreement shall not affect the Mutual Aid Agreement between the two (2) parties.
- 2.3 The assigned fire apparatus and personnel of the Fire Department will respond to occurrences in the fire area in a like manner as if the response were in the Town of Gananoque. The following addresses are an Aerial Apparatus and crew response:
 - 380 County Road # 2, Gananoque – Shoreline Casino Thousand Islands.
 - 379 County Road #2, Gananoque – Tru by Hilton
 - 104 Thousand Islands Parkway – Fox Run by the River

Medical responses are with a rescue and crew. All other incidents will be with a pumper and crew.

- 2.4 The Township of Leeds and the Thousand Islands will provide fire protection services for all possible and confirmed structural fires to all the properties and residents situated within the fire area as outlined in Appendix 'A', being all of Gananoque.
- 2.5 The assigned fire apparatus and personnel of the Fire Department will respond to occurrences in the fire area in a like manner as if the response were in the Township of Leeds and the Thousand Islands. They will respond from Station 3 – Gananoque with a pumper and crew.
- 2.6 Should the Fire Chief or designate require assistance or believe assistance may be required by way of additional personnel, apparatus, or equipment, to an occurrence in the fire area, such assistance may be summoned.
- 2.7 A Fire Chief or designate may refuse to supply response if response personnel, apparatus and / or equipment are required in the County / District / Region or elsewhere, under the provisions of the County / District / Region Mutual Aid Plan and Program.
- 2.8 The Fire Chief or designate may order the return of such personnel, apparatus and / or equipment that is responding to or is at the scene of an incident in the fire area. In such cases the Fire Chief or designate may summon assistance.
- 2.9 The Township of Leeds and the Thousand Islands shall be responsible for notifying in the manner and to the extent deemed necessary, residents and occupants of the fire area of procedures for reporting an emergency and of the services provided by the Fire Department.
- 2.10 The Town of Gananoque shall be responsible for notifying, in the manner and to the extent deemed necessary, residents and occupants of the fire area, or procedures for reporting an emergency and of the services provided by the Fire Department.
- 2.11 Brockville Fire Dispatch will dispatch calls to both the Township of Leeds and the Thousand Islands and the Town of Gananoque for calls outlined in Appendix 'A' and 'B'. Brockville Dispatch shall be notified by Gananoque Dispatch of incidents inside Appendix 'A' in order to dispatch the Township of Leeds and the Thousand Islands.
- 2.12 The first arriving Fire Department will assume Incident Command and begin fireground command functions. When the Home Fire Department arrives, ranking Officer will contact the Incident Commander directly and, if it is decided that a transfer of command would benefit the situation or is desired by the parties, the Home Fire Department will assume command. The Incident Commander being relieved will provide a briefing to the Officer assuming command indicating situation status, assignment and tactical needs. Once the briefing has been conducted, confirmation of Incident Command transfer will be broadcast over the radio to alert all fire ground personnel.
- 2.13 In such an event, the first arriving Fire Department may release its personnel, apparatus and equipment from the scene within the Fire Area upon agreement with the Incident Commander.
- 2.14 This Agreement shall remain in force until either party provides written notice of termination at least ninety (90) days prior to the desired date of termination.
- 2.15 This Agreement may be amended from time-to-time by the mutual consent of the parties, after the party desiring the amendment(s) gives the other party a minimum of thirty (30) days written notice of the proposed amendment(s).
- 2.16 So often as there may be any dispute between the parties to this Agreement, or any of them, with respect to any matter contained in this Agreement, including but not limited to the interpretation of this Agreement, the same may be submitted to

arbitration under the provisions of the *Municipal Arbitrations Act*, R.S.O. 1990 c. M. 48, and the decision rendered in respect of such proceedings shall be final and binding upon the parties of this Agreement.

- 2.17 If for any reason the said arbitration cannot be conducted pursuant to the provisions of the *Municipal Arbitrations Act*, then the parties hereto shall agree to the selection of a single arbitrator, and in the absence of such agreement, such arbitrator shall be appointed by a judge of the Supreme Court of Ontario pursuant to the *Arbitration Act*, 1991, S.O. 1991, c. 17, or pursuant to any successor legislation.
- 2.18 Notwithstanding anything therein contained, no liability shall attach or accrue to the Town of Gananoque for failing to supply the Township of Leeds and the Thousand Islands on any occasion or occasions, any of the fire protection services provided for in this Agreement.
- 2.19 Notwithstanding anything herein contained, no liability shall attach or accrue to the Township of Leeds and the Thousand Islands for failing to supply the Town of Gananoque on any occasion or occasions, any of the fire protection services provided for in this Agreement.
- 2.20 No liability shall attach or accrue to the Town of Gananoque by reason of any injury or damage sustained by personnel, apparatus and/or fire equipment of the Fire Department while engaged in the provision of fire protection services in the fire area.
- 2.21 No liability shall attach or accrue to the Township of Leeds and the Thousand Islands by reason of any injury or damage sustained by personnel, apparatus and/or fire equipment of the Fire Department while engaged in the provision of fire protection services in the fire area.
- 2.22 In the event that any covenant, provisions or Term of this Agreement should at any time be held by any competent tribunal void or unenforceable, then the Agreement shall not fail but the covenant, provision or terms shall be deemed to be severable from the remainder of this Agreement which shall remain in full force and effect.

In witness whereof the said Corporations have hereunto affixed their Corporate Seals duly attested by the hand of their proper officers.

John Beddows, Mayor
Town of Gananoque

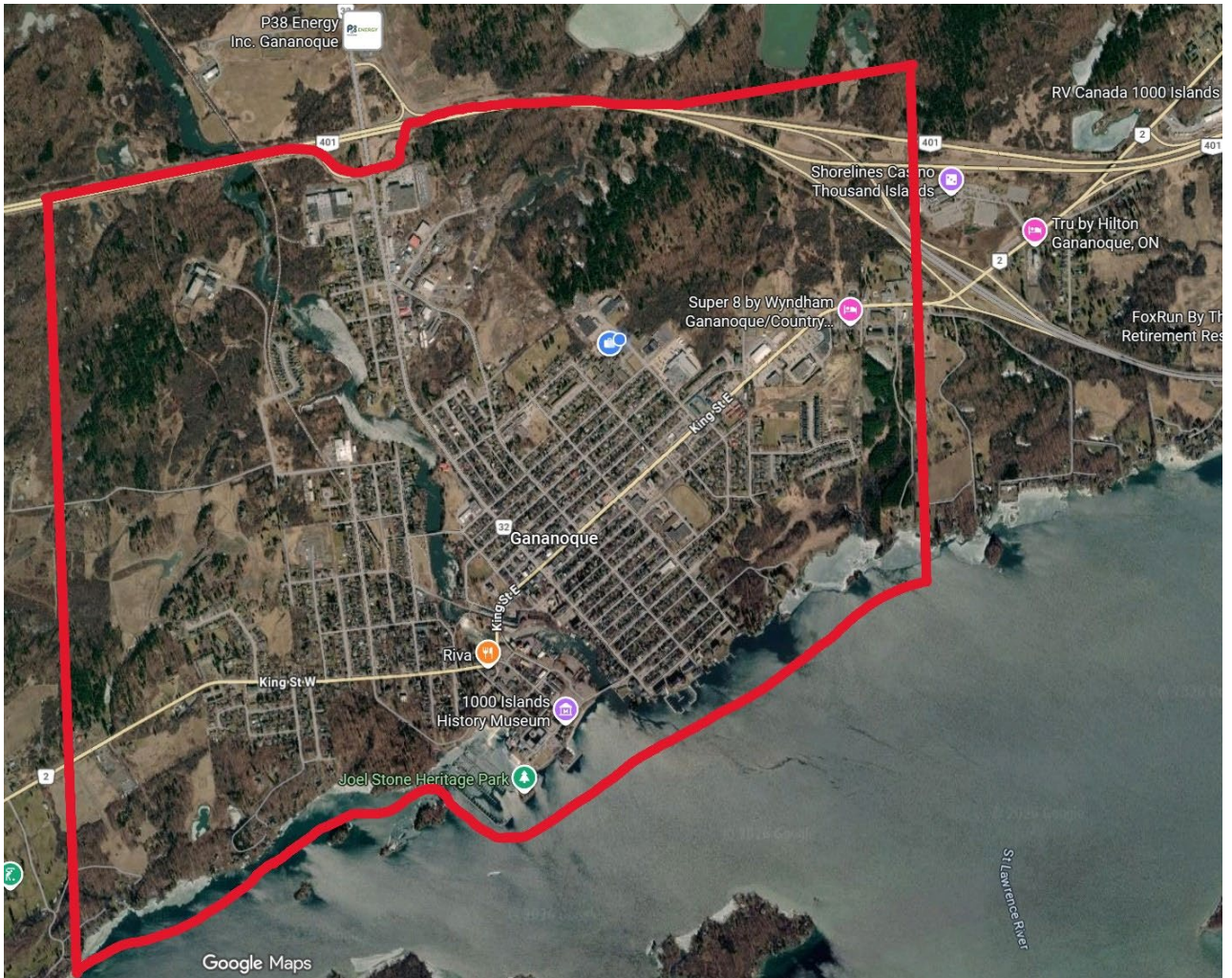
Penny Kelly, Clerk
Town of Gananoque

Corinna Smith-Gatcke, Mayor
Township of Leeds and the
Thousand Islands

Michelle Hannah, Clerk
Township of Leeds and the
Thousand Islands

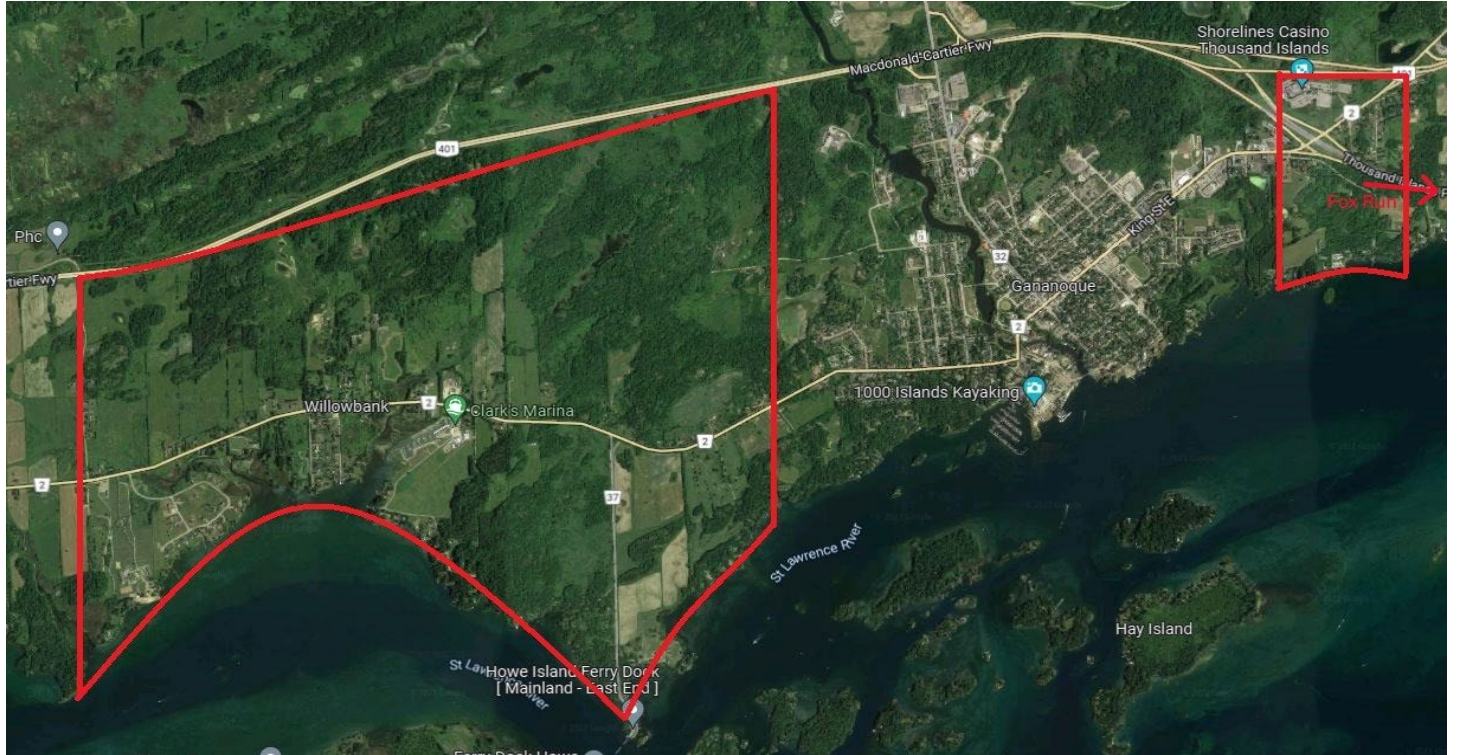
Automatic Aid Agreement Appendix 'A'

The TOWNSHIP OF THE LEEDS AND THOUSAND ISLANDS agrees to respond to Structure Fire and Possible Structure Fire incidents within THE TOWN OF GANANOQUE, as outlined in red.



Automatic Aid Agreement Appendix 'B'

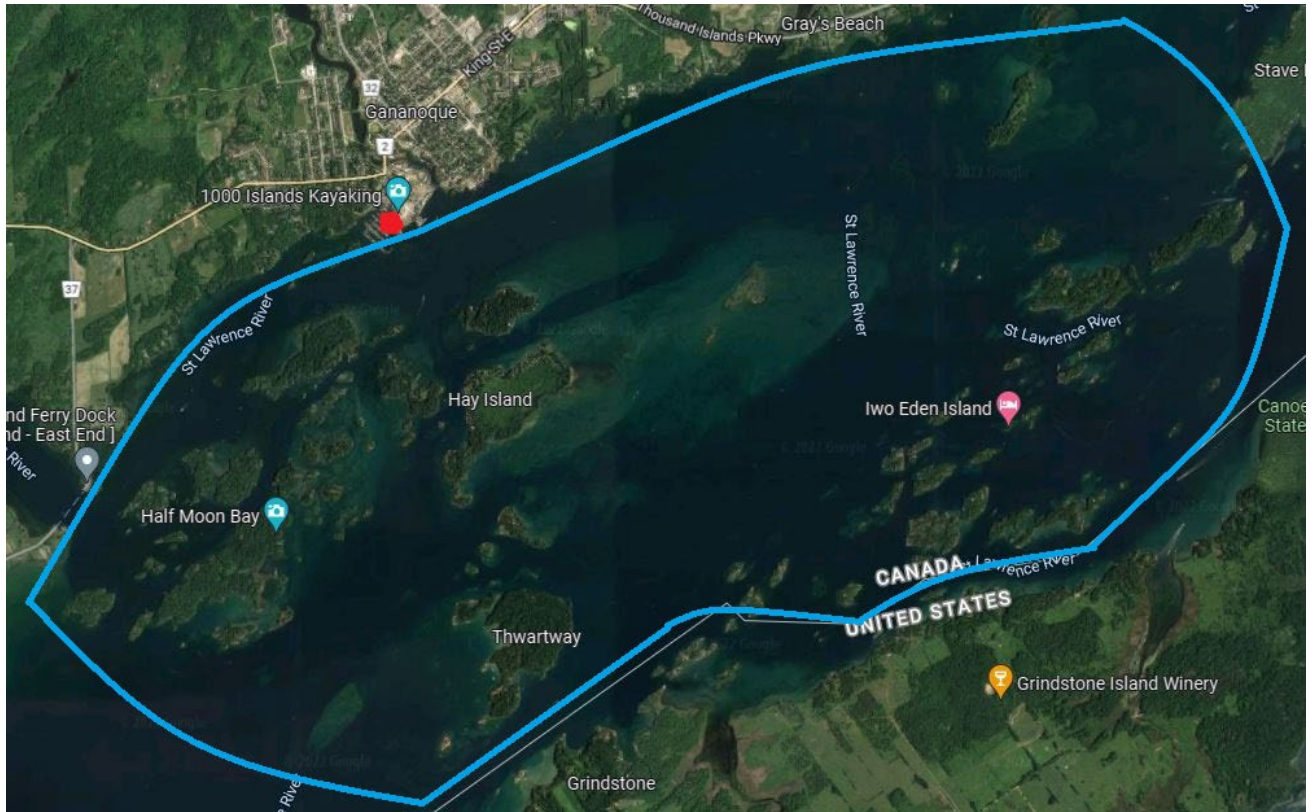
The TOWN OF GANANOQUE agrees to respond to incidents South of the 401 west of the Town of Gananoque limits up to and including Deer Ridge Drive. East of the Town of Gananoque limits up to and including 104 Thousand Islands Parkway, as well as County Road 2 to the 401 overpass, and its tributaries including, but not limited to as outlined in red:



- Binnacle View Drive
- Island View Lane
- Willowbank Road West
- Willowbank Road East
- Ferguson Lane
- Clark Drive
- Twin Oaks Lane
- Howe Island Ferry Road
- Lindsay Lane
- Golf Club Lane
- Stones Creek Lane
- Beaver Road
- Loney's Lane
- Day's Road
- Dark Island Lane
- Island View Lane
- Jackstraw Lane
- Robertson Road
- Carmel Lane

Automatic Aid Agreement Appendix 'C'

The TOWN OF GANANOQUE will provide fire protection services to all the properties and residences situated within the fire area as outlined in blue. (Islands in the Admiralty and Lake Fleet of Islands to the Gananoque Narrows.)



THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2026-053

BEING A BY-LAW TO REPEAL BY-LAW NO. 2019-090, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AUTOMATIC AID AGREEMENT WITH THE TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS FOR FIRE PROTECTION SERVICES

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-2026-04 and concurred with the recommendation to repeal By-Law No. 2019-090, being a By-Law to authorize the Mayor and Clerk to sign an Automatic Aid Agreement with the Township of Leeds and the Thousand Islands for Fire Protection Services;

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 Automatic Aid Agreement with TLTI Fire Department, attached hereto and forming part of this By-law, is hereby adopted and marked as Schedule 'A'.
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 3rd day of June 2026.

John S. Beddows, Mayor

Lynsey Zufelt, Deputy Clerk

(Seal)

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2026-054

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN THE AUTOMATIC AID AGREEMENT (TOWNSHIP BY-LAW NO. 2026-016) TO PROVIDE AND RECEIVE FIRE SERVICES WITH THE FIRE DEPARTMENT FROM THE TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS

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-2026-04 and concurred with the recommendation to authorize the Mayor and Clerk to sign the Automatic Aid Agreement (Township By-law No. 2026-016) to Provide and Receive Fire Services with the Fire Department from the Township of Leeds and the Thousand Islands.

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

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

1. **AUTHORIZATION:**

1.1 That the Mayor and Clerk are hereby authorized to sign the Automatic Aid Agreement (Township By-law No. 2026-016) to Provide and Receive Fire Services with the Fire Department from the Township of Leeds and the Thousand Islands.

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 3rd day of June 2026.

John S. Beddows, Mayor

Lynsey Zufelt, Deputy Clerk

(Seal)



Council Report – FIN-2026-19

Date: June 3rd, 2026

IN CAMERA

Subject: 2026 Tax Rates and Ratios

Author: John Morrison, Treasurer

OPEN SESSION

RECOMMENDATION:

BE IT RESOLVED THE COUNCIL OF THE TOWN OF GANANOQUE READS BY-LAW NO. 2026-055, A FIRST AND SECOND TIME ON WEDNESDAY, JUNE 3rd, 2026, BEING A BY-LAW TO APPROVE THE 2026 TAX RATES AND RATIOS,

AND FURTHER, THAT BY-LAW NO. 2026-055, BE CONSIDERED AND READ A THIRD TIME FOR FINAL PASSAGE ON WEDNESDAY, JUNE 3rd, 2026, AS PRESENTED IN REPORT COUNCIL-FIN-2026-19.

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:

Section 308 of the *Municipal Act*, 2001, requires that municipal councils establish tax ratios by passing a By-law each year. Tax ratios distribute the tax burden among property classes and therefore, must be set to establish the corresponding tax rates. Once set, the tax ratio for a class is multiplied by the residential tax rate, to determine the tax rate for that class.

The *Municipal Act*, 2001 sets the maximum ratio for farm and managed forests property classes at 0.25. The remaining property classes (commercial, industrial, multi-residential and pipeline) have a maximum ratio, which is the transition ratio set in the provincial regulation and a minimum ratio, which is the described as the “range of fairness” in the *Municipal Act*.

The Finance Working Group met to discuss the 2026 tax ratios and have concluded that they support that for 2026 the rates should remain status quo.

INFORMATION/DISCUSSION:

Tax Ratios

The current Town of Gananoque tax ratios have been in effect since 2013. Prior to 2013, the ratios were higher, gradually decreasing to the current (2013) level.

Tax ratios are used to increase or decrease the portion of the tax levy that is billed to each property class for each Municipality in Ontario.

As tax ratios decrease, the tax burden is shifted from the commercial, industrial, multi-residential and pipeline to the residential tax base. That means that in order to lower the taxes on the capped classes, the tax decrease must become an increase to the residential class.

Conversely, raising the ratios would lower the taxes for the residential class and increase taxes for the corresponding class.

Residential Taxes

The average Gananoque single-family dwelling is assessed at \$197,000. MPAC has not performed a reassessment for 2026 taxation.

The Municipal share property taxes for a Property Assessed at \$197,000 in 2025 were \$3,196.42 and will be \$3,473.85 in 2026. This is a \$277.43 or 8.68% increase in municipal taxes for the year.

The Province did not change the Education tax rates, they remain at the 2021 level. The average house will pay \$301.41 in Education Taxes, for a total tax bill of \$3,775.26 in 2026.

APPLICABLE POLICY/LEGISLATION:

Municipal Act 2001, Section 308

Ontario Regulation 385/98

Ontario Regulation 386/98

FINANCIAL CONSIDERATIONS / GRANT OPPURTUNITIES:

Approving the tax ratios and resulting tax rates does not change the total tax levy. The 2026 tax levy established by the Mayor’s deemed budget is \$12,542,509.

CONSULTATIONS:

Finance Working Group

ATTACHMENTS:

Comparison Chart of Tax Ratios

Draft By-law No. 2026-055 – 2026 Tax Rates and Ratios

APPROVAL	<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 follow Council’s own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> <p>_____</p> <p>Melanie Kirkby, CAO</p>
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Comparison Ratios of Taxes

Class	Gananoque	Prescott	Smiths Falls	Perth	Napanee	Brockville	Kingston
Commercial	1.8475	1.8942	1.9700	1.8429	1.4175	1.9482	1.9800
Industrial	1.8940	2.6300	2.5400	2.5316	2.1700	2.6131	2.6300
Multi Res	1.8475	1.1000	1.0000	1.9273	2.0000	1.7700	1.7000
Pipeline	1.5789	1.3772	1.4956	2.0072	1.2972	1.8132	1.1728

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2026-055

BEING A BY-LAW TO SET THE:

- 1) **2026 TAX RATES; AND;**
- 2) **2026 TAX RATIOS**

WHEREAS the Council of The Town of Gananoque has prepared a budget including estimates of all sums it requires during the year 2026 for the purposes of the Town pursuant to Section 290 of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended;

AND WHEREAS the Town of Gananoque 2026 Capital and Operating Budgets requirements were adopted by By-law No. **2026-055** providing that the following amounts be raised through taxation:

General Municipal Levy	\$8,978,264
Police Services Levy	<u>\$3,564,245</u>
Total Municipal Levy	\$12,542,509

AND WHEREAS the 2026 Returned Assessment Roll for The Town of Gananoque, for taxation in 2026, the amount of taxable assessment thereon is \$619,883,600;

AND WHEREAS it is necessary for the Council of The Town of Gananoque, pursuant to the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, Section 308 (4), and Regulations thereto, to establish the tax ratios for The Town of Gananoque;

AND WHEREAS the tax ratios determine the relative amount of taxation to be borne by each Property Class;

AND WHEREAS the Property Classes have been prescribed by the Minister of Finance under the *Assessment Act* R.S.O. 1990, as amended, Section 7, and Regulations related thereto;

AND WHEREAS pursuant to Section 313 (1) of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, the Council of The Town of Gananoque may establish tax reductions for prescribed property subclasses for The Town of Gananoque;

AND WHEREAS in accordance with Section 329.1 of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended, Council has certain options with respect to the calculations of the amount of taxes for municipal and school purposes payable in respect of property in the Commercial, Industrial, or Multi-Residential Property Tax Classes for 2023 or a subsequent taxation year;

AND WHEREAS Section 8.0.2 (1) of O.Reg 73/03, as amended by Ontario Regulation 102/16, allows a municipality to exit certain classes from the tax capping program if no capped properties in the class are beyond 50% of Current Value Assessment (CVA) level taxes;

AND WHEREAS the Council has reviewed the provision of the *Municipal Act* and hereby deems it necessary and appropriate to adopt optional tools for the purpose of administering limits for the Commercial, Industrial and Multi-Residential Property Tax Classes;

AND WHEREAS it is necessary for the Council of The Town of Gananoque pursuant to the *Municipal Act*, as amended, Section 312 and Regulations related thereto, to establish the Tax Rates for Town of Gananoque;

AND WHEREAS Sections 307 and 208 of the said Act require tax rates to be established in the same proportion to tax ratio;

AND WHEREAS the Council of the Town of Gananoque reviewed Report Council-FIN-2026-19, and concurs with the staff recommendation;

AND WHEREAS the Council of The Corporation of the Town of Gananoque deems it appropriate to pass such a By-law to approve the 2026 Tax Rates and Ratios.

NOW THEREFORE the Council of the Corporation of the Town of Gananoque hereby enact as follows:

That the sum of \$8,978,264 shall be raised, for general municipal purposes, in the year 2026 by taxation on the whole of taxable assessment by means of a tax rate imposed on the respective assessments in accordance with the statutes in that behalf, and as set forth in Schedule 'A', which is attached hereto and is declared to be included and form part of this By-law.

1. That the sum of \$3,564,245 shall be raised, for general Police Services purposes, including emergency services building costs, in the year 2026 by taxation on the whole of taxable assessment by means of a tax rate imposed on the respective assessments in accordance with the statutes in that behalf, and as set forth in Schedule 'A' which is attached hereto and declared to be included and form part of this By-law.
2. Further that the Police Services levy be indicated on the 2026 final tax bill separate from the general municipal levy.
3. That the 2026 tax ratios for property in the following property classes are hereby established as follows:
 - A) The residential property class is 1.0000;
 - B) The multi-residential property class is 1.8475;
 - C) The new multi-residential property class is 1.1000;
 - D) The commercial property class, including the shopping centre property class and applicable new construction commercial classes, is 1.8475;
 - E) The industrial property class is 1.8940;
 - F) The pipeline property class is 1.5789;
 - G) The farmland property class is 0.2500; and
 - H) The managed forest property class is 0.2500.
4. That for the purposes of this By-law, the Commercial Property Class includes all Commercial and Shopping Centre Property Tax Classes as prescribed by Ontario Regulation 282/98, as amended.
5. That the tax rate reductions for prescribed subclasses shall be as follows:
 - A) The commercial excess land subclass and commercial vacant land subclass shall be reduced by 30%, resulting in an effective tax ratio of 1.2933; and
 - B) The industrial excess land subclass and industrial vacant land subclass shall be reduced by 35%, resulting in an effective tax ratio of 1.2311.
6. That for greater certainty, the tax ratios and subclass reductions established by this By-law shall apply to the property classes and subclasses as returned on the 2026 assessment roll.
7. That the Town of Gananoque has completed four (4) year phase out of the Tax Capping Program, which commenced in 2017 for the Commercial Class and that the Industrial and Multi-Residential Classes continue to be excluded from the capping program.

8. A minimum Current Value Assessment (CVA) tax of 100% of Current Value Assessment for, newly constructed properties, and new-to-the-class property is hereby created.
9. The Town of Gananoque, calculate, bill and collect the education levy using education tax rates as set by the Province of Ontario.
10. The said taxes imposed by the By-law together with any Local Improvement amounts and special charges and rents and rates payable, and reduced by the amount of the interim levy of taxes authorized by By-law No. 2026-012 of the Town of Gananoque passed on the 4th February day of 2026, shall be payable in two (2) installments as follows:

August 31, 2026

October 30, 2026.

11. In the event of non-payment of these installments of taxes by the due dates, a penalty of 1.25% shall be added on the first day of each calendar month thereafter in which default continues but not after the 31st day of December, 2026.
12. All taxes unpaid and overdue as of December 31, 2026, shall be entered into the tax arrears ledger and the Treasurer shall add to the amount of all such unpaid taxes, interest at the rate of 1.25% on the first day of each calendar month thereafter in which default continues.
13. The Tax Administrator shall not accept payment for the current year taxes until all arrears, including penalty and interest, of former years applicable to such property have been paid in full.
14. A statement of the time and manner of payment and different rates imposed shall be printed on or be forwarded with the tax bills.
15. The Tax Administrator, not later than twenty-one (21) days prior to the date that the first installment is due, shall mail the tax notice or cause it to be mailed to the last known address or the residence, or the place of business, for all persons in respect to which taxes are payable.
16. That the following payment alternatives be provided to the property owners of The Town of Gananoque:
 - A) Preauthorized Payment Plans;
 - B) Telephone Payments through most financial institutions;
 - C) On-line internet banking Payments;
 - D) ATM Payments at most financial institutions in Canada;
 - E) Debit Card payments;
 - F) Cheque payments at the Municipal Office
 - G) By drop box at the Municipal Office, located at 30 King Street East, Gananoque, Ontario.
17. Except as provided in the By-law, all rates imposed for the year 2026 are deemed to have been imposed and to be due on and from the 1st day of January, 2026.
18. If any Section or portion of this By-law or of Schedule 'A' is found by a court of competent jurisdiction to be invalid, it is the intent of the Council of the Town of Gananoque that all remaining sections and portions of the By-law and Schedule 'A' continue in force and effect.
19. That the effective date of this By-law shall be the date of final passage thereof.

Read a first and second time this 3rd day of June, 2026.

John Beddows, Mayor

Penny Kelly, Clerk

(Seal)

Read a third time and finally passed this 17th day of June, 2026.

John Beddows, Mayor

Penny Kelly, Clerk

(Seal)

By-law 2026-Draft "Schedule A"

General Purpose Levy				Municipal	Police Service	Total Municipal	Education	Total
Property Class	RTC/RTQ	Tax Ratio	% of Full Rate	Tax Rate	Tax Rate	Tax Rate	Tax	Tax Rate
Residential	RT	1.0000	100%	0.01262273	0.00501105	0.01763377	0.00153000	0.01916377
Multi-Residential	MT	1.8475	100%	0.02332049	0.00925791	0.03257840	0.00153000	0.03410840
New Multi-Residential	NT	1.1000	100%	0.01388500	0.00551215	0.01939715	0.00153000	0.02092715
Famlands	FT	0.2500	100%	0.00315568	0.00125276	0.00440844	0.00038250	0.00479094
Commercial - Occupied	CT	1.8475	100%	0.02332049	0.00925791	0.03257840	0.00880000	0.04137840
Commercial - Excess Land	CU	1.2933	70%	0.01632434	0.00648053	0.02280488	0.00880000	0.03160488
Commercial - Vacant Land	CX	1.2933	70%	0.01632434	0.00648053	0.02280488	0.00880000	0.03160488
Commercial (New Constr) - Occupied	XI	1.8475	100%	0.02332049	0.00925791	0.03257840	0.00880000	0.04137840
Commercial (New Constr) - Excess Land	XU	1.2933	70%	0.01632434	0.00648053	0.02280488	0.00880000	0.03160488
Commercial (New Constr) - Vacant Land	XX	1.2933	70%	0.01632434	0.00648053	0.02280488	0.00880000	0.03160488
Industrial - Occupied	IT	1.8940	100%	0.02390745	0.00949092	0.03339837	0.00880000	0.04219837
Industrial - Excess Land	IU	1.2311	65%	0.01553984	0.00616910	0.02170894	0.00880000	0.03050894
Industrial - Vacant Land	IX	1.2311	65%	0.01553984	0.00616910	0.02170894	0.00880000	0.03050894
Pipeline	PT	1.5789	100%	0.01993002	0.00791194	0.02784196	0.00880000	0.03664196
Shopping Centre	ST	1.8475	100%	0.02332049	0.00925791	0.03257840	0.00880000	0.04137840
Shopping Centre (New Const)	ZT	1.8475	100%	0.02332049	0.00925791	0.03257840	0.00880000	0.04137840
Managed Forests	TT	0.2500	100%	0.00315568	0.00125276	0.00440844	0.00038250	0.00479094
General Purpose Payment in lieu								
Property Class	RTC/RTQ	Tax Ratio	% of Full Rate					
Residential - PIL General	RG	1.0000	100%	0.01262273	0.00501105	0.01763377	0.00000000	0.01763377
Residential - PIL Full	RP	1.0000	100%	0.01262273	0.00501105	0.01763377	0.00153000	0.01916377
Commercial PIL - Full	CF	1.8475	100%	0.02332049	0.00925791	0.03257840	0.00880000	0.04137840
Commercial PIL - General	CG	1.8475	100%	0.02332049	0.00925791	0.03257840	0.00000000	0.03257840



MOTION / RESOLUTION OF COUNCIL

Date: June 3, 2026	Motion #26 –
Subject: Information Technology (IT) Services – Direction to Staff	
Moved by:	Councillor Koiner
Seconded by:	
<p>WHEREAS WE ARE IN 2026 - A DIGITAL AGE;</p> <p>AND WHEREAS INFORMATION TECHNOLOGY (IT) EXPENDITURES (HARDWARE AND SOFTWARE) ARE A SIGNIFICANT PART OF THE YEARLY BUDGET (> \$450,000);</p> <p>AND WHEREAS THE INTEGRATION OF IT / DATA / MAPPING / GIS / WORK ORDERS AND THE ADVANCEMENT OF AI IS EMBEDDED IN THE TOWN'S OPERATIONS AND FINANCIAL SYSTEMS</p> <p>AND WHEREAS THE WORK ORDER SYSTEM IS AN INTEGRAL PROCESS SHAPING THE WORK ENVIRONMENT AND EMPLOYEE CULTURE;</p> <p>AND WHEREAS THE ASSET MANAGEMENT PLAN IS AN ESSENTIAL ASPECT OF THE MUNICIPAL OPERATIONS AND LONG-TERM PLANNING AFFECTING YEARLY BUDGETS AND DAILY TASKS;</p> <p>AND WHEREAS THESE INTERNAL PROCESSES CONTINUE TO BE DEFINED TO SUPPORT TIMELY DECISION MAKING AND EFFICIENT SERVICE DELIVERY TO THE COMMUNITY.</p> <p>NOW THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO BRING BACK A STATUS REPORT IDENTIFYING BY DESCRIBING AND COSTING THE INTERNAL PROCESSES AND SYSTEMS CURRENTLY UTILIZED BY ALL DEPARTMENTS AND THOSE ENVISIONED IN MODERNIZING THE EFFICIENCY OF THE CORPORATION'S SERVICE DELIVERY PROGRAM.</p>	

Ayes _____ **Nays** _____

Carried: _____

Defeated: _____

Tabled/Postponed: _____

John S. Beddows, Mayor

MOTION / RESOLUTION OF COUNCIL

Date: June 3, 2026	Motion #26 –
Subject: Direction to Staff – Council Leadership Review Survey – Councillor Osmond	
Moved by:	Councillor Osmond
Seconded by:	
<p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECT STAFF TO PREPARE, DEVELOP AND EXECUTE A 360 COUNCIL LEADERSHIP REVIEW SURVEY FOR STAFF TO COMPLETE EVERY 2 YEARS, STARTING JULY 2026, THAT WILL PROVIDE ALL STAFF AN ANONYMOUS TOOL TO PROVIDE THEIR FEEDBACK ON INDIVIDUAL COUNCIL MEMBERS LEADERSHIP SKILLS AND HOW THEY HAVE PERFORMED TO DATE USING A SCORE AND COMMENTS.</p> <p>THE SURVEY QUESTIONS SHOULD REFLECT SECTIONS 224 AND 225 OF THE <i>MUNICIPAL ACT, 2001</i>, AND INCLUDE CORE LEADERSHIP COMPETENCIES LIKE RESPECT, COLLABORATION, INTEGRITY, COMMUNICATION, PEOPLE CENTERED AND INNOVATION.</p> <p>AND FURTHER DIRECT STAFF THAT THE RESULTS OF THE ANONYMOUS STAFF SURVEY WILL BE RELEASED AS A REPORT, ENTERED AS CORRESPONDENCE AT THE MID-POINT OF EACH TERM AND SUMMER OF THE FINAL TERM OF COUNCIL AND SHARED PUBLICLY.</p>	

Ayes _____ **Nays** _____

Carried: _____

Defeated: _____

Tabled/Postponed: _____

John S. Beddows, Mayor

MOTION / RESOLUTION OF COUNCIL

Date: June 3, 2026	Motion #26 –
Subject: Seek Legal Opinion – Direction to Staff	
Moved by:	Deputy Mayor Leakey
Seconded by:	

WHEREAS, AS REQUIRED UNDER BYLAW 2023-078 – COUNCIL CODE OF CONDUCT, SECTION 8: ALL MEMBERS HAVE A DUTY TO TREAT MEMBERS OF THE PUBLIC, ONE ANOTHER AND STAFF WITH RESPECT AND WITHOUT ABUSE, BULLYING OR INTIMIDATION, AND TO ENSURE THAT THEIR WORK ENVIRONMENT IS FREE FROM DISCRIMINATION AND HARASSMENT. THE ONTARIO HUMAN RIGHTS CODE APPLIES AND, WHERE APPLICABLE, THE TOWN’S WORKPLACE VIOLENCE & WORKPLACE HARASSMENT POLICY.

AND WHEREAS, AS REQUIRED UNDER THE PROVINCIAL OCCUPATIONAL HEALTH AND SAFETY ACT – BILL 168 – WHICH REQUIRES ALL ONTARIO EMPLOYERS, INCLUDING MUNICIPALITIES, TO PROVIDE A SAFE WORKPLACE FREE OF HARASSMENT. SECTION 1.5 WORKPLACE HARASSMENT, THE OHSA DEFINES WORKPLACE HARASSMENT AS ENGAGING IN A COURSE OF VEXATIOUS COMMENT OR CONDUCT AGAINST A WORKER IN A WORKPLACE, INCLUDING VIRTUALLY THROUGH THE USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY, THAT IS KNOWN OR OUGHT REASONABLY TO BE KNOWN TO BE UNWELCOME.

AND WHEREAS, BYLAW 2014-110 -HUMAN RESOURCES POLICY, SECTION 600-02 WORKPLACE HARASSMENT AND VIOLENCE POLICY STATES: THE EMPLOYER’S ROLES AND RESPONSIBILITIES:

POLICY

THE TOWN OF GANANOQUE IS COMMITTED TO PROVIDING A SAFE AND HEALTHY WORKPLACE. THE TOWN IS COMMITTED TO COMPLY WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT AND ALL OTHER RELEVANT LEGISLATION GOVERNING WORKPLACE VIOLENCE AND HARASSMENT IN ONTARIO.

OBJECTIVE

THE INTENT OF THIS POLICY IS TO ENSURE THE PROVISION OF A HEALTHY AND SAFE WORKPLACE AND TO ENSURE THAT ALL WORKPLACE PARTIES ARE FAMILIAR WITH THE DEFINITIONS OF WORKPLACE VIOLENCE AND HARASSMENT AND THEIR ROLES IN ITS PREVENTION AND IN CORRECTIVE ACTION. THIS POLICY ESTABLISHES THAT WORKERS AND CLIENTS OF THE TOWN OF GANANOQUE WILL BE TREATED WITH RESPECT, FAIRNESS, AND SENSITIVITY.

THE TOWN OF GANANOQUE WILL NOT TOLERATE DISCRIMINATION UNDER ANY CIRCUMSTANCES. ANY EMPLOYEE EXPERIENCING DISCRIMINATION HAS THE FULL SUPPORT OF THE TOWN IN RESOLVING THE ISSUE. ALL COMPLAINTS OF DISCRIMINATION WILL BE PROMPTLY AND THOROUGHLY INVESTIGATED.

MANAGEMENT (MANAGER/SUPERVISOR)

- PROVIDE A WORK ENVIRONMENT THAT IS FREE FROM DISCRIMINATION, INCLUDING ACTIVELY PROMOTING A POSITIVE, DISCRIMINATION-FREE WORK ENVIRONMENT AND INTERVENING WHEN PROBLEMS OCCUR
- DEAL WITH INAPPROPRIATE ACTIONS OF OTHERS THAT COME TO THEIR ATTENTION
- COOPERATING WITH TOWN INVESTIGATORS OR OTHER AUTHORITIES, AS REQUIRED DURING ANY INVESTIGATION RELATED TO WORKPLACE DISCRIMINATION

NOW THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECT STAFF TO SEEK A LEGAL OPINION ON HOW TO BEST ADDRESS A RECENT FACEBOOK POST FROM THE MAYOR REGARDING A COMPLAINT TO THE OMBUDSMAN REFERENCING THE CONDUCT OF CLERK AND COUNCIL, WHICH MAY BE CONSIDERED WORKPLACE HARASSMENT UNDER THE TOWN'S HUMAN RESOURCE POLICY AND CODE OF CONDUCT POLICY,

AND FURTHER IDENTIFY MEASURES RECOMMENDED FOR COUNCIL TO WORK TOWARDS PROVIDING A WORKPLACE FREE OF HARRASSMENT, AS REQUIRED BY THE TOWN'S HUMAN RESOURCES POLICY.

Ayes _____ Nays _____

Carried: _____

Defeated: _____

Tabled/Postponed: _____

John S. Beddows, Mayor

Dear Heads of Council:

I am writing to provide an update on the regional consolidation of Ontario's conservation authorities.

As part of this process, all conservation authorities have been asked to appoint two members (General Manager/CAO and one board member) of their choosing to serve on transition committees. Transition Committees will lead planning activities guiding the transition to regional conservation authorities.

Appointed members will ensure that each authority has representation that reflects local priorities and perspectives, playing a critical role in guiding and informing the transition. They will contribute to the development of transition plans and help support operational readiness, ensuring local voices remain central throughout this work.

We deeply value the ongoing support of municipalities and the importance of local perspectives in shaping decisions that affect communities across Ontario.

We are pleased to share that the process to establish the transition committees is well underway with committees expected to be launched later this summer.

Thank you for your continued collaboration and support.

Sincerely,



Hassaan Basit
CEO
Ontario Provincial Conservation Agency