



**\*CLOSED SESSION Meeting beginning at 5:00 PM\***

**REGULAR COUNCIL MEETING AGENDA**

**Held on Tuesday, August 9, 2022 at 6:00 PM**

Via Telephone, Video Conference and In-Person

**Teleconference Toll Free Number – 1-833-311-4101**

**Access Code: 2631 214 9452**

**Video Conference Link: [Click here](#)**

**Access Code: 2631 214 9452**

1.	<b>Call Meeting to Order</b>
2.	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof</b>
3.	<b>Closed Meeting of Council (Beginning at 5:00 PM)</b>
	<input checked="" type="checkbox"/> <b>Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees</b> <ul style="list-style-type: none"> <li>• Integrity Commissioner Complaint</li> </ul>
4.	<b>Reporting Out of Closed Session</b>
5.	<b>Land Acknowledgement Statement</b>
6.	<b>Public Question/Comment</b> (Only Addressing Notice of Motion(s) or Reports on the Agenda)
7.	<b>Disclosure Additional Items</b>
8.	<b>Delegations</b>
9.	1. Scoolpt Project – Nhung Nguyen and Michal Trpak
10.	<b>Presentations/Awards/Deputations</b> – None
11.	<b>Mayor’s Declarations</b> – None

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

<b>12.</b>	<b>Public Meetings</b>
	1. Development Permit Application – Class III – DP2022-13 – 107-113 King Street East – Short-Term Accommodation with Three (3) Guest Rooms (+Council Report PD-2022-15 – Brenda Guy, Manager of Planning and Development)
<b>13.</b>	<b>Correspondence</b>
	1. Accounts Payable – July 5 to July 29, 2022
	2. Gananoque Public Library – Adding a Lift to Second Floor – Request for Approval
	3. Request(s) for Early Ice: <ul style="list-style-type: none"> <li>a. Gananoque Girls Hockey Association</li> <li>b. Gananoque SR Islanders</li> <li>c. Gananoque Minor Hockey</li> </ul>
	4. Winifred McGowan – Request for Long-Term Parking at Marina
	5. Chris McDonald – My Concerns Raised at the Council Meeting of 12 <sup>th</sup> July 2022
	6. Ministry of Infrastructure – Accelerated High Speed Internet Program (AHSIP) – Update
	7. Ministry of Tourism Culture & Sport – Reconnect Ontario 2022 Program Funding Approval
	8. United Counties of Leeds & Grenville – Media Release – Highlight from Counties Council July 21, 2022 Meeting
	9. United Counties of Leeds & Grenville – Media Release – Maple View Lodge Tender Announced
	10. Emergency Management Ontario (EMO) – Organizational Updates
	11. Unadopted Minutes – Heritage Advisory Panel – May 31, 2022
	12. Unadopted Minutes – Kinsmen Building Advisory Panel – July 11, 2022
<b>14.</b>	<b>Unfinished Business</b>
	<b>David Armstrong, Manager of Public Works</b>
	Council-RDS-2022-15 – King Street Pedestrian Bridge – Structural Analysis Update
<b>15.</b>	<b>Consent Agenda</b>
<b>15a.</b>	1. Motion #22-126 – Approval of Minutes – July 12, 2022 2. By-law No. 2022-088 – Cataraqui Region Conservation Authority (CRCA) Service Level Agreement
<b>16.</b>	<b>Motions (Council Direction to Staff)</b>

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17.	<b>Notice Required Under the Notice By-law – None</b>
18.	<b>Committee Updates (Council Reps)</b>
19.	<b>Discussion of Additional Items</b>
20.	<b>Staff Reports</b>
	<b>Shellee Fournier, CAO</b>
	Council-CAO-2022-11 – Notice of Intention to Amend Three (3) Municipal Heritage Designations – 11 Church Street, 120 King Street West, 145 Stone Street South
	Council-CAO-2022-12 – Artefact Oversight Committee Recommendations for Civic Collection
	Council-CAO-2022-13 – Kinsmen Building Advisory Panel – Request to Hire a Contractor
	<b>Melanie Kirkby, Treasurer</b>
	Council-FIN-2022-29 – Capital Matters Pending
	Council-FIN-2022-30 – 2022 Second Quarter Operating Income Statement
	Council-FIN-2022-31 – 2023 Budget Deliberations
	<b>Penny Kelly, Clerk</b>
	Council-CSC-2022-05 – Joint Leeds and Grenville Election Compliance Audit Committee Appointments and Terms of Reference
	Council-CSC-2022-06 – Naming of Corporate Assets – Naming of Band Shell (30 King Street East)
	<b>Gord Howard, Fire Chief</b>
	Council-FIRE-2022-05 – Fire Department – Second (2 <sup>nd</sup> ) Quarter Report
	<b>David Armstrong, Manager of Public Works</b>
	Council-RDS-2022-16 – Award of Contract – Comprehensive Roads Needs Study – Request for Proposal (RFP)
	Council-UTIL-2022-07 – Water and Wastewater Second (2 <sup>nd</sup> ) Quarter Report
	<b>Doug Wark, Manager of Community Services and Melanie Kirkby, Treasurer</b>
	Council-CS-2022-22 – Market Kiosks – Festival of Lights Request
	<b>Deirdre Crichton, Library CEO</b>
	Council-LIB-2022-03 – Gananoque Public Library Quarterly Report

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<b>21.</b>	<b>Questions from the Media</b>
<b>22.</b>	<b>Confirmation By-law</b>
	By-law No. 2022-087 – Confirm the proceedings of Council for the meeting held on Tuesday, August 9, 2022 (3 Readings)
<b>23.</b>	<b>Next Meeting</b> – Tuesday, September 6, 2022
<b>24.</b>	<b>Adjournment</b>

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

### **Land Acknowledgement Statement**

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

We are grateful for the opportunity to gather here.

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



**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:**

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

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

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

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

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

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

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

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

**\*Mailing Address:**

<b>*Telephone Number:</b>	
<b>*Email Address:</b>	

**\*Council Date Requested:**

**Council meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month and begin at 6:00 PM.**

## NOTICE OF MEETING Proposed Class III Development Permit

**TAKE NOTICE** that the Planning Advisory Committee/Committee of Adjustment for the Town of Gananoque will hold a Meeting on **TUESDAY, JULY 26, 2022 at 6:00 P.M.** via **TELECONFERENCE\*** and **IN-PERSON** in the TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 KING STREET EAST to consider and provide a recommendation to Council on the Development Permit application below.

**AND TAKE FURTHER NOTICE** that the Council for the Corporation of the Town of Gananoque will hold a Public Meeting on **TUESDAY, AUGUST 9, 2022 at 6:00 P.M.** via **TELECONFERENCE\*** and **IN-PERSON** in the TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 KING STREET EAST to consider the following application.

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

File No. **DP2022-13**

APPLICANT/OWNER: **873174 ONTARIO LTD.**

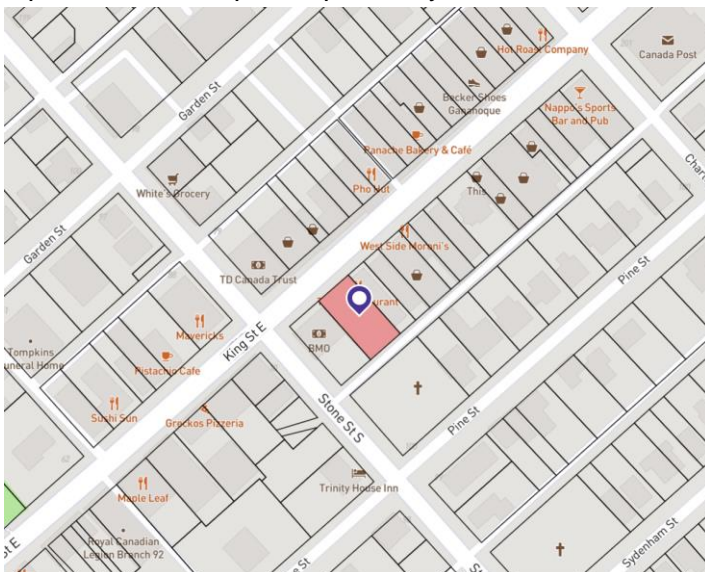
The property municipally and legally described as  
**107-113 KING STREET EAST**  
PLAN 86 PT LOT 42 GAN R E  
Town of Gananoque

has applied to the Town of Gananoque for a Development Permit for  
**A SHORT TERM ACCOMMODATION CONTAINING THREE GUEST ROOMS  
ABOVE A COMMERCIAL STORE-FRONT BUSINESS IN THE COMMERCIAL TRADITIONAL CORE**

Additional information in relation to the proposed development permit is available for inspection at the Town Hall Administration Offices located at 30 King Street East, Gananoque, ON, on the Town website at <https://www.gananoque.ca/town-hall/meetings>, by emailing [assistantplanner@gananoque.ca](mailto:assistantplanner@gananoque.ca) or by calling Chanti Birdi 613-382-2149 ext. 1129.

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

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



**DATED this 8<sup>th</sup> day of JULY, 2022**

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

# Proposed Parking Plan



\*Plan not to scale. For parking purposes only.



DP 2022 / 13

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

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

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

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

**CONTACT INFORMATION**

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

<b>Name of Applicant:</b> 873174 Ontario Ltd. 9/6 Woodley's Jewellers.	<b>Complete Address including Postal Code:</b> 109 King St. E Gananoque Ont. K7G 1G3	<b>Phone:</b> 613 382 3202 <b>Fax:</b> <b>E-mail:</b> woodleys3@gmail.com
<b>Name of Property Owner (if different than applicant):</b> Peter + Karen Woodley	<b>Complete Address including Postal Code:</b> Same	<b>Phone:</b> <b>Fax:</b> <b>E-mail:</b>
<b>Architect/Designer/Planner:</b>	<b>Complete Address including Postal Code:</b>	<b>Phone:</b> <b>Fax:</b> <b>E-mail:</b>
<b>Engineer:</b>	<b>Complete Address including Postal Code:</b>	<b>Phone:</b> <b>Fax:</b> <b>E-mail:</b>
<b>Ontario Land Surveyor:</b>	<b>Complete Address including Postal Code:</b>	<b>Phone:</b> <b>Fax:</b> <b>E-mail:</b>

**Street or Property Address (if applicable):** 107-113 King St. E.

**LEGAL DESCRIPTION**

**Lot/Con/Plan:** Plan 86 Pt Lot 42 Gan RE 7100.00SF 59.16 Fr 100.00 D  
See Tax Bill

<b>Frontage:</b>	<b>Depth:</b>	<b>Area (sq.m):</b>	<b>Area (acres):</b>
_____	_____	_____	_____

### SUBMISSION REQUIREMENTS

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

- Site Plan(s)** including scaled accurate measurements of:
- o Title, location and date of project including legend and scale (graphic bar scale as well as written ratio scale);
  - o Dimensions and areas of the site including existing natural and artificial features i.e: buildings, watercourses, wetlands, woodlands.
  - o Dimensions and gross floor area of all building and structures to be erected;
  - o Existing structures to be retained, removed or relocated;
  - o Distances between lot lines and the various buildings, structures, parking areas, driveways and other features;
  - o Proposed elevation of finished grades including area to be filled or excavated, retaining walls, drainage ditches;
  - o Parking areas including number, size of spaces and dimensions. The plans shall have regard for **Ontario Regulation 413/12 made under Accessibility for Ontarians with Disabilities Act, 2005**. This shall include, but not be limited to, providing appropriate designated parking spaces and unobstructed building access features.
  - o Access driveways including curbing and sidewalks
  - o Proposed fire routes and fire route sign locations
  - o Dimensions and locations of loading zones, waste receptacles and other storage spaces;
  - o Location, height and type of lighting fixtures including information on intensity and the direction in which they will shine relative to neighbouring streets and properties;
  - o Location of sign (sign permit to be applied for through the Building Permit process) as per By-law 2005-41;
  - o Location, type and size of any other significant features such as fencing, gates and walkways.
- Drainage Plan(s)** including scaled accurate measurements of:
- o Drainage Plan must demonstrate proposed development is handled on-site and does not infringe on neighbouring properties;
- Landscape Plan(s)** including scaled accurate measurements of:
- o Landscape Plan showing size, type and location of vegetation, areas to be seeded or sod. Plan to show existing landscape features to be retained, removed or relocated;
- Site Servicing Plan(s)** including scaled accurate measurements of:
- o Site Servicing Plan (plan/profile) including layout of existing water, sewer, gas lines, proposed connections, utility easements, fire hydrants, hydro poles, lighting, trees, transformers and pedestals.
- Grade Control and Drainage Plan(s)** including scale accurate measurements of:
- o Existing elevations on subject and adjacent lands and long centerline or adjacent street lines, which are to be geodetic;
  - o Location of any creeks, ravines or watercourses with elevations and contours;
  - o Arrows indicating the proposed direction of flow of all surface water;
  - o Location and direction of swales, surface water outlets, rip-rap, catch basins, rock, retaining walls, culverts
  - o Existing and/or proposed right-of-ways or easements
- Elevation and Cross-Section Plan(s)** including scale accurate measurements of:
- o Drawings that show plan, elevations and cross section views for each building or structure to be erected;
  - o Conceptual design of building;
  - o Relationship to existing buildings, streets and exterior areas to which members of the public have access to;
  - o Exterior design including character, scale, appearance and design features of the proposed building;
  - o Design elements of adjacent Town road including trees, shrubs, plantings, street furniture, curbing and facilities designed to have regard for accessibility
  - o Photographs of the subject land and abutting streetscape on both side of the street
- Supporting Studies and Reports.** Technical reports/plans or studies may be required to assist in the review process of a Development Permit Application. Applications for Development Permit may be required to submit the following studies or reports. Applicants should consult with Municipal staff to determine site specific requirements:

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

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

Has the property been designated as a Heritage Site?  Yes  No

Is the property presently under a Site Plan Agreement?  Yes  No

Has the property ever been subject of an application under Section 34 (Zoning), 41 (Site plan) or 45 (Minor Variance) of the Planning Act?  Yes  No

If yes, provide the file number and the status of the application? Unsure Probably No.

**Proposed Use(s):** Short term accomodation.

Is the Use permitted or permitted subject to criteria as set out in the development permit by-law and how have the applicable criteria have been addressed? Discretionary.

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

No.

Abutting Land Use(s): Commercial (Bank | restaurant).

Is the Development to be phase?  Yes  No

What is the anticipated date of construction? N/A.

Is the land to be divided in the future? N/A.

Are there any easements, right-of-ways or restrictive covenants affecting the subject land?  Yes  No

**Plan Details:**

<input type="checkbox"/> Residential	<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional
	Lot Area: _____ (sq.m)	Building Coverage: _____ (%) _____ (sq.m)	Landscape Coverage: _____ (%) _____ (sq.m)
Building Height: _____	No. of Storeys: _____	No. of Units: _____	Method of Garbage Storage: _____
<b>Parking Surface:</b> Existing: <u>Yes</u> Proposed: _____	Number of Parking Spaces: Existing: _____ Proposed: _____ Total: _____	Dimensions of Parking Spaces: <u>66' x 44'</u> Length Width	Number of Accessible Spaces: <u>16</u>
Loading Spaces: _____	Number of Loading Spaces: _____	Dimensions of Loading Spaces: _____	Other: _____

**Heritage Tourist Inn/Bed and Breakfast:**

Is this an application for a Heritage Tourist Inn? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Guest Rooms: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Other _____	Is this an application for a Bed and Breakfast? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Number of Guest Rooms: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> Other _____
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A Heritage Tourist Inn will require a Heritage Resource Assessment evaluating the heritage significance of the property including a description of historic features is required with the submission of this application.

EXISTING BUILDINGS:		Building 1	Building 2
	Type of Structure		
	Date Constructed:		
	Front Line Setback:		
	Rear Lot Line Setback:		
	Side Lot Line Setback:		
	Side Lot Line Setback:		
	Height:		
	Dimensions:		
	Floor Area:		
PROPOSED BUILDINGS:		Building 1	Building 2
M/A	Type of Structure:		
	Proposed Date of Construction:		
	Front Line Setback:		
	Rear Lot Line Setback:		
	Side Lot Line Setback:		
	Side Lot Line Setback:		
	Height:		
	Dimensions:		
	Floor Area:		
Attached Additional Page, if necessary			

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

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

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

**AUTHORIZATION BY OWNER**

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

<u>Peter Woodley</u> Owner Name (Please Print)	<u>Karen Woodley</u> Owner Name (Please Print)
_____ Signature of Owner	_____ Signature of Owner
_____ Signature of Witness (not applicant)	_____ Date

**CONSENT BY OWNER**

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

I/We, X 873174 Ontario Ltd, am/are the registered owner(s) of the land that is the subject of this application for Development Purposes and for purposes of the Municipal Freedom of Information and Protection of Privacy Act. I/We hereby authorize the use, or disclosure, to any person or public body, of any personal information collected under the authority of the Planning Act of the purpose of processing this application.

<u>X Peter Woodley</u> Signature of Owner	<u>X Karen Woodley</u> Signature of Owner
_____ Signature of Witness (not applicant)	<u>X June 21, 2022</u> Date

**DECLARATION OF APPLICANT**

I, Karen Woodley of the Town of Gananoque in the Ont. of \_\_\_\_\_ solemnly declare that:

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

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

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

Declared before me at Conkink-Guy, Province of Ontario this 19 day of August, 2022.

Brenda Guy  
Signature of a Commissioner, etc

K Woodley  
Signature of Applicant

<b>Office Use Only:</b>	Roll No: <u>0814 000 020 25100</u>	
Official Plan Designation: <u>General Commercial</u>	Development Permit Designation: <u>Commercial Traditional</u>	Other: _____
Access (Entrance Permits etc): _____	Water and Sewer Hookup (Permits etc): _____	Other: _____
Other Concurrent Applications: <input type="checkbox"/> Cash-in-Lieu of Parking <input type="checkbox"/> Condominium Approval <input type="checkbox"/> Consent/Severance	<input type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Subdivision Approval	Fees Received: <u>CS</u>
Date Application Received: <u>July 7, 2022</u>	Date Application Deemed Complete: _____	

**Peer Review/Consultant Services**

In order to streamline the Town of Gananoque's planning process, peer review services may be contracted out by the Town under the current General Fees and Rates Bylaw. These may include but are not limited to the following:

- |  |                           |
|--|---------------------------|
| Official Plan Amendment                | Sanitary System Design    |
| Condominium Applications               | Site Plan Applications    |
| Consent Applications                   | Subdivision Applications  |
| Environmental Assessment               | Storm Water Management    |
| Minor Variance Applications            | Traffic Studies           |
| Noise Studies                          | Water Distribution System |
| Ontario Municipal Board Representation | Zoning By-law Amendment   |
| Part Lot Control                       | Other Miscellaneous       |

The use of and choice of peer review contract consultants for either planning or engineering on any specific project are subject to the approval of either the Clerk/Manager of Planning and Development or the Director of Public Works, Community Services within their respective areas of jurisdiction.

All costs for the peer review consultants shall be fully paid by the applicant/developer.

Upon approval of the use of a peer review consultant, the applicant/developer shall execute the agreement below with the Town and post a security deposit of \$2,000 (two thousand dollars).

All submissions, correspondence etc. shall be directed to the Manager of Planning and Development, who shall be responsible for distribution.

All invoices from the peer review consultant shall be paid by the Town and subsequently invoiced to the applicant/developer. If payment is not received by the Town within 30 (thirty) days of receipt, then the Town will recover its costs for the security deposit or any other securities which have been posted for the project by the applicant/developer. In that event, the work shall cease on the project and will not commence again until the outstanding invoice has been paid in full, and the securities topped up to their original balance.

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

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I, 2873174 Ontario Ltd of ~~the~~ Gananoque of \_\_\_\_\_ in the  
Province of Ontario solemnly declare that:

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

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

Peter Woodley  
Print Name - Owner/Applicant

[Signature]  
Signature - Owner/Applicant

July 8/22  
Date

[Signature]  
Clerk or Manager of Planning and Development

KW





## Council Report – PD-2022-15

**Date:** August 9, 2022  **IN CAMERA**

**Subject:** Development Permit Application – DP2022-13 – 107-113 King Street East

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

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### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES DP2022-13 (107-113 KING STREET E) TO PERMIT A SHORT-TERM ACCOMMODATION CONTAINING THREE (3) GUEST ROOMS ON THE SECOND STOREY OF THE SUBJECT PROPERTY, WITH THREE (3) DEDICATED PARKING SPACES IN THE REAR FOR THE USE, PROVIDED:

- THAT ADEQUATE LIGHTING BE PROVIDED AT THE REAR PARKING LOT IN ACCORDANCE WITH THE BUILDING CODE ACT,
- THAT THE OWNER ENTER INTO AN AGREEMENT WITHIN ONE (1) YEAR OF THE NOTICE OF DECISION, AND;
- THAT ALL COSTS ASSOCIATED WITH FULFILLING THE CONDITIONS OF THIS DECISION ARE BORNE BY THE OWNER,

AS PRESENTED IN COUNCIL REPORT PD-2022-15.

### **STRATEGIC PLAN COMMENTS:**

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

### **BACKGROUND:**

The owners of 107-113 King Street East have applied for a Short-Term Accommodation for three guest rooms above a storefront.

A Class III Development Permit is required for this development as Short-Term Accommodations, including bed and breakfasts and heritage tourists, are identified to be a discretionary use in the Development Permit By-law. All discretionary uses require a Class III permit. See the background report and application attached.

### **INFORMATION/DISCUSSION:**

At the meeting of July 26, 2022, the Planning Advisory Committee (PAC) considered the above noted application.

PAC members were provided an overview of the Staff report, application, and applicable policies and regulations pertaining to the subject lands.

PAC was favourable to the application and adopted the motion as recommended to Council.

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

**APPLICABLE POLICY/LEGISLATION:**

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

**FINANCIAL CONSIDERATIONS:**

n/a

**CONSULTATIONS:**

Property Owners within 120m of the subject property  
Public Agencies  
Municipal Staff  
Planning Advisory Committee/Committee of Adjustment

**ATTACHMENTS:**

Attachment 1 – Planning Report to PAC

<b>APPROVAL</b>	<hr/> <p>Brenda Guy, Manager of Planning &amp; Development</p> <hr/> <p>Shellee Fournier, CAO</p> <hr/> <p>Melanie Kirkby, 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>
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## PLANNING REPORT

TO: PLANNING ADVISORY COMMITTEE

FROM: PLANNING AND DEVELOPMENT

MEETING DATE: TUESDAY, JULY 26, 2022

SUBJECT: DP2022-13 – 107-113 KING STREET EAST  
CLASS III DEVELOPMENT PERMIT

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### **Background:**

Property: 107-113 KING STREET EAST

Legal Description: PLAN 86 PT LOT 42 GAN R E

Official Plan: GENERAL COMMERCIAL

Development Permit: COMMERCIAL TRADITIONAL CORE

Lot Coverage: 100% MAXIMUM

### **Purpose and Effect:**

The subject application proposes to permit a Short Term Accommodation, containing three guest rooms, above the commercial store-front of the subject property.

### ***PROVINCIAL POLICY STATEMENT:***

The Provincial Policy Statement, 2020 (PPS) provides direction on matters of provincial interest pertaining to land use matters and all development proposals must be consistent with the policies therein. The full PPS document can be found at <https://www.ontario.ca/page/provincial-policy-statement-2020>. Policies which repeat or are not relevant to the current proposal have been omitted from commentary below.

#### **1.0 Building Strong Healthy Communities**

##### **1.1.1 Healthy, livable and safe communities are sustained by:**

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
- b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;

- c) avoiding development and land use patterns which may cause environmental or public health and safety concerns.

### 1.3 Employment

1.3.1 Planning authorities shall promote economic development and competitiveness by:

- a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;
- b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
- d) encouraging compact, mixed-use development that incorporates compatible employment uses to support liveable and resilient communities, with consideration of housing policy 1.4.

### 1.7 Long-Term Economic Prosperity

1.7.1 Long-term economic prosperity should be supported by:

- a) promoting opportunities for economic development and community investment-readiness;
- b) encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce;
- d) maintaining and, where possible, enhancing the vitality and viability of downtown and mainstreets;
- h) providing opportunities for sustainable tourism development.

#### **COMMENT:**

The proposed Short Term Accommodation is consistent with the overall policies of the Provincial Policy Statement.

#### **OFFICIAL PLAN:**

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

#### **Goals and Objectives (3.3.1)**

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

The objectives of this designation are to:

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

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

Permitted uses named within the General Commercial policy include ‘travel accommodations’.

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

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

#### **COMMENT:**

Use of an existing parking is proposed and is located behind the building, accessed via Oak Alley (one-way from Charles St S to Stone St S).

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

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

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

#### **COMMENT:**

The proposal includes parking located behind the building. Approved Short Term Accommodations may display one sign issued in accordance with the Sign By-law.

### ***DEVELOPMENT PERMIT:***

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

### **Use (6.1)**

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

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

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

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

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

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

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

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

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

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

#### **COMMENT:**

As per comments provided by the Fire Department, the third floor as currently configured is not permitted to be rented as Short Term Accommodation. The proposed rooms are located on the second floor only.

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

Short Term Accommodations typically require 1 parking space per guest room as noted above. The Commercial Traditional Core, however, exempts commercial uses from requiring parking under Section 6.4.

#### **Comment:**

As a discretionary use, Council may apply a requirement for parking for the Short Term Accommodation as part of the overall application review. Given the nature of the use and likelihood of guests requiring overnight parking, staff recommend that the standard parking calculation, being 1 space per guest room, be applied as a condition of approval. Parking is proposed in the existing lot behind the building, to be accessed via Oak Alley.

### **LICENSING (BY-LAW NO. 2019-123)**

Following approval of a Development Permit for the use of a property as a Short Term Accommodation, a license as per By-law No. 2019-123 is required prior to operation. By-law No. 2019-123 is provided in Attachment #2 for reference however, it is noted that these requirements are processed separately from the Development Permit process.

**CIRCULATION TO AGENCIES**

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

Bell Canada/Canada Post/Cogeco	
CAO	No comment
Chief Building Official	
CRCA	
Enbridge Gas	
Eastern Ontario Power/Hydro One/ OPG	
Emergency Services	
Fire Department	Property will require a full fire inspection to become an STA. As of 2018 there were to be no rentals of the 3 <sup>rd</sup> storey, as there was not a proper fire escape in place for emergency exit from the 3 <sup>rd</sup> storey.
LG Health Unit	
Public Works Water/Sewer Utilities	
St. Lawrence Parks Commission	Property not in close proximity to SLPC lands or roadways. No comments.
MTO	
Other:	

Staff have no objection to DP2022-13 at 107-113 King Street East, for a Short Term Accommodation containing three guest rooms on the second storey of the subject property, with three dedicated parking spaces located in the rear for the use provided:

- The Owner enter into an Agreement within one year of the Notice of Decision, and
- All costs associated with fulfilling the conditions of this decision are borne by the Owner.

**ATTACHMENTS**

Attachment # 1 – Property Images

Attachment #2 – Licensing By-law No. 2019-123

<b>APPROVAL</b>	Chanti Birdi, Assistant Planner
	Brenda Guy, Manager of Planning and Development

**Attachment #1  
Property Images**



THE CORPORATION OF THE TOWN OF GANANOQUE  
BY-LAW NO. 2019-123

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A BY-LAW TO LICENSE, REGULATE AND GOVERN THE OPERATION OF SHORT-TERM  
ACCOMMODATIONS IN THE TOWN OF GANANOQUE

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**WHEREAS** Section 8 (1) of the *Municipal Act* 2001, S.O. c. 25 ("Municipal Act") provides the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues.

**AND WHEREAS** pursuant to Section 9 of the *Municipal Act* Part II, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** pursuant to Section 10 of the *Municipal Act*, a municipality has the authority to implement business licensing in the interest of health and safety, well-being of persons, consumer protection and nuisance control;

**AND WHEREAS** Sections 390 to 400 of the *Municipal Act* enables a municipality to pass By-laws for imposing fees or charges for permits and services provided or done by them;

**AND WHEREAS** pursuant to Section 434.1 of the *Municipal Act*, a municipality has the authority to impose a system of administrative penalties and fees as an additional means of encouraging compliance with this By-law;

**AND WHEREAS** Section 436 of the *Municipal Act* permits a municipality to pass By-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine compliance with a By-law direction, order or Licence;

**AND WHEREAS** Section 444 of the *Municipal Act* provides that if a municipality is satisfied that a contravention of a By-law of the municipality passed under this Act has occurred, the municipality may make an order requiring the person who contravened the By-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity;

**AND WHEREAS** the Committee of the Whole reviewed Report COW-CD-2019-15, and concurs with the staff recommendation to pass a By-law to licence, regulate and govern the operation of Short-Term Accommodations;

**AND WHEREAS** Council has enacted its Development Permit By-law No. 2010-065 and amending By-law No. 2019-125 under the provisions of the *Planning Act*, R.S.O. 1990, c. P13, as amended, with respect to Short-Term Accommodations within the municipality and having done so desires to provide for a system of licensing to implement said policies and provisions;

**AND WHEREAS** pursuant to Section 151 of the *Municipal Act*, Council is exercising its authority to provide for a system of licences with respect to Short-Term Accommodation businesses;

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

**AND WHEREAS** the Council of the Corporation of the Town of Gananoque considers it advisable that such licensing, regulation and governing takes place with regard to Short-Term Accommodations as defined in this By-law.

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

**1. DEFINITIONS AND INTERPRETATION:**

- 1.1. **Accessory** means a use customarily incidental and subordinate to the main use or main building and located on the same lot with such principal use or principal building.
- 1.2. **Accommodation Unit** means a room or suite of rooms within a Bed and Breakfast establishment, Heritage Tourist Inn, or short-term accommodation designed to provide accommodation, which may or may not include a kitchen. An accommodation unit is not a dwelling unit.
- 1.3. **Bed & Breakfast Establishment** means an owner-occupied private single-family dwelling that is the owner's principal residence and in which the owner has control of the environment. It provides temporary accommodations for no more than three (3) guest rooms to the travelling public not exceeding twenty-eight (28) consecutive days and amenities and services auxiliary to guest accommodation and may include the preparation and service of breakfast for an all-inclusive fee.
- 1.4. **Building** means any structure used or intended for sheltering any use or occupancy. The word "building" shall include the whole of such structure or part hereof and shall include any building types as regulated by the *Ontario Building Code Act*.
- 1.5. **Business, Short-Term Accommodation** shall mean the business of making or attempting to earn revenue by engaging in or by advertising the availability of a Short-Term Accommodation for a fee charged or other good and valuable consideration.
- 1.6. **By-law Enforcement Officer** or his or her designate shall mean a person appointed for the purposes of enforcing the By-laws of the Town, including the Chief Fire Official or designate, who is duly appointed by the Council of the Corporation for the purpose of enforcing the provisions of the Corporation's By-laws.
- 1.7. **Chief of Police** shall mean the Chief of Police of the Gananoque Police Department or his/her designate as appointed by the Town.
- 1.8. **Council** means the Council of the Corporation of the Town of Gananoque.
- 1.9. **Development Permit By-law** or Designation shall mean a by-law enacted under the *Planning Act* that designates and restricts the use of the land, as amended from time-to-time.
- 1.10. **Dwelling Unit** means a building occupied or capable of being occupied as the home or residence of one or more persons, where food preparation and sanitary facilities are provided, but shall not include a boarding house, mobile home or recreational vehicle, hotel, motel, rental cottage or cabin, or similar commercial use of a private or semi-private institution. For the purposes of this By-law, a dwelling unit does not include a tent, trailer, mobile home, or a room or suite of rooms in a boarding or rooming house, a hotel, motel, or motor home.
- 1.11. **Dwelling, Principal Residence** means a dwelling that is owned or jointly with another person, where the person(s) is ordinarily a resident and has designated the dwelling as their principal place of residency on their income tax filing and in other government records.

- 1.12. **Guest Room** means a room or suite of rooms used or maintained for the accommodation of individuals to whom hospitality is extended for compensation.
- 1.13. **Heritage Tourist Inn** means an owner-occupied building with historic and architectural merit on a large property in which no more than six (6) guest rooms are made available for the temporary (no more than twenty-eight (28) days) accommodation of the travelling public. Such an establishment may offer meals to guests staying at the Inn, but shall not offer services to non-guests.
- 1.14. **Licence** means the certificate or other similar document issued pursuant to this By-law as proof of licensing under this By-law.
- 1.15. **License Fee** means the fee set out in the General Fees and Rates By-law that is required to be paid to the Town for a new license or a licence renewal.
- 1.16. **Licensed** means to have in one's possession a valid and current Licence issued under this By-law and unlicensed has the contrary meaning.
- 1.17. **Licensee** means a person issued a Licence under this By-law to operate a Short-Term Accommodation.
- 1.18. **Licence Issuer** means any person or persons provided the authority by the Town to issue a Licence under this By-law.
- 1.19. **Manager of Planning and Development** shall mean the person appointed for the purposes of enforcing the Short-Term Accommodations By-law or their designate as appointed by the Town.
- 1.20. **Owner** means any person(s) or corporation who is a registered owner, has a legal or equitable interest, has a legal right to obtain possession, and who has control or management of any Property, land, building or structure. In the case of a Corporation, the Corporation's authorized signing officer is considered the Owner for the purposes of this By-law.
- 1.21. **Parking Area** means an area provided for the parking of motor vehicles and may include aisles, parking spaces, pedestrian walkways, and related ingress and egress lanes, but shall not include any part of a public street.
- 1.22. **Property** means any lot, block or other area in which land is held or into which it is subdivided, including the buildings and structures thereon.
- 1.23. **Renter** means the person, who has obtained entitlement to exclusive use of the Short-Term Accommodation from the Licensee.
- 1.24. **Responsible Person** means the owner or an agent assigned by the owner or Licensee of the Short-Term Accommodation to ensure the Short-Term Accommodation is operated in accordance with the provisions of this By-law, the license and applicable laws.
- 1.25. **Secondary Suite** means a dwelling unit within a single-detached house, semi-detached house, or townhouse; or within a detached structure accessory to a primary dwelling.
- 1.26. **Short-Term Accommodation or STA** means a portion of a dwelling or dwelling unit, that is owner-occupied and rented for a period of less than twenty-eight (28) days and includes a Bed and Breakfast, Heritage Tourist Inn, but does not include a motel, hotel or accommodations where there is no payment exchanged.

1.27. **Town** means the Corporation of the Town of Gananoque.

1.28. **Town Clerk** means the person or his/her designate as appointed by the Council of the Town.

**2. GENERAL PROVISIONS APPLICABLE TO ALL SHORT-TERM ACCOMMODATION(S) (STAs)**

2.1. No person shall use or operate any Short-Term Accommodation unless he or she holds a current Licence issued pursuant to this By-law.

2.2. No person shall advertise a Short-Term Accommodation without a Licence.

2.3. No Licensee shall rent any guest room in an STA other than a guest room that was identified and approved as such on the floor plans submitted with the Application for the Short-Term Accommodation Licence.

2.4. A Short-Term Accommodation shall only be permitted in areas where it is a permitted use as set out in the Town's Development Permit By-law.

2.5. All Short-Term Accommodations, Bed and Breakfast, Heritage Tourist Inns shall apply and be approved for a Development Permit.

2.6. Permitted Renter occupancy shall be the sum of all guest rooms in the Short-Term Accommodation, and shall not exceed two (2) persons per guest room for a maximum of twelve (12) persons per Short-Term Accommodation, on any one (1) property.

2.7. Short-Term Accommodations shall comply with all applicable Municipal By-laws including, but not exclusive to, the Development Permit By-law, Noise By-law, Open Air Burning By-law, Ontario Building Code and other provincial legislation.

2.8. The following shall be made available to guests:

2.8.1. A copy of the current Licence shall be visibly displayed within the Short-Term Accommodation and available for inspection by Town staff;

2.8.2. A copy of the current Town Noise By-law 2010-046, as amended;

2.8.3. A copy of the current parking provisions for Short-Term Accommodations as described in the Town's Development Permit By-law 2010-065, and;

2.8.4. A copy of the approved floor plans identifying the rooms and also showing exits and fire escape routes.

2.9. A Short-Term Accommodation may display one (1) sign issued in accordance with the Town Sign By-law.

2.10. A Short-Term Accommodation shall have a civic address installed clearly and conveniently read from the street.

2.11. The Licensee shall be responsible for maintaining the amenity and parking areas and ensuring that guests use only the areas designated within the approved Licence.

2.12. Building and Fire Code requirements:

2.12.1. All STA's shall comply with the Ontario Fire Code.

2.12.2. Fire safety plans are required for all STA's with sleeping accommodations for 10 or more people.

2.12.3. The Licensee shall obtain a burn permit if an outdoor fireplace is to be allowed on the Property, in accordance with requirements of the Town's Open-Air By-law.

- 2.12.4. A minimum 2lb ABC Fire Extinguisher shall be installed on every level of the STA and a 5BC extinguisher installed in every kitchen.
- 2.12.5. Smoke alarms shall be installed in every sleeping room, in every corridor serving a sleeping area and every level of the building.
- 2.12.6. Carbon monoxide alarms shall be installed outside of each sleeping area in an STA with any fuel fired appliances or the STA includes an attached garage. One also shall be installed in the room that contains the fuel fired appliance.
- 2.12.7. All life safety equipment shall be inspected and tested in accordance with the Ontario Fire Code and applicable standards. Documentation and related records shall be kept on-site for a minimum of two (2) years.
- 2.12.8. All STA's shall be available for fire inspection as per Gananoque Fire Service POL-0016, Schedule 'A'.

**3. LICENCE APPLICATION AND ISSUANCE:**

- 3.1. A prescribed application for a Licence for a Short-Term Accommodation shall be submitted to the Town and shall include a clear and legible floor plan and site drawing or sketch showing:
  - 3.1.1. Civic address and legal description of the Property;
  - 3.1.2. A photograph of the front of the dwelling;
  - 3.1.3. A floor plan with accurate dimensions showing an emergency evacuation plan inclusive of each bedroom, sleeping area, smoke alarm, extinguisher and existing egress door or window;
  - 3.1.4. The location of the building on the Property with setbacks indicated from all Property lines;
  - 3.1.5. The location and dimension of the parking area and the required parking spaces;
  - 3.1.6. The location of the driveway access to the required parking spaces;
  - 3.1.7. The location and dimensions of the outdoor amenity area(s) and;
  - 3.1.8. Fencing, landscaping or other buffering, if required.
- 3.2. The Application shall identify:
  - 3.2.1. The number of guest rooms.
  - 3.2.2. The maximum number of guests to be accommodated.
  - 3.2.3. The registered owner and contact information.
  - 3.2.4. The Owner and, if applicable, Agent (alternative) person and related contact information.
  - 3.2.5. The Licence Number of any previous Short-Term Accommodation Licence.
- 3.3. The Application information shall include proof satisfactory to the Town, such as an insurance certificate from the Applicant's insurer, that:
  - 3.3.1. The Applicant has sufficient general liability insurance in the amount of no less than \$2 million;
  - 3.3.2. The Applicant's insurance policy contains coverage for damage from fire and does not prevent the applicant from using the subject Property as a Short-Term Accommodation, and;
  - 3.3.3. The Applicant's insurance is cancellable by the Applicant's insurer on no more than thirty (30) days' prior notice.
- 3.4. The Applicant shall pay the required licensing fee as per the Town's General Fees and Rates By-law.
- 3.5. Upon receipt of a complete Application and the payment of the Licensing fees, the Licence Issuer shall, in the case of both new and renewal Applications review the Application and if in compliance with this By-law, will issue the Licence. The Licence Issuer may request comments from other departments or agencies and attach conditions to the Licence.

- 3.6. A Licence for a Short-Term Accommodation may not be renewed or extended unless the Licensee has submitted a completed Application form and the applicable fee.
  - 3.7. A Short-Term Accommodation Licence that has been issued pursuant to this By-law shall expire upon the earliest of the following events:
    - 3.7.1. Midnight on December 31 of each year; or
    - 3.7.2. Upon the sale or transfer of the Short-Term Accommodation to a person other than a Licensee;
    - 3.7.3. A Short-Term Accommodation Licence cannot be assigned or transferred from the Licensee to another party.
    - 3.7.4. Notwithstanding Section 3.7.1 new licenses issued in a calendar year may be pro-rated accordingly.
  - 3.8. Any person applying for a Licence is responsible for coordinating and arranging with the Town an inspection of the property, if required, as a condition to and prior to receiving a Licence to ensure compliance with the following:
    - 3.8.1. Provisions of this By-law;
    - 3.8.2. Ontario Fire Code;
    - 3.8.3. Ontario Building Code;
    - 3.8.4. Property Standards By-law, and;
    - 3.8.5. Development Permit By-law.
  - 3.9. The Licensee shall be responsible for informing the Town in writing of any changes to the approved information contained within the Licence Application or any deviation to the approved plans within seven (7) days of such change or deviation. Nothing herein allows a Licensee to rent rooms other than those identified and approved on the floor plans submitted with the Application for a Licence unless the Town has approved same.
  - 3.10. Upon determination by the Manager of Planning and Development that information requirements and all regulatory and By-law requirements of the Town are met, a Licence shall be issued and remain valid for one (1) year, unless revoked. A Licence may be renewed without inspection if an affidavit from the Owner is received indicating that no changes to the building, Property or operations have occurred. An inspection is mandatory every four (4) years for a Short-Term Accommodation.
  - 3.11. Licences are not transferable and shall remain the property of the Town.
- 4. LICENCE DENIAL, SUSPENSION OR REVOCATION:**
- 4.1. The Licence Issuer may refuse to issue or revoke a Licence if one or more of the following circumstances are met:
    - 4.1.1. If the information submitted on the Application is incomplete, incorrect, false or misleading, or;
    - 4.1.2. Where all the required taxes, fees, administrative monetary penalties or municipal charges have not been paid;
    - 4.1.3. Fire Code deficiencies are not repaired;
    - 4.1.4. where a Licence has been previously revoked, suspended, made subject to special condition(s) or has presented a history of contravention with this or other Town By-laws;
    - 4.1.5. Where the Applicant is in breach of any provisions of the By-law or the Short-Term Accommodation does not comply with any provision of this By-law any breach of the provisions of any other Town By-law or regulations, or;
    - 4.1.6. Refusal to comply with any notice of violation within seventy-two (72) hours.

- 4.2. Notwithstanding the above, if satisfied that the continuation of the Licence poses an immediate danger to the health or safety of any person, the Licence issuer may, for the time and such conditions as are considered appropriate and without a hearing, suspend a Licence for not more than fourteen (14) days, and, prior to suspending the Licence, shall provide the Licensee with the reasons for the suspension, either orally or in writing, with an opportunity to respond to them.
- 4.3. Where the Municipal By-law Enforcement Officer has issued three (3) or more notices to comply with this By-law within a six (6) month period, the license may be revoked.
- 4.4. The Licensee shall provide the Town with five (5) days prior written notice of its intent to cancel and not replace any insurance policy noted or submitted in the completed Licence Application. Failure to retain insurance as required under this By-law will result in automatic revocation of the Licence.

**5. INSPECTION:**

- 5.1. A Municipal By-law Enforcement Officer may at any reasonable time inspect any premises or place where a Licence has been issued under this By-law to determine compliance to this By-law.
- 5.2. To obstruct or permit the obstruction of an inspection is deemed an offence.

**6. LICENCE FEES NON-REFUNDABLE AND PENALTIES:**

- 6.1. The application fee is non-refundable regardless of the ultimate disposition of the Licence Application.

**7. ADMINISTRATION AND ENFORCEMENT:**

- 7.1. The By-law Enforcement Officer shall be responsible for the enforcement of this By-law.
- 7.2. Every person who contravenes any provision of this By-law is guilty of an offence and all contraventions of this By-law are designated as continuing offences pursuant to section 429 of the *Municipal Act*.
- 7.3. When, in the opinion of the Municipal By-law Enforcement Officer, a violation of this By-law has occurred or exists, the Municipal By-law Enforcement Officer may issue a written compliance notice to the alleged violator. The notice shall specify those sections of the By-law which are in violation and shall state that the violator has seventy-two (72) hours from the delivery of the notice in which to correct the alleged violation, failing which the Town may correct the alleged violation at the expense of the Owner/Licensee.
- 7.4. Notwithstanding Subsection 2.12. above, Fire Code compliance is the responsibility of the Owner, and infractions shall be remedied forthwith.
- 7.5. Service of any notice under this Section shall be carried out by personal service or Registered Mail addressed to the Licensee at the address shown as the Licensee's address on the Application.
- 7.6. Every person who contravenes any of the provisions of this By-law, including those contained in any of the Schedules and every director of a corporation who concurs in such contravention by the corporation is guilty of an offence and may be subject to an administrative penalty or as an offence and conviction liable to a fine in keeping with the provisions of the *Provincial Offences Act*.
- 7.7. Pursuant to Section 447 of the *Municipal Act*, where an owner is convicted of knowingly carrying on or engaging in the business of operating a Short-Term Accommodation in respect of any Property or any part of any Property without a Licence required by this By-law, or a person is convicted of any other contravention of this By-law a court determines that the owner or occupant of the

Property or part of the Property in respect of which the conviction was made knew or ought to have known of the conduct which formed the subject-matter of the conviction or of any pattern of similar conduct, the court may order that the Property or part of the Property be closed to any use for a period not exceeding two (2) years.

**8. ADMINISTRATIVE PENALTY:**

- 8.1. A Municipal Law Enforcement Officer who finds that a responsible person has contravened any provision of this By-law may issue a notice addressed to that person advising that person that he or she has failed to comply with a provision to this By-law and that he or she is subject to paying an administrative penalty as a consequence of that non-compliance.
- 8.2. Any person who is issued a penalty notice pursuant to Section 8.1 above shall be liable to pay the Town the administrative fee as outlined in the Town General Rates and Fees By-law, as approved by Council from time-to-time.

**9. APPEAL:**

- 9.1. An Applicant, whose Application has been refused, or a Licensee, whose Licence has been revoked, and is not satisfied with the terms or conditions as to why this action was taken, may apply for an appeal of this decision to Town Council.
- 9.2. Every person who initiates an appeal of a decision shall submit a notice of appeal;
  - 9.2.1. Within fourteen (14) days of a refusal or revocation;
  - 9.2.2. With the non-refundable required appeal fee as detailed in the Town's General Fees and Rates By-law, and;
  - 9.2.3. By written correspondence to the Clerk.

**10. APPEAL HEARING:**

- 10.1. Council shall hear and render a decision on an appeal under Section 10 of this By-law in an expeditious manner.
- 10.2. In considering an appeal, Council has the same powers as the municipal official who may issue or revoke a Licence and may:
  - 10.2.1. Rescind the refusal or revocation action, or;
  - 10.2.2. Confirm the refusal or revocation action, or;
  - 10.2.3. Modify the action and create requirements of compliance.
- 10.3. The decision of Council on any appeal is final.

**11. CONFLICT AND SEVERABILITY:**

- 11.1. If any portion of this By-law of the Town is found to be in conflict with any other provision of any Development Permit, Building, Fire, safety or other By-law of the Town or regulations, the *Ontario Building Code Act*, the Ontario Fire Code or other provincial legislation, the provision which establishes the higher standard shall prevail.
- 11.2. If any provision or requirement of this By-law or the Application thereof to any person shall to any extent be held to be invalid or unenforceable, Council intends the remainder of this By-law or the Application of such provision or requirement to all persons other than those to whom it is held to be invalid or unenforceable to not be affected hereby and each provision and requirement of this By-law shall be separately valid and enforceable to the fullest extent permitted by By-law.

**12. EFFECTIVE DATE AND TRANSITION PROVISIONS:**

- 12.1. This By-law shall come into full force and effect upon enactment of the By-law at which time all By-laws that are consistent with the provisions of this By-law and the same are hereby repealed insofar as it is necessary to give effect to the provisions of this By-law.

12.2. Development Permit By-law Conformity:

12.2.1. A Property that is subject to a use that is not in conformity to the permitted uses of the Development Permit By-law No. 2010-065, as amended, shall not be issued a Licence.

**13. SHORT TITLE**

13.1. This By-law shall be known as the "Short Term Accommodation (STA) Licencing By-law".

Read a first, second and third time and finally passed this 17<sup>th</sup> day of December, 2019.



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Ted Lojko, Mayor



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Penny Kelly

(Seal)



DP 2022 / 13

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

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

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

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

**CONTACT INFORMATION**

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

<b>Name of Applicant:</b> 873174 Ontario Ltd. 9/6 Woodley's Jewellers.	<b>Complete Address including Postal Code:</b> 109 King St. E Gananoque Ont. K7L 1G3	<b>Phone:</b> 613 382 3202 <b>Fax:</b> <b>E-mail:</b> woodleys3@gmail.com
<b>Name of Property Owner (if different than applicant):</b> Peter + Karen Woodley	<b>Complete Address including Postal Code:</b> Same	<b>Phone:</b> <b>Fax:</b> <b>E-mail:</b>
<b>Architect/Designer/Planner:</b>	<b>Complete Address including Postal Code:</b>	<b>Phone:</b> <b>Fax:</b> <b>E-mail:</b>
<b>Engineer:</b>	<b>Complete Address including Postal Code:</b>	<b>Phone:</b> <b>Fax:</b> <b>E-mail:</b>
<b>Ontario Land Surveyor:</b>	<b>Complete Address including Postal Code:</b>	<b>Phone:</b> <b>Fax:</b> <b>E-mail:</b>

**Street or Property Address (if applicable):** 107-113 King St. E.

**LEGAL DESCRIPTION**

**Lot/Con/Plan:** Plan 86 Pt Lot 42 Gan RE 7100.00SF 59.16 Fr 100.00 D  
See Tax Bill

<b>Frontage:</b>	<b>Depth:</b>	<b>Area (sq.m):</b>	<b>Area (acres):</b>
_____	_____	_____	_____

**SUBMISSION REQUIREMENTS**

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

- Site Plan(s)** including scaled accurate measurements of:
  - o Title, location and date of project including legend and scale (graphic bar scale as well as written ratio scale);
  - o Dimensions and areas of the site including existing natural and artificial features i.e: buildings, watercourses, wetlands, woodlands.
  - o Dimensions and gross floor area of all building and structures to be erected;
  - o Existing structures to be retained, removed or relocated;
  - o Distances between lot lines and the various buildings, structures, parking areas, driveways and other features;
  - o Proposed elevation of finished grades including area to be filled or excavated, retaining walls, drainage ditches;
  - o Parking areas including number, size of spaces and dimensions. The plans shall have regard for **Ontario Regulation 413/12 made under Accessibility for Ontarians with Disabilities Act, 2005**. This shall include, but not be limited to, providing appropriate designated parking spaces and unobstructed building access features.
  - o Access driveways including curbing and sidewalks
  - o Proposed fire routes and fire route sign locations
  - o Dimensions and locations of loading zones, waste receptacles and other storage spaces;
  - o Location, height and type of lighting fixtures including information on intensity and the direction in which they will shine relative to neighbouring streets and properties;
  - o Location of sign (sign permit to be applied for through the Building Permit process) as per By-law 2005-41;
  - o Location, type and size of any other significant features such as fencing, gates and walkways.
- Drainage Plan(s)** including scaled accurate measurements of:
  - o Drainage Plan must demonstrate proposed development is handled on-site and does not infringe on neighbouring properties;
- Landscape Plan(s)** including scaled accurate measurements of:
  - o Landscape Plan showing size, type and location of vegetation, areas to be seeded or sod. Plan to show existing landscape features to be retained, removed or relocated;
- Site Servicing Plan(s)** including scaled accurate measurements of:
  - o Site Servicing Plan (plan/profile) including layout of existing water, sewer, gas lines, proposed connections, utility easements, fire hydrants, hydro poles, lighting, trees, transformers and pedestals.
- Grade Control and Drainage Plan(s)** including scale accurate measurements of:
  - o Existing elevations on subject and adjacent lands and long centerline or adjacent street lines, which are to be geodetic;
  - o Location of any creeks, ravines or watercourses with elevations and contours;
  - o Arrows indicating the proposed direction of flow of all surface water;
  - o Location and direction of swales, surface water outlets, rip-rap, catch basins, rock, retaining walls, culverts
  - o Existing and/or proposed right-of-ways or easements
- Elevation and Cross-Section Plan(s)** including scale accurate measurements of:
  - o Drawings that show plan, elevations and cross section views for each building or structure to be erected;
  - o Conceptual design of building;
  - o Relationship to existing buildings, streets and exterior areas to which members of the public have access to;
  - o Exterior design including character, scale, appearance and design features of the proposed building;
  - o Design elements of adjacent Town road including trees, shrubs, plantings, street furniture, curbing and facilities designed to have regard for accessibility
  - o Photographs of the subject land and abutting streetscape on both side of the street
- Supporting Studies and Reports.** Technical reports/plans or studies may be required to assist in the review process of a Development Permit Application. Applications for Development Permit may be required to submit the following studies or reports. Applicants should consult with Municipal staff to determine site specific requirements:

<input type="checkbox"/> Servicing options report	<input type="checkbox"/> Phase I Environmental Study and if investigation as required
<input type="checkbox"/> Hydrogeological Study	<input type="checkbox"/> Noise and/or vibration study
<input type="checkbox"/> Drainage and/or stormwater management report	<input type="checkbox"/> Source Water protection study
<input type="checkbox"/> Environmental Impact Assessment for a natural heritage feature or area	<input type="checkbox"/> MDS I or II calculation
<input type="checkbox"/> Archaeological Assessment	<input type="checkbox"/> Minimum Separation distance calculation for an industrial use or a waste management facility
<input type="checkbox"/> Influence area study for development in proximity to a waste management facility or industrial use	<input type="checkbox"/> Confirmation of sufficient reserve sewage system capacity and reserve water system capacity
<input type="checkbox"/> Traffic Study	<input type="checkbox"/> Vegetation Inventory and/or Tree Preservation Plan
<input type="checkbox"/> Heritage Resource Assessment	<input type="checkbox"/> Supporting Land Use Planning Report
<input type="checkbox"/> Mine hazard rehabilitation assessment	

**Existing Use(s):**

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

Has the property been designated as a Heritage Site?  Yes  No

Is the property presently under a Site Plan Agreement?  Yes  No

Has the property ever been subject of an application under Section 34 (Zoning), 41 (Site plan) or 45 (Minor Variance) of the Planning Act?  Yes  No

If yes, provide the file number and the status of the application? Unsure Probably No.

**Proposed Use(s):** Short term accomodation.

Is the Use permitted or permitted subject to criteria as set out in the development permit by-law and how have the applicable criteria have been addressed? Discretionary.

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

No.

Abutting Land Use(s): Commercial (Bank | restaurant).

Is the Development to be phase?  Yes  No

What is the anticipated date of construction? N/A.

Is the land to be divided in the future? N/A.

Are there any easements, right-of-ways or restrictive covenants affecting the subject land?  Yes  No

**Plan Details:**

<input type="checkbox"/> Residential	<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional
	Lot Area: _____ (sq.m)	Building Coverage: _____ (%) _____ (sq.m)	Landscape Coverage: _____ (%) _____ (sq.m)
Building Height: _____	No. of Storeys: _____	No. of Units: _____	Method of Garbage Storage: _____
<b>Parking Surface:</b> Existing: <u>Yes</u> Proposed: _____	Number of Parking Spaces: Existing: _____ Proposed: _____ Total: _____	Dimensions of Parking Spaces: <u>66' x 44'</u> Length Width	Number of Accessible Spaces: <u>16</u>
Loading Spaces: _____	Number of Loading Spaces: _____	Dimensions of Loading Spaces: _____	Other: _____

**Heritage Tourist Inn/Bed and Breakfast:**

Is this an application for a Heritage Tourist Inn? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Guest Rooms: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> Other _____	Is this an application for a Bed and Breakfast? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Number of Guest Rooms: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> Other _____
--	---	---	---

A Heritage Tourist Inn will require a Heritage Resource Assessment evaluating the heritage significance of the property including a description of historic features is required with the submission of this application.

EXISTING BUILDINGS:		Building 1	Building 2
	Type of Structure <u>stone + Brick</u>		
	Date Constructed: <u>1800's</u>		
	Front Line Setback:		
	Rear Lot Line Setback:		
	Side Lot Line Setback:		
	Side Lot Line Setback:		
	Height:		
	Dimensions:		
	Floor Area:		
PROPOSED BUILDINGS:		Building 1	Building 2
<u>M/A</u>	Type of Structure:		
	Proposed Date of Construction:		
	Front Line Setback:		
	Rear Lot Line Setback:		
	Side Lot Line Setback:		
	Side Lot Line Setback:		
	Height:		
	Dimensions:		
	Floor Area:		
Attached Additional Page, if necessary			

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

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

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

**AUTHORIZATION BY OWNER**

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

<u>Peter Woodley</u> Owner Name (Please Print)	<u>Karen Woodley</u> Owner Name (Please Print)
_____ Signature of Owner	_____ Signature of Owner
_____ Signature of Witness (not applicant)	_____ Date

**CONSENT BY OWNER**

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

I/We, X 873174 Ontario Ltd, am/are the registered owner(s) of the land that is the subject of this application for Development Purposes and for purposes of the Municipal Freedom of Information and Protection of Privacy Act. I/We hereby authorize the use, or disclosure, to any person or public body, of any personal information collected under the authority of the Planning Act of the purpose of processing this application.

<u>X Peter Woodley</u> Signature of Owner	<u>X Karen Woodley</u> Signature of Owner
_____ Signature of Witness (not applicant)	<u>X June 21, 2022</u> Date

**DECLARATION OF APPLICANT**

I, Karen Woodley of the Town of Gananoque in the Ont. of \_\_\_\_\_ solemnly declare that:

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

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

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

Declared before me at Gananoque, Ont. Province of Ontario, this 21 day of June, 2022.

Brenda Guy  
Commissioner of the Town of Gananoque  
Signature of a Commissioner, etc

K Woodley  
Signature of Applicant

<b>Office Use Only:</b>		Roll No: <u>0814 000 020 25100</u>
Official Plan Designation: <u>General Commercial</u>	Development Permit Designation: <u>Commercial Traditional</u>	Other: _____
Access (Entrance Permits etc): _____	Water and Sewer Hookup (Permits etc): _____	Other: _____
Other Concurrent Applications: <input type="checkbox"/> Cash-in-Lieu of Parking <input type="checkbox"/> Condominium Approval <input type="checkbox"/> Consent/Severance	<input type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Subdivision Approval	Fees Received: <u>CS</u>
Date Application Received: <u>July 7, 2022</u>	Date Application Deemed Complete: _____	

**Peer Review/Consultant Services**

In order to streamline the Town of Gananoque's planning process, peer review services may be contracted out by the Town under the current General Fees and Rates Bylaw. These may include but are not limited to the following:

- |  |                           |
|--|---------------------------|
| Official Plan Amendment                | Sanitary System Design    |
| Condominium Applications               | Site Plan Applications    |
| Consent Applications                   | Subdivision Applications  |
| Environmental Assessment               | Storm Water Management    |
| Minor Variance Applications            | Traffic Studies           |
| Noise Studies                          | Water Distribution System |
| Ontario Municipal Board Representation | Zoning By-law Amendment   |
| Part Lot Control                       | Other Miscellaneous       |

The use of and choice of peer review contract consultants for either planning or engineering on any specific project are subject to the approval of either the Clerk/Manager of Planning and Development or the Director of Public Works, Community Services within their respective areas of jurisdiction.

All costs for the peer review consultants shall be fully paid by the applicant/developer.

Upon approval of the use of a peer review consultant, the applicant/developer shall execute the agreement below with the Town and post a security deposit of \$2,000 (two thousand dollars).

All submissions, correspondence etc. shall be directed to the Manager of Planning and Development, who shall be responsible for distribution.

All invoices from the peer review consultant shall be paid by the Town and subsequently invoiced to the applicant/developer. If payment is not received by the Town within 30 (thirty) days of receipt, then the Town will recover its costs for the security deposit or any other securities which have been posted for the project by the applicant/developer. In that event, the work shall cease on the project and will not commence again until the outstanding invoice has been paid in full, and the securities topped up to their original balance.

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

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I, 2873174 Ontario Ltd of ~~the~~ Gananoque of \_\_\_\_\_ in the  
Province of Ontario solemnly declare that:

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

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

Peter Woodley  
Print Name - Owner/Applicant

[Signature]  
Signature - Owner/Applicant

July 8/22  
Date

[Signature]  
Clerk or Manager of Planning and Development

KW





Vendor : 1000 To ZYCOM

Batch : All

Cash Requirement Date : Jul 29, 2022

Bank : 0099 To 07

Vendor Invoice	Vendor Name Description	Batch/ Pay Medium Code	Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
<b>10023</b>	<b>THOUSAND ISLANDS ACCOMODATION PARTNERS</b>							
MOTION2022-36	GORD BROWN MEMORI/ CDA 150 OUTDOOR RINK	210 T	07-Jul-2022 07-Jul-2022	10,000.00	10,000.00	0.00	0.00	0.00
<b>10032</b>	<b>1000 ISLANDS HISTORY MUSEUM</b>							
188	CANADA DAY FACE PAINTER	174 T	05-Jul-2022 05-Jul-2022	300.00	300.00	0.00	0.00	0.00
<b>10097047</b>	<b>10097047 CANADA INC. - EVB ENGINEERING</b>							
5672	MAY 31 INV 425 FOURTH ST	174 T	01-Jun-2022 01-Jun-2022	1,756.02	1,756.02	0.00	0.00	0.00
5700	SPS#2 SHELTER	174 T	14-Jun-2022 14-Jun-2022	2,034.00	2,034.00	0.00	0.00	0.00
<b>2733449</b>	<b>2733449 ONTARIO INC O/A KNAPP CONSTRUCTION</b>							
1455	HYDRO VAC TRUCK RENTAL	201 T	24-Jun-2022 24-Jun-2022	8,757.50	8,757.50	0.00	0.00	0.00
1468	HYDRO VAC TRUCK JUNE 28 2022 245 FIRST ST	201 T	29-Jun-2022 29-Jun-2022	-2,452.10	-2,452.10	0.00	0.00	0.00
1468REVCREDIT	ENTERED AS CREDIT IN ERROR	201 T	29-Jun-2022 29-Jun-2022	2,452.10	2,452.10	0.00	0.00	0.00
1468A	HYDRO VAC TRUCK JUNE 28TH 245 FIRST ST	201 T	29-Jun-2022 29-Jun-2022	2,452.10	2,452.10	0.00	0.00	0.00
<b>ABE01</b>	<b>ABELL PEST CONTROL</b>							
A4289546	JULY 2022	174 T	01-Jul-2022 01-Jul-2022	103.95	103.95	0.00	0.00	0.00
<b>ACC04</b>	<b>ACCLAIMS ENVIROMENTAL INC.</b>							
449	MGT SYSTEMS 101 6 PARTICIPANTS	203 T	11-Jul-2022 11-Jul-2022	1,779.75	1,779.75	0.00	0.00	0.00
<b>ACC06</b>	<b>ACCENT BUILDING SCIENCES</b>							
022-1283	BUILDING CONDITION ASSESSMENT	201 T	15-Jul-2022 15-Jul-2022	20,498.20	20,498.20	0.00	0.00	0.00
<b>ALL02</b>	<b>ALLIANCE WIRELESS COMMUNICATIONS</b>							
C2751-070122	JUNE 2022	174 T	01-Jul-2022 01-Jul-2022	229.01	229.01	0.00	0.00	0.00
<b>ALL11</b>	<b>ALLIANCE SECURITY TEAM</b>							
YAL3390-070122	DSC ALARM SYSTEM	174 T	01-Jul-2022 01-Jul-2022	3,954.04	3,954.04	0.00	0.00	0.00
<b>ARC02</b>	<b>ARCTIC GLACIER</b>							
4220219603	marina ice	210 T	15-Jul-2022 15-Jul-2022	748.06	748.06	0.00	0.00	0.00
<b>ARNLIBRARY</b>	<b>ARNPRIOR PUBLIC LIBRARY</b>							
JUNE 24 2022	CHG FOR BOOKS NOT RETURNED	174 C	24-Jun-2022 24-Jun-2022	51.05	51.05	0.00	0.00	0.00
<b>ART04</b>	<b>ARTISAN ENTERTAINMENT</b>							
2NDPMT2022CO	FINAL PAYMENT WATERFRONT CONCEP	174 T	12-Jul-2022 12-Jul-2022	10,000.00	10,000.00	0.00	0.00	0.00



Vendor : 1000 To ZYCOM

Batch : All

Cash Requirement Date : Jul 29, 2022

Bank : 0099 To 07

Vendor Invoice	Vendor Name Description	Batch/ Pay Medium Code	Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
2202-07	MATTAP MOTION 2202-07 SEPT 9-11 EVENT	201 T	19-Jul-2022 19-Jul-2022	12,000.00	12,000.00	0.00	0.00	0.00
<b>ASI01</b>	<b>ASIA EMBROIDERY INC.</b>							
10042	APPAREL	174 T	28-Jun-2022 28-Jun-2022	2,017.15	2,017.15	0.00	0.00	0.00
10045	FLEECE HOODED JACKET	174 T	29-Jun-2022 29-Jun-2022	131.10	131.10	0.00	0.00	0.00
<b>BAR11</b>	<b>BARIL JENNIFER</b>							
EXPJULY52022	EXP REPORT	174 T	05-Jul-2022 05-Jul-2022	544.97	544.97	0.00	0.00	0.00
<b>BAT01</b>	<b>BATTLEFIELD EQUIP RENTALS</b>							
24260257	DIESEL PUMP /HOSE/FLOAT BOX/ FITTING	174 T	30-Jun-2022 30-Jun-2022	9,407.93	9,407.93	0.00	0.00	0.00
<b>BEL02</b>	<b>BELL CANADA</b>							
N6087206 JUNE : S4T4 CIRCUITS		174 C	28-Jun-2022 28-Jun-2022	428.66	428.66	0.00	0.00	0.00
<b>BEL04</b>	<b>BELL MOBILITY INC</b>							
530782071 JUNE	EMPLOYEE / COMPANY PHONE BILL	174 T	27-Jun-2022 27-Jun-2022	6,392.74	6,392.74	0.00	0.00	0.00
<b>BEN08</b>	<b>BENSON ALICIA L.</b>							
EXPJULY62022	UNIFORM PANTS	201 T	06-Jul-2022 06-Jul-2022	27.11	27.11	0.00	0.00	0.00
<b>BIRDI</b>	<b>BIRDI CHANTI M.</b>							
EXPNOV292021	KINGSTON COMM HOUSING FORUM	265 C	29-Nov-2021 29-Nov-2021	20.00	20.00	0.00	0.00	0.00
<b>BIS04</b>	<b>BISHOP MICHAEL</b>							
100	CANADA DAY ENTERTAINMENT	169 T	30-Jun-2022 30-Jun-2022	1,500.00	1,500.00	0.00	0.00	0.00
<b>BOU04</b>	<b>BOULTON SEPTIC/LARMON'S</b>							
36989	MAY 9 INV MARINA PUMP OUT	174 T	01-Jun-2022 01-Jun-2022	367.25	367.25	0.00	0.00	0.00
<b>BRO01</b>	<b>BROCKVILLE POLICE SERVICE</b>							
#22-10	2022 USE OF FORCE SHARE RENTAL FACILITY	203 C	11-Jul-2022 11-Jul-2022	2,094.71	2,094.71	0.00	0.00	0.00
<b>BROWNM</b>	<b>MALLORY BISHOP BROWN</b>							
1	4X8 MURAL PANEL	174 T	01-Jul-2022 01-Jul-2022	5,000.00	5,000.00	0.00	0.00	0.00
EXPENSES	EXPENSES RE MURAL	174 T	29-Jun-2022 29-Jun-2022	463.19	463.19	0.00	0.00	0.00
<b>CAD01</b>	<b>CADUCEON ENVIRONMENTAL LABS</b>							
22-10381	WATER TESTING	201 T	30-Jun-2022 30-Jun-2022	991.58	991.58	0.00	0.00	0.00
22-10382	SEWAGE SAMPLES	201 T	30-Jun-2022 30-Jun-2022	616.08	616.08	0.00	0.00	0.00



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22-10384	LEAD SAMPLING	201	30-Jun-2022	116.79	116.79	0.00	0.00	0.00
		T	30-Jun-2022					
22-10385	MICROCYSTIN SAMPLES	201	30-Jun-2022	720.49	720.49	0.00	0.00	0.00
		T	30-Jun-2022					
<b>CAN06</b>	<b>CANTY AIDAN</b>							
EXPJULY92022	MILEAGE	174	09-Jul-2022	106.14	106.14	0.00	0.00	0.00
		T	09-Jul-2022					
<b>CELLCOM</b>	<b>8755477 CANADA INC.</b>							
252474-B1	IPONE 13 256GB MIDNIGHT	201	12-Jul-2022	347.61	347.61	0.00	0.00	0.00
		T	12-Jul-2022					
252259-B1	IPONE 13 256 GB PINK	201	07-Jul-2022	346.48	346.48	0.00	0.00	0.00
		T	07-Jul-2022					
252723-B1	IPONE 13 MINI 256GB MIDNIGHT	203	19-Jul-2022	307.46	307.46	0.00	0.00	0.00
		T	19-Jul-2022					
252752-B1	SAMSUNG	203	20-Jul-2022	443.13	443.13	0.00	0.00	0.00
		T	20-Jul-2022					
252929-B1	SAMSUNG CREDIT	203	21-Jul-2022	-443.13	-443.13	0.00	0.00	0.00
		T	21-Jul-2022					
252917-B1	APPLE IPONE 13	203	21-Jul-2022	612.29	612.29	0.00	0.00	0.00
		T	21-Jul-2022					
<b>CIN01</b>	<b>CINTAS CANADA LIMITED</b>							
4124185444	TOWN HALL RUG RENTAL	169	04-Jul-2022	43.31	43.31	0.00	0.00	0.00
		T	04-Jul-2022					
4124860897	TOWN HALL RUG RENTAL ROTATION	203	11-Jul-2022	43.31	43.31	0.00	0.00	0.00
		T	11-Jul-2022					
4125558547	TH ROTATING RUG RENTAL	203	18-Jul-2022	43.31	43.31	0.00	0.00	0.00
		T	18-Jul-2022					
4126235056	TH ROTATING RUG RENTAL	203	25-Jul-2022	43.31	43.31	0.00	0.00	0.00
		T	25-Jul-2022					
<b>CKENCH</b>	<b>KENCH CATHARINE</b>							
IMPROVEMENTF	community improvement plan	174	10-Jun-2022	14,409.29	14,409.29	0.00	0.00	0.00
		T	10-Jun-2022					
<b>COM20</b>	<b>COMPLIANCE 365 INC</b>							
CDX22013	COMPLIANCE 365 INC AUG 1 2022 - JULY 31 2023	203	25-Jul-2022	3,325.59	3,325.59	0.00	0.00	0.00
		T	25-Jul-2022					
<b>CUL02</b>	<b>CULLIGAN OF BROCKVILLE</b>							
1138342	JUNE WATER	174	30-Jun-2022	70.15	70.15	0.00	0.00	0.00
		T	30-Jun-2022					
<b>CUN01</b>	<b>CUNNINGHAM SWAN CARTY LITTLE &amp; BONHAM LLP</b>							
179897	CODE OF CONDUCT	174	28-Jun-2022	1,412.50	1,412.50	0.00	0.00	0.00
		T	28-Jun-2022					
179896	CODE OF CONDUCT	174	28-Jun-2022	621.50	621.50	0.00	0.00	0.00
		T	28-Jun-2022					
180220	FILE 164-138	203	04-Jul-2022	960.50	960.50	0.00	0.00	0.00
		T	04-Jul-2022					
<b>CUP01</b>	<b>CANADIAN UNION OF PUBLIC EMPLOYEES</b>							
JUNE DUES	JUNE DUES	174	01-Jul-2022	1,062.74	1,062.74	0.00	0.00	0.00
		T	01-Jul-2022					



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		174	12-Jul-2022	558.46	558.46	0.00	0.00	0.00
		C	12-Jul-2022					
		203	21-Jul-2022	558.46	558.46	0.00	0.00	0.00
		C	21-Jul-2022					
<b>DUN04</b>	<b>DUNDEE MARINE</b>							
1357	CHAMBER BYPASS PLATE REMOVAL / INSTALLATION - DIVE CREW	201 T	13-Jul-2022 13-Jul-2022	10,057.00	10,057.00	0.00	0.00	0.00
<b>ENVCONT1</b>	<b>ENVIRONMENTAL CONTRACTING SERVICES INC.</b>							
PROG#5	BY-LAW 2021-097	174 T	30-Jun-2022 30-Jun-2022	167,648.59	167,648.59	0.00	0.00	0.00
PROG#4	BYLAW 2021-097 TOWN HALL	174 T	01-Jun-2022 01-Jun-2022	100,817.19	100,817.19	0.00	0.00	0.00
<b>ETC01</b>	<b>ETC ECO TREE CARE INC.</b>							
13671	TREE PRUNING LAGOON	174 T	24-Jun-2022 24-Jun-2022	3,955.00	3,955.00	0.00	0.00	0.00
<b>EVO02</b>	<b>EVOQUA WATER TECHNOLOGIES LTD.</b>							
905382357	MAY 27 INV ADAPTER	201 T	01-Jun-2022 01-Jun-2022	38.50	38.50	0.00	0.00	0.00
<b>FAM02</b>	<b>FAMILY SERVICES EAP KINGSTON</b>							
0622TOG	FSEAP SERVICES APRIL - JUNE 2022	174 T	28-Jun-2022 28-Jun-2022	1,897.95	1,897.95	0.00	0.00	0.00
<b>FOS01</b>	<b>FOSTER REPAIR SERVICE</b>							
I00031083 00	CHEV SILV V0414	174 T	27-Jun-2022 27-Jun-2022	158.20	158.20	0.00	0.00	0.00
I00030986 00	V2909 2009 CHEV SILV 1500 TAIL GATE/REAR BUMPER KIT	174 T	07-Jun-2022 07-Jun-2022	862.96	862.96	0.00	0.00	0.00
I00031141 00	V2819 2019 CHEV SILV 3500HD OIL CHANGE	201 T	07-Jul-2022 07-Jul-2022	132.84	132.84	0.00	0.00	0.00
I00031183 00	01 FREIGHTLINER#2 LADDER TRUCK	201 T	18-Jul-2022 18-Jul-2022	1,253.35	1,253.35	0.00	0.00	0.00
I00031200 00	AF24840 V0414 2014 CHEV SILV	210 T	21-Jul-2022 21-Jul-2022	2,104.78	2,104.78	0.00	0.00	0.00
<b>FRO05</b>	<b>FRONTENAC MUNICIPAL LAW ENFORCEMENT INC.</b>							
GAN-2022-JUNE	ANNIMAL CONTROL / BYLAW / PARKING	174 T	30-Jun-2022 30-Jun-2022	8,250.63	8,250.63	0.00	0.00	0.00
GAN-LANDFILL2I	JUNE WASTE ATTENDANT	174 T	30-Jun-2022 30-Jun-2022	1,187.85	1,187.85	0.00	0.00	0.00
<b>FRO08</b>	<b>FRONTLINE OUTFITTERS</b>							
58955	PANT	174 T	07-Jun-2022 07-Jun-2022	207.69	207.69	0.00	0.00	0.00
59154	SHIRT	203 T	21-Jul-2022 21-Jul-2022	95.06	95.06	0.00	0.00	0.00
<b>FSET</b>	<b>FSET INC.</b>							
4263	DESKTOP SERVICE JUNE 2022	174 T	01-Jul-2022 01-Jul-2022	6,587.90	6,587.90	0.00	0.00	0.00



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<b>GAN02</b>	<b>GANANOQUE CANOE CLUB</b>							
MOTION2022-11	COMMUNITY GRANT	210	12-Jul-2022	1,695.00	1,695.00	0.00	0.00	0.00
		T	12-Jul-2022					
<b>GAN08</b>	<b>GANANOQUE CHEVROLET BUICK GMC CADILLAC</b>							
338447	60420 TAHOE LS WHITE	174	27-Jun-2022	118.25	118.25	0.00	0.00	0.00
		T	27-Jun-2022					
<b>GAN28</b>	<b>GANANOQUE POLICE ASSOCIATION</b>							
JUNE2022	2ND QTR DUES APRIL MAY JUNE	174	01-Jul-2022	7,117.50	7,117.50	0.00	0.00	0.00
		T	01-Jul-2022					
<b>GAN44</b>	<b>GAN SIGN WORKS</b>							
11301	ARTISAN ENT. FUNDS RECEIVED JULY 19 2022	201	30-Jun-2022	406.80	406.80	0.00	0.00	0.00
		T	30-Jun-2022					
<b>GANRKWAY</b>	<b>GANA ROCK WAY</b>							
MOTION 2022-26	motion 2022-26	212	29-Jul-2022	3,847.72	3,847.72	0.00	0.00	0.00
		T	29-Jul-2022					
<b>GEE01</b>	<b>SCOTT GEE</b>							
VEHALLOWANCE	MONTHLY VEHICLE ALLOWANCE JULY 2022	174	05-Jul-2022	550.00	550.00	0.00	0.00	0.00
		T	05-Jul-2022					
		169	04-Jul-2022	220.00	220.00	0.00	0.00	0.00
		T	04-Jul-2022					
<b>GOF01</b>	<b>GOFF CLIFF</b>							
2209	365 VICTORIA AVE	201	18-Jul-2022	276.85	276.85	0.00	0.00	0.00
		T	18-Jul-2022					
2210	90 STONE ST N	201	18-Jul-2022	84.75	84.75	0.00	0.00	0.00
		T	18-Jul-2022					
<b>GOW01</b>	<b>GOWLING WLG (CANADA) LLP</b>							
19862668	53640-166660 GENERAL LIAB INS	201	30-Jun-2022	1,520.98	1,520.98	0.00	0.00	0.00
		T	30-Jun-2022					
<b>GRE09</b>	<b>GREEN TRACTORS INC.</b>							
P16520	ELBOW FITTING	210	15-Jul-2022	15.66	15.66	0.00	0.00	0.00
		T	15-Jul-2022					
<b>GUY01</b>	<b>GUY BRENDA</b>							
EXP0712202	CELL PHONE REIMBURSEMENT JAN-JUNE 2022	201	12-Jul-2022	352.56	352.56	0.00	0.00	0.00
		T	12-Jul-2022					
<b>HAC02</b>	<b>HACH SALES &amp; SERVICE CANADA LP</b>							
293243	WATER TESTING SUPPLIES	201	13-Jul-2022	805.57	805.57	0.00	0.00	0.00
		T	13-Jul-2022					
<b>HAN01</b>	<b>HANSLER SMITH LTD</b>							
5704961	SAFETY SUPPLIES	174	16-Jun-2022	258.25	258.25	0.00	0.00	0.00
		T	16-Jun-2022					
<b>HEN04</b>	<b>HENDERSON PRINTING INC.</b>							
73240	DAILY TIME SHEETS	174	23-Jun-2022	791.84	791.84	0.00	0.00	0.00
		T	23-Jun-2022					



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<b>HGCMGT</b>	<b>HGC MANAGEMENT INC</b>							
44856	POLYSTYRENE	174	30-Jun-2022	67.80	67.80	0.00	0.00	0.00
		T	30-Jun-2022					
<b>HIGGSLORI</b>	<b>HIGGS LORI</b>							
EXPJULY52022	EXPENSES	174	05-Jul-2022	73.49	73.49	0.00	0.00	0.00
		T	05-Jul-2022					
<b>HUD01</b>	<b>HUDSON PAMELA FORSYTH</b>							
EXPJUNE302022	HOME HDW AND DOLLARAMA	169	30-Jun-2022	224.96	224.96	0.00	0.00	0.00
		T	30-Jun-2022					
EXPJULY72022	EXPENSES	174	07-Jul-2022	124.27	124.27	0.00	0.00	0.00
		T	07-Jul-2022					
<b>JET02</b>	<b>JET ELECTRICAL CONTRACTORS</b>							
7264	EMERGENCY CALL KING & CARNICHAEL	174	30-Jun-2022	1,192.15	1,192.15	0.00	0.00	0.00
		T	30-Jun-2022					
7235	CHARLES STONE RED LIGHT	201	16-Jun-2022	490.42	490.42	0.00	0.00	0.00
		T	16-Jun-2022					
7285	JOEL STONE PARK LIGHTS	201	08-Jul-2022	571.43	571.43	0.00	0.00	0.00
		T	08-Jul-2022					
7290	KING & STONE TRAFFIC LIGHT	201	11-Jul-2022	1,000.94	1,000.94	0.00	0.00	0.00
		T	11-Jul-2022					
7291	KING & CARMICHAEL TRAFFIC LIGHT	201	09-Jul-2022	258.77	258.77	0.00	0.00	0.00
		T	09-Jul-2022					
7292	KING & CHARLES TRAFFIC LIGHT	201	09-Jul-2022	315.27	315.27	0.00	0.00	0.00
		T	09-Jul-2022					
7309	PUMP INSTALLATION	201	15-Jul-2022	289.96	289.96	0.00	0.00	0.00
		T	15-Jul-2022					
7288	BULB REPLACEMENT	203	08-Jul-2022	110.95	110.95	0.00	0.00	0.00
		T	08-Jul-2022					
7324	WTP CONTACTOR	203	22-Jul-2022	2,774.43	2,774.43	0.00	0.00	0.00
		T	22-Jul-2022					
7270	DOCK LIGHTING	210	01-Jul-2022	90.40	90.40	0.00	0.00	0.00
		T	01-Jul-2022					
7289	VARIOUS LOCATES	210	09-Jul-2022	1,591.38	1,591.38	0.00	0.00	0.00
		T	09-Jul-2022					
7314	CHECK TIMING KING&CARMICHAEL	210	20-Jul-2022	45.20	45.20	0.00	0.00	0.00
		T	20-Jul-2022					
7315	pole 385 swap head	210	20-Jul-2022	639.02	639.02	0.00	0.00	0.00
		T	20-Jul-2022					
7320	troubleshoot day burners	210	21-Jul-2022	310.75	310.75	0.00	0.00	0.00
		T	21-Jul-2022					
7322	PINE ST PHOTO CELL	210	22-Jul-2022	1,566.46	1,566.46	0.00	0.00	0.00
		T	22-Jul-2022					
7323	POLICE STATION BALLAST & BULBS	210	22-Jul-2022	1,003.25	1,003.25	0.00	0.00	0.00
		T	22-Jul-2022					
7328	STONE ST LIGHTS	210	23-Jul-2022	90.40	90.40	0.00	0.00	0.00
		T	23-Jul-2022					
7329	KING&CARNICHAEL GREEN 8"	210	23-Jul-2022	717.55	717.55	0.00	0.00	0.00
		T	23-Jul-2022					
<b>JLR01</b>	<b>J L RICHARDS &amp; ASSOCIATES</b>							



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102677	JAN 14 2022 INV NOV-DEC 2021 PROF SERVICES	174 T	01-Jun-2022 01-Jun-2022	329.26	329.26	0.00	0.00	0.00
103662	MARCH 10 2022 INV FEB 22 PROF SERVICES	174 T	01-Jun-2022 01-Jun-2022	350.02	350.02	0.00	0.00	0.00
102509	JAN 12 22 INV OCT-DEC PROF SERV WTP	174 T	01-Jun-2022 01-Jun-2022	1,290.32	1,290.32	0.00	0.00	0.00
100409	SEPT 11 2021 INV JUNE AUGUST PROF SERV	174 T	01-Jun-2022 01-Jun-2022	284.76	284.76	0.00	0.00	0.00
99911	AUG 11 2021 INV MAY-JULY 2021 PROF SERVICES	174 T	01-Jun-2022 01-Jun-2022	664.44	664.44	0.00	0.00	0.00
103138	FEB 10 22 INV JAN 2022 PROFF SERV	174 T	01-Jun-2022 01-Jun-2022	1,276.98	1,276.98	0.00	0.00	0.00
102679	JAN 14 22 INV NOV-DEC PROFF SERVICES	174 T	01-Jun-2022 01-Jun-2022	493.88	493.88	0.00	0.00	0.00
<b>JOE01</b>	<b>JOE JOHNSON EQUIPMENT</b>							
P40138	HUB ASSEMBLY	201 T	12-Jul-2022 12-Jul-2022	489.79	489.79	0.00	0.00	0.00
P40217	HUB ASSMBLY & BELTS	210 T	19-Jul-2022 19-Jul-2022	1,091.76	1,091.76	0.00	0.00	0.00
<b>JSTONE</b>	<b>STONE JENNY</b>							
1	EXPENSES	174 T	29-Jun-2022 29-Jun-2022	983.02	983.02	0.00	0.00	0.00
<b>KEY04</b>	<b>KEYES BLAKE</b>							
EXPJUNE272022	MILEAGE APR 4 - JUNE 27 2022	174 T	30-Jun-2022 30-Jun-2022	174.00	174.00	0.00	0.00	0.00
<b>KIL02</b>	<b>KILEY PAVING LTD.</b>							
DRAW#3PAVING	MAY 2022 BY-LAW 2021-098	174 T	01-Jun-2022 01-Jun-2022	199,709.35	199,709.35	0.00	0.00	0.00
<b>KIN08</b>	<b>KINGSTON HUMANE SOCIETY</b>							
810477	MONTHLY FEE / TAG SALE	201 T	30-Jun-2022 30-Jun-2022	232.36	232.36	0.00	0.00	0.00
<b>LEE02</b>	<b>LEEDS GRENVILLE &amp; LANARK DISTRICT HEALTH UNIT</b>							
MUNICIPAL2022	MONTHLY TRS	170 T	01-Jul-2022 01-Jul-2022	8,831.94	8,831.94	0.00	0.00	0.00
<b>LIPHOOK</b>	<b>LIPHOOK COUPLER SYSTEMS</b>							
22.15	UTIL2022-CURBSTOPS	174 T	24-Jun-2022 24-Jun-2022	3,299.60	3,299.60	0.00	0.00	0.00
<b>M&amp;L01</b>	<b>M &amp; L SUPPLY FIRE &amp; SAFETY</b>							
12883	PROTEGE ZM ASS	201 T	07-Jul-2022 07-Jul-2022	749.08	749.08	0.00	0.00	0.00
<b>MAC04</b>	<b>MACEWEN PETROLEUM INC</b>							
130799	DYED DIESEL	203 T	05-Jul-2022 05-Jul-2022	982.84	982.84	0.00	0.00	0.00



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130849	CLEAR DIESEL	203	05-Jul-2022	1,167.19	1,167.19	0.00	0.00	0.00
		T	05-Jul-2022					
<b>MAR17</b>	<b>MARSHALL'S CLEANING SERVICES</b>							
INV0165	VISITOR CENTER	174	27-Jun-2022	452.00	452.00	0.00	0.00	0.00
	EXTERIOR CLEANING	T	27-Jun-2022					
<b>MIN12</b>	<b>MINISTER OF FINANCE</b>							
30050722134301	OPTIC B1 ANNUAL	203	05-Jul-2022	9,985.10	9,985.10	0.00	0.00	0.00
		C	05-Jul-2022					
		201	15-Jul-2022	313.75	313.75	0.00	0.00	0.00
		T	15-Jul-2022					
		201	14-Jul-2022	450.00	450.00	0.00	0.00	0.00
		T	14-Jul-2022					
<b>MPA02</b>	<b>MUNICIPAL PROPERTY ASSESSMENT CORPORATION</b>							
1800031173	QTRLY RECOVERY OF PROPERTY ASS SERVICES	204	01-Jul-2022	17,332.45	17,332.45	0.00	0.00	0.00
		E	01-Jul-2022					
<b>MUL03</b>	<b>K. MULROONEY TRUCKING LTD</b>							
2022-01455	LAGOON REPLACEMENT PT#1(STRUCTURES 2&3)	203	30-Jun-2022	188,011.28	188,011.28	0.00	0.00	0.00
		T	30-Jun-2022					
<b>MYFM01</b>	<b>MYFM</b>							
22062958	ANNUAL PLAN GAN MINUTE	169	26-Jun-2022	649.75	649.75	0.00	0.00	0.00
		T	26-Jun-2022					
22060998	ARTISAN ENT FUNDS RECEIVED JULY 19 2022	201	26-Jun-2022	904.00	904.00	0.00	0.00	0.00
		T	26-Jun-2022					
<b>NEL03</b>	<b>NELLIGAN O'BRIEN PAYNE IN TRUST</b>							
321904	175 ST LAWRENCE ST PARKING GARAGE	203	30-Jun-2022	14,800.84	14,800.84	0.00	0.00	0.00
		T	30-Jun-2022					
<b>NEP01</b>	<b>NEPTUNE TECHNOLOGY GROUP (CANADA) LTD.</b>							
100005026	METERS	203	28-Jun-2022	52,691.90	52,691.90	0.00	0.00	0.00
		T	28-Jun-2022					
<b>NHT01</b>	<b>NHT EXCAVATIONS LTD.</b>							
1332	TOPSOIL	174	01-Jul-2022	1,356.00	1,356.00	0.00	0.00	0.00
		T	01-Jul-2022					
1367	TOPSOIL FOR ROADSIDE REPAIR	174	03-Jul-2022	632.80	632.80	0.00	0.00	0.00
		T	03-Jul-2022					
<b>NORSTAR</b>	<b>NORTH STAR FIREWORKS ENTERTAINMENT 2020 INC</b>							
10127	FIREWORKS	169	01-Jul-2022	12,430.00	12,430.00	0.00	0.00	0.00
		T	01-Jul-2022					
<b>OME01</b>	<b>OMERS</b>							
OMERS JUNE 20 JUNE 2022	OMERS	169	05-Jul-2022	83,792.44	83,792.44	0.00	0.00	0.00
		T	05-Jul-2022					
<b>ONLINE</b>	<b>ONLINE PAYMENT MARKINGS &amp; MAINTENANCE</b>							
3636	MUNICIPAL LINE PAINTING 2022 CONTRACT RDS2021-05	201	08-Jul-2022	44,681.52	44,681.52	0.00	0.00	0.00
		T	08-Jul-2022					

## Council/Board Report - Combined

Date : Jul 29, 2022

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3637	HOLDBACK LINE PAINTING CONTRACT	201 T	08-Jul-2022 08-Jul-2022	4,964.61	4,964.61	0.00	0.00	0.00
<b>ONT06</b>	<b>ONTARIO ASSOCIATION OF CHIEFS OF POLICE</b>							
M-9849	OACP ACTIVE MEMBERSHIP	203 C	11-Jul-2022 11-Jul-2022	758.22	758.22	0.00	0.00	0.00
<b>ONT16</b>	<b>ONTARIO ONE CALL</b>							
202235594	ASSESSED NOTIFICATIONS 2022	174 T	30-Jun-2022 30-Jun-2022	123.01	123.01	0.00	0.00	0.00
<b>PACEDAVID</b>	<b>PACE DAVID</b>							
REFUNDWATER	PARTIAL REFUND WATER BILL	169 T	01-Jul-2022 01-Jul-2022	945.03	945.03	0.00	0.00	0.00
<b>PAL01</b>	<b>PALADIN SECURITY GROUP LTD</b>							
888984	MAY 2022 SECURITY	174 T	01-Jun-2022 01-Jun-2022	4,382.77	4,382.77	0.00	0.00	0.00
895662	JUNE SECURITY MARINA	174 T	30-Jun-2022 30-Jun-2022	6,654.36	6,654.36	0.00	0.00	0.00
<b>PIP01</b>	<b>PIPELINE REPAIR SERVICE INC.</b>							
10749	BYLAW 2020-035LAGOON STRUCTURE REPLACEMENT	174 T	27-Jun-2022 27-Jun-2022	26,498.50	26,498.50	0.00	0.00	0.00
<b>PUB05</b>	<b>PSD CITYWIDE INC.</b>							
17510	BUILDING CONDITION ASSESSMENT	201 T	30-Jun-2022 30-Jun-2022	3,061.17	3,061.17	0.00	0.00	0.00
17564	pmt 2 building condition assessment	201 T	15-Jul-2022 15-Jul-2022	3,061.17	3,061.17	0.00	0.00	0.00
<b>RAC02</b>	<b>RACKAIR</b>							
100322	AC switch turned off in basement	174 T	05-Jul-2022 05-Jul-2022	237.30	237.30	0.00	0.00	0.00
100346	AIR CONDITIONER SERVICE CALL	203 T	08-Jul-2022 08-Jul-2022	530.17	530.17	0.00	0.00	0.00
PM TOWN HALL	NOV 30 2021 INV TOWN HALL	203 T	01-Jun-2022 01-Jun-2022	107.35	107.35	0.00	0.00	0.00
PM APR-22TOW	APR 4 22 INV TOWN HALL QTRLY HVAC PM	203 T	01-Jun-2022 01-Jun-2022	107.35	107.35	0.00	0.00	0.00
PM APR-22 LIBR	APR 4 2022 INV QTRLY HVAC PM VISITOR CENT	203 T	01-Jun-2022 01-Jun-2022	192.10	192.10	0.00	0.00	0.00
PM APR-22 ART	QTRLY INSP HVAC MUSEUM	203 T	01-Jun-2022 01-Jun-2022	192.10	192.10	0.00	0.00	0.00
PM MAY KINSM	QTRLY HVAC INSP KINSMAN HALL	203 T	01-Jun-2022 01-Jun-2022	118.65	118.65	0.00	0.00	0.00
PM MAY VISITOF	QTRLY HVAC INSP VIS CENT	203 T	01-Jun-2022 01-Jun-2022	107.35	107.35	0.00	0.00	0.00
PM SPRING REC	QTRLY HVAC ARENA	203 T	01-Jun-2022 01-Jun-2022	395.50	395.50	0.00	0.00	0.00
PM MAY PUMP H	1000 IS KAYAKING PUMP HOUSE QTRLY INSP	203 T	01-Jun-2022 01-Jun-2022	50.85	50.85	0.00	0.00	0.00
<b>REI06</b>	<b>REIFY SOLUTIONS</b>							



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RSI-2076	MUNICIPAL MODERNIZATION PROGRAM	174 T	08-Jul-2022 08-Jul-2022	2,373.00	2,373.00	0.00	0.00	0.00
RSI-2066	EVALUATION VICTIM SUPPORT GRANT	203 T	08-Jul-2022 08-Jul-2022	1,130.00	1,130.00	0.00	0.00	0.00
RSI-2072	EVALUATION COMMUNITY SAFETY AND POLICING GRANT	203 T	08-Jul-2022 08-Jul-2022	1,582.00	1,582.00	0.00	0.00	0.00
RSI-2077	EVALUATION COMMUNITY SAFETY AND POLICING GRANT	203 T	08-Jul-2022 08-Jul-2022	1,582.00	1,582.00	0.00	0.00	0.00
<b>RICOH</b>	<b>RICOH CANADA INC.</b>							
SC093728285	RICOH C300f SN 3920p100193	169 T	30-Jun-2022 30-Jun-2022	68.56	68.56	0.00	0.00	0.00
SC093728286	RENTAL	169 T	30-Jun-2022 30-Jun-2022	67.80	67.80	0.00	0.00	0.00
SC093728287	WTP RENTAL / COPY CHARGE	169 T	30-Jun-2022 30-Jun-2022	120.64	120.64	0.00	0.00	0.00
<b>RIV14</b>	<b>RIVERSTONE JANITORIAL</b>							
2946	JULY JANITORIAL WTP	203 T	25-Jul-2022 25-Jul-2022	641.84	641.84	0.00	0.00	0.00
<b>RIVSIDETMA</b>	<b>RIVERSIDE TMA LTD</b>							
10	AQUILA COMPLIANCE LICENCE ANNUAL SUB	174 C	01-Jun-2022 01-Jun-2022	1,500.00	1,500.00	0.00	0.00	0.00
<b>ROT02</b>	<b>ROTARY CLUB OF GANANOQUE</b>							
2021-186	COMMUNITY GRANT -FOOD FOREST SIGN ARTHUR ST	265 C	16-Nov-2021 16-Nov-2021	2,000.00	2,000.00	0.00	0.00	0.00
<b>ROY05</b>	<b>THE COMMISSIONER ROYAL CANADIAN MOUNTED POLICE</b>							
52583	JUNE BILLING	174 C	01-Jul-2022 01-Jul-2022	25.00	25.00	0.00	0.00	0.00
1800001107	JUNE 2022	203 C	04-Jul-2022 04-Jul-2022	25.00	25.00	0.00	0.00	0.00
<b>SGOUDREAU</b>	<b>GOUDREAU SHANE</b>							
INV0019	MURAL PANELS	174 T	30-Jun-2022 30-Jun-2022	16,000.00	16,000.00	0.00	0.00	0.00
<b>SHR01</b>	<b>SHRED-IT INTERNATIONAL ULC</b>							
8100229698	665 CHARLES ST NORTH	174 T	03-Jul-2022 03-Jul-2022	260.35	260.35	0.00	0.00	0.00
<b>SIMS02</b>	<b>SIMS KRISTINA N.</b>							
EXPJULY 5 2022	FIRST AID / CPR TRAINING	174 T	05-Jul-2022 05-Jul-2022	155.00	155.00	0.00	0.00	0.00
<b>SOU03</b>	<b>SOUTHEASTERN TELECOMMUNICATION</b>							
43322	POLICE SERVICES	174 T	28-Jun-2022 28-Jun-2022	66.67	66.67	0.00	0.00	0.00
<b>STL06</b>	<b>ST. LAWRENCE WILDLIFE &amp; PEST CONTROL SERVICES</b>							
16634	GARB BIN MAPLE / WINDSOR LANE	201 T	12-Jul-2022 12-Jul-2022	169.50	169.50	0.00	0.00	0.00



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16432	MONTHLY PEST CONTROL PUBIC WORKS	203 T	29-Jun-2022 29-Jun-2022	62.15	62.15	0.00	0.00	0.00
<b>STMP000526</b>	<b>DRISCOLL MIKE</b>							
EXP SEPT 12-17	SFSTF Ottawa Ontario	230 C	12-Oct-2021 12-Oct-2021	189.40	189.40	0.00	0.00	0.00
<b>STMP000554</b>	<b>CUNNINGHAM DOROTHY</b>							
UBREFJUL2822	Refund on account 011-00300194-005.	209 T	28-Jul-2022 28-Jul-2022	61.78	61.78	0.00	0.00	0.00
<b>STO03</b>	<b>STONE'S MILL INVESTMENTS LTD</b>							
RENTMAY91033	RENT MAY 2022	170 T	01-Jul-2022 01-Jul-2022	4,417.71	4,417.71	0.00	0.00	0.00
<b>STRONGBR1</b>	<b>STRONG BROS GENERAL CONTRACTING LTD</b>							
1971	DRAW #5 BALL DIAMOND BY-LAW 2021-104	174 T	30-Jun-2022 30-Jun-2022	38,260.95	38,260.95	0.00	0.00	0.00
<b>SWI01</b>	<b>SWISH MAINTENANCE LIMITED</b>							
K678215	GARBAGE BAGS RIBFEST	169 T	29-Jun-2022 29-Jun-2022	232.66	232.66	0.00	0.00	0.00
K677768	CLEANING SUPPLIES AND GARB BAGS	169 T	22-Jun-2022 22-Jun-2022	464.18	464.18	0.00	0.00	0.00
K678422	PARKS - CLEANING SUPPLIES	169 T	04-Jul-2022 04-Jul-2022	474.67	474.67	0.00	0.00	0.00
K679820	PAPER/CLEANING SUPPLIES MARINA	203 T	25-Jul-2022 25-Jul-2022	335.34	335.34	0.00	0.00	0.00
K679822	PAPER / CLEANING SUPPLIES	203 T	25-Jul-2022 25-Jul-2022	540.55	540.55	0.00	0.00	0.00
K679337	SUPPLIES EMERG SERVICES	210 T	18-Jul-2022 18-Jul-2022	409.60	409.60	0.00	0.00	0.00
<b>T4P01</b>	<b>T4POWER</b>							
310-00005707	SERVICE CALL FOR BATTERY CHARGER	174 T	30-Jun-2022 30-Jun-2022	1,071.21	1,071.21	0.00	0.00	0.00
<b>TEN01</b>	<b>TENNANT'S WELDING</b>							
51925	PAINTINGS IN ALLEY	210 T	26-Jul-2022 26-Jul-2022	4,629.61	4,629.61	0.00	0.00	0.00
<b>TKE01</b>	<b>TK ELEVATOR (CANADA) LIMITED</b>							
2107611	APR 1 INV TOWN HALL MONTHLY MAINT	174 T	01-Jun-2022 01-Jun-2022	452.62	452.62	0.00	0.00	0.00
2161999	ARTHUR CHILD MUES MONTHLY MAINT JULY-SEPT 2022	174 T	01-Jul-2022 01-Jul-2022	1,068.49	1,068.49	0.00	0.00	0.00
2162100	TOWN HALL MAIN JULY	174 T	01-Jul-2022 01-Jul-2022	452.62	452.62	0.00	0.00	0.00
<b>TOM03</b>	<b>TOMLINSON ENVIROMENTAL SERVICES LTD.</b>							
15250	AERSOL DISPOSAL-HAZ WASTE	210 T	30-Jun-2022 30-Jun-2022	313.34	313.34	0.00	0.00	0.00
<b>TRA08</b>	<b>TRACKMATICS INC.</b>							
38706	MONTHLY MONITORING	174 T	05-Jul-2022 05-Jul-2022	630.54	630.54	0.00	0.00	0.00



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<b>TREA01</b>	<b>TREATY MARSHALL SERVICE INC.</b>							
287928	FIRE CLONE KEY	201	18-Jul-2022	169.50	169.50	0.00	0.00	0.00
		T	18-Jul-2022					
<b>TWO03</b>	<b>TWO RIVER APPAREL</b>							
15	WEBSITE MAINTENANCE	174	30-Jun-2022	1,060.00	1,060.00	0.00	0.00	0.00
		T	30-Jun-2022					
<b>UNI03</b>	<b>UNITED COUNTIES OF LEEDS AND GRENVILLE</b>							
JULY12022	LEVY 2021 YE	169	01-Jul-2022	-36,799.02	-36,799.02	0.00	0.00	0.00
	RECONCILIATION /	T	01-Jul-2022					
	OVPMT ON JUNE PMT							
INV202291030	MONTHLY	170	01-Jul-2022	65,500.37	65,500.37	0.00	0.00	0.00
		T	01-Jul-2022					
20085	MAY 10 INV	174	01-Jun-2022	121.60	121.60	0.00	0.00	0.00
	EMERGENCY	T	01-Jun-2022					
	PREPAREDNESS ADV 2022							
<b>UNI16</b>	<b>UNIVERSAL SUPPLY GROUP</b>							
107-165619	CAR FRESHENER	174	20-Jun-2022	2.69	2.69	0.00	0.00	0.00
		T	20-Jun-2022					
107-165920	BRACKET	174	22-Jun-2022	10.54	10.54	0.00	0.00	0.00
		T	22-Jun-2022					
107-165921	BRACKET	174	22-Jun-2022	10.54	10.54	0.00	0.00	0.00
		T	22-Jun-2022					
107-166176	FUSE	174	24-Jun-2022	15.89	15.89	0.00	0.00	0.00
		T	24-Jun-2022					
107-166177	SUPPLIES	174	24-Jun-2022	99.41	99.41	0.00	0.00	0.00
		T	24-Jun-2022					
107-166196	FUSE TAP CONV	174	24-Jun-2022	-15.89	-15.89	0.00	0.00	0.00
		T	24-Jun-2022					
107-166198	35 PIECE ASS TOOL	174	24-Jun-2022	28.24	28.24	0.00	0.00	0.00
		T	24-Jun-2022					
107-166197	LIGHTING HARNESS	174	24-Jun-2022	16.86	16.86	0.00	0.00	0.00
	FUSES	T	24-Jun-2022					
107-166467	MARINE BATTERY	174	28-Jun-2022	202.48	202.48	0.00	0.00	0.00
		T	28-Jun-2022					
107-166986	HOSE CLAMP/TOOLS	201	05-Jul-2022	33.90	33.90	0.00	0.00	0.00
		T	05-Jul-2022					
107-167020	OILS AND FILTERS	201	19-Jul-2022	62.96	62.96	0.00	0.00	0.00
		T	19-Jul-2022					
107-167945	HOSES	201	14-Jul-2022	16.19	16.19	0.00	0.00	0.00
		T	14-Jul-2022					
107-168113	SHOP SUPPLIES	210	15-Jul-2022	86.77	86.77	0.00	0.00	0.00
		T	15-Jul-2022					
<b>UPP02</b>	<b>UPPER CANADA OFFICE SYSTEMS</b>							
395951	IN360 INK CRT MAIL	201	04-Jul-2022	250.86	250.86	0.00	0.00	0.00
	MACHINE	T	04-Jul-2022					
<b>UPP06</b>	<b>UPPER CANADA FAMILY HEALTH TEAM</b>							
25MILLLEASE910	MONTHLY LEASE 25	170	01-Jul-2022	93.96	93.96	0.00	0.00	0.00
	MILL STREET	T	01-Jul-2022					
<b>VICSERV</b>	<b>VICTIM SERVICES OF LEEDS</b>							



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22.27.1	STAFF SUPPORT / HUMAN TRAFFICKING TRAINING INITIATIVES	169 T	27-Jun-2022 27-Jun-2022	9,874.80	9,874.80	0.00	0.00	0.00
<b>WAR01</b>	<b>WARREN ANNE</b>							
JULY72022	JULY 5 2022 PUBLIC HEALTH MEETING	174 T	07-Jul-2022 07-Jul-2022	90.71	90.71	0.00	0.00	0.00
JULY202022	JULY 19 2022 PUBLIC HEALTH MEETING	203 T	20-Jul-2022 20-Jul-2022	90.71	90.71	0.00	0.00	0.00
<b>WARDIRWIN</b>	<b>IRWIN WANDA</b>							
EXPJULY142022	CELL PHONE USAGE REIMBURSEMENT	201 T	14-Jul-2022 14-Jul-2022	56.68	56.68	0.00	0.00	0.00
<b>WAS01</b>	<b>WASTE CONNECTIONS OF CANADA INC.</b>							
7150-0000399919	JUNE 2022 WASTE	174 T	30-Jun-2022 30-Jun-2022	34,807.68	34,807.68	0.00	0.00	0.00
<b>WESHARE</b>	<b>WE SHARE SUPPLY INC.</b>							
24013	GLOVES	169 T	04-Jul-2022 04-Jul-2022	141.25	141.25	0.00	0.00	0.00
24110	3M EARMUFFS	203 T	20-Jul-2022 20-Jul-2022	273.57	273.57	0.00	0.00	0.00
<b>WHI03</b>	<b>WHITEHOTS INC.</b>							
3450697	BOOKS	169 T	24-Jun-2022 24-Jun-2022	155.49	155.49	0.00	0.00	0.00
3448951	BOOKS	174 T	10-Jun-2022 10-Jun-2022	89.79	89.79	0.00	0.00	0.00
3451374	BOOKS	174 T	30-Jun-2022 30-Jun-2022	268.11	268.11	0.00	0.00	0.00
3437271	MARCH 4 INV BOOKS	201 T	01-Jun-2022 01-Jun-2022	321.52	321.52	0.00	0.00	0.00
3452157	BOOKS	201 T	08-Jul-2022 08-Jul-2022	265.53	265.53	0.00	0.00	0.00
<b>WIV01</b>	<b>W.I. VILLAGER LTD.</b>							
223229	HATS	201 T	18-Jul-2022 18-Jul-2022	510.49	510.49	0.00	0.00	0.00
222858	MARINA STAFF HOODIES	203 T	08-Jun-2022 08-Jun-2022	468.84	468.84	0.00	0.00	0.00
222877	COMPLIMENTARY - UNIFORMS	203 T	08-Jun-2022 08-Jun-2022	1,107.04	1,107.04	0.00	0.00	0.00
<b>WOL01</b>	<b>WOLSELEY MECHANICAL GROUP -WATERWORKS GROUP</b>							
2231722	HYDRANT / TELESCOPIC WRENCH	174 T	22-Jun-2022 22-Jun-2022	393.94	393.94	0.00	0.00	0.00
2266909	WATER COUPLINGS RIB FEST	201 T	08-Jul-2022 08-Jul-2022	880.25	880.25	0.00	0.00	0.00
2266910	WATER CAPS	201 T	08-Jul-2022 08-Jul-2022	1,098.50	1,098.50	0.00	0.00	0.00
2271160	CURB STOPS - WATER	201 T	09-Jul-2022 09-Jul-2022	126.08	126.08	0.00	0.00	0.00
2271161	RIVER ST FH REMOVAL PROJECT	201 T	09-Jul-2022 09-Jul-2022	346.21	346.21	0.00	0.00	0.00
2271162	FH PARTS FOR STOCK	201 T	09-Jul-2022 09-Jul-2022	637.60	637.60	0.00	0.00	0.00



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<b>YOU03</b>	<b>YOUNG SIGNS</b>							
4687	PARKING METER QR CODE DECALS	203 T	16-Jun-2022 16-Jun-2022	277.92	277.92	0.00	0.00	0.00
4714	37 X 24" TRAIL SIGNS / CUSOM METAL PEDESTAL	210 T	19-Jul-2022 19-Jul-2022	4,203.60	4,203.60	0.00	0.00	0.00
<b>ZYCOM</b>	<b>ZYCOM TECHNOLOGY INC.</b>							
IN-72058-01	VEEAM BACKUP / CLOUD STORAGE	169 T	30-Jun-2022 30-Jun-2022	3,513.43	3,513.43	0.00	0.00	0.00
RC0000933	ITM BACKOFFICE / WORKFORCE	169 T	01-Jul-2022 01-Jul-2022	7,066.00	7,066.00	0.00	0.00	0.00
IN-72207-01	MONTHLY CLOUD BACKUP	210 T	27-Jul-2022 27-Jul-2022	3,096.60	3,096.60	0.00	0.00	0.00
<b>Totals :</b>				<b>1,353,579.26</b>	<b>1,353,579.26</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



GANANOQUE PUBLIC  
**LIBRARY**

Gananoque Public Library  
100 Park Street  
Gananoque Ontario  
K7G 2Y5

June 28, 2022

His Worship Mayor Lojko and Councillors

The Gananoque Public Library Board would like to request approval for the architectural firm of Shoalts and Zaback Architects Ltd. to conduct a review of Gananoque Public Library accessibility and the viability of adding a lift that goes up to the second floor.

A report would be provided and include a review of the washrooms, front door and ramp for accessibility compliance and information on the possible installation of an elevator / lift into the existing library space on the second floor.

The cost of the assessment would be \$3,200.00 and the library board recommended that it come from the library reserves.

“The Accessibility for Ontarians with Disabilities Act (AODA) aims to remove any boundaries or restrictions faced by those with a disability, with the goal to make Ontario accessible to all by the year 2025.”

Thank you.

Deirde Crichton  
CEO, Gananoque Public Library

Gananoque Girls Hockey Association

July 29, 2022

Dear Town of Gananoque,

At this time the Gananoque Royals would like to express interest in using ice in mid August (August 15). We would use 10-12 hours a week to run conditioning and allow our teams to be formed for the upcoming season.

Our coaches and players are eager to return to the ice after many interrupted season. In previous years August ice was used for pre conditioning.

Please consider our application when planning for the upcoming ice season.

Joanne Carswell  
Gananoque Royals- Ice Scheduler

**From:** Tom Dickson  
**Sent:** Thursday, July 28, 2022 12:08 PM  
**To:** Doug Wark <[RecManager@gananoque.ca](mailto:RecManager@gananoque.ca)>  
**Cc:** Adrian Haird <[ahaird@gananoque.ca](mailto:ahaird@gananoque.ca)>  
**Subject:** Early Ice

Good afternoon Doug, and Adrian.

I just wanted to send you out a formal email expressing the interest for early ice for the SR Islanders this year..

We start our season September 17th this year and would really benefit from the town putting in the ice before the original scheduled date.

Last season we had to skate for 3 weeks in Napanee before the Ice was ready in town and we are hoping this won't be the case again this year.

If you have any further questions please contact myself

Thanks

Tom Dickson

To Mr. Wark (and Members of Council),

This letter is in response to correspondence from Mr Wark regarding the Gananoque Minor Hockey Association's request for the ice to be put in two weeks early (on August 22, 2022). From the outside looking in, the barriers Mr. Wark mentioned in his email to me all look like things that can be overcome with a little problem solving.

Doug, can you please answer one question for me? At the end of the 2021-22 season the ice was left in for an extra seven days for one rental that did not require council approval- just your approval. This time extension was outside of the approved budget--one of the barriers that you have listed in your email below. If this loophole was granted in the spring why the hesitation to put the ice in early for the youth of Gananoque, who have missed so much hockey over the past 2 plus years?

The Gananoque Minor Hockey Association, Gananoque Royals and the Sr. Team are all committed to ice rentals for this early ice for additional development opportunities that will benefit the youth within these associations. I think it is important to offer these opportunities within our own community. Last spring, I inquired about renting ice in Gananoque for the extra week (8-9 hours for youth 8-14 year olds) and was told there were no rentals available to any association other than the Sr. Team. This decision by the town pushed approx. 40 Gananoque youth from the Gananoque Minor Hockey Association and the Gananoque Royals (and total rentals of 30 hours) to Athens for the whole month of April. This seems like a shame to me when we could be providing these opportunities within our own town and have the rental commitments in place.

I can provide several examples of communities (similar population or less) within an hour of Gananoque that have their ice in for 8-10.5 months a year. How are these communities able to provide an ice surface but Gananoque cannot? My belief is that we need to look for "reasons why" and not "why not".

Athens - 8 months

Cardinal - 10.5 months

Napanee - 10.5 Months

Loyalist Township - 10.5 months

The aforementioned associations have committed to ice rentals for this early ice. I hope that you can now take the steps to get it in place for the youth in our community.

Councillor Haird, please accept this email as a formal request from the Gananoque Minor Hockey Association for a request to begin ice rentals on August 22nd for the 2022-23 season.

Thanks,

Jeremy France

Gananoque Minor Hockey Vice President and Ice Scheduler

July 22, 2022

Dear Mayors, Councillors, Committee Members, Chamber of Commerce Members,

I am contacting you about a problem that came to a head in the past year that has made the area very Unwelcoming for those of us boat-dependent users who don't have longer-term parking (preferably near the docks). In other words, we are not at a motel; we don't have a season-long spot at a local marina with parking; our cars don't magically turn into Cinderella's motor boat, but need a spot on land to park over multiple days.

Gananoque's Marina used to allow non-season-holders to park in nearby parking lots. Now only season-holders are allowed to park in the one remaining nearby, off-site lot in July and August. The remote lot (2 km away) is not available when used for special events in July and August. The on-street parking now is restricted to 24 hours. Even the lot on Pine Street, suggested by staff for long-term parking, has a prominent "No Overnight Parking" sign. Bay Road used to have parking, but is closed for now.

We respectfully request Gananoque and Township of Leeds and 1,000 Islands work together to better provide for a basic requirement to serve us, your underserved constituents\*. Here are a few parking-related suggestions:

- work with the regional school district to allow extended overnight parking at the schools when school is out;

- allow extended overnight on-street parking again;

- allow extended overnight parking at Pine Street (and Garden Street) lots;

- reopen Bay Road for extended overnight parking;

- acquire parking lots (owned or leased) nearer the PUC dock for non-season-holder extended overnight parking;

- consider a parking garage to alleviate the significant shortage of spaces for Gananoque's Marina, especially for any expansion of the Marina;

- provide loading / unloading space(s) by the PUC dock.

We may sound ungrateful that sometimes there is a remote parking lot, but please consider that leaving groceries and supplies to bake in a small, open boat in the mid-summer sun for the 1/2 hour or so it takes to park the car and walk 2 km back to the dock is not ideal! Also, please realize that a daily trip into town to move a car is impractical and somewhat dependent on weather.

Please help Gananoque re-earn its nickname: "Gateway to the 1,000 Islands".

Respectfully submitted,

Winifred McGowan

Little Sagastaweka Island

\* As constituents we pay property tax, have bought groceries and supplies in Gananoque and paid the related service and retail (GST, HST, PST) taxes, and employ local people over many months, in one or both jurisdictions. Families like ours have been contributing to the local economy in these ways for many decades.

P.S. It would be helpful going forward if parking passes could be available as paper from the Town Hall and Marina (and perhaps other venues), not just on the Honk app (not all of us are super savvy on electronic devices).

Via email to T. Lojko, D. Osmond, D. Anderson, D. O'Connor, M. Kench, A. Haird, M. Harper, C. Smith-Gatche, B. Mabee, J. Lackie, T. Fodey, D. Wark, B. Guy, CofC

220802

2<sup>nd</sup> August 2022

Mayor Lojko & Council,

My concerns raised at the Council meeting of 12<sup>th</sup> July 2022

At this meeting questions were asked by a member of the Public regarding the Capital Matters Pending report.

Town Park

How much would this project cost?

The answer given by the Treasurer was \$730,000 included the overrun that Council had approved that night. That additional money had to be drawn from ever dwindling reserves.

This project was completely unnecessary and unneeded. There was a need for some remediation following the extension of the town hall, but this could have been restricted to reseeded grass and perhaps widening asphalt walkways to improve accessibility.

But no! A consultant had given Council a much grander picture. Mature trees were to be removed to allow for this grand scheme, and the scarcely-used baseball diamond was to be replaced.

The implementation of this plan has taken years, during which time the park was out of bounds to everybody. Unfortunately, three more mature trees are dying now as a result of the disturbances around them. When this last concern was raised with a councillor, he told me 'We have planted some new trees.' Which, of course, will not reach maturity in any of our lifetimes.

2nd Ice pad

How much would this project cost?

The answer given by the Treasurer was \$1,600,000. This was broken down as \$300,000 were donations & \$1,300,000 was public money.

The public had been told repeatedly by Council that this project would not cost taxpayers a **penny (zero, nothing)**.

This council inherited this project from the previous council who had made the stupid mistake of applying for the surplus '150 ice pad', knowing full well that there was zero need for an additional ice surface. This fact had been well proven some years ago, and the demographics had not changed.

Council could have mothballed the project, but were, unreasonably, carried away with the aftermath of the death of Gord. Brown and the subsequent fund-raising campaign.

Several bad decisions were made by Council.

The location of the ice pad and the destruction of the tennis courts.

The design and construction of the ice pad were contracted out. This work was sub-standard, and council hired yet another consultant to do an engineering study of the ice pad.

His report was presented to council and recommended a total replacement & that a short-term fix would shorten its life and incur high annual maintenance costs.

Council ignored this report and went ahead with the short-term fix. Presumably so that council could show the public that something had been completed and to leave a legacy of their accomplishments.

All these decisions were made in private.

At a recent meeting, Council was told that the committee, set-up to manage this project, would soon be considering a marketing strategy.

*Usually, marketing strategies are developed before a project is started and are a crucial part of the financial analysis on the viability of a project.*

### Project Financing

Council when pressed to explain runaway costs on these projects explained that they had receive grants from upper levels of government and the residents of town would not be charged for these costs.

They fail to realize that the residents do pay for these grants through their provincial and federal taxes.

At a recent Council meeting, when pondering how to spend a \$250,000 trillion grant for the 2<sup>nd</sup> Ice-pad, one councillor said that trillion money is free money.

Amazing.

Most people would agree that the Town should apply for grants to assist in worthwhile projects.

I am sure the grantors expect the grants to be spent sensibly and not wasted on unnecessary projects.

Council should consider how this money might have been spent on needed infrastructure projects, affordable housing, and assisting seniors.

### Consultants

This Council hires a large number of consultants. Many more than in previous years.

The costs are likely several \$100,000's over the term of council.

The necessity of hiring some consultants is understandable, for instance auditors & lawyers.

Over the same period Councils have created, and filled, a number of staff jobs that did not exist before. The Town now employs not only managers, as before, but a several superintendents & co-ordinators.

Presumably all these people were hired because their technical qualifications & experience.

Why then do we need to hire so many consultants to back them up?

At one time the Public Works department has one manager & one working supervisor of Water/Wastewater, he was also the ORO. (*This was after Walkerton*).

The Parks & Rec. department had one Manager, & a part-time supervisor of the marina.

Economic Development had one person.

Many fewer consultants were hired at that time  
It would seem that 'Parkinson's Law is in play.

### Insurance & Equipment

Council was informed that the insurance premiums were increasing by 80%.

This was caused by the Town's claim history in addition to industry wide increases.

The new premium would require a tax increase of **1.7%**.

The report from the Treasurer also notes that other Municipalities are reporting increases of 20% due to the tight insurance market.

Within the detail of the report, it was noted that the Town had increased the automobile fleet by another 3.

The amount of equipment the Town owns has increased dramatically over the last dozen years. The Town now has more specialized equipment than many municipalities ten times (10X) the size.

In most small municipalities this work & equipment need is contracted out to save money.

For example:

Road sweeping  
Cherry picker  
Stump grinder  
Sidewalk plows  
Etc. etc.

Many municipalities contract snow plowing, & landscape maintenance.

It is assumed that successive staff wanted to acquire more stuff & saw the Casino money a source to do so.

This needs to stop.

### 2023 Budget

Inflation is c. 8%

Casino Funds are never likely to reach previous high levels. Perhaps \$1.2M in 2023

All Town employees will be looking for wage/salary increases at least in line with inflation.

In order to limit the increase in Taxes for 2023, the Town needs to severely reduce all operating budgets, & only undertake essential infrastructure works; it needs to cancel projects not started & defer those currently committed.

A handwritten signature in black ink that reads "Chris McDonald". The signature is written in a cursive, slightly slanted style.

Chris McDonald

CC  
CAO Shellee Fournier  
Treasurer Melanie Kirkby  
Clerk Penny Kelly

**From:** Coyle, Anna (MOI) **On Behalf Of** Vienneau, Jill (MOI)  
**Sent:** Thursday, August 4, 2022 10:39 AM  
**Subject:** Ontario Bringing High-Speed Internet Access to More Communities

**Ministry of Infrastructure**

Broadband Strategy Division

777 Bay Street, 4<sup>th</sup> Floor, Suite 425  
Toronto, Ontario M5G 2E5

**Ministère de l'Infrastructure**

Division des stratégies pour l'accès  
à large bande

777, rue Bay, 4 étage, Suite 425  
Toronto (Ontario) M5G 2E5



## **Accelerated High Speed Internet Program (AHSIP) – Update**

I am pleased to reach out to you today, following the update that the Minister of Infrastructure, the Honourable Kinga Surma provided August 4, 2022 to municipal heads of council regarding the [Accelerated High Speed Internet Program \(AHSIP\) announcement](#).

The projects announced under the AHSIP process will be moving forward and your municipality is included in one or more of the project areas. As we work with the successful internet service providers to finalize their project agreements, I want you to be aware of next steps and what to expect over the coming weeks.

I would like to note that the project areas are still being finalized. It is possible that your municipality is removed from the project area, but this is likely the result of another project occurring in your municipality, or there is already access to high-speed internet.

However, there may still be underserved homes and businesses. The Ministry is using the best possible data to determine where are the remaining areas of underservice, and is also analyzing all technologies and business models to determine how best to reach these areas and meet the government's 2025 commitment.

### **Support tools**

You may recall from previous discussions and town halls that Infrastructure Ontario is leading parts of the AHSIP process. To support your municipality and other stakeholders, they have established a Technical Assistance Team (TAT). This team is now in place and available to provide technical and administrative assistance to help municipalities carry out their role in supporting these projects, including permitting approvals to meet timelines under the Building Broadband Faster Act (BBFA).

As part of implementation, Infrastructure Ontario is also developing an online tool called Broadband One Window (BOW). The BOW will enable internet service providers, municipalities, and other stakeholders to work collaboratively to review and approve permitting applications, share data and information and provide progress updates on project milestones. The BOW is required for all AHSIP projects and will enhance communication and collaboration amongst all organizations involved. Once onboarded to the BOW, municipalities can also use the platform to request assistance, including from the TAT.

It is important to note that internet service providers may already be in touch with municipal officials for government-funded broadband projects. This is the case because, prior to the completion of the AHSIP process, we already committed to over 190 unique broadband projects under other initiatives, including Improving Connectivity for Ontario (ICON), the Universal Broadband Fund (UBF), and Southwest Ontario Integrated Fibre Technology (SWIFT) initiative.

These are also designated broadband projects per the BBFA. However, they are not required to use BOW. For such projects, the same timeframes outlined in the BBFA apply, but municipalities can use their current permitting processes to issue approvals for projects.

## **Next Steps**

In terms of what you can expect in the coming weeks, Infrastructure Ontario will be reaching out to your offices to share additional information on AHSIP, BOW, TAT, and a technical onboarding package. They will also be sending out a readiness questionnaire to gather more information about your municipality to ensure the government is ready to provide the right level of support, particularly through the BOW platform.

Infrastructure Ontario will also work with your appropriate staff to schedule onboarding and BOW training sessions this summer.

Once municipalities are set up on the BOW platform, they will be able to use the platform to:

- Receive and respond to permit applications for municipal rights-of-way;
- Share relevant infrastructure data to support designated broadband projects (IO may also be requesting relevant infrastructure data related to designated broadband projects), and
- Monitor the status of AHSIP project(s) in their area, and other designated broadband projects that are using the BOW platform.

As mentioned above, the TAT has been established to assist municipalities and other stakeholders to support activated related to AHSIP. They will provide technical and administrative assistance to municipalities regarding:

- Support around rights-of-way permit application process and issues, approvals coordination and data sharing requests;
- Early informal facilitation and coordination on disputes that may arise between broadband proponents and municipalities on rights-of-way permit applications;
- Provide resources on related legislation, regulation and guidelines; and
- Support navigation on the BOW platform.

To get in touch with the TAT regarding the above areas you can e-mail [TAT@infrastructureontario.ca](mailto:TAT@infrastructureontario.ca). Following the launch of the BOW platform, you will be able to submit TAT support requests directly through the platform.

## **Broadband Guideline**

The Ministry of Infrastructure and Infrastructure Ontario has also updated the Building Broadband Faster in Ontario Guideline (Version 2.0). This Guideline was first released in 2021 with input from municipalities, ministries, and other partners to expedite the delivery of designated high-speed internet projects. Since that time, the government passed the Getting Ontario Connected Act, 2022 which further reduces barriers, duplication and delays, including

setting new timelines for municipalities to respond to municipal rights-of-way permits, municipal consent requests, and data sharing requirements to support the deployment of designated broadband projects.

The attached updated version 2.0 reflects this new legislation and recent regulations are now in place. Together, these requirements and tools will help deliver provincially designated broadband projects faster by streamlining processes and removing barriers that may result in additional costs and delays.

### **Contacting us**

If you have any general questions related to the onboarding process for the AHSIP projects, please contact [OntarioConnects.Onboarding@infrastructureontario.ca](mailto:OntarioConnects.Onboarding@infrastructureontario.ca). I also welcome you to contact the Broadband Strategy Division if you have general questions about the government's work and wish to speak with a ministry official. Please contact us at [broadband@ontario.ca](mailto:broadband@ontario.ca).

We look forward to continuing to work collaboratively to achieve access to high-speed internet across Ontario by the end of 2025.

Yours sincerely,

Jill Vienneau  
Assistant Deputy Minister, Ministry of Infrastructure

**Ministry of Tourism,  
Culture and Sport**

**Ministère du Tourisme, de la  
Culture et du Sport**

Minister

Ministre

6<sup>th</sup> Floor  
438 University Avenue  
Toronto, ON M7A 2A5  
Tel: 416 326-9326

6<sup>e</sup> étage  
438, avenue University  
Toronto (Ontario) M7A 2A5  
Tél : 416 326-9326



July 28, 2022

Emily Parker  
Community Services Coordinator  
The Town of Gananoque  
30 King Street East  
Town Of Gananoque, ON K7G 1E9  
specialevents@gananoque.ca

Re: Application #2022-01-1-1661025314

Dear Miss Parker:

I am delighted to inform you that Gananoque Winter Palooza is a successful applicant of the Reconnect Ontario 2022 program, delivered by Ontario's Ministry of Tourism, Culture and Sport. To support your event, one-time funding of up to \$11,100 will be provided under this program, subject to the successful completion of a transfer payment agreement.

Due to the significant interest in this year's program and the high volume of applications, funding through the Reconnect Ontario program was increased by \$30 million. This is a one-time increase. Future funding is not guaranteed, and applications will be measured against next year's program's criteria.

Our government recognizes the festival and event sector was hit hard by the COVID-19 pandemic and I am proud to support a record number of festivals and events this year. Investments in events such as yours will help event organizers carry out events that will motivate visitors to rediscover Ontario, generating a positive economic impact for local communities, regions and the province.

Our ministry is committed to working with you to support your event. A ministry tourism advisor will contact you shortly to outline next steps.

Thank you for your ongoing commitment to tourism and culture, and for bringing people in Ontario together.

Sincerely,

A handwritten signature in black ink, appearing to read 'Neil Lumsden'.

The Honourable Neil Lumsden  
Minister of Tourism, Culture and Sport



United Counties of  
Leeds and Grenville  
25 Central Ave. W., Suite 100  
Brockville, ON K6V 4N6  
T 613-342-3840  
800-770-2170  
F 613-342-2101  
[www.leedsgrenville.com](http://www.leedsgrenville.com)

## MEDIA RELEASE

FOR IMMEDIATE RELEASE

July 22, 2022

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The highlights of the regular United Counties of Leeds and Grenville Council Meeting held on Thursday, July 21, as well as the Committee of the Whole and Joint Services Committee (JSC) meetings held earlier this month, are listed below.

**Positive Audit Findings Presented to Council:** Counties Council has received the 2021 Audit Findings Report from auditors KPMG, LLP and approved the 2021 Unconsolidated Financial Statements.

KPMG's Carole Fuller and Lori Huber presented the report to Counties Council at the regular meeting this week. The independent auditors were on site for five days in March to collect the data. The Municipal Act requires annual financial statements.

"Overall, I would say you're in a nice, sound financial position with good long-term planning in place," said Ms. Fuller of KPMG.

"We see a steady increase in reserves, we see good management of tangible capital asset inventory," Ms. Fuller said.

The annual operating surplus for 2021 was \$1.5-million, which is 1.4% of the budget. For more information, contact Katie Clarke, Counties Deputy Treasurer, at 613-342-3840, ext. 2465.

**Tender Awarded for Kemptville Courthouse Apartments:** The Joint Services Committee (JSC) has awarded a tender provided by the numbered company 2195292 Ontario Limited.

The company submitted a bid of just under \$1.8-million to renovate the former Kemptville Courthouse building into 10 affordable housing units. The building is located at 15 Water Street in Kemptville in the community's downtown area.

July 22, 2022

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As part of its response to the COVID-19 crisis, the Provincial government created the Social Services Relief Fund (SSRF) to support community agencies and encourage longer term housing-based solutions to homelessness, including acquisition and renovation of facilities. The Joint Services Committee also approved the recommendation for the Counties to enter into an agreement with the Municipality of North Grenville to lease the building long term.

The Social Services Relief Fund (SSRF) - Phase 4 allocation received for 2021-2022 was \$1.6-million. The ongoing operational costs of the Court House Apartments will be supported with the rental revenue. For more information, contact Alison Tutak, Deputy Chief Administrative Officer at 613-342-3840, ext. 2305.

**County Road 43 Project Monthly Report:** The Counties Council received a status report on the ongoing County Road 43 Project.

Tree and brush clearing is being undertaken around the County Road 43 bridge. Some zoned agricultural property along the north side of County Road 43 at the Ferguson Forest is being included in the widening and there will also be a number of trees removed along the right-of-way and around the existing bridge. These losses, however, will be offset with the creation of a wetland habitat beneath the new bridge and the addition of trees, shrubs and other plantings.

To reduce climate change implications, recycled products such as asphalt and the concrete additives slag and/or silica fume will be used during construction. Heavy equipment is also equipped with filters and exhaust systems and fluids that greatly reduce emissions.

This project will provide enhanced pedestrian traverses for everyone including cyclists and those with disabilities. These enhancements include 3-meter (10-foot) wide multi-use pathways; detectable warning plates and depressed curbs at crossings; accessible pedestrian activated signals at crossings; pedestrian lighting; numerous benches strategically placed along the pathways and trees and shrubs for shade and aesthetics. For more information contact Bill Guy, Manager of Engineering and Operations, Public Works Department, at 613-342-3840, ext. 2426.

July 22, 2022

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**Council approves speed reductions in four locations:** Counties Council has passed by-laws to reduce speed limits when entering three villages and at the County Road 42 and Highway 15 intersection.

On County Road 42, the speed limit leading up to the Highway 15 intersection will reduce from 80 to 60 kilometres on both the north and south sides of the highway.

The speed limit on County Road 12 entering into Westport will now be 60 kilometres, down from 80. Previously, entering the village of Algonquin on County Road 15 had a transition of three speed limits – 80, 70, and finally 50 kilometres. This will now be 80, 60, and 50 kilometres when coming into the community from either direction.

The final reduction will be on County Road 28 in New Dublin. The new speed limit will be 60 kilometres within the Community Safety Zone with no time restrictions. For more information, contact Bill Guy, Manager of Engineering and Operations, Public Works Department, at 613-342-3849, ext. 2426.

**Upcoming meetings:** The Joint Services Committee is on Tuesday, September 6th; the Committee of the Whole meeting is on Wednesday, September 7th; Maple View Lodge Committee of Management is Thursday, September 8<sup>th</sup> and Counties Council is on Thursday, September 22<sup>nd</sup>. All regular meetings begin at 9 a.m. in the Council Chambers at 25 Central Avenue, Brockville. For more information, contact Interim County Clerk / Manager of Legislative Services Lesley Todd at 613-342-3840, ext. 2454.

-30-

**Media inquiries:**

Deanna Clark, Economic Development Officer / media releases  
United Counties of Leeds and Grenville



**July 22, 2022**

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613-342-3840, ext. 5360, Cell 612-802-0249 or [deanna.clark@uclg.on.ca](mailto:deanna.clark@uclg.on.ca)



United Counties of  
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## **MEDIA RELEASE**

**FOR IMMEDIATE RELEASE**

**July 18, 2022**

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### **Tender Awarded for Athens Long-Term Care Facility**

ATHENS – The Maple View Lodge Long-Term Care Home capital redevelopment tender has been awarded to McDonald Brothers Construction.

Counties Council approved the \$70.5-million contract in a special meeting Friday following a recommendation from the Maple View Lodge Committee of Management and a tender deadline requirement.

“We owe this to our seniors,” said Warden Roger Haley after the decision was made to move forward with project.

“This is about caring for Leeds and Grenville’s most vulnerable residents while keeping them near their own communities,” Warden Haley said.

Although there was considerable debate around the council table over the need for long-term care beds, financial implications and potential future staffing issues, the by-law to approve the contract was unanimously supported by council.

“This is the largest capital project ever undertaken in the United Counties of Leeds and Grenville so I thank everyone for their deep consideration and support,” the Warden said.

The new three-story, 192-bed building will replace the existing 60-bed facility. It will provide a safe and secure home with excellent care for vulnerable seniors in their golden years.

Construction will begin immediately with off-site activities in advance of on-site construction starting later this summer. The current completion date is the spring of

July 18, 2022

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2025 with residents moving into their new home that summer. The major redevelopment plan, first revealed in April, includes the new construction, outdoor focal points, serene gardens and community gathering spaces.

"This is an exciting project that will bring much needed long-term care beds to our community to address a waiting list that now sits at 210 people," said Alison Tutak, Deputy Chief Administrative Officer for the United Counties.

The Province of Ontario has contributed an estimated \$43-million to the project. The cost of the redevelopment of Maple View Lodge will be spread over 25 years through a debenture.

"This project is important to ensure our seniors can remain in the Counties and receive quality care in a world-class facility," said Athens Mayor Herb Scott, chair of the Maple View Lodge Committee of Management.

-30-

**Media inquiries:**

Alison Tutak, Deputy Chief Administrative Officer,  
United Counties of Leeds and Grenville  
25 Central Avenue West, Brockville  
ON, K6V 4N6  
613-342-3840, ext. 2305 or [Alison.Tutak@uclg.on.ca](mailto:Alison.Tutak@uclg.on.ca)

Deanna Clark, Economic Development Officer / Media contact,  
United Counties of Leeds and Grenville  
613-342-3840, Ext. 5360 or [Deanna.Clark@uclg.on.ca](mailto:Deanna.Clark@uclg.on.ca)

**Treasury Board Secretariat**

Deputy Minister and  
Commissioner of Emergency  
Management

2nd Flr, 25 Morton Shulman  
Ave, Toronto, ON M3M 0B1

**Secrétariat du Conseil du Trésor**

Sous-ministre de la gestion des  
situations d'urgence et  
commissaire

2e étage, 25, av. Morton  
Shulman, Toronto, ON M3M 0B1

**DATE:** July 13, 2022

**MEMORANDUM TO:** Emergency Management Partners

**FROM:** Bernie Derible  
Deputy Minister and Commissioner of Emergency Management

**SUBJECT:** **Emergency Management Ontario - Organizational Updates**

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I am pleased to inform you that effective June 24, 2022, Emergency Management Ontario (EMO), previously under the Ministry of the Solicitor General, is now part of the Treasury Board Secretariat (TBS) and the responsible Minister, the Honourable Prabmeet Sarkaria.

In addition to this exciting transition, EMO is continuing to evolve its organizational structure which will now consist of three (3) divisions with separate and distinct, but inter-related, lines of business:

1. Emergency Management – Operations and Response Division
2. Emergency Management – Preparedness, Programs and Planning Division
3. Emergency Management – Strategy, Monitoring and Intelligence Division

Our transition to TBS and the ongoing expansion of our organization furthers EMO's ability to improve our capacity to deliver on our legislated emergency management responsibilities to the Province of Ontario, including collaborating with, and supporting, municipal, provincial, federal, Indigenous, NGO, and other sector partners across all aspects of Ontario's emergency management system.

Thank you for your continued support, and I look forward to working with you as we continue along our transformation journey.

Sincerely,



**Bernie Derible**

Deputy Minister and Commissioner of Emergency Management  
Treasury Board Secretariat



**Heritage Advisory Panel Minutes**  
On Tuesday, May 31, 2022 at 6:00pm

PANEL MEMBERS PRESENT		STAFF COUNCIL PRESENT
<b>Chair:</b>	Councillor Dave Anderson	Amanda Trafford, Business Development Coordinator
	Christine Milks	
	Joanne van Dreumel	
	Derryl Wood	
	Mathew Thivierge	
	Therese Conway	
	Gaylan Fittsell	
<b>Regrets:</b>		Doug Wark, Manager of Community Services

<b>1.</b>	<b>Call Meeting to Order – Chair called the meeting to order at 6:05pm</b>	
<b>2.</b>	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof</b> <ul style="list-style-type: none"> <li>• Gaylan declared a pecuniary interest regarding the voting on the by-laws as she owns 120 King Street.</li> </ul>	
<b>3.</b>	<b>HAP Motion #2022- 10 – Approval of Minutes from March 17, 2022</b>  <b>Moved by:</b> Christine Milks <b>Seconded by:</b> Derryl Wood BE IT RESOLVED THAT THE HERITAGE ADVISORY PANEL HEREBY ADOPTS THE MINUTES OF MARCH 17, 2022 MEETING.	<b>CARRIED</b>
<b>4.</b>	<b>Public Question/Comment</b> (Only Addressing Items on the Agenda)	<b>NONE</b>
<b>5.</b>	<b>Disclosure of Additional Items</b> <ul style="list-style-type: none"> <li>• Gaylan would like to work with local schools regarding teachings of local history</li> </ul>	
<b>6.</b>	<b>Delegations</b>	<b>NONE</b>
<b>7.</b>	<b>Presentations by Staff/Others</b>	
<b>8.</b>	<b>Community Success Stories</b> <ul style="list-style-type: none"> <li>• Leeds County Heritage Day will host in person events this year after hosting online during COVID.</li> </ul>	
<b>9.</b>	<b>New Business</b>	

- Susan Push Camera's
  - Amanda to ask Zycomm what types of camera's we would need to work with the network
  - Ask Scott Gee regarding CCTV and if the park will be covered
  - Will report back to group
- Small Fire at Bell Tower
  - Deputy Chief Dickson provided a written breakdown of fire
  - Group would like to know if order can be placed on building to secure
- Naming the Bandshell
  - William "Bill" Rees
  - Christine to create small bio for Bill

**HAP Motion #2022- 11 – Secure Building on 9-15 King Street Property after Fire**

**Moved by:** Joanne van Dreumel    **Seconded by:** Therese Conway

Be it resolved that the Heritage Advisory Panel recommend staff to investigate whether there is a by-law in place that would require the owners of 9-15 King Street East to secure the structure on their property where a fire took place on April 19, 2022.

**CARRIED**

**HAP Motion #2022- 12 – To Name Town Park Bandshell After William Rees**

**Moved by:** Christine Milks    **Seconded by:** Joanne van Dreumel

Be it resolved that the Heritage Advisory Panel recommend that the Bandshell Located in Town Park be named after William "Bill" Rees.

**CARRIED**

**10. Correspondence - None**

**11. Unfinished Business**

- By-law approvals
  - 145 Stone Street
  - 120 King Street
  - 11 Church Street
- Plaques
  - Current company (Fontasy) we have been working with has increased prices significantly
  - Cost for 3 plaques will not be close to \$9,000
  - Will allow us to withdraw our order and will return what has been paid.
  - Young Signs provided a quote for 3 plaques \$4203.60

**HAP Motion #2022- 13 – Proposed Heritage By-law Amendments 145 Stone St. S, 120 King St. W, and 11 Church St.**

**Moved by:** Christine Milks    **Seconded by:** Derryl Wood

BE IT RESOLVED THAT THE HERITAGE ADVISORY PANEL HEREBY RECOMMENDS TO COUNCIL TO AUTHORIZE STAFF TO PUBLISH THE NOTICE OF INTENTION TO AMEND THE FOLLOWING MUNICIPALLY DESIGNATED HERITAGE PROPERTIES AS PER SECTION 30.1 (1) OF THE *ONTARIO HERITAGE ACT*:

	<ol style="list-style-type: none"> <li>1. 11 CHURCH STREET, PART LOTS 1043, 1044, AND 1045 (VS. 1047), PART 3, PLAN 28R1096, TOWN OF GANANOQUE, BY-LAW NO. 1992-40;</li> <li>2. 120 KING STREET WEST, LOT A, PLAN 170, WEST OF THE GANANOQUE RIVER, TOWN OF GANANOQUE, BY-LAW NO. 1993-04;</li> <li>3. 145 STONE STREET SOUTH, THE SOUTH HALVES OF LOTS 61, 62 PLAN 86 TOWN OF GANANOQUE, BY-LAW NO. 1992-41;</li> </ol> <p style="text-align: right;"><b>CARRIED</b></p>
	<p><b>HAP Motion #2022- 14 – To order Heritage Plaques from Young Signs</b></p> <p><b>Moved by:</b> Christine Milks    <b>Seconded by:</b> Derryl Wood</p> <p>Be it resolved that the Heritage Advisory Panel wishes to withdraw their order from Fontasy and purchase three Heritage Plaques From Youngs signs at a cost of \$4203.60</p> <p style="text-align: right;"><b>CARRIED</b></p>
<p><b>12.</b></p>	<p><b>Discussion of Additional Items</b></p> <ul style="list-style-type: none"> <li>• Amanda to reach out to Smiths Falls Train Museum to schedule a visit and discuss Susan Push</li> <li>• Amanda to see if she can find the left over residential plaques we had made several years ago</li> </ul>
<p><b>13.</b></p>	<p><b>Next Regular Meeting – June 30, 2022 at 6:00pm</b></p>
	<p><b>HAP Motion #2022- 15 to Adjourn Meeting</b></p> <p><b>Moved by:</b> Christine Milks</p> <p>BE IT RESOLVED THAT THE HERITAGE ADVISORY PANEL HEREBY ADJOURNS THIS MEETING.</p> <p style="text-align: right;"><b>CARRIED</b></p>

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.







400 Stone St 2022 Operating Expenses							
Acct Code	Account Name	Budget Amount	Balance	Projection			
1-5-19085-5324	Building Maintenance	\$ 4,000	\$ -				
1-5-19085-5331	Hydro	\$ 1,985	\$ 1,311.13	\$ 3,933.39			
1-5-19085-5332	Natural Gas	\$ 3,500	\$ 2,964.13	\$ 7,113.91			
1-5-19085-5333	Water / Wastewater	\$ 2,800	\$ 928.22	\$ 3,712.88			
1-5-19085-5400	Contracted Services	\$ 4,000	\$ 142.46	\$ 4,000			
1-5-19085-5405	Insurance*	\$ 3,380	\$ 1,805.26	\$ 5,054.73	*80% Increase in Premiums		
1-5-19085-5501	Property Taxes	\$ 6,615	\$ 3,712.70	\$ 8,167.94			
		\$ 26,280.00	\$ 10,863.90	\$ 31,982.85			
Capital and Operating Costs				Operating/Yr	Capital 10 Yrs	C&O Per Yr	Per Sq.Ft
Leasee	Price/Sq. Foot	Square Feet	Per Year	\$ 31,982.85	\$ 850,057.00	\$ 116,988.55	\$ 16.71
Boxing Club	\$5.58/ft	3600	\$ 20,083.92				
MyFM	\$18/ft	1000	\$ 18,000.00				
Seniors	\$5.00/ft	2400	\$ 12,000.00				
<b>Total Revenue</b>			<b>\$ 50,083.92</b>				
<b>Total Expenses</b>			<b>\$ 116,988.55</b>				
<b>Total Profit/(Loss)</b>			<b>-\$ 66,904.63</b>				
Proponent	Term	Utilities	Leasehold	Paid By			
Boxing Club	5 years +	Included	Not Applicable	N/A			
MyFM	5 years +	Included	\$35,000	MBC			
Senior Centre	Unknown	Included. Would pay for hydro	Unknown	Seniors			



**G NANOQUE**  
Council Report – RDS-2022-15

**Date:** August 9, 2022  **IN CAMERA**

**Subject:** King Street Pedestrian Bridge – Structural Analysis Update

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

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE KING STREET PEDESTRIAN BRIDGE STRUCTURAL ANALYSIS UPDATE REPORT FOR INFORMATION AND APPROVES OPTION \_\_\_\_\_, AS OUTLINED AND PRESENTED IN COUNCIL REPORT RDS-2022-15.

**STRATEGIC PLAN COMMENTS:**

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

Sector 2 – Environment and Infrastructure – Strategic Initiative #3 – Enhance the connectivity of the Town.

**BACKGROUND:**

The King Street Pedestrian Bridge was identified as needing some additional attention in the 2020 Ontario Structure Inspection Manual (OSIM) biennial inspection. Staff were approached to host a community event in 2021, and following some direct dialogue with the consulting engineer that performed the inspection, it was deemed that any extensive gathering on the bridge should be limited until the bridge can be evaluated for its current structural integrity. As a continuation of Council Motion 2021-106 and Council Motion 2022-062, Town Staff engaged Greer Galloway Group Inc. to undertake a Structural Analysis of the King Street Pedestrian Bridge.

Town Staff applied for grant funding in July 2021 through the Canada Community Revitalization Fund in the amount of \$375,000, with the Town investing an additional \$125,000 towards the project. Town staff reached out to Federal Economic Development Agency for Southern Ontario regarding this application recently and were informed that their branch is still reviewing applications and are in the process of notifying applicants.

**INFORMATION/DISCUSSION:**

The purpose of the 2022 Structural Analysis was to investigate the loading points of the structure and determine what works will be required to ensure the continued safety of the users of the bridge. Upon commencing the analysis of the structure, it was advised by the structural engineering team at Greer Galloway Group Inc. that the Town close the King Street Pedestrian Bridge until further assessment could be completed.

After reviewing the Report and discussing with the consulting team at Greer Galloway Group Inc., Town staff support the recommendation of the consultant to keep the King Street Pedestrian Bridge closed until all items within the report are rectified and a structural engineer can provide a load capacity for the structure.

This poses a larger question of do we complete the necessary repairs to re-open the existing bridge, or do we look to replace the existing bridge with a new structure built specifically for the desired functionality.

Town staff are presenting the following options as a recommendation:

Option 1 Leave the bridge closed and look to fund the repairs or replacement in the 2023 Budget.

Option 2 Leave the bridge closed and draft a Request for Proposal (RFP) outlining the required repair works in the analysis with an aim to proceed with the works in 2023. This option poses a financial consideration of approximately \$100,000, but this figure is unsolicited and would not be verified until Town staff received bids for the RFP.

Option 3 Leave the bridge closed and draft an RFP outlining a detailed design of a new structure to replace the existing structure and aim to Tender the works in 2023. This option poses a financial consideration of approximately \$100,000, but this figure is unsolicited and would not be verified until Town Staff received bids for the RFP.

**APPLICABLE POLICY/LEGISLATION:**

Procurement By-law 2015-087

Ontario Structure Inspection Manual, Ministry of Transportation

**FINANCIAL CONSIDERATIONS:**

Town staff cannot currently provide any estimate as to the total costs in repairing the bridge. The recommended rehabilitation works were estimated at \$500,000 in 2020.

The assistance of a consulting engineering firm to provide a Request for Tender for the detailed design of the rehabilitation work would likely cost approximately \$100,000. This would be an expense that has not been accounted for in 2022 and would therefore be an additional draw from capital reserves.

**CONSULTATIONS:**

Brock Webb, Superintendent of Roads

Engineering staff from Greer Galloway

**ATTACHMENTS:**

Motion #21-106

Motion #22-062

2020 OSIM Inspection Report – King Street Pedestrian Bridge

2022 Structural Analysis Report – King Street Pedestrian Bridge

<b>APPROVAL</b>	<p>_____ David Armstrong, Manager of Public Works</p> <p>_____ Melanie Kirkby, 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>_____ Shellee Fournier, CAO</p>
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**MOTION / RESOLUTION OF COUNCIL**

<b>Date:</b> June 15, 2021		<b>Motion No.</b> 2021 – 106
<b>Subject:</b> Notice of Motion – King Street Pedestrian Bridge		
<b>Moved by:</b>	Councillor Haird	
<b>Seconded by:</b>	Councillor Kench	
<p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE 2020 OSIM INSPECTIONS FINAL SUMMARY REPORT FROM JEWEL ENGINEERING,</p> <p>AND FURTHER THAT COUNCIL DIRECTS STAFF TO BRING BACK A REPORT FOR COUNCIL'S CONSIDERATION REGARDING THE ELEMENTS AND ASSOCIATED COSTS NEEDED TO BE REPAIRED TO ENSURE THE BRIDGE'S STRUCTURAL INTEGRITY, WITH WORKS TO BE UNDERTAKEN IN 2022.</p>		

Ayes 6 Nays 0

Carried: ✓  
 Defeated: \_\_\_\_\_  
 Tabled/Postponed: \_\_\_\_\_

  
 \_\_\_\_\_  
 David Osmond, Deputy Mayor

MA s. 246 - When a recorded vote is requested, the Clerk will call for each Councillors vote (Aye or Nay), mark the recorded vote as indicated by the member, and announce whether the motion is carried or defeated. The Mayor will then sign the motion.

RECORDED VOTE:	Aye	Nay
Anderson, D.		
Haird, A.		
Harper, M.		
Kench, M.		
O'Connor, D.		
Osmond, D.		
Lojko, T.		
<b>TOTALS</b>		

Mayor Lojko declared a pecuniary interest and refrained from voting.

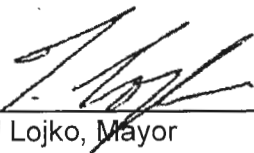
The Corporation of Town of  
 **G NANOQUE**

**MOTION / RESOLUTION OF COUNCIL**

<b>Date:</b> April 19, 2022		<b>Motion No. 2022 –</b> <u>062</u>
<b>Subject:</b> King Street Pedestrian Bridge – Update		
<b>Moved by:</b>	<u>Councillor Kench</u>	
<b>Seconded by:</b>	<u>Deputy Mayor Anderson</u>	
<p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVE THE KING STREET PEDESTRIAN BRIDGE UPDATE REPORT, AND AUTHORIZE STAFF TO ENGAGE IN A QUALIFIED CONSULTING ENGINEER TO PERFORM A STRUCTURAL ANALYSIS OF THE BRIDGE, AS PRESENTED IN COUNCIL REPORT RDS-2022-04.</p>		

Ayes 5 Nays 2

Carried: \_\_\_\_\_  
 Defeated: \_\_\_\_\_  
 Tabled/Postponed: \_\_\_\_\_

  
 \_\_\_\_\_  
 Ted Lojko, Mayor

MA s. 246 - When a recorded vote is requested, the Clerk will call for each Councillors vote (Aye or Nay), mark the recorded vote as indicated by the member, and announce whether the motion is carried or defeated. The Mayor will then sign the motion.

RECORDED VOTE:	Aye	Nay
Anderson, D.		
Haird, A.		
Harper, M.		
Kench, M.		
O'Connor, D.		
Osmond, D.		
Lojko, T.		
<b>TOTALS</b>		

## Inventory Data

Structure Name:	King Street Pedestrian Bridge		
Road Name:	Gananoque Waterfront Trail		
Structure Location:	Immediately downstream of King Street Bridge		
Owner(s)	Town of Gananoque		
Latitude: 44.327153	Longitude: -76.16421	Crossing Type:	Navig. Water
MTO Region:	Eastern	Heritage Designation:	Not Cons.
MTO District:	Kingston	Road Class:	Local
Structure Type:	Half-through Beams of Girders	Posted Speed:	AADT:
Total Deck Length:	71.9m	No. of Lanes: 1	% Trucks:
Overall Str. Width:	7.7m	Min. Vertical Clearance:	0
Total Deck Area:	553.6sq.m	Special Routes:	
Roadway Width:	7m	Transit <input type="checkbox"/>	Truck <input type="checkbox"/>
Skew Angle:	0	School <input type="checkbox"/>	Bicycle <input type="checkbox"/>
No. Spans:	2	Detour Length Around Bridge:	
Span Lengths:	35.4m; 36.5m	Direction of Structure:	North-South
		Fill on Structure:	0m

## Historical Data

Year Built:	1927	Year of Last Major Rehab:	0
Last OSIM Inspection:	2018-10-30	Last Evaluation:	
Last Enhanced OSIM Inspection:		Current Load Limit	
Enhanced Access Equipment:		Load Limit By-Law #	
Last Underwater Inspection:		By-Law Expiry Date:	
Last Condition Survey:			
Rehab History (Date/Description):			

## Field Inspection Information

Date of Inspection:	2020-10-28	Weather:	Overcast
Inspector:	John Landry, EIT	Temperature:	11
Others in Party:	Shane Wall		
Equipment Used:	Camera, handtools		

**Additional Investigations Required**

	Priority	Estimated Cost
Material Condition Survey		\$0.00
Detailed Deck condition Survey		\$0.00
Non-Destructive Delamination Survey of Asphalt-Covered Deck		\$0.00
Concrete Substructure Condition Survey		\$0.00
Detailed Coating Conditon Survey		\$0.00
Detailed Timber Investigation		\$0.00
Post-Tensioned Strand Investigation		\$0.00
Underwater Investigation		\$0.00
Fatigue Investigation		\$0.00
Seismic Investigation		\$0.00
Structure Evaluation	Normal	\$10,000.00
Monitoring		\$0.00
Monitoring of Deformations, Settlements and Movements		\$0.00
Monitoring Crack Widths		\$0.00

Investigation Notes:

Total Cost: \$10,000.00

Structure evaluation recommended to determine repair/ replacement options.

**Overall Structure Notes**

Recommended Work on Structure: Major Rehab

Timing 1-5 Years

**BCI: 68.84**

Overall Comments:

Date of next inspection: 2022-10-28

Deck is supported by timber floor beams that are partially supported by the original floor system. Original floor System is in poor condition and continues to deteriorate. Exterior plate girders could potentially be salvaged and a new floor system installed.

**Element Data**

Element Group: Decks	Material: Wood	Length: <input type="text" value="71.9m"/>										
Element Name: Wearing Surface	Element Type -	Width: <input type="text" value="7m"/>										
Location:	Environment: Severe	Height: <input type="text"/>										
<table border="1"> <thead> <tr> <th>Units</th> <th>Excellent</th> <th>Good</th> <th>Fair</th> <th>Poor</th> </tr> </thead> <tbody> <tr> <td>Sq.m</td> <td>0</td> <td>493.3</td> <td>10</td> <td>0</td> </tr> </tbody> </table>	Units	Excellent	Good	Fair	Poor	Sq.m	0	493.3	10	0	Protect. System:	Count: <input type="text" value="1"/>
Units	Excellent	Good	Fair	Poor								
Sq.m	0	493.3	10	0								
		Total Quant. <input type="text" value="503.3"/>										

Comments:

Light weathering and splitting. Decayed boards have been spot replaced.

Limited Inspection

Performance Def:

Maintenance:

Timing:

Rehab Recommendations:

**Element Data**

Element Group: Decks	Material: Wood	Length: <input type="text" value="71.9m"/>										
Element Name: Soffit - Thin Slab	Element Type -	Width: <input type="text" value="7m"/>										
Location: Underside of deck	Environment: Moderate	Height: <input type="text"/>										
<table border="1"> <thead> <tr> <th>Units</th> <th>Excellent</th> <th>Good</th> <th>Fair</th> <th>Poor</th> </tr> </thead> <tbody> <tr> <td>Sq.m</td> <td>0</td> <td>503.3</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Units	Excellent	Good	Fair	Poor	Sq.m	0	503.3	0	0	Protect. System:	Count: <input type="text" value="1"/>
Units	Excellent	Good	Fair	Poor								
Sq.m	0	503.3	0	0								
		Total Quant. <input type="text" value="503.3"/>										

Comments:

Underside of deck obscured by railway ties and steel floor system.

Limited Inspection

Performance Def:

Maintenance:

Timing:

Rehab Recommendations:

**Element Data**

Element Group: Beams	Material: Steel	Length: <input type="text" value="36m"/>										
Element Name: Girders	Element Type I-Type	Width: <input type="text" value="0.51m"/>										
Location: East and west	Environment: Severe	Height: <input type="text" value="3m"/>										
<table border="1"> <thead> <tr> <th>Units</th> <th>Excellent</th> <th>Good</th> <th>Fair</th> <th>Poor</th> </tr> </thead> <tbody> <tr> <td>Sq.m</td> <td>0</td> <td>1106.8</td> <td>50</td> <td>1</td> </tr> </tbody> </table>	Units	Excellent	Good	Fair	Poor	Sq.m	0	1106.8	50	1	Protect. System:	Count: <input type="text" value="4"/>
Units	Excellent	Good	Fair	Poor								
Sq.m	0	1106.8	50	1								
		Total Quant. <input type="text" value="1157.8"/>										

Comments:

Small perforations at stiffeners on bottom half of girders. Light to moderate corrosion on interior of girders.

Limited Inspection

Performance Def:

Maintenance:

Timing: 1-5 Years

Rehab Recommendations:

Explore the need for cleaning and coating structural steel elements

**Element Data**

Element Group:	Beams	Material:	Steel	Length:	7.18m	
Element Name:	Floor Beams	Element Type	I-Type	Width:	0.45m	
Location:	Underside of deck	Environment:	Moderate	Height:	0.9m	
Units	Excellent	Good	Fair	Poor	Count:	14
Sq.m	0	256.6	50	10	Total Quant.	316.6

Comments:  
 Moderate to severe section loss and corrosion throughout.

Limited Inspection

Performance Def:

Maintenance:

Timing:

Rehab Recommendations:

**Element Data**

Element Group:	Beams	Material:	Steel	Length:	4.5m	
Element Name:	Stringers	Element Type	I-Type	Width:	0.2m	
Location:	Between floor beams	Environment:	Moderate	Height:	0.6m	
Units	Excellent	Good	Fair	Poor	Count:	32
Sq.m	0	12	10	10	Total Quant.	32

Comments:  
 North end stringers are perforated. South girders have moderate to severe corrosion and section loss.

Limited Inspection

Performance Def:

Maintenance:

Timing:

Rehab Recommendations:

**Element Data**

Element Group:	Bracing	Material:	Steel	Length:		
Element Name:	Bracing	Element Type	Channel	Width:		
Location:	Between floor beams	Environment:	Moderate	Height:		
Units	Excellent	Good	Fair	Poor	Count:	16
Sq.m	0	0	0	16	Total Quant.	16

Comments:  
 Severe corrosion and section loss in cross bracing. Severe section loss and perforations in connecting gusset plates.

Limited Inspection

Performance Def:

Maintenance:

Timing:

Rehab Recommendations:

## Element Data

Element Group: Abutments  
 Element Name: Abutment Walls

Material: Cast-in-place Concrete  
 Element Type Conventional Closed

Length:

Width: 7.7m

Location: North and south

Environment: Moderate

Height: 1m

Units	Excellent	Good	Fair	Poor
Sq.m	0	5.4	9	1

Protect. System:

Count: 2

Total Quant. 15.4

## Comments:

Cracking with efflorescence in northwest but also noted in south abutment wall. South abutment wall is partially buried by debris. Open cold joint in north abutment. Light to moderate scaling also noted in north abutment wall.

Limited Inspection

Performance Def:

Maintenance:

Timing:

## Rehab Recommendations:

## Element Data

Element Group: Abutments  
 Element Name: Bearings

Material: Steel  
 Element Type Pot

Length:

Width:

Location: On abutment walls

Environment: Severe

Height:

Units	Excellent	Good	Fair	Poor
Each	0	2	2	0

Protect. System:

Count: 4

Total Quant. 4

## Comments:

Light to moderate corrosion. South bearings partially covered by debris.

Limited Inspection

Performance Def:

Maintenance:

Timing:

## Rehab Recommendations:

## Element Data

Element Group: Piers  
 Element Name: Shafts/ Columns/ Pile Bents

Material: Cast-in-place Concrete  
 Element Type Concrete Rectangular Columns and Shafts

Length: 2.5m

Width: 9m

Location:

Environment: Moderate

Height: 4m

Units	Excellent	Good	Fair	Poor
Sq.m	0	32	50	10

Protect. System:

Count: 1

Total Quant. 92

## Comments:

Cracking with efflorescence throughout pier. Foundation of pier has severe erosion. Disintegration occurring in west end of pier.

Limited Inspection

Performance Def:

Maintenance:

Timing:

## Rehab Recommendations:



**Element Data**

Element Group: Embankments and Streams

Material:

Length:

Element Name: Embankments

Element Type -

Width:

Location: All four quadrants

Environment:

Height:

Units	Excellent	Good	Fair	Poor
All	0	4	0	0

Protect. System:

Count:

Total Quant.

**Comments:**

South span has been backfilled due to development since construction. Severe erosion along north embankment.

Limited Inspection

Performance Def:

Maintenance:

Timing:

**Rehab Recommendations:**

**Recommended General Work**

Recommended Work	Description	Timing	Estimated Cost
Major Rehab	Rehab/ Install new floor system, repair structural steel components	1-5 Years	\$500,000.00

**Associated Work**

Associated Work	Comments	Estimated Cost
<b>Approaches:</b>		\$0.00
<b>Detours:</b>		\$0.00
<b>Traffic Control:</b>		\$0.00
<b>Utilities:</b>		\$0.00
<b>Right of Way:</b>		\$0.00
<b>Environmental Study:</b>		\$0.00
<b>Other:</b>		\$0.00
<b>Contingencies:</b>		\$0.00
<b>Associated Work Total:</b>		\$0.00

**Total Estimated Cost**

Total cost of Recommended Works \$500,000.00



West elevation



East elevation



Looking south over bridge



Deck wearing surface



Wearing surface over bridge



West girder



East girder



North span soffit



Perforation in northwest stringer



Perforation in northeast stringer



Perforation northeast gusset plate



South span soffit



Perforation in south gusset



South floor system condition



North abutment wall



Cracking with efflorescence in northwest abutment wall



North face of pier



South abutment wall



Disintegration in northwest ballast wall

# King Street Pedestrian Bridge Structural Engineering Review of Existing Structure

Prepared for:

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

Submitted by:

The Greer Galloway Group Inc.  
Engineering Consultants  
640 Cataraqui Woods Dr  
Kingston, ON K7P 2Y5

T: (613) 966-3068

F: (613) 966-3087

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

Project # 22-5-3303

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## Executive Summary

Greer Galloway was retained by the Town of Gananoque to complete a structural investigation and analysis of the existing structure of the King Street Pedestrian Bridge, which crosses the Gananoque River in the Town of Gananoque, ON. Our site review found structural deficiencies in numerous members including severe corrosion and cross-section loss in the original steel girders, stringers and braces, concrete cracking, spalling and section loss at both abutments and the centre pier.

Greer Galloway confirmed with Town staff the typical usage and vehicle loading on the structure and completed a detailed analysis of all bridge members. Our analysis found that the newer wood members are insufficient to support required loading, particularly the factored axle loading for vehicle traffic (assumed as an occupied Dodge Ram 1500 or similar).

Our analysis of the existing steel structure found theoretical capacity suitable for both loading conditions, however due to the poor physical condition of the steel members, it was not possible to determine actual load capacity. The existing steel structure is very poor condition with severe corrosion throughout as well as significant localized cross section loss which has rendered the structure unsuitable for continued use. The lone exception among steel members are the exterior plate girders which are in fair-to-good condition and may be able to be salvaged. Wood rail ties were found to be in fair to good condition and may be able to be salvaged, however they are not appropriately sized to support factored live and snow loads.

Greer Galloway recommends that the town consider seeking a qualified engineering consulting firm to complete a detailed design for the rehabilitation of the existing bridge foundations and rehabilitation or replacement of the bridge structure itself. Until such time that this work has been completed, it is recommended that the structure remain closed to public access and that the Town refrain from driving over the bridge with any type of vehicle. Minimal live loading from Town personnel for maintenance or inspection purposes is allowable, but large-scale pedestrian access is not advised due to potential of failure if the bridge is over loaded.

## 1. Introduction

The Town of Gananoque engaged The Greer Galloway Group to perform a visual assessment and complete a structural analysis and review of the King Street Pedestrian Bridge located over the Gananoque River, connecting pedestrian access from Mill Street to King Street, just East of the King Street Bridge in Gananoque, Ontario.

The structure, originally built in 1927, is a two-span, riveted plate girder bridge that previously functioned as a rail bridge. The structure has been converted to pedestrian usage by the addition of a wood deck structure over the existing rail ties and steel structure. Greer Galloway confirmed with Town staff prior to our analysis that the structure is generally restricted to pedestrian access only, but occasionally supports a half-ton pick-up truck used by town staff for various maintenance operations. The structure was previously used for a pop-up craft market, but this use was discontinued in 2019.

The purpose of this report, dated August 03, 2022, is to provide The Town of Gananoque with a summary of the existing condition of the bridge structure, identification of deficiencies, detailed structural analysis of existing members and to provide guidance for continued use of the structure.

## 2. Scope

### 2.1 Field Investigations

Field investigations were carried out by the personnel presented below. A topographical survey was completed on June 29, 2022 to confirm existing elevations, grades and structure orientation. The survey also confirmed the overall bridge dimensions. A detailed visual structural inspection of the bridge was completed over two site visits on June 28 and June 29, 2022. The scope of the site inspection was strictly visual and limited tactile and nondestructive testing methods. The inspection included a visual review for defects including cracking and deflection, and detailed measurements to allow for an engineering analysis of the identified deficiencies and their impact on the structural stability. The present condition and dimensions were reviewed against the Canadian Highway and Bridge Design Code (CHBDC) and Ontario Building Code (OBC) standards and regulations. Results of the visual inspections can be found in section 2 below, photos can be found in Appendix A – Site Photos.

### 2.2 Personnel

Guillermo Toro Suarez, P.Eng. - The senior structural engineer at Greer Galloway. Mr. Toro Suarez participated in the site inspection and completed the detailed structural analysis and modelling of the bridge structure and aided in development of this report.

Jaime Maitland, P.Eng. – Greer Galloway's structural project manager. Mr. Maitland was responsible for oversight of Greer Galloway's structural team, as well as coordination with Town staff. Mr. Maitland was also responsible for providing review of the structural analysis and development of this report.

Michael Terpstra, E.I.T. – Mr. Terpstra is a structural engineer-in-training with Greer Galloway. He assisted the Senior engineer with the site inspection, as well as the detailed analysis and modelling of the bridge structure.

Allen Hicks, C. Tech – Mr. Hicks is a senior civil tech and was responsible for completing the topographical survey of the bridge.

### 3. Structural Inspection Results

#### 3.1 General Arrangement

The structure is comprised of two unequal spans, a shorter span of approximately 31,00 ) meters from the South abutment to the pier, and a larger span of 35,00 (DIMENSION) meters from the pier to the North abutment. Both abutments and the centre pier are cast-in-place concrete foundation elements supporting the steel structure on steel bearings. Footings for the South abutment wall are buried in grade. The North abutment footing, and centre pier footing are visible at base of the structure and appear to bear on native bedrock. The centre pier footing projects into the watercourse.

The original bridge structure is comprised of two pairs of riveted plate girders which span from each abutment to the centre pier. The plate girders are continuous across each span with stiffeners at 3.2m intervals. The structure of each span is similar, with steel girders, stringers, and cross bracing between the plate girders, supporting 150mm x 300mm wooden railway ties. There is an area at the centre pier between the bearing points of the North and South spans that is entirely supported on new wood structure. This area is roughly 12,00 m<sup>2</sup>

The newer wood deck is comprised of 3-ply 2x8 wood beams partially supported on the original structure, bearing on top of stacked wooden shims of various sizes and thicknesses resting directly on top of the wooden railway ties. These shims appear to have been pressure fit, without any fasteners or connectors to either the wood girders or the original structure. 2x8 wood joists span between the 3-ply 2x8 girders at typical span of 2.2m and 508mm spacing. In the South span it was found that there was one location where the joists span 4.4 m; the majority of the joists observed didn't have adequate blocking between them affecting the strength and stability of the joists; The joists were also observed to have been notched on the tension side throughout the structure. The transverse wood decking, which runs perpendicular to the traffic and to the joists is comprised of 2x6 laid flat.

#### 3.2 Deficiencies

The following deficiencies were observed during the visual inspection of the structure. Regardless of the results of the structural analysis, at minimum these deficiencies will need to be addressed before the bridge can resume regular service.

### Bridge Foundations

Cracking with efflorescence was observed in both abutment walls as well as the centre pier shaft. All three foundation elements also showed signs of moderate scaling and spalling. The centre pier shows signs of severe section loss and disintegration occurring at both the top bearing surface (NW and SE corners in particular) as well as at the base of the shaft at the water course where the footing and pier show clear signs of erosion. No destructive or material testing has been completed to-date for existing concrete elements, however it is recommended that compressive strength, AVS and RCP testing be completed at a minimum.

### Original Bridge Structure

The original plate girders appear to be in fair-to-good condition, with relatively minor, localized corrosion on the interior of the girders, and small perforations in some stiffeners. The remainder of the steel structure is in much worse condition. The steel girders, stringers and cross bracing all show moderate to severe corrosion throughout as well as moderate to severe perforations and section loss in several locations and in several of the connecting gusset plates. Based purely on visual inspection these elements should be removed from service. Cracks were observed in several of the existing timber railway ties but overall these members remain in fair-to-good condition, but the existing transfer of loads from the upper wood beams at the overhang locations reduces the wood rail ties capacity.

### Wood Deck Structure

The deck boards are in generally good condition. It is our understanding that Town performs regular maintenance and replacement of broken or damaged boards. The wooden joists and girders are also in generally good condition with no obvious signs of environmental or physical damage. There was minor splitting and cracking of joists observed at notched connections. Connections between 3-ply 2x8 girders and original structure supported on stacked shims were observed to be out of plumb, and overall providing poor bearing support.

## 4. Structural Analysis

Greer Galloway completed a detailed structural analysis of the existing bridge structure based on relevant CHBDC and OBC loading conditions. Analysis considered dead, live, snow and wind loads. Dead loads were assumed based off of typical material weights and recorded dimensions for both original and newer structural components. 4.8 KPa live loading for pedestrian access was assumed throughout. Snow and wind loads were determined for Gananoque in compliance with available climatic data in accordance with appropriate codes and standards. For the purposes of this analysis, the combined factored snow and live load was 8.24 kPa.

Additionally, based on conversations with town staff, the structure was also evaluated for its ability to support loading of a "½ ton" pick-up truck. For the purposes of our analysis a Dodge Ram 1500, with a maximum occupied weight of 3217 kg was assumed.

Greer Galloway utilized a combination of conventional first-principal analysis as well as computer modeling using SAP2000 Version 23. A summary of the findings can be found in the sections below:

## 4.1 Bridge Foundations

Destructive and material testing was beyond the scope of this assignment, as such Greer Galloway was unable to complete detailed load analysis of the existing foundation elements. Visual inspection is sufficient to confirm that they will require rehabilitation. Per section 4.1 below, it is recommended that material testing be completed prior to detailed design of foundation rehabilitation.

## 4.2 Original Bridge Structure

The original structural was analyzed for factored load capacity under two primary scenarios: combined factored pedestrian live load and factored snow load, and factored vehicle loading for assumed pick-up truck.

### Railway Ties

The existing wood railway ties were determined to be more than capable of supporting the required axle load of a single truck, with a maximum allowable axle load of 5072 kg, or roughly 2.6 times the required load capacity for a Dodge Ram 1500. However, when checked against the second load scenario, the ties were found to be capable of support 4.67kPa factored load, roughly 56.7% of the required factored load.

### 600 mm Deep Steel Joists

The smallest of the primary structural steel members was a 600mm deep steel joist. Our analysis determined that these sections have a nominal Flexural Factored Capacity of 343 KN.m. This flexural capacity is in theory sufficient for the evaluated Vehicle, Live and Snow loads, but due to the severe corrosion and loss of cross sectional area the existing physical condition is not capable of providing an accurate load evaluation, nor are they acceptable for continued use.

### 1000 mm depth steel Girder:

The 1000mm (1m) deep steel girders span between the exterior plate girders, transferring the bulk of the dead, live and traffic loads to these exterior sections. Our analysis determined that these sections have a nominal Flexural Factored Capacity of 1387 KN.m. As with the 600mm deep sections, this flexural capacity is in theory sufficient for Vehicle, Live and Snow loads. Unfortunately, as is the case with the 600mm deep sections, these members were observed to be severely corroded and not adequate for providing an accurate load evaluation. These members are not acceptable for continued use.

### Steel Cross Bracing:

The steel cross bracing in the original structure is comprised of 64x64x6.4mm steel angles. These members were analyzed and it was determined that they have a theoretical Axial Compression capacity of 7.74 KN. However, as with the 600mm and 1000mm deep members, the cross bracing is severely corroded and Greer Galloway can not provide an accurate load capacity of the member due to the uncertainty inherent from their condition. These members are not acceptable for continued use.

### 3100 mm Deep Exterior Steel Plate Girder

The 3100mm (3.1m) deep exterior plate girders are in the best condition of all the original steel members. As discussed in section 2.2 Deficiencies, they bear some corrosion and minor perforations but should be salvageable. Our analysis has determined that the plate girders have a Factored Flexural Capacity of 17,968 KN.m and should be sufficient to support required Vehicle, Live and Snow loads.

## 4.3 Wood Deck Structure

The wood deck structure is comprised of three primary members: 2x6 wood deck boards, 2x8 wood joists and 3-ply 2x8 wood beams.

### 2x6 Wood Deck

The wood deck was reviewed and determined to be more than capable of supporting for supporting the factored live and snow loads, with a theoretical capacity of 14.8 kPa, or 180% of the required factored live and snow loads. Unfortunately, the wood decking was determined to be insufficient to support the factored truck load, with a maximum allowable axial load of 689 kg, just 35% of the required maximum factored axle load. Our analysis confirms that the wood deck is critical in flexure under this loading.

### 2x8 Wood Joists

The wood joists are spaced at approximately 508mm on-centre, spanning 2.2m at most locations. There were two locations identified in our site investigation where joists span 4.4m, both located at the South end of the bridge. The 4.4m spanning joists are not suitable for either load condition. For the remainder of the joists at 2.2m spacing, Greer Galloway has determined that they are suitable to support factored live and snow loads, with a theoretical capacity of 11.44 kPa, or 139% of the required loads. As with the decking, the joists are insufficiently sized to support factored axle loading for the assumed truck. Our analysis has determined that the maximum allowable axle load to be supported on the existing 2x8 joists is 608 kg, 31.5% of the required maximum factored axle load. As with the deck boards, the joists are critical in flexure under this type of loading. Additionally, the joists are notched at each end, a practice which the CHBDC specifically recommends be avoided for timber bridge construction.

### 3-Ply 2x8 Wood Beams

The 3-ply 2x8 wood beams are the primary load bearing member for the newer wood structure, bearing on the existing rail ties below on a series of stacked wood shims/plates. Our structural analysis has determined that these beams are undersized for both loading conditions. The factored live and snow load capacity of these beams is 2.68 kPa, just 32.5% of the required factored live and snow load condition. The maximum allowable axle load on the 3-ply beams is 644kg, 33.3% of the required maximum factored axle load.

## 5. Recommendations

The provided recommendations are based a combination of site observations and detailed structural analysis.

### 5.1 Bridge Foundations

The existing abutments, ballast walls and centre pier are in need of rehabilitation. There is minor to moderate cracking and efflorescence observed throughout, as well as localized section loss and disintegration in several locations which will continue to deteriorate without immediate attention. At a minimum it is recommended that additional testing be completed to determine compressive strength, as well as AVS and RCP testing. Upon completion of these additional investigations, it is recommended that a detailed rehabilitation/refacing design be completed to ensure adequate performance of the bridge foundations as well as to protect from further deterioration.

### 5.2 Original Bridge Structure

The existing steel plate girders are sufficient to carry factored loads under both load conditions and are in the best condition of all the original steel elements. The plate girders are likely salvageable however, it is recommended that these members be cleaned and painted with an appropriate product to prevent further corrosion/deterioration. Existing steel girders, stringers/joists and cross bracing are in much worse condition. Some members are in much worse condition than others and it is possible that a detailed inventory may find a handful of members that are capable of being repaired, but this would be a costly, time consuming option that could have little to no benefit. Greer Galloway recommends that if the town wishes to maintain the crossing, the existing steel members, except for the plate girders, be replaced with new steel members, designed in compliance with modern codes and standards, and capable of supporting all required load conditions.

The replacement of the existing steel members will require full closure of the bridge in order to complete. It is possible that piece-wise replacement could be accomplished, by sistering existing members with new before their removal, however this would be a costly option. Alternatively, the entire structure could be removed and replaced with a modern design. Elements of the existing steel, such as member sizes, orientations, and even the original plate girds could be incorporated into the design to maintain the aesthetic.

### 5.3 Wood Deck Structure

The wood deck structure is in overall good physical condition but is insufficiently sized to support the required loading based on the results of our analysis. If the Town wishes to maintain the crossing, the wood deck structure will need to be replaced with a suitably designed alternative. If the Town replaces the existing steel structure with new, then the wood deck structure would be replaced as well. In order to maintain similar aesthetics and walking conditions, the Town could require that any replacement/rehabilitation design feature a wood deck walking surface.

## 6. Conclusion

Greer Galloway has completed a detailed visual inspection, survey and structural analysis of all framing members of the King Street Pedestrian Bridge on behalf of the Town of Gananoque. Our investigation has determined that the existing bridge foundations are in a state of disrepair and require rehabilitation in order to continue to be of service. Additional testing of the concrete will be required to provide detailed rehabilitation design and to confirm existing load capacity of foundation elements.

The original steel bridge structure was found to be theoretically capable of supporting all required load conditions. Due to the state of the steel members however, including severe corrosion throughout and significant localized cross-section loss, the steel structure is not appropriate for continued use and should be rehabilitated or replaced as soon as possible in order to maintain the crossing. The existing plate girders are the lone exception that is in salvageable condition and potentially capable of being incorporated into a future rehabilitation or replacement structure.

The wood deck that was installed over the existing structure to allow for pedestrian use was determined to be insufficiently sized for required load conditions. The wood deck, joists and beams are all incapable of supporting the assumed vehicle load based on axle load limits of the members. The wood beams were also determined to be insufficiently sized to support required factored live and snow loading.

Greer Galloway recommends that the town consider seeking a qualified engineering consulting firm to complete a detailed design for the rehabilitation of the existing bridge foundations and rehabilitation or replacement of the bridge structure itself. Until such time that this work has been completed, it is recommended that the structure remain closed to public access and that the Town refrain from driving over the bridge with any type of vehicle. Minimal live loading from Town personnel for maintenance or inspection purposes is allowable, but large-scale pedestrian access is not advised due to potential of failure if the bridge is over loaded.

We trust that the information found in this report is sufficient to your needs at this time. Please do not hesitate to contact the undersigned should you have any questions.

Yours truly,

Guillermo Toro Suarez, P.Eng.  
Sr. Structural Engineer  
**THE GREER GALLOWAY GROUP INC**

Jaime Maitland, P.Eng.  
Structural Project Manager  
**THE GREER GALLOWAY GROUP INC**

The Corporation of the Town of  
**GANANOQUE**  
Consent Agenda Items

<b>Moved by:</b>
<b>Seconded by:</b>
Be it resolved that the Motion and By-law listed on the Consent Agenda be passed accordingly:
<b>MOTION:</b>
<b>#22-126 – Approval of Minutes – Tuesday, July 12, 2022</b> BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE REGULAR MINUTES OF TUESDAY, JULY 12, 2022 MEETING.
<b>BY-LAW:</b>
<b>By-law No. 2022-088 – Cataraqui Region Conservation Authority (CRCA) Service Level Agreement</b> BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2022-088, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN A SERVICE LEVEL AGREEMENT WITH CATARAQUI REGION CONSERVATION AUTHORITY (CRCA) FOR LAND USE PLAN INPUT AND REVIEW SERVICES.

As presented at the regular Council Meeting held this 9<sup>th</sup> day of August 2022.

Approved: August 9, 2022

\_\_\_\_\_  
Ted Lojko, Mayor

Unanimous  Carried

Ayes \_\_\_\_\_ Nays \_\_\_\_\_













**KINSMEN BUILDING ADVISORY PANEL MOTION**

<b>Date: July 11, 2022</b>		<b>Motion No. KBAP-2022 – 09</b>
<b>Subject: Kinsmen Building Advisory Panel – Request to Extend Term</b>		
<b>Moved by:</b>	<i>Chris McDonald</i>	
<b>Seconded by:</b>	<i>Marion Sprenger</i>	
<p>BE IT RESOLVED THAT THE KINSMEN BUILDING ADVISORY PANEL RECOMMENDS TO COUNCIL TO EXTEND THE PANEL'S TERM OF OFFICE FROM AUGUST 1, 2022 TO NOVEMBER 14, 2022</p>		

Ayes 9 Nays 0

Carried:

Defeated:

Tabled/Postponed:

*Ted Lojko*  
 \_\_\_\_\_  
 Ted Lojko, Chair

MA s. 246 - When a recorded vote is requested, the Clerk will call for each Councillors vote (Aye or Nay), mark the recorded vote as indicated by the member, and announce whether the motion is carried or defeated. The Mayor will then sign the motion.

RECORDED VOTE:	Aye	Nay
Garrah, J.		
Lancaster, J.		
McDonald, C.		
Snowden, S.		
Sprenger, M.		
Johnson, S.		
McCauley, L.		
Matthews, D.		
Osmond, D.		
Anderson, D.		
Lojko, T.		
<b>TOTALS</b>		

**THE CORPORATION OF THE TOWN OF GANANOQUE**

**BY-LAW NO. 2022-088**

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**BEING A BY-LAW AUTHORIZE THE MAYOR AND CLERK TO SIGN A SERVICE LEVEL AGREEMENT WITH CATARAQUI REGION CONSERVATION AUTHORITY (CRCA) FOR LAND USE PLAN INPUT AND REVIEW SERVICES**

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

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

**AND WHEREAS** on June 21, 2022, the Council of the Town of Gananoque received Council Report CAO-2022-10, and passed Motion 2022-111, directing the CAO to work the Cataraqui Region Conservation Authority (CRCA) and bring back a By-law authorizing the Mayor and Clerk to sign a Municipal Agreement as outlined in Option #2, support only Category 2 Programs;

**AND WHEREAS** on August 9, 2022, the Council of the Town of Gananoque reviewed the Service Level Agreement – Land Use Plan Input and Review Services and deems it appropriate to pass this By-law.

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

1. **AUTHORIZATION:**
  - 1.1 That the Mayor and Clerk are hereby authorized to sign an Agreement with Cataraqui Region Conservation Authority (CRCA) for Land Use Plan Input and Review Services.
  
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 9<sup>th</sup> day of August 2022.

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Ted Lojko, Mayor

---

Penny Kelly, Clerk

(Seal)

**Service Level Agreement**  
**Land Use Plan Input and Review Services**

**This Agreement** made this \_\_\_\_\_ day of \_\_\_\_\_, 2022

**Between:**

**Town of Gananoque**

(a municipal corporation under the *Municipal Act*, 2001, S.O. 2001 c. 25)  
(hereinafter the “Town”)

- and -

**Cataraqui Region Conservation Authority**

(a conservation authority under the *Conservation Authorities Act*, R.S.O. 1990 c. C-27)  
(hereinafter “Cataraqui Conservation”)

**Whereas** Cataraqui Conservation provides services to and on behalf of the Town;

**And Whereas** the *Conservation Authorities Act* requires certain programs and services delivered on behalf of municipalities to be approved under agreement;

**And Whereas** the Town and Cataraqui Conservation (the “Parties”) wish to enter into an agreement for the provision of land use plan input and review services;

**And Whereas** the Parties recognize the need for, and the benefits of entering into an agreement for the delivery of programs and services by Cataraqui Conservation on behalf of the Town;

**And Whereas** the Parties continue to work together to identify opportunities for further collaboration to the benefit of both Parties while ensuring efficiency and accountability;

**Now Therefore**, in consideration of the mutual covenants, conditions, considerations and payments herein contained, the Parties mutually agree as follows.

**1. Entire Agreement**

1.1. This Agreement, together with:

Schedule “A” -	Service Deliverables
Schedule “B” -	Service Budget

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

1.2 This Agreement will be posted publicly on Cataraqui Conservation’s website to comply with requirements under the *Conservation Authorities Act*.

## 2. Definitions

2.1 In this Agreement:

**“Category 2”** means programs and services that Cataraqui Conservation agrees to provide on behalf of a municipality situated in whole or in part within its area of jurisdiction under a Memorandum of Understanding, or such other agreement as may be entered into with the municipality, in respect of programs and services.

**“Participating Municipality”** refers to a municipality within Cataraqui Region Conservation Authority’s jurisdiction

**“Program”** means the business area for which multiple Services may be delivered within Cataraqui Conservation’s jurisdiction. For this Agreement, the Services outlined fall within:

- Natural Hazards and Watershed Management

**“Service(s)”** means the desired actions, activities, or events which Cataraqui Conservation provides as per the deliverables in Schedule “A” on behalf of the Town, which may be part of a larger watershed community. For this Agreement, the Services under Category 2 include:

- Land use plan input including natural heritage, water quality and quantity, and environmental / ecological advisement
- Land use plan review including natural heritage, water quality and quantity, environmental / ecological advisement, and stormwater management.

## 3. Purpose

3.1 The purpose of this Agreement is to establish a cooperative arrangement for Category 2 services being performed by Cataraqui Conservation on behalf of the Town of Gananoque per Ontario Regulation 686/21 – Mandatory Programs and Services and Ontario Regulation 687/21 – Transition Plans and Agreements for Programs and Services, under Section 21.1.2 of the Act, while clarifying roles and responsibilities and developing clear protocols for continued communication.

3.2 Cataraqui Conservation will provide effective and streamlined services to support the Town in making environmental decisions on planning applications, consistent with the *Conservation Authorities Act*, *Planning Act* and other relevant provincial plans and policies as applicable.

## 4. General

4.1. Cataraqui Conservation will have no power or authority to bind the Town or to assume or create any obligation or responsibility, express or implied, on behalf of the Town.

Cataraqui Conservation shall not hold itself out as an agent, partner, or employee of the Town. Nothing in this Agreement will have the effect of creating an employment, partnership or agency relationship between the Town and Cataraqui Conservation.

- 4.2. Cataraqui Conservation shall provide the Services described in this Agreement independently and shall not be deemed to be an employee of the Town for any purpose.
- 4.3. Cataraqui Conservation may subcontract all or any portion of the Services in its sole discretion, provided that any such sub-contracted Service(s) conforms to the terms of this Agreement. Nothing contained in this Agreement will create a contractual relationship between any sub-contractor or its directors, officers, employees, agents, partners, affiliates or volunteers and the Town. No sub-contract will relieve Cataraqui Conservation from any obligation under this agreement or impose any liability on the Town unless otherwise agreed to in writing.
- 4.4. The Services outlined in this Agreement may be incorporated into Cataraqui Conservation's Watershed-Based Resource Management Strategy, as prescribed under regulation and to be developed based on provincial guidance.

## **5. Cataraqui Conservation Responsibilities**

- 5.1. During the term of this Agreement, Cataraqui Conservation will:
  - a) Undertake the Services as set out in Schedule "A"
  - b) Coordinate communication and information between the Parties including meetings as required;
  - c) Financially manage the Service and retain records as required;
  - d) Provide notice or invoice of Municipal Levy apportionment annually; and
  - e) Track performance metrics and report annually on meeting provincial and municipal development application review deadlines.
- 5.2. The Parties agree that for the purposes of this Agreement, any procurement required will follow Cataraqui Conservation's Procurement Policy.

## **6. Town Responsibilities**

- 6.1. During the term of this Agreement, the Town will:
  - a) Provide funding as set out in Schedule "B";
  - b) Provide information in a timely manner to assist Cataraqui Conservation as required; and
  - c) Attend meetings to provide feedback and input on priorities and deliverables as required.

## **7. Program Data**

- 7.1. The data developed for the Services within Cataraqui Conservation jurisdiction shall be jointly owned by the Town and Cataraqui Conservation provided that the Parties consent

to joint ownership of the data prior to commencement of the Program or Service. In the absence of prior agreement in writing the data shall be owned by Cataraqui Conservation.

7.2. The Town can request access to Cataraqui Conservation's records related to the Services to substantiate any charges and payments made by the Town through written notice of at least 10 business days.

7.3. Cataraqui Conservation will maintain confidentiality of any information provided by the Town and identified as confidential and will limit disclosure of such information to only those individuals who require access to the information in order to complete the Services, or as required to be disclosed by law.

## **8. Insurance**

8.1. Both Parties shall maintain the following insurance requirements for the duration of the Agreement:

i) Commercial General Liability issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions relating to their obligations under this agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; Employers Liability; tenants legal liability; cross liability and severability of interest clause;

ii) The insurance shall be non-contributing with and apply as primary and not as excess of any insurance available; and

iii) Professional liability (errors and omissions) insurance coverage shall be obtained to a limit of not less than \$5,000,000. If such insurance is written on a claim made basis, the coverage shall contain a 24-month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

8.2. Both Parties shall provide, upon request, a certificate of insurance evidencing the above noted coverage including a 30-day notice of cancellation.

8.3. Both Parties shall provide confirmation of Workers Safety Insurance Board (WSIB) coverage, upon request.

8.4. Any applicable deductible to any insurance coverage shall be the sole responsibility of the named insured.

## **9. Indemnity**

- 9.1. The Parties hereby agree to indemnify and save harmless each other from any and all claims, demands, losses, charges, liabilities, actions, causes of action, and any other proceedings of any nature made or brought against, suffered or imposed upon the Parties or their property in respect of any loss, damage, injury, or death to any person or property directly or indirectly arising of, resulting from or sustained in relation to work performed in accordance with this Agreement. The obligations set out in this clause shall survive the expiration or termination of this agreement.

## **10. Term, Renewal, and Amendment**

- 10.1. The term of this Agreement shall commence on January 1, 2024.
- 10.2. This Agreement will be reviewed at a minimum of every five (5) years, with all Parties to update, amend, or terminate existing services. At least six (6) months prior to renewal, Cataraqui Conservation will provide notice to the Town on the upcoming renewal process.
- 10.3. This Agreement may be amended at any time by the mutual consent of the Parties in writing, with at least a minimum of 30 days written notice of the proposed amendments.
- 10.4. This Agreement may be renewed in writing upon mutual agreement of the Parties.

## **11. Termination**

- 11.1. Each party may, at any time prior to the completion of the Services terminate this Agreement without liability, penalty, or costs upon providing a minimum 90 days written notice to the other Party.
- 11.2. Upon a termination notice being given, Cataraqui Conservation shall be entitled to operational and capital costs reasonably incurred up to the date of the termination notice and all ongoing fixed costs incurred in reliance on the funding commitment of the Town. The Town shall pay Cataraqui Conservation within 30 days of termination.

## **12. Dispute Resolution**

- 12.1. If requested in writing by either Party, Cataraqui Conservation and the Town shall attempt to resolve any dispute between them arising out of or in connection with this agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the Parties. If a dispute cannot be settled within a period of ninety (90) calendar days with the mediator, the dispute shall be referred to and finally resolved by arbitration. The arbitrator shall be appointed by the agreement of the parties.
- 12.2. No person shall be appointed to act as mediator or arbitrator who is in any way interested, financially or otherwise, in the conduct of the Services or in the business or other affairs of either Cataraqui Conservation or the Town.

12.3. The award of the arbitrator, including an award for costs if applicable, shall be final and binding upon the Parties.

12.4. The provisions of the Arbitration Act, R.S.O., 1991, Chapter 17, as amended shall apply.

### **13. Counterparts**

13.1. This Agreement may be delivered by original executed copy or by electronic transmission, and any such means constitutes valid and effective delivery. The agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. However, upon request by either party, the Parties agree to execute and deliver to one another the original signed copies of this Agreement.

### **14. Notice**

14.1. For the purpose of the program, service, or project, any report or notices required or desired to be sent pursuant to this agreement, the Parties shall contact the following individuals or their designates:

For the Town of Gananoque:

Shellee Fournier  
Chief Administrative Officer  
The Corporation of the Town of Gananoque  
30 King St. E., Gananoque, ON K7G 1E9  
Tel.: 613-382-2149 Ext. 1113

For Cataraqui Conservation:

Andrew Schmidt  
Manager, Watershed Planning & Engineering  
The Cataraqui Region Conservation Authority  
1641 Perth Road, P.O. Box 160  
Glenburnie, ON K0H 1S0  
Tel.: (613) 546-4228

14.2. Both Parties agree that they may designate a different representative by providing notice in writing.

### **15. Governing Law**

15.1. This agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.



## **Schedule “A” – Plan Input and Review Service Deliverables**

### **1. Purpose**

- 1.1 This Schedule describes the plan input and review services provided by Cataraqui Conservation to the Town of Gananoque. These Services focus on the natural hazards, natural heritage and water quality and quantity aspects of the Provincial Policy Statement. This Schedule updates and replaces all previous agreements.

### **2. General**

#### **2.1 Approach**

Cataraqui Conservation and the Town will work together using a solutions-oriented approach that supports sound planning and environmental outcomes for local communities and applicants, along with efficient service delivery.

#### **2.2 Reference Documents**

Cataraqui Conservation will refer to the most current version of the following documents when providing plan input and review services:

- a) Provincial Policy Statement;
- b) Provincial technical guidelines;
- c) municipal Official Plan, and Development Permit By-law(s);
- d) municipal standards and guidelines;
- e) Cataraqui Source Protection Plan (under the *Clean Water Act*);
- f) Cataraqui Conservation Environmental Planning Policies;
- g) Cataraqui Conservation Guidelines for Implementing Ontario Regulation 148/06;
- h) All other applicable legislation and best available information.

### **3. Plan Input**

#### **3.1 Scope**

“Plan input” describes the written comments provided by Cataraqui Conservation on the municipal Official Plan, Development Permit By-law, other by-laws and policies, and supporting studies.

#### **3.2 Official Plans and Official Plan Amendments**

- a) Conservation Authorities are the designated lead for representing the Provincial interest with respect to natural hazards matters in municipal Official Plans and for Official Plan amendments. Cataraqui Conservation will provide input to the Town and to the relevant approval authority (e.g. upper tier municipality, Ontario Ministry of Municipal Affairs).
- b) In this context, the Ontario Ministry of Natural Resources and Forestry is the lead agency for natural heritage matters, and the Ontario Ministry of the Environment and Climate Change is the lead agency for water quality and quantity matters. Cataraqui Conservation may provide comment on these topics as they relate to our watershed planning and plan review roles.

3.3 Other Planning Documents

Cataraqui Conservation will provide input to the Town regarding the Development Permit By-law(s), other by-laws and policies, and supporting studies with respect to natural hazards, natural heritage, water quality and water quantity matters.

**4. Plan Review**

4.1 Scope

“Plan review” is defined as the review of development applications / studies as set out in the *Planning Act* or other relevant legislation including identifying the need for and assessing the adequacy of technical surveys, studies and reports relating to natural hazards, natural heritage and water quality and quantity, and specifying and clearing conditions of approval.

4.2 Circulation of Applications

a) Screening

The Town will forward applications to Cataraqui Conservation for review, using the following screening guidelines:

- i. Applications within areas identified on the Screening Map provided to the Town;
- ii. Applications within the adjacent lands to natural heritage features as defined by the Natural Heritage Reference Manual (2010), and
- iii. All applications for Plan of Subdivision, and Plan of Condominium.

The parties may determine that a circulated application does not require review by Cataraqui Conservation.

b) Correspondence

The Town will provide application materials to Cataraqui Conservation in a digital format via e-mail or other applicable electronic format. Cataraqui Conservation will provide comment letters to the municipality in a digital format via e-mail. Cataraqui Conservation will also provide a copy of the comment letter to the applicant.

4.3 Review Fees

Cataraqui Conservation provides plan review services to the Town on a user-pay basis. Fees are charged to applicants for the review of applications and supporting technical reports in accordance with the fee schedules that are posted on the Cataraqui Conservation website and updated annually. Town staff will advise applicants of the Cataraqui Conservation fee(s).

See Schedule “B” for additional information.

4.4 Pre-Consultation

In instances where the Town requires consultation on proposals prior to making a formal application to the Town, Cataraqui Conservation requests that it be invited to participate in pre-consultation for screened applications.

4.5 Comment Period

Cataraqui Conservation will provide written comments to the Town, normally within the timeline prescribed by the Town. Where Cataraqui Conservation staff determines that a review will take longer than the timelines provided for above, Cataraqui Conservation shall advise the Town as soon as possible.

4.6 Staff Availability

Cataraqui Conservation staff are available to attend Town Council and Committee meetings in person upon request.

4.7 Ontario Regulation 148/06

Ontario Regulation 148/06: Development, Alteration to Watercourses and Shorelines and Interference with Wetlands under the Conservation Authorities Act is administered by Cataraqui Conservation within the Town. Cataraqui Conservation staff will reference the implementation guidelines for the regulation when commenting on planning matters, as applicable.

4.8 Minister's Zoning Orders (MZO's)

The Town agrees to advise Cataraqui Conservation of any potential MZO's so that appropriate consultation can take place.

4.9 Appeals

Cataraqui Conservation staff may be called as witnesses by the Town or other parties in appeals. Cataraqui Conservation may have legal representation at hearings.

## **Schedule “B” – Service Budget**

### **1.0 Budget**

- 1.1 It is acknowledged by both Parties that this Service is primarily supported by Municipal Levy and Self-Generating Revenue.
- 1.2 Municipal Levy is required to support this Service and will be calculated using the annual Modified Current Value Assessment method and apportioned across all Participating Municipalities. This information is provided by the Ministry of Environment, Conservation and Parks and subject to change annually.
- 1.3 Cataraqui Conservation shall be permitted to include a fee for service (user-pay) to support this Service within the organization’s published Fee Schedule. Fees will be reviewed annually as part of the budget development process and will follow Cataraqui Conservation’s Fee Policy.
- 1.4 Except otherwise specifically provided in this Agreement, Cataraqui Conservation will be responsible for all fees, costs, and expenses in connection with the execution, delivery and performance of this Agreement.
- 1.5 The Town shall submit payment to Cataraqui Conservation no later than thirty (30) days after receiving an invoice or by a mutually agreed upon date. Interest charges will apply to late payments.
- 1.6 Both Parties acknowledge that the operating and capital costs associated with the Services will increase annually based on inflation and cost of living decisions determined by the Full Authority Board during annual budget development.

**Date:** August 9, 2022

**IN CAMERA**

**Subject:** Notice of Intention to Amend Three (3) Municipal Heritage Designations –  
11 Church Street, 120 King Street West, 145 Stone Street South

**Author:** Shellee Fournier, Chief Administrative Officer

**OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE AUTHORIZE STAFF TO PUBLISH THE NOTICE OF INTENTION TO AMEND THE FOLLOWING MUNICIPALLY DESIGNATED HERITAGE PROPERTIES AS PER SECTION 30.1 (1) OF THE *ONTARIO HERITAGE ACT*:

1. 11 CHURCH STREET, PART LOTS 1043, 1044, AND 1045 (VS. 1047), PART 3, PLAN 28R1096, TOWN OF GANANOQUE, BY-LAW NO. 1992-40;
2. 120 KING STREET WEST, LOT A, PLAN 170, WEST OF THE GANANOQUE RIVER, TOWN OF GANANOQUE, BY-LAW NO. 1993-41;
3. 145 STONE STREET SOUTH BY-LAW NO. 1992-032;

AS PRESENTED IN COUNCIL REPORT CAO-2022-11.

**STRATEGIC PLAN COMMENTS:**

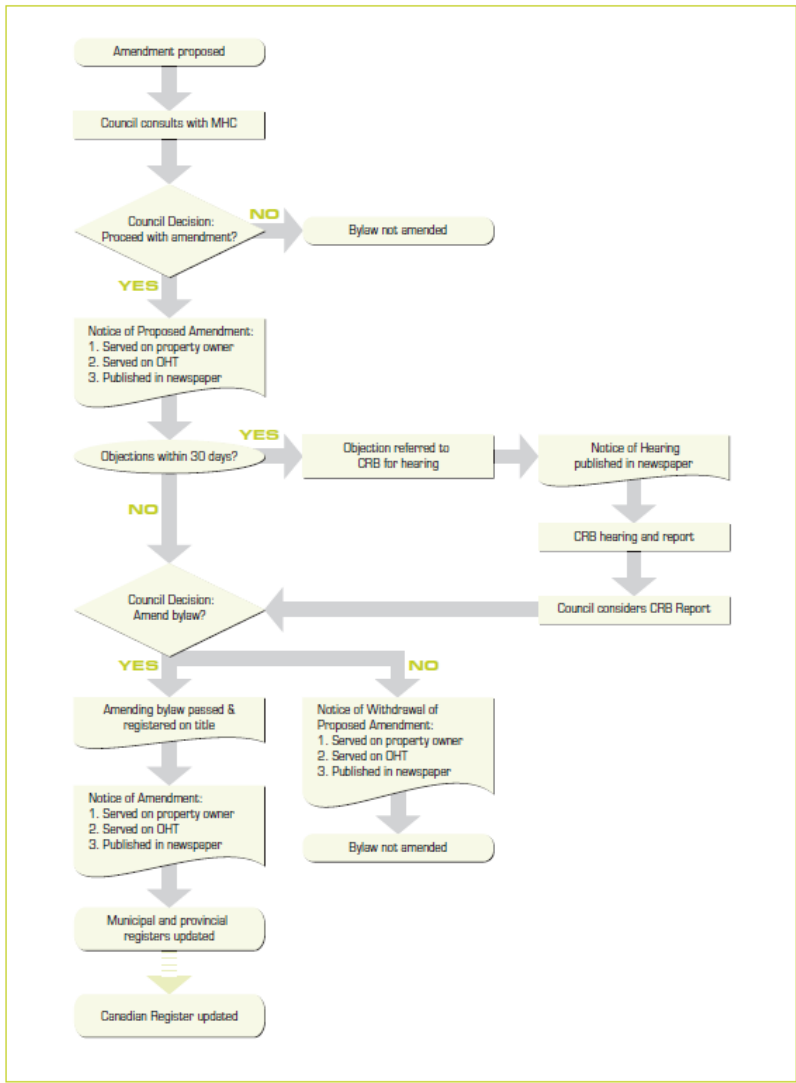
Sector #5 – Arts, Culture and Heritage – Strategic Initiative #3 – To ensure the heritage of our community is protected.

**BACKGROUND:**

The Municipal Heritage Advisory Panel and staff are seeking Council approval to amend a number of existing municipal heritage designations in order to bring them into compliance with the current standards for designations of heritage buildings, as prescribed by the Ontario Ministry of Culture under the *Ontario Heritage Act*. In 2005, the *Ontario Heritage Act* was updated with Part IV, Section 27, subsection 1.1 requiring that a municipal heritage register include a “statement explaining the cultural heritage value or interest of the property and a description of the heritage attributes of the property.”

As the information provided in the original by-laws do not include sufficient information to guide and manage alterations to the property, the process is as defined by Section 30.1 (1) of the *Ontario Heritage Act*.

**2. Amendment of Designating Bylaw**  
 (Section 30.1 (1) of the Ontario Heritage Act)



**INFORMATION/DISCUSSION:**

Over the last forty-two (42) years, Gananoque Town Council has approved twenty (20) municipal heritage designations. In 2006, the Ontario Ministry of Culture produced an Ontario Heritage Tool Kit outlining the new standards for designations of heritage buildings. In December 2019, the Town of Gananoque retained the services of Edgar Tumak to update eight (8) municipal designations, in order to meet the new standards. Presented in this report are the recommended amendments for Council’s consideration. Further requests for amendments will come forward as the Town of Gananoque works to complete the necessary research.

The first significant proposed amendment to the designations is the inclusion of a “Statement of Cultural Value or Interest”. This statement conveys why the properties are important and merit designation.

The second major proposed amendment is to list the heritage attributes or elements of the property that must be maintained in order to conserve its cultural heritage value.

The Municipal Heritage Advisory Panel and staff recommend the following amendments be made to bring the designations up to current standards, as set out by the Ontario Ministry of Culture (see attached for the proposed amendments). The motion from the Heritage Advisory Panel is as follows:

**Motion #2022-14 – Moved by:** Christine Milks                      **Seconded By:** Derryl Wood  
BE IT RESOLVED THAT THE HERITAGE ADVISORY PANEL HEREBY RECOMMENDS TO COUNCIL TO AUTHORIZE STAFF TO PUBLISH THE NOTICE OF INTENTION TO AMEND THE FOLLOWING MUNICIPALLY DESIGNATED HERITAGE PROPERTIES AS PER SECTION 30.1 (1) OF THE *ONTARIO HERITAGE ACT*:

1. 11 CHURCH STREET, PART LOTS 1043, 1044, AND 1045 (VS. 1047), PART 3, PLAN 28R1096, TOWN OF GANANOQUE, BY-LAW NO. 1992-40;
2. 120 KING STREET WEST, LOT A, PLAN 170, WEST OF THE GANANOQUE RIVER, TOWN OF GANANOQUE, BY-LAW NO. 1993-04;
3. 145 STONE STREET SOUTH, THE SOUTH HALVES OF LOTS 61, 62 PLAN 86 TOWN OF GANANOQUE, BY-LAW NO. 1992-41.

**CARRIED.**

The required steps in the process to amend the above By-laws are as follows:

1. Municipal Heritage Advisory Panel recommends the amendments to Council.  
*Complete*
2. Council decides whether or not to proceed with the amendment.
3. If approved, notice of proposed amendments is served on property owner; the Ontario Heritage Trust (OHT); and published as per the Public Notice Policy.
4. If no objections are received within thirty (30) days then Council may amend the by-law(s).
5. The amending by-law(s) is/are passed and registered on title.
6. The Notice of Amendment is served on property owner(s), OHT; and as per the Public Notice Policy.
7. Municipal and Provincial registers are updated.
8. Canadian Register is updated.

If the recommendations contained in this report are approved, by Council this will complete Step #2 of the process and direct staff to proceed with Step #3. Staff will bring a report forward, for consideration, at a later date to proceed with Steps #4 through #8.

It is recommended that Council authorizes staff to publish the Notice of Intention to amend the By-laws as noted in the recommendation.

There are two (2) remaining designation By-laws that require updating. These include:

- 98 King Street East (Old Provincial Hotel), By-law No. 2005-063
- 185 Mill Street (Link/Cliffe Craft Buildings), By-law N0. 2006-021

**APPLICABLE POLICY/LEGISLATION:**

*Ontario Heritage Act*

**FINANCIAL CONSIDERATIONS:**

The costs include publishing a notice in the Gananoque Reporter, legal fees associated with registering a designation by-law on Title, and potential legal fees if there are objections relating to an amendment. The Economic Development (Heritage) budget has funds in the 2022 operating budget to cover the cost of the newspaper ad and the legal fees registering a designation by-law on title.

**CONSULTATIONS:**

Municipal Heritage Advisory Panel  
Edgar Tumak, Consultant

**ATTACHMENTS:**

SCHEDULE B/C: 11 Church Street  
SCHEDULE B/C: 120 King Street West  
SCHEDULE B/C: 145 Stone Street South

<b>APPROVAL</b>	<hr/> <p>Shellee Fournier, CAO</p> <hr/> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p>
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**11 Church Street, Part lots 1043, 1044, and 1045 (vs. 1047), Part 3, Plan 28R1096, Town of Gananoque, Plan 86 West, County of Leeds, frontage 70.75, depth 104.00**

**PROPOSED REVISED BY-LAW STATEMENT**

11 Church Street, Gananoque is a relatively simple, vernacular, single-family residential structure built of wood frame and cladding, dating from ca. 1865. It is ornamented with a storm porch protecting the front entrance that is in the Italianate style. Much of Church Street was developed in the third quarter of the 19<sup>th</sup> century, and the structure is in keeping with these properties and overall environment. It was likely built for Robert Brough, a prominent citizen and designer/creator of several properties in Gananoque as a development property, but not as his residence. In 1890 it became the residence of Emerson G. and Edith Maggie (née McFarlane) Hart, editor and publisher of the *Gananoque Journal*, and it remained in the Hart family until ca. 1913. The entirety of the rear parcel of the property (Part 1, R-470, Part 3 R-1096), is part of a former burial ground. This may include only a small portion of the front parcel on which the house sits (Lot 1043, D1026200). It is not a landmark, but the former burial ground status may need further examination which is addressed under another process.

The property qualified for designation under its earlier designation under the Ontario Heritage Act, and for historical, architectural and contextual criteria under the current criteria.

**HERITAGE DESIGNATION BY-LAW 92-40**

**HERITAGE ANALYSIS REPORT: REAPPRAISAL, by Edgar Tumak Heritage, 2021, Architectural Historian, MSc Architecture, CAHP**



*Figure 1: Front elevation, 11 Church Street, Gananoque, viewed from the west (E. Tumak, Nov. 2020).*

**FOREWORD**

As part of the heritage designation by-law update for 145 Stone Street South, Gananoque, a more extensive research report has been prepared to augment the supporting historical information of the original by-law. In this manner it was possible to fully respond to the Ontario Heritage Act (Ont. Reg. 9/06) criteria required by the review, as well as the list of heritage attributes. The original supporting information correctly identified that the property was appropriate for heritage designation, however, there was limited analysis of its architectural significance (other than a recording of its existing features), and no analysis of its historical context and environmental/contextual significance,<sup>1</sup> which are all part of the three main categories under Ont. Reg. 9/06. These have been addressed in the augmented historical analysis which supports the Ont. Reg. 9/06 criteria required by the review, as well as the list of heritage attributes.

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<sup>1</sup> MacLennan Associates Architects, "Architectural Description for Historic Designation Purposes: 11 Church Street, Gananoque, County Leeds & Grenville, Ont.," October 22, 1992.

## INTRODUCTION

11 Church Street is a relatively simple, vernacular, single-family residential structure built of wood, dating from ca. 1865. It is ornamented with a storm porch protecting the front entrance that is in the Italianate style. Much of Church Street was developed in the third quarter of the 19<sup>th</sup> century. The structure was likely built for Robert Brough as a development property, not as his residence.<sup>2</sup> In 1890 it became the residence of Emerson G. and Edith Maggie (née McFarlane) Hart, editor and publisher of the *Gananoque Journal*. The entirety of the rear parcel of the property (Part 1, R-470, Part 3 R-1096), is part of a former burial ground. This does not seem to include the front parcel on which the house sits (Lot 1043, D1026200).



Figure 2: Property boundary of 11 Church Street, Gananoque, outlined in red. The rear portion (furthest from Church Street) is the portion contained in the broader parameters of the former burial ground (<https://www.onland.ca/ui/28/books/55093/viewer/699076608?page=189>, Google 2021, provided by the Town of Gananoque).

## HISTORY

### Historical Associations

11 Church Street reflects the mid-19<sup>th</sup> century development of the high ground on the west side of the Gananoque River, particularly around Church, Princess and King streets, as a residential area of people of means from the industrial, mercantile and professional domains.

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<sup>2</sup> Obituary of Robert Brough, *Gananoque Reporter*, 23 May 1903.

The development of the area as a prestigious enclave was reinforced by the erection in 1857-58 of the English Church (now the Anglican Church of Canada), often considered the 'society' or 'establishment' church in Canada (designated Pt. IV, 15 December 2009, by-law 2009-64). Churches, in particular a stone or brick structure, were one of the best ways to improve property values of a neighbourhood in mid-19<sup>th</sup> century Upper Canada, or to help create a neighbourhood. Further, these properties were in close proximity to the west shore of the mouth of the Gananoque River and its riverine power source that generated the income – directly or indirectly – for the households in these comfortable to grand residences, while also offering a close proximity to the mills for ready supervision or related employment.

The construction of Christ Church was preceded by Beaumont House at the southern terminus of Church Street erected a few years before, making the Beaumont residence one of the oldest, if not oldest structure on the street. The original iteration of Beaumont House conforms to what now has the civic address of 70 Church Street, while the later attached west portion (with the separate civic address of 72 Church Street) is likely from ca. 1900. The Beaumonts were an early successful family that was not a direct line with the Stone-McDonald clan – the founding settler family of Gananoque. As neighbours and adherents of the English Church, the Beaumonts made their home available for the reception that followed the opening of Christ Church.<sup>3</sup> Another early structure in the immediate area, is the first rectory for Christ Church which was constructed immediately to the east of the church on Princess Street (no. 40).



*Figure 5: 70 Church Street, Beaumont Residence, built ca. mid-1850s, viewed from the east ca. 1900 with an adjoining component of what became 72 Church Street under construction on the far right/west. As seen below, the residence features windows with a triangulated top similar to Christ Church (image provided by the owner of 72 Church Street, source unknown).*

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<sup>3</sup> Newspaper clippings provided by current owner, n.d., n.s.



*Figure 6: 70 Church Street viewed from the north, showing the triangular topped upper level window just right of centre (Edgar Tumak, April 2021).*



*Figure 7: 72 Church Street viewed from the north, with the adjoining 70 Church Street on the left (Edgar Tumak, April 2021).*



*Figure 8: 40 Princess St., the first Christ Church Rectory, viewed from the northeast, built after the first phase of Christ Church 1857-58, enlarged at the rear late 1910s. It is an example of what is often called an Ontario cottage form with embellishments in the Regency style (1830-60) for the door surround and a triangular topped central upper window in a Gothic Revival style mode in keeping with most of the windows of the associated Christ Church (photo E. Tumak, July 2009).*

The land on which 11 Church Street sits was formerly part of the 1797 Crown land grant to Joel Stone, the founder of Gananoque. In 1853 it became the property of his grandson, William Stone McDonald. Abstracts of deeds and mortgaging, along with 1850s maps of Gananoque, do not substantiate the presence of a structure at what is now 11 Church Street prior to the mid-1860s. However, a bit north, near what became the northeast side of Church Street, was a church shared by several denominations.<sup>4</sup> These were often called union churches, where different Christian sects worshipped at different times in the shared accommodation until the respective congregation had the means to construct their own dedicated worship space. The footprint of 11 Church Street (conforming to lot 1043) sits north of the former cemetery associated with that worship space (see Figures 9-11).

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<sup>4</sup> Ina G. Scott, *Yesterday's News, Today's History* (Gananoque: 1000 Islands Publishers Ltd., 1982), p. 49-50.



Figure 9: Detail of a plan of Gananoque, ca. 1858. The location of the English Church is noted just below centre (albeit not to scale or exact footprint), but not 11 Church Street, and neither the cemetery nor the union church on the east (right) side of Church Street at King (Illustrated Historical Atlas of the Counties of Leeds and Grenville, Canada West, from actual Surveys under the Direction of H.F. Walling (Kingston: Putnam & Walling Publishers, 1861-62, reprint ed. Belleville: Mika Publishing, 1973), p. 20.

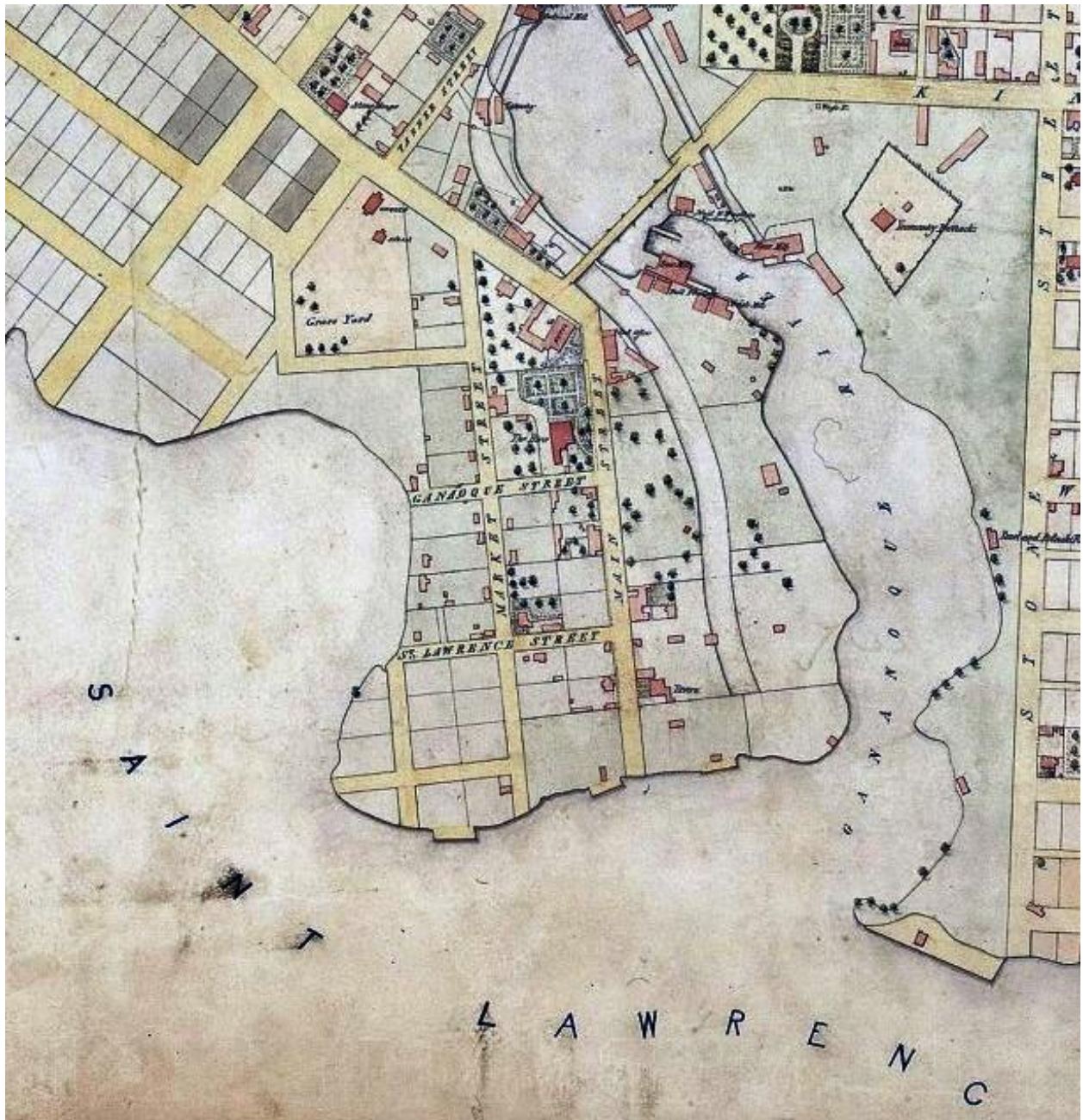


Figure 10: Detail of a plan of Gananoque, dated 1858, but likely composed earlier as not only is Church Street unnamed, but it does not conform to its current southerly alignment with Tanner Street. Further, structures that existed at the time are not shown (e.g., Christ Church, and the Beaumont residence). However, the location of the "Grave Yard" on which 11 Church Street sits (upper left corner), and a church and school at the juncture of King Street, opposite Tanner, are shown. (Library and National Archives of Canada Source link: <https://www.bac-lac.gc.ca/eng/CollectionSearch/Pages/record.aspx?app=FonAndCol&IdNumber=4134683>).



Figure 11: Detail of development Plan 86, showing the “Old Burying Ground” in the lower centre, and the overlap of the cemetery with lot 1043 (Map of the Incorporated Town of Gananoque in the Township and County of Leeds, Ontario, 1885, original displayed in the Planning Dept., Town of Gananoque, 2020).

The ca. 1865 date of construction of 11 Church Street, is supported by title record entries of a larger transfer of land from William Macdonald [sic.] to Alexander Campbell with a large mortgage. The form of the house is also in accord with the mid-1860s.

In 1871 the land relating to the Old Burial Ground on which 11 Church Street sits was gifted by Robert and Margaret Brough “to Queen Victoria”, i.e., the Crown, (That Pt. comprised in old burial ground. See Deane Plan 111). Some of the bodies were exhumed and re-interred to Willowbank Cemetery west of town, such as those of the McDonalds/Macdonalds. In 1939 the gifted land was leased by the Crown to Katherine F. Runyon, for the consideration \$15 yearly, for a term of 21 years (parcel known as old burial ground & R. of W. on pt. of this lot as in 108-H.w.o.l.). It appears that in 1955, with consent of the Treasurer of Ontario the lease was cancelled in the resolution of the estate of subsequent owner Mary Hannah Cooper (Part of lot as in 6372-12, w.o.l.).

Properties from the third quarter of the 19<sup>th</sup> century on Church, Princess and King streets illustrate the development of which 11 Church Street was part, although it was neither the earliest or grandest of houses constructed in this area at the time or shortly thereafter (see Figures 12-19).



*Figure 12: 30 Church Street, Christ Church, viewed from the east, with the nave (1857-58) on the south/left, tower and spire in the centre (spire completed 1880), and the parish hall on the north/right (1901), built in the Gothic Revival style but with most window heads unusually featuring a triangulated top rather than a curved pointed arch (photo E. Tumak, Oct. 2009).*



*Figure 13: 75 King Street West, viewed from the northeast, originally the residence of Captain Chrysler, 1826, it was substantially modified in the 1870s<sup>5</sup> with notable additions from this later time being the corner pavilion with its wide windows and the bell cast mansard roof (E. Tumak, July 2019).*



*Figure 14: 181 King St. W, Gananoque, with the earlier section on the left with the entrance surround in the Neoclassical manner, and a later wing at the right/west with a Mansard type roof (photo E. Tumak, July 2009).*

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<sup>5</sup> Town of Gananoque, Heritage Self-Guided Walking Tour, n.d., active 2019.



*Figure 15: 22 Church Street, in the Italian Villa style, viewed from the northeast (E. Tumak, July 2019).*



*Figure 16: 40 Church Street, viewed from the east, showing Italianate references (paired eave brackets and segmental window arches) and Queen Anne Revival style projecting bay on the south (left) topped by a pointed arch window at the third level window (E. Tumak, July 2019).*



*Figure 17: 250 King Street West, originally Woodview Villa, 1874-77, in the High Victorian style, viewed from the south, with motel units from the 1950s on the right (E. Tumak, July 2019).*



*Figure 18: 279 King Street West, viewed from the northwest, former Samuel McCammon residence, 1872, in the Italian Villa style (photo E. Tumak, Jan., 2008).*



*Figure 19: 16 Princess Street, second Christ Church Rectory, ca. 1900, viewed from the southeast (E. Tumak, Sept. 2019).*

#### Person/Event

A notable occupant of 11 Church was Emmerson G. Hart, the publisher and editor of the *Gananoque Journal*. According to N.W. Ayer & Son's American Newspaper Annual of 1889, the paper was established in 1883 and described as a local weekly publication released on Fridays. It was generally eight pages, with a circulation of 1000 and a subscription cost of \$1.

On 23 May 1885, the *Gananoque Reporter*, communicated that on the previous Monday the wife of Mr. Hart, passed away, after a long period of suffering. Then on 3 April 1886, the *Reporter* published that Mr. Hart, remarried, at Montreal, Miss Edith Maggie Macfarlane, daughter of the late Mr. W.S. Macfarlane, in the St. James Street Methodist Church. In keeping with a society wedding there were extensive details: the bride was led to the altar by her grandfather, the Hon. Senator Ferrier; the fabrics of the bride's dress (ivory satin, trimmed with oriental lace, bridal lace and orange blossoms; the bridesmaid's dresses (cream silk jersey cloth with pearl trimmings to match), and that the groom and his attendants were attired in full evening dress as the wedding occurred at half-past six o'clock). After the ceremony the bridal party repaired to the residence of Senator Ferrier where a reception was held. It was noted that the presents were numerous and costly, and the happy pair left by the 8:55 train for an extended tour in the west.

Hart and his second wife acquired 11 Church Street in 1890 from businessman Charles E. Britton and wife (although the latter two are not believed to have lived in the building). While Hart retained

ownership of the property until 1913,<sup>6</sup> he may not have resided there long as on 18 February 1899, the *Gananoque Reporter*, gave an obituary notice that on the previous Sunday the second Mrs. Hart died suddenly at their home in Montreal. She was 36 years of age. The couple had two young sons.<sup>7</sup>

## ARCHITECTURE

### Design



Figure 20: 11 Church Street, Gananoque, viewed from the northwest (E. Tumak, Nov. 2020).

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<sup>6</sup> <https://www.onland.ca/ui/28/books/55093/viewer/699076608?page=193> , lots 1043, 1044, 1045.

<sup>7</sup> Issues of the *Gananoque Journal* could not be located to provide coverage by the *Journal*.



*Figure 21: 11 Church Street, Gananoque, viewed from the southwest (E. Tumak, Nov. 2020).*

11 Church Street is a front gable composition, clad with shiplap siding, with the interior organised on a side hall plan. Although all openings on the front elevation align vertically, the elevation is slightly asymmetrical with the south and middle openings closer together than the middle and north windows. The storm porch protecting the front entrance enriches the composition with its curved window heads, and more elaborate detailing than the main building.

The north/side elevation has only modest fenestration located towards the rear, and the south elevation is blind. The north elevation shows the slope of the property that descends almost a full storey from street (west) to the rear (east), and reveals a roughly coursed stone foundation.

The wing in the back housed the original servant area over a basement kitchen with separate interior stair access to the main building.<sup>8</sup> This division of space was considered appropriate at the time for the class separation of family and servants. A basement kitchen was still popular in the third quarter of the 19<sup>th</sup> century as during the cold weather it provided heat to the levels above from the ever-burning wood-fired cooking options (stoves and/or fireplaces) , and the stone foundations provided a cooling effect in the summer.

### Style

11 Church Street is a vernacular composition from the third quarter of the 19<sup>th</sup> century and has no substantive stylar pretension.<sup>9</sup> The front storm porch with its curved window heads and greater elaboration than the main building, shows Italianate influences, and may be of the 1870s-80s

### Architect / Designer / Builder

120 King Street West was likely designed by and built for Robert Brough (b. Scone, Scotland 1822; d. Gananoque 1903) as either a development property, but not as his home, as his long-time residence was nearby on Market Street close to the St. Lawrence River.<sup>10</sup> A title search notes him as having purchased it from William McDonald.

As an indication of his prominence, the newspaper coverage of his death in 1903 was much more than a standard obituary. He was described as “one of the oldest and best known citizens and town officials.” The *Gananoque Reporter* went on to say that he “busied himself by erecting dwelling houses. ... He had considerable talent as an architect, and many excellent buildings were erected from his plans.” It is unlikely that the term architect used in the newspaper is indicative of Brough having architectural training, but more that he was just a good self-taught designer of buildings for his own projects.

In 1839 Brough’s family emigrated to what became Canada, and located at Brockville, where he lived till 1846. There he learned the trade of wood turning. After relocating to Gananoque, he acquired water power rights and erected a stone factory on the east side of the Gananoque River. The mill made hay rakes, wheelheads and spinning equipment. Later he became a partner of S. Skinner a prominent

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<sup>8</sup> The author was not provided access to the interior or received response to enquiries from the owners. Interior analysis that affects the exterior designation comes from the original heritage designation report of MacLennan Associates Architects, “Architectural Description for Historic Designation Purposes: 11 Church Street, Gananoque, County Leeds & Grenville, Ont.”, October 22, 1992.

<sup>9</sup> This contradicts the earlier designation report which gave unsubstantiated Regency and Greek Revival stylistic associations (MacLennan Associates Architects, “Architectural Description for Historic Designation Purposes: 11 Church Street, Gananoque, County Leeds & Grenville, Ont.”, October 22, 1992).

<sup>10</sup> Obituary of Robert Brough, *Gananoque Reporter*, 23 May 1903.

Gananoque industrialist.<sup>11</sup> After his numerous industrial activities Brough also became involved with civic matters. He was prominent in the establishment of a rail line linking Gananoque with the national line (The Grand Trunk) in 1882-83.<sup>12</sup> He was also on village Council (prior to Gananoque becoming a Town in 1890), a Justice of the Peace, on the Board of License Commissioners, Director of both Township and County Agricultural Societies, and a Director of the Gananoque Horticultural Society which, prior to the 1920 incarnation of the current Horticultural Society, focussed on agricultural production. Brough took great pleasure in his garden and his extensive library.

At the time of his death he was Town Treasurer (a position he held for 15 years), and had his office in the Turner block, wherein town hall was located at the time. On the day of his death he had a weak spell at his office and asked that his son-in-law Dr. Rogers be notified (who lived and worked nearby at 161 King Street East, see designation report 2005-64, revised 2020). Another son-in-law, Mr. Sidney Adams had a store close by.

The funeral was attended by the Mayor and Councillors, town officials, and constables in uniform marched each side of the hearse to Willow Bank Cemetery. As Mr. Brough was formerly a member of the Board of Education, flags at the different school houses were lowered. Brough was survived by his wife Margaret (née) Ferguson.

## **ENVIRONMENT**

### *Compatibility with Heritage Environs*

Constructed ca. 1865, 11 Church Street is in keeping with the streetscape of Church Street as well as the mid to late-19<sup>th</sup> century development of the area along Church, Princess and King streets, which features structures of moderate proportions, mixed with power houses with more commanding setback siting.

### *Community Context / Landmark Status*

From the street, the house at 11 Church Street occupies what appears to be a relatively standard rectangular town lot pattern that is narrower at the front and extends to a greater depth towards the rear, which is typical of other residential lots on the street. However, at the rear the broader property is irregularly shaped. At the southeast rear corner the front land parcel on which the house sits is joined perpendicularly by a roughly rectangular parcel of land of equal size. This latter portion leading to Market Street to the east, is located mid-block, and is not visible from the street due to the drop in terrain and resultant deviation from a standard grid pattern.

However, with the irregularity of the broader rear property not visible from Church Street, 11 Church Street blends in well with its neighbours and environs in terms of land use and property division.

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<sup>11</sup> For further information on S. Skinner, see heritage designation report by E. Tumak, 95 King Street West, Gananoque, Ontario, 2008, revised 2020.

<sup>12</sup> Douglas N.W. Smith, *By Rail, Road and Water to Gananoque* (Ottawa: Trackside Canada, 1995), p 25.

As a structure it does not have landmark qualities. However, the property with its former “Old Burying Ground” status, and perhaps other features, likely has archaeological significance and hence unacknowledged landmark status.

## **HERITAGE ATTRIBUTES OF 11 CHURCH STREET, GANANOQUE**

- Front gable form with rectangular fenestration
- Wood shiplap siding
- Side hall plan
- Storm porch protecting the front entrance with round-headed windows and detailing in keeping with the Italianate style

**ONTARIO HERITAGE ACT, ONTARIO REGULATION 9/06, CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE OR INTEREST**

1. (1) The criteria set out in subsection (2) are prescribed for the purposes of clause 29 (1) (a) of the Act. O. Reg. 9/06, s. 1 (1).

(2) A property may be designated under section 29 of the Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest:

<b>Criteria for Determining Cultural Heritage Value or Interest</b>	<b>Summary Analysis and Conclusion</b>	<b>Meets Criteria (Yes/No)</b>
<i>1. The property has design value or physical value because it,</i>		
i. is a rare, unique, representative or early example of a style, type, expression, material or construction method,	As a relatively standard front gable form of the mid-19 <sup>th</sup> century, 11 Church Street is a representative example of this basic form, distinguished by a vernacular interpretation of the Italianate style with the front storm porch protecting the front/main entrance.	Yes
ii. displays a high degree of craftsmanship or artistic merit, or	120 King Street East does not display a high degree of craftsmanship or artistic merit.	No
iii. demonstrates a high degree of technical or scientific achievement.	120 King Street West does not display and technical or scientific achievements in its construction or form.	No
<i>2. The property has historical value or associative value because it,</i>		
i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,	11 Church Street is directly associated with Emerson Hart, the publisher-editor of the <i>Gananoque Journal</i> .	Yes
ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or	The property illustrates the development of Church Street and the surrounding area on the height of land on the west side of the Gananoque River, as an enclave of the prosperous and well-to-do associated with Christ Church then known as the establishment English Church (now the Anglican Church of Canada).	Yes

	The property includes a former burial ground and perhaps other features and, as such, has broader significance to the community which requires addressment through another process.	
iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.	The designer of 11 Church Street is likely Robert Brough who designed a number of structures in Gananoque as a self-trained amateur designer, as well as a person who was prominent in industrial and diverse civic activities in town.	Yes
<i>3. The property has contextual value because it,</i>		
i. is important in defining, maintaining or supporting the character of an area,	11 Church Street is in keeping with neighbouring mid- to late-19 <sup>th</sup> residences along Church Street and the area that includes nearby properties along King Street West and Princess Street.	Yes
ii. is physically, functionally, visually or historically linked to its surroundings, or	11 Church Street was erected shortly after the initial creation and development of the street in the mid-19 <sup>th</sup> century.	Yes
iii. is a landmark.	11 Church Street is not a landmark. It agrees with its neighbours in scale and form, but is easy to pass by without noticing.	No

**120 King Street West, Lot A, Plan 170, west of the Gananoque River, Town of Gananoque, County of Leeds, frontage 70, depth 115, heritage designation by-law no. 93-4**

**PROPOSED REVISED BY-LAW STATEMENT**

120 King Street West, Gananoque, is attributed to have been built ca. 1860, and its construction is associated with Robert Brough who designed and had built a number of properties in Gananoque for development purposes. In 1885 John Beattie, purchased the property and a surrounding terrain, known as Block B, and had several properties erected around the structure. The residence sits directly on the west side of Centre Street at the juncture of King Street West.

The building conforms to what is often referred to as a 19<sup>th</sup> century Ontario cottage form, and has modest vernacular references to the Gothic Revival style as demonstrated by the triangular topped window in the central gable of the front elevation, and the Regency style as demonstrated by the central main entrance. The distinctive upper window detail has references in Gananoque primarily with Christ Church with its triangular topped windows, a couple of residential structures nearby, and residences between Gananoque and Kingston, including two matching 1884 Gatehouses of the Royal Military College, Kingston, of similar era.

The property does not have landmark status, however, it qualified for designation under its earlier designation under the Ontario Heritage Act, for historical, architectural and contextual criteria under the current criteria.

**HERITAGE DESIGNATION BY-LAW 92-41**

**HERITAGE ANALYSIS REPORT: REAPPRAISAL, by Edgar Tumak Heritage, 2021, Architectural Historian, MSc Architecture, CAHP**



*Figure 1: 120 King Street West, viewed from the southeast (E. Tumak, Nov. 2020).*

**FOREWORD**

As part of the heritage designation by-law update for 145 Stone Street South, Gananoque, a more extensive research report has been prepared to augment the supporting historical information of the original by-law. In this manner it was possible to fully respond to the Ontario Heritage Act (Ont. Reg. 9/06) criteria required by the review, as well as the list of heritage attributes. The original supporting information correctly identified that the property was appropriate for heritage designation, however, there was limited analysis of its architectural significance (other than a recording of its existing features), and no analysis of its historical context and environmental/contextual significance,<sup>1</sup> which are all part of the three main categories under Ont. Reg. 9/06. These have been addressed in the augmented historical analysis which supports the Ont. Reg. 9/06 criteria required by the review, as well as the list of heritage attributes.

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<sup>1</sup> MacLennan Associates Architects, "Architectural Description for Historic Designation Purposes: 120 King Street West, Gananoque, County Leeds & Grenville, Ont.," January, 1992.

## INTRODUCTION

120 King Street West is attributed to have been built ca. 1860,<sup>2</sup> and its construction is associated with Robert Brough who designed and developed a number of properties in Gananoque for his own investment purposes. In 1885 John Beattie, purchased the property and a surrounding terrain, known as Block B, and had several properties erected on the terrain around the structure. The residence sits directly on the west side of Centre Street at the juncture of King Street West.

The building conforms to what is often referred to as a 19<sup>th</sup> century Ontario cottage form, and has modest vernacular references to the Gothic Revival style as demonstrated by the triangular topped window in the central gable of the front elevation, and the Regency style as demonstrated by the central main entrance. The fenestration detail of the upper window has references in Gananoque with Christ Church with its triangular topped windows. The rather distinctive fenestration detail is also found steps away with the first purpose-built Christ Church Rectory at 40 Princess Street, as well as the former Beaumont Residence at 70 Church Street – all likely built around the time 120 King Street West was constructed. There are also residences between Gananoque and Kingston with this central window treatment, including two matching 1884 Gatehouses of the Royal Military College, Kingston of similar era. The Regency style detailing of 120 King Street West is also seen with 40 Princess Street.

## HISTORY

### Historical Associations

120 King Street West, and the development of the domain around it, reflects the growth of the middle class in late-19<sup>th</sup> century Gananoque following the earlier dominating influence of the landed gentry, mercantile, and industrial classes.<sup>3</sup>

The property was part of the large land transfer by the Crown to Joel Stone, who as a Loyalist of means, was granted a notable tract of land on the west side of the lower Gananoque River after the American Revolution. It then became the property of John McDonald (the brother of Joel's son-in-law), and then Robert Brough who likely built the structure for investment or other purposes. In varying degrees, these men all represented the landed gentry, municipal officials, and mercantile and industrial entrepreneurs.

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<sup>2</sup> The original designation report historical analysis and by-law 92-41 suggests this construction date based on a photograph attributed to ca. 1860 in the possession of former owners. No documentation on file with the municipality includes this image, or for the source of the photograph, or where a copy is available. The current owners did not respond to the author's request for information. Comparative analysis with other structures nearby supports a ca. 1860 date of construction. Land Registry, Census and municipal tax information could not provide a more definitive date of construction.

<sup>3</sup> For a broader presentation of this development see, Donald H. Akenson, *The Irish in Ontario: a study in rural history*, chapter 6, "Gananoque 1849-71," (McGill – Queen's University Press, 1984 and 1999).



Figure 2: Detail of a plan of Gananoque, ca. 1858. 120 King Street West is not shown nor is Centre Street, later found on the north side of King, midway between Church and Princess streets (Illustrated Historical Atlas of the Counties of Leeds and Grenville, Canada West, from actual Surveys under the Direction of H.F. Walling (Kingston: Putnam & Walling Publishers, 1861-62, reprint ed. Belleville: Mika Publishing, 1973), p. 20.

In 1885 John Beattie acquired the still relatively undeveloped property in what was to become known as Block B. He did not rise to the economic level of the men and families mentioned above, but through long years as a labourer and then as a farmer, amassed the means to acquire the acreage on the northwest edge of Gananoque, improve his land holdings with division of the land and subsequent residential development, and late in his life firmly enter the middle class.

It appears that Centre Street post-dates the death of Beattie with the street created some time between 1935 and 1947, as demonstrated by a 1935 map of Gananoque where Centre Street is not shown, and a 1947 Underwriters Plan where Centre Street is demarcated. The creation of Centre Street and the intensification of development in the town relates to later development trends (see Figures 2-5).

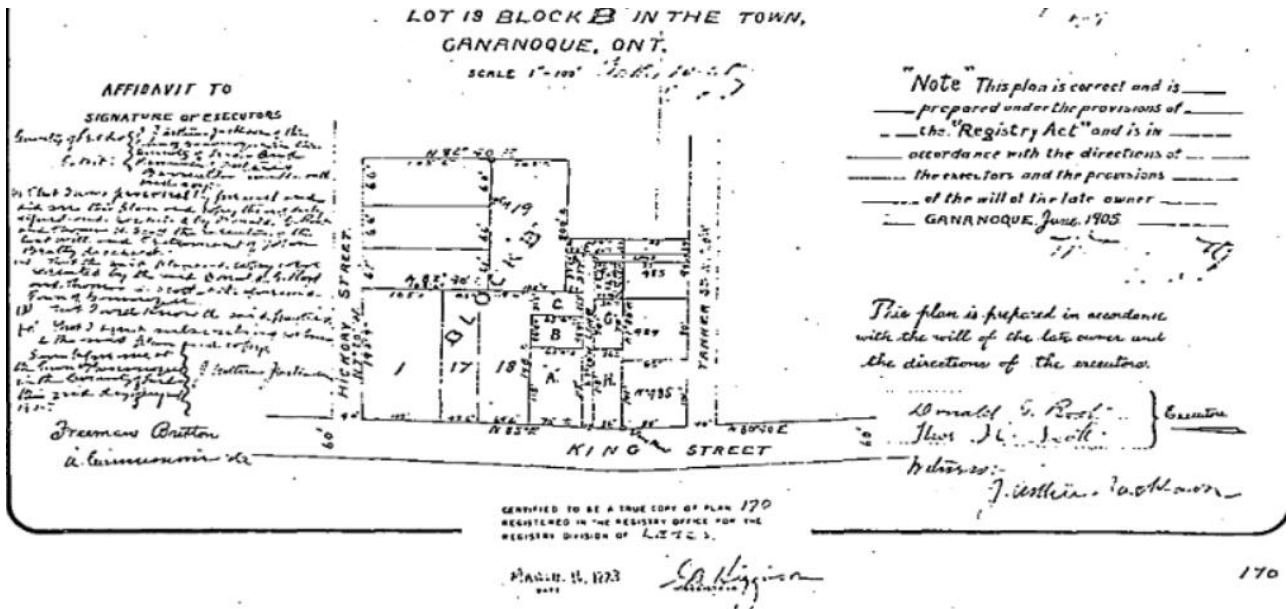


Figure 3: "Map of Part of the Estate of the Late John Beatty [sic.] Being Part of Lot 13 Block "B" in the Town, Gananoque, Ont., dated 1905." 120 King Street West is located on the parcel labelled A. (<https://www.onland.ca/ui/28/books/54781/viewer/456785976?page=4> Leeds (28), Book 243, Plan 170 to 179).



Figure 4: Blueprint, Map of the Town Gananoque, 1935 (E. Tumak collection).

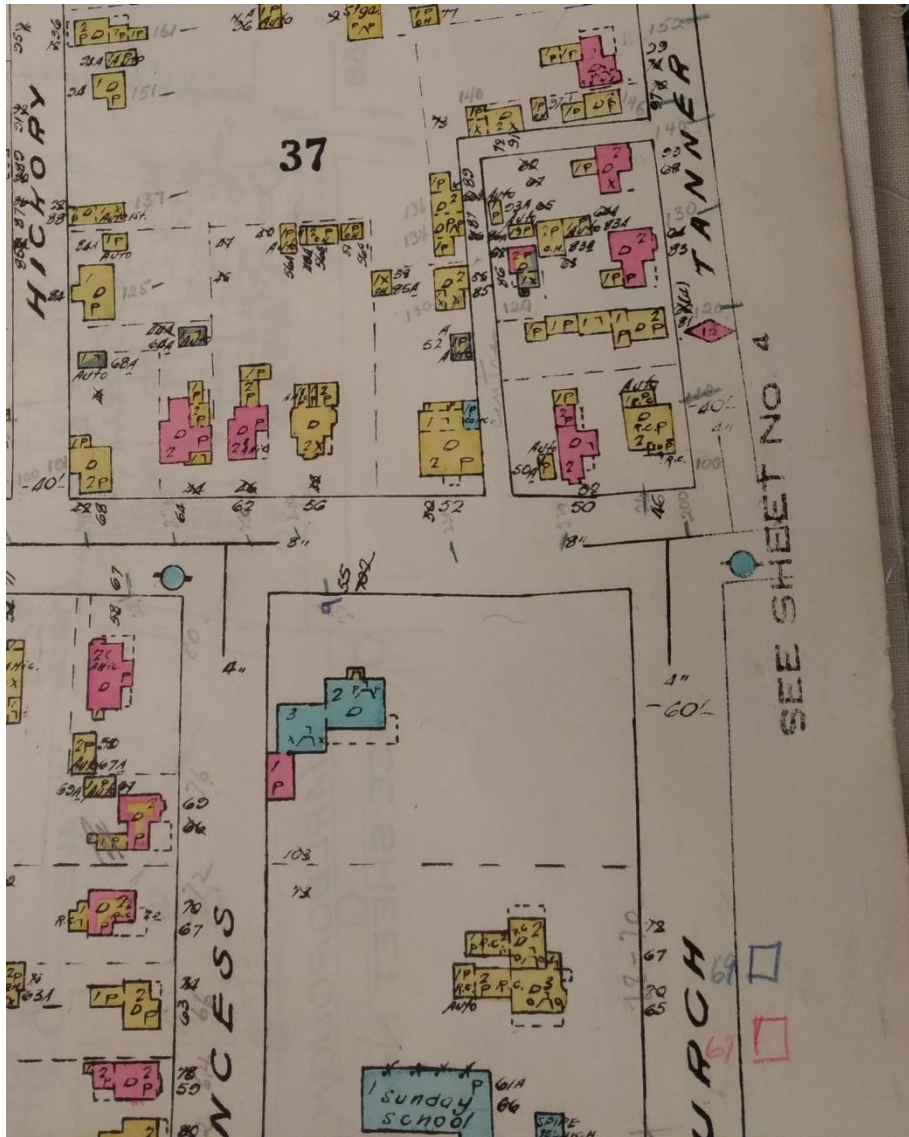


Figure 5: Underwriter's Survey Bureau, Insurance Plan of Gananoque, plan dated 1947, plate 3. Centre Street is not named but is left/west of Tanner Street.

Person/Event

120 King Street West was likely built when the property was owned by Robert Brough although it is unlikely he lived there, and his influence will be covered as a designer.

While not built by him, the building has greater association with John Beattie. He made an impact on the town, and local newspaper coverage of his death, was much more than a standard obituary.<sup>4</sup> He was born in Armagh County, Ireland 1819, and died in Gananoque in 1905. In 1838 at age 19 he came to what would become Ontario, stopping first at Cornwall, and then Brockville. The country was still dealing with the rebellions of 1837-38, and he enlisted in the militia. He served six months, and was

<sup>4</sup> Gananoque Reporter, 18 March 1905.

regularly discharged. He went to Bath, west of Kingston where one of his sisters, married to Mr. David Cole, was living. A few months later he and Mr. Cole purchased a bush farm of 200 acres, in the 6<sup>th</sup> concession of Pittsburgh, near the Leeds town line close to the South Lake settlement. He assisted Mr. Cole to build a house and otherwise settled comfortably, but did not improve his own 100 acres. He then went to Tyendinaga, where he spent 2 years lumbering. Returning to his farm, he built a house and proceeded to clear the land, and also opened a small store. In 1850 he married Maria Conner, who died in 1873.

By 1885 Beattie was relatively prosperous, sold his farm, and located in Gananoque. He purchased the block of land on King Street West, just west of Tanner Street, and proceeded to build dwelling houses. At the time of his death he had seven houses on this parcel of land, all occupied by tenants, in addition to the residence in which he lived.

He had five sons and four daughters (two of whom lived with him taking care of his residence), while his siblings (a brother and two sisters) lived in the US. He was an active member of the Methodist Church, and a member of “the official Board in South Lake, and later in Gananoque.”<sup>5</sup>

## ARCHITECTURE

### Design

The front/main portion of 120 King Street West is a 1.5 storey wood frame building surmounted by a side gable roof featuring gable end returns, with a small gable over the central triangular-topped second level window. The rear features irregular additions. An unusual component includes parapet walls, on both the upper east and west sides, disguising some of the later, irregular rear component roof lines.

The front porch enclosed with screens, has a flat roof, and is a later addition. It extends across most of the front ground level, has a flared base/skirt, and is topped with a balustrade enclosing only the central portion of the upper deck. It is not shown in the 1947 Underwriter’s Plan (see Figure 5). The pattern of the balustrade conforms to a ‘Roman’ pattern that was popular in the first half of the 20<sup>th</sup> century. The porch partially conceals the central front entrance set within a wide rectangular opening. The exterior is clad with aluminum siding from the third quarter of the 20<sup>th</sup> century.<sup>6</sup> The exterior composition of the front/main portion is basically symmetrical, save for later windows on the west/side elevation – a bay window towards the rear, and a mid-20<sup>th</sup> century picture window closer to King Street.

The original designation report authors had access to the building and noted that the enclosed front porch across the façade replaced an earlier 20<sup>th</sup>-century centre portico, and that the second storey had three windows on the front elevation (centred over the openings below), but due to the roof eave, the

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<sup>5</sup> These positions are not firmly defined in the news report about Beatties’s death in the *Gananoque Reporter*, but were considered significant enough for inclusion.

<sup>6</sup> The original designation report describes the building as a “heavy timber-framed dwelling” see, MacLennan Associates Architects, “Architectural Description for Historic Designation Purposes: 120 Stone Street South, Gananoque, County Leeds & Grenville, Ont.,” January, 1993.

windows on either side of the central window were significantly shorter. These flanking windows no longer remain. The front/main portion of the residence is a centre hall plan with 4 principal rooms originally at both the first and second storeys. The summer kitchen of 2 or more rooms extended north.

The original kitchen, scullery and servants quarters were reportedly in the basement, and that the main cooking bay fireplace (as opposed to stove/oven) was still intact and functional in the early 1990s.

The 1993 designation report also notes that an 1860 photograph shows the summer kitchen wing to have been a storey and a half with one dormer window.<sup>7</sup> The west face of this wing had 6/6 sash windows flanking a centrally placed door and stoop.

In 1860 the lot had two barns on the north-south axis.

Originally, the residence had not less than 9 fireplaces, and one oven. This was quite a number of heating sources for any house of such modest size at the time.



*Figure 6: 120 King Street West, viewed from the southwest (E. Tumak, Nov. 2020).*

### Style

120 King Street West is characteristic of mid-19th century Ontario cottage forms. It is a vernacular structure, which is not a style, but has modest vernacular references to the Gothic Revival and Regency styles, most notably expressed with the 'Gothic' inspired triangular-topped window of the central, upper

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<sup>7</sup> This visual documentation does not seem to be on file with the municipality, and the current owners did not respond to requests for information.

level window on the front elevation, and the late Regency influenced entrance below. The wide rectangular entrance includes a transom and side lights (i.e., windows) over and flanking the door.

Similar qualities can be seen nearby in Gananoque with the first rectory of Christ Church at 40 Princess Street, ca. late 1850s, including the Ontario cottage form which is characterised by 1.5 storey side gable structure, symmetrical front with three vertically aligned bays, and a focus on the central front entrance surmounted by a typically more ornamented upper window covered by a small central cross gable. The form accommodated embellishments of a variety of period references, such as main/central door treatments, such the Regency style (1830-60) door surround of both the first rectory of Christ Church and 120 King Street West. The original portion of Beaumont House at 70 Church Street, ca. mid-1850s, shows the triangulated topped central window on two principal elevations (north and south), but may not conform to the Ontario cottage building type.



*Figure 7: 40 Princess St., the first Christ Church Rectory, viewed from the northeast, built after the first phase of Christ Church 1857-58, enlarged at the rear late 1910s (photo E. Tumak, July 2009).*



*Figure 8: 70 Church Street, Beaumont House, viewed from the north, showing a triangular topped window in the upper level. A matching upper level triangular topped window is on the opposite south side (Edgar Tumak, April 2021).*

Several other Ontario cottage form residences with triangular topped central windows covered by a central cross gable are visible between Gananoque and Kingston and appear to be from the third quarter of the 19<sup>th</sup> century.



*Figure 9: 2493 Highway 2, west of Gananoque, with a triangular topped upper central window (E. Tumak, Feb. 2021).*



*Figure 10: 2582 Highway 2, west of Gananoque, with a triangular topped upper central window (E. Tumak, Feb. 2021).*



*Figure 11: Building No. 2, Royal Military College, Kingston. It is one of two identical ashlar stone gatehouses at the entrance to the RMC Campus, with the other a short distance to the east also along Highway 2 (photo E. Tumak, March 2021).<sup>8</sup>*

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<sup>8</sup> Joan Mattie, Gatehouses 1 and 2, Royal Military College, Kingston, Ontario, Federal Heritage Building Review Office Building Report 93-099.

### Architect / Designer / Builder

120 King Street West was likely designed by and built for Robert Brough (b. Scone, Scotland 1822; d. Gananoque 1903) as either a development property or as part of an agricultural property, but not as his home, as his long-time residence was nearby on Market Street close to the St. Lawrence River.<sup>9</sup> A title search notes him as an early owner of the property, having purchased it from William McDonald. Brough also purchased other properties from McDonald on what became Church Street that he had development/investment houses erected on.

As an indication of his prominence, the newspaper coverage of his death in 1903 was much more than a standard obituary. He was described as “one of the oldest and best known citizens and town officials.” The *Gananoque Reporter* went on to say that he “busied himself by erecting dwelling houses. ... He had considerable talent as an architect, and many excellent buildings were erected from his plans.” It is unlikely that the term architect used in the newspaper is indicative of Brough having architectural training, but more that he was just a good self-taught designer of buildings for his own projects.

In 1839 Brough’s family emigrated to what became Canada, and located at Brockville, where he lived till 1846. There he learned the trade of wood turning. After relocating to Gananoque, he acquired water power rights and erected a stone factory on the east side of the Gananoque River. The mill made hay rakes, wheelheads and spinning equipment. Later he became a partner of S. Skinner a prominent Gananoque industrialist.<sup>10</sup> After his industrial activities Brough became involved with civic matters. He was prominent in the establishment of a rail line linking Gananoque with the national line (The Grand Trunk) in 1882-83.<sup>11</sup> He was also on village Council (prior to Gananoque becoming a Town in 1890), a Justice of the Peace, on the Board of License Commissioners, Director of both Township and County Agricultural Societies, and a Director of the Gananoque Horticultural Society which, prior to the 1920 incarnation of the current Horticultural Society, focussed on agricultural production. Brough took great pleasure in his garden and his extensive library.

At the time of his death he was Town Treasurer (a position he held for 15 years), and had his office in the Turner block, wherein town hall was located at the time. On the day of his death he had a weak spell at his office and asked that his son-in-law Dr. Rogers be notified (who lived and worked nearby at 161 King Street East, see designation report 2005-64, revised 2020). Another son-in-law, Mr. Sidney Adams had a store close by.

The funeral was attended by the Mayor and Councillors, town officials, and constables in uniform who marched each side of the hearse to Willow Bank Cemetery. As Mr. Brough was formerly a member of the Board of Education, flags at the different school houses were lowered. Brough was survived by his wife Margaret (née) Ferguson.

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<sup>9</sup> Obituary of Robert Brough, *Gananoque Reporter*, 23 May 1903.

<sup>10</sup> For further information on S. Skinner, see heritage designation report by E. Tumak, 95 King Street West, Gananoque, Ontario, 2008, revised 2020.

<sup>11</sup> Douglas N.W. Smith, *By Rail, Road and Water to Gananoque* (Ottawa: Trackside Canada, 1995), p 25.

## **ENVIRONMENT**

### *Compatibility with Heritage Environs*

Constructed ca. 1860, 120 King Street West is in keeping with neighbouring mid to late-19<sup>th</sup> residences along the north side of this stretch of King Street from Tanner Street to Victoria Avenue, as it agrees with immediate residential structures on the north side of King Street in scale and form, and proximity to the street. The side proximity to Centre Street is not unknown in Gananoque with its network of alleys or lanes. Indeed, this unusual feature often enriches the qualities of older/heritage structures and environs.

### *Community Context / Landmark Status*

From the main street, 120 King Street West occupies what appears to be a relatively standard frontage, but it is distinctive for its proximity to Centre Street and the clutch of residences to the rear (north). However, 120 King Street West does not have landmark qualities.

## **HERITAGE ATTRIBUTES OF 120 KING STREET WEST, GANANOQUE**

- Mid-19<sup>th</sup> century Ontario cottage form, with a side gable roof with return ends
- Triangular topped upper-level central window that harkens to the Gothic Revival style, covered by a central cross gable that is lower than the main roof
- Rectangular windows for the front (south) and east elevations
- Regency influenced rectangular central/main door surround
- Symmetrical front elevation

**ONTARIO HERITAGE ACT, ONTARIO REGULATION 9/06, CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE OR INTEREST**

1. (1) The criteria set out in subsection (2) are prescribed for the purposes of clause 29 (1) (a) of the Act. O. Reg. 9/06, s. 1 (1).

(2) A property may be designated under section 29 of the Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest:

<b>Criteria for Determining Cultural Heritage Value or Interest</b>	<b>Summary Analysis and Conclusion</b>	<b>Meets Criteria (Yes/No)</b>
<i>1. The property has design value or physical value because it,</i>		
i. is a rare, unique, representative or early example of a style, type, expression, material or construction method,	As a relatively standard Ontario cottage form of the mid-19 <sup>th</sup> century, 120 King Street West is a representative example of this building type, distinguished by vernacular interpretations of the Gothic Revival style in the central upper window, and the Regency style of the central/main door surround.	Yes
ii. displays a high degree of craftsmanship or artistic merit, or	120 King Street East does not display a high degree of craftsmanship or artistic merit.	No
iii. demonstrates a high degree of technical or scientific achievement.	120 King Street West does not display and technical or scientific achievements in its construction or form.	No
<i>2. The property has historical value or associative value because it,</i>		
i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,	120 Stone Street South is directly associated with the rise of the middle class in Gananoque that rose to prominence in the late-19 <sup>th</sup> century, replacing the dominating influence of gentry landowners, industrialists and professional classes.	Yes
ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or	Formerly located on farmland at the northwest edge of Gananoque, the property illustrates the development of the Town into a more urban concentration.  The property may exhibit some archaeological potential , particularly with the associated former burial ground, or other features, however, archaeology can be addressed	Yes

	through another process.	
iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.	The designer of 120 King Street West is likely Robert Brough who designed a number of structures as a self-trained amateur designer, as well as a person who was prominent in industrial and diverse civic activities in Gananoque.	Yes
<i>3. The property has contextual value because it,</i>		
i. is important in defining, maintaining or supporting the character of an area,	120 King Street West is in keeping with neighbouring mid to late-19 <sup>th</sup> residences along the north side of this stretch of King Street from Tanner Street to Victoria Avenue, many of which are set similarly close to King Street.	Yes
ii. is physically, functionally, visually or historically linked to its surroundings, or	The proximity of 120 King Street West is associated with the development of the Block B area of Gananoque and the later creation of Centre Street reflects the prominence of alleys or lanes elsewhere in town.	Yes
iii. is a landmark.	120 King Street West is not a landmark. It agrees with its neighbours in scale and form, but is easy to pass by without noticing, in particular because of the screened porch that hides much of the façade, and the aluminum siding from the third quarter of the 20 <sup>th</sup> century that may also hide other distinguishing features.	No

**145 Stone Street South, The South Halves of Lots 61, 62 plan 86 E/S of Gananoque River, County of Leeds, frontage 60, depth 120**

**PROPOSED REVISED BY-LAW STATEMENT**

145 Stone Street South dates primarily from 1884-85, when Dr. Thomas Henry Dumble purchased the property from the estate of Dr. William E. Potter who had a small building on the property for medical purposes since ca. 1830. Dumble expanded the structure into its current form. Potter's and Dumble's office forms the adapted rear of what is the current residential structure. The house and practise was subsequently acquired by Dr. James McCammon, and continued to be used as a combined residence and medical practise until 1924. As such, it is an early notable expression of almost a century of health care in Gananoque.

145 Stone Street South was built in the Eastlake style, a subset of the Queen Anne Revival style in Ontario which was popular from 1880-1910. It is the only full expression of the Eastlake style in Gananoque and a rare example in the region. It is a wood frame and clad structure, featuring tongue-and-groove panelling and elaborate machine-worked decorative wood detailing originating with the 1884-85 form. The detailing is highlighted by dichromatic coloration.

The Dumble House is located on a street dominated by similarly scaled commodious residences and numerous architecturally notable institutional buildings of the late-19<sup>th</sup> and early 20<sup>th</sup> centuries, the latter includes three churches, a former post office and the Town Clock Tower, and formerly a High School. The combination of prominent institutional and residential buildings was not only common at the time, but testified to the desirability of the location. The south side elevation of the house sits close to Spruce Alley, with the placement and alley in keeping with the network of alleys in the area known as South Ward. The distinctive Eastlake style distinguishes the Dumble House amongst the surrounding structures and contributes to a landmark status.

The property qualified for designation under its earlier designation under the Ontario Heritage Act, and qualifies for historical, architectural and contextual criteria under the current criteria.

## HERITAGE DESIGNATION BY-LAW 92-41

HERITAGE ANALYSIS REPORT: REAPPRAISAL, by Edgar Tumak Heritage, 2021, Architectural Historian, MSc Architecture, CAHP



*Figure 1: Front (left) and south/side (right) elevation, 145 Stone Street South, Gananoque, viewed from the southwest, with Spruce Alley on the right (E. Tumak, Nov. 2020).*

### FOREWORD

As part of the heritage designation by-law update for 145 Stone Street South, Gananoque, a more extensive research report has been prepared to augment the supporting historical information of the original by-law. In this manner it was possible to fully respond to the Ontario Heritage Act (Ont. Reg. 9/06) criteria required by the review, as well as the list of heritage attributes. The original supporting information correctly identified that the property was appropriate for heritage designation, however, there was limited analysis of its architectural significance (other than a recording of its existing features), and no analysis of its historical context and environmental/contextual significance,<sup>1</sup> which are all part of the three main categories under Ont. Reg. 9/06. These have been addressed in the augmented historical analysis which supports the Ont. Reg. 9/06 criteria required by the review, as well as the list of heritage attributes.

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<sup>1</sup> MacLennan Associates Architects, "Architectural Description for Historic Designation Purposes: 145 Stone Street South, Gananoque, County Leeds & Grenville, Ont.," October 22, 1992.

## **INTRODUCTION**

145 Stone Street South dates primarily from 1884-85, when Dr. Thomas Henry Dumble purchased the property from the estate of Dr. William E. Potter who had a small building on the property for medical purposes since ca. 1830. Dumble expanded the structure into its current form. Potter's and Dumble's office forms the adapted rear of what is the current residential structure. The house and practise was subsequently acquired by Dr. James McCammon, and continued to be used as a combined residence and medical practise until 1924. As such, it is a notable expression of almost a century of health care in Gananoque.

145 Stone Street South was built in the Eastlake style, a subset of the Queen Anne Revival style in Ontario which was popular from 1880-1910. It is the only full expression of the Eastlake style in Gananoque and a rare example in the region. It is a wood frame and clad structure, featuring tongue-and-groove panelling and elaborate machine-worked decorative wood detailing from the 1884-85 form.

The Dumble House is located on a street dominated by similarly scaled commodious residences and numerous architecturally notable institutional buildings of the late-19<sup>th</sup> and early 20<sup>th</sup> centuries, the latter includes three churches, a former post office and the Town Clock Tower, and formerly a High School. The combination of prominent institutional and residential buildings was not only common at the time, but testified to the desirability of the location. The south side elevation of the house sits close to Spruce Alley, with the placement and alley in keeping with the network of alleys in the area known as South Ward. The distinctive Eastlake style distinguishes the Dumble House amongst the surrounding structures and contributes to a landmark status.

## **HISTORY**

### *Historical Associations*

145 Stone Street South was a key factor in the location of 19<sup>th</sup> and early 20<sup>th</sup> century medical practises in Gananoque clustered around Stone, Pine and King streets. This hub originated ca. 1830 when Dr. Potter established his office at what became 145 Stone Street South, and it is the earliest dedicated built expression of health care in Gananoque.

Dr. Potter came to Gananoque in 1829 under an agreement with town founders Joel Stone and his in-law descendants the McDonalds, to provide medical services to the small settlement. The McDonalds provided the land and Dr. Potter had his office built at what is now the back part of the house at the northeast corner of Spruce Alley at Stone Street South. At the time the location was quite undeveloped with the only other structure of note nearby being the Blockhouse - a wood military fortification created after the attack and raid on Gananoque during the War of 1812 (it never saw combat and was later dismantled to re-use the heavy timbers for harbour construction activities). The practise and property was sold after Dr. Potter's death in 1882, to Dr. Thomas H. Dumble who, in 1884-85, built his residence onto the front of Dr. Potter's office facing Stone Street South, attaching the office to the house. Dr.

Dumble had earlier bought out Dr. Atkinson's practice at nearby 90 Stone Street South (at the northwest corner with Pine Street).

Dumble died young at age 38 in 1893, being pre-deceased by his wife, and the property was put up for auction to settle his estate to provide for two very young orphaned daughters. Dr. James McCammon (son of Samuel McCammon of the Italian Villa style power house at 279 King Street West) purchased the house and attached medical office, along with medical equipment and texts in 1894, and moved his practice there the following year. He had previously practiced with a Dr. Merrick on King Street. McCammon worked out of the Stone Street address for many years, and collaborated in times of need with Dr. C.H. Bird, who came to Gananoque in 1896 and built an elegant combined office and residence at 136-38 Pine Street. Between them during the Spanish Flu epidemic of 1918, the two would see up to 80 patients a day. Dr. McCammon sold the property in 1924 and moved to British Columbia.

The land registry notes the next owners were Gordon Ford and Kathleen (née Pelow) Petch. Gordon was Treasurer of Ontario Steel Products, ending almost a century of doctors at this address.

Also part of the cluster of medical practices at Stone, Pine and King streets, was the practise of Dr. David H. Rogers situated in the combined office-residence structure at 161 King Street East built in 1895 (originally part of the grounds of the first Roman Catholic Church in Gananoque erected in 1846-47).<sup>2</sup> Rogers was from a prominent local family that had accumulated substantial property in the area since the mid-19<sup>th</sup> century. Samuel Rogers, David's father, was the business partner of the successful merchant James Turner, and eventually erected a fine commercial structure known as the Turner Block in Gananoque at the northeast corner of King and Stone streets (destroyed by fire), later the site of the second Post Office (demolished 1972).

Home-based practices were the norm for out-patients in the late-19<sup>th</sup> and early-20<sup>th</sup> centuries, with house visits to patients who could not visit the doctor's office. Standalone medical offices or those in professional buildings were less common and only became more prevalent in larger cities starting in the 1920s. Prior to the 1920s Hospitals were generally only for the poor, or for very specialised treatments in large urban centres. In hospitals one might encounter something worse in the non-antiseptic and non-antibiotic world of the time in the congregant environments where ward accommodation prevailed.

The first hospitals in what became Canada were charitable institutions (usually religious) which originated in the early 17<sup>th</sup> century in what became the province of Quebec, and relied on donations from benevolent organizations and prosperous citizens. The patients paid very little, if anything, and government support was erratic and undependable well into the 19<sup>th</sup> century. In 1867 the Toronto General Hospital closed for a year because of lack of funds, and it was partly because of this that the

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<sup>2</sup> For further background see, Heritage Designation By-Law No. 2005-64, E. Tumak, "Rogers House, 161 King Street East, Gananoque," Heritage Analysis Report: Reappraisal, 2020;" and Heritage Designation By-Law No. 2000-23, E. Tumak, "St. John The Evangelist Roman Catholic Church, 270 Stone Street South, Gananoque, Ontario, Heritage Analysis Report: Reappraisal, 2020"

Ontario government passed an Act in the early 1870s to provide for annual grants to the hospital and to other charitable medical institutions.<sup>3</sup>

The nearest hospitals to Gananoque were eventually in Kingston and Brockville. Kingston General Hospital was established in 1833 but did not truly operate as a public hospital until 1845, as the structure was used from 1841-44 as the first Canadian Parliament after the union of Upper and Lower Canada.<sup>4</sup> Hotel Dieu in Kingston also became operational in 1845, and was of great assistance when a typhus epidemic struck the city in 1847 and the facility had the added care for 100 orphaned children resulting from the epidemic.<sup>5</sup> Associated with Hotel Dieu, the Sisters of Providence of St. Vincent de Paul established their ministry in Kingston in 1861, with a very significant part of their work associated with health care. Soon the Sisters of Providence were attending to people further afield such as in Gananoque.<sup>6</sup> The Brockville General Hospital opened in 1889.

Between WWI and WWII, and before the advent of antibiotics or vaccination programs became widespread, infectious-disease mortality rates began to decrease, but more as a result of broader public health measures and sanitation. Out-patient treatments, as offered in the combined office-residence practices in Gananoque and across Canada, offered fewer congregant contagious problems and generally greater hygiene.

Stemming from the practicalities and benefits of the culture of home-based medical practices, the doctor office-residence cluster of Stone-Pine-King-streets appears to have been an organic response to the health needs of small town Gananoque in the late-19<sup>th</sup> to mid-20<sup>th</sup> centuries which could not support a hospital as in larger centres, or could not quickly convey patients prior to a time of rapid emergency transit. In essence the clustering served as a multi-pavilion hospital – a more formalised arrangement that had already shown success in European centres such as Vienna (one of the leading medical centres in the 19<sup>th</sup> century). In emergencies the doctor did not need to go far, had family or domestic staff to assist, and could call on nearby colleagues.

While home-based practices did not always occur in larger centres, residential congregation of doctors did in other Canadian centres such as Ottawa near the Civic Hospital, starting in the 1920s, and in the 1960s by the General and Childrens hospitals. It was for a similar reason. During an emergency, a doctor could get to the hospital quickly.

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<sup>3</sup> The general section on health care in Canada is taken from the online version of *The Canadian Encyclopedia*, <https://www.thecanadianencyclopedia.ca/en/article/hospital>, accessed February 2020.

<sup>4</sup> <https://providencecare.ca/history-of-kgh-working-in-an-old-hospital-without-paying-attention/> , accessed June 2021.

<sup>5</sup> [https://en.wikipedia.org/wiki/Hotel\\_Dieu\\_Hospital\\_\(Kingston,\\_Ontario\)](https://en.wikipedia.org/wiki/Hotel_Dieu_Hospital_(Kingston,_Ontario)) , accessed June 2021.

<sup>6</sup> Sister Mary Faustina, "The Christian Community of St. John the Evangelist, Gananoque, Ontario, 1846-1976," manuscript paper, Nov. 1976, Gananoque Public Library reference collection; and <https://www.providence.ca/our-story/history/missions/gananoque/>.

An early clear visual expression of a purpose-built, combined doctor-office and house in Gananoque is that of Dr. E.L. Atkinson, at 90 Stone Street South (later Trinity House B&B), constructed in 1859.<sup>7</sup> Dr. Atkinson was also the founder of the St. Lawrence Steel and Wire Company in 1885 which specialised in making corsets. Corsets were often for fashion to help form a comely torso and were used mostly by women, but many men used them as well if they wanted to look more trim. However, many people considered them healthy at the time as a means to improve posture. This could explain why Dr. Atkinson was part of a corset company.<sup>8</sup> Corsets used wires and thin ribbon-like lengths of steel, to create the support required (before this, thin strips from the bones of whales were used). Padded cloth covered the steel and wire, and the corset was generally tied tightly at the back.



*Figure 2: 90 Stone Street House, seen from the northeast, former Atkinson House, Gananoque (E. Tumak, July 2019).*

The Atkinson House separation of the residence and the doctor office became common in Gananoque, and in many other town's and cities in the mid-1800s. Two other houses in Gananoque are almost identical in form and style: 480 Charles Street South and 295 Stone Street South (the latter is covered with stucco and the front porch is a later aesthetic). All three feature a side wing housing the office portion, with an entrance that faced the street. This arrangement was not only popular for doctors, but also lawyers and other professionals like engineers. It provided a separation between the work space and the private house areas, but was accessible between the two so that family and domestic help could easily assist. As a combined residence and professional space, the main entrance was reserved for guests and family, as was considered proper at the time. 295 Stone Street South was the second rectory of St. Andrew's Presbyterian Church and such separation for private communication and household space was equally important.

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<sup>7</sup> Town of Gananoque, Heritage Self-Guided Walking Tour, n.d., active 2019.

<sup>8</sup> *Newsletter of the Gananoque Historical Society*, "The St. Lawrence Steel & Wire Company Limited," Sept. 1990, no. 14, p. 77-78.



*Figure 3: 295 Stone Street South, Gananoque, viewed from the southwest. The separate side entrance is partially visible on the left (E. Tumak, July 2019).*



*Figure 4: 480 Charles Street South, viewed from the east (E. Tumak, July 2019).*

As mentioned above, another house-based medical practice in Gananoque was built for Dr. Charles Harold Bird in 1897 (b. Barrie, Ontario, 1872, son of Lieutenant Shearman Godfrey Bird of the Royal Engineers and Amy Laura Amoi of Chinese origin, d. 1944; m. 1898 Edith Dunn (d. 1933); m. Jean D. Bain 1934 (d. 1984)). Bird's early schooling was in Barrie and then Trinity Medical College in Toronto. He graduated in 1893 at the top of his class winning the Gold Medal in Medicine and was class valedictorian. After interning in Toronto and a brief practice in Dromore, County Grey, Charles

established his medical practice in Gananoque in 1896. An older brother was working in a bank in Gananoque – likely the Bank of Toronto at the southwest corner of King and Stone streets.<sup>9</sup>

Doctors played prominent roles in small towns, professionally, civically and socially, and Bird epitomised this stature, such as with the building of the Gananoque Arena on Wellington Street, and later the first curling rink in conjunction with the arena. Bird along with other investors, purchased property on the west side of town, on which summer vacation cottages were built along the waterfront with a golf course laid out towards the highway (the golf course and waterfront lots remain). Later in the 1920s, Bird promoted the health qualities of milk pasteurization through Gananoque Dairy (despite considerable opposition which was not unusual at the time) resulting in Gananoque becoming an early community to have safe milk (without scrupulous refrigeration and sanitation raw milk can be a significant cause of illness or death). Bird served on the Board of Education for many years, was President of the Chamber of Commerce, a Director of the Ontario Steel Products Company, and Medical Officer for the Steel Co. of Canada Gananoque Plant (later known as Stelco) from the time the company first had a plant physician until Bird died in 1944. Bird was also instrumental in forming the Thousand Island Motor League (later the Ontario Motor League), and served as the local District Medical Officer for the Grand Trunk Railway (later the Canadian National Railways). He also owned one of the first cars and snowmobiles in Gananoque.<sup>10</sup>



*Figure 5: Wigborough, residence built for Dr. Charles Harold Bird, 136 Pine Street, ca. 1905, (Gananoque Historical Society Newsletter, no. 3, Sept. 1985, p. 22).*

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<sup>9</sup> C.H. Bird's collection of equipment used in his medical practice is now housed at the Museum of Health Care at Kingston.

<sup>10</sup> "C.H. Bird, MDCM'," *Gananoque Historical Society Newsletter*, no. 3, Sept. 1985, p. 21-22.



*Figure 6: Wigborough, 136-38 Pine Street viewed from the southeast, with 128 Pine Street to the left – also built as a combined doctor office and residence (E. Tumak, Feb. 2020).*

Next door to Dr. Bird's combined residence and medical practise, at 128 Pine Street, was a similarly combined residence and practice of Dr. John James Davis, built in 1910 (b. Toronto 1875, d. Gananoque 1948, parents Thomas George Davis and Mary Helen Duncan).<sup>11</sup>



*Figure 7: Residence built for Dr. John James Davis, 128 Pine Street, ca. 1911 (Gananoque Historical Society Newsletter, no. 7, Sept. 1987, p. 91).*

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<sup>11</sup> Helen McMillan, "Dr. J.J. Davis," *Gananoque Historical Society Newsletter*, no. 7, Sept. 1987, p. 88-93.



*Figure 8: 128 Pine Street, viewed from the southwest with Grace United Church to the left and 136-38 Pine Street to the right (E. Tumak, Feb. 2020).*

The clustering of doctors gave the moniker of Pill Avenue, and at one time their two digit phone numbers were conveniently 70, 80 and 90. Some years later when Dr. E.J. Bracken arrived, he too located in the same block, at the southeast corner of Pine and Stone streets at 125 Stone Street South, the same house where Dr. Davis originally began his practice in Gananoque (Figure 9).



*Figure 9: 125 and 145 Stone Street South (left and middle respectively), and St. Andrew's Presbyterian Church (right), viewed from the northwest (E. Tumak, Jan. 2020).*



*Figure 10: 125 and 145 Stone Street South (left and middle respectively), and St. Andrew's Presbyterian Church (right background), viewed from the northwest ca. 1900. One of Gananoque's former post offices is on the far right. It also served as a doctor's office at one point. The most notable change to 145 Stone Street South is the different main entrance access featuring the swoop, or double-curve, splayed knee walls to the door, with a balcony above protecting the entrance from the elements. Also gone are the two forward chimney stacks (Gananoque Historical Society Newsletter, Feb. 2013, no. 59, p. 1599).*

Dr. Bracken graduated from Queen's University, ca. 1910-11, and married Jean Bryson in May 1911. They went to Saskatoon shortly thereafter and he practiced there for two years and then went to London, England, to pursue postgraduate work at Great Ormond Street Hospital. Following this he practiced medicine in Elgin, Ontario, before settling in Gananoque in 1919. During the Second World War he served at RMC in Kingston and after the war in the village of Cannington, north of Toronto near Lake Simcoe. He died in 1962 in the hospital in Lindsay, and is buried at Olivet Cemetery, north of Gananoque, near the village of Seeleys Bay.<sup>12</sup>

#### Person/Event

Other than coming to Gananoque in 1829, and having his office built at what was incorporated into the back part of 145 Stone Street South, little is known about Dr. Potter.

Potter lived a short distance south of his office at the corner of Stone and John streets, in a stone residence built in 1835 and demolished in 1900. It may have been at the northeast corner of these streets as a residence is shown at this location in an 1858 map of Gananoque. Currently at this corner

<sup>12</sup> Jean Conner, "Dr. E.J. Bracken," *Gananoque Historical Society Newsletter*, no. 10, Feb. 1989, p. 169-70.

there is a brick structure of ca. 1900, however, the east wall is of local random course stone, sometimes indicating a component of an earlier structure.

Potter is tangentially associated with helping to foil an 1838 attack on Gananoque by American General Van Rensselaer and dreaded pirate of the Thousand Islands Bill Johnston during the 1837-38 rebellions in Upper and Lower Canada. However, most of the credit goes to his tenant Elizabeth Barnett, a young teacher (born at Stone Mills, NY, in 1815, graduated in pedagogy at LaFargeville, NY). She got a teaching position in Gananoque in 1837.<sup>13</sup>

On 20 February 1838 on a visit back to LaFargeville she overheard a conversation about a plan to attack Gananoque that was not sanctioned by the US. Government, using munitions recently raided from the arsenal in Watertown. She immediately headed back to warn Gananoque, informed Dr. Potter, who conveyed the news to postmaster John McDonald. She was likely exhausted after a two day winter trek plus, the testimonial of a man, particularly a doctor, carried more weight at the time.

The town was alerted and couriers sent to Kingston and Brockville. Colonel Bonnycastle, the commander at Fort Henry, called out the Leeds Militia, together with the Brockville Rifle Company, a detachment of the Frontenac Cavalry under Colonel McLean, and Mohawk from Tyendinaga. Town lumbermen quickly erected a breastwork of timbers along the waterfront in the area of what is now the south end of Main Street. The advantage of surprise by the attackers was lost and those that had assembled on Hickory Island soon disbursed.

During the defense preparations Elizabeth met Warren Fairman (born 1816) and married him less than a month later. He operated a saw-mill at the mouth of the Gananoque River, which was sold to George Gillies in 1874. Gillies would later expand his operation, at the mouth of the east side of the Gananoque River with the purchase of the stone building at 185 Mill Street (designation by-law no. 2006-21).<sup>14</sup> From this location Gillies produced carriage hardware for markets all over the Dominion, as well as steel harrows and cultivators, and the manufacture of nuts and bolts.<sup>15</sup> He was one of the leading industrialists in Gananoque at the time.

Elizabeth and Warren had 11 children and eventually built a stone house that still stands on the north side of Hwy 2 (no. 4312) about 12 km west of Gananoque. Elizabeth died in her 92<sup>nd</sup> year, 23 August 1906. Warren died shortly thereafter at the age of 94.

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<sup>13</sup> Ina G. Scott, *Yesterday's News, Today's History* (Gananoque: 1000 Islands Publishers Ltd., 1982), p. 78-80.

<sup>14</sup> For further information see, E. Tumak, 185 Mill Street, also known as The Link/Cliffe Craft Buildings, Gananoque, Heritage Analysis Report: Reappraisal, 2020."

<sup>15</sup> *The Canadian Manufacturer*, 6 April 1883; *The Saturday Globe*, 21 July 1894; Library and Archives Canada, The Fielding Tariff Commission, 1896-97, p. 2417-25 and 4002-23; and *Mail* (Toronto), 9 February 1885, cited in Zwaan, p. 37, 38 and 43.

The foiled raid on Gananoque later recalled on an Ontario Historical Plaque, mentioned the pirate, and the rogue American general, but Barnett's part in saving Gananoque and Upper Canada was unrecognized.<sup>16</sup>

Little is also known about Dr. Dumble beyond what is mentioned above in the Historical Associations section.

The next owner of the house, Dr. James McCammon, was the son of Samuel McCammon (who married into the McDonald clan), and at one point owned the spectacular Italian Villa style structure at 279 King Street West. In 1875 James started medical studies at Queen's University and graduated in 1879. After graduating he located in North Augusta for 3 years, then to Spencerville where he was appointed surgeon to the construction force of the CPR, spending a year on the north shore of Lake Superior. He returned to Gananoque in 1885 to practice as a doctor. He had military training with four years as an officer in the Gananoque Field Battery, and in Spencerville was connected with the 56<sup>th</sup> Regiment and advanced to position of Lieut.-Col., with which he remained connected holding the office of surgeon. He served on Town Council for several years starting in 1904 (his father Samuel also served earlier on then village council). He closed his Gananoque practise and moved to British Columbia in 1924.

The next owners were Gordon Ford and Kathleen (née Pelow) Petch. Gordon held a notable position as Treasurer of Ontario Steel Products. He died in 1943 and shortly thereafter his son Douglas Hartley (1922-43) while co-piloting a bomber mission near the industrial city of Ludwigshafen (in the Rheinland opposite Mannheim), Germany. In missions like this the Allied efforts decimated the industrial production of the city by the end of 1944 thereby doing much to end the war. His name is honoured on the Town Park War Memorial. Douglas was also a respected local paddler and skier.<sup>17</sup> Kathleen continued to own the property until ca. 1978.

## ARCHITECTURE

### Design

145 Stone Street South is a two-storey and 1.5 storey frame building that is merger of early and late 19<sup>th</sup> century components. The tongue-and-groove exterior wood cladding and decorative machine milled woodwork is from the 1884-85 incarnation. The earlier 1.5 storey component can still be seen with the gabled face on Spruce Alley facing south. The later, 2-storey larger front of the building faces Stone Street, and is capped by a tall attic. The footprint of the building is essentially the two components at a right angle joined by a narrower connecting link. However, the basic form is enlivened and made more irregular by numerous projecting window bays and modest extensions.

The earlier component closest to Spruce Alley, originally Dr. Potter's office, has a low-pitched roof and return eaves. The wood cladding includes corner boarding, and a water table board and drip to protect

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<sup>16</sup> Ina G. Scott, *Yesterday's News, Today's History* (Gananoque: 1000 Islands Publishers Ltd., 1982), p. 78-80.

<sup>17</sup> *Gananoque Historical Society Newsletter*, no. 19, Feb. 1993, p. 375 and 377.

the masonry foundation. There are upper level sash windows on both the south and west elevations, and bay and broader expanses of windows (each three units wide) on the ground level, with multi-divided upper glazing units.

The front of the 1884-85 structure is dominated by twin, slightly projecting, almost tower-like two-storey bays. The north element projects 3' and houses the entrance, fronted by a later semi-circular portico. The south bay, projects only half as much, but generally matches the north bay in detail albeit with paired windows at the first and second storeys versus the entrance of the north bay. Both projections are surmounted by matching steep gables covered by truncated or hipped rooflets.

The main entrance consists of a 6-paneled door flanked by diamond-shaped leaded sidelight panes surmounted by a fanlight transom. This entrance composition is framed by grooved (fluted) pilasters. Above the front entrance porch is a pair of doors with glazed panels. The current hemispherical porch replaced a rectangular balcony that is documented in a 1987 survey<sup>18</sup> and archival photos (Figures 10 and 20).

The composition of the building is notable for the complexity and variation of the window sizes and shapes, groupings, and extending bay windows. All window surrounds (including lintels and jambs) and other building details are well ornamented with machine-detailed work featuring groove lines, striations and circular dotting. This ornamentation was a product of industrial machined work, employing power driven routers, jigs, coping and band saws, square corner mortice cutters, drill presses and the like. Particularly notable is the two-storey bay on the south elevation facing the alley, featuring different treatments on each level, with the composition crowned by large-scaled coved eave soffits above each window. The hipped roof bay window on the ground level of the south face was added to the original building – now the back extension. On the north elevation a window pierces the eave line and is set out by heavy full-cheek brackets which are articulated by cope sawing and applied and incised decoration. A gable complete with return eaves surmounts this element. Return eaves are also present on the upper level window of the west/street facing wall of the rear wing.

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<sup>18</sup> Ronald H. Smith Ltd., Ontario Land Surveyors, Canada Lands Surveyors: Part of Lots 61 & 62 [145 Stone Street South], Plan 86 (East) Gananoque, County of Leeds, 1987.



*Figure 11: 145 Stone Street South, Gananoque, viewed from the southwest, showing the portion forming Dr. Potter's physician office on the right/east after 1884-85 modifications, with spruce Alley and the front lawn of St. Andrew's Presbyterian Church in the foreground (E. Tumak, Nov. 2020).*



*Figure 12: 145 Stone Street South, Gananoque, viewed from the south with Spruce Alley and the front lawn of St. Andrew's Presbyterian Church in the foreground), showing the portion forming Dr. Potter's physician office on the right/east after 1884-85 modifications (E. Tumak, Nov. 2020).*



*Figure 13: Front elevation, 145 Stone Street South, Gananoque, viewed from the west (E. Tumak, Nov. 2020).*



*Figure 14: 145 Stone Street South, Gananoque, detail of the two-storey window bay on the south elevation (facing Spruce Alley) showing the 1884-85 portion of the building (E. Tumak, Nov. 2020).*



*Figure 15: 145 Stone Street South, Gananoque, rear/original portion of ca. 1830 with 1884-85 bay window addition, viewed from the southwest facing Spruce Alley (E. Tumak, Nov. 2020).*



*Figure 16: 145 Stone Street South, Gananoque, garage at east/rear end of property fronting onto Spruce Alley (E. Tumak, Nov. 2020).*

### Style

145 Stone Street South was built in the Eastlake style, an offshoot of the Queen Anne Revival style in Ontario which was popular from 1880-1910, and the American Stick style. Built in 1884-85, it was an early expression of this style in Canada, which was limited in its utilisation both in Canada and the U.S.

The Eastlake Movement was an architectural and household design reform movement started by British architect and writer Charles Eastlake (1836–1906). The movement is generally considered part of the late Victorian period in terms of furniture and broader aesthetic designations.<sup>19</sup>

Eastlake's book *Hints on Household Taste in Furniture, Upholstery, and Other Details* (London ed. 1868, and more popular U.S. ed. 1872) posited that furniture and decor in people's homes should be made by hand or machine workers who took personal pride in their work. Eastlake decried the heavy bloated mid-century furniture, and provided designs of lighter pieces fashioned of straight wood members, with scroll-sawn decoration. Manufacturers in the United States used the drawings and ideas in the book to create mass-produced Eastlake Style or Cottage furniture. The geometric ornaments, spindles, low relief carvings, and incised lines were intended to be affordable and easy to clean; nevertheless, many of the resultant designs are artistically complex and of high maintenance.

Despite the initial intent of Eastlake, the general manifestation of the style's architectural expression generally proved to be expensive to build, expensive to maintain, and idiosyncratic (often considered spooky by current standards). In the Dumble House the elaborate Eastlake ornamentation can be seen in the wood work of the bays, gables, window shape variation and varied window pane patterns. The complexity of the design, as favoured by the style, is also expressed by the varied coloration – here dichromatic but historically often more diverse.

Slightly removed from Gananoque is a remarkable Canadian example of the Eastlake style located in Brockville. It has a near full panoply of decorative effect of the style as expressed in the porch, gables and dormers, buttons, brackets, pierced wood, and layering and varied directions of wood cladding members. Also present are the highly varied windows, and numerous exterior materials and multiplicity of colours that extend to the elaborate roof form clad with slate and further ornamented with iron creating. Further elaboration is added with the highly patterned chimneys, with one not only forming a significant component of the corner lot street elevations, but featuring the conceit of a window in the middle of the lower level of the stack.

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<sup>19</sup> [https://en.wikipedia.org/wiki/Eastlake\\_Movement](https://en.wikipedia.org/wiki/Eastlake_Movement), accessed 17 May 2021. Leland M. Roth, *A Concise History of American Architecture* (New York, Hagerstown, San Francisco, London: Harper & Row, 1979), p. 137-38. See also Vincent J. Scully, Jr., *The Shingle Style and the Stick Style* (New Haven and London: Yale University Press, 1971).



*Figure 17: 375 King Street West, Brockville, viewed from the northwest (E. Tumak, July 2021).*

The only other example of the Eastlake style in Gananoque is located at 167 Brock Street, of which the sole expression is conveyed by the rectilinear corner bay and the diagonally set wood panelling flanking the window. If there was greater expression of the style on the Brock Street residence this was lost with later asbestos shingle recladding.



*Figure 18: 167 Brock Street viewed from the northwest (E. Tumak, Jan. 2021).*

### Architect / Designer / Builder

Although no designer, architect or builder is known for the Dumble Residence, even if it is a vernacular interpretation of the Eastlake style, it is a design of accomplishment.

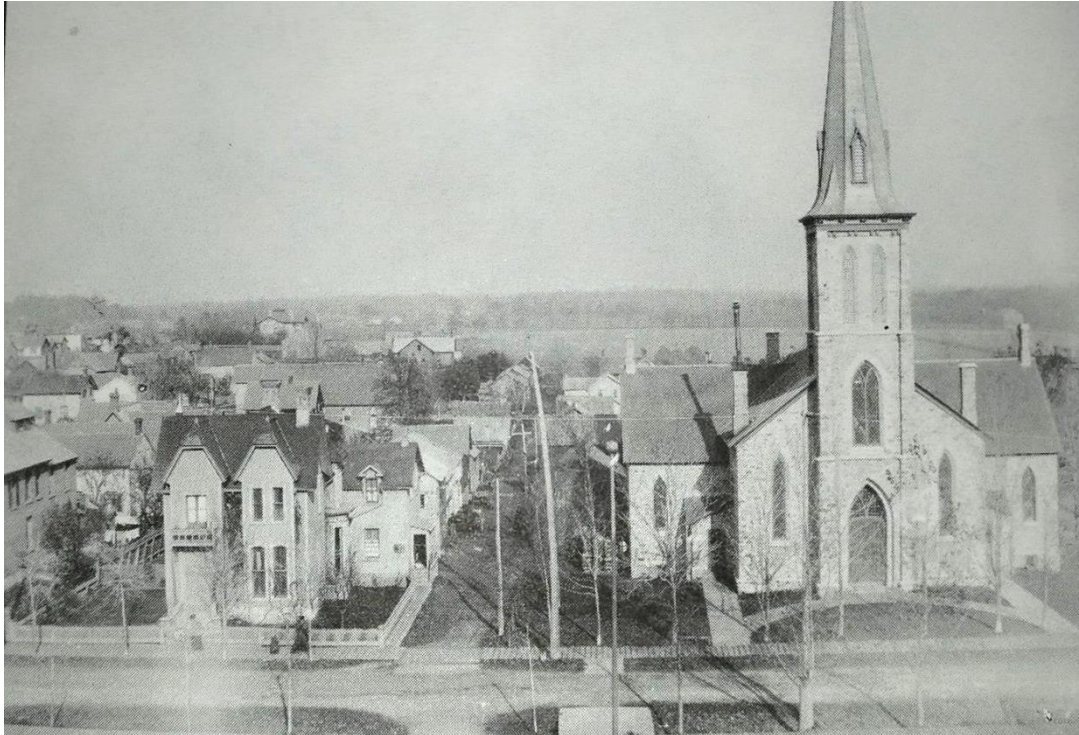
## ENVIRONMENT

### Compatibility with Heritage Environs

The Dumble House is located on a street dominated by similarly scaled commodious residences of the late-19<sup>th</sup> and early 20<sup>th</sup> centuries and numerous institutional buildings. The combination of prominent institutional and residential buildings was not only common at the time, but testified to the desirability of the location of the Dumble House when it was essentially formed in 1884-85. The Dumble House is located between St. Andrew's Presbyterian Church to the immediate south (architect William Coverdale 1851-55 and 1871-87 additions including architect Robert Gage 1886-87), and Grace United Church one house to the north (1871, 1896, and extensive restoration after a 1979 fire). Directly across the street is the former second Gananoque Post Office (1889, Federal Public Works Chief Architect Branch), the town Clock Tower (1903, architect F.T. Lent), and a little further south is St. John the Evangelist Roman Catholic Church (1889-91, architect Joseph Connolly).



Figure 19: Aerial view of the 145 Stone Street South property highlighted in red (Google, 2021).



*Figure 20: 145 Stone Street South (left) and St. Andrew's (right/south) viewed from the former Gananoque Public High School on the opposite side of Stone Street South (demolished 1974), n.d. The photo shows the main entrance access featuring the original swoop, or double-curve, splayed knee walls to the door (see also Figure 12), with a balcony above protecting the entrance from the elements (photo n.s., n.d.: A History of Gananoque: The Story of the Town with Photographs, presented by the Museum Board, Gananoque, 1986).*



*Figure 21: St. Andrew's Presbyterian Church, Gananoque, viewed from the southwest, with the sanctuary on the west/left and the Gracey Hall on the east/right. The Dumble House is partially visible on the far left/north of the church (E. Tumak, May. 2015).*



*Figure 22: Grace United Church (former Methodist Church), viewed from the southwest (E. Tumak, May 2015).*



*Figure 23: View to west side of Stone Street South, opposite the Dumble House and St. Andrew's Presbyterian Church, showing the Clock Tower on the left and the former Post Office on the right (E. Tumak, May 2015).*



*Figure 24: St. John's, viewed from the northeast with the former baptistry on the right foreground and the bell 'tower' and belfry on the right background (E. Tumak, July 2019).*

The Clock Tower and Post Office formed part of the former Market Square. Gone from this campus are the Fire Hall (demolished 1974), water tower (demolished 1979), and Gananoque High School (built 1898, demolished 1974). The three-storey brick Riverview Apartments of 1975 (architect M. Paul Wiegand, Belleville), on the grounds of the former Market Square, is the only non-conforming structure of note in what is essentially a heritage precinct. However, with large trees along the street and its narrow end facing Stone Street South, it is not dissimilar in its streetscape effect vis-à-vis the presence of the former High School with two storeys and an attic which formerly was a little to the south.<sup>20</sup>

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<sup>20</sup> Underwriter's Survey Bureau, Insurance Plan of Gananoque, plan dated 1947, plate 8.



Figure 25: St. John's School (former Gananoque Public High School), ca. 1968 (<https://www.providence.ca/our-story/history/missions/gananoque/>).



Figure 26: Oblique aerial view of Market Square, 1919 showing St. John's from the southeast, the former High School is to the immediate right/north, then the low fire hall, then the clock/hose drying tower to its right/northeast and the cylindrical former water tower to the firehall's northwest (Gananoque Historical Society Newsletter, no. 38, Sept. 2002, p. 951).

The site around the Dumble House is in keeping with its late-19<sup>th</sup> century origins as demonstrated by existing structures and lot divisions. The property measures approximately 18.4 m wide by 35.6 m deep, and retains its original lot division configuration bounded by Stone Street South on the front/west, Spruce Alley (former Pine Alley) on the south (serving as a back/side lane for houses fronting on principal streets), and the property line shared with the residence to the north – formerly occupied by a sequence of home-based doctor practices as outlined above and in keeping with the history of the Dumble House. The front/west and side/south of the building are clearly visible as originally intended, and the primary ground cover is a lawn and clipped corner deciduous hedge, with a mature maple tree at the street. The garage is set at the west end of the property, fronting onto Spruce Alley, in keeping with most garages that front onto alleys in the area known as South Ward in Gananoque, and many other areas in Gananoque with alleys.

#### Community Context / Landmark Status

As a rare example of the idiosyncratic but distinctive Eastlake style, and the only full expression of this style in Gananoque, the Dumble House is readily apparent even amongst other larger residences which feature less exuberant designs, as well as prominent institutional buildings. The landmark quality of its design is augmented by dichromatic coloration and reinforces the Eastlake style, as does the retention of the wood cladding and exuberant ornamental woodwork, of the 1884-85 incarnation.

## Heritage Attributes

- rare example of the Eastlake style in Gananoque
- tongue-and-groove wood siding and heavily ornamented machine-detailed woodwork in the bays, gables, variation of window shapes and window pane patterns, and window and door surrounds featuring:
  - o groove lines
  - o striations
  - o circular dotting
  - o two-storey bay on the south elevation, with different treatments on each level, with the composition crowned by large-scaled coved eave soffits above each of these windows
  - o hipped roof bay window on the ground level of the south face
  - o north elevation window that pierces the eave and is bracketed by heavy full-cheek ornamented brackets and gable return
  - o return eaves on the upper level window of the west/street facing wall of the rear wing
- dichromatic coloration (historically for the Eastlake style this could be more diverse)
- tower-like, rectangular two-storey front bays topped by tall hipped/truncated gables
- irregular composition with a side hall plan
- placement close to the main street (Stone Street South) with the west side elevation set close to the alley (Spruce Alley)

**ONTARIO HERITAGE ACT, ONTARIO REGULATION 9/06, CRITERIA FOR DETERMINING CULTURAL HERITAGE VALUE OR INTEREST**

1. (1) The criteria set out in subsection (2) are prescribed for the purposes of clause 29 (1) (a) of the Act. O. Reg. 9/06, s. 1 (1).

(2) A property may be designated under section 29 of the Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest:

<b>Criteria for Determining Cultural Heritage Value or Interest</b>	<b>Summary Analysis and Conclusion</b>	<b>Meets Criteria (Yes/No)</b>
<i>1. The property has design value or physical value because it,</i>		
i. is a rare, unique, representative or early example of a style, type, expression, material or construction method,	145 Stone Street South is a unique example of the Eastlake style in Gananoque, and a rare example of the style in Eastern Ontario.	Yes
ii. displays a high degree of craftsmanship or artistic merit, or	The Eastlake style was intended to display a high degree of craftsmanship made by skilled machinists, and as such 145 Stone Street South meets this criteria. As a design it also shows notable artistic merit.	Yes
iii. demonstrates a high degree of technical or scientific achievement.	145 Stone Street South does not display and technical or scientific achievements in its construction or form.	No
<i>2. The property has historical value or associative value because it,</i>		
i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,	145 Stone Street South is directly associated with the start of professional medical practise in Gananoque, and its on-going development post-1830 into the 1920s. It was the nucleus of a cluster of doctor home-based practises in the immediate vicinity that dominated medical treatment in Gananoque for approximately a century.	Yes
ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or	Located to the east of the Gananoque River, in an area dominated by institutional buildings – notably a former blockhouse fortification, leading churches, and a good number of commodious houses, the property illustrates the development of this area of Gananoque as a core	Yes

	<p>focus of development in the town.</p> <p>The property may exhibit some archaeological potential. However, archaeology can be addressed through another process.</p>	
iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.	The designer of 145 Stone Street South is unknown, and may be a vernacular interpretation of the Eastlake style, but it is nonetheless an accomplished design.	No
<i>3. The property has contextual value because it,</i>		
i. is important in defining, maintaining or supporting the character of an area,	The property is located on a street dominated by similarly scaled commodious residences of the late-19 <sup>th</sup> and early 20 <sup>th</sup> centuries and numerous institutional buildings – present and past. The combination of prominent institutional and single-family residential buildings was not only common at the time, but testified to the desirability of the location of the Dumble House when it was essentially formed in 1884-85.	Yes
ii. is physically, functionally, visually or historically linked to its surroundings, or	The current structure at 145 Stone Street South has a rear portion dating from ca. 1830 that is still readily visible and forms a notable part of the property’s history, which predates almost all extant development in Gananoque. The larger front portion is in keeping with the predominant development in the area from the last quarter of the 19 <sup>th</sup> century.	Yes
iii. is a landmark.	The property is a rare example of the idiosyncratic Eastlake style, and the Town’s only full expression of this style. As a consequence it is readily apparent even amongst other larger residences of less exuberant design. The dichromatic coloration adds further prominence to the building. Notable too, to the average person is the retention of the wood cladding, original to the 1884-85 incarnation of the structure.	Yes



## Council Report – CAO-2022-12

**Date:** August 9, 2022  **IN CAMERA**

**Subject:** Artefact Oversight Committee Recommendations for Civic Collection

**Author:** Shellee Fournier, CAO  **OPEN SESSION**

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### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES THE FOLLOWING ADDITIONS TO THE TOWN'S CIVIC COLLECTION:

1. WWII RED CROSS QUILT
2. GANANOQUE CLOCK TOWER WINDOW
3. SHEET MUSIC HANDWRITTEN BY WILLIAM REES
4. PHOTOGRAPHS OF THE THOUSAND ISLANDS BRIDGE
5. LINKLATER PUBLIC SCHOOL OBJECTS;

AS PRESENTED IN COUNCIL REPORT CAO-2022-12.

### **STRATEGIC PLAN COMMENTS:**

Sector 5 – Arts, Culture and Heritage – Strategic Initiative #4 – To ensure the heritage of our community is protected.

### **BACKGROUND:**

The Artefact Oversight Committee, through an agreement with the Town, oversees and cares for the Town's Civic Collection.

### **INFORMATION/DISCUSSION:**

The AOC is recommending that the Town accept five (5) new items into the Town's Civic Collection. (Reference Attachment 1)

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

By-law No. 2016-055 – Collections Management Policy  
By-law No. 2020-022 – Artefact Oversight Agreement

### **FINANCIAL CONSIDERATIONS:**

Under the Agreement, the annual contribution to the AOC is \$15,000 per year for a five (5) year period ending on December 31, 2024.

### **CONSULTATIONS:**

Joanne van Dreumel, TIHM

**ATTACHMENTS:**

1. Artefacts Recommended to be added to the Civic Collection

<b>APPROVAL</b>	<hr/> <p>Shellee Fournier, CAO</p> <hr/> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p>
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TOWN OF GANANOQUE

Potential Acquisition for the Gananoque Civic Collection

**Object:** WWII Red Cross Quilt

**Source:** Josephine Andrews

**Description (Images attached.):** Red Cross Quilt made during World War II by members of Winona Circle of Grace United Church, Gananoque. Made from various fabrics with different patterns. Tag with identification information sewn into bottom corner.

**Condition:** Good: fading, minor tears, minor previous repairs.

**Significance:** Made by members of the Winona Circle of Grace United Church in Gananoque. Red Cross Quilts are rare in Canada and rarely have enough information to find their place of origin. This quilt is representative of humanitarian services women in Gananoque provided during WWII and significant for communicating themes in Women's History in Gananoque more generally.



**Rationale for Acceptance:**

CRITERIA	
√	Relevance to the mandate of the civic collection and to the current collections development objectives if there is a collections development plan in place
√	Significance, such as association with an event, person, historical period, or geographic area
√	Sufficient human and financial resources to acquire, document, preserve, store, and interpret the artefact or specimen
	Sufficient physical space available
√	Identified opportunities for use, e.g. exhibition, research, etc.
√	Physical condition
	Cultural sensitivity
	Oral or written documentation to support ownership, authenticity, study, and use
	Absence of threats to users or to other elements of the collection
	Absence of restrictions on use or disposition
	Compliance with applicable legislation, regulations and conventions
	Strengthen collections areas in which there is a current recognized interest or specialization, especially when these objects are threatened by destruction or irreversible deterioration
√	Fill gaps in the storyline of Gananoque and the Thousand Islands
	Broaden the comparative base of established collection areas/subjects

**Approved for acceptance into the Gananoque Civic Collection:** \_\_\_\_\_

Date

Images:



TOWN OF GANANOQUE  
**Potential Acquisition for the Gananoque Civic Collection**

**Object:** Gananoque Clock Tower window

**Source:** Neil McCarney

**Description (Images attached.):** Half-circle shaped original window from the Clock tower in Gananoque, built in 1903. Window frame is original but windowpanes have been replaced.



**Condition:** Good: minor paint chipping, minor dents in frame

**Significance:** Associated with a significant historic landmark, the Clock Tower, significant local figure Charles MacDonald, and significant local building company Mitchell & Wilson. Also representative of local efforts at preserving and maintaining historic buildings (sold in fundraiser to pay for Clock Tower renovations).

**Rationale for Acceptance:**

CRITERIA	
X	Relevance to the mandate of the civic collection and to the current collections development objectives if there is a collections development plan in place
X	Significance, such as association with an event, person, historical period, or geographic area
X	Sufficient human and financial resources to acquire, document, preserve, store, and interpret the artefact or specimen
X	Sufficient physical space available
	Identified opportunities for use, e.g. exhibition, research, etc.
	Physical condition
	Cultural sensitivity
	Oral or written documentation to support ownership, authenticity, study, and use
	Absence of threats to users or to other elements of the collection
	Absence of restrictions on use or disposition
	Compliance with applicable legislation, regulations and conventions
	Strengthen collections areas in which there is a current recognized interest or specialization, especially when these objects are threatened by destruction or irreversible deterioration
	Fill gaps in the storyline of Gananoque and the Thousand Islands
	Broaden the comparative base of established collection areas/subjects

**Approved for acceptance into the Gananoque Civic Collection:** \_\_\_\_\_

Date

Images



TOWN OF GANANOQUE  
 Potential Acquisition for the Gananoque Civic Collection

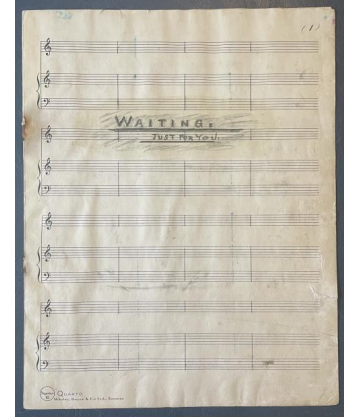
**Object:** Sheet Music

**Source:** Michael Palmer

**Description (Images attached.):** 3 folded pages of sheet music handwritten by William Rees in pencil and ink on paper, early 1900s.

**Condition:** Good: minor fading, buckling and tears.

**Significance:** Handwritten by influential local bandleader William Rees, who led the Gananoque Citizen Band and helped design the Gananoque bandstand built in 1921.



**Rationale for Acceptance:**

	CRITERIA
X	Relevance to the mandate of the civic collection and to the current collections development objectives if there is a collections development plan in place
X	Significance, such as association with an event, person, historical period, or geographic area
X	Sufficient human and financial resources to acquire, document, preserve, store, and interpret the artefact or specimen
X	Sufficient physical space available
	Identified opportunities for use, e.g. exhibition, research, etc.
	Physical condition
	Cultural sensitivity
	Oral or written documentation to support ownership, authenticity, study, and use
	Absence of threats to users or to other elements of the collection
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	Fill gaps in the storyline of Gananoque and the Thousand Islands
	Broaden the comparative base of established collection areas/subjects

Approved for acceptance into the Gananoque Civic Collection: \_\_\_\_\_ Date \_\_\_\_\_

Images :

Handwritten musical score for the song "WAITING: JUST FOR YOU." The score is written on aged paper with multiple staves. The title "WAITING:" is written in large, bold letters, with "JUST FOR YOU." written below it. The music is in a simple, accessible style, likely for a vocal or piano accompaniment. The page number "11" is written in the top right corner. At the bottom left, there is a logo for "QUARTO" and the text "WATERLOO MUSIC CO. WATERLOO, ONT. CANADA".

Continuation of the handwritten musical score for "WAITING: JUST FOR YOU." The score is written on aged paper with multiple staves. The lyrics include: "ON MY KNEES SHE HAS DONE FOR A DANCE", "BECAUSE SHE LIVES THE GOLDEN RULE", "WHO SAID YOU GIVE A SHIRT A DANCE", "WHY IS IT THAT ANYONE LOVES ME", "DANCE OUT OF YOUR MIND", "WHY IS IT THAT ANYONE LOVES ME", "WHY IS IT THAT ANYONE LOVES ME". The page number "12" is written in the top right corner. At the bottom right, there is a logo for "QUARTO" and the text "WATERLOO MUSIC CO. WATERLOO, ONT. CANADA".

Handwritten musical score for the song "WAITING." The score is written on aged paper with multiple staves. The title "WAITING." is written in large, bold letters. The lyrics include: "MY HEART YEARNS WHEN THE DAY IS THUS LONG", "I'VE BEEN WAITING FOR THE SOUND OF YOUR VOICE", "WHEN THE MOON BEAMS SO SOFT AND LOW", "MAKES ME THINK OF THE DAYS WHEN WE MET", "AND THE SMILE ON YOUR FACE", "THOUGH MY HEART KNOWS IT ALL WOULD BE", "MY HEART TEARFALL THE LIVE LOVE THE". The page number "13" is written in the top right corner. At the bottom left, there is a logo for "QUARTO" and the text "WATERLOO MUSIC CO. WATERLOO, ONT. CANADA".

Handwritten musical score for the song "GOLD DREAM". The score is written on aged paper with multiple staves. The title "GOLD DREAM" is written in large, bold letters. The lyrics include: "AIN'T NO BIRD A SHOOTER IN THE AIR", "MORNING BIRD HAS JUST AS GOOD AS DIED", "SHE'S DONE GOT HIM", "IT DON'T BURN ANY", "NOW BENSAYS SHE DID ME SOFT GOOD", "WHAT'S NEW LIZZY SHE HAS ON HER MIND A", "NOW THE JOYS MEAN AND WHERE THE DREAMS LIVE", "HEAR A THING TO DO SHE'S SHE'S SHE'S SHE'S". The page number "14" is written in the top right corner. At the bottom right, there is a logo for "QUARTO" and the text "WATERLOO MUSIC CO. WATERLOO, ONT. CANADA".

TOWN OF GANANOQUE  
**Potential Acquisition for the Gananoque Civic Collection**

**Object:** Photographs of Thousand Islands Bridge

**Source:** St. Catharines Museum

**Description (Images attached.):**

12 Black and white photographs (8 photos, 4 postcards) taken during construction of various sections of the Thousand Islands International Bridge in 1937. Photographs were taken/collected by Austin Leach, who worked on the bridges.

**Condition:** Good: minor fading, yellowing, buckling.

**Significance:** Associated with major regional landmark which had a significant impact on tourism and international relations in the area. Collection currently has no images of the bridges under construction and these photos will compliment the existing collections photos of the completed bridges.



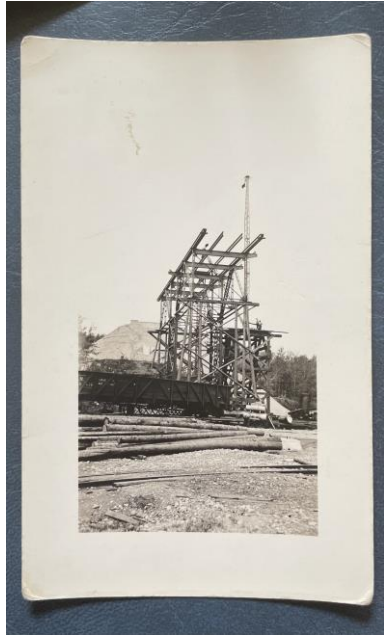
**Rationale for Acceptance:**

CRITERIA	
X	Relevance to the mandate of the civic collection and to the current collections development objectives if there is a collections development plan in place
X	Significance, such as association with an event, person, historical period, or geographic area
X	Sufficient human and financial resources to acquire, document, preserve, store, and interpret the artefact or specimen
X	Sufficient physical space available
	Identified opportunities for use, e.g. exhibition, research, etc.
	Physical condition
	Cultural sensitivity
	Oral or written documentation to support ownership, authenticity, study, and use
	Absence of threats to users or to other elements of the collection
	Absence of restrictions on use or disposition
	Compliance with applicable legislation, regulations and conventions
	Strengthen collections areas in which there is a current recognized interest or specialization, especially when these objects are threatened by destruction or irreversible deterioration
X	Fill gaps in the storyline of Gananoque and the Thousand Islands
	Broaden the comparative base of established collection areas/subjects

**Approved for acceptance into the Gananoque Civic Collection:** \_\_\_\_\_  
Date

Images:





TOWN OF GANANOQUE  
**Potential Acquisition for the Gananoque Civic Collection**

**Object:** Linklater Public School Objects

**Source:** James Garrah

**Description (Images attached.):**

5 items associated with Linklater Public School in Gananoque. Items include: Circular fabric patch from 1987; "L" shaped fabric patch; school newspaper dated June, 1967 titled "Linklater Centurion"; black and white photograph of school dated 1962-1963; framed panoramic colour photograph of students and staff dated 1988-1989.



**Condition:** Good: minor fading, buckling of panoramic photograph

**Significance:** Items associated with Linklater Public School which is a significant local school and is named after a significant local public figure. Combination of objects, photographs and archival items from various years complements/fills gaps in the existing collection related to local schools, which is lacking in Linklater related items and items from this time period.

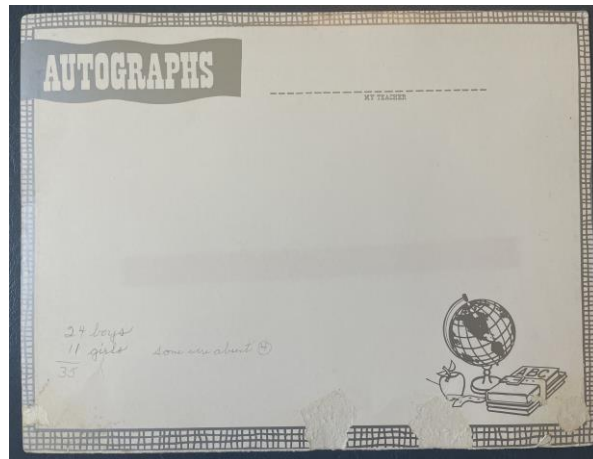
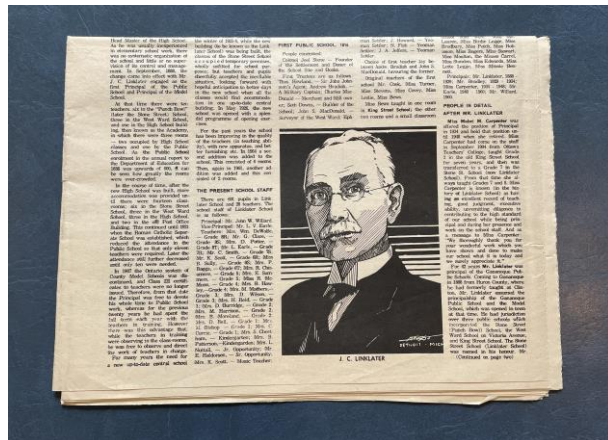
**Rationale for Acceptance:**

	CRITERIA
X	Relevance to the mandate of the civic collection and to the current collections development objectives if there is a collections development plan in place
X	Significance, such as association with an event, person, historical period, or geographic area
X	Sufficient human and financial resources to acquire, document, preserve, store, and interpret the artefact or specimen
X	Sufficient physical space available
	Identified opportunities for use, e.g. exhibition, research, etc.
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	Strengthen collections areas in which there is a current recognized interest or specialization, especially when these objects are threatened by destruction or irreversible deterioration
X	Fill gaps in the storyline of Gananoque and the Thousand Islands
	Broaden the comparative base of established collection areas/subjects

**Approved for acceptance into the Gananoque Civic Collection:** \_\_\_\_\_

Date

Images:





## Council Report – CAO-2022-13

**Date:** August 9, 2022  **IN CAMERA**

**Subject:** Kinsmen Building Advisory Panel Request to Hire a Contractor

**Author:** Shellee Fournier, CAO  **OPEN SESSION**

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### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES THE HIRING OF A LICENSED CONTRACTOR TO REVIEW THE BUILDING CONDITION ASSESSMENT (INCLUDING A SITE INSPECTION) TO PROVIDE A REALISTIC AMOUNT FOR CAPTIAL IMPROVEMENTS ON THE KINSMEN BUILDING AT A COST NOT TO EXCEED \$5,000;

AND FURTHER, THAT THE CONTRACTOR INCLUDE BUILDING CODE COMPLIANCE AS IT RELATES TO ACCESSIBILITY IN THE RECOMMENDATION;

AND FURTHER, THAT THE FUNDS FROM THE 2022 CAPITAL BUDGET HVAC WORK FOR THE BUILDING IN THE AMOUNT OF \$5,000 BE APPROVED TO COVER THIS COST IN LIEU OF REPLACING THE HVAC UNIT,

AS PRESENTED IN COUNCIL REPORT CAO-2022-13.

### **STRATEGIC PLAN COMMENTS:**

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

### **BACKGROUND:**

At the July 11<sup>th</sup> Kinsmen Building Advisory Panel meeting, the members discussed getting a better sense of the immediate costs required to renovate the Kinsmen Hall to allow potential renters (MyFM and the Senior's Association) to lease the building. Members of the Panel were concerned that the Building Condition Assessment citing \$850,000 in necessary capital repairs to the building over the next 10 years was overstated. To that end, they passed the following motion:

### **Motion-KBAP-2022-10 – Contractor for Kinsmen Building**

**Moved by:** Deputy Mayor Anderson

**Seconded by:** Sal Snowden

BE IT RESOLVED THAT THE KINSMEN BUILDING ADVISORY PANEL RECOMMENDS TO COUNCIL THE HIRING OF A LICENSED CONTRACTOR TO REVIEW THE BUILDING CONDITION ASSESSMENT (INCLUDING A SITE INSPECTION) TO PROVIDE A REALISTIC AMOUNT FOR CAPTIAL IMPROVEMENTS ON THE KINSMEN BUILDING,

AND FURTHER, THAT THE CONTRACTOR INCLUDE BUILDING CODE COMPLIANCE AS IT RELATES TO ACCESSIBILITY IN THE RECOMMENDATION.

**CARRIED – UNANIMOUS**

It was further requested that the CAO contact some contractors to determine the cost to perform this work and to recommend an upset limit to Council. The CAO reached out and obtained a quote under \$5,000 and is therefore recommending that this be the upset limit.

**INFORMATION/DISCUSSION:**

The cost to hire a contractor was not been budgeted for in the 2022 budget. However, Town Council did approve a \$5,000 capital repair to the HVAC system, but due to the uncertainty of the building, staff have not proceeded with this capital work. The contractor could be paid from this approved budgeted item.

**APPLICABLE POLICY/LEGISLATION:**

None

**FINANCIAL CONSIDERATIONS:**

As described above.

**CONSULTATIONS:**

Kinsmen Building Advisory Panel  
Melanie Kirkby, Town Treasurer

**ATTACHMENTS:**

None

<b>APPROVAL</b>	<hr/> <p>Shellee Fournier, CAO</p> <hr/> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p>
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**Council Report – FIN-2022-29**

**Date:** August 9, 2022  **IN CAMERA**  
**Subject:** Capital Matters Pending  
**Author:** Melanie Kirkby, Treasurer  **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE CAPITAL MATTERS PENDING UPDATE, AS PRESENTED IN COUNCIL REPORT FIN-2022-29.

**STRATEGIC PLAN COMMENTS:**

Sector 3 – Financial Sustainability – Strategic Initiative #1 - Action L) Develop financial controllership policies in consultation with the Municipal Auditor.

**BACKGROUND:**

Staff provide Council with monthly reports on the status of approved annual Capital projects.

**INFORMATION/DISCUSSION:**

Senior management provides the status of each project and the Treasurer notes the expenses as of the date of the report, as per the Schedule attached to this Report.

**APPLICABLE POLICY/LEGISLATION:**

None.

**FINANCIAL CONSIDERATIONS:**

As per Capital Budget and any in year project approvals.

**CONSULTATIONS:**

Senior Management

**ATTACHMENTS:** Capital Matters Pending Spreadsheet

<b>APPROVAL</b>	<hr/> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> <hr/> <p>Shellee Fournier, CAO</p>
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GL Dept Account	2021 Budget	2021 Actual	2022 Budget	2022 Ytd	Total Budget 2021 & 2022	Total Spent 2021 & 2022	Project Name	Anticipated Completion	Comments
2-5-02514-5400	\$ 30,000.00		\$ 120,000	\$ 51,220.74	\$ 150,000	\$ 51,220.74	Asset Management Plan	Jun-22	Adopted by Council June 7. Contract Staff continues to work on data management and collection.
2-5-04201-5314			\$ 35,000	\$ -	\$ 35,000	\$ -	Police - Replacement Vehicle	Fall-22	Ordered - awaiting delivery
2-5-04203-5415			\$ 5,000	\$ 2,084.22	\$ 5,000	\$ 2,084.22	Police - Computer Purchases	Fall-22	41% complete
2-5-04211-5318			\$ 15,000	\$ 15,264.01	\$ 15,000	\$ 15,264.01	Tasers	Apr-22	Ordered and received - complete
2-5-04212-5318			\$ 5,000	\$ -	\$ 5,000	\$ -	Speed Detectors	Fall-22	sourcing underway
2-5-04400-5318			\$ 35,250	\$ 1,110.20	\$ 35,250	\$ 1,110.20	Building / Bylaw / GIS Software	Summer-22	Implementation in progress
2-5-04450-5318			\$ 41,959	\$ -	\$ 41,959	\$ -	Community Safety Plan	Summer-22	Berm Out 2022 underway, Invoice pending from YMCA. CCTV contract awarded, Needle box arranged with public works
2-5-04502-5400			\$ 36,000	\$ -	\$ 36,000	\$ -	ES Building HVAC	31-Dec	Not started. Plan to issue RFQ to get quotes. Early indication is that prices are higher than budget.
2-5-06007-5400			\$ 30,000	\$ -	\$ 30,000	\$ -	Roads Needs Study	22-Aug	RFP closes July 28. Award of Contract going to Council August 9
2-5-06008-5400			\$ 5,000	\$ -	\$ 5,000	\$ -	Electric Vehicle Charging Stn	22-Sep	Staff are applying to Zero Emissions Vehicle Infrastructure Program - due August 11
2-5-06103-5400			\$ 1,008,000	\$ 407,474.34	\$ 1,008,000	\$ 407,474.34	PW - Asphalt Paving Program	22-Nov	Spring/Summer works on-going; Fall works being planned.
2-5-06111-5400		\$ 10,617.36	\$ 47,100	\$ -	\$ 47,100	\$ 10,617.36	Blacksnapper Bridge	22-Sep	Contractor on-site in August and completing work through September.
2-5-06121-5314			\$ 40,000	\$ 2,512.67	\$ 40,000	\$ 2,512.67	Replacement Pickup Truck	22-Sep	Ordered. To be delivered Fall 2022.
2-5-06122-5314			\$ 30,000	\$ 4,655.43	\$ 30,000	\$ 4,655.43	PW - Vehicle Replacement	22-Sep	Changed to a repair. Truck in service. Complete.
2-5-06124-5314			\$ 280,000	\$ -	\$ 280,000	\$ -	Dump / Plow Truck	22-Nov	Contract awarded. Delivery early 2023.
2-5-06144-5400			\$ 120,000	\$ -	\$ 120,000	\$ -	Arthur St	22-Oct	Design underway with Morrison Hershfield and PW staff. 1st public meeting to be booked in September
2-5-08103-5400		\$ 46,847.71	\$ 137,135	\$ 191,683.93	\$ 137,135	\$ 238,531.64	Lagoon - Cell 1 Effluent Chamber	Jul-22	Project underway - tentatively complete early September
2-5-08105-5400		\$ 8,788.51	\$ 908,000	\$ 16,243.52	\$ 908,000	\$ 25,032.03	Lagoon - Biosolids Removal	Aug-22	Engineering underway - discussing receiving point with contractors.
2-5-08106-5400			\$ 25,000	\$ 3,866.88	\$ 25,000	\$ 3,866.88	Service Lateral / Manhole	Dec-22	Some of these works recently completed
2-5-08122-5400		\$ 11,167.64	\$ 103,000	\$ 9,056.65	\$ 103,000	\$ 20,224.29	Lagoon - Cell 1 Effluent Chamber	Jul-22	Project underway - tentatively complete early September
2-5-08123-5400			\$ 115,000	\$ 40,202.14	\$ 115,000	\$ 40,202.14	Lagoon - Diversion Chamber	Jul-22	Project underway - tentatively complete early September
2-5-08124-5400			\$ 125,000	\$ 9,264.95	\$ 125,000	\$ 9,264.95	Lagoon Road - Berm & Road Cell #1	Nov-22	Engineering underway
2-5-08130-5400			\$ 400,000	\$ 2,016.77	\$ 400,000	\$ 2,016.77	EAST END PUMPING Building	Dec-23	Design/Planning stage
2-5-08132-5400		\$ 2,231.39	\$ 42,770	\$ 35,394.68	\$ 45,000	\$ 37,626.07	East End Pumping Station Pump 2	Jan-22	Project completed
2-5-08133-5400		\$105,366.09	\$ 44,635	\$ 3,944.12	\$ 150,000	\$ 109,310.21	East End Pumping Stn Spare Pump	Dec-21	Project completed
2-5-08134-5400			\$ 75,000	\$ -	\$ 75,000	\$ -	East End Pumping Stn Alum Tank	Dec-23	Project on hold
2-5-08144-5400			\$ 50,000	\$ -	\$ 50,000	\$ -	Arthur St		See Roads above
2-5-08146-5400			\$ 50,000	\$ 9,667.21	\$ 50,000	\$ 9,667.21	Stone Street Pumping Station - Control and Communications Upgrades	Nov-22	Engineering underway
2-5-08147-5400		\$ 29,278.60	\$ 120,720	\$ -	\$ 150,000	\$ 29,278.60	Force Main Upgrades	Sep-23	Engineering underway

GL Dept Account	2021 Budget	2021 Actual	2022 Budget	2022 Ytd	Total Budget 2021 & 2022	Total Spent 2021 & 2022	Project Name	Anticipated Completion	Comments
2-5-08210-5400			\$ 25,000	\$ 1,831.68	\$ 25,000	\$ 1,831.68	Pump Stn 2 - Control Cabinet Shelter	Nov-22	Engineering underway
2-5-08230-5400			\$ 15,000	\$ -	\$ 15,000	\$ -	Pump Station 3 - Pump Refurbishment	Sep-22	Pump repaired and being returned
2-5-08301-5400			\$ 17,500	\$ -	\$ 17,500	\$ -	Actuator Replacement Program - Backwash Holding Tank Actuators	Sep-22	Actuators ordered from Rotork Canada
2-5-08315-5400			\$ 25,000	\$ 10,997.74	\$ 25,000	\$ 10,997.74	Hydrant Replacement	Dec-22	Project underway
2-5-08316-5400			\$ 50,000	\$ 4,197.60	\$ 50,000	\$ 4,197.60	Water Tower Communications	Nov-22	Engineering underway
2-5-08317-5400			\$ 25,000	\$ -	\$ 25,000	\$ -	Water - Corrosion Control	Dec-22	Project planning underway
2-5-08320-5400			\$ 50,000	\$ -	\$ 50,000	\$ -	WTP Electrical Upgrade	Dec-22	Engineering underway
2-5-08322-5400			\$ 36,840	\$ 3,698.08	\$ 36,840	\$ 3,698.08	Curb Stop Repair / Replacements	Dec-22	On Going
2-5-08326-5318			\$ 10,000	\$ 8,929.44	\$ 10,000	\$ 8,929.44	WTP Process Treatment Upgrades	Dec-22	Engineering underway
2-5-08328-5400			\$ 25,000	\$ -	\$ 25,000	\$ -	Leak Detection / Water Audit Program	Dec-22	On Going
2-5-08344-5400			\$ 50,000	\$ -	\$ 50,000	\$ -	Arthur St		See Roads above
2-5-08350-5400			\$ 225,000	\$ 57,956.43	\$ 225,000	\$ 57,956.43	Meter Replacement Program	Jul-22	Project underway - wrapping up at end of July
2-5-08360-5318			\$ 5,000	\$ -	\$ 5,000	\$ -	Tools	Dec-22	Small equipment ordered, supply chain delays
2-5-08376-5400	\$ 35,000.00	\$ 21,625.59	\$ -	\$ 7,129.31	\$ 35,000	\$ 28,754.90	Low Lift Pump 3	Dec-21	Project completed
2-5-08377-5400		\$ 7,965.01	\$ 29,215	\$ 27,241.42	\$ 30,000	\$ 35,206.43	High Lift Pump 2	Jan-22	Project completed
2-5-08381-5400			\$ 105,000	\$ -	\$ 105,000	\$ -	High Lift Pump 4	Dec-22	Engineering underway
2-5-08382-5400			\$ 220,000	\$ -	\$ 220,000	\$ -	VDF 4 & 5	Dec-22	Engineering underway
2-5-08383-5400			\$ 20,000	\$ -	\$ 20,000	\$ -	WTP Discharge Pressure Transducer	Dec-22	Engineering underway
2-5-08384-5400			\$ 10,000	\$ -	\$ 10,000	\$ -	Distribution Hydraulic Modeling	Dec-22	Engineering underway
2-5-08410-5318			\$ 4,500		\$ 4,500	\$ -	EQUIPMENT	Dec-22	Project planning underway
2-5-08420-5400			\$ 7,500	\$ 3,075.70	\$ 7,500	\$ 3,075.70	Chemical Storage Tanks	Jul-22	Project completed, waiting on final invoices
2-5-16105-5400			\$ 8,000	\$ -	\$ 8,000	\$ -	Lions Boat Launch Staving Boards	22-Jun	In process of getting 3x quotes
2-5-16110-5400	\$550,000.00	\$312,260.94	\$ 79,384	\$ 371,656.08	\$ 629,384	\$ 683,917.02	Town Hall Park Revitalization	22-Jun	Contractor finished, just have deficiencies, Grand Opening tentatively scheduled for late August
2-5-16301-5400			\$ 12,000	\$ -	\$ 12,000	\$ -	Arena Structural Maint - Backflow	22-Sep	To be completed in September 2022
2-5-16302-5400			\$ 25,000	\$ -	\$ 25,000	\$ -	Arena Fire Panel	22-Dec	Preparing RFQ to receive quotes
2-5-16308-5400			\$ 20,000	\$ -	\$ 20,000	\$ -	Arena Boilers Replacements	Aug-22	Preparing RFQ to receive quotes.
2-5-16311-5400			\$ -	\$ 26,526.70	\$ -	\$ 26,526.70	Gord Brown Memorial Rink Trillium Grant		\$250K grant. Spending project plan approved by Council. Staff in process of getting quotes for all projects. Concrete repair tender closed July 28th, reviewing bids for award.
2-5-16313-5400			\$ 14,000	\$ 6,614.40	\$ 14,000	\$ 6,614.40	Recreation - Software	Aug-22	Perfect Mind agreement signed and purchased. Implementation started. Completion date set for mid August.

GL Dept Account	2021 Budget	2021 Actual	2022 Budget	2022 Ytd	Total Budget 2021 & 2022	Total Spent 2021 & 2022	Project Name	Anticipated Completion	Comments
2-5-16314-5400			\$ 20,000	\$ 10,176.01	\$ 20,000	\$ 10,176.01	Confederation Park Electrical	22-Jun	New Meter, Panel and weatherproof cabinet installed week of July 18-22, following up with Jet on completion and awaiting Fountain delivery
2-5-16317-5317			\$ 20,000	\$ 36,531.87	\$ 20,000	\$ 36,531.87	Recreation Electric Side by Side	22-Jun	As per Council decision, Staff purchased a used GMC 2018 Sierra pick up truck
2-5-16319-5318			\$ 6,800	\$ -	\$ 6,800	\$ -	Recreation - Picnic Tables	Jun-22	Order for 7 tables completed by Tennant Welding, delivered and in use at park. 4 Bistro Sets added to Town Park
2-5-16320-5400			\$ 40,000	\$ 15,513.32	\$ 40,000	\$ 15,513.32	Trees	22-Nov	85% Spring planting completed. Compiling list for Fall planting,
2-5-16321-5400	\$167,866.10	\$ 79,039.43	\$ -	\$ 112,402.14	\$ 167,866	\$ 191,441.57	Town Park Ball Diamond	Jun-22	Substantially completed, Sodding laid and granular walkways, clay installed.waiting deficiency repairs Park unusable until sod established - end of Aug, 2022
2-5-16324-5400			\$ 12,000	\$ -	\$ 12,000	\$ -	Arena Sidewalk	22-Aug	Locates have been completed, should be completed by end of August
2-5-16334-5400			\$ 10,000	\$ -	\$ 10,000	\$ -	Skatepark	Fall-22	Original contractor contacted for pricing and never showed up. Following up with PW Concrete contractor for pricing
2-5-16335-5400				\$ 45,589.25		\$ 45,589.25	Joel Stone Amphitheatre		Completed. Used for first show Canada Day.
2-5-16336-5400			\$ 5,000	\$ -	\$ 5,000	\$ -	HVAC 400 Stone St N	Dec-22	No started yet, waiting for direction on building
2-5-16341-5415	\$ 40,000.00	\$ 41,600.00	\$ -	\$ 30,658.00	\$ 40,000	\$ 72,258.00	Building Assessments Round 2	22-Aug	Grant approval extended. Inspections completed Reports to follow In Aug.
2-5-16342-5318			\$ 20,000	\$ -	\$ 20,000	\$ -	Arena Sound System	22-Aug	Issuing RFQ for quotes
2-5-16350-5400			\$ 5,000	\$ 4,486.00	\$ 5,000	\$ 4,486.00	Arena Ammonia Alarm	22-Mar	Completed
2-5-16351-5400			\$ 5,000	\$ -	\$ 5,000	\$ -	Arena Zamboni Room Exhaust Fan	22-Sep	To be completed by HVAC contractor fall 2022
2-5-16352-5400			\$ 12,000	\$ -	\$ 12,000	\$ -	Arena Roof	Fall-22	RFQ to go out in August
2-5-16354-5400			\$ 30,000	\$ -	\$ 30,000	\$ -	Arena Steel Beam Maintenance	Fall-22	RFQ to go out in August
2-5-16355-5400			\$ 25,000		\$ 25,000	\$ -	Arena Score Clock	22-Aug	out for tender closing Aug 15, 2022
2-5-16410-5400			\$ 41,300	\$ 10,625.03	\$ 41,300	\$ 10,625.03	Pumpout	22-May	Keco pump delivered July 12th.and Installed. Completed
2-5-16413-5400			\$ 25,000	\$ -	\$ 25,000	\$ -	Marina Waste Enclosure	22-Jun	Issuing RFQ for quotes
2-5-16700-5400			\$ 80,000	\$ -	\$ 80,000	\$ -	Marina 700 Series Dock	Fall-22	Plan to go to tender for fall 2022
2-5-17501-5400			\$ 13,860	\$ 2,820.79	\$ 13,860	\$ 2,820.79	Visitor Center Website	22-May	Completed.
2-5-18100-5403			\$ 18,642	\$ 5,994.18	\$ 18,642	\$ 5,994.18	Planning - Official Plan		Draft anticipated in Summer '22
2-5-18102-5403			\$ 25,000	\$ -	\$ 25,000	\$ -	Planning - Development Permit Bylaw		To begin Fall '22
2-5-18604-5318			\$ 40,000	\$ -	\$ 40,000	\$ -	Lighting		Planning to start up another committee in Aug, Set up lighting at Town Hall Park for 2022.
2-5-18607-5400			\$ 7,500	\$ 7,500.00	\$ 7,500	\$ 7,500.00	Gana Rock Way		Committee is organizing and booking events, venues and artists.
2-5-19005-5400			\$ 40,000	\$ -	\$ 40,000	\$ -	Re-Pointing -My-FM Pumphouse	Fall-22	Plan to go to Tender fall 2022
2-5-19040-5400			\$ 25,000	\$ -	\$ 25,000	\$ -	Visitor Center Shelter		Issuing RFQ

 **G NANOQUE**  
Council Report – FIN-2022-30

**Date:** August 9, 2022  **IN CAMERA**

**Subject:** 2022 Second Quarter Operating Income Statement

**Author:** Melanie Kirkby, Treasurer  **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE 2022 SECOND QUARTER OPERATING INCOME STATEMENT AT JUNE 30, 2022, AS PRESENTED IN COUNCIL REPORT FIN-2022-30

**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:**

The 2022 budget was approved by By-law No. 2022-001. Please find attached the Town of Gananoque's second quarter operating income statement as printed at August 3, 2022.

**INFORMATION/DISCUSSION:**

This report includes 13 of 26 pay periods and approximately 50% of operating costs, with the exclusion of seasonal activities. For most Town operations, 13 pay periods of payroll would represent 50% of the 2022 budgeted payroll expenses.

The second of the four quarterly OMPF transfer payments was received from the Province. The first 50% 2022 Gas Tax transfer payment, funding the Arthur St Project, has been received in July at \$163,618. Gananoque will also receive an additional OCIF Payment in 2022 for an annual total of \$740,047 which is allocated to Road Maintenance Projects.

Penalty and Interest on overdue tax accounts for 6 months, totals \$49,614 with a budget of \$107,000 for the year, or 46% of target realized. Bank interest is at \$47,776, or 48% of budget.

As the Casino is moving toward normal business revenues received in April were \$184,810 and in July \$296,468 for a balance of \$481,278. This means that for June 30<sup>th</sup> revenues are at 80% of \$600,000 budget. In 2019 the annual revenues were \$1,434,896. These funds are used mainly for capital projects and for economic development, community grants, and the contingency reserve.

Supplemental taxation is significantly overbudget at \$152,834 coming on line in July, with a budget of \$25,000. This extra revenue is very timely given the cost overruns.

Building Permit fees collected by June 30 are at \$24,864, or 41% of the \$60,000 budget. This revenue stream is returning to the pre-condominium level. Expenses to provide building inspections is \$112,248 or 49% spent at June 30<sup>th</sup>.

Dog Tag sales are at 30% of budget, most dog tags are purchased in the first few months of the year, so revenues will not reach budget level. Contract costs are at \$6,238 expensed to date, or 31%, but the Town has only been billed for 4 months of the contract. 1 Urban Hen permit has been issued to date.

The parking meters have been emptied in April and June, totalling \$12,450 or 23% of budget. Parking revenues were down significantly in 2020 and 2021 due to Covid. The level of revenue is linked to tourism in the summer months. Expenses are at \$11,338 or 28% of budget, but the Town has only been billed for 4 months of the contract.

Police backcheck revenue is at \$402,863 or 61% of budget. Surplus revenues at year-end are transferred to the Police reserves to fund capital purchases and post retirement liabilities. Police wages at June 30<sup>th</sup> were spent 50% of the annual budget.

Arena user revenues are at \$86,367 or 36% at June 30<sup>th</sup>. Arena expenses are at 56% spent at June 30<sup>th</sup>. Arena Wages are spent to 55%. Staff are hopeful that the fall 2022 season will proceed without closures. Hydro costs have already surpassed the budget of \$29,785 by \$7,860 after 5 months of billings.

Marina operating expenses were at \$307,155 or 38% of budget. Due to Marina Software Issues, detailed revenue figures are not available, but Cash receipts at June 30<sup>th</sup> were \$702,903, net of HST, or 71% of budget. Seasonal customers must pay in full prior to using their slip.

The GBM outdoor arena has not yet earned any revenues, and the operating expenses are spent to 9% or \$1,550. The summer waterfront concerts are running the regular season.

Globally the Town's payroll expenses are at the 49% of budget.

January to April, Town Hydro costs are at \$148,175 or 46% of the 2022 budget of \$322,255. This would indicate that at current usage and rates, Hydro will come in \$27,000 over budget by year end. Similarly, Natural Gas has been spent at \$35,349 of the \$55,900 budget, or 63% for January to May inclusive. This projects to a year end overage of \$17,200.

Council expenses are spent to \$88,279 of the \$143,105 budget or 62%. This is mainly due to legal costs and the Myfm media campaign.

At this time, Public Works has spent 46% of total operating budget. Many of the contracted jobs, such as bridge repair, tree trimming, and asphalt patching have not yet been completed and expensed as of June 30<sup>th</sup>. Only \$67,755 of \$239,338 or 28% of these costs are expensed.

The 2022 winter control budget has been spent to \$144,126 of \$255,925 or 56%. Of note, the sand and salt budget has been almost completely utilized, due to rising supply costs. If needed, the winter control reserve could be drawn upon for November and December. The winter control reserve has a balance of \$200,400.

Waste bag tag revenues are at \$118,675 or 48%. The curb side waste collection contract, billed for January to June totals \$83,622 of the \$205,000 budget, or 59% spent. The recycling contract was at \$41,925 of \$112,000 or 37% spent. The net result is 29% of budget at June 30th. If the current volumes continue, this would result in a \$36,000 deficit at year end.

Utility revenues show for the first quarter, which reflects consumption from January to March as well as reads for housing sales. The second quarter consumption billing was mailed in and posted to July. Revenues total \$1,141,919 of the \$4,502,424 budget or 25%.

Utility operating expenses are at \$897,578 or 50% of budget. Including the 2<sup>nd</sup> cycle of bills of \$605,077 for water and \$592,477 for wastewater, the 2<sup>nd</sup> quarter shows revenues at 46% of budget. This nets to an operational deficit of \$31,292 for water and \$39,331 for wastewater. An additional overage of \$13,738 will be attributed to the insurance rate increase once the invoice is received.

MAT tax for the first quarter totalled \$46,535 or 16% of the \$285,000 budget. Second quarter remittances were due on July 31<sup>st</sup>. The majority of MAT is collected in June, July and August.

The Economic Development department has successfully applied for Wayfinding and Heritage project grants. Matching funds for these initiatives come from the Ec Dev reserve, which is funded by the Casino funds.

Due to the current economy, certain supplies are causing concern. The Municipal Insurance renewal, which came in at an 80% increase, will be over budget by approximately \$80,757.

The monthly cost of vehicle fuel has doubled since the same period last year. At current rates, this will create an overage in the range of \$25,000 at current volumes.

Employee Health Insurance premiums have increased 19% and are spent 59% at June 30<sup>th</sup>. This projects to an overage of \$57,000 for the year.

Considering the identified cost overruns of approximately \$218,000, staff are still hopeful that the Town will meet budget, mainly due to supplemental taxation. Council has approved that if necessary the insurance overage be funded by a draw from reserves, if the Town is faced with a year end deficit.

Managers are manoeuvring their department budgets to mitigate these price fluctuations when possible, if they are able to do so without impacting core service levels.

Ontario municipalities must balance their annual operating budgets, a year-end deficit must be funded through either a draw from reserves or an addition to the subsequent year's tax levy. Any year end surplus is transferred to reserve.

**APPLICABLE POLICY/LEGISLATION:**

2022 Budget By-law No. 2022-001

**FINANCIAL CONSIDERATIONS:**

As described.

**CONSULTATIONS:**

Senior Management.

**ATTACHMENTS:**

2022 Second Quarter Operating Income Statement.

<b>APPROVAL</b>	<p>_____</p> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p>
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TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)

Page : 1

Date : Aug 03, 2022

Time : 11:36 am P1

Fiscal Year : 2022  
Account : 1-4-024??-???? To 1-5-024??-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	2401			Election		
1-4-02401-4033				ELECTION - CANDIDATE REG FEI	-200.00	0
1-4-02401-5901				TRANSFER FROM RESERVES	0.00	-22,000
Category Total					-200.00	-22,000
REVENUE Total					-200.00	-22,000
CLASS	5			EXPENDITURE		
CATEGORY	2400			Governance		
1-5-02400-5101				COUNCIL SALARY WAGES	58,077.28	123,920
1-5-02400-5115				EMPLOYER HEALTH TAX	1,132.42	2,415
1-5-02400-5116				SOURCE DEDUCTIONS	2,657.08	5,420
1-5-02400-5301				ADS,PUBLICATIONS,SUBSCRIPTI	4,553.76	1,500
1-5-02400-5302				MEMBERSHIPS	4,490.71	4,300
1-5-02400-5304				CONVENTIONS/KM/TRAVEL	3,288.20	2,700
1-5-02400-5318				MATERIALS & SUPPLIES	0.00	500
1-5-02400-5327				GOVERNANCE - CELL PHONES	745.80	600
1-5-02400-5402				Legal Services	12,970.95	1,000
1-5-02400-5405				Insurance	362.91	750
Category Total					88,279.11	143,105
CATEGORY	2401			Election		
1-5-02401-5400				ELECTION - CONTRACTED SERV	2,641.90	30,000
Category Total					2,641.90	30,000
EXPENDITURE Total					90,921.01	173,105
OPERATING Total					90,721.01	151,105
REPORT TOTAL					90,721.01	151,105

TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)  
Date : Aug 03, 2022

Page : 1  
Time : 11:41 am P2

Fiscal Year : 2022  
Account : 1-4-02500-???? To 1-5-02500-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	2500			Corporate Management		
1-4-02500-4001				OMPF	-661,000.00	-1,322,000
1-4-02500-4011				Civil Ceremony Fees	-2,000.00	-3,500
1-4-02500-4042				MARRIAGE LICENCES	-3,750.00	-7,000
1-4-02500-4043				LOTTERY LICENCES	-945.00	-4,500
1-4-02500-4048				Water Lot Leases	-51,463.13	-49,250
1-4-02500-4049				OTHER LICENCES & PERMITS	-1,677.50	-3,290
1-4-02500-4061				INTEREST ON ACCOUNTS RECEI	-47.74	-500
1-4-02500-4062				PENALTIES & INTEREST ON TAXE	-49,614.71	-107,000
1-4-02500-4065				Property Leases	-20,697.79	-16,788
1-4-02500-4066				MISC. TOWN HALL	-16,407.50	-15,000
1-4-02500-4081				BANK INTEREST	-47,776.02	-100,000
1-4-02500-4087				CASINO REVENUE	-184,810.00	-600,000
1-4-02500-4089				OTHER GRANTS	0.00	-5,000
1-4-02500-4096				TAX CERTIFICATE	-15,514.00	-40,000
1-4-02500-5910				Syrian Refugee	-12,550.00	0

Category Total

-1,068,253.39

-2,273,828

REVENUE Total

-1,068,253.39

-2,273,828

CLASS	5		EXPENDITURE		
CATEGORY	2500		Corporate Management		
1-5-02500-5101			FT SALARIES- TOWN HALL	251,983.51	487,548
1-5-02500-5102			PT/CONTRACT WAGES TOWN H/	30,146.76	28,365
1-5-02500-5103			OT SALARIES- TOWN HALL	2,354.85	0
1-5-02500-5115			EHT	5,580.26	9,573
1-5-02500-5116			SOURCE DEDUCTIONS	19,910.44	22,150
1-5-02500-5117			OTHER BENEFITS	1,743.00	5,075
1-5-02500-5118			WORKPLACE SAFETY & INSURAI	9,802.49	19,240
1-5-02500-5119			BENEFITS - MANULIFE	11,222.28	33,310
1-5-02500-5121			OMERS - CORP. MANAGEMENT	27,205.25	53,970
1-5-02500-5123			EMPLOYEE PROGRAMS-CORP SI	325.27	900
1-5-02500-5135			PUBLIC RELATIONS	0.00	2,000
1-5-02500-5301			ADS/PUBLICATIONS/SUBSCRIPTI	573.92	1,000
1-5-02500-5302			MEMBERSHIPS	1,769.95	3,000
1-5-02500-5303			TRAINING OF STAFF	4,832.42	9,000
1-5-02500-5304			CONVENTIONS/KM/TRAVEL	4,790.92	6,000
1-5-02500-5306			POSTAGE/COURIER	10,176.01	2,800
1-5-02500-5317			EQUIPMENT R & M	506.15	3,500
1-5-02500-5318			MATERIALS & SUPPLIES	9,018.89	15,000
1-5-02500-5327			CORP MGMT - CELLPHONE	1,237.58	2,090
1-5-02500-5400			CONTRACTED SERVICES	51.60	0
1-5-02500-5401			AUDIT	0.00	30,995
1-5-02500-5402			LEGAL SERVICES	5,518.11	40,000

TOWN OF GANANOQUE  
 General Ledger Trial Balance



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 Account : 1-4-02500-???? To 1-5-02500-????  
 Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	2500			Corporate Management		
1-5-02500-5404				OTHER PROFESSIONAL SERVICE	1,526.40	2,000
1-5-02500-5405				INSURANCE	18,150.87	10,000
1-5-02500-5407				TOWN HALL INS. DEDUCTIBLES	8,914.38	10,000
1-5-02500-5502				Copier / Stuffer / Postage Leases	4,175.47	8,000
1-5-02500-5503				INTEREST CHARGES/PAID	2,952.77	7,650
1-5-02500-5901				Casino Transfer to Reserves	184,810.00	600,000
1-5-02500-5903				TRANSFER TO RESERVE FUND	523,955.00	1,047,911
1-5-02500-5911				Syrian Refugee	6,300.00	0
<b>Category Total</b>					<b>1,149,534.55</b>	<b>2,461,077</b>
<b>EXPENDITURE Total</b>					<b>1,149,534.55</b>	<b>2,461,077</b>
<b>OPERATING Total</b>					<b>81,281.16</b>	<b>187,249</b>
<b>REPORT TOTAL</b>					<b>81,281.16</b>	<b>187,249</b>

TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)  
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Fiscal Year : 2022  
Account : 1-?-02501-???? To 1-?-02501-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	2501			Town Hall		
1-4-02501-5903				Transfer from Reserves	-70,697.00	-141,145
				Category Total	-70,697.00	-141,145
-----						
				REVENUE Total	-70,697.00	-141,145
CLASS	5			EXPENDITURE		
CATEGORY	2501			Town Hall - Bldg		
1-5-02501-5104				SALARIES - OTHER DIVISIONS	464.04	0
1-5-02501-5317				EQUIPMENT R&M	351.27	0
1-5-02501-5318				OTHER MATERIALS & SUPPLIES	845.16	1,500
1-5-02501-5324				TOWN HALL - R&M	80.32	2,500
1-5-02501-5327				Cell Phones	0.00	165
1-5-02501-5330				TOWN HALL - INTERNET	2,096.67	8,300
1-5-02501-5331				UTILITIES - ELECTRICITY	4,022.69	9,555
1-5-02501-5332				UTILITIES - GAS	1,573.88	3,500
1-5-02501-5333				WATER & SEWER - TOWN HALL E	355.81	2,000
1-5-02501-5335				TOWN HALL - TELEPHONE	2,060.81	4,795
1-5-02501-5400				CONTRACTED SERVICES	17,618.38	24,022
1-5-02501-5411				CONTRACTED SERVICES - ELEC	366.34	500
1-5-02501-5800				Principal on Loan	38,417.42	74,798
1-5-02501-5850				Interest on Loan	32,279.92	66,597
				Category Total	100,532.71	198,232
-----						
				EXPENDITURE Total	100,532.71	198,232
				OPERATING Total	29,835.71	57,087
-----						
				REPORT TOTAL	29,835.71	57,087

TOWN OF GANANOQUE  
 General Ledger Trial Balance



GL5030 (T)  
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Fiscal Year : 2022  
 Account : 1-5-02600-???? To 1-5-02600-????  
 Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	2600			Program Support		
1-5-02600-5301				ADS/PUBLICATIONS/SUBSCRIPTI	55,108.10	86,640
1-5-02600-5310				COMPUTER PURCHASES	1,889.52	10,425
1-5-02600-5409				IT CONTRACT COSTS	23,404.80	71,620
1-5-02600-5416				COMPUTER NON-CONTRACT ITE	2,670.09	2,070
1-5-02600-5502				LEASES	0.00	18,070
Category Total					83,072.51	188,825
EXPENDITURE Total					83,072.51	188,825
OPERATING Total					83,072.51	188,825
REPORT TOTAL					83,072.51	188,825

TOWN OF GANANOQUE  
General Ledger Trial Balance



Fiscal Year : 2022  
Account : 1-4-04100-???? To 1-5-04195-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	4100			Fire Services		
1-4-04100-4034				Grant	0.00	-5,000
1-4-04100-4066				MISCELLANEOUS	-540.00	-10,000
1-4-04100-4098				Work Recoverable Revenue	-12,454.29	-5,000
1-4-04100-5328				PREVENTION / INSPECTIONS	-1,250.00	0
Category Total					-14,244.29	-20,000

-----  
REVENUE Total -14,244.29 -20,000

CLASS	5		EXPENDITURE		
CATEGORY	4100		Fire Services		
1-5-04100-5101			FT SALARIES- FIRE ADMINISTRA	118,855.80	217,360
1-5-04100-5102			FIRE SERVICES - PART TIME	968.60	0
1-5-04100-5103			OT SALARIES- FIRE	2,467.59	17,950
1-5-04100-5108			FIRE - VOLUNTEER TRAINING W/	22,593.69	56,600
1-5-04100-5109			PT FIRE CALLS	21,028.76	29,450
1-5-04100-5110			PT DUTY FILL IN	12,934.21	15,700
1-5-04100-5111			FIRE SERVICES HONOURARIUMS	0.00	7,000
1-5-04100-5112			UNIFORMS / CLOTHING	149.04	3,500
1-5-04100-5114			BENEFITS - RETIREES	3,589.80	6,750
1-5-04100-5115			EHT	3,504.65	6,600
1-5-04100-5116			SOURCE DEDUCTIONS -FIRE	12,690.12	15,790
1-5-04100-5117			OTHER BENEFITS	3,480.00	5,000
1-5-04100-5118			WORKPLACE SAFETY & INSURAI	6,730.68	13,930
1-5-04100-5119			BENEFITS - MANULIFE	22,272.39	8,310
1-5-04100-5121			BENEFITS - OMERS	13,061.42	26,450
1-5-04100-5123			FIRE - EMPLOYEE PRGMS	177.41	500
1-5-04100-5301			ADS/PUBLICATIONS/SUBSCRIPTI	1,628.16	2,300
1-5-04100-5302			MEMBERSHIPS	-218.98	260
1-5-04100-5303			TRAINING	10,802.83	26,000
1-5-04100-5304			MEETINGS & CONFERENCES	670.91	7,500
1-5-04100-5305			Mental Health Awareness Training	0.00	1,000
1-5-04100-5306			POSTAGE/COURIER	0.00	100
1-5-04100-5317			EQUIPMENT & GEAR	29,162.11	48,000
1-5-04100-5319			Driver's License exp	227.50	1,000
1-5-04100-5320			COMMUNICATIONS TECHNOLOG	7,016.30	8,532
1-5-04100-5327			CELL PHONE	230.42	1,500
1-5-04100-5328			FIRE PREVENTION SUPPLIES	553.47	5,000
1-5-04100-5330			FIRE SERVICE - INTERNET	4,342.22	5,800
1-5-04100-5335			TELEPHONE	901.71	4,500
1-5-04100-5402			LEGAL	2,192.93	5,000
1-5-04100-5405			INSURANCE	6,616.37	11,420
1-5-04100-5409			FIRE - IT CONTRACT COSTS	6,048.73	4,000
1-5-04100-5502			LEASE PAYMENTS	250.57	6,560

TOWN OF GANANOQUE  
General Ledger Trial Balance



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Fiscal Year : 2022  
Account : 1-4-04100-???? To 1-5-04195-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	4100			Fire Services		
1-5-04100-5901				TRANSFER TO RESERVES	112,973.00	225,946
				Category Total	427,902.41	795,308
CATEGORY	4101			DISPATCH - FIRE SERVICE		
1-5-04101-5410				PROJECT CONTRACTS	0.00	20,000
				Category Total	0.00	20,000
CATEGORY	4102			HYDRANT CHARGE		
1-5-04102-5410				PROJECT CONTRACT	0.00	35,000
				Category Total	0.00	35,000
CATEGORY	4151			Rescue Boat		
1-5-04151-5322				VEHICLE REPAIR & MAINTENANC	63.05	0
				Category Total	63.05	0
CATEGORY	4152			Unit 2 / Aerial Truck		
1-5-04152-5321				OPERATING EXPENSES	992.51	34,876
1-5-04152-5322				VEHICLE REPAIR & MAINTENANC	676.15	0
				Category Total	1,668.66	34,876
CATEGORY	4153			Unit 1 / Dodge		
1-5-04153-5321				OPERATING EXPENSES	1,090.19	0
1-5-04153-5322				VEHICLES REPAIRS & MAINTENA	1,984.94	0
				Category Total	3,075.13	0
CATEGORY	4154			Unit 4 / 2001 Pumper		
1-5-04154-5321				OPERATING EXPENSES	32.00	0
1-5-04154-5322				VEHICLE REPAIRS & MAINTENAN	228.25	0
				Category Total	260.25	0
CATEGORY	4155			Unit 5 / 2013 Chev Silverado		
1-5-04155-5321				OPERATING EXPENSES	869.85	0
				Category Total	869.85	0
CATEGORY	4156			Squad 3		
1-5-04156-5322				VEHICLES REPAIRS & MAINTENA	1,211.83	0
				Category Total	1,211.83	0
CATEGORY	4180			Fire Prevention Trailer		
1-5-04180-5000				CAPITAL - OTHER (VEHICLE)	35.05	0
				Category Total	35.05	0
				EXPENDITURE Total	435,086.23	885,184
				OPERATING Total	420,841.94	865,184

TOWN OF GANANOQUE  
General Ledger Trial Balance



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Fiscal Year : 2022  
Account : 1-4-04100-???? To 1-5-04195-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	4182			Portable Pump		
REPORT TOTAL					420,841.94	865,184

TOWN OF GANANOQUE  
General Ledger Trial Balance



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Fiscal Year : 2022  
Account : 1-4-04200-???? To 1-5-04295-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	4200			Police Services		
1-4-04200-4000				POLICE RECOVERIES	-1,491.60	-2,000
1-4-04200-4012				CSP Local	-45,669.77	-48,750
1-4-04200-4013				RIDE GRANT	0.00	-8,690
1-4-04200-4030				MUNICIPAL	0.00	-20,000
1-4-04200-4047				BUILDING RENT	-7,200.00	-4,800
1-4-04200-4066				MISCELLANEOUS	-7,968.84	-8,000
1-4-04200-4089				Enbridge Grant	-7,500.00	-7,500
				<b>Category Total</b>	<b>-69,830.21</b>	<b>-99,740</b>
CATEGORY	4210			Police services - operations		
1-4-04210-4066				Misc Revenue	-40,262.64	-65,000
				<b>Category Total</b>	<b>-40,262.64</b>	<b>-65,000</b>
CATEGORY	4211			Police Investigative Services		
1-4-04211-4000				INVESTIGATIVE SERVICES REVE	-402,863.01	-660,000
				<b>Category Total</b>	<b>-402,863.01</b>	<b>-660,000</b>
CATEGORY	4214			COURT SECURITY		
1-4-04214-4034				COURT SECURITY GRANT	0.00	-54,100
				<b>Category Total</b>	<b>0.00</b>	<b>-54,100</b>
CATEGORY	4216			CSP Provincial		
1-4-04216-4034				Grant	-107,690.50	-26,000
				<b>Category Total</b>	<b>-107,690.50</b>	<b>-26,000</b>
CATEGORY	4219			YOUTH IN POLICING		
1-4-04219-4008				GRANT - YOUTH IN POLICING	0.00	-15,200
				<b>Category Total</b>	<b>0.00</b>	<b>-15,200</b>
CATEGORY	4245			VICTIM SUPPORT GRANT		
1-4-04245-4034				Grant	-78,640.00	0
				<b>Category Total</b>	<b>-78,640.00</b>	<b>0</b>
CATEGORY	4295			CCTV Grant		
1-4-04295-4000				Grant	-51,138.00	-51,138
1-4-04295-5901				Transfer from Town Reserves	0.00	-24,959
				<b>Category Total</b>	<b>-51,138.00</b>	<b>-76,097</b>
				<b>REVENUE Total</b>	<b>-750,424.36</b>	<b>-996,137</b>
CLASS	5			EXPENDITURE		
CATEGORY	4210			Police Services - Operations		
1-5-04210-5101				FT SALARIES - POLICE OFFICER	623,405.47	1,460,766
1-5-04210-5102				PT SALARIES- POLICE OPERATIC	11,185.05	0

TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)  
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Fiscal Year : 2022  
Account : 1-4-04200-???? To 1-5-04295-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	4210			Police Services - Operations		
1-5-04210-5103				OT SALARIES- POLICE OPERATIC	57,731.26	180,000
1-5-04210-5106				SPECIAL ALLOWANCES	1,500.00	5,160
1-5-04210-5107				LONG SERVICE ALLOWANCE	0.00	2,000
1-5-04210-5108				Special Allowance - Breath Tech	0.00	2,000
1-5-04210-5109				CIB Clothing	0.00	500
1-5-04210-5112				UNIFORMS / CLOTHING	4,791.73	10,000
1-5-04210-5113				CLEANING ALLOWANCE	0.00	500
1-5-04210-5114				BENEFITS - RETIREES	6,341.80	12,000
1-5-04210-5115				EHT - POLICE	14,341.86	32,369
1-5-04210-5116				SOURCE DEDUCTIONS - POLICE	53,660.62	55,700
1-5-04210-5117				BENEFITS - OTHER	1,188.19	3,000
1-5-04210-5118				WORPLACE SAFETY & INSURAN	25,896.61	63,538
1-5-04210-5119				BENEFITS - MANULIFE	51,212.68	96,065
1-5-04210-5121				OMERS - EMPLOYERS PORTION	80,410.53	179,715
1-5-04210-5123				POLICE - EMPLOYEE PRGMS	483.91	1,500
1-5-04210-5131				Sick Fund Payout	0.00	12,000
1-5-04210-5132				SICK LEAVE EXPENSE	38,812.70	0
1-5-04210-5301				ADS/PUBLICATIONS/SUBSCRIPTI	1,032.96	1,500
1-5-04210-5303				TRAINING	761.83	7,500
1-5-04210-5304				CONVENTIONS/KM/TRAVEL	2,545.77	4,000
1-5-04210-5311				INVESTIGATION SUPPLIES	51.76	1,000
1-5-04210-5316				EQUIPMENT SUPPLIES	7,811.84	12,000
1-5-04210-5317				EQUIPMENT REPAIRS & MAINTEN	3,844.48	12,000
1-5-04210-5318				MATERIALS & SUPPLIES	4,163.79	7,000
1-5-04210-5320				TELEPHONE	2,067.19	7,000
1-5-04210-5327				POLICE SERVICES - CELL PHONE	2,706.52	5,500
1-5-04210-5330				POLICE SERVICES - INTERNET	2,295.11	6,300
1-5-04210-5335				POLICE SERVICES - TELEPHONE	4,564.28	0
1-5-04210-5409				POLICE - IT CONTRACT COSTS	45,856.32	115,000
1-5-04210-5502				LEASE PAYMENT	1,502.97	6,000
1-5-04210-5503				INTEREST & BANK CHARGES	865.13	0
1-5-04210-5901				TRANSFER TO RESERVES	55,000.00	110,000
<b>Category Total</b>					<b>1,106,032.36</b>	<b>2,411,613</b>

CATEGORY	4211			Police Investigative Services		
1-5-04211-5101				FT SALARIES - INVESTIGATIVE S	32,655.00	72,800
1-5-04211-5102				PT WAGES - INVESTIGATIVE SER	43,703.89	46,800
1-5-04211-5103				OVERTIME - INVESTIGATIVE SER	1,592.50	3,000
1-5-04211-5115				EHT - INVESTIGATIVE SERVICES	1,524.78	2,400
1-5-04211-5116				SOURCE DEDUCTIONS - INVESTI	5,627.36	7,600
1-5-04211-5117				OTHER BENEFITS - INVESTIGATI'	0.00	500
1-5-04211-5118				WSIB - INVESTIGATIVE SERVICE!	2,770.51	5,786
					2,292.54	7,460

TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)  
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Fiscal Year : 2022  
Account : 1-4-04200-???? To 1-5-04295-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	4211			Police Investigative Services		
1-5-04211-5121				OMERS - INVESTIGATIVE SERVIC	3,189.18	7,260
1-5-04211-5123				INVESTIGATIVE SERV.-EMP PRGI	34.58	100
1-5-04211-5318				INVESTIGATIVE SERVICES-M & S	0.00	1,000
<b>Category Total</b>					<b>95,078.31</b>	<b>154,706</b>
CATEGORY	4212			DISPATCH/COMMUNICATIONS		
1-5-04212-5101				FT SALARIES - DISPATCHERS	120,343.78	266,055
1-5-04212-5102				PT WAGES - DISPATCHERS	67,125.31	114,225
1-5-04212-5103				DISPATCHERS - OT Wages	14,415.66	15,000
1-5-04212-5114				Retiree Benefits	3,170.82	6,000
1-5-04212-5115				DISPATCHERS - EHT	4,072.83	7,820
1-5-04212-5116				DISPATCHERS - Source Deduction	15,476.75	25,707
1-5-04212-5117				DISPATCHERS - OTHER BENEFIT	0.00	1,000
1-5-04212-5118				DISPATCHERS - WSIB	7,318.36	18,032
1-5-04212-5119				DISPATCHERS - MANULIFE	13,810.96	25,900
1-5-04212-5121				DISPATCHERS - OMERS	13,895.50	25,330
1-5-04212-5123				DISPATCHERS - EMPLOYEE PRGI	103.56	300
1-5-04212-5131				Sick Fund Payout	0.00	5,000
1-5-04212-5132				SICK LEAVE EXPENSE	7,196.68	0
<b>Category Total</b>					<b>266,930.21</b>	<b>510,369</b>
CATEGORY	4213			PAID DUTY SERVICES		
1-5-04213-5103				PAID DUTY SERV.- OVERTIME W/	4,237.50	7,700
1-5-04213-5115				EHT - PAID DUTY SERVICES	83.08	150
1-5-04213-5116				SOURCE DED'S - PAID DUTY	320.61	580
1-5-04213-5118				WSIB - PAID DUTY SERVICES	128.25	250
<b>Category Total</b>					<b>4,769.44</b>	<b>8,680</b>
CATEGORY	4214			COURT		
1-5-04214-5400				CONTRACT COSTS	3,600.00	3,600
<b>Category Total</b>					<b>3,600.00</b>	<b>3,600</b>
CATEGORY	4215			SPECIAL CONSTABLES		
1-5-04215-5102				PT - SPECIAL CONSTABLES	9,100.27	40,000
1-5-04215-5112				SPECIAL CONSTABLES - UNIFOR	0.00	1,500
1-5-04215-5115				EHT - SPECIAL CONSTABLES	169.39	775
1-5-04215-5116				SOURCE DED - SPECIAL CONST.	553.45	2,800
1-5-04215-5118				WSIB - SPECIAL CONSTABLES	297.65	1,800
<b>Category Total</b>					<b>10,120.76</b>	<b>46,875</b>
CATEGORY	4217			Community Safety Plan - Provincial		
1-5-04217-5101				FT Wages	63,195.40	20,280
1-5-04217-5115				EHT	1,136.72	500

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General Ledger Trial Balance



GL5030 (T)  
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Account : 1-4-04200-???? To 1-5-04295-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	4217			Community Safety Plan - Provincial		
1-5-04217-5116				Source Deductions	4,375.42	1,500
1-5-04217-5118				WSIB	2,045.02	2,020
1-5-04217-5121				OMERS	6,625.83	700
1-5-04217-5400				Contracted Services	0.00	1,000
<b>Category Total</b>					<b>77,378.39</b>	<b>26,000</b>
CATEGORY	4218			Community Safety Policing - Local Stream		
1-5-04218-5318				Materials & Supplies	9,815.00	44,750
1-5-04218-5400				Contracted Services	0.00	4,000
<b>Category Total</b>					<b>9,815.00</b>	<b>48,750</b>
CATEGORY	4219			YIPI PROGRAM		
1-5-04219-5102				YIPI - PART TIME WAGES	0.00	14,000
1-5-04219-5115				YIPI - EHT	0.00	260
1-5-04219-5116				YIPI - SOURCE DEDUCTIONS	0.00	400
1-5-04219-5118				YIPI - WSIB	0.00	540
<b>Category Total</b>					<b>0.00</b>	<b>15,200</b>
CATEGORY	4220			Police Services - Administration		
1-5-04220-5101				FT SALARIES- POLICE ADMIN	127,160.79	250,048
1-5-04220-5102				PT Wages - Cell Monitors	3,233.83	0
1-5-04220-5103				POLICE ADMIN - OVERTIME WAG	122.32	2,100
1-5-04220-5112				UNIFORMS	183.93	500
1-5-04220-5113				CLEANING ALLOWANCE	63.64	500
1-5-04220-5115				EHT	2,573.43	4,406
1-5-04220-5116				SOURCE DEDUCTIONS	8,693.99	8,569
1-5-04220-5118				WORKPLACE SAFETY & INSURAI	4,777.03	8,020
1-5-04220-5119				BENEFITS - MANULIFE	8,432.65	13,700
1-5-04220-5121				OMERS	15,444.06	27,322
1-5-04220-5123				EMPLOYEE PRGMS - POLICE ADI	69.33	200
1-5-04220-5132				Sick leave exp	381.84	0
1-5-04220-5301				ADS/PUBLICATIONS/SUBSCRIPTI	0.00	1,000
1-5-04220-5302				MEMBERSHIPS	0.00	2,000
1-5-04220-5303				Vehicle Allowance	2,971.80	6,600
1-5-04220-5304				CONVENTIONS/KM/TRAVEL	5,444.61	14,800
1-5-04220-5306				POSTAGE / COURIER	86.23	400
1-5-04220-5316				EQUIPMENT SUPPLIES	61.13	1,000
1-5-04220-5317				EQUIP REPAIRS & MAINTENANCE	0.00	750
1-5-04220-5327				POLICE ADMIN - CELL PHONES	460.68	1,200
1-5-04220-5401				AUDIT	0.00	3,350
1-5-04220-5405				INSURANCE	5,882.10	12,750
<b>Category Total</b>					<b>186,043.39</b>	<b>359,215</b>

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Account : 1-4-04200-???? To 1-5-04295-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	4225			Cell Monitors		
CATEGORY	4225			Cell Monitors		
1-5-04225-5102				PT Wages	0.00	12,480
1-5-04225-5115				EHT	0.00	250
1-5-04225-5116				Source Deductions	0.00	750
1-5-04225-5118				WSIB	0.00	590
<b>Category Total</b>					<b>0.00</b>	<b>14,070</b>
CATEGORY	4240			Police Auxilliary		
1-5-04240-5112				UNIFORMS	0.00	1,000
1-5-04240-5318				MATERIALS & SUPPLIES	0.00	500
<b>Category Total</b>					<b>0.00</b>	<b>1,500</b>
CATEGORY	4245			VICTIM SUPPORT GRANT		
1-5-04245-5318				Materials & Supplies	52,997.77	0
<b>Category Total</b>					<b>52,997.77</b>	<b>0</b>
CATEGORY	4250			Covid 19		
1-5-04250-5318				Materials & Supplies	101.74	0
<b>Category Total</b>					<b>101.74</b>	<b>0</b>
CATEGORY	4259			Police Fleet		
1-5-04259-5321				Fuel	11,093.28	20,000
1-5-04259-5322				REPAIRS & MAINTENANCE	11,461.04	12,000
1-5-04259-5327				Fleet Communications	3,422.93	8,000
1-5-04259-5502				Lease	0.00	8,000
<b>Category Total</b>					<b>25,977.25</b>	<b>48,000</b>
CATEGORY	4281			Optic - Capital		
1-5-04281-5413				CONTRACT SERVICES- OTHER	6,485.36	20,000
<b>Category Total</b>					<b>6,485.36</b>	<b>20,000</b>
CATEGORY	4283			CCTV Project		
1-5-04283-5318				Materials & Supplies	1,083.24	76,097
<b>Category Total</b>					<b>1,083.24</b>	<b>76,097</b>
CATEGORY	4290			Police Service Board		
1-5-04290-5101				FT Salary	0.00	1,000
1-5-04290-5111				HONORARIUMS	0.00	5,500
1-5-04290-5115				PSB - EHT	0.00	115
1-5-04290-5302				MEMBERSHIPS	1,214.20	1,200
1-5-04290-5304				CONVENTIONS/KM/TRAVEL	0.00	1,000
1-5-04290-5318				MATERIALS & SUPPLIES	81.45	500
1-5-04290-5402				LEGAL SERVICES	0.00	3,800
1-5-04290-5403				OTHER PROFESSIONAL SERVICES	0.00	0.00

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 Account : 1-4-04200-???? To 1-5-04295-????  
 Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	4290			Police Service Board		
Category Total					1,295.65	18,115
EXPENDITURE Total					1,847,708.87	3,762,790
OPERATING Total					1,097,284.51	2,766,653
REPORT TOTAL					1,097,284.51	2,766,653

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Fiscal Year : 2022  
Account : 1-4-04?99-???? To 1-5-04?99-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	4199			Building		
1-5-04199-5317				Equipment R&M	0.00	7,750
1-5-04199-5318				Materials & Supplies	905.67	5,000
1-5-04199-5324				Property R&M	3,784.01	7,500
1-5-04199-5331				Hydro	3,670.81	14,850
1-5-04199-5332				Natural Gas	3,382.80	5,000
1-5-04199-5333				Water / Wastewater	657.71	1,750
1-5-04199-5400				Contracted Services	5,506.46	15,000
1-5-04199-5405				Insurance	1,428.84	2,260
1-5-04199-5901				Transfer to Reserves	42,974.00	85,948
Category Total					<b>62,310.30</b>	<b>145,058</b>
CATEGORY	4299			Building		
1-5-04299-5317				Equipment R&M	536.79	7,750
1-5-04299-5318				Materials & Supplies	2,594.06	5,000
1-5-04299-5324				Property R&M	4,018.06	7,500
1-5-04299-5331				Hydro	3,670.81	14,850
1-5-04299-5332				Gas	3,382.80	5,000
1-5-04299-5333				Water / Wastewater	657.72	1,750
1-5-04299-5400				Contracted Services	5,484.80	15,000
1-5-04299-5405				Insurance	1,428.84	2,260
1-5-04299-5901				Transfer to Reserves	42,974.00	85,948
Category Total					<b>64,747.88</b>	<b>145,058</b>
EXPENDITURE Total					<b>127,058.18</b>	<b>290,116</b>
OPERATING Total					<b>127,058.18</b>	<b>290,116</b>
REPORT TOTAL					<b>127,058.18</b>	<b>290,116</b>

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Fiscal Year : 2022  
 Account : 1-5-043??-???? To 1-5-043??-????  
 Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	4300			Conservation Authority		
1-5-04300-5600				TRANSFER TO CRCA	46,585.68	46,585
				Category Total	46,585.68	46,585
EXPENDITURE Total					46,585.68	46,585
OPERATING Total					46,585.68	46,585
REPORT TOTAL					46,585.68	46,585

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GL5030 (T)  
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Account : 1-?-04400-???? To 1-?-04400-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	4400			PI&C - CBO		
1-4-04400-4041				BUILDING PERMITS	-24,864.00	-60,000
1-4-04400-4042				Plumbing Permits	-510.00	0
1-4-04400-4049				OTHER LICENSES & PERMITS	-680.00	-500
1-4-04400-4098				WORK RECOVERABLE REVENUE	0.00	-100
1-4-04400-5903				TRANSFER FROM RESERVE FUN	-50,000.00	-100,000
<b>Category Total</b>					<b>-76,054.00</b>	<b>-160,600</b>
<b>REVENUE Total</b>					<b>-76,054.00</b>	<b>-160,600</b>
CLASS	5			EXPENDITURE		
CATEGORY	4400			PI&C - CBO		
1-5-04400-5101				SALARIÉS/WAGES - BUILDING IN	87,346.08	168,810
1-5-04400-5102				PT & CONTRACT SALARIES - CBC	304.81	0
1-5-04400-5103				OT Wages	138.79	320
1-5-04400-5115				EMPLOYER HEALTH TAX	1,722.38	3,310
1-5-04400-5116				SOURCE DEDUCTIONS	6,599.64	10,520
1-5-04400-5118				PI&C - CBO - WSIB	3,007.20	8,380
1-5-04400-5119				MANULIFE BENEFITS	5,619.23	8,050
1-5-04400-5121				CBO - OMERS	2,238.94	1,430
1-5-04400-5302				MEMBERSHIPS	320.00	1,650
1-5-04400-5303				TRAINING	0.00	2,000
1-5-04400-5304				CONVENTIONS/KM/TRAVEL	752.80	2,800
1-5-04400-5306				postage	0.00	100
1-5-04400-5318				MATERIALS & SUPPLIES	552.71	3,000
1-5-04400-5327				CBO - CELL PHONE	499.03	1,425
1-5-04400-5402				LEGAL	1,570.16	10,000
1-5-04400-5404				OTHER PROEFSSIONAL	0.00	3,500
1-5-04400-5405				insurance	1,576.83	3,050
1-5-04400-5409				IT contract costs	0.00	1,000
<b>Category Total</b>					<b>112,248.60</b>	<b>229,345</b>
<b>EXPENDITURE Total</b>					<b>112,248.60</b>	<b>229,345</b>
<b>OPERATING Total</b>					<b>36,194.60</b>	<b>68,745</b>
<b>REPORT TOTAL</b>					<b>36,194.60</b>	<b>68,745</b>

TOWN OF GANANOQUE  
General Ledger Trial Balance



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Account : 1-?-04410-???? To 1-?-04410-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	4410			Parking		
1-4-04410-4046				Mobile App	-1,066.77	-2,500
1-4-04410-4048				Parking Passes	0.00	-2,000
1-4-04410-4049				Parking Lots	-220.50	-6,500
1-4-04410-4055				Parking Metre Revenue	-12,450.00	-100,000
1-4-04410-4063				Parking Fines	-9,282.00	-25,000
1-4-04410-4098				Work Recoverable Revenue	-293.08	0
<b>Category Total</b>					<b>-23,312.35</b>	<b>-136,000</b>
<b>REVENUE Total</b>					<b>-23,312.35</b>	<b>-136,000</b>
CLASS	5			EXPENDITURE		
CATEGORY	4410			Parking		
1-5-04410-5317				Equip R&M	0.00	5,000
1-5-04410-5318				Materials & Supplies	1,031.19	3,500
1-5-04410-5320				Communications Technology	0.00	1,500
1-5-04410-5400				Contracted Services	11,388.23	40,000
1-5-04410-5404				Other Professional Services	0.00	7,640
1-5-04410-5503				Banking Fees / Service Charges	218.72	500
<b>Category Total</b>					<b>12,638.14</b>	<b>58,140</b>
<b>EXPENDITURE Total</b>					<b>12,638.14</b>	<b>58,140</b>
<b>OPERATING Total</b>					<b>-10,674.21</b>	<b>-77,860</b>
<b>REPORT TOTAL</b>					<b>-10,674.21</b>	<b>-77,860</b>

TOWN OF GANANOQUE  
General Ledger Trial Balance



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Account : 1-?-04430-???? To 1-?-04430-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	4430			PI&C - Animal Control		
1-4-04430-4045				DOG TAG LICENSES	-3,050.00	-10,000
1-4-04430-4049				Urban Hen Permit Fees	-100.00	-500
1-4-04430-4098				WORK RECOVERABLE REVENUE	0.00	-750
Category Total					-3,150.00	-11,250
REVENUE Total					-3,150.00	-11,250
CLASS	5			EXPENDITURE		
CATEGORY	4430			PI&C - Animal Control		
1-5-04430-5306				postage	0.00	100
1-5-04430-5318				MATERIALS & SUPPLIES	0.00	750
1-5-04430-5400				CONTRACT COSTS	6,237.92	20,000
1-5-04430-5402				LEGAL SERVICES	0.00	1,500
1-5-04430-5404				OTHER PROFESSIONAL SERVICE	897.44	2,500
Category Total					7,135.36	24,850
EXPENDITURE Total					7,135.36	24,850
OPERATING Total					3,985.36	13,600
REPORT TOTAL					3,985.36	13,600

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Account : 1-?-04440-???? To 1-?-04440-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	4440			PI&C - Bylaw Enforcement		
1-4-04440-4098				WORK RECOVERABLE REVENUE	0.00	-3,000
				Category Total	0.00	-3,000
				REVENUE Total	0.00	-3,000
CLASS	5			EXPENDITURE		
CATEGORY	4440			PI&C - By-law Enforcement		
1-5-04440-5101				FT SALARIES-BYLAWE ENFORC	11,599.36	23,130
1-5-04440-5115				BYLAWE ENFORCEMENT - EHT	228.02	455
1-5-04440-5116				BYLAWE ENFORCEMENT - SOURC	876.80	860
1-5-04440-5118				BYLAWE ENFORCEMENT - WSIB	397.29	915
1-5-04440-5119				BYLAWE ENFORCEMENT - MANUL	0.00	1,180
1-5-04440-5121				BYLAWE ENFORCEMENT - OMERS	1,346.14	2,710
1-5-04440-5301				ADS/PUBLICATIONS/SUBSCRIPTI	0.00	200
1-5-04440-5302				Memberships	183.00	175
1-5-04440-5306				POSTAGE / COURIER	0.00	1,200
1-5-04440-5318				OTHER MATERIALS & SUPPLIES	0.00	400
1-5-04440-5400				CONTRACT COSTS-BYLAWE	12,117.57	34,000
1-5-04440-5404				OTHER PROFESSIONAL SERVICE	0.00	3,000
				Category Total	26,748.18	68,225
				EXPENDITURE Total	26,748.18	68,225
				OPERATING Total	26,748.18	65,225
				REPORT TOTAL	26,748.18	65,225

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 General Ledger Trial Balance



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 Account : 1-?-04450-???? To 1-?-04450-????  
 Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	4450			PI&C - School Crossing Guards		
1-5-04450-5102				PT SALARIES- SCHOOL CROSSIN	18,862.20	39,700
1-5-04450-5115				EHT - EMPLOYER PORTION - CRC	367.84	775
1-5-04450-5116				SOURCE DEDUCTIONS - CROSSI	1,130.20	2,280
1-5-04450-5118				WSIB - CROSSING GUARDS	646.93	1,190
Category Total					21,007.17	43,945
EXPENDITURE Total					21,007.17	43,945
OPERATING Total					21,007.17	43,945
REPORT TOTAL					21,007.17	43,945

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Account : 1-?-04500-???? To 1-?-04500-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	4500			Emergency Preparedness		
1-5-04500-5101				FT WAGES	7,826.61	0
1-5-04500-5116				SOURCE DEDUCTIONS	581.81	0
1-5-04500-5118				WSIB	237.15	0
1-5-04500-5121				OMERS	717.24	0
1-5-04500-5301				ADS/PUBLICATIONS/SUBSCRIPTI	737.76	200
1-5-04500-5303				TRAINING OF STAFF	600.38	2,710
1-5-04500-5317				COVID19 SUPPLIES	37.29	2,000
1-5-04500-5318				MATERIALS & SUPPLIES	1,012.49	2,090
Category Total					11,750.73	7,000
EXPENDITURE Total					11,750.73	7,000
OPERATING Total					11,750.73	7,000
REPORT TOTAL					11,750.73	7,000

TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)  
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Fiscal Year : 2022  
Account : 1-4-060??-???? To 1-5-065??-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	6000			Transportation Services		
1-4-06000-4098				PRIVATE WORK RECOVERABLE	-4,801.21	0
				<b>Category Total</b>	<b>-4,801.21</b>	<b>0</b>
CATEGORY	6100			Roadways		
1-4-06100-4000				MISCELLANEOUS REVENUE	-2,770.95	0
				<b>Category Total</b>	<b>-2,770.95</b>	<b>0</b>
CATEGORY	6200			Winter Control		
1-4-06200-5901				Transfer from Reserves	-21,000.00	-42,000
				<b>Category Total</b>	<b>-21,000.00</b>	<b>-42,000</b>
				<b>REVENUE Total</b>	<b>-28,572.16</b>	<b>-42,000</b>
CLASS	5			EXPENDITURE		
CATEGORY	6001			Charles St. Office		
1-5-06001-5306				POSTAGE/COURIER	0.00	25
1-5-06001-5317				REPAIRS/MAINTENANCE/SUPPLII	475.49	0
1-5-06001-5318				MATERIALS & SUPPLIES	2,007.87	3,200
1-5-06001-5319				SMALL EQUIPMENT PURCHASES	0.00	1,000
1-5-06001-5330				INTERNET	725.66	1,920
1-5-06001-5331				UTILITIES - ELECTRICITY	956.96	3,650
1-5-06001-5332				UTILITIES - GAS	4,277.18	0
1-5-06001-5333				WORKS OFFICE - WATER & SEW	317.29	750
1-5-06001-5335				TELEPHONE	1,027.20	3,840
1-5-06001-5400				CONTRACTED SERVICES	2,494.45	5,838
1-5-06001-5502				LEASE PAYMENTS	233.47	2,500
				<b>Category Total</b>	<b>12,515.57</b>	<b>22,723</b>
CATEGORY	6002			Charles St. Garage		
1-5-06002-5101				FT SALARIES	9,102.91	20,606
1-5-06002-5102				PT SALARIES	53.82	0
1-5-06002-5103				OT Wages	1,735.55	0
1-5-06002-5115				WORKS GARAGE - EHT	206.03	0
1-5-06002-5116				WORKS GARAGE - SOURCE DED	775.68	0
1-5-06002-5118				WORKS GARAGE - WSIB	398.76	0
1-5-06002-5121				PW GARAGE - OMERS	731.40	0
1-5-06002-5318				OTHER MATERIALS & SUPPLIES	10,385.15	22,000
1-5-06002-5319				SMALL EQUIPMENT PURCHASES	508.80	0
1-5-06002-5324				WORKS GARAGE R&M	1,817.75	14,000
1-5-06002-5331				UTILITIES - ELECTRICITY	3,808.68	11,830
1-5-06002-5332				UTILITIES - GAS	0.00	7,500
1-5-06002-5333				UTILITIES - WATER & SEWER	2,731.10	5,377
1-5-06002-5400				CONTRACTED SERVICES	2,085.81	5,000

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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	6002			Charles St. Garage		
1-5-06002-5850				INTEREST ON LTD	7,637.12	0
1-5-06002-5901				transfer to reserves	41,446.00	82,892
<b>Category Total</b>					<b>90,484.56</b>	<b>169,205</b>
CATEGORY	6045			VEHICLE FUEL		
1-5-06045-5317				CLEAR DIESEL	9,879.04	0
1-5-06045-5318				COLOURED DIESEL	6,718.38	0
1-5-06045-5321				GAS	7,100.80	0
<b>Category Total</b>					<b>23,698.22</b>	<b>0</b>
CATEGORY	6050			Works Small Equipment		
1-5-06050-5101				FT SALARIES - SMALL EQUIPMEN	322.92	687
1-5-06050-5115				WORKS SMALL EQUIP - EHT	6.34	0
1-5-06050-5116				WORKS SMALL EQUIP - SOURCE	23.96	0
1-5-06050-5118				WORKS SMALL EQUIP - WSIB	11.16	0
1-5-06050-5121				WORKS SMALL EQUIP - OMERS	29.28	0
1-5-06050-5321				VEHICLE OPERATING EXPENSES	0.00	1,000
<b>Category Total</b>					<b>393.66</b>	<b>1,687</b>
CATEGORY	6051			Backhoe - V11 2014 JD		
1-5-06051-5101				FT SALARIES	220.02	1,621
1-5-06051-5103				OT WAGES	53.82	0
1-5-06051-5115				EHT	5.41	0
1-5-06051-5116				SOURCE DEDUCTIONS	20.31	0
1-5-06051-5118				WSIB	9.70	0
1-5-06051-5121				OMERS	24.88	0
1-5-06051-5321				OPERATING EXPENSES	1,029.34	0
1-5-06051-5322				VEHICLE REPAIR & MAINTENANC	4,575.17	15,000
<b>Category Total</b>					<b>5,938.65</b>	<b>16,621</b>
CATEGORY	6052			Tractor - V12 2008 JD		
1-5-06052-5101				TRACTOR	358.52	1,416
1-5-06052-5115				EHT	7.04	0
1-5-06052-5116				SOURCE DEDUCTIONS	26.70	0
1-5-06052-5118				WSIB	10.86	0
1-5-06052-5121				OMERS	33.51	0
1-5-06052-5321				OPERATING EXPENSES	1,029.34	0
1-5-06052-5322				VEHICLE REPAIR & MAINTENANC	3,088.63	5,500
<b>Category Total</b>					<b>4,554.60</b>	<b>6,916</b>
CATEGORY	6053			Chipper - V13		
1-5-06053-5101				FT SALARIES	439.25	0
1-5-06053-5115				EHT	8.63	0

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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	6053			Chipper - V13		
1-5-06053-5116				SOURCE DEDUCTIONS	32.68	0
1-5-06053-5118				WSIB	13.32	0
1-5-06053-5121				OMERS	40.84	0
1-5-06053-5322				VEHICLE REPAIR & MAINTENANC	228.64	1,000
				<b>Category Total</b>	<b>763.36</b>	<b>1,000</b>
CATEGORY	6056			Thompson Culvert Steamer - V16 2014		
1-5-06056-5321				OPERATING EXPENSES	0.00	500
				<b>Category Total</b>	<b>0.00</b>	<b>500</b>
CATEGORY	6058			3500 Series Pick up - V29		
1-5-06058-5101				FT SALARIES	195.49	3,160
1-5-06058-5115				EHT	3.86	0
1-5-06058-5116				SOURCE DEDUCTIONS	14.44	0
1-5-06058-5118				WSIB	8.27	0
1-5-06058-5121				OMERS	18.63	0
1-5-06058-5322				REPAIR & MAINTENANCE	50.88	10,000
				<b>Category Total</b>	<b>291.57</b>	<b>13,160</b>
CATEGORY	6060			2011 Silverado - V23		
1-5-06060-5321				OPERATING EXPENSES	0.00	2,500
1-5-06060-5322				REPAIR & MAINTENANCE	1,414.46	2,500
				<b>Category Total</b>	<b>1,414.46</b>	<b>5,000</b>
CATEGORY	6061			Dump Truck - V21		
1-5-06061-5322				VEHICLE REPAIR & MAINTENANC	0.00	6,000
				<b>Category Total</b>	<b>0.00</b>	<b>6,000</b>
CATEGORY	6062			Sweeper - V22 2011		
1-5-06062-5101				FT SALARIES	263.52	1,923
1-5-06062-5115				EHT	5.18	0
1-5-06062-5116				SOURCE DEDUCTIONS	19.60	0
1-5-06062-5118				WSIB	7.99	0
1-5-06062-5121				OMERS	23.89	0
1-5-06062-5321				OPERATING EXPENSES	1,029.35	7,000
1-5-06062-5322				VEHICLE REPAIR & MAINTENANC	4,306.13	8,000
				<b>Category Total</b>	<b>5,655.66</b>	<b>16,923</b>
CATEGORY	6063			Staff Vehicle - V112 2012		
1-5-06063-5101				FT SALARIES - IMPALA	29.28	0
1-5-06063-5115				'IMPALA - EHT	0.58	0
1-5-06063-5116				'IMPALA - SOURCE DEDUCTIONS	2.18	0
1-5-06063-5118				'IMPALA - WSIB	0.89	0

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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	6063			Staff Vehicle - V112 2012		
1-5-06063-5322				IMPALA REPAIR & MAINTENANCE	1,176.78	3,200
Category Total					1,212.36	3,200
CATEGORY	6064			Plow Dump - V24 2019 International		
1-5-06064-5101				FT SALARIES	864.25	3,240
1-5-06064-5103				OT WAGES	58.56	0
1-5-06064-5115				EHT	18.20	0
1-5-06064-5116				SOURCE Deductions	67.77	0
1-5-06064-5118				WSIB	29.97	0
1-5-06064-5121				OMERS	88.83	0
1-5-06064-5321				OPERATING EXPENSES	0.00	10,000
1-5-06064-5322				REPAIR & MAINTENANCE	6,181.25	10,000
Category Total					7,308.83	23,240
CATEGORY	6065			Bucket Truck - V25 1990 International		
1-5-06065-5321				OPERATING EXPENSES	631.46	4,200
1-5-06065-5322				VEHICLE REPAIR & MAINTENANC	7,621.80	4,000
Category Total					8,253.26	8,200
CATEGORY	6066			Dump Truck - V26 2001 Sterling		
1-5-06066-5101				FT SALARIES	0.00	657
1-5-06066-5103				OT WAGES	107.64	0
1-5-06066-5115				EHT	2.12	0
1-5-06066-5116				SOURCE DEDUCTIONS	7.99	0
1-5-06066-5118				WSIB	5.10	0
1-5-06066-5121				OMERS	9.76	0
1-5-06066-5321				OPERATING EXPENSES	0.00	3,700
1-5-06066-5322				R & M	58.81	3,500
Category Total					191.42	7,857
CATEGORY	6067			2016 International		
1-5-06067-5101				FT SALARIES -	726.57	2,458
1-5-06067-5103				OT WAGES	117.12	0
1-5-06067-5115				EHT	16.61	0
1-5-06067-5116				SOURCE DEDUCTIONS	62.34	0
1-5-06067-5118				WSIB	29.76	0
1-5-06067-5121				OMERS	76.66	0
1-5-06067-5321				OPERATING EXPENSES	0.00	2,200
1-5-06067-5322				VEHICLE REPAIRS & MAINTENAN	297.34	2,000
Category Total					1,326.40	6,658
CATEGORY	6068			Pick Up - V28 2019 Chev 4500		
1-5-06068-5101				FT SALARIES	87.84	0

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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	6068			Pick Up - V28 2019 Chev 4500		
1-5-06068-5115				EHT	1.73	0
1-5-06068-5116				SOURCE DEDUCTIONS	6.52	0
1-5-06068-5118				WSIB	2.66	0
1-5-06068-5121				OMERS	7.96	0
1-5-06068-5321				OEPRATING EXPENSES	0.00	3,000
1-5-06068-5322				VEHICLE REPAIR & MAINTENANC	525.07	4,500
<b>Category Total</b>					<b>631.78</b>	<b>7,500</b>
CATEGORY	6070			2500 Series Pick Up - V64 2016 GMC		
1-5-06070-5321				OPERATING EXPENSES	0.00	4,000
1-5-06070-5322				REPAIRS & MAINTENANCE	2,518.06	2,200
<b>Category Total</b>					<b>2,518.06</b>	<b>6,200</b>
CATEGORY	6071			Loader - V20 JD 2012		
1-5-06071-5101				FT SALARIES	515.22	1,511
1-5-06071-5115				EHT	10.14	0
1-5-06071-5116				SOURCE DEDUCTIONS	38.24	0
1-5-06071-5118				WSIB	18.78	0
1-5-06071-5121				OMERS	47.77	0
1-5-06071-5321				OEPRATING EXPENSES	1,029.34	3,000
1-5-06071-5322				VEHICLE REPAIR & MAINTENANC	1,539.80	6,400
<b>Category Total</b>					<b>3,199.29</b>	<b>10,911</b>
CATEGORY	6074			Trackless V43 2014		
1-5-06074-5101				FT SALARIES-TRACKLESS	1,171.30	2,899
1-5-06074-5115				EHT	23.06	0
1-5-06074-5116				SOURCE DEDUCTIONS	86.91	0
1-5-06074-5118				WSIB	38.47	0
1-5-06074-5121				OMERS	108.60	0
1-5-06074-5321				OPERATING EXPENSES	1,029.34	5,000
1-5-06074-5322				TRACKLESS REPAIRS & MAINT	4,894.10	6,000
<b>Category Total</b>					<b>7,351.78</b>	<b>13,899</b>
CATEGORY	6075			Trackless V44 2016		
1-5-06075-5101				FT SALARIES	997.90	3,326
1-5-06075-5103				OT SALARIES	234.24	0
1-5-06075-5115				EHT	24.28	0
1-5-06075-5116				source deductions	91.69	0
1-5-06075-5118				wsib	50.95	0
1-5-06075-5121				omers	112.62	0
1-5-06075-5321				OPERATING EXPENSES	1,029.37	1,500
1-5-06075-5322				R&M	1,934.38	3,000

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FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	6075			Trackless V44 2016		
				Category Total	4,475.43	7,826
CATEGORY	6080			Charles St Brd of Works Building		
1-5-06080-5501				PROPERTY RENTS & TAXES	490.80	0
				Category Total	490.80	0
CATEGORY	6100			Roadways - General Administration		
1-5-06100-5101				FT SALARIES- ROADS	120,006.74	237,500
1-5-06100-5103				OT SALARIES- ROADS	2,654.72	9,000
1-5-06100-5105				standby working foreman	5,199.99	10,400
1-5-06100-5112				UNIFORMS / CLOTHING	6,717.31	7,200
1-5-06100-5114				ROADS - RETIREE BENEFITS	757.64	3,377
1-5-06100-5115				EHT - EMPLOYER PORTION - RO	2,692.75	4,535
1-5-06100-5116				SOURCE DEDUCTIONS - ROADS	10,301.32	12,125
1-5-06100-5118				WSIB - ROADS	4,727.12	10,430
1-5-06100-5119				MANULIFE BENEFITS	33,027.66	15,226
1-5-06100-5121				OMERS - EMPLOYER PORTION -	13,318.18	23,450
1-5-06100-5123				EMPLOYEE PRGMS - ROADS	232.83	0
1-5-06100-5301				ADS,PUBLICATIONS,SUBSCRIPTI	3,207.35	4,500
1-5-06100-5302				MEMBERSHIPS	1,266.43	2,400
1-5-06100-5303				TRAINING OF STAFF	8,930.41	10,000
1-5-06100-5304				CONVENTIONS/KM/TRAVEL	2,949.70	7,500
1-5-06100-5318				MATERIALS & SUPPLIES	3,169.84	1,000
1-5-06100-5319				Driver License Expenses	393.75	0
1-5-06100-5320				COMMUNICATIONS TECHNOLOG	1,970.52	7,000
1-5-06100-5321				GPS service fees	5,392.77	6,000
1-5-06100-5327				CELL PHONES	2,795.05	7,000
1-5-06100-5330				INTERNET	1,150.11	0
1-5-06100-5335				TELEPHONE	203.00	0
1-5-06100-5403				ENGINEEERING	12,240.20	10,000
1-5-06100-5405				insurance	7,527.31	18,000
1-5-06100-5409				ROADWAYS - IT CONTRACT COS	483.66	3,000
1-5-06100-5800				PRINCIPLE ON LONG TERM DEB	13,693.54	44,712
1-5-06100-5850				INTEREST ON LONG TERM DEBT	9,433.88	45,634
				Category Total	274,443.78	499,989
CATEGORY	6110			Bridges & Culverts		
1-5-06110-5101				FT Salaries	58.56	13,052
1-5-06110-5103				OT Wages	91.41	1,208
1-5-06110-5115				EHT	1.15	0
1-5-06110-5116				Source Deductions	4.35	0
1-5-06110-5118				WSIB	1.77	0
1-5-06110-5121				OMERS	5.31	0

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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	6110			Bridges & Culverts		
1-5-06110-5318				Materials & Supplies	483.91	5,000
1-5-06110-5400				Contracted Services	0.00	3,500
<b>Category Total</b>					<b>646.46</b>	<b>22,760</b>
CATEGORY	6120			Roadside Maintenance		
1-5-06120-5101				FT Salaries	19,364.58	127,358
1-5-06120-5103				OT Wages	1,395.27	0
1-5-06120-5115				EHT	395.90	0
1-5-06120-5116				Source Deductions	1,490.32	0
1-5-06120-5118				WSIB	612.53	0
1-5-06120-5121				OMERS	1,464.75	0
1-5-06120-5318				Materials & Supplies	5,036.46	20,500
1-5-06120-5400				Contracted Services	20,519.41	61,500
<b>Category Total</b>					<b>50,279.22</b>	<b>209,358</b>
CATEGORY	6128			Locates		
1-5-06128-5101				FT Wages	12,280.62	0
1-5-06128-5102				PT Wages	349.83	0
1-5-06128-5103				OT Wages	148.39	0
1-5-06128-5115				EHT	248.42	0
1-5-06128-5116				Source Deductions	937.74	0
1-5-06128-5118				WSIB	441.98	0
1-5-06128-5121				OMERS	1,147.10	0
1-5-06128-5318				Materials & Supplies	223.25	4,000
1-5-06128-5400				Contracted Services	13,308.39	20,000
<b>Category Total</b>					<b>29,085.72</b>	<b>24,000</b>
CATEGORY	6130			Hard Top Maintenance		
1-5-06130-5101				SALARIES/WAGES - HARDTOP M.	11,821.02	36,440
1-5-06130-5103				OVERTIME - HARDTOP MAINTEN.	659.15	0
1-5-06130-5115				HARD TOP MAINTENANCE - EHT	243.41	0
1-5-06130-5116				HARD TOP MAINTENANCE - SOUI	921.36	0
1-5-06130-5118				HARD TOP MAINTENANCE - WSIE	392.84	0
1-5-06130-5121				HARD TOP MAINTENANCE - OME	1,080.67	0
1-5-06130-5318				materials & supplies	2,069.85	3,000
1-5-06130-5400				CONTRACTED SERV - Annual Asp	0.00	50,000
<b>Category Total</b>					<b>17,188.30</b>	<b>89,440</b>
CATEGORY	6140			Unpaved Road Maintenance		
1-5-06140-5101				FT Salaries	3,064.90	13,946
1-5-06140-5103				OT Wages	1,317.60	0
1-5-06140-5115				EHT	86.04	0
1-5-06140-5116				Source Deductions	327.00	0

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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	6140			Unpaved Road Maintenance		
1-5-06140-5118				WSIB	132.69	0
1-5-06140-5121				OMERS	283.71	0
1-5-06140-5318				Materials & Supplies	1,597.62	3,000
1-5-06140-5400				Contracted Services	0.00	11,000
<b>Category Total</b>					<b>6,809.56</b>	<b>27,946</b>
CATEGORY	6150			Traffic Operations		
1-5-06150-5101				FT Salaries	5,754.17	35,285
1-5-06150-5103				OT Wages	1,165.33	0
1-5-06150-5115				EHT	133.54	0
1-5-06150-5116				Source Deductions	501.18	0
1-5-06150-5118				WSIB	207.32	0
1-5-06150-5121				OMERS	385.96	0
1-5-06150-5318				Materials & Supplies	0.00	10,000
1-5-06150-5400				Contracted Services	10,886.25	37,000
<b>Category Total</b>					<b>19,033.75</b>	<b>82,285</b>
CATEGORY	6200			Winter Control		
1-5-06200-5101				FT SALARIES-WINTER CONTROL	59,504.42	135,742
1-5-06200-5103				OT SALARIES-WINTER CONTROL	23,790.23	49,683
1-5-06200-5115				WINTER CONTROL - EHT	1,347.94	0
1-5-06200-5116				WINTER CONTROL - SOURCE DE	4,861.89	0
1-5-06200-5118				WINTER CONTROL - WSIB	3,002.66	0
1-5-06200-5121				OMERS	4,595.53	0
1-5-06200-5318				MATERIALS & SUPPLIES	47,023.51	50,000
1-5-06200-5400				Contracted Services	0.00	20,500
<b>Category Total</b>					<b>144,126.18</b>	<b>255,925</b>
CATEGORY	6211			Snowplowing		
1-5-06211-5102				PT & CONTRACT SALARIES-SNO	808.28	0
1-5-06211-5115				SNOWPLOWING - EHT	15.76	0
1-5-06211-5116				SNOWPLOWING - SOURCE DEDU	41.16	0
1-5-06211-5118				SNOWPLOWING - WSIB	24.25	0
<b>Category Total</b>					<b>889.45</b>	<b>0</b>
CATEGORY	6400			Parking		
1-5-06400-5318				PARKING BYLAW-MATERIALS & S	586.32	0
<b>Category Total</b>					<b>586.32</b>	<b>0</b>
CATEGORY	6500			Street Lighting		
1-5-06500-5318				MATERIALS & SUPPLIES	56.99	1,000
1-5-06500-5331				UTILITIES-ELECTRICITY	28,809.94	66,600
1-5-06500-5360				Locates	193.34	0

TOWN OF GANANOQUE  
**General Ledger Trial Balance**



GL5030 (T)  
 Date : Aug 03, 2022

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Fiscal Year : 2022  
 Account : 1-4-060??-???? To 1-5-065??-????  
 Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	6500			Street Lighting		
1-5-06500-5400				CONTRACTED SERVICES	18,460.59	25,000
1-5-06500-5800				Principal payment on loan	30,957.18	60,710
1-5-06500-5850				Interest on Loan	4,803.72	10,812
Category Total					83,281.76	164,122
EXPENDITURE Total					809,040.22	1,731,051
OPERATING Total					780,468.06	1,689,051
REPORT TOTAL					780,468.06	1,689,051

TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)  
Date : Aug 03, 2022

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Fiscal Year : 2022  
Account : 1-4-066??-???? To 1-5-067??-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	6600			Waste Collection		
1-4-06600-4057				BAG TAGS	-118,675.00	-246,600
				<b>Category Total</b>	<b>-118,675.00</b>	<b>-246,600</b>
CATEGORY	6620			Special Collection		
1-4-06620-4098				DUMP DAY RECOVERABLE	0.00	-1,000
				<b>Category Total</b>	<b>0.00</b>	<b>-1,000</b>
CATEGORY	6700			Recycling		
1-4-06700-4058				RECYCLE/GARBAGE	-185.58	0
1-4-06700-4089				RECYCLING BLUE BOX GRANTS	-12,467.80	-48,018
				<b>Category Total</b>	<b>-12,653.38</b>	<b>-48,018</b>
				<b>REVENUE Total</b>	<b>-131,328.38</b>	<b>-295,618</b>
CLASS	5			EXPENDITURE		
CATEGORY	6600			Town Receptacle Collection		
1-5-06600-5101				FT SALARIES-WASTE COLLECTIC	7,591.87	33,649
1-5-06600-5102				PT SALARIES- WASTE COLLECTI	2,412.16	0
1-5-06600-5103				OVERTIME - WASTE COLLECTIOI	459.04	0
1-5-06600-5115				WASTE COLLECTION - EHT	205.34	0
1-5-06600-5116				WASTE COLLECTION - SOURCE I	774.64	0
1-5-06600-5118				WASTE COLLECTION - WSIB	350.66	0
1-5-06600-5121				WASTE COLLECTION - OMERS	671.00	0
1-5-06600-5318				MATERIALS & SUPPLIES	8,109.67	12,000
1-5-06600-5400				CONTRACT COSTS	6,739.43	15,000
				<b>Category Total</b>	<b>27,313.81</b>	<b>60,649</b>
CATEGORY	6610			Curbside Waste Pick Up		
1-5-06610-5400				Contracted Services	83,622.46	205,000
				<b>Category Total</b>	<b>83,622.46</b>	<b>205,000</b>
CATEGORY	6620			Spring / Fall Clean Up		
1-5-06620-5101				FT SALARIES-SPECIAL COLLECT	17,971.25	57,605
1-5-06620-5103				OT SALARIES-SPECIAL COLLECT	263.52	1,230
1-5-06620-5115				SPECIAL COLLECTION - EHT	358.64	0
1-5-06620-5116				SPECIAL COLLECTION - SOURCE	1,344.83	0
1-5-06620-5118				SPECIAL COLLECTION - WSIB	575.55	0
1-5-06620-5121				SPECIAL COLLECTION - OMERS	1,311.07	0
1-5-06620-5400				CONTRACT COSTS	1,604.53	7,000
				<b>Category Total</b>	<b>23,429.39</b>	<b>65,835</b>
CATEGORY	6700			Recycling		
1-5-06700-5101				FT SALARIES-RECYCLING	0.00	293
				MATERIALS & SUPPLIES	0.00	1,500

TOWN OF GANANOQUE  
 General Ledger Trial Balance



Fiscal Year : 2022  
 Account : 1-4-066??-???? To 1-5-067??-????  
 Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	6700			Recycling		
1-5-06700-5400				CONTRACT COSTS	41,924.82	112,000
				Category Total	41,924.82	113,793
CATEGORY	6720			Hazardous Waste		
1-5-06720-5400				CONTRACT COSTS	0.00	5,000
				Category Total	0.00	5,000
				EXPENDITURE Total	176,290.48	450,277
				OPERATING Total	44,962.10	154,659
				REPORT TOTAL	44,962.10	154,659

TOWN OF GANANOQUE  
General Ledger Trial Balance



Fiscal Year : 2022  
Account : 1-4-081??-???? To 1-5-082??-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	8100			SANITARY SEWER		
1-4-08100-4081				Wastewater Reserve Interest	-37,536.00	-40,400
1-4-08100-4098				WORK RECOVERABLE REVENUE	258.75	-1,020
Category Total					-37,277.25	-41,420
CATEGORY	8140			User Fees - Sanitary Sewer		
1-4-08140-4116				RESIDENTIAL SEWER BASE FEE:	290.82	0
1-4-08140-4119				Wastewater Consumption Fees	-135,421.77	-747,530
1-4-08140-4916				RURAL SEWER FEE	-1,296.24	0
1-4-08140-4935				CONNECTION FEES	-50.00	-7,190
1-4-08140-4936				Occupancy Charge	0.00	-5,000
1-4-08140-4980				Wastewater Penalty	-4,361.57	-11,400
1-4-08140-4982				Capital Replacement	-402,157.77	-1,426,010
Category Total					-542,996.53	-2,197,130
CATEGORY	8149			Water/Sewer Clearing		
1-4-08149-9998				WATER/SEWER CLEARING	-4,518.64	0
Category Total					-4,518.64	0
REVENUE Total					-584,792.42	-2,238,550
CLASS	5			EXPENDITURE		
CATEGORY	8100			Wastewater Treatment Non Union Wages		
1-5-08100-5101				FT SALARIES	43,899.05	75,345
1-5-08100-5103				OT SALARIES	122.97	0
1-5-08100-5115				EHT - EMPLOYER PORTION	862.51	1,705
1-5-08100-5116				SOURCE DEDUCTIONS	3,284.50	4,420
1-5-08100-5118				WSIB	1,497.88	3,720
1-5-08100-5119				MANULIFE BENEFITS	4,393.23	6,165
1-5-08100-5121				OMERS	4,658.86	9,030
1-5-08100-5123				EMPLOYEE PRGMS - SEWER	103.56	0
Category Total					58,822.56	100,385
CATEGORY	8101			Sanitary Sewer Pumping Stations		
1-5-08101-5501				PROPERTY TAXES - PUMPING ST	154.00	0
Category Total					154.00	0
CATEGORY	8110			Wastewater Treatment Union Wages		
1-5-08110-5101				FT Wages	45,935.99	95,820
1-5-08110-5103				OT Wages	7,503.99	10,850
1-5-08110-5105				Standby	4,462.63	8,068
1-5-08110-5115				EHT	984.91	2,621
1-5-08110-5116				Source Deductions	4,099.04	5,909
1-5-08110-5117				Other Benefits	0.00	500
1-5-08110-5118				WSIB	1,957.77	3,961

TOWN OF GANANOQUE  
General Ledger Trial Balance



Fiscal Year : 2022  
Account : 1-4-081??-???? To 1-5-082??-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	8110			Wastewater Treatment Union Wages		
1-5-08110-5119				Manulife	4,929.23	9,300
1-5-08110-5121				OMERS	5,030.51	9,526
Category Total					74,904.07	146,555
CATEGORY	8120			HR Management		
1-5-08120-5112				Uniforms	2,657.78	2,000
1-5-08120-5302				Memberships	0.00	900
1-5-08120-5303				Training of Staff	754.44	5,000
Category Total					3,412.22	7,900
CATEGORY	8130			Office Expenses		
1-5-08130-5301				Ads, Subscriptions & Memberships	0.00	680
1-5-08130-5306				Postage / Courier	0.00	5,000
1-5-08130-5310				Computers	2,748.07	2,000
1-5-08130-5318				Materials & Supplies	737.53	500
1-5-08130-5327				Cellular & Pagers	425.59	1,430
1-5-08130-5400				Contracted Services	3,467.78	8,500
1-5-08130-5401				Audit Services	0.00	2,000
1-5-08130-5405				Insurance	9,238.93	18,900
1-5-08130-5409				IT	0.00	2,285
Category Total					16,617.90	41,295
CATEGORY	8140			Facility Maintenance		
1-5-08140-2530				Diesel Fuel	0.00	2,000
1-5-08140-5317				Repairs & Maintenance	149.54	500
1-5-08140-5318				Materials & Supplies	176.55	300
1-5-08140-5325				Lab Analysis	3,128.91	6,600
1-5-08140-5326				Treatment Chemicals	34,229.94	65,000
1-5-08140-5331				Hydro	18,159.83	26,000
1-5-08140-5400				Contracted Services	0.00	5,500
1-5-08140-5501				Property Taxes	285.11	20,000
Category Total					56,129.88	125,900
CATEGORY	8170			Machine & Equipment Maintenance		
1-5-08170-5317				Repairs & Maintenance	961.79	3,500
1-5-08170-5318				Materials & Supplies	319.80	3,000
1-5-08170-5319				Small Equipment	0.00	500
1-5-08170-5400				Contracted Services	8,588.44	4,000
Category Total					9,870.03	11,000
CATEGORY	8180			Fleet Maintenance		
1-5-08180-5321				Operating Expenses	3,267.25	10,810
1-5-08180-5322				Repairs & Maintenance	2,592.87	4,500

TOWN OF GANANOQUE  
General Ledger Trial Balance



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Account : 1-4-081??-???? To 1-5-082??-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	8180			Fleet Maintenance		
				Category Total	5,860.12	15,310
CATEGORY	8190			Long Term Debt		
1-5-08190-5800				Principal	13,693.54	26,702
1-5-08190-5850				Interest	9,433.88	19,553
				Category Total	23,127.42	46,255
CATEGORY	8195			Transfer to Capital Reserve		
1-5-08195-5903				Transfer to Reserves	392,552.00	1,426,010
				Category Total	392,552.00	1,426,010
CATEGORY	8200			Wastewater Collection Non Union Wages		
1-5-08200-5101				FT Wages	43,503.96	75,345
1-5-08200-5103				OT Wages	138.01	0
1-5-08200-5115				EHT	854.90	1,705
1-5-08200-5116				Source Deductions	3,259.48	4,420
1-5-08200-5117				Other Benefits	22.50	0
1-5-08200-5118				WSIB	1,484.82	3,720
1-5-08200-5119				Manulife	4,393.23	6,165
1-5-08200-5121				OMERS	4,603.74	9,030
				Category Total	58,260.64	100,385
CATEGORY	8210			Wastewater Collection Union Wages		
1-5-08210-5101				FT Wages	45,935.99	95,820
1-5-08210-5103				OT Wages	6,807.23	12,500
1-5-08210-5105				Standby	4,462.63	8,068
1-5-08210-5115				EHT	984.91	2,639
1-5-08210-5116				Source Deductions	4,107.44	5,909
1-5-08210-5117				Other Benefits	1,149.00	450
1-5-08210-5118				WSIB	1,962.08	3,961
1-5-08210-5119				Manulife	4,929.23	9,300
1-5-08210-5121				OMERS	5,030.56	9,526
				Category Total	75,369.07	148,173
CATEGORY	8215			Distributed Wages		
1-5-08215-5101				FT Wages	1,684.92	7,330
1-5-08215-5103				OT Wages	131.76	0
1-5-08215-5115				EHT	33.09	160
1-5-08215-5116				Source Deductions	125.43	482
1-5-08215-5118				WSIB	51.05	795
1-5-08215-5121				OMERS	156.99	115
				Category Total	2,183.24	8,882

TOWN OF GANANOQUE  
**General Ledger Trial Balance**



GL5030 (T)  
 Date : Aug 03, 2022

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Fiscal Year : 2022  
 Account : 1-4-081??-???? To 1-5-082??-????  
 Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	8240			Facility Maintenance		
1-5-08240-2530				Diesel Fuel	20.76	850
1-5-08240-5330				Internet	0.00	1,000
1-5-08240-5331				Hydro	2,079.09	10,500
<b>Category Total</b>					<b>2,099.85</b>	<b>12,350</b>
CATEGORY	8245			Wastewater Service Laterals		
1-5-08245-5318				Materials & Supplies	1,521.78	2,500
1-5-08245-5319				SMall Equipment	251.30	2,000
1-5-08245-5400				Contracted Services	1,799.32	9,000
<b>Category Total</b>					<b>3,572.40</b>	<b>13,500</b>
CATEGORY	8250			Pumping Stations		
1-5-08250-5317				Repairs & Maintenance	2,978.49	2,000
1-5-08250-5318				Materials & SUPplies	120.13	1,750
1-5-08250-5400				Contracted Services	7,833.63	11,250
1-5-08250-5411				Electrical Services	5,873.45	2,500
1-5-08250-5501				Property Taxes	116.17	1,550
<b>Category Total</b>					<b>16,921.87</b>	<b>19,050</b>
CATEGORY	8260			Wastewater Collection Mains		
1-5-08260-5318				Materials & Supplies	0.00	1,100
1-5-08260-5319				Small Equipment	238.96	1,500
1-5-08260-5400				Contracted Services	8,710.66	13,000
<b>Category Total</b>					<b>8,949.62</b>	<b>15,600</b>
<b>EXPENDITURE Total</b>					<b>808,806.89</b>	<b>2,238,550</b>
<b>OPERATING Total</b>					<b>224,014.47</b>	<b>0</b>
<b>REPORT TOTAL</b>					<b>224,014.47</b>	<b>0</b>

TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)  
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Fiscal Year : 2022  
Account : 1-4-083??-???? To 1-5-084??-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	8300			Water Works		
1-4-08300-4000				MISCELLANEOUS REVENUE	-2,576.87	-510
1-4-08300-4081				Water Reserve Interest	-3,650.00	-5,348
1-4-08300-4098				WORK RECOVERABLE REVENUE	-17,883.85	-510
1-4-08300-4102				HYDRANT CHARGES	0.00	-33,135
1-4-08300-4936				OCCUPANCY CHARGE	-50.00	-5,000
<b>Category Total</b>					<b>-24,160.72</b>	<b>-44,503</b>
CATEGORY	8302			Water Storage Tower		
1-4-08302-4047				TOWER ANTENNA RENTAL	-4,151.09	-4,030
<b>Category Total</b>					<b>-4,151.09</b>	<b>-4,030</b>
CATEGORY	8303			Water Service Lateral		
1-4-08303-4098				SPRINKLER FEES	-7,279.95	-30,920
<b>Category Total</b>					<b>-7,279.95</b>	<b>-30,920</b>
CATEGORY	8340			User Fees - Water		
1-4-08340-4131				RESIDENTIAL WATER BASE FEES	239.72	0
1-4-08340-4134				Water Consumption Fees	-162,180.96	-902,505
1-4-08340-4434				INDUSTRIAL WATER METERED R	-184.91	0
1-4-08340-4931				RURAL WATER FEES	-1,154.88	0
1-4-08340-4934				RURAL WATER METERED RATE	-1,690.76	0
1-4-08340-4980				Water Penalty	0.00	-11,400
1-4-08340-4982				Capital Replacement	-356,563.44	-1,270,516
<b>Category Total</b>					<b>-521,535.23</b>	<b>-2,184,421</b>
<b>REVENUE Total</b>					<b>-557,126.99</b>	<b>-2,263,874</b>
CLASS	5			EXPENDITURE		
CATEGORY	8300			Water Treatment Non Union Wages		
1-5-08300-5101				FT SALARIES-WATER WORKS	43,899.05	75,345
1-5-08300-5103				OT SALARIES	122.97	1,395
1-5-08300-5115				EHT - EMPLOYER PORTION	862.39	1,705
1-5-08300-5116				SOURCE DEDUCTIONS	3,284.44	4,420
1-5-08300-5117				OTHER BENEFITS	22.50	450
1-5-08300-5118				WSIB	1,497.97	3,720
1-5-08300-5119				BENEFITS - MANULIFE	4,393.23	6,165
1-5-08300-5121				OMERS	4,658.85	9,030
1-5-08300-5123				EMPLOYEE PRGMS - WATER	103.56	0
<b>Category Total</b>					<b>58,844.96</b>	<b>102,230</b>
CATEGORY	8310			Water Treatment Union Wages		
1-5-08310-5101				FT Wages	45,935.99	95,820
1-5-08310-5103				OT Wages	8,124.88	12,500

TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)  
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Account : 1-4-083??-???? To 1-5-084??-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	8310			Water Treatment Union Wages		
1-5-08310-5115				EHT	984.93	2,639
1-5-08310-5116				Source Deductions	4,206.10	5,909
1-5-08310-5117				Other Benefits	1,149.00	450
1-5-08310-5118				WSIB	2,000.61	3,961
1-5-08310-5119				Manulife	4,929.23	9,300
1-5-08310-5121				OMERS	5,030.57	9,526
<b>Category Total</b>					<b>76,823.94</b>	<b>149,173</b>
CATEGORY	8320			HR Management		
1-5-08320-5112				Uniforms	2,238.42	2,500
1-5-08320-5302				Memberships	757.58	1,000
1-5-08320-5303				Training	5,068.57	9,000
1-5-08320-5304				Conferences	572.46	1,300
<b>Category Total</b>					<b>8,637.03</b>	<b>13,800</b>
CATEGORY	8330			Office Expenses		
1-5-08330-5301				Ads & Subscriptions	0.00	680
1-5-08330-5306				Postage / Courier	0.00	5,000
1-5-08330-5310				Computers	2,787.84	2,000
1-5-08330-5318				Materials & Supplies	1,445.32	2,000
1-5-08330-5327				Cellular & Pagers	1,099.29	2,200
1-5-08330-5330				Internet	330.45	1,340
1-5-08330-5335				Telephone	2,982.70	400
1-5-08330-5400				Contracted Services	12,340.72	12,500
1-5-08330-5401				Audit Services	0.00	3,000
1-5-08330-5404				Source Water Protection	0.00	1,000
1-5-08330-5405				Insurance	9,238.93	19,100
1-5-08330-5409				IT	905.71	1,400
1-5-08330-5502				Lease Payments	357.35	900
<b>Category Total</b>					<b>31,488.31</b>	<b>51,520</b>
CATEGORY	8340			Facility Maintenance		
1-5-08340-2530				Diesel Fuel	995.07	3,000
1-5-08340-5324				Building Maintenance	2,018.77	2,700
1-5-08340-5325				Lab Analysis	9,150.35	28,000
1-5-08340-5326				Treatment Chemicals	9,624.56	20,665
1-5-08340-5331				Hydro	28,720.46	76,420
1-5-08340-5332				Natural Gas	4,298.70	10,600
1-5-08340-5411				Electrical Services	5,574.08	6,000
1-5-08340-5501				Property Taxes	0.00	36,200
<b>Category Total</b>					<b>60,381.99</b>	<b>183,585</b>
CATEGORY	8370			Machine & Equipment Maintenance		

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General Ledger Trial Balance



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Account : 1-4-083??-???? To 1-5-084??-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	8370			Machine & Equipment Maintenance		
1-5-08370-5317				Repairs & Maintenance	4,912.17	30,335
1-5-08370-5318				Materials & Supplies	2,728.24	11,000
1-5-08370-5319				Small Equipment	880.22	1,500
1-5-08370-5400				Contracted Services	16,158.70	44,035
1-5-08370-5404				Other Professional Services	0.00	1,800
				<b>Category Total</b>	<b>24,679.33</b>	<b>88,670</b>
CATEGORY	8380			Fleet Maintenance		
1-5-08380-5321				Operating Expenses	3,267.23	3,000
1-5-08380-5322				Repairs & Maintenance	2,645.80	5,125
				<b>Category Total</b>	<b>5,913.03</b>	<b>8,125</b>
CATEGORY	8390			Long Term Debt		
1-5-08390-5800				Principal	24,283.54	38,709
1-5-08390-5850				Interest	20,889.55	36,941
				<b>Category Total</b>	<b>45,173.09</b>	<b>75,650</b>
CATEGORY	8395			Transfer to Capital Reserve		
1-5-08395-5903				Transfer to Reserve	351,525.00	1,270,516
				<b>Category Total</b>	<b>351,525.00</b>	<b>1,270,516</b>
CATEGORY	8400			Water Distribution Non Union Wages		
1-5-08400-5101				FT Salaries	43,503.45	75,345
1-5-08400-5103				OT Salaries	138.12	1,395
1-5-08400-5115				EHT	854.89	1,705
1-5-08400-5116				Source Deductions	3,259.43	4,420
1-5-08400-5117				Other Benefits	0.00	450
1-5-08400-5118				WSIB	1,484.84	3,720
1-5-08400-5119				Manulife	4,393.23	6,165
1-5-08400-5121				OMERS	4,603.68	9,030
				<b>Category Total</b>	<b>58,237.64</b>	<b>102,230</b>
CATEGORY	8410			Water Distribution Union Wages		
1-5-08410-5101				FT Salaries	45,935.21	95,820
1-5-08410-5103				OT wages	6,706.82	12,500
1-5-08410-5105				Standby Wages	4,462.63	9,068
1-5-08410-5115				EHT	984.84	2,639
1-5-08410-5116				Source Deductions	4,100.03	5,909
1-5-08410-5117				Other Benefits	0.00	450
1-5-08410-5118				WSIB	1,957.68	3,961
1-5-08410-5119				Manulife	4,929.23	9,300
1-5-08410-5121				OMERS	5,030.47	9,526

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GL5030 (T)  
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Account : 1-4-083??-???? To 1-5-084??-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	8415			Distributed wages		
CATEGORY	8415			Distributed wages		
1-5-08415-5101				FT Wages	4,824.00	7,430
1-5-08415-5103				OT Wages	2,981.50	800
1-5-08415-5115				EHT	118.02	180
1-5-08415-5116				Source Deductions	482.72	632
1-5-08415-5118				WSIB	221.41	795
1-5-08415-5121				OMERS	502.74	265
<b>Category Total</b>					<b>9,130.39</b>	<b>10,102</b>
CATEGORY	8440			Water Tower		
1-5-08440-5318				Materials & Supplies	569.60	500
1-5-08440-5331				Hydro	1,209.75	1,830
1-5-08440-5400				Contracted Services	409.55	0
<b>Category Total</b>					<b>2,188.90</b>	<b>2,330</b>
CATEGORY	8445			Water Service Laterals		
1-5-08445-5318				Materials & Supplies	550.01	2,500
1-5-08445-5400				Contracted Services	793.73	1,000
<b>Category Total</b>					<b>1,343.74</b>	<b>3,500</b>
CATEGORY	8450			Water Metre Maintenance		
1-5-08450-5318				Materials & Supplies	6,921.69	500
<b>Category Total</b>					<b>6,921.69</b>	<b>500</b>
CATEGORY	8455			Hydrants		
1-5-08455-5318				Materials & Supplies	5,054.29	13,670
1-5-08455-5400				Contracted Services	4,250.31	7,700
<b>Category Total</b>					<b>9,304.60</b>	<b>21,370</b>
CATEGORY	8460			Watermain Repairs		
1-5-08460-5318				Materials & Supplies	410.23	18,400
1-5-08460-5319				Small Equipment	2,807.79	5,500
1-5-08460-5400				Contracted Services	4,930.27	7,500
<b>Category Total</b>					<b>8,148.29</b>	<b>31,400</b>
<b>EXPENDITURE Total</b>					<b>832,848.84</b>	<b>2,263,874</b>
<b>OPERATING Total</b>					<b>275,721.85</b>	<b>0</b>
<b>REPORT TOTAL</b>					<b>275,721.85</b>	<b>0</b>

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 General Ledger Trial Balance



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 Account : 1-?-101??-???? To 1-?-101??-????  
 Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	10100			Health Unit		
1-5-10100-5304				Travel / Honorariums	535.23	0
1-5-10100-5600				TRANSFER TO HEALTH UNIT	52,991.64	106,180
Category Total					53,526.87	106,180
EXPENDITURE Total					53,526.87	106,180
OPERATING Total					53,526.87	106,180
REPORT TOTAL					53,526.87	106,180

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General Ledger Trial Balance



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Fiscal Year : 2022  
Account : 1-4-120??-???? To 1-5-121??-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	12140			POA Revenue		
1-4-12140-4098				POA Recoveries	-375.00	0
1-4-12140-5600				POA REVENUE	-21,413.47	-31,365
				Category Total	-21,788.47	-31,365
				REVENUE Total	-21,788.47	-31,365
CLASS	5			EXPENDITURE		
CATEGORY	12000			Social & Family Services		
1-5-12000-5600				TRANSFER TO COUNTY - SOCIAL	59,499.32	144,975
				Category Total	59,499.32	144,975
CATEGORY	12100			Joint Services Admin		
1-5-12100-5600				TRANSFER TO COUNTY - JSC AD	5,822.97	11,485
				Category Total	5,822.97	11,485
CATEGORY	12110			Ambulance Services		
1-5-12110-5600				TRANSFER TO COUNTY - EMS	196,231.61	366,290
				Category Total	196,231.61	366,290
CATEGORY	12120			Child Care		
1-5-12120-5600				TRANSFER TO COUNTY - CHILD C	17,994.01	32,925
				Category Total	17,994.01	32,925
CATEGORY	12130			Social Housing		
1-5-12130-5600				TRANSFER TO COUNTY - SOCIAL	135,978.92	275,330
				Category Total	135,978.92	275,330
				EXPENDITURE Total	415,526.83	831,005
				OPERATING Total	393,738.36	799,640
				REPORT TOTAL	393,738.36	799,640

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Fiscal Year : 2022  
 Account : 1-?-122??-???? To 1-?-122??-????  
 Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	12200			St Lawrence Lodge		
1-4-12200-4081				INTEREST INCOME	-138.45	0
1-4-12200-5614				SLL CAPITAL SUBSIDY MHLTC	-7,573.63	-15,150
				<b>Category Total</b>	<b>-7,712.08</b>	<b>-15,150</b>
				<b>REVENUE Total</b>	<b>-7,712.08</b>	<b>-15,150</b>
CLASS	5			EXPENDITURE		
CATEGORY	12200			St Lawrence Lodge		
1-5-12200-5600				TRANSFER TO ST. LAWRENCE LC	22,266.00	13,380
1-5-12200-5800				PRINCIPAL REPAYMENTS ON LOI	19,117.00	36,869
1-5-12200-5850				INTEREST ON LONG TERM DEBT	3,804.97	8,975
				<b>Category Total</b>	<b>45,187.97</b>	<b>59,224</b>
				<b>EXPENDITURE Total</b>	<b>45,187.97</b>	<b>59,224</b>
				<b>OPERATING Total</b>	<b>37,475.89</b>	<b>44,074</b>
				<b>REPORT TOTAL</b>	<b>37,475.89</b>	<b>44,074</b>

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Account : 1-4-16000-???? To 1-5-16320-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	16000			Recreation & Cultural Services		
1-4-16000-4066				misc	-282.50	0
1-4-16000-4083				DONATIONS	0.00	-500
1-4-16000-5506				FACILITIES RENT SUBSIDY	-510.00	0
1-4-16000-5507				FACILITY USER INSURANCE REC	-295.10	0
Category Total					-1,087.60	-500
CATEGORY	16110			Parks & Playgrounds		
1-4-16110-4070				SPECIAL EVENTS	-1,973.45	-2,563
Category Total					-1,973.45	-2,563
CATEGORY	16310			Soccer Fields		
1-4-16310-4000				Rentals	-317.00	-300
Category Total					-317.00	-300
CATEGORY	16320			Ball Fields		
1-4-16320-4000				BALL DIAMOND RENT	-67.66	-515
Category Total					-67.66	-515
REVENUE Total					-3,445.71	-3,878
CLASS	5			EXPENDITURE		
CATEGORY	16000			Recreation & Cultural Services		
1-5-16000-5101				FT SALARIES-RECREATION ADM	10,866.64	20,321
1-5-16000-5102				PT SALARIES- RECREATION ADM	421.20	0
1-5-16000-5103				OVERTIME - RECREATION ADMIN	1,322.35	0
1-5-16000-5115				EHT - EMPLOYER PORTION - REC	221.48	400
1-5-16000-5116				SOURCE DEDUCTIONS - REC ADI	834.59	860
1-5-16000-5118				WSIB - EMPLOYER PORTION - RE	380.05	915
1-5-16000-5119				MANULIFE BENEFITS	3,213.42	1,400
1-5-16000-5121				OMERS - EMPLOYER PORTION -	1,190.00	2,300
1-5-16000-5301				ADS/PUBLICATIONS/SUBSCRIPTI	0.00	2,000
1-5-16000-5302				MEMBERSHIPS	407.77	1,225
1-5-16000-5303				TRAINING OF STAFF	0.00	450
1-5-16000-5304				CONVENTIONS/KM/TRAVEL	0.00	285
1-5-16000-5318				MATERIALS & SUPPLIES	710.42	2,000
1-5-16000-5327				CELL PHONE	631.14	1,410
1-5-16000-5400				CONTRACT COSTS	0.00	1,000
1-5-16000-5405				insurance	1,096.62	2,000
1-5-16000-5409				IT costs	443.97	0
Category Total					21,739.65	36,566
CATEGORY	16110			Parks & Playgrounds		
1-5-16110-5101				FT SALARIES-PARK & PLAYGROL	44,563.86	107,780

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Account : 1-4-16000-???? To 1-5-16320-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	16110			Parks & Playgrounds		
1-5-16110-5103				OT SALARIES-PARKS & PLAYGR	379.68	3,735
1-5-16110-5112				UNIFORMS / CLOTHING	828.08	2,245
1-5-16110-5114				Benefits _ Retirees	299.24	0
1-5-16110-5115				EHT - EMPLOYER PORTION - PAF	1,198.83	3,930
1-5-16110-5116				SOURCE DEDUCTIONS - PARKS	4,379.16	12,290
1-5-16110-5118				WSIB - EMPLOYER PORTION - PA	1,930.47	9,435
1-5-16110-5119				BENEFITS - MANULIFE	7,714.45	10,930
1-5-16110-5121				OMERS - EMPLOYER PORTION -	4,441.81	11,520
1-5-16110-5301				ADS/PUBLICATIONS/SUBSCRIPTI	195.19	690
1-5-16110-5302				PARKS MEMBERSHIPS	0.00	480
1-5-16110-5303				PARKS - TRAINING	1,183.70	1,400
1-5-16110-5304				CONVENTIONS/KM/TRAVEL	0.00	285
1-5-16110-5317				REPAIRS & MAINTENANCE	684.83	10,000
1-5-16110-5318				MATERIALS & SUPPLIES	7,060.87	22,025
1-5-16110-5319				SMALL EQUIPMENT PURCHASES	-457.91	4,000
1-5-16110-5320				COMMUNICATIONS TECHNOLOG	655.02	0
1-5-16110-5321				PARKS - FUEL	199.54	500
1-5-16110-5331				UTILITIES-ELECTRICITY	566.13	4,230
1-5-16110-5333				WATER & SEWER - PARKS/PLAYC	1,599.18	5,225
1-5-16110-5400				CONTRACT COSTS	172.99	15,000
1-5-16110-5405				Insurance	1,096.62	2,000
1-5-16110-5411				CONTRACT SERVICES-ELECTRIC	41.62	0
<b>Category Total</b>					<b>94,665.96</b>	<b>306,268</b>
CATEGORY	16111			Zero Turns		
1-5-16111-5321				VEHICLE OPERATING EXPENSE	119.65	800
1-5-16111-5322				VEHICLE REPAIRS & MAINTENAN	231.95	800
<b>Category Total</b>					<b>351.60</b>	<b>1,600</b>
CATEGORY	16112			Tractors		
1-5-16112-5321				VEHICLE OPERATING EXPENSES	235.89	800
1-5-16112-5322				VEHICLE REPAIRS & MAINTENAN	429.47	800
<b>Category Total</b>					<b>665.36</b>	<b>1,600</b>
CATEGORY	16113			Side by Sides		
1-5-16113-5321				MULE OPERATING EXPENSES	108.80	900
1-5-16113-5322				MULE - REPAIRS & MAINTENANC	1,594.18	900
<b>Category Total</b>					<b>1,702.98</b>	<b>1,800</b>
CATEGORY	16114			'06 RED SILVERADO 1/2 TON		
1-5-16114-5321				VEHICLE OPERATING EXPENSES	312.05	2,500
1-5-16114-5322				'06 SILVERADO 1/2 TON - R&M	0.00	2,500

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Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	16114			'06 RED SILVERADO 1/2 TON		
				Category Total	312.05	5,000
CATEGORY	16115			'09 RED SILVERADO 1/2 TON		
1-5-16115-5321				'09 RED SILVERADO 1/2 TON OPE	670.96	2,000
1-5-16115-5322				'09 RED SILVERADO 1/2 TON R&M	289.08	1,000
				Category Total	960.04	3,000
CATEGORY	16116			'09 RED SILVERADO 1/2 TON V3209		
1-5-16116-5321				'09 RED SILVERADO OPERATING	0.00	3,300
1-5-16116-5322				'09 RED SILVERADO R&M	0.00	1,000
				Category Total	0.00	4,300
CATEGORY	16118			18 GMC Sierra		
1-5-16118-5321				Operating Costs	2,031.28	0
1-5-16118-5322				Repair & Maintenance	-79.21	0
				Category Total	1,952.07	0
CATEGORY	16120			Downtown Beautification		
1-5-16120-5318				MATERIALS & SUPPLIES	0.00	12,520
				Category Total	0.00	12,520
CATEGORY	16130			Swan Care		
1-5-16130-5318				MATERIALS, SERVICES, RENTS	10.00	0
1-5-16130-5400				CONTRACT COSTS	0.00	2,500
				Category Total	10.00	2,500
CATEGORY	16140			Sculpture Park		
1-5-16140-5317				REPAIRS & MAINTENANCE	0.00	1,000
1-5-16140-5318				MATERIALS & SUPPLIES	0.00	1,500
1-5-16140-5331				UTILITIES-ELECTRICITY	0.00	1,000
1-5-16140-5400				CONTRACT COSTS	0.00	5,500
1-5-16140-5411				CONTRACT SERVICES - ELECTRI	157.22	2,500
				Category Total	157.22	11,500
CATEGORY	16150			Joel Stone Beach		
1-5-16150-5102				JOEL STONE BEACH - PART TIME	65.02	0
1-5-16150-5115				JOEL STONE BEACH - EHT	1.27	0
1-5-16150-5116				JOEL STONE BEACH - SOURCE C	1.44	0
1-5-16150-5118				JOEL STONE BEACH - WSIB	1.96	0
				Category Total	69.69	0
CATEGORY	16200			Recreation Programs		
1-5-16200-5510				POP SUBSIDY	300.00	2,000

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Account : 1-4-16000-???? To 1-5-16320-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	16200			Recreation Programs		
Category Total					300.00	2,000
CATEGORY	16320			Ball Fields		
1-5-16320-5101				FT SALARIES-BALL FIELDS	53.82	0
1-5-16320-5115				BALL FIELDS - EHT	1.06	0
1-5-16320-5116				BALL FIELDS - SOURCE DEDUCT	4.01	0
1-5-16320-5118				BALL FIELDS - WSIB	1.63	0
1-5-16320-5121				BALL FIELDS - OMERS	4.88	0
1-5-16320-5318				MATERIALS & SUPPLIES	0.00	2,000
1-5-16320-5331				UTILITIES-ELECTRICITY	359.27	1,065
1-5-16320-5334				UTILITIES	0.00	500
1-5-16320-5414				BALL FIELDS - EQUIPMENT RENT	0.00	1,500
Category Total					424.67	5,065
EXPENDITURE Total					123,311.29	393,719
OPERATING Total					119,865.58	389,841
REPORT TOTAL					119,865.58	389,841

TOWN OF GANANOQUE  
General Ledger Trial Balance



Fiscal Year : 2022  
Account : 1-4-1634?-???? To 1-5-1634?-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	16340			Arena Facility		
1-4-16340-4066				Misc	-198.75	0
1-4-16340-4071				ICE RENTAL	-74,968.87	-220,350
1-4-16340-4072				PUBLIC SKATING	-175.12	-1,230
1-4-16340-4073				SUMMER ICE PAD RENT	0.00	-2,000
1-4-16340-4074				ARENA HALL RENTAL	-3,274.69	-4,500
1-4-16340-4077				ARENA ADVERTISING REVENUE	-7,750.00	-14,300
1-4-16340-4079				TLTI contribution	-72,637.00	-145,275
1-4-16340-5901				Transfer from Reserves	-4,000.00	-8,000
<b>Category Total</b>					<b>-163,004.43</b>	<b>-395,655</b>
CATEGORY	16342			Arena Canteen		
1-4-16342-4047				BUILDING RENT	0.00	-2,180
<b>Category Total</b>					<b>0.00</b>	<b>-2,180</b>
<b>REVENUE Total</b>					<b>-163,004.43</b>	<b>-397,835</b>
CLASS	5			EXPENDITURE		
CATEGORY	16340			Arena Facility		
1-5-16340-5101				FT SALARIES-ARENA	103,187.90	187,435
1-5-16340-5102				PT SALARIES-ARENA	11,692.55	32,150
1-5-16340-5103				OVERTIME WAGES - ARENA	11,975.27	13,950
1-5-16340-5112				UNIFORMS	0.00	3,280
1-5-16340-5114				Benefits - Retirees	299.24	0
1-5-16340-5115				EHT - EMPLOYER PORTION - ARE	3,367.07	4,750
1-5-16340-5116				SOURCE DEDUCTIONS - ARENA	12,602.82	15,810
1-5-16340-5118				WSIB - EMPLOYER PORTION - AF	6,361.70	11,400
1-5-16340-5119				MANULIFE BENEFITS	9,937.91	18,740
1-5-16340-5121				OMERS - EMPLOYER PORTION - ,	9,828.96	17,770
1-5-16340-5301				ADS/PUBLICATIONS/SUBSCRIPTI	191.82	1,100
1-5-16340-5302				MEMBERSHIPS	360.00	1,200
1-5-16340-5303				ARENA - TRAINING	0.00	2,000
1-5-16340-5304				CONVENTIONS/KM/TRAVEL	0.00	700
1-5-16340-5317				REPAIRS & MAINTENANCE	3,278.91	15,000
1-5-16340-5318				MATERIALS & SUPPLIES	5,855.37	15,000
1-5-16340-5321				VEHICLE OPERATING/MTCE/REP,	555.17	2,500
1-5-16340-5327				CELL PHONES	0.00	930
1-5-16340-5330				INTERNET	784.45	3,285
1-5-16340-5331				UTILITIES-ELECTRICITY	37,645.80	29,785
1-5-16340-5332				UTILITIES - GAS	8,650.29	10,000
1-5-16340-5333				WATER & SEWER - ARENA	6,460.63	18,000
1-5-16340-5335				TELEPHONE	206.87	825
1-5-16340-5400				CONTRACT COSTS	10,677.25	30,205
1-5-16340-5403				Waste	1,520.86	4,500

TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)  
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Time : 1:11 pm P50

Fiscal Year : 2022  
Account : 1-4-1634?-???? To 1-5-1634?-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	16340			Arena Facility		
1-5-16340-5405				INSURANCE	6,289.40	14,150
1-5-16340-5407				Inspections & Licenses	55.00	1,500
1-5-16340-5409				ARENA - IT CONTRACT COSTS	1,326.32	500
1-5-16340-5411				CONTRACT SERVICES-ELECTRIC	5,341.58	10,000
1-5-16340-5502				LEASE PAYMENTS	826.18	1,500
1-5-16340-5503				INTEREST & BANK CHARGES	1,146.23	1,600
1-5-16340-5901				TRANSFER TO RESERVES	47,300.00	94,600
<b>Category Total</b>					<b>307,725.55</b>	<b>564,165</b>
CATEGORY	16341			ZAMBONI		
1-5-16341-5321				VEHICLE OPERATING EXPENSES	4,603.37	6,000
1-5-16341-5322				VEHICLE REPAIR & MAINTENANC	354.06	3,750
<b>Category Total</b>					<b>4,957.43</b>	<b>9,750</b>
<b>EXPENDITURE Total</b>					<b>312,682.98</b>	<b>573,915</b>
<b>OPERATING Total</b>					<b>149,678.55</b>	<b>176,080</b>
<b>REPORT TOTAL</b>					<b>149,678.55</b>	<b>176,080</b>

TOWN OF GANANOQUE  
**General Ledger Trial Balance**



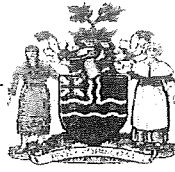
GL5030 (T)  
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 Time : 1:16 pm **P51**

Fiscal Year : 2022  
 Account : 1-?-1638?-???? To 1-?-1638?-????  
 Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	16380			GBM Rink		
1-4-16380-4000				Revenues	0.00	-17,175
Category Total					0.00	-17,175
REVENUE Total					0.00	-17,175
CLASS	5			EXPENDITURE		
CATEGORY	16380			GBM Rink		
1-5-16380-5101				FT Wages	0.00	5,300
1-5-16380-5318				Materials & Supplies	1,435.23	5,500
1-5-16380-5321				Vehicle Operating Exp	0.00	4,000
1-5-16380-5322				Vehicle Repair & Maintenance	0.00	2,375
1-5-16380-5400				CONTRACTED SERVICES	115.00	0
Category Total					1,550.23	17,175
EXPENDITURE Total					1,550.23	17,175
OPERATING Total					1,550.23	0
REPORT TOTAL					1,550.23	0

TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)  
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Fiscal Year : 2022  
Account : 1-4-165??-???? To 1-5-166??-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	16530			Band Concerts		
1-4-16530-5901				Transfer from reserves	0.00	-15,000
				Category Total	0.00	-15,000
CATEGORY	16550			Special Events		
1-4-16550-4020				CCG - SPECIAL EVENTS	-6,630.39	0
				Category Total	-6,630.39	0
				REVENUE Total	-6,630.39	-15,000
CLASS	5			EXPENDITURE		
CATEGORY	16530			Band Concerts		
1-5-16530-5404				OTHER PROFESSIONAL SERVICE	10,000.00	20,000
				Category Total	10,000.00	20,000
CATEGORY	16550			Special Events		
1-5-16550-5318				MATERIALS & SUPPLIES	3,334.60	25,000
				Category Total	3,334.60	25,000
CATEGORY	16670			Non Town Events		
1-5-16670-5101				FT Salaries	0.00	3,020
1-5-16670-5418				Waste Tipping Fees	0.00	1,500
				Category Total	0.00	4,520
				EXPENDITURE Total	13,334.60	49,520
				OPERATING Total	6,704.21	34,520
				REPORT TOTAL	6,704.21	34,520

TOWN OF GANANOQUE  
General Ledger Trial Balance



Fiscal Year : 2022  
Account : 1-?-16700-???? To 1-?-16700-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	16700			Marina Facility		
1-4-16700-4050				OTHER DOCKAGE	0.00	-8,800
1-4-16700-4051				DOCKAGE - SEASONAL	3,881.09	-563,430
1-4-16700-4052				DOCKAGE - TRANSIENT	0.00	-237,970
1-4-16700-4053				LAUNDRY REVENUE	0.00	-330
1-4-16700-4054				ICE REVENUE	0.00	-24,630
1-4-16700-4055				Dingy / Seadoo Ramps	0.00	-10,230
1-4-16700-4056				Seasonal Parking on Contract	0.00	-47,640
1-4-16700-4057				Parking - Daily / Weekly / Monthly	0.00	-16,960
1-4-16700-4058				Seasonal Parking POS	0.00	-7,120
1-4-16700-4059				PUMP OUT REVENUE	0.00	-28,600
1-4-16700-4064				MARINA - HATS T-SHIRTS	0.00	-1,160
1-4-16700-4066				Misc	-7,858.55	0
1-4-16700-4077				ADVERTISING REVENUE	0.00	-3,550
1-4-16700-4982				Capital Fees	0.00	-15,860
1-4-16700-5503				BANK FEES RECOVERY	0.00	-18,150
1-4-16700-5699				Transient Hydro 50 amp	0.00	-170
1-4-16700-5700				Seasonal Hydro 50 amp	0.00	-5,250
<b>Category Total</b>					<b>-3,977.46</b>	<b>-989,850</b>

<b>REVENUE Total</b>					<b>-3,977.46</b>	<b>-989,850</b>
CLASS	5			EXPENDITURE		

CATEGORY	16700			Marina Facility		
1-5-16700-5101				FT SALARIES - MARINA	56,593.29	109,470
1-5-16700-5102				PT SALARIES - MARINA	18,508.05	123,225
1-5-16700-5103				OT SALARIES - MARINA	2,587.12	0
1-5-16700-5112				UNIFORMS/CLOTHING	0.00	1,500
1-5-16700-5115				EHT - MARINA	1,484.24	4,550
1-5-16700-5116				SOURCE DEDUCTIONS - MARINA	5,342.63	15,900
1-5-16700-5118				WSIB - MARINA	2,480.86	10,930
1-5-16700-5119				BENEFITS - MANULIFE	3,071.47	9,850
1-5-16700-5121				OMERS - MARINA	4,992.62	10,685
1-5-16700-5301				ADS/PUBLICATIONS/SUBSCRIPTI	0.00	1,360
1-5-16700-5303				MARINA TRAINING	522.00	1,000
1-5-16700-5304				CONVENTIONS/KM/TRAVEL	0.00	250
1-5-16700-5306				POSTAGE/COURIER	0.00	250
1-5-16700-5309				ICE	1,132.24	10,200
1-5-16700-5317				REPAIRS & MAINTENANCE	918.25	16,700
1-5-16700-5318				MATERIALS & SUPPLIES	4,176.07	13,000
1-5-16700-5319				Merchandise for Resale	0.00	500
1-5-16700-5327				MARINA - CELL PHONE	26.79	330
1-5-16700-5330				MARINA - INTERNET	1,595.79	4,210
1-5-16700-5331				UTILITIES - ELECTRICITY	2,423.07	23,000

TOWN OF GANANOQUE  
General Ledger Trial Balance



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Fiscal Year : 2022  
Account : 1-?-16700-???? To 1-?-16700-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	16700			Marina Facility		
1-5-16700-5333				WATER & SEWER - MARINA	2,078.53	17,000
1-5-16700-5335				MARINA - TELEPHONE	264.95	700
1-5-16700-5400				CONTRACTED SERVICES	10,738.90	40,000
1-5-16700-5401				AUDIT	0.00	1,040
1-5-16700-5403				Waste Disposal	725.00	9,240
1-5-16700-5405				INSURANCE	8,643.41	15,960
1-5-16700-5409				MARINA - IT CONTRACT	2,836.28	600
1-5-16700-5411				CONTRACTED SERVICES-ELECT	730.00	9,090
1-5-16700-5501				PROPERTY TAXES	155.42	300
1-5-16700-5503				INTEREST & BANK CHARGES	10,801.90	29,330
1-5-16700-5800				Principal long term debt	20,540.31	40,053
1-5-16700-5850				Interest long term debt	14,150.81	29,329
1-5-16700-5901				TRANSFER TO RESERVES	129,635.00	259,269
<b>Category Total</b>					<b>307,155.00</b>	<b>808,821</b>
<b>EXPENDITURE Total</b>					<b>307,155.00</b>	<b>808,821</b>
<b>OPERATING Total</b>					<b>303,177.54</b>	<b>-181,029</b>
<b>REPORT TOTAL</b>					<b>303,177.54</b>	<b>-181,029</b>

TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)  
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Fiscal Year : 2022  
Account : 1-4-1681?-???? To 1-5-1684?-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	16840			Community Grants		
1-4-16840-5901				TRANSFER FROM RESERVES	0.00	-15,000
				Category Total	0.00	-15,000
				REVENUE Total	0.00	-15,000
CLASS	5			EXPENDITURE		
CATEGORY	16810			Council Grants		
1-5-16810-5613				COUNCIL GRANT	22,846.00	25,000
				Category Total	22,846.00	25,000
CATEGORY	16840			Community Grants		
1-5-16840-5613				COMMUNITY GRANTS	24,096.15	40,000
				Category Total	24,096.15	40,000
				EXPENDITURE Total	46,942.15	65,000
				OPERATING Total	46,942.15	50,000
				REPORT TOTAL	46,942.15	50,000

TOWN OF GANANOQUE  
General Ledger Trial Balance



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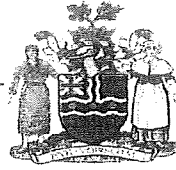
Date : Aug 03, 2022

Time : 1:20 pm P56

Fiscal Year : 2022  
Account : 1-4-16860-???? To 1-5-16860-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	16860			Trails		
1-4-16860-4066				misc revenue	-4,015.00	0
				Category Total	-4,015.00	0
				REVENUE Total	-4,015.00	0
CLASS	5			EXPENDITURE		
CATEGORY	16860			Trails		
1-5-16860-5101				FT Wages	457.47	5,000
1-5-16860-5102				PT wages	56.90	0
1-5-16860-5115				EHT	10.11	0
1-5-16860-5116				Source Deductions	35.13	0
1-5-16860-5118				WSIB	17.48	0
1-5-16860-5121				OMERS	41.58	0
1-5-16860-5317				EQUIPMENT R & M	194.24	0
1-5-16860-5318				OTHER MATERIALS & SUPPLIES	7,937.29	0
1-5-16860-5400				CONTRACTED SERVICES	0.00	7,500
1-5-16860-5600				TRAILS FUNDING	0.00	3,500
				Category Total	8,750.20	16,000
				EXPENDITURE Total	8,750.20	16,000
				OPERATING Total	4,735.20	16,000
				REPORT TOTAL	4,735.20	16,000

TOWN OF GANANOQUE  
General Ledger Trial Balance



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Fiscal Year : 2022  
Account : 1-4-16880-???? To 1-5-16880-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	16880			Doctor Recruitment		
1-4-16880-4047				BUILDING RENT	-25,256.93	-50,000
				Category Total	-25,256.93	-50,000
				REVENUE Total	-25,256.93	-50,000
CLASS	5			EXPENDITURE		
CATEGORY	16880			Doctor Recruitment & Retention		
1-5-16880-4047				BUILDING RENT	23,955.78	58,825
1-5-16880-5117				OTHER BENEFITS	19,716.72	38,345
1-5-16880-5605				REPAIRS & MAINTENANCE	0.00	10,000
				Category Total	43,672.50	107,170
				EXPENDITURE Total	43,672.50	107,170
				OPERATING Total	18,415.57	57,170
				REPORT TOTAL	18,415.57	57,170

TOWN OF GANANOQUE  
General Ledger Trial Balance



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Fiscal Year : 2022  
Account : 1-?-16940-???? To 1-?-16940-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	16940			Gananoque Public Library		
1-4-16940-4016				Enbridge Makerspace Grant	0.00	-500
1-4-16940-4029				Trillium Grant	-26,600.00	0
1-4-16940-4034				Grant - province	0.00	-13,700
1-4-16940-4035				Seniors Grant	-1,000.00	0
1-4-16940-4066				Miscellaneous revenue	0.00	-800
1-4-16940-4069				On Library Service Postage Grant	-564.00	0
1-4-16940-4083				Donations	-426.00	-50
1-4-16940-5600				Town contribution Library	-104,856.00	-209,712
<b>Category Total</b>					<b>-133,446.00</b>	<b>-224,762</b>
<b>REVENUE Total</b>					<b>-133,446.00</b>	<b>-224,762</b>

CLASS	5		EXPENDITURE		
CATEGORY	16940		Gananoque Public Library		
1-5-16940-4016			Enbridge Makerspace Grant	3,276.97	500
1-5-16940-4037			Kimberley Grant	611.58	0
1-5-16940-4067			Seniors Grant	1,058.25	6,337
1-5-16940-5101			FT SALARIES - GAN LIBRARY	37,281.52	74,325
1-5-16940-5102			PT/CONTRACT WAGES GAN LIBF	17,546.71	46,425
1-5-16940-5103			OT SALARIES - GAN LIBRARY	58.56	0
1-5-16940-5115			EHT - GAN LIBRARY	1,070.21	2,365
1-5-16940-5116			SOURCE DEDUCTIONS - GAN LIE	4,013.47	7,460
1-5-16940-5118			WSIB - GAN LIBRARY	1,938.69	5,700
1-5-16940-5119			BENEFITS - MANULIFE GAN LIBR	2,551.20	4,730
1-5-16940-5121			OMERS - GAN LIBRARY	5,053.60	7,485
1-5-16940-5301			Advertising	150.32	200
1-5-16940-5302			Memberships	90.06	255
1-5-16940-5303			Training	177.06	160
1-5-16940-5310			computer contract	1,017.60	1,020
1-5-16940-5312			Interlibrary Loans	235.00	500
1-5-16940-5318			Materials & programming	236.61	1,000
1-5-16940-5319			office supplies	428.04	1,000
1-5-16940-5320			furniture	500.02	500
1-5-16940-5323			Library books and materials	12,880.68	22,000
1-5-16940-5324			Bldg repairs & maintenance	3,417.08	9,000
1-5-16940-5330			Internet access	931.43	1,800
1-5-16940-5331			HYDRO	3,567.67	6,000
1-5-16940-5332			Utilities - gas	3,749.09	5,500
1-5-16940-5333			Water and sewer	267.38	1,500
1-5-16940-5335			Telephone	351.26	1,600
1-5-16940-5401			Audit	0.00	1,400
1-5-16940-5405			Insurance	3,997.64	7,200

TOWN OF GANANOQUE  
 General Ledger Trial Balance



GL5030 (T)  
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Fiscal Year : 2022  
 Account : 1-?-16940-???? To 1-?-16940-????  
 Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	16940			Gananoque Public Library		
1-5-16940-8318				Miscellaneous expenditures	318.30	1,300
1-5-16940-8525				Trillium Grant Expenditures	7,322.65	0
				Category Total	117,928.62	224,762
				EXPENDITURE Total	117,928.62	224,762
				OPERATING Total	-15,517.38	0
				REPORT TOTAL	-15,517.38	0

TOWN OF GANANOQUE  
General Ledger Trial Balance



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Date : Aug 03, 2022

Time : 1:21 pm P60

Fiscal Year : 2022  
Account : 1-?-17000-???? To 1-?-17000-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	17000			Municipal Accomodation Tax		
1-4-17000-4000				MAT Levy	-46,535.17	-285,000
1-4-17000-4079				TIAP Funding	-7,000.00	0
				Category Total	-53,535.17	-285,000
				REVENUE Total	-53,535.17	-285,000
CLASS	5			EXPENDITURE		
CATEGORY	17000			Municipal Accomodation Tax		
1-5-17000-5400				Administration	0.00	15,000
1-5-17000-5431				Tourism Advisory Panel	30,000.00	100,000
1-5-17000-5600				Transfer to TIAP	127,500.00	170,000
				Category Total	157,500.00	285,000
				EXPENDITURE Total	157,500.00	285,000
				OPERATING Total	103,964.83	0
				REPORT TOTAL	103,964.83	0

TOWN OF GANANOQUE  
General Ledger Trial Balance



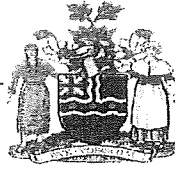
GL5030 (T)  
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Fiscal Year : 2022  
Account : 1-?-17500-???? To 1-?-17500-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	17500			Visitor Centre		
1-4-17500-4047				Building Rent	-2,638.44	-6,240
1-4-17500-4064				Merchandise	-475.43	-3,000
1-4-17500-4067				Brochure Rack Fees	-5,426.59	-2,500
1-4-17500-4072				Digital Marketing	-375.00	-5,000
1-4-17500-4084				Commision Sales	-136.00	0
1-4-17500-4089				Grants	-6,512.55	-14,650
1-4-17500-4098				TLTI Cost Sharing	0.00	-12,000
				<b>Category Total</b>	<b>-15,564.01</b>	<b>-43,390</b>
				<b>REVENUE Total</b>	<b>-15,564.01</b>	<b>-43,390</b>
CLASS	5			EXPENDITURE		
CATEGORY	17500			Visitor Centre		
1-5-17500-5101				FT Salaries	27,450.90	51,435
1-5-17500-5102				PT Wages	9,596.84	51,496
1-5-17500-5103				OT Wages	766.39	0
1-5-17500-5115				EHT	740.07	1,824
1-5-17500-5116				Source Deductions	2,634.84	5,280
1-5-17500-5118				WSIB	1,218.86	4,400
1-5-17500-5119				Manulife	4,119.23	7,730
1-5-17500-5121				OMERS	2,493.00	4,665
1-5-17500-5301				Ads, Publications & Subscript	2,824.42	7,000
1-5-17500-5302				Memberships	0.00	1,000
1-5-17500-5303				Training	213.95	1,000
1-5-17500-5304				Conferences / Mileage	394.85	2,500
1-5-17500-5306				Postage	70.43	200
1-5-17500-5309				Goods for Resale	1,013.47	2,000
1-5-17500-5317				Repairs & Maintenance	840.17	1,000
1-5-17500-5318				Materials & Supplies	981.71	3,500
1-5-17500-5319				Small Equipment	0.00	2,000
1-5-17500-5327				Cell Phone	0.00	660
1-5-17500-5330				Internet	960.52	1,000
1-5-17500-5331				Hydro	1,796.40	4,400
1-5-17500-5332				Natural Gas	1,434.30	2,800
1-5-17500-5333				Water / Wastewater	264.29	1,000
1-5-17500-5335				Telephone	0.00	1,140
1-5-17500-5400				Contracted Services	1,146.28	3,240
1-5-17500-5409				IT	905.71	500
1-5-17500-5503				Bank Service Charges	288.72	3,000
				<b>Category Total</b>	<b>62,155.35</b>	<b>164,770</b>
				<b>EXPENDITURE Total</b>	<b>62,155.35</b>	<b>164,770</b>
					<b>46,581.34</b>	<b>121,380</b>

TOWN OF GANANOQUE  
 General Ledger Trial Balance



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Fiscal Year : 2022  
 Account : 1-?-17500-???? To 1-?-17500-????  
 Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	17500			Visitor Centre		
REPORT TOTAL					46,591.34	121,380

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General Ledger Trial Balance



GL5030 (T)  
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Fiscal Year : 2022  
Account : 1-4-181??-???? To 1-5-182??-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	18100			Planning		
1-4-18100-4040				SUBDIVISION FEES	0.00	-2,000
1-4-18100-4044				MOBILE CANTEEN LICENSES	-8,635.00	-9,500
1-4-18100-4066				MISCELLANEOUS	0.00	-150
1-4-18100-4089				CASH IN LIEU OF PARKING	0.00	-1,056
1-4-18100-4091				Accomodate License Fees	-3,210.00	-4,000
1-4-18100-4093				DPS - ZONING/MV/SP FEES	-8,800.00	-15,000
1-4-18100-4094				Part Lot Fees	-500.00	-1,500
1-4-18100-4097				WORK ORDER LETTERS	-390.00	-1,200
1-4-18100-4098				WORK RECOVERABLE REVENUE	-808.49	-3,000
Category Total					<b>-22,343.49</b>	<b>-37,406</b>
CATEGORY	18250			Committee of Adjustments		
1-4-18250-4094				COMMITTEE OF ADJUSTMENT FE	-500.00	-2,000
Category Total					<b>-500.00</b>	<b>-2,000</b>
REVENUE Total					<b>-22,843.49</b>	<b>-39,406</b>
CLASS	5			EXPENDITURE		
CATEGORY	18100			Planning		
1-5-18100-5101				FT SALARIES	57,208.50	114,550
1-5-18100-5103				PLANNING - OVERTIME	323.82	750
1-5-18100-5115				EMPLOYER HEALTH TAX	1,130.69	2,265
1-5-18100-5116				SOURCE DEDUCTIONS	4,318.49	5,570
1-5-18100-5118				WORKPLACE SAFETY & INSURAI	1,970.43	4,920
1-5-18100-5119				BENEFITS-MANULIFE	4,463.95	6,690
1-5-18100-5121				OMERS	6,121.47	12,375
1-5-18100-5123				EMPLOYEE PRGMS - PLANNING	68.98	0
1-5-18100-5301				ADS/PUBLICATIONS/SUBSCRIPTI	472.17	1,500
1-5-18100-5302				MEMBERSHIPS	714.97	1,300
1-5-18100-5303				PLANNING - TRAINING	101.76	2,000
1-5-18100-5304				CONVENTIONS/KM/TRAVEL	59.02	2,000
1-5-18100-5306				POSTAGE/COURIER	93.62	500
1-5-18100-5318				MATERIALS & SUPPLIES	127.34	1,000
1-5-18100-5327				CELL PHONE	0.00	750
1-5-18100-5402				LEGAL SERVICES	2,884.80	7,500
1-5-18100-5404				OTHER PROFESSIONAL SERVICE	0.00	2,000
1-5-18100-5430				PLANNING ADVISORY COMMITTE	0.00	750
Category Total					<b>80,060.01</b>	<b>166,420</b>
CATEGORY	18250			Committee of Adjustments		
1-5-18250-5301				ADS/PUBLICATIONS/SUBSCRIPTI	0.00	1,000
1-5-18250-5302				MEMBERSHIPS	0.00	300
				MEETINGS & CONFERENCES	400.00	3,000

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Fiscal Year : 2022  
 Account : 1-4-181??-???? To 1-5-182??-????  
 Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	18250			Committee of Adjustments		
1-5-18250-5318				OTHER MATERIALS & SUPPLIES	0.00	150
				Category Total	400.00	4,450
EXPENDITURE Total					80,460.01	170,870
OPERATING Total					57,616.52	131,464
REPORT TOTAL					57,616.52	131,464

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GL5030 (T)  
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Fiscal Year : 2022  
Account : 1-?-183??-???? To 1-?-183??-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	18300			Residential Development		
1-4-18300-4095				DEVELOPMENT CHARGES	-8,452.00	0
				Category Total	-8,452.00	0
				REVENUE Total	-8,452.00	0
CLASS	5			EXPENDITURE		
CATEGORY	18300			Residential Development		
1-5-18300-5901				Transfer to Reserves	8,452.00	0
				Category Total	8,452.00	0
				EXPENDITURE Total	8,452.00	0
				OPERATING Total	0.00	0
				REPORT TOTAL	0.00	0

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Fiscal Year : 2022  
Account : 1-4-18600-???? To 1-5-18600-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	18600			Economic Development		
1-4-18600-4049				BUSKERS LICENSES	-80.00	0
1-4-18600-4067				SPECIAL PROJECTS	-4,295.00	-4,500
1-4-18600-5901				TRANSFER FROM RESERVES	0.00	-40,000
				<b>Category Total</b>	<b>-4,375.00</b>	<b>-44,500</b>
				<b>REVENUE Total</b>	<b>-4,375.00</b>	<b>-44,500</b>
CLASS	5			EXPENDITURE		
CATEGORY	18600			Economic Development		
1-5-18600-4067				SPECIAL PROJECTS	2,150.83	21,000
1-5-18600-5101				FT SALARIES	35,180.35	93,415
1-5-18600-5103				ECONOMIC DEVELOPMENT - OVI	0.00	1,335
1-5-18600-5115				EMPLOYER HEALTH TAX	699.39	1,835
1-5-18600-5116				SOURCE DEDUCTIONS	2,631.78	6,620
1-5-18600-5118				WORKPLACE SAFETY & INSURAI	1,218.58	4,425
1-5-18600-5119				BENEFITS - MANULIFE	4,119.23	11,320
1-5-18600-5121				OMERS	3,416.02	8,350
1-5-18600-5123				EMPLOYEE PRGMS - EC. DEV.	34.58	100
1-5-18600-5301				ADS/PUBLICATIONS/SUBSCRIPTI	1,182.92	5,000
1-5-18600-5302				MEMBERSHIPS	265.00	5,770
1-5-18600-5303				TRAINING	0.00	500
1-5-18600-5304				CONVENTIONS/KM/TRAVEL	1,559.67	2,960
1-5-18600-5306				POSTAGE / COURIER	0.00	100
1-5-18600-5318				MATERIALS & SUPPLIES	259.30	3,000
1-5-18600-5320				TELEPHONE	0.00	2,410
1-5-18600-5327				CELL PHONE	268.71	345
1-5-18600-5400				CONTRACT COSTS	0.00	2,000
1-5-18600-5409				IT costs	0.00	150
1-5-18600-5431				HERITAGE COMMITTEE	876.15	10,000
1-5-18600-5615				CIP grant program costs	6,242.00	40,000
				<b>Category Total</b>	<b>60,104.51</b>	<b>220,635</b>
				<b>EXPENDITURE Total</b>	<b>60,104.51</b>	<b>220,635</b>
				<b>OPERATING Total</b>	<b>55,729.51</b>	<b>176,135</b>
				<b>REPORT TOTAL</b>	<b>55,729.51</b>	<b>176,135</b>

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Account : 1-?-18610-???? To 1-?-18610-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	18610			Community Heritage		
1-4-18610-4089				Grant	-1,302.45	0
				Category Total	-1,302.45	0
				REVENUE Total	-1,302.45	0
CLASS	5			EXPENDITURE		
CATEGORY	18610			Community Heritage		
1-5-18610-5101				FT Wages	522.34	0
1-5-18610-5115				EHT	10.18	0
1-5-18610-5116				Source Deductions	38.58	0
1-5-18610-5118				WSIB	24.55	0
				Category Total	595.65	0
				EXPENDITURE Total	595.65	0
				OPERATING Total	-706.80	0
				REPORT TOTAL	-706.80	0

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Fiscal Year : 2022  
Account : 1-?-18650-???? To 1-?-18650-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	18650			Tourism Ec Dev Recovery		
1-4-18650-4089				Grant	-22,453.75	-18,000
1-4-18650-5901				Transfer from Reserves	0.00	-29,000
				<b>Category Total</b>	<b>-22,453.75</b>	<b>-47,000</b>
<b>REVENUE Total</b>					<b>-22,453.75</b>	<b>-47,000</b>
CLASS	5			EXPENDITURE		
CATEGORY	18650			Tourism Ec Dev Recovery Fund		
1-5-18650-5101				FT Wages	3,910.45	47,000
1-5-18650-5115				EHT	66.02	0
1-5-18650-5116				Source Deductions	245.28	0
1-5-18650-5118				WSIB	101.91	0
1-5-18650-5301				Marketing and Promotion	158.62	0
1-5-18650-5318				Materials & Supplies	20.65	0
				<b>Category Total</b>	<b>4,502.93</b>	<b>47,000</b>
<b>EXPENDITURE Total</b>					<b>4,502.93</b>	<b>47,000</b>
<b>OPERATING Total</b>					<b>-17,950.82</b>	<b>0</b>
<b>REPORT TOTAL</b>					<b>-17,950.82</b>	<b>0</b>

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Account : 1-?-18680-???? To 1-?-18680-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	18680			RED Project / TLTl		
1-4-18680-4030				Revenue from other Municipalities	-29,439.02	-20,000
1-4-18680-4089				Grants	-45,762.55	-50,000
1-4-18680-5901				Transfer from Reserves	0.00	-25,000
Category Total					-75,201.57	-95,000
REVENUE Total					-75,201.57	-95,000
CLASS	5			EXPENDITURE		
CATEGORY	18680			RED Project / TLTl		
1-5-18680-5101				Full Time Wages	1,224.42	52,200
1-5-18680-5115				eht	24.77	0
1-5-18680-5116				source deductions	89.65	0
1-5-18680-5118				wsib	38.12	0
1-5-18680-5301				Ads, Marketting	12,370.56	22,000
1-5-18680-5318				Materials & Supplies	35,249.69	20,800
Category Total					48,997.21	95,000
EXPENDITURE Total					48,997.21	95,000
OPERATING Total					-26,204.36	0
REPORT TOTAL					-26,204.36	0

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Fiscal Year : 2022  
 Account : 1-?-18685-???? To 1-?-18685-????  
 Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	18685			Digital Service Squad		
1-4-18685-4030				Revenue from other Municipalities	0.00	-12,630
1-4-18685-4089				Grant	0.00	-11,750
1-4-18685-5901				Transfer from Reserves	0.00	-14,780
				<b>Category Total</b>	<b>0.00</b>	<b>-39,160</b>
				<b>REVENUE Total</b>	<b>0.00</b>	<b>-39,160</b>
CLASS	5			EXPENDITURE		
CATEGORY	18685			Digital Service Squad		
1-5-18685-5102				PT Wages	0.00	7,580
1-5-18685-5318				Materials & Supplies	72.75	31,580
				<b>Category Total</b>	<b>72.75</b>	<b>39,160</b>
				<b>EXPENDITURE Total</b>	<b>72.75</b>	<b>39,160</b>
				<b>OPERATING Total</b>	<b>72.75</b>	<b>0</b>
				<b>REPORT TOTAL</b>	<b>72.75</b>	<b>0</b>

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Fiscal Year : 2022  
Account : 1-4-19????-???? To 1-5-19????-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	19055			Pump House		
1-4-19055-4047				BUILDING RENT	-20,703.45	-49,505
				<b>Category Total</b>	<b>-20,703.45</b>	<b>-49,505</b>
CATEGORY	19060			Firehall Theatre		
1-4-19060-4098				Insuarance Recoverable	-3,319.92	0
1-4-19060-5405				INSURANCE RECOVERY	-178,015.30	0
				<b>Category Total</b>	<b>-181,335.22</b>	<b>0</b>
CATEGORY	19065			Little Pumphouse on King		
1-4-19065-4047				PUMPHOUSE ON KING - RENT	-2,803.32	-5,460
				<b>Category Total</b>	<b>-2,803.32</b>	<b>-5,460</b>
CATEGORY	19085			400 Stone St N		
1-4-19085-4047				Rent	-8,251.32	-16,670
				<b>Category Total</b>	<b>-8,251.32</b>	<b>-16,670</b>
				<b>REVENUE Total</b>	<b>-213,093.31</b>	<b>-71,635</b>
CLASS	5			EXPENDITURE		
CATEGORY	19000			10 King St E		
1-5-19000-5324				BUILDING MAINTENANCE	0.00	16,500
1-5-19000-5334				UTILITIES - OTHER	155.48	0
1-5-19000-5400				CONTRACTED SERVICES	45.79	0
1-5-19000-5411				CONTRACTED SERVICES - ELEC	86.00	0
1-5-19000-5600				EXTERNAL TRANSFERS	104,856.00	209,712
				<b>Category Total</b>	<b>105,143.27</b>	<b>226,212</b>
CATEGORY	19005			125 Water St		
1-5-19005-5334				UTILITIES - OTHER	763.58	0
				<b>Category Total</b>	<b>763.58</b>	<b>0</b>
CATEGORY	19011			Visitor Centre		
1-5-19011-5327				Cell Phone	171.38	0
1-5-19011-5400				Contracted Services	183.16	0
				<b>Category Total</b>	<b>354.54</b>	<b>0</b>
CATEGORY	19015			125 Water St Museums		
1-5-19015-5101				FT SALARIES	117.12	0
1-5-19015-5115				HISTORIC VILLAGE - EHT	2.30	0
1-5-19015-5116				HISTORIC VILLAGE - SOURCE DE	8.70	0
1-5-19015-5118				HISTORIC VILLAGE - WSIB	3.55	0
1-5-19015-5121				HISTORIC VILLAGE - OMERS	10.62	0
1-5-19015-5324				BUILDING MAINTENANCE	455.11	1,000

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Fiscal Year : 2022  
Account : 1-4-19????-???? To 1-5-19????-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	19015			125 Water St Museums		
1-5-19015-5400				CONTRACTED SERVICES	2,863.16	6,000
1-5-19015-5405				INSURANCE	4,914.00	9,350
1-5-19015-5600				EXTERNAL TRANSFERS	70,165.00	75,165
Category Total					78,539.56	92,515
CATEGORY	19025			140 Stone St S Clock Tower		
1-5-19025-5324				BUILDING MAINTENANCE	0.00	500
1-5-19025-5331				UTILITIES - ELECTRICITY	137.26	500
Category Total					137.26	1,000
CATEGORY	19030			Town Gates		
1-5-19030-5324				BUILDING MAINTENANCE	0.00	500
1-5-19030-5331				UTILITIES - ELECTRICITY	635.74	2,000
Category Total					635.74	2,500
CATEGORY	19035			Other Buildings & Properties		
1-5-19035-5101				FT SALARIES	11,381.50	20,722
1-5-19035-5102				PT & CONTRACT SALARIES	58.56	0
1-5-19035-5115				OTHER BUILDINGS & PPTYS - EH	226.30	407
1-5-19035-5116				OTHER BUILDINGS & PPTYS - SC	863.38	1,070
1-5-19035-5118				OTHER BUILDINGS & PPTYS - W	388.70	980
1-5-19035-5119				OTHER BUILDINGS & PPTYS - MA	0.00	1,725
1-5-19035-5121				OTHER BUILDINGS & PPTYS - OM	1,208.90	2,190
1-5-19035-5318				MATERIALS & SUPPLIES - OTHEF	443.97	3,500
1-5-19035-5400				CONTRACTED SERVICES	437.62	6,500
1-5-19035-5501				PROPERTY TAXES	1,108.55	8,000
1-5-19035-5901				Transfer to Reserves	64,500.00	129,000
Category Total					80,617.48	174,094
CATEGORY	19040			135 Water St Cow & Gate		
1-5-19040-5800				PRINCIPLE ON LONG TERM DEBT	65,823.31	127,064
1-5-19040-5850				INTEREST ON LONG TERM DEBT	4,843.58	14,270
Category Total					70,666.89	141,334
CATEGORY	19045			115 Water St Customs Building / Dock		
1-5-19045-5331				UTILITIES - ELECTRICITY	1,328.58	1,825
1-5-19045-5333				Water / Wastewater	245.11	600
1-5-19045-5400				CONTRACTED SERVICES	120.00	1,500
1-5-19045-5405				INSURANCE	750.15	650
1-5-19045-5501				PROPERTY TAXES	1,131.21	2,510
Category Total					3,575.05	7,085
CATEGORY	19055			110 Kate St Pump House		

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Account : 1-4-19????-???? To 1-5-19????-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	19055			110 Kate St Pump House		
1-5-19055-5332				UTILITIES - GAS	1,635.71	2,500
1-5-19055-5333				Water / Wastewater	946.82	2,925
1-5-19055-5400				CONTRACTED SERVICES	0.00	2,500
1-5-19055-5501				Property Taxes	8,704.00	0
Category Total					13,082.17	14,805
CATEGORY	19060			175 South / 690 Charles Playhouse		
1-5-19060-5400				CONTRACTED SERVICES	135,875.00	0
1-5-19060-5405				INSURANCE	10,923.12	0
Category Total					146,798.12	0
CATEGORY	19065			2 King St e Little Pump House		
1-5-19065-5331				UTILITIES ELECTRICITY	1,499.74	3,500
1-5-19065-5333				Water / wastewater	316.93	750
1-5-19065-5400				CONTRACTED SERVICES	0.00	1,210
Category Total					1,816.67	5,460
CATEGORY	19085			400 Stone St N		
1-5-19085-5324				Building Maintenance	0.00	4,000
1-5-19085-5331				Hydro	1,311.13	1,985
1-5-19085-5332				Natural Gas	2,964.13	3,500
1-5-19085-5333				Water / Wastewater	928.22	2,800
1-5-19085-5400				Contracted Services	142.46	4,000
1-5-19085-5405				Insurance	1,805.26	3,380
1-5-19085-5501				Property Taxes	3,712.70	6,615
Category Total					10,863.90	26,280
EXPENDITURE Total					512,994.23	691,285
OPERATING Total					299,900.92	619,650
REPORT TOTAL					299,900.92	619,650

TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)

Page : 1 P74

Date : Aug 03, 2022

Time : 1:27 pm

Fiscal Year : 2022  
Account : 1-4-40400-???? To 1-5-40400-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	40400			Municipal Taxation		
1-4-40400-4099				INTERIM BILLING SUSPENSE	-5,174,663.32	0
1-4-40400-4100				RESIDENTIAL (RT)	0.00	-6,583,676
1-4-40400-4200				MULTI-RESIDENTIAL (MT)	0.00	-531,804
1-4-40400-4300				COMMERCIAL (CT)	0.00	-1,676,698
1-4-40400-4301				COMMERCIAL EXCESS (CU)	0.00	-13,668
1-4-40400-4302				COMMERCIAL VACANT (CX)	0.00	-26,891
1-4-40400-4310				COMMERCIAL NEW CONST OCCI	0.00	-224,016
1-4-40400-4400				INDUSTRIAL (IT)	0.00	-97,851
1-4-40400-4401				INDUSTRIAL EXCESS (IU)	0.00	-3,541
1-4-40400-4402				INDUSTRIAL VACANT (IX)	0.00	-5,806
1-4-40400-4500				SHOPPING CENTRE (ST)	0.00	-47,687
1-4-40400-4600				FARMLANDS (FT)	0.00	-223
1-4-40400-4700				PIPELINES (PT)	0.00	-29,736
1-4-40400-4800				MANAGED FOREST (TT)	0.00	-433
1-4-40400-9995				A/R Clearing Account	-439.60	0
Category Total					-5,175,102.92	-9,242,030
REVENUE Total					-5,175,102.92	-9,242,030
OPERATING Total					-5,175,102.92	-9,242,030
REPORT TOTAL					-5,175,102.92	-9,242,030

TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)

Page : 1

Date : Aug 03, 2022

Time : 1:27 pm

Fiscal Year : 2022  
Account : 1-4-40420-???? To 1-4-40420-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	40420			Supplementaries - Municipal		
1-4-40420-9994				SUPPLEMENTARIES - MUNICIPAL	-23,319.81	-25,000
Category Total					-23,319.81	-25,000
REVENUE Total					-23,319.81	-25,000
OPERATING Total					-23,319.81	-25,000

TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)  
Date : Aug 03, 2022

Page : 1  
Time : 1:28 pm P75

Fiscal Year : 2022  
Account : 1-4-41410-4000 To 1-4-41490-4000  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	41440			PIL - Hydro		
1-4-41440-4000				PIL - HYDRO	-13,500.34	-14,532
				Category Total	-13,500.34	-14,532
CATEGORY	41480			PIL - Other Municipal		
1-4-41480-4000				PIL - OTHER MUNICIPAL	0.00	-151,300
				Category Total	0.00	-151,300
CATEGORY	41490			PIL - Other		
1-4-41490-4000				PIL - OTHER	0.00	-86,000
				Category Total	0.00	-86,000
				REVENUE Total	-13,500.34	-251,832
				OPERATING Total	-13,500.34	-251,832
				REPORT TOTAL	-13,500.34	-251,832

TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)  
Date : Aug 03, 2022

Page : 1  
Time : 1:29 pm

Fiscal Year : 2022  
Account : 1-5-40440-???? To 1-5-40450-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	40440			Vacancy Rebates - Municipal		
1-5-40440-5000				VACANCY REBATES - MUNICIPAL	0.00	334,058
				Category Total	0.00	334,058
CATEGORY	40450			Other Tax Rebates - Municipal		
1-5-40450-5100				TAX REBATES OTHER - MUNCIPA	8,884.86	57,500
				Category Total	8,884.86	57,500
				EXPENDITURE Total	8,884.86	391,558
				OPERATING Total	8,884.86	391,558
				REPORT TOTAL	8,884.86	391,558

TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)  
Date : Aug 03, 2022

Page : 1  
Time : 1:29 pm P76

Fiscal Year : 2022  
Account : 1-4-40401-???? To 1-5-40406-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	40401			Eng Pub School Tax		
1-4-40401-4900				SUPPLEMENTAL/OMIT	-2,688.33	0
				<b>Category Total</b>	<b>-2,688.33</b>	<b>0</b>
CATEGORY	40402			Fre Pub School Tax		
1-4-40402-4902				FR Pub Development Charges	-999.00	0
				<b>Category Total</b>	<b>-999.00</b>	<b>0</b>
CATEGORY	40406			School Unallocated ( No support )		
1-4-40406-4901				MOS/357/358/ARB	4,449.21	0
				<b>Category Total</b>	<b>4,449.21</b>	<b>0</b>
				<b>REVENUE Total</b>	<b>761.88</b>	<b>0</b>
CLASS	5			EXPENDITURE		
CATEGORY	40401			Eng Pub School Tax		
1-5-40401-5600				UPPER CANADA DSB	579,498.00	0
				<b>Category Total</b>	<b>579,498.00</b>	<b>0</b>
CATEGORY	40402			Fre Pub School Tax		
1-5-40402-5600				CONSEIL DE LES ECOLES PUBLI	5,338.00	0
				<b>Category Total</b>	<b>5,338.00</b>	<b>0</b>
CATEGORY	40403			Eng Sep School Tax		
1-5-40403-5600				CATHOLIC DSB OF EASTERN ON	146,202.00	0
				<b>Category Total</b>	<b>146,202.00</b>	<b>0</b>
CATEGORY	40404			Fre Sep School Tax		
1-5-40404-5600				C.S.C.D.C.E (Cath. French)	14,530.00	0
				<b>Category Total</b>	<b>14,530.00</b>	<b>0</b>
				<b>EXPENDITURE Total</b>	<b>745,568.00</b>	<b>0</b>
				<b>OPERATING Total</b>	<b>746,329.88</b>	<b>0</b>
				<b>REPORT TOTAL</b>	<b>746,329.88</b>	<b>0</b>

TOWN OF GANANOQUE  
General Ledger Trial Balance



GL5030 (T)

Date : Aug 03, 2022

Page : 1  
Time : 1:29 pm P77

Fiscal Year : 2022  
Account : 1-?-?????-???? To 1-?-?????-????  
Period : 1 To 6

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	70000			BIA		
1-4-70000-4000				BIA Levy	0.00	-46,225
1-4-70000-4034				Grants	-25,000.00	-25,000
Category Total					-25,000.00	-71,225
REVENUE Total					-25,000.00	-71,225
CLASS	5			EXPENDITURE		
CATEGORY	70000			BIA		
1-5-70000-4067				Special Projects	15,000.00	0
1-5-70000-5101				FT wages	0.00	11,980
1-5-70000-5301				Ads, Publications, Subscriptions	800.00	1,500
1-5-70000-5311				Mural Project	2,779.37	25,000
1-5-70000-5318				Misc	221.62	435
1-5-70000-5319				Lights & Signage	1,463.31	12,210
1-5-70000-5401				Audit Fees	0.00	1,200
1-5-70000-5431				Beautification	0.00	15,500
1-5-70000-5432				Events	341.39	3,400
Category Total					20,605.69	71,225
EXPENDITURE Total					20,605.69	71,225
OPERATING Total					-4,394.31	0
REPORT TOTAL					-4,394.31	0

REVENUE Total -9,330,413.75 -20,619,195

EXPENDITURE Total 9,934,213.76 20,619,195  
OPERATING Total 603,800.01 0  
REPORT TOTAL 603,800.01 0



**G NANOQUE**  
Council Report – FIN-2022-31

**Date:** August 9, 2022  **IN CAMERA**

**Subject:** 2023 Budget Deliberations

**Author:** Melanie Kirkby, Treasurer  **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION THE 2023 BUDGET DELIBERATIONS COUNCIL REPORT FIN-2022-31.

**STRATEGIC PLAN COMMENTS:**

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

Action A) Maintain a competitive tax rate to attract businesses.

Action B) Establish yearly budgetary goals benchmarked at the Consumer Price Index.

**BACKGROUND:**

The 2022 Operating budget included a Tax Levy of \$9,657,676.

This was a net increase of 1.5% which resulted from a 1.25% increase on the Municipal share of the levy and 2.1% on the Police share of the levy. The Municipal levy also increased \$413,545 from growth, \$62,050 of which was unencumbered.

Managers will be preparing their draft 2023 operating budgets in September and their draft capital budgets in October.

**INFORMATION/DISCUSSION:**

Staff are working to prepare a draft 2023 budget that is both reasonable and achievable within the current market constraints.

The Stats Canada CPI for Canada at June 2022, as published on July 20, 2022, was 8.1%.

Typically, the Provincial transfer payment, OMPF, is reduced each year, the 2022 reduction was \$42,500, which equals a half of a percentage of the tax levy.

The 2023 cost of living allowances for staff as per All Collective Agreements are as follows; Police 1.5%, CUPE 1.75%. Non-union employees receive the same wage increase as CUPE.

The Town has experienced significant increases for supplies and contracted services including an 80% increase in insurance premiums, a 50% increase in vehicle fuel, an increase in Hydro and Natural Gas costs, and increase in curbside waste and recycling costs and a 19% increase in employee health benefit premiums. Many contracts, such as the curbside waste and recycling collection, reference CPI as an annual increase.

Any additional services or increased service levels adopted in 2022 will also need to be addressed in the Budget. Examples would include; 400 Stone St, additional parking enforcement in Lowertown, additional landscaping maintenance, any new staff/programs.

Capital budgets will follow the Asset Management Plan, the Water and Wastewater Financial Plan, and all other capital plans that have been adopted.

External transfers, such as Joint Services, the Health Unit, CRCA and MPAC are also subject to CPI impacts.

**Council meetings for 2023 Budget deliberations are tentatively scheduled for Thursday, December 8<sup>th</sup> and Friday, December 9<sup>th</sup>, 2022 both beginning at 9:00 AM.**

Note: The new Council may amend these dates once sworn in on November 15<sup>th</sup>, 2022. As this is an election year, staff will not be asking this Council for a budgetary target figure at this time.

**APPLICABLE POLICY/LEGISLATION:**

N/A

**FINANCIAL CONSIDERATIONS:**

2023 Operating Budget

**CONSULTATIONS:**

Senior Management Team

**ATTACHMENTS:**

None

<b>APPROVAL</b>	<hr/> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> <hr/> <p>Shellee Fournier, CAO</p>
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**G NANOQUE**  
Council Report – CSC-2022-05

**Date:** August 9, 2022

**IN CAMERA**

**Subject:** Joint Leeds and Grenville Election Compliance Audit Committee Appointments and Terms of Reference

**Author:** Penny Kelly, Clerk / CEMC

**OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2022-089, BEING A BY-LAW TO:

1. ADOPT THE JOINT LEEDS AND GRENVILLE ELECTION COMPLIANCE AUDIT COMMITTEE TERMS OF REFERENCE;
  
2. APPOINT THE FOLLOWING MEMBERS TO THE JOINT LEEDS AND GRENVILLE ELECTION COMPLIANCE AUDIT COMMITTEE FOR THE 2022 TO 2026 TERM:
  - 2.1. ANDY BROWN;
  - 2.2. MEL CAMPBELL;
  - 2.3. JOHN DICKSON, AND;
  - 2.4. GLENN MACKEY;
  
3. DESIGNATE THE UNITED COUNTIES OF LEEDS AND GRENVILLE COUNTY CLERK, OR DESIGNATE, TO ACT AS THE SECRETARY TO THE COMMITTEE,

AS PRESENTED IN COUNCIL REPORT 2022-CSC-05.

**STRATEGIC PLAN COMMENTS:**

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

**BACKGROUND:**

In 2010, the appointment of a Compliance Audit Committee was made mandatory through changes to the *Municipal Elections Act* and states that a Council shall establish such a Committee before October 1 of an election year.

The Committee is responsible for reviewing and making decisions on applications for municipal election campaign finance compliance audits by electors and on reports from the participating clerks with respect to apparent contraventions of contribution limits.

Members of the Committee shall serve the same term of office as the Council that takes office following a regular municipal election (November 15, 2022 to November 14, 2026).

**INFORMATION/DISCUSSION:**

The *Municipal Elections Act, 1996*, as amended (*MEA*), requires municipalities to establish a Compliance Audit Committee to consider applications requesting audits of election campaign finances. The committee shall have the authority to:

- a) Grant or reject a compliance audit application received from an eligible elector with respect to apparent election campaign finance contraventions;
- b) Grant or reject a report received from the Clerk with respect to apparent contribution contraventions;
- c) Appoint an auditor to conduct an audit where the application is granted and to receive the results, and;
- d) Commence legal proceedings against the candidate or contributor for any apparent contravention.

The Clerks of Leeds and Grenville and the partner municipalities support a continued collaborative approach to pool resources for the Joint Leeds and Grenville Compliance Audit Committee. A joint advertisement requesting applications from qualified individuals who wish to be appointed to the Committee was released to various media groups, placed on the participating municipalities' websites and on the Counties' website, and shared on social media. By the submission deadline of July 22, 2022, five (5) applications were received and reviewed and; four (4) applicants met the criteria as set out in the Terms of Reference. One (1) applicant is a member of a local board and therefore is ineligible to sit on the Audit Committee, as per Subsection 88.37(2) of the *Municipal Elections Act, 1996*, as amended.

Therefore, it is recommended that Council pass a by-law to:

1. Establish the Joint Leeds and Grenville Compliance Audit Committee for the 2022-2026 term to be compliant with the *Municipal Elections Act, 1996*, as amended;
2. Adopt the Terms of Reference;
3. Appoint the United Counties of Leeds and Grenville County Clerk, or designate, to act as the Secretary to the Committee, and;
4. Appoint to the Joint Leeds and Grenville Compliance Audit Committee:
  - 4.1. Andy Brown;
  - 4.2. Mel Campbell;
  - 4.3. John Dickson, and;
  - 4.4. Glenn Mackey.

**APPLICABLE POLICY/LEGISLATION:**

*Municipal Elections Act, 1996*, as amended (*MEA*)

**FINANCIAL CONSIDERATIONS:**

Appointed members in good standing will be provided a \$100 annual honorarium. This cost will be shared amongst all participating municipalities. Additional compensation may be provided to members if called upon, depending on the compensation policies of the municipality requiring their services.

**CONSULTATIONS:**

The Clerks of Leeds and Grenville and the partner municipalities

**ATTACHMENTS:**

Draft By-law No. 2022-089

Joint Compliance Audit Committee Terms of Reference

<b>APPROVAL</b>	<p>_____</p> <p>Penny Kelly, Clerk / CEMC</p> <p>_____</p> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p>
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# CORPORATION OF THE TOWN OF GANANOQUE

## BY-LAW NO. 2022-089

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### A BY-LAW TO APPOINT MEMBERS TO THE JOINT LEEDS AND GRENVILLE COMPLIANCE AUDIT COMMITTEE AND ADOPT THE TERMS OF REFERENCE

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**WHEREAS** Subsection 5(3) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a municipal power shall be exercised by by-law;

**AND WHEREAS** Section 9 of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Subsection 11(1) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**AND WHEREAS** Section 88.37 of the *Municipal Elections Act, 1996*, as amended, requires council to establish a compliance audit committee;

**AND WHEREAS** the Council of the Town of Gananoque considered Report Council-CSC-2022-05, and concurs with its recommendation to establish a Joint Leeds and Grenville Compliance Audit Committee to carry out duties specified in Sections 88.33 to 88.37 of the *Municipal Elections Act, 1996*, as amended, regarding the 2022 Municipal Election and any by-elections from November 15, 2022 to November 14, 2026; adopt its Terms of Reference, and; designate the United Counties of Leeds and Grenville County Clerk, or designate, to act as the Secretary to the Committee.

**AND WHEREAS 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 hereby enact as follows:

**1. AUTHORIZATION:**

- 1.1. That the Joint Leeds and Grenville Compliance Audit Committee is hereby established for the 2022 to 2026 term.
- 1.2. That the following individuals are hereby appointed as members to the Joint Leeds and Grenville Compliance Audit Committee for the term beginning November 15, 2022 and ending November 14, 2026:
  - 1.2.1. Andy Brown;
  - 1.2.2. Mel Campbell;
  - 1.2.3. John Dickson, and;
  - 1.2.4. Glenn Mackey.
- 1.3. That the United Counties of Leeds and Grenville County Clerk, or designate, is hereby appointed to act as the Secretary to the Committee.

**2. SCHEDULE(S):**

- 2.1. Attached to and forming part of this By-law is the Joint Leeds and Grenville Compliance Audit Committee Terms of Reference, marked as Schedule 'A'.

**3. REPEAL:**

- 3.1. Any by-laws or parts of by-laws contrary to or inconsistent with this By-law are hereby repealed.

**4. EFFECTIVE DATE:**

4.1. 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 9<sup>th</sup> day of August 2022.

\_\_\_\_\_  
Ted Lojko, Mayor

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

(Seal)

DRAFT

# **Joint Leeds & Grenville Election Compliance Audit Committee**

## **Terms of Reference**

### **Participating Municipalities**

The name of the Committee is the "Joint Leeds & Grenville Election Compliance Audit Committee". The participating municipalities are as follows:

Township of Athens  
Township of Augusta  
City of Brockville  
Township of Edwardsburgh Cardinal  
Township of Elizabethtown-Kitley  
Township of Front of Yonge  
Town of Gananoque  
Township of Leeds and the Thousand Islands  
Village of Merrickville-Wolford  
Municipality of North Grenville  
Town of Prescott  
Township of Rideau Lakes  
Village of Westport

The Clerk of the United Counties of Leeds and Grenville will provide administrative support and act as Secretary to the Compliance Audit Committee. The clerks of the participating municipalities have delegated the authority of administering the duties related to the Compliance Audit Committee to the County Clerk.

### **Duration**

The term of office is from November 15, 2022 to November 14, 2026 to deal with compliance audit applications and participating clerk's reports arising from the 2022 Municipal Election and any by-election during this term.

### **Mandate**

The powers and functions of the Committee are set out in Sections 88.33 to 88.37 of the Municipal Elections Act, 1996, as amended (included as Appendix "A"). The Committee shall have the authority to:

- a) Grant or reject a compliance audit application received from an eligible elector with respect to apparent election campaign finance contraventions;
- b) Grant or reject a report received from the Clerk with respect to apparent contribution contraventions;
- c) Appoint an auditor to conduct an audit where the application is granted and to receive the results; and
- d) Commence legal proceedings against the candidate or contributor for any apparent contravention.

### **Membership**

The Committee shall be composed of not less than three (3) and not more than seven (7) members. Upon receipt of a compliance audit application or participating clerk's report, the County Clerk, at their discretion, will select three (3) members who will be voting members to consider the complaint. The remaining members will be alternate members. The County Clerk will confirm the committee membership for each compliance audit application or clerk's report received. An alternate member may be used in the following circumstances at the discretion of the County Clerk:

1. A committee member is an eligible elector in the municipality requiring the audit; and/or
2. A committee member is unavailable.

Membership will be comprised of individuals with legal, election administration, public administration, auditing and/or accounting experience, professionals who are required to adhere to codes of standards of their profession and those with in-depth knowledge of the campaign financing rules of the *Municipal Elections Act, 1996*, as amended, and regulations made thereunder.

Pursuant to subsection 88.37(2) of the *Municipal Elections Act, 1996*, as amended, Committee members shall not include:

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established.

Any person who has committed to providing professional accounting advice to any person running for office in any of the participating municipalities shall not be eligible to be appointed to the Committee.

Members will be required to take training, including Accessible Customer Service training, by the Counties as a condition of appointment.

### **Membership Selection**

Notice of recruitment of individuals for the Committee will be posted on the participating municipalities' websites and on the Counties' website. Notice will also be provided in local newspapers. Clerks of the participating municipalities and the County Clerk may also contact and solicit individuals with experience. Applications received after the specified deadline will not be considered.

All applicants will be required to complete an application form outlining their qualifications and experience. The County Clerk and clerks of the participating municipalities may interview eligible applicants who meet the selection criteria. A list of recommended candidates will be submitted to the council of each participating municipality for consideration.

The selection process will be based upon the following criteria:

- eligibility under the Municipal Elections Act, 1996, as amended;
- demonstrated knowledge and understanding of municipal election campaign financing rules;
- proven analytical and decision-making skills;
- experience working on a committee, task force or similar setting;
- availability and willingness to attend meetings; and
- possession of excellent oral and written communication skills.

### **Conflict of Interest**

The principles of the *Municipal Conflict of Interest Act* apply to this Committee. Should a member of the Committee discover a real or potential conflict of interest exists at any time during the Committee's term of office, the member shall disclose the interest to the County Clerk immediately and shall not proceed to carry out duties related to the Committee where a conflict exists. Failure to adhere to this requirement will result in the individual being removed from the Committee.

## **Compensation**

Voting and Alternate Members will be provided with an annual retainer of \$100.00 at the end of each year of the term. The County Clerk will issue payment to each member in good standing on behalf of participating municipalities. Costs will be divided evenly amongst the participating municipalities.

Members may receive additional compensation (ex. per diem, mileage) depending on compensation by-laws of the participating municipalities.

## **Chairperson**

The Committee will select a chairperson from amongst its members at its first meeting upon receipt of each compliance audit application or Clerk's report.

The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process.

The Chair shall enforce the observance of order and decorum among the Committee members and those present at all meetings.

When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.

## **Funding**

The participating municipality requiring the services of the Committee shall be responsible for all associated expenses, in addition to a portion of the annual retainer fee.

## **Meetings Open to the Public**

While meetings of the Committee will be open to the public, Sections 88.33 (5.1), 88.34 (9.1) and 88.36 (6.1) of the *Municipal Elections Act*, 1996, as amended, state the Committee may choose to deliberate in private.

## **Timing of Meetings**

The Clerk of the municipality where the audit is being requested shall forward the application to the County Clerk immediately upon receipt, noting the date and time the

application was received. The application shall be provided to the Committee within ten (10) days of its receipt at the local municipality in accordance with Section 88.33 (4) of the *Municipal Elections Act, 1996*, as amended. Upon receipt of an application, the County Clerk will determine the date and time of the first meeting in consultation with the members. Subsequent meetings will be held at the call of the Chair in consultation with the County Clerk.

Committee activity shall be determined primarily by the number and complexity of applications for compliance audits received. The frequency and duration of meetings will be determined by the Committee in consultation with the County Clerk.

### **Meeting Location**

The Committee shall meet at the location determined by the County Clerk.

### **Meeting Notices, Agendas & Minutes**

Reasonable notice of Committee meetings shall be given to the candidate, applicant, contributor and/or registered third party, the Clerk of the municipality where the application was requested, and the public.

The County Clerk shall cause notice of the meeting(s) to be provided a minimum of two (2) business days prior to the date of each meeting. The agendas and minutes of Committee meetings shall be posted on the municipal website of the United Counties of Leeds and Grenville and on the website of the municipality requesting the services of the Compliance Audit Committee.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations.

The Committee must provide brief written reasons for decisions made regarding acceptance or rejection of the application, and whether legal proceedings will be commenced following receipt of an auditor's report.

These written reasons must be provided to the candidate, County Clerk, Clerk for the municipality where the candidate filed their nomination, applicant, and contributor and/or registered third party.

## **Quorum**

Quorum for meetings shall consist of a simple majority of the members of the Committee selected by the County Clerk upon receipt of the compliance audit application or participating clerk's report.

If no quorum is present thirty (30) minutes after the meeting is scheduled to commence, the County Clerk shall record the names of members present and the meeting shall stand adjourned until the date of the next meeting, as determined by the County Clerk or the Chair, if appointed.

## **Meeting Attendance**

Any member of the Committee who is absent from two (2) consecutive meetings without excusal by the Committee may be removed from the Committee at the discretion of the County Clerk in consultation with the clerks of the participating municipalities.

## **Motions & Voting**

A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.

Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.

In the case of a tie vote, the motion shall be considered to have been defeated.

The manner of determining the vote on a motion shall be by show of hands.

The Chair shall announce the result of every vote.

## **Administrative Practices and Procedures**

The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the *Municipal Elections Act, 1996*, as amended.

**Appendix "A" – Sections 88.33 to 88.37 of the  
Municipal Elections Act, 1996, as amended  
Compliance Audits and Reviews of Contributions**

**Compliance audit of candidates' campaign finances**

**Application by elector**

**88.33** (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

**Requirements**

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 63.

**Deadline for applications**

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate's supplementary filing date, if any, under section 88.30.
4. The date on which the candidate's extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

**Compliance audit committee**

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

**Notice of meetings**

(5) Reasonable notice of the meetings of the committee under this section shall be given to the candidate, the applicant and the public. 2017, c. 20, Sched. 10, s. 1.

**Open meetings**

(5.1) The meetings of the committee under this section shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 1.

**Same**

(6) Subsection (5.1) applies despite sections 207 and 208.1 of the *Education Act, 2017*, c. 20, Sched. 10, s. 1.

**Decision of committee**

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

**Same**

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

**Appeal**

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

**Appointment of auditor**

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

**Same**

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

**Duty of auditor**

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

**Who receives report**

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

### **Report to be forwarded to committee**

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

### **Powers of auditor**

(15) For the purpose of the audit, the auditor,  
(a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and  
(b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

### **Costs**

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

### **Decision**

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

### **Notice of decision, reasons**

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

### **Immunity**

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

### **Saving provision**

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

## **Section Amendments with date in force (d/m/y)**

### **Review of contributions to candidates**

**88.34** (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

### **Report, contributions to candidates for council**

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council.

2016, c. 15, s. 64.

### **Same**

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

### **Same**

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

### **Report, contributions to candidates for a local board**

(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out

the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

**Same**

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

**Same**

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

**Decision of compliance audit committee**

(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

**Notice of meetings**

(9) Reasonable notice of the meetings of the committee under subsection (8) shall be given to the contributor, the applicable candidate and the public. 2017, c. 20, Sched. 10, s. 2.

**Open meetings**

(9.1) The meetings of the committee under subsection (8) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 2.

**Same**

(10) Subsection (9.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 2.

**Notice of decision, reasons**

(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

### **Saving provision**

(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

### **Section Amendments with date in force (d/m/y)**

#### **Compliance audit of registered third parties**

##### **Application by elector**

**88.35** (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

##### **Requirements**

(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

##### **Deadline**

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The supplementary filing date, if any, for the registered third party under section 88.30.
4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires. 2016, c. 15, s. 65.

##### **Application of s. 88.33 (4) to (20)**

(4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:

1. A reference to a candidate shall be read as a reference to the registered third party.
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.
3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

## **Section Amendments with date in force (d/m/y)**

### **Review of contributions to registered third parties**

**88.36** (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

### **Report by the clerk**

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,

(a) if the contributor's total contributions to a registered third party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the registered third party in relation to third party advertisements; and

(b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

### **Same**

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

### **Same**

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

### **Decision of compliance audit committee**

(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.

### **Notice of meetings**

(6) Reasonable notice of the meetings of the committee under subsection (5) shall be given to the contributor, the registered third party and the public. 2017, c. 20, Sched. 10, s. 3.

### **Open meetings**

(6.1) The meetings of the committee under subsection (5) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 3.

### **Notice of decision, reasons**

(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

### **Saving provision**

(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.

### **Section Amendments with date in force (d/m/y)**

#### **Compliance audit committee**

**88.37** (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

#### **Composition**

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

(a) employees or officers of the municipality or local board;

(b) members of the council or local board;

(c) any persons who are candidates in the election for which the committee is established; or

(d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

#### **Eligibility for appointment**

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

#### **Same**

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

**Term of office**

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

**Role of clerk or secretary**

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

**Costs**

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.

**Date:** August 9, 2022

**IN CAMERA**

**Subject:** Naming of Corporate Assets – Band Shell (30 King Street East)

**Author:** Penny Kelly, Clerk / CEMC

**OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2022-090, BEING A BY-LAW TO NAME THE BAND SHELL, LOCATED AT 30 KING STREET EAST, AS THE “WILLIAM “BILL” REES BAND SHELL”, AS RECOMMENDED BY THE HERITAGE ADVISORY PANEL MOTION #2022-12, AND AS PRESENTED IN COUNCIL REPORT CSC-2022-06.

**STRATEGIC PLAN COMMENTS:**

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

**BACKGROUND:**

The Town of Gananoque established a Naming of Corporate Assets Policy in September 2008. The Policy objective is to encompass the naming of any corporate asset, including parks, open spaces, facilities, street and other municipal buildings of property, with the final decision resting with Council.

**INFORMATION/DISCUSSION:**

The Municipal Heritage Advisory Panel (HAP) met on May 31, 2022 and passed Motion #2022-12, recommending to Council that the Band Shell be named after William “Bill” Rees. Of note, the Band Shell holds a heritage designation of architectural and historical value and was formally designated in November 1992, by By-law No. 92-32.

Council established a Naming of Corporate Assets Policy on September 9, 2008, and as the Band Shell is a corporate asset, the HAP motion was referred to staff to review the request and compliance to the Policy.

The application review and approval process, in part, requests that the applicant (Heritage Advisory Panel) shall submit a written request for civic naming to the Town Clerk (Motion #2022-12), which provides background information, and biographical information. Below is the background information, as written by Christine Milks, Heritage Advisory Panel Member.

*“As Bill Rees made significant contributions to many aspects of Gananoque life and was an integral part of Gananoque’s prosperity, it is only fitting that the unique band shell designed by Mr. Rees finally be recognized for its’ importance to our heritage.*”

*An inventor, a superb musician, composer, arranger, an influential industrialist, and businessman during the peak of Gananoque's manufacturing heyday, William Rees came to Gananoque from Cincinnati in 1888. He very quickly became leader of the renowned "Mechanics Silver Cornet Band" (founded in 1856) and served in this position until 1902, in addition to playing cornet in the band. Filling in again as leader when needed through WW1, he then designed the band stand, erected in 1922. Under Bill Rees' leadership the band became renowned as the "Gananoque Citizens Band".*

*Bill was the general superintendent of Parmenter & Bulloch for 45 years, inventing many of the riveting machines that Gananoque was known for internationally. He married Luella Bulloch and, after P&B was sold to American interests, became an engineering consultant for Ontario Steel Products until he was 80 years old.*

*Several of Bill's compositions were published in New York and, after his death at 90 in 1959, his family honoured his memory by purchasing a seat in Philharmonic Hall, Lincoln Centre, New York City."*

### **Gananoque Band Shell (30 King Street East)**



Staff have determined that the recommendation from HAP conforms with the following criteria of the Policy:

1. Honouring an individual;
2. Recognizes the historical significance of the Band Shell;
3. Honours the individual who made a significant contribution to the community;
4. The name is not duplicated, and;
5. Contributes to the historical or cultural preservation of the Town.

The final decision for naming of corporate assets will rest with Town Council, and should Council find this to be in order a By-law must be passed in to formally name the Band Shell the "*William "Bill" Rees Band Shell*".

**APPLICABLE POLICY/LEGISLATION:**

Naming of Corporate Assets Policy

**FINANCIAL CONSIDERATIONS:**

The cost to the Town would be signage and installation.

**CONSULTATIONS:**

Heritage Advisory Panel

**ATTACHMENTS:**

Heritage Advisory Panel Motion #2022-12

Draft By-law No. 2022-090

<b>APPROVAL</b>	<p>_____</p> <p>Penny Kelly, Clerk / CEMC</p> <p>_____</p> <p>Melanie Kirkby, 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>_____</p> <p>Shellee Fournier, CAO</p>
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**MOTION / RESOLUTION OF THE HERITAGE ADVISORY PANEL**

<b>DATE: Tuesday, May 31, 2022</b>	<b>MOTION NO. 2022 - 12</b>
<b>MOVED BY:</b> Christine Milks	
<b>SECONDED BY:</b> Joanne van Dreumel	
<b>HAP Motion #2022- 12 – To Name Town Park Bandshell After William Rees</b>	
<p>Be it resolved that the Heritage Advisory Panel recommend that the Bandshell Located in Town Park be named after William “Bill” Rees.</p>	

Yaes   x        Nays   0  

Carried:   x  

Defeated: \_\_\_\_\_

Tabled / Deferred: \_\_\_\_\_

\_\_\_\_\_  
 Chair, Dave Anderson

**THE CORPORATION OF THE TOWN OF GANANOQUE**

**BY-LAW NO. 2022-090**

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**BEING A BY-LAW TO NAME THE BAND SHELL, LOCATED AT 30 KING STREET EAST, AS THE “WILLIAM “BILL” REES BAND SHELL”**

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**AND 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 Municipal Heritage Advisory Panel (HAP) met on May 31, 2022 and passed Motion #2022-12, recommending to Council that the Band Shell be named after William “Bill” Rees;

**AND WHEREAS** Council established a Naming of Corporate Assets Policy on September 9, 2008, and as the Band Shell is a corporate asset, the HAP motion was referred to staff to review the request and compliance to the Policy;

**AND WHEREAS** the Council of the Town of Gananoque received Council Report CSC-2022-06, and concurred with the recommendation to formally name the Band Shell, located at 30 King Street East, as the “William “Bill” Rees Band Shell”;

**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 Band Shell, located at 30 King Street East, be hereby formally named as the **William “Bill” Rees Band Shell**.

2. **EFFECTIVE DATE:**

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

Read a first, second and third time and finally passed this 9<sup>th</sup> day of August 2022.

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Ted Lojko, Mayor

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Penny Kelly, Clerk

(Seal)



**G NANOQUE**  
Council Report – FIRE-2022-05

**Date:** August 9, 2022

**IN CAMERA**

**Subject:** Fire Department – Second (2<sup>nd</sup>) Quarter Report

**Author:** Gord Howard, Fire Chief

**OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE 2022 SECOND QUARTER FIRE DEPARTMENT REPORT FOR INFORMATION PURPOSES, AS PRESENTED IN THE COUNCIL REPORT FIRE-2022-05.

**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 report covers the 2<sup>nd</sup> quarter in 2022. It compares month by month, quarter, and year-to-date statistics to the previous year.

**INFORMATION/DISCUSSION:**

FIRE DEPARTMENT ACTIVITIES – April 2022 to end of June 2022

- Participated in Town of Gananoque Pitch-In Event
- Attended Community Showcase at Lou Jeffries Arena - 2 days providing public education
- Sold Pumper #4 for \$23,400 on GovDeals.com as per the Surplus Asset Policy
- Updated accountability system to be in line with other county fire departments
- Radio & social media campaign for Emergency Preparedness Week
- Completed multiple fire drills and in-class pub-ed for St. Joseph & Linklater Schools
- Attended Fire Chiefs and Municipal Fire Prevention Officers Conferences
- Participated in torch run for Ontario Special Olympics
- Attended Kingston Fire Training Facility for full day live fire training
- Vulnerable occupancy fire drills for Carveth Care Centre
- Participated in St. Joseph School fun day activities – focus on sun and water safety
- Fire department funeral for retired GFD member Ed Dempster – 51yr member

**APPLICABLE POLICY/LEGISLATION:**

None

**FINANCIAL CONSIDERATIONS:**

None

**CONSULTATIONS:**

Andrew Dickson, Deputy Fire Chief

**ATTACHMENTS:**

<b>FIRE SERVICE REPORT TO COUNCIL</b>				<b>2nd Quarter</b>		<b>YTD</b>	
	<b>April</b>	<b>May</b>	<b>June</b>	<b>2022</b>	<b>2021</b>	<b>2022</b>	<b>2021</b>
TOTAL RUNS	24	23	16	63	53	113	99
FIRE	3	1	1	5	1	9	4
MEDICAL	7	4	5	16	10	30	20
MOTOR VEHICLE COLLISIONS	0	1	0	1	1	3	2
ALARMS	8	11	6	25	12	39	28
OTHER CALLS (Gas Leaks, Hydro Wires, Spills, Burn Complaint, Public Hazard, Cooking)	3	2	3	8	23	17	37
MUTUAL AID GIVEN (Structure Fire, MVC, etc.)	3	4	1	8	6	15	8
ESTIMATED DOLLAR LOSS	\$500	\$0	\$0	\$0	\$0	\$1,150,000	\$102,000
ESTIMATED DOLLAR SAVE	\$8,000	\$0	\$0	\$8,000	\$0	\$3,258,000	\$1,000,000
INSPECTIONS / # OF UNITS	6 / 8	13 / 106	8 / 193	27 / 307	23 / 396	41 / 380	35 / 419
RE-INSPECTIONS	0	2	5	7	9	9	16
OTHER ACTIVITIES (Public Education, School Visits, Station Tours, Community Activities)	0	8	6	14	7	22	10

<b>APPROVAL</b>	_____
	Gord Howard, Fire Chief
	_____
	Melanie Kirkby, 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.
	_____
	Shellee Fournier, CAO



**G NANOQUE**  
Council Report – RDS-2022-16

**Date:** August 9, 2022  **IN CAMERA**

**Subject:** Award of Contract – Comprehensive Roads Needs Study – Request for Proposal (RFP)

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

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2022-091, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND THE CLERK TO SIGN AN AGREEMENT WITH GREER GALLOWAY GROUP INC., FOR THE PROCUREMENT OF SERVICES TO COMPLETE A COMPREHENSIVE ROADS NEEDS STUDY, TO AN UPSET LIMIT OF \$28,430.00 (EXCLUDING HST), AS PRESCRIBED IN TENDER RDS-2022-06, AND AS PRESENTED IN COUNCIL REPORT RDS-2022-16.

**STRATEGIC PLAN COMMENTS:**

Sector 6 – Governance – 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:**

As part of the 2022 approved Capital Budget, Public Works staff sought to engage the services of a consulting engineer for a Comprehensive Roads Needs Study. This will be a valuable component in establishing a go-forward schedule to work in conjunction with the 10-Year Capital Plan for Water and Wastewater Infrastructure.

**INFORMATION/DISCUSSION:**

The Public Works department released Tender RDS-2022-06 on July 7, 2022, which subsequently closed on July 28, 2022. The Tender was advertised on Biddingo.com. The RFP was reviewed by eleven (11) consulting firms, and there were two (2) bids received at the time of closing. Listed below are the final bids received:

<b>Company</b>	<b>Average Score</b>	<b>Complete Submission</b>	<b>Submitted Price (excl. HST)</b>
Equity Property Management & Development	90	Yes	\$32,260.00
Greer Galloway Group Inc.	92	Yes	\$28,430.00

Scoring the RFP was rated based on the following aspects of the submission:

Project Understanding	25%
Qualifications and Experience	20%
Price – Costing Proposal	30%
Project Work Plan	25%

Both companies submitted decent proposals and there was much deliberation amongst staff to select the successful proponent. It was decided that Greer Galloway Group Inc. put forth an exceptional proposal that meets the needs of the Town. The company has been serving local and province-wide Municipalities for nearly 50 years, and they have extensive experience undertaking Roads Needs Studies with a number of local Municipalities. After a thorough review of both submissions, Staff are recommending to award these works to Greer Galloway Group Inc. to complete this project in 2022 and establish a firm and direct plan to implement the findings from the Roads Needs Study and pair them with the existing 10-Year Capital Water and Wastewater Infrastructure Plan.

**APPLICABLE POLICY/LEGISLATION:**

Procurement By-law No. 2015-087

**FINANCIAL CONSIDERATIONS:**

The submitted bid price of \$28,430.00 (excluding HST) is within the Council approved Budget for these works of \$30,000.

**CONSULTATIONS:**

Melanie Kirkby, Treasurer  
Brock Webb, Superintendent of Roads  
Pascale Marceau, Asset Management Co-Ordinator  
Nick Verhoeven, Director of Public Works – Municipality of Lambton Shores

**ATTACHMENTS:**

Tender RDS-2022-06 – Comprehensive Roads Needs Study RFP  
Draft By-law No. 2022-091

<b>APPROVAL</b>	<hr/> <p>David Armstrong, Manager of Public Works</p>
	<hr/> <p>Melanie Kirkby, 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>
	<hr/> <p>Shellee Fournier, CAO</p>



## **REQUEST FOR PROPOSAL**

***RDS-2022-06***

Consulting Engineering Services  
For A Comprehensive Roads Needs Study

David Armstrong  
Manager of Public Works  
613-382-2149 Ext 1615  
[pwmanager@gananoque.ca](mailto:pwmanager@gananoque.ca)

## NOTES TO RESPONDENT

PROPOSAL	RDS-2022-06
RFP FOR:	Consulting Engineering Services for a Comprehensive Roads Needs Study
DEADLINE FOR SUBMISSIONS:	July 28, 2022 at 2:00 p.m. EST
SUBMISSIONS OPENED:	July 28, 2022 following closing
DEADLINE FOR INQUIRIES:	July 20, 2022 at 4:00 p.m. EST
REGISTRATION AND SUBMISSION:	Proposals are available through Biddingo at <a href="http://www.biddingo.com">www.biddingo.com</a> .
ADDENDA:	Addendums will be available through Biddingo at <a href="http://www.biddingo.com">www.biddingo.com</a> should there be any
PRE-SUBMISSION MEETNG:	No Site Meeting Scheduled, but Respondents are encouraged to visit The Town
LATE SUBMISSIONS:	Proposals received after the RFP deadline will not be accepted. Proposals not submitted as prescribed will not be accepted.
CONTACT FOR RFP:	David Armstrong Manager of Public Works 613 382-2149 ext.1615 <a href="mailto:pwmanager@gananoque.ca">pwmanager@gananoque.ca</a>

## I. GENERAL

The Town of Gananoque, otherwise referred to as “The Town”, is seeking Proposals from qualified engineers to provide engineering services for a Comprehensive Roads Needs Study. It is the intent of this study to take a comprehensive look at the entire road and sidewalk network, and not just to update an older version.

Interested Respondents must submit their Proposal online using [www.Biddingo.com](http://www.Biddingo.com) no later than the submission deadline.

Interested and qualified firms or individuals are invited to develop and submit a Proposal setting out their qualifications, experience and conceptual Proposal to achieve The Town's goals. The Town will consider entering into a contract for the most acceptable Proposal, which will be determined having regard to the evaluation factors set out in this RFP.

The RFP will adhere to the dates as identified in the Notes To Respondent, unless The Town elects to alter the dates, in which event, the Proponents shall be notified of the change via Biddingo.

The Terms and Conditions set out in this RFP shall apply to all submissions. Proposal submissions indicate the Proponent's acceptance of all the Terms that follow, and which are included in any Addenda issued by The Town. Provisions in the Proposals which contradict any Terms of this RFP will be treated as if not written and do not exist.

## II. PRE-SUBMISSION TOUR/SITE MEETING

If there is a mandatory pre-submission tour/site meeting it will be described in the Notes To Respondent. Although The Town will not be obligated to accommodate any additional requests for a tour/meeting, The Town reserves the right to schedule an additional meeting if extenuating circumstances apply. The Town shall do so at its sole discretion based on the circumstances.

## III. QUESTIONS CONCERNING REQUEST FOR PROPOSAL (RFP)

1. All questions/inquiries must be submitted in writing. All written inquiries shall be submitted to the RFP Contact, as outlined in the Notes To Respondent.
2. Should any respondent have questions concerning the proposed project, find discrepancies or omissions in the solicitation document or otherwise require clarification, such matters must be submitted in writing to the RFP Contact named in the Notes To Respondent at least five (5) business days prior to the RFP deadline in order to provide sufficient time to respond.

3. No interpretation or clarification of the meaning of any part of this RFP will be made orally to any respondent.
4. Copies of all questions and answers, and any Addenda to supplement the Proposal, will be available through Biddingo.com no later than four (4) business days prior to the RFP deadline. Only formal written responses to properly submitted questions will be binding on The Town. Any such clarifications or addenda shall become part of this Request for Proposal.
5. All inquiries and other communications throughout the RFP period are to be directed ONLY to the municipal contact named in the Notes To Respondent. Proponents must not attempt to communicate directly or indirectly with any employee, contractor, elected official or other representative of The Town, including the Evaluation Team. Non-compliance with this condition during the RFP period may (for that reason alone) result in disqualification of a Proposal.

#### IV. PREPARATION AND SUBMISSION OF PROPOSALS

1. Proponents shall prepare a Proposal addressing all the requirements of this RFP. The Proposal must include: Form of a Revocable Offer, completed and signed, and the Proposal Submission Forms, completed and signed, as set out in this RFP. The Proponent's signature indicates acceptance of the Scope of Services and Terms and Conditions as set out herein.
2. It is essential that all elements contained in each submission be stated in a clear and concise manner. Failure to provide complete information as requested will be to your disadvantage.
3. Proposals will be evaluated in accordance with the mandatory requirements as detailed in IX Evaluation. Proponents are instructed to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the Evaluation Team. Only proposals found to meet the mandatory requirements will be further evaluated in accordance with the evaluation criteria subject to point rating as detailed herein.
4. The Proposal must be received prior to the RFP Closing Date and Time as set out in the Notes To Respondent.
5. The Proposal must be in English.
6. Submissions will be accepted via Biddingo at [www.biddingo.com](http://www.biddingo.com). Hard copies will not be accepted.
7. The Proposal must contain a lump sum fixed price for all services to be provided and must be included in the Proposal Submission Forms as required.

8. The Proponent must attend an interview with The Town, if requested.

### **Validity of Proposal**

All Proposals must remain open for acceptance for a period of not less than 90 days after the closing date of the RFP. After the RFP closing date, no amendments to the Proposal will be accepted. However, during the evaluation, The Town may require clarification from, or conduct interviews with Proponents.

## **V. REVIEW**

1. The Town of Gananoque reserves the right to select consultants based on pricing, performance and availability.
2. Review and Evaluation of Proposals will be performed by an Evaluation Team which may include Council members and Staff of The Town.
3. The acceptance and award of a Proposal is subject to the approval of Council.
4. Upon selection of the finalist, The Town may, if necessary, begin scope clarifications, draft contract revisions and final price negotiations in order to comply with the budget set out for this activity. Should the negotiations fail to result in an executed contract with the preferred respondent, The Town may, at its sole discretion, elect to terminate negotiations with the preferred respondent and begin negotiations with the second most preferred respondent (and so on) or cancel the procurement process in its entirety.
5. Prior to commencing any work, the successful respondent will be required to enter into a contract with The Town. Price adjustments to reflect process and/or scope modifications may be negotiated after selection by The Town.
6. The lowest Bid may not necessarily be accepted.
7. The Corporation of the Town of Gananoque reserves the right to cancel this RFP at any time for any reason, prior to an official contract/agreement being signed.

## **VI. TERMS AND CONDITIONS**

The following Terms and Conditions are deemed to be accepted by all firms or individuals submitting a Proposal in response to this RFP, and are deemed incorporated into every contract resulting from this RFP:

1. Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent interviews and negotiations with The Town, if any. If The Town elects to reject any or all Proposals, The Town will not be liable to any proponent for any

claims, whether for costs or damages incurred by the proponent in preparing the Proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

2. The Proponent, by submitting a Proposal, agrees that it will not claim damages, for whatever reason, relating to the contract or in respect to the competitive process. The proponent, by submitting a Proposal, waives any claim for loss of profits if no contract is made with the proponent.
3. Bidders are deemed to expressly declare and warrant in the Proposal that:
  - a. The prices in this Proposal have been arrived at independently from those of any other proponent.
  - b. The prices in this Proposal have not been knowingly disclosed by the proponent, and will not knowingly be disclosed prior to award, directly or indirectly, to any other proponent or competitor.
  - c. No attempt has been made, nor will be made, to influence any other firm or individual to submit or not to submit a Bid for the purpose of restricting competition.
  - d. This Proposal is in all respects fair and without collusion or fraud.
  - e. The proponent is competent to perform the work as described in this RFP, and has the necessary qualifications, knowledge, skill and experience to perform the work.
4. This RFP shall not be construed as an agreement to purchase goods or services. The Town is not bound to enter into a contract with the Bidder who submits the lowest-priced proposal, or with any Bidder. Proposals will be assessed in light of the evaluation criteria. The Town will be under no obligation to receive further information, whether written or oral, from any Bidder.
5. Neither acceptance of a Bid, nor execution of a contract will constitute approval of any activity or development contemplated in any Proposal which requires any approval, permit or license pursuant to any federal or provincial law, or municipal bylaw.
6. Notice, in writing, to an individual or firm that he/she has been identified as the successful proponent, and the subsequent full execution of a written contract will constitute a contract for the goods or services, and no proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both events.
7. By submitting a Proposal, the Bidder agrees that should their Proposal be successful, they will enter into a contract with The Town that includes, at a minimum and without limitation, the clauses set out in the Terms Of Conditions of this RFP.
8. While The Town has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by The Town, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from forming their own opinions and conclusions, with respect to the matters addressed in this RFP.

9. Proponents are solely responsible for familiarizing themselves, and insuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Bidders to provide The Town with personal information of employees, Bidders shall ensure they have obtained consent from the employees before forwarding such information to The Town. By submitting a proposal, the Bidder consents to the use and collection of all personal information contained in the Proposal and specifically acknowledges and agrees that such information may be made public by The Town, without additional consent from the Bidder.
10. The successful Bidder shall be required to provide Commercial General Liability Insurance, in an amount no less than \$5,000,000. WSIB coverage shall be provided as required. Errors and omissions insurance shall also be required in a form and amount satisfactory to The Town. The Town shall be named as an additional insured on all policies of insurance and the successful Bidder shall provide proof of insurance as required.

## VII. PROVISIONS OF THE AGREEMENT

The following contractual Terms shall be included in any contract entered into with the successful Bidder. The final contract negotiated with the successful Bidder shall include, but not be limited to, the Terms set out below:

1. The Contractor will obtain all licenses and permits required to perform the Work, should any be required.
2. The Contractor will comply with all laws applicable to the Work or performance of the Contract.
3. Any Contract resulting from this RFP will be governed by, and will be construed and interpreted, in accordance with the laws of the Province of Ontario.
4. All disputes arising out of or in connection with the Contract, unless the parties agree otherwise, will be referred to and finally resolved by arbitration pursuant to the Municipal Arbitrations Act.
5. The Contract and the financial obligations of The Town, pursuant to the Contract, are subject to sufficient available funding within the municipal budget to enter into and complete the Contract.
6. Any Contract resulting from this RFP will require that the Contractor indemnify and save harmless The Town, its employees, elected officials and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by The Town at any time or times (either before or after the expiration or sooner termination of this Contract) where the same or any are based

upon or arise out of or from any action or omission to be done by the Contractor or by any servant, employee, officer, director or sub-contractor of the Contractor pursuant to the Contract excepting always liability arising out of the independent acts of The Town.

7. Any Contract resulting from this RFP shall require that the Contractor, without limiting its obligations or liabilities, and at its own expense, provide and maintain throughout the Contract term, insurance acceptable to The Town. The Contractor will provide The Town with a Certificate of Insurance naming the Town as an additional insured.
8. The Town will be the owner of the intellectual property rights in the design developed through the Contract.
9. For billing purposes payment will be made on a monthly basis. The Town's terms of payment are net thirty (30) calendar days upon receipt of invoice.
10. All invoices shall detail the following information:
  - a. Invoice Number
  - b. Date
  - c. Name of Town contact for services performed
  - d. Location of services
  - e. Description of services performed
  - f. Breakdown of materials, equipment used and unit costs
  - g. Signed daily worksheet/report (if applicable)

## VIII. DESCRIPTION OF PROCUREMENT PROCESS

The Town reserves the right to:

1. Supplement, add to, delete from or change this solicitation document;
2. Reject any or all Proposals or information received pursuant to this RFP;
3. Cancel this RFP at any time, with or without the substitution of another RFP;
4. Request additional data or information after the submittal date, if such data or information is considered pertinent to aid the review and selection process;
5. Conduct investigations with respect to the qualifications and experience of each respondent. This includes investigating references that may not be listed in the proposal;
6. Take any action affecting the RFP or the services or facilities subject to this RFP that would be in the best interest of The Town;
7. Require one or more respondents to supplement, clarify or provide additional information in order for The Town to evaluate the submitted Proposals;
8. The Town is not bound to accept the lowest price submission.

## IX. EVALUATION

The Evaluation process will be based on the following categories for a total of 100 points:

	<b>BEST VALUE EVALUATION CRITERIA</b>	<b>Weighted Score</b>
1.	<b>Project Understanding and Key Issues</b>	25%
2.	<b>Qualifications and Experience/Consultant Team</b>	20%
3.	<b>Price – Costing Proposal</b> The Town will evaluate total fees based on value.	30%
4.	<b>Project Work Plan/Schedule</b> Note: Final draft to be completed by October 21, 2022.	25%
	<b>TOTAL</b>	100%

The Bidder with the highest overall Evaluation Score may be identified as the successful Bidder and provided an opportunity to negotiate a contract to perform the Work.

## X. SITE LOCATION

Town of Gananoque – All roads, alleys and sidewalks owned by the Municipality.

## XI. SCOPE OF SERVICES

### **Scope of Work**

Engineering firms are required to submit a detailed Proposal to complete the main focuses of the Scope of Work, which include but are not limited to:

#### **Technical**

- Project understanding with a description of the work which will be performed.
- Detailed methodology and approach listing tasks, resources assigned and total hours.
- Detailed time schedule outlining the same tasks detailed in the methodology with key milestones and submissions for each location.
- Table indicating distribution of tasks/hours for each team member, including fees.
- Demonstrate example projects where each team member has successfully undertaken a similar role to that proposed with this project.
- Provide references of these similar roles which will include, contact information, email, phone number and name.
- Provide a list of suppliers and sub-contractors which may be utilized during this study.
- Detailed description of the quality assurance processes and procedures that will be followed specifically with this project.
- A list of the quality assurance documentation that will be provided to the Municipality at each stage of the project.

#### **Financial**

A fee structure and total upper limit cost of the project, including a breakdown of fees using the same headings from the Proponent's proposed methodology, which shall include as a minimum:

- A summary of hourly charge out rates and staff-hour requirements for all personnel involved with the project.
- Sub-Proponent fees.
- Disbursements, meetings and all other costs to complete the work: including, full time inspection during all hours of work and Contract Administration.
- Allowance for the Harmonized Sales Tax.
- Summary of total cost for entire project.
- The Proposal shall also include an explanation of the company's billing procedure.

#### **Objectives**

The main objectives of this study are to obtain accurate and qualified information in regards to the current condition of the outlined assets, obtain a forecasted plan for current and future road and sidewalk maintenance, and incorporate the study as a mechanism when updating the Municipality's Asset Management Plan and completing Capital and Operational Budget forecasting.

The following is a summary of deliverables required, but not limited to, for the proposed works:

- Consult and meet with Town Staff to identify background information and initiate project.
- Collect and review background information including, but not limited to; previous reports.
- Collect Traffic Data on the entire road network using ATR (Automatic Traffic Recorder) methodology, determining: percentage of Heavy Truck traffic and Average Daily Traffic, minimum 24 hours per count.
- Complete Inspection of Road Network with the Superintendent of Roads.
- Roadside safety device inspections shall include but are not limited to the following:
  - Data collection of existing traffic barrier (location, length, deficiencies, photo).
  - Data collection of regulatory/warning signage (sign type, location, photo, condition, post type, retro-reflectivity).
  - Recommended improvements for all roadside safety devices.
- Compile historic information along with new information within a digital database.
- Indicate the road classification as per O. Reg. 239/02, as amended.
- 10-year plan for all maintenance and improvements of roads, sidewalks and drainage for four scenarios: Maintain Existing Forecasted Budget, Increase Forecasted Budget, Maintain Existing Condition, Improve Condition.
- Indicate fiscal gaps within existing budget.
- Provide 1<sup>st</sup> draft report to Staff, receiving feedback on budgetary figures, priority road works etc.
- Finalize report including recommendations from Council and Staff.
- Final submission shall include the following:
  - Provide a Shape File (.shp) of the newly acquired information.
  - Provide a 10-year plan to using a “live” excel database.
  - Provide 3 hard copies of the final report.
  - Provide 1 electronic copy of the final report.
  - Provide all pictures, databases, field notes etc.
  - Presentation of the final report to Council.

- Road Inspections shall include but are not limited to the following:
  - Surface Type
  - Road Section Type
  - Environment
  - Drainage
  - Function Class
  - Design Class
  - Ride Condition Rating
  - Pavement Condition Index
  - Requirements of Regulatory and Warning Signs
  - Surface Width Measurements
  - Shoulder Width Measurements
  - Geometric Deficiencies
  - Recommended Improvement Type(s) and Timing

The Road Needs study shall be a comprehensive review of all aspects of the Road Network, including surface, sidewalks and drainage.

The Proposal must include the signed Form of Irrevocable Offer as contained in the RFP documents. The Proponent's signature indicates acceptance of the terms and conditions set out herein. Ensure that the signatory has authority to commit the organization.

Proposal should be concise and should address, but not necessarily be limited to, the requirements and evaluation criteria set out in this RFP.

Proposals will be evaluated in accordance with the requirements as detailed in Review/Evaluation above. Proponents are instructed to address each requirement in sufficient depth to permit a complete requisite analysis and assessment by the Evaluation Team. Only Proposals found to meet the mandatory requirements will be further evaluated in accordance with the Evaluation Criteria.

The Proposal shall include a fixed lump sum price for undertaking the Scope of Work/Services as described in this RFP. The fee proposal shall include any sub-consultants and all disbursements. The Proposals shall be all inclusive and must include the deliverables identified, any unforeseeable deliveries for a project of this nature and complexity as described in this RFP and based on the site visit.

The Proposal should include a history of the firm, including details of comparable projects and previous experience in road rehabilitation projects, drainage, transportation studies, etc.

The Proposal must include sufficient detail to allow the Evaluation Team to understand your role in the project, the value added by your participation, and all relevant information necessary to assess your qualifications to undertake the Scope of Services.

The Proponent shall submit CVs for all personnel that will work on the project. CVs shall be up-to-date and shall be submitted as an Appendix in alphabetical name sequence. Proponents shall identify each employee's demonstrated relevant experience and education and include the following:

- a. demonstrate required experience and skill sets;
- b. detailed individual resumes;
- c. brief description of relevant projects and complexity including individual's role, responsibilities and length of time spent on the project;
- d. provide, for each project, references which may be contacted

***Ontarians with Disabilities Act***

The Proponent shall acknowledge their awareness of and all measures that will be taken to comply with the *Ontarians with Disabilities Act*.

## FORM OF IRREVOCABLE OFFER

I, \_\_\_\_\_ hereby offer to provide the requirements under Request for Proposal RDS-2022-06 to the Corporation of the Town of Gananoque according to the Terms set out in this Proposal as well as in the RFP, including the requirement for an acceptance by a formal contract acceptable to The Town. I also agree that this irrevocable offer shall be open to acceptance by The Town for a period of 120 days from the RFP closing date.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/Province

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email

## PROPOSAL SUBMISSION

I/We the undersigned have read and understand this Proposal document, and herewith agree to perform the Scope of Work/Services required in accordance with the Proposal document, at the price(s) listed below:

I/We certify that:

1. The party executing this document is an authorized signing authority for the firm.
2. To the best of my/our knowledge and belief the information provided in our Proposal submission is correct.
3. Except as expressly and specifically permitted in the instructions to Proponents, we shall not have any claim for any compensation of any kind whatsoever, as a result of participating in this bid, and by submitting a bid we shall be deemed to have agreed that we have no such claim.
4. To the best of my/our knowledge and belief our Bid submission is made without any connection, comparison of figures or arrangement with or knowledge of any other corporation, firm or person submitting a bid for the same work and is in all respects fair and without collusion or fraud.
5. To the best of my/our knowledge and belief no member of Town Council and no officer or employee of The Town is, will be, or has, become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise in, or in the performance of the Contract, or in the supplies, work, or business to which it relates, or in any portion of the profits thereof, or in any of the money to be derived therefrom.
6. The Bid submission will remain open for acceptance for a period of 120 (one hundred and twenty) calendar days after opening of the bids and The Town may at any time within this period accept the Bid.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Please print

Firm: \_\_\_\_\_

## PROPOSAL SUBMISSION

The check boxes are included as a helping tool for your convenience to ensure the submission is complete. (you are not required to check the boxes)

<p><b>EXPERIENCE OF SIMILAR WORK:</b></p> <p>The Proposal should include a history of the firm, as well as experience of similar work and references.</p> <p>The Proponent shall submit up-to-date curriculum vitae for all personnel that will work on the project.</p>		<input type="checkbox"/>
<p>Pursuant to Section 29(1(a) of the <i>Municipal Freedom of Information Act</i>, I _____, authorize the Corporation of the Town of Gananoque to contact any person(s)/companies for the purpose of obtaining reference information.</p>		<input type="checkbox"/>
<p><b>SUBCONTRACTORS:</b></p> <p>Will sub-contractor services be used?</p>	<p>Yes ____ If yes, please attach a list of names and contact numbers to your submission.</p> <p>No _____</p>	<input type="checkbox"/>
<p><b>PROPOSAL BID:</b></p> <p>The Proposal shall include a fixed lump sum price for undertaking the Scope of Work described in this RFP. The fee proposal shall include any sub-consultants and all disbursements. Bid forms must be used and included in all submissions.</p>		<input type="checkbox"/>
<p><b>ADDENDA:</b></p> <p>The Contractor is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, "None":</p> <p>Addenda Numbers:</p>		<input type="checkbox"/>

## PROPOSAL SUBMISSION

DESCRIPTION	NOTES	ASSOCIATED COSTS
Consulting Engineering Services for a Comprehensive Roads Needs Study	<i>Final detail design to be completed by October 21, 2022</i>	\$
<b>Total Costs Excluding HST</b>		\$ _____

<p><b>COMMENCEMENT AND COMPLETION</b></p> <p>Date of Commencement Upon Award: _____</p> <p>Date of Completion: _____</p>	
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<p><b>SIGNED AND SUBMITTED FOR AND ON BEHALF OF:</b></p> <p>The undersigned hereby acknowledges and agrees that the RFP has been read and fully understood.</p>		
Business Name (please print)	Telephone:	
Street Address (please print)	Cell:	
City/Town and Postal Code	Email:	
Title of Authorizing Representative:	Print Name:	
Date:	Signature:	
<p>Your completion of this Form confirms acceptance of the Town of Gananoque Terms and Conditions. Proponents who impose restrictions on a Bid using a qualifying statement may risk having their bid rejected.</p>		

## SCHEDULE 'A'

Town of Gananoque – Map of Streets and Alleys – PDF

## SCHEDULE 'B'

Street Names, Alley Names and Sidewalk Locations – Excel Spreadsheet

## SCHEDULE 'C'

Sidewalk Map – PDF

# THE CORPORATION OF THE TOWN OF GANANOQUE

## BY-LAW NO. 2022-091

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**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND THE CLERK TO SIGN AN AGREEMENT WITH GREER GALLOWAY GROUP INC., FOR THE PROCUREMENT OF SERVICES TO COMPLETE A COMPREHENSIVE ROADS NEEDS STUDY,**

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**AND 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-2022-16, and concurred with the recommendation to authorize the Mayor and Clerk to sign an Agreement with Greer Galloway Group Inc., for the procurement of services to complete a Comprehensive Roads Needs Study, to upset limit of \$28,430.00 (excluding HST), as per Tender RDS-2022-06;

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

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

1. **AUTHORIZATION:**

1.1 That the Mayor and Clerk are hereby authorized to sign an Agreement with Greer Galloway Group Inc., for the procurement of services to complete a Comprehensive Roads Needs Study, to upset limit of \$28,430.00 (excluding HST).

2. **SCHEDULE:**

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

3. **EFFECTIVE DATE:**

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

Read a first, second and third time and finally passed this 9<sup>th</sup> day of August 2022.

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Ted Lojko, Mayor

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Penny Kelly, Clerk

(Seal)



**G NANOQUE**  
Council Report – UTIL-2022-07

**Date:** August 9, 2022  **IN CAMERA**  
**Subject:** Water and Wastewater Second (2<sup>nd</sup>) Quarter Reports  
**Author:** David Armstrong, Manager of Public Works  **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE WATER AND WASTEWATER SECOND (2<sup>ND</sup>) QUARTER REPORT FOR INFORMATION, AS PRESENTED IN COUNCIL REPORT UTIL-2022-07.

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**STRATEGIC PLAN COMMENTS:**

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

**BACKGROUND:**

This report covers the months of April, May and June, 2022. The intent of this report is to keep Council, and the public current with performance and major operational aspects of the water and wastewater systems, including any notable highlights, Ministry of Environment, Conservation and Parks (MECP) Inspections, and Adverse Conditions.

**INFORMATION / DISCUSSION:**

This report is submitted quarterly and represents the Second (2<sup>nd</sup>) quarter of 2022. Throughout this quarter there was one (1) bypass/overflow event, as noted within the Wastewater Report.

On June 17<sup>th</sup> there was a request to the MECP for a temporary bypass allowance during the maintenance of the Cell 1 weir structure at the Lagoon. The Municipal Water and Wastewater Permissions Section, Environmental Permissions Branch, approved the temporary bypass to divert flow and allow our contractor to complete the associated works as part of the concrete structure replacements.

Two (2) Opportunities for Improvement (OFI’s) were highlighted within the Internal Audit Report pertaining to operations of the Utilities division that staff will be investigating to seek a solution for in the coming months and look to implement or request for 2023:

1. *A couple of more certified operators – or at least one full-time certified operator plus summer students (OIT) would be beneficial. Dead end flushing, hydrant inspections & maintenance, meeting AWWA standard on valve exercising programs, having time to analyse and optimize processes. Vacation schedules in the summer, OT in lieu time off, sick leaves due to surgeries or other injuries - all impact staffing abilities to achieve intended outcomes on an ongoing basis.*

2. *Improved facility and equipment resources should be considered to address deficiencies in office space, storage space for equipment and pipes, locker rooms, changerooms, lunchrooms, staff parking, along with additional vehicles.*

Both of these items have been noted in the past. The Public Works Department will work towards a solution to ensure the Town is providing suitable staffing levels for the safeguarding of our core infrastructure, as well as offer adequate facilities for our staff to conduct their day-to-day operational requirements.

**APPLICABLE POLICY/LEGISLATION:**

*Quality Management System Communications Procedure #1006*  
*Safe Drinking Water Act*

**FINANCIAL CONSIDERATIONS:**

N/A

**CONSULTATIONS:**

Christine Brennan, Utilities Compliance Coordinator  
 Mike Mills, Utilities Chief Operator (ORO)

**ATTACHMENTS:**

Attachment 1 – 2022 2<sup>nd</sup> Quarter Water Report  
 Attachment 2 – 2022 2<sup>nd</sup> Quarter Wastewater Report

<b>APPROVAL</b>	<p>_____</p> <p>David Armstrong, Manager of Public Works</p> <p>_____</p> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council’s own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p>
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## **Quarterly Reports**

### **Water**

2<sup>nd</sup> Quarter

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David Armstrong  
Manager of Public Works



**James W. King Drinking Water System  
220001254**

This report covers the second (2<sup>nd</sup>) Quarter of 2022 (April, May and June). The intent of the report is to keep the Committee, Council, and the public current with the performance and major operational aspects of the Water Treatment Plant and the Water Distribution System, including any notable highlights, MECP inspections and adverse conditions. Gananoque continues to follow the Water Treatment Plant's Municipal Drinking Water Licence and Drinking Water Works Permit, in addition to the Ontario Safe Drinking Water Act and Regulations.

**Adverse Water Quality Incidents / Non-Compliance**

No adverse water quality incidents occurred.

**Regulatory Sampling**

Annual	Completed January 11 <sup>th</sup> , 2022
Lead	December 15 <sup>th</sup> 2021– April 15 <sup>th</sup> 2022 June 15 <sup>th</sup> 2022 – October 15 <sup>th</sup> 2022
Treated/Raw	Microcystin Sampling Weekly (June 1 <sup>st</sup> to October 31 <sup>st</sup> )

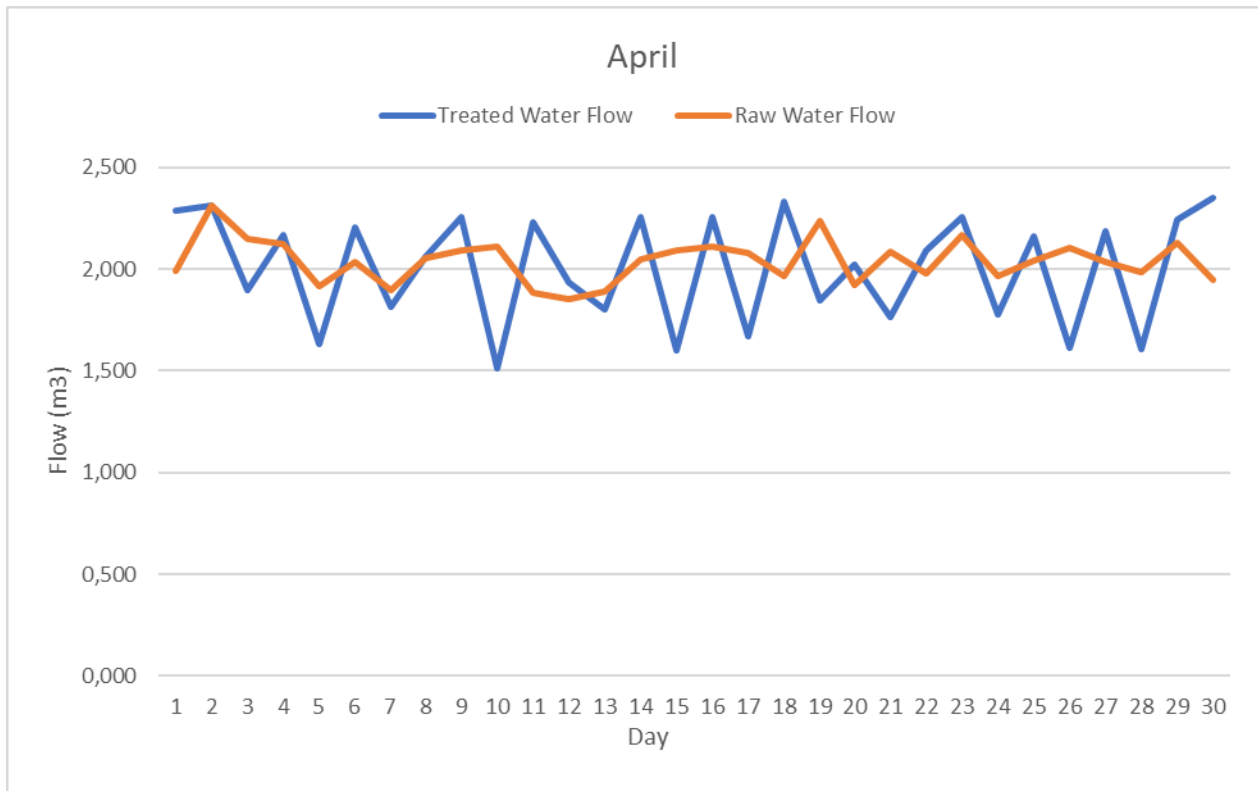
April	Bacteriological	E.Coli – 16 out of 16 safe samples Total Coliform – 16 out of 16 safe samples HPC – 16 out of 16 safe samples	
	Distribution Chlorine Residuals	Free Min – 1.18 mg/l Max – 3.45 mg/l Ave – 2.22 mg/l	Total Min – 1.51mg/l Max – 3.85 mg/l Ave – 2.50 mg/l
May	Bacteriological	E.Coli – 20 out of 20 safe samples Total Coliform – 20 out of 20 safe samples HPC – 20 out of 20 safe samples	
	Distribution Chlorine Residuals	Free Min – 0.87 mg/l Max – 3.08 mg/l Ave – 1.96 mg/l	Total Min – 1.10mg/l Max – 3.23 mg/l Ave – 2.25 mg/l
June	Bacteriological	E.Coli – 16 out of 16 safe samples Total Coliform – 16 out of 16 safe samples HPC – 16 out of 16 safe samples	
	Distribution Chlorine Residuals	Free Min – 0.79 mg/l Max – 2.89 mg/l Ave – 1.76 mg/l	Total Min – 0.96 mg/l Max – 3.19 mg/l Ave – 2.02 mg/l

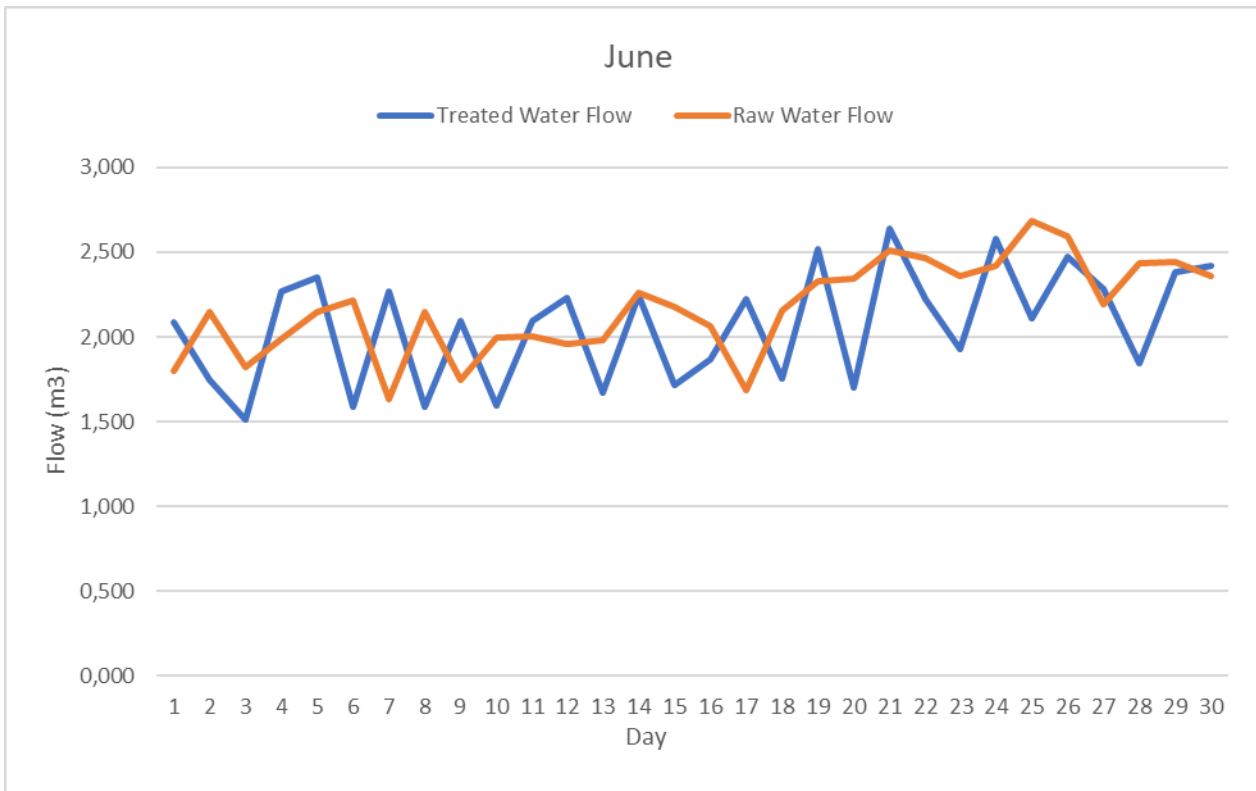
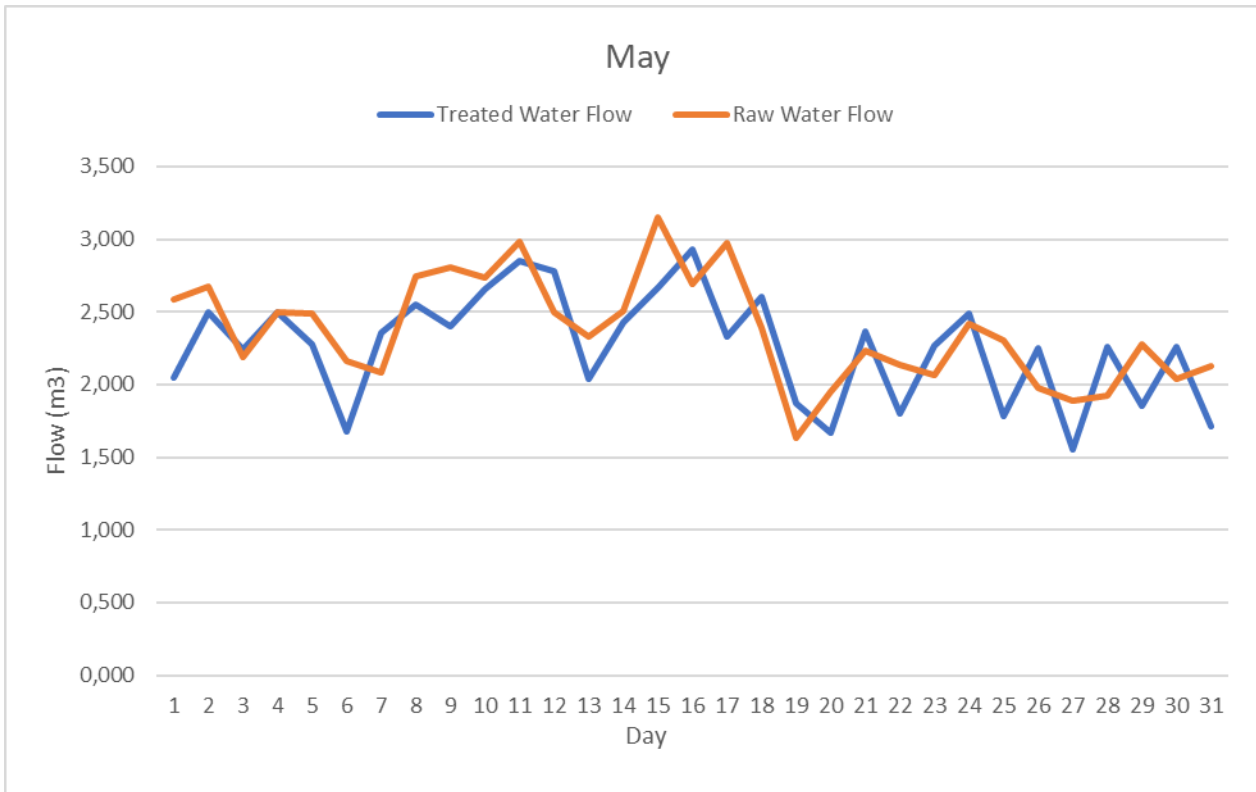
**Water Treatment Plant Flows**

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

Month	Max Raw Daily Flow	Average Raw Daily Flow	Max Treated Daily Flow	Average Treated Daily Flow
April	2,314 m <sup>3</sup> /day	2,072 m <sup>3</sup> /day	2,356 m <sup>3</sup> /day	2,005 m <sup>3</sup> /day
May	3,150 m <sup>3</sup> /day	2,369 m <sup>3</sup> /day	2,926 m <sup>3</sup> /day	2,258 m <sup>3</sup> /day
June	2,682 m <sup>3</sup> /day	2,169 m <sup>3</sup> /day	2,641 m <sup>3</sup> /day	2,067 m <sup>3</sup> /day

**Raw and Treated Water Treatment Plant Flow Graphs:**





## **Operational Water Treatment Plant Highlights**

### Treatment Plant:

- May 19, 2022 – Jet Electric onsite to replace both float alarms on the alum day tanks.
- June 3, 2022 – Xylem onsite to complete annual pump inspections of the Water Treatment Plant domestic sewage pumps.
- June 10, 2022 – Dundee Marine onsite to complete the annual raw water intake inspection. Dundee cleaned the intake chamber and sampling line; the raw sampling line was flushed for 1h to help further clear remaining debris before restoring it back to normal operation.
- June 16, 2022 – Johnson Controls onsite to complete the air conditioning units annual service.
- June 16, 2022 - SCG onsite to complete annual maintenance on the alum pumps.
- June 16, 2022 – Jet Electric onsite to replace the belts in the air handling unit.

## **Operational Distribution System Highlights**

### General:

- May 10, 2022 – Low pressure complaint for the fire/sprinkler system at a King Street West property. A pressure test was performed on the King Street hydrant showing a consistent value of 65 psi. The fire service was internally cleaned and inspected by Universal Mechanical. Using a camera, at approximately 87 feet there was pipe friction and rocks. Further investigations and troubleshooting are currently underway.
- May 12, 2022 - A resident noticed a collection of water on Queen Street. Operators attended site and confirmed the water was from the night time hydrant flushing.
- June 6, 2022 –Began a plan and the implementation of a the Ribfest water supply.

### Hydrants:

- May 1, 2022 – Night time spring hydrant flushing began, all hydrants in the Town were flushed.
- May 13, 2022 – The battery was changed on the pressure monitoring device at Dempster Drive.
- May 24, 2022 – Lakeshore Hydrants onsite for fire flow testing in the South Ward. Fire flow testing is used to help verify the pressure and rate of flow available at various locations. This ensures all hydrants are capable of providing water at an acceptable pressure and flow rate for public health and firefighting operations.
- June 27, 2022 – Battery charger and 665 Charles Street battery sent to Eramosa for repair, the battery is not holding its charge.

### Services:

- Seasonal water activations complete.
- Various curb stop repairs.

### Water Tower:

- June 9, 2022 – Flushed pressure transmitter.
- June 10, 2022 – Battery replaced in the Honda EU 6500IS generator at the Water Tower.

### Valves:

- June 6, 2022 – Wachs onsite to complete a demonstration of their valve repair tool. During the demo they repaired a William St North valve and a Charles St North valve.

Water Meters:

- Monthly meter reads.
- Various meter inspections, replacements and installations.
- May 16, 2022 – Neptune onsite to commence phase two of the meter replacement program.

Flush Stations:

- Inspected flush stations monthly and changed batteries as needed.

**Regulatory Compliance/DWQMS Conformance**

- April 12, 2022 – SAI Global conducted the Drinking Water Quality Management System Re-accreditation audit for the James W. King Drinking Water System, the Town was issued a new Certificate of Accreditation (**Appendix A**).
- May 26, 2022 – Reviewed SOP 204 Harmful Algal Bloom Monitoring, Sampling and Reporting (**Appendix B**) as required by the Municipal Drinking Water License. As of July 29<sup>th</sup>, 2021 under Schedule C section 6 the license requires the following actions to be completed annually:

“6.1 The owner shall develop and keep up to date a Harmful Algal Bloom monitoring, reporting and sampling plan, herein known as the “Plan”, to be implemented when a potential harmful algal bloom is suspected or present. The owner shall have the Plan in place on or before January 20, 2022.

6.1.1 The owner must have a copy of the Plan available onsite at the drinking water system, for inspection upon request by Ministry staff.

6.1.2 The owner must implement the Plan annually during the harmful algal bloom season, during but not limited to the warm seasonal period between June 1 and October 31 each year, or as otherwise directed by the Ministry or the Medical Officer of Health.

6.1.3 The owner must train all relevant drinking water system staff on the Plan prior to the beginning of each warm season.”

- June 22, 2022 – Acclaims Environmental conducted the annual Drinking Water Quality Management System Internal Audit (**Appendix C**)

Prepared By:

*Christine Brennan*

Christine Brennan  
Utilities Compliance Coordinator

## Appendix A



# CERTIFICATE OF ACCREDITATION

This is to certify that the following operating authority:

## The Corporation of the Town of Gananoque

30 King Street East, P.O. Box 100, Gananoque, Ontario K7G 2T6 Canada

Refer to Attachment to Certificate of Accreditation dated April 27, 2022 for additional drinking water systems

operates a

## Quality Management System

which conforms with the requirements of

## DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017

for the following scope of accreditation

### Full Scope - Entire DWQMS

Certificate No.: CERT-0146477  
File No.: 1632267  
Issue Date: April 27, 2022

Original Certification Date: March 15, 2013  
Certification Effective Date: April 26, 2022

Calin Moldovean  
President, Business Assurance  
SAI Global Assurance



DWQMS 2017



# ATTACHMENT TO CERTIFICATE OF ACCREDITATION

These sites are accredited under Certificate No: CERT-0146477 issued on April 27, 2022

**File No.**

**Effective Date**

1632267

**The Corporation of the Town of Gananoque**

April 26, 2022

30 King Street East, P.O. Box 100, Gananoque, Ontario K7G 2T6 Canada

## Drinking Water Systems

	<b>Site No.</b>	<b>Site Name</b>
Yes	1632268	James W. King Drinking Water System

These accreditations are dependent on The Corporation of the Town of Gananoque (File No. 1632267) maintaining their scope of registration to DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017

## Appendix B

<b>PROCEDURE TITLE: Harmful Algal Bloom Monitoring, Sampling and Reporting</b>		<b>PROCEDURE NO: 204</b>
		<b>ISSUED BY: C. Brennan</b>
<b>AUTHORIZED BY: Utilities Superintendent</b>	<b>REV. DATE: June 10, 2022 REVISED BY: C. Brennan</b>	<b>ISSUE DATE: January 12, 2021</b>

### 1.0 Procedure Description

This procedure describes the methods used by the Gananoque Utilities Division to ensure all employees are trained and familiar with the requirements of algal bloom monitoring, sampling and reporting in the Municipal Drinking Water Licence.

### 2.0 Responsibility

The Operators, the Operator in Charge, the Utilities Superintendent, the Overall Responsible Operator and the Utilities Compliance Coordinator.

### 3.0 Reason for Procedure

The Owner is required to develop a harmful algal bloom monitoring, reporting and sampling plan as per the Municipal Drinking Water Licence.

### 4.0 Definitions

**Algae** - A diverse group of organisms that range in shape, size, pigment, life cycles, structures and habitats. They can be Planktonic (suspended in water), Periphytonic (attached to surface), and Benthic (on the bottom).

**Bloom** - An excessive growth of one or more species of algae, including cyanobacteria. Blooms can impact the appearance of water, resulting in unpleasant tastes and smell, reduce water clarity, and colour the lake a vivid green, brown, yellow, or red.

**Cyanotoxins** – Toxins produced by certain species of blue-green algae. These toxins, like Microcystins, are contained within the cyanobacteria cell and are released when the cell wall is broken, which can occur when the cell dies and decomposes or is damaged by physical abrasion, or by chemicals like chlorine.

**Microcystins** - Toxins produced by cyanobacteria that have negative health effects to mammals, liver toxicity and a possible carcinogen, the most common and toxic variant being Microcystin-LR.

### 5.0 Procedure

#### 5.1 Monitoring

During the period between June 1st and October 31<sup>st</sup> a weekly visual inspection of the source water shall be completed for blue green algal and recorded on Form 007 – In House Lab Sheet. If an algal

<b>PROCEDURE TITLE: Harmful Algal Bloom Monitoring, Sampling and Reporting</b>		<b>PROCEDURE NO: 204</b>
		<b>ISSUED BY: C. Brennan</b>
<b>AUTHORIZED BY: Utilities Superintendent</b>	<b>REV. DATE: June 10, 2022 REVISED BY: C. Brennan</b>	<b>ISSUE DATE: January 12, 2021</b>

bloom is observed the Utilities Superintendent, Utilities Compliance Coordinator, Overall Responsible Operator, and the Operator in Charge must be notified for further direction.

## 5.2 Sampling

Sampling is required on the raw and treated water weekly between the period of June 1<sup>st</sup> and October 31<sup>st</sup> each year, or as otherwise directed by the Ministry or the Medical Officer of Health. These samples must be sent to Caduceon before 4:00pm each Tuesday for analysis. Caduceon completes a general Microcystin analysis where the results must remain below 1.5 µg/L. If Caduceon receives a higher result than 1.5 µg/L the sample is sent to the Ministry of the Environment, Conservation and Parks laboratory to complete a Microcystin-LR analysis. The Ontario Drinking Water Standard for Microcystin-LR is a maximum acceptable concentration of 1.5 micrograms per litre (µg/L).

The Ministry of the Environment, Conservation and Parks laboratory is the only laboratory in Ontario licensed to analyze for Microcystin-LR in drinking water samples. To screen for Microcystins, the lab uses ELISA, enzyme-linked immunosorbent assay, a biochemical assay that uses antibodies directed against the protein to measure Microcystins.

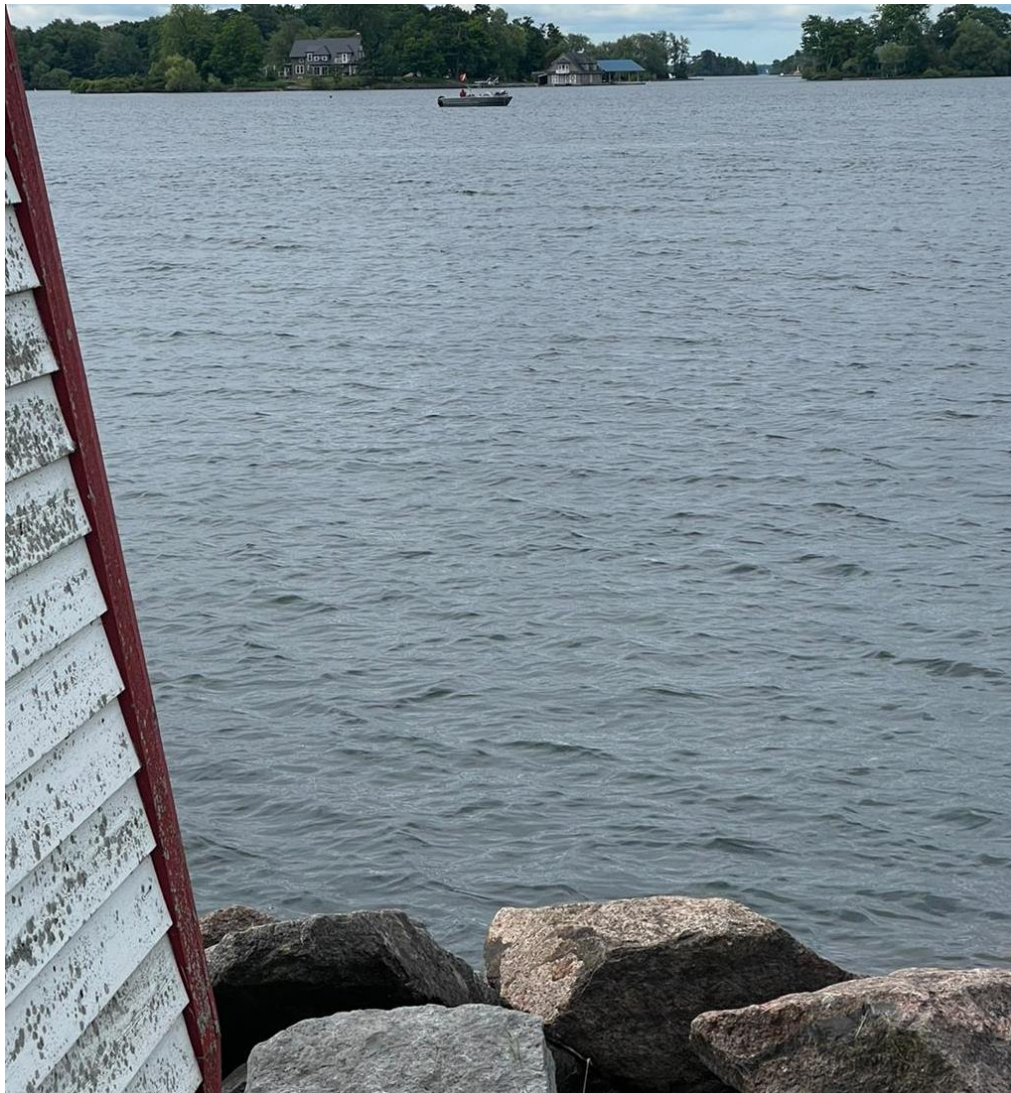
## 5.3 Reporting

If a harmful algal bloom is detected, observed or suspected notification to the Overall Responsible Operator, the Operator in Charge, the Utilities Superintendent and the Utilities Compliance Coordinator are required.

Once notified follow the direction of the Adverse Water Quality Results Procedure. Verbal notification is provided to the Ministry of the Environment, Conservation and Parks, Spills Action Centre (SAC), at 1-800-268-6060 or 416-325-3000 AND the local Medical Officer of Health (MOH) 613-345-5685.

The intake is located in the below picture under the boat.

<b>PROCEDURE TITLE:</b> Harmful Algal Bloom Monitoring, Sampling and Reporting		<b>PROCEDURE NO:</b> 204
		<b>ISSUED BY:</b> C. Brennan
<b>AUTHORIZED BY:</b> Utilities Superintendent	<b>REV. DATE:</b> June 10, 2022 <b>REVISED BY:</b> C. Brennan	<b>ISSUE DATE:</b> January 12, 2021



### 6.0 Training

Annual algal bloom training will occur before June 1<sup>st</sup> of each year. The documented training will review the procedure overview, adverse water quality reporting, and sampling requirements.

### 7.0 Associated Documents

- ✓ Municipal Drinking Water License
- ✓ EP 1107 Adverse Water Quality Results
- ✓ Form 007 – In House Lab Sheet

## Appendix C

Drinking Water Quality Management Standard (DWQMS 2.0)

# Internal Audit Report

For the period of:

June 12, 2021 to June 22, 2022

For:

Town of Gananoque

Public Utilities division

James W. King Drinking Water System

Conducted by:



Audit dates: June 20-22, 2022

Report date: June 22, 2022

## 1.0 Overview & Objectives

Acclaims Environmental Inc. was retained to conduct an internal audit of the Town of Gananoque's quality management system (QMS) on June 20-22, 2022 to determine whether it conforms to the requirements of the Drinking Water Quality Management Standard (DWQMS 2.0); and to assess whether the QMS is effectively implemented.

The internal audit was conducted with one lead auditor, Brigitte Roth of Acclaims Environmental Inc.

This report summarizes the audit results in section 2.0 Audit Findings, categorizing positive findings, non-conformities and opportunities for improvement.

### 1.1 Risks and Opportunities

The risk-based approach was used in conducting this audit; which considers risks and opportunities to ensure that the audit focuses on matters that are significant for the auditee and for achieving the audit program objectives.

In any audit, potential risks can include those related to *ineffective*: planning / identification of external and internal issues; resources; audit team; communication; audit program implementation / monitoring / improvement; control of documented information; and availability of auditee and/or evidence.

Also, opportunities can include *efficiencies* such as: allowing multiple audits to be conducted in a single visit; minimizing time and distances travelling to sites; matching competencies of audit team to competencies needed; and aligning audit dates with the availability of auditee's staff.

***This audit was conducted remotely, using information and communications technology (ICT) for audit interviews.*** Potential risks in conducting audits remotely include: issues related to ICT availability / capability / reliability; auditee knowledge and familiarity with ICT; evidence presented might not be representative; and additional follow-up may be required. Opportunities in conducting this audit remotely: supports business continuity, allows for internal audits to be conducted in extraordinary times; improved efficiency with auditees' time; can follow-up with requested information.

### 1.2 Scope

This internal audit was performed remotely, using information and communications technology (ICT). The COVID-19 pandemic response (in implementing measures to prevent the spread of the virus) has presented unique opportunities for organizations to explore alternative approaches for business continuity. Conducting audits remotely was one of these opportunities and is a permitted practice under normal operating conditions through the province's Municipal Drinking Water Licensing Program and through ISO 19011:2018 Guidelines for auditing management systems.

The Operational Plan for the Town's Public Utilities and drinking water system was reviewed for conformity to the DWQMS 2.0. This audit also reviewed the Public Utilities' planned processes and programs to evaluate how well QMS requirements are integrated into them.

Process audits examine the resources (equipment, materials and people) used to transform the inputs into outputs, the methods (procedures and instructions) followed and the measures collected to determine process performance. Process audits check the adequacy and effectiveness of the process controls established by procedures, work instructions, training and process specifications.

As the last internal audit was conducted on June 9-11, 2021, this audit focused on the period between June 12, 2021 and June 22, 2022.

## 1.3 Methodology

The audit was conducted in accordance with ISO 19011:2018 – Guidelines for auditing management systems.

The list of all auditing criteria is included in Appendix "A" – Audit Plan. Appendix "B" – Interviews, Documents and Records lists persons interviewed, along with documents and processes reviewed. Appendix "C" – Audit Checklists includes the checklists used to conduct the audit.

In order to conduct audits within scope, time and budgetary constraints, audit evidence is based on a sampling of processes, programs, and information available. The size of the sample selected is appropriate to the size and scale of the operation and information available. Objective evidence collected is based upon the sampling.

The conclusions presented in this report are based on information presented during the internal audit.

## 1.4 Audit Program Monitoring and Reviewing

The implementation of the audit program was monitored and, at appropriate intervals, reviewed to assess whether the objectives have been met and to identify opportunities for improvement. The results of this review will be included in this report, if applicable.

Performance indicators were used to monitor characteristics such as:

- conformity with the audit program, schedules and audit objectives,
- the ability to implement the audit plan,
- feedback from top management, auditees, auditors and other interested parties, and
- adequacy of documented information in the whole audit process.

The audit program review considered:

- a) results and trends from monitoring,
- b) conformity with procedures,
- c) evolving needs and expectations of relevant interested parties,
- d) audit program records,
- e) alternative or new auditing methods / practices,
- f) effectiveness of the actions to address the risks and opportunities, and internal and external issues associated with the audit program, and
- g) confidentiality and information security issues relating to the audit program.

Corrective actions and opportunities for improvement from the results of audit program reviews, if any, are included in the internal audit report's section 2.0 Audit Findings.

## 1.5 Auditors

The Lead Auditor was Brigitte Roth, who has extensive auditing experience and is a certified auditor with the Environmental Careers Organization of Canada (ECO Canada). Auditor qualifications are included in Appendix "D" – Auditor CV and Training Certificates.

## 1.6 Confidentiality

The information gathered by Acclaims Environmental Inc. is the property of Town of Gananoque only and will not be transmitted to any third party without the prior written consent of an authorized representative. All documents provided by the organization prior to and during the assessment are kept only for the purpose of audit review and audit report preparation.

## 2.0 Audit Findings

### 2.1 Positive Findings

The following positive audit findings were noted during the audit:

#### **Commitment**

- Staff interviewed were knowledgeable about their processes and programs and their roles' impacts on achieving the commitments included in the QMS Policy.
- A collaborative work environment is established among Gananoque's Public Utilities division and was consistently referred to.
- Great customer service is a priority among staff across all areas of Public Utilities.

#### **Culture of continual improvement**

- Consistently throughout the audit, improvements were noted with regards to achieving intended outcomes of drinking water system processes and programs.
- Corrective action reports are effectively completed to address ongoing system deficiencies or out-of-ordinary conditions.
- All opportunities for improvement identified in the previous internal and external audits have been verified as completed or are in progress.

#### **Use of technology**

- All GIS updated with locations of valves, sewers, data on every piece of infrastructure the town owns.

### 2.2 Non-Conformities

No non-conformities were noted during the audit.

### 2.3 Opportunities for Improvement

The following is a list of opportunities for improvement noted in conducting this audit:

Reference	Opportunity for Improvement – Description
SOP's incl. necessary information (El. 5)	Related to backwash processes requiring 190 L/second flow for effectiveness of operations, consider including this information in the related SOP along with temperature considerations that affect flow rates and related checklist.
Risk assessment (El. 7)	Consider adding a reference to the <a href="#">MECP's latest "Potential Hazardous Events..."</a> document as part of the next Risk Assessment Review package (to demonstrate it was considered as a part of the annual or 36-month review).
Work order follow-up (El. 15)	Consider improving the follow-up and verification of completing work orders in Mesh.
Calibration of CT monitoring system (El. 17, MDWL)	Consider referencing the MECP's requirement for the Calibration of CT monitoring system (specified through the MDWL Schedule C s.4.0). This section requires that "any measuring instrumentation that forms part of the monitoring system for CT shall be checked and where necessary calibrated at least once every 12 months during which the drinking water system is in

Reference	Opportunity for Improvement – Description
	operation, or more frequently in accordance with the manufacturer’s instructions”.
Monthly WTP analyzer calibrations (El. 17)	Related to the Monthly WTP Analyzer Calibrations (Form 040, dated October 28, 2021), consider including a prompt to record expiry dates of secondary standards and buffer solutions used.
Management review (El. 20)	Related to the review of deviations from CCP limits, consider including a review of CCL’s and occurrence of low distribution chlorine residuals (i.e. below 0.2 mg/L), SCADA alarms (e.g. occurrence of actual alarms affiliated with hi/hi or lo/lo setpoints).
Tracking continual improvement (El. 21)	Consider implementing the general continual improvement tracking sheet the external auditor referenced.
OFI/SS: Staff resources (El. 3)	A couple of more certified operators – or at least one full-time certified operator plus summer students (OIT) would be beneficial. Dead end flushing, hydrant inspections & maintenance, meeting AWWA standard on valve exercising programs, having time to analyze and optimize processes. Vacation schedules in the summer, OT in lieu time off, sick leaves due to surgeries or other injuries -all impact staffing abilities to achieve intended outcomes on an ongoing basis.
OFI/SS: Facility & equipment resources (El. 3)	Improved facility and equipment resources should be considered to address deficiencies in office space, storage space for equipment and pipes, locker rooms, changerooms, lunchrooms, staff parking, along with additional vehicles.
OFI/SS: Operators as stakeholders on projects (El. 6)	Staff should have input on construction projects (e.g. trees planned to be planted over feedermain). A best practice in project management identifies project stakeholders, which includes operational staff (and should be consulted regarding what is possible and necessary from an operational perspective).

### 3.0 Conclusions

The results of the internal audit performed for the Town of Gananoque regarding the James W. King Drinking Water System confirm that the quality management system established is effective in conforming with the requirements of the Drinking Water Quality Management Standard (DWQMS 2.0).

While opportunities for improvement are cited in this audit report, they do not undermine the positive programs and attitudes already in place among Town of Gananoque Public Utilities staff.



Brigitte Roth, BES, EP(EMSLA)

## Appendix “A” – Audit Plan

Internal Audit Start Date:		June 20, 2022				Internal Audit End Date:		June 22, 2022																			
Date	Time	Auditor	Auditee	Process / Program	DWQMS Element – Standard and version: DWQMS 2.0																						
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		
06-20	10:00	BR	ALL	Opening meeting	x																			x		x	
06-20	8:00 – 4:00	BR	Doc. Info.	Desktop review	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
06-21	10:00	BR	DR	Top management responsibilities		x	x		x	x	x	x	x	x	x		x	x			x			x		x	
06-21	1:00	BR	KK	Water distribution O&M		x			x		x	x	x	x	x	x	x	x	x	x	x					x	
06-21	2:15	BR	GO	Water treatment & distribution		x			x		x	x	x	x	x	x	x	x	x	x	x					x	
06-22	8:30	BR	CB	QMS representative responsibilities		x		x	x	x	x	x	x	x		x	x						x	x	x	x	
06-22	9:30	BR	MH	Water treatment O&M		x			x		x	x	x	x	x	x	x	x	x	x	x					x	
06-22	11:30	BR	ALL	Closing meeting	x																			x		x	

**Legend for QMS Elements:** 1-Quality Management System, 2-Quality Management System Policy, 3-Commitment and Endorsement, 4-QMS Representative, 5-Document and Records Control, 6-Drinking Water System, 7-Risk Assessment, 8-Risk Assessment Outcomes, 9-Organizational Structure, Roles, Responsibilities and Authorities, 10-Competencies, 11-Personnel Coverage, 12-Communications, 13-Essential Supplies and Services, 14-Review and Provision of Infrastructure, 15-Infrastructure Maintenance, Rehabilitation and Renewal, 16-Sampling, Testing and Monitoring, 17-Measurement and Recording Equipment Calibration and Maintenance, 18-Emergency Management, 19-Internal Audits, 20-Management Review, 21-Continual Improvement

**Auditee initials:** CB-Christine Brennan, DR-Don Richards, GO-Gordon Ogg, KK-Keith Kirkby, MH-Matt Hoult, ALL-all interested

## Appendix “B” – Documents and Records

The list of documents and records were reviewed, and observations made during the audit include:

- Town of Gananoque Public Utilities staff interviews June 21-22, 2022 (organized by last name):
  - Christine Brennan, Utilities Compliance Coordinator
  - Matt Hoult, Public Utilities Operator and Chief ORO (ORO duties shared with Keith & Mike)
  - Keith Kirkby, Water/Wastewater Operator Level IV
  - Gordon Ogg, Water Operator
  - Don Richards, Superintendent
- DWQMS Operational Plan for the James W. King Drinking Water System (OP #156-401), dated May 12, 2022
- Availability of the current OP on the Town’s website at: [Gananoque Operational Plan](#), accessed on June 20, 2022
- OP s.2 Quality Management System Policy
- Availability of the QMS Policy online, accessed on June 20, 2022 at: <https://www.gananoque.ca/community-services/public-works-and-utilities/water-and-sewer>
- OP s.3 Commitments and Endorsement
- OP Appendix “A” Commitment and Endorsement, signed by the Mayor and Clerk, CAO, and Manager of Public Works on November 20, 2019
- Motion / Resolution of Council No. 2019-244, dated November 19, 2019
- OP s.4 Quality Management System Representatives
- OP Appendix “B” includes the letter of QMS Rep appointment dated August 12, 2019
- OP s.5 Document and Records Control
- OP Appendix “C” Document Control, dated June 17, 2021
- OP Appendix “D” Records Control, dated July 30, 2019
- Group SOP review – 1101 Aluminum Sulphate Spill, 1102 Diesel Spill, 1104 Low Chlorine Residual – dated September 28, 2021
- Group SOP review – SOP 111 New Employee Onboarding Checklist and SOP 306 WTP Receiving Chemicals, dated September 13, 2021
- OP s.6 Gananoque Water Treatment Plant and Distribution Process Description
- Appendix “E” Drinking Water Sampling, Testing, Monitoring and Analysis
- Appendix “F” Process Flow Diagram
- Appendix “G” Waterworks
- OP s.7 Gananoque Risk Assessment
- Appendix “H” Hazard Analysis, Risk Assessment and Critical Control Point, dated May 10, 2022
- OP s.8 Gananoque Risk Assessment Outcomes
- Appendix “I” Hazard Analysis, Risk Assessment and Critical Control Points, dated May 4, 2022
- Interoffice Memorandum re: DWQMS – Operational Plan Risk Assessment Annual Review, dated May 9, 2022
- Water and Wastewater Risk Assessment meeting minutes, dated April 28, 2022
- OP s.9 Organization Role and Position Chart
- OP s.10 Competencies
- Algal Bloom / SOP 204 procedure review training record for May 26, 2022
- OP s.11 Personnel Coverage
- OP s.12 Communications
- Appendix “J” Communications procedure, dated March 9, 2020

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- Annual Water Quality Report, dated February 8, 2022 and accessed on June 20, 2022 at: <https://www.gananoque.ca/sites/gananoque.ca/files/2021%20Annual%20Water%20Quality%20Report.pdf>
  - Quarterly Council Reports based on 2021 calendar quarters
  - Quarterly Action Item reports based on 2021 calendar quarters
  - Form 011 Essential Supplies and Services – Tracking Form
  - OP s.13 Essential Supplies and Services
  - Appendix “K” – Essential Supplies and Services
  - OP s.14 Review and Provision of Infrastructure
  - Appendix “L” Infrastructure Review procedure, dated December 14, 2021
  - Infrastructure Review Meeting minutes, for meeting on October 13, 2021
  - 10-year Capital Plan – Water Treatment Capital Program, dated October 14, 2021
  - OP s.15 Infrastructure Maintenance, Rehabilitation and Renewal
  - OP s.16 Sampling, Testing and Monitoring
  - Appendix “E” Drinking Water Sampling, Testing, Monitoring and Analysis
  - CALA Certificates of Accreditation for Caduceon Environmental Laboratories (Barrie), expiring February 26, 2024; (Kingston), expiring November 20, 2022; and (Ottawa), expiring September 16, 2023
  - 2021 Water Balance Report
  - OP s.17 Measurement and Recording Equipment Calibration and Maintenance
  - Appendix “M” Measurement and Recording Equipment Calibration and Maintenance, dated December 14, 2021
  - Records of in-house and external calibrations for 2022-2021 and backflow prevention tests for 2020-2021
  - OP s.18 Emergency Management
  - Appendix “N” Emergency response procedure, dated July 30, 2021
  - Emergency Response Training & Test Exercise meeting minutes and action items, dated November 17, 2021
  - EP 1101 Aluminum Sulphate Spill, dated September 16, 2021
  - EP 1102 Diesel Spill, dated September 24, 2021
  - EP 1103 Major Disruption of Water Service, dated Aug. 30, 2019
  - EP 1104 Low Chlorine Residual, dated September 24, 2021
  - EP 1105 High Filter Effluent Turbidity, dated September 27, 2021
  - EP 1106 Low System Pressure, dated Aug. 30, 2019
  - EP 1107 Adverse Water Quality Results, dated Aug. 30, 2018
  - EP 1108 Chlorine Gas Leak, dated September 27, 2021
  - EP 1109 Contaminated Clearwell / Reservoir, dated Dec. 9, 2019
  - EP1110 Low lift pump and motor failures, dated Dec. 27, 2019
  - EP 1111 High lift pump and motor failure, dated September 27, 2021
  - EP 1112 Chemical feed system failure – loss of coagulation, dated Dec. 27, 2019
  - EP 1113 Chlorination system failure – loss of chlorination, dated Dec. 27, 2019
  - EP 1114 Filter failure, dated Jan. 27, 2020
  - EP 1115 Source water protection, dated Jan. 27, 2020
  - EP 1116 Bypass / overflow reporting, dated September 28, 2021
  - EP 1117 Imminent illness pandemic event, dated November 27, 2020
  - EP 1118 Work from home policy – imminent illness pandemic event, dated Mar. 19, 2020
  - EP 1119 Tower Out of Service, dated November 27, 2020

- EP1120 Flood and Storm Management, dated November 18, 2021
- OP s.19 Internal Audits
- Appendix "O" Internal audit procedure, dated December 14, 2021
- Systems Audit report by SAI Global, dated March 10, 2022
- Re-Accreditation Audit reports by SAI Global, dated April 20, 2022
- 2021 Internal Audit by Acclaims Environmental Inc., dated June 11, 2021
- OP s.20 Management Review
- Appendix "P" Management Review procedure, dated May 10, 2022
- Management Review meeting minutes, dated December 9, 2021
- DWQMS Management Review Summary Report, dated December 8, 2021
- OP s.21 Continual Improvements
- Appendix "Q" Continual Improvement, dated May 10, 2022
- Compliance 365 software
- Renewal Eligibility Summary Report produced on June 22, 2022

## Appendix “C” – Audit Checklists

DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)	DOCUMENT REVIEW – Auditor Comments (Condition Found)
<p><b>1. Quality Management System (QMS)</b>  <b>PLAN</b> – The OP shall <i>document a QMS</i> that <i>meets the requirements</i> of this Standard.  <b>DO</b> – The OA shall <i>establish and maintain the QMS</i> in accordance with the requirements of this Standard and the <i>policies and procedures</i> documented in the OP.</p> <p><b>Director’s Directions – Minimum Requirements for Operational Plans</b> (updated May 2021, no later than April 1, 2022) also specifies:</p> <ul style="list-style-type: none"> <li>- Each municipal residential drinking water system shall have OP’s that <i>apply to all parts of the DWS</i>, that can <i>incorporate by reference</i> other documents deemed necessary by the owner or OA.</li> <li>- A <i>single OP</i> may be prepared for multiple DWS that have <i>same owner</i> and operated by <i>same OA</i>.</li> <li>- For <i>Limited Scope – Transitional</i> (if applicable), shall contain Schedule B parts of DWQMS PLAN.</li> <li>- All OP’s shall have: <ul style="list-style-type: none"> <li>a. <i>procedure for version control</i> – ensuring <i>version # and/or revision date</i> on every page of any <i>physical</i> copy; <i>version # and/or revision date</i> recorded on or <i>otherwise embedded</i> in every <i>electronic</i> copy; or if in <i>separate files</i>, up-to-date <i>list or index</i> maintained of <i>all OP documents</i>, including <i>version #'s and dates</i>.</li> <li>b. <i>a title</i> that generally describes the <i>municipal DWS('s)</i> to which the OP’s apply.</li> <li>c. <i>A completed copy of Subject System Description Form in Schedule “C”</i> that includes name of DWS’s, MDWL #’s, operational subsystem to which plans apply</li> </ul> </li> <li>- OP’s submitted to Director shall be submitted <i>electronically as a single file in PDF or other format acceptable</i> to the Director; and be <i>copied to the OA</i> in charge of the DWS, if the OA is not the owner.</li> <li>- OP’s subject to an audit by an accreditation auditor shall be <i>retained for a minimum of 10 years</i> by the <i>owner</i> of the OP’s and the <i>accredited OA</i>.</li> </ul> <p>Owners shall make OP’s <i>current version</i> (hard copy) or reflecting <i>“major revision”</i> (electronic on website) of <i>available for viewing</i> by the public – at <i>principal office</i> of owner within the area served by the DWS and/or <i>on a website</i> that is accessible to the public (but not any part that could threaten H&amp;S of an individual or safety and quality of drinking water, competitive position, or trade secrets, etc.)</p>	<p>Viewed the <b>DWQMS Operational Plan for the James W. King Drinking Water System (OP #156-401), dated May 12, 2022</b>. Confirmed documented information meets the requirements of the DWQMS with supporting information provided in each of the sections of this checklist.</p> <p>Verified the OP’s conformity with the updated Director’s Directions and noted that:</p> <ul style="list-style-type: none"> <li>- The single OP documents the QMS for the Town’s drinking water system,</li> <li>- It includes a procedure for version control (Document and Records Control), and a version number and revision date is recorded on the title page of the single PDF electronic copy,</li> <li>- The title describes the municipal DWS to which the OP applies (James W. King DWS),</li> <li>- A completed copy of the <b>Subject System Description Form in Schedule “C”</b> is included in Appendix G. <b>Verbal note:</b> the province has now updated the form to include more information –should consider updating to the latest format.</li> <li>- Noted in the Document Control Sheet (Form 010), dated December 8, 2020 that the OP is retained for 15 years.</li> <li>- <b>Availability of the current OP on the Town’s website at: <a href="#">Gananoque Operational Plan</a>, accessed on June 20, 2022</b></li> </ul> <p>The documented QMS conforms to the requirements of the standard with noted <b>positive audit findings (POS)</b>, <b>non-conformities (NC’s)</b> and <b>opportunities for improvement (OFI’s)</b> within the designated areas of this checklist.</p>
<p><b>2. QMS Policy</b>  <b>PLAN</b> – The OP shall <i>document a QMS Policy</i> that provides the foundation for the QMS, and:  a) includes a <i>commitment</i> to the <i>maintenance and continual improvement of the QMS</i>,  b) includes a commitment to the <i>Consumer to provide safe drinking water</i>,  c) includes a commitment to <i>comply with applicable legislation and regulations</i>, and  d) is in a form that <i>can be communicated</i> to all OA <i>personnel</i>, the <i>Owner</i> and the <i>Public</i>.  <b>DO</b> – The OA shall <i>establish and maintain a QMS</i> that is consistent with the QMS Policy.</p>	<p><b>OP s.2 Quality Management System Policy</b> includes the three key commitments are included.</p> <p>Verified the availability of the QMS Policy online, accessed on June 20, 2022 at: <a href="https://www.gananoque.ca/community-services/public-works-and-utilities/water-and-sewer">https://www.gananoque.ca/community-services/public-works-and-utilities/water-and-sewer</a></p> <p>Through audit interviews, team members are asked about how their duties impact achieving the QMS Policy commitments (providing safe drinking water, complying with regulations, continual improvement).</p>
<p><b>3. Commitment and Endorsement</b>  <b>PLAN</b> – The OP shall contain a <i>written endorsement</i> of its contents by <i>Top Management</i> and the <i>Owner</i>.  <b>DO</b> – Top Management shall provide <i>evidence</i> of its <i>commitment</i> to an effective QMS by:  a) ensuring that a <i>QMS is in place that meets</i> the requirements of this Standard,  b) <i>ensuring</i> that the OA is aware of all applicable <i>legislative and regulatory requirements</i>,  c) <i>communicating</i> the <i>QMS</i> according to the procedure for communications,  d) <i>determining, obtaining or providing the resources needed</i> to maintain and continually improve the QMS.</p>	<p><b>OP s.3 Commitments and Endorsement</b> and <b>OP Appendix “A” Commitment and Endorsement, signed by the Mayor and Clerk, CAO, and Manager of Public Works on November 20, 2019</b> include the required statements.</p> <p><b>Motion / Resolution of Council No. 2019-244, dated November 19, 2019</b> states Council endorses the OP, as presented in COW Report UTIL-2019-04.</p>
<p><b>4. QMS Representative</b>  <b>PLAN</b> – The OP shall <i>identify a QMS representative</i>.  <b>DO</b> – Top Management shall <i>appoint and authorize</i> a QMS representative who, irrespective of other responsibilities, shall:  a) <i>administer</i> the QMS by <i>ensuring that processes and procedures needed</i> for the QMS are <i>established and maintained</i>,  b) <i>report to Top Management</i> on the <i>performance</i> of the QMS and any need for <i>improvement</i>,  c) ensure that <i>current versions of documents</i> required by the QMS are being <i>used at all times</i>,</p>	<p><b>OP s.4 Quality Management System Representatives</b> confirms the Utility Compliance Coordinator is the appointed QMS Representative and the Utilities Superintendent is the alternate QMS Representative in the Utilities Compliance Coordinator’s – and includes all requirements of this element – and also a few additional points (e.g. coordinating audits, support to staff re: QMS, implement / oversee document and records control).</p> <p><b>OP Appendix “B”</b> includes the letter of QMS Rep appointment dated August 12, 2019 – and identifies Christine Brennan appointed and authorized as the QMS Representative with the duties a) to e) of this element.</p>

DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)	DOCUMENT REVIEW – Auditor Comments (Condition Found)
<p>d) ensure that <b>personnel</b> are <b>aware</b> of all applicable <b>legislative and regulatory requirements</b> that pertain to their duties for the operation of the Subject System, and</p> <p>e) promote <b>awareness of the QMS</b> throughout the OA.</p>	
<p><b>5. Document and Records Control</b>  <b>PLAN</b> – The OP shall document a procedure for Document and Records control that describes how:</p> <p>a) <b>Documents required</b> by QMS are:</p> <ul style="list-style-type: none"> <li>i. kept <b>current, legible</b> and readily <b>identifiable</b></li> <li>ii. <b>retrievable</b></li> <li>iii. <b>stored, protected, retained and disposed of,</b> and</li> </ul> <p>b) <b>Records required</b> by the QMS are:</p> <ul style="list-style-type: none"> <li>i. kept <b>legible,</b> and readily <b>identifiable</b></li> <li>ii. <b>retrievable</b></li> <li>iii. <b>stored, protected, retained and disposed of.</b></li> </ul> <p><b>DO</b> – The OA shall implement and conform to the procedure for Document and Records control and shall ensure that QMS documentation for the Subject System includes:</p> <p>a) the <b>OP</b> and its associated <b>policies and procedures,</b></p> <p>b) Documents and Records determined by the OA as <b>being needed</b> to ensure the effective <b>planning, operation and control</b> of its operations, and</p> <p>c) the results of <b>internal and external Audits</b> and <b>management reviews.</b></p>	<p><b>OP s.5 Document and Records Control</b> references <b>OP Appendix “C” Document Control, dated June 17, 2021</b> and <b>OP Appendix “D” Records Control, dated July 30, 2019.</b></p> <p>Document and records control documents include all of the required references of this element.</p> <p>Group SOP reviews for the following:</p> <ul style="list-style-type: none"> <li>- <b>Group SOP review – 1101 Aluminum Sulphate Spill, 1102 Diesel Spill, 1104 Low Chlorine Residual – dated September 28, 2021</b></li> <li>- <b>Group SOP review – SOP 111 New Employee Onboarding Checklist and SOP 306 WTP Receiving Chemicals, dated September 13, 2021</b></li> </ul>
<p><b>6. Drinking Water System (DWS)</b>  <b>PLAN</b> – The OP shall <b>document,</b> as applicable:</p> <p>a) for the Subject System:</p> <ul style="list-style-type: none"> <li>i. the name of the <b>Owner</b> and <b>OA,</b></li> <li>ii. if the system includes equipment that provides <b>Primary Disinfection</b> and/or <b>Secondary Disinfection:</b> <ul style="list-style-type: none"> <li>A. a <b>description of the system</b> including all applicable <b>Treatment System processes</b> and <b>Distribution System components,</b></li> <li>B. a Treatment System <b>process flow chart,</b></li> <li>C. a description of the <b>water source,</b> including: <ul style="list-style-type: none"> <li>I. general <b>characteristics of the raw water</b> supply,</li> <li>II. <b>common event-driven fluctuations,</b> and</li> <li>III. any resulting <b>operational challenges and threats.</b></li> </ul> </li> </ul> </li> <li>iii. if the system does not include equipment that provides Primary Disinfection or Secondary Disinfection: <ul style="list-style-type: none"> <li>A. a description of the system including all Distribution System components, and</li> <li>B. a description of any <b>procedures</b> that are in place to <b>maintain disinfection residuals.</b></li> </ul> </li> </ul> <p>b) if the Subject System is an Operational Subsystem, a summary <b>description</b> of the <b>Municipal Residential Drinking Water System it is a part of</b> including the name of the <b>OA(OA’s)</b> for the other Operational Subsystems.</p> <p>c) if the Subject System is <b>connected to one or more</b> other Drinking Water Systems owned by different <b>Owners,</b> a summary description of those systems which:</p> <ul style="list-style-type: none"> <li>i. indicates whether the Subject System <b>obtains water from or supplies water to</b> those systems,</li> <li>ii. names the <b>Owner</b> and <b>OA(OA’s)</b> of those systems, and</li> <li>iii. identifies which, if any, of those systems that the Subject System <b>obtains</b> water from are relied upon to <b>ensure the provision of safe drinking water.</b></li> </ul> <p><b>DO</b> – The OA shall ensure that the <b>description</b> of the Drinking Water System is <b>kept current.</b></p>	<p><b>OP s.6 Gananoque Water Treatment Plant and Distribution Process Description</b> describes general drinking water information – number, name, owner, category, classification, PTTW number and issue date, DWWP number and issue / expiry dates, MDWL number and issue / expiry dates, and operating authority.</p> <p>This section describes the treatment processes involved in removing or inactivating potentially pathogenic organisms from raw water.</p> <p>It describes the raw water characteristics and minor seasonal variations described for turbidity (with St. Lawrence River’s source water characteristics further described in OP s.6.1). Coagulation, flocculation and filtration processes are described to help remove the particulates from raw water so that disinfection can be effective.</p> <p>Seasonal and event-driven fluctuations (e.g. turnover of the river in spring and fall over 2-3 days) relate to changes in temperature and turbidity. Drinking water threats relate to the intake crib and pipe (zebra mussel growth, potential spills from freighters and recreational craft, spills through runoff from farms and upstream sewage overflows). Minimal operational challenges from source waters exist. Aging intake structure is the most significant issue (noted included on the risk assessment).</p> <p>Disinfection is achieved by adding chlorine gas to filtered water and allowing for sufficient contact time in the clearwell to attain proper disinfection. Chlorine residual is monitored continuously to verify disinfection effectiveness. The chlorine analyzer is alarmed at setpoints which is communicated through WIN 911 system. Redundancy is described in pumping processes (one duty pump on at a time, and fire pumps come online in case of a major fire).</p> <p>The distribution system consists of 48 kms of watermain from 100mm to 350 mm of materials including cast iron, ductile iron and PVC. System pressure varies from 45-65 psi. An elevated storage tank with capacity of approximately 1,327 m3 of treated water and 230 fire hydrants form part of the system.</p> <p>Sampling and monitoring from source to tap exists and are further described in <b>Appendix “E” Drinking Water Sampling, Testing, Monitoring and Analysis.</b> Process flows are included in <b>Appendix “F” Process Flow Diagram,</b> and <b>Appendix “G” Waterworks</b> describes the distribution system map with locations identified for hydrants, valves, watermains and their sizes (100mm to 350mm).</p>
<p><b>7. Risk Assessment</b>  <b>PLAN</b> – The OP shall document a risk assessment process that:</p> <p>a) Considers potential hazardous events and associated hazards, as identified in MOECC document titled <b>Potential Hazardous Events for Municipal Residential Drinking Water Systems,</b> dated February 2017 as it may be amended. A copy of this document is available at <a href="http://www.ontario.ca/drinkingwater">www.ontario.ca/drinkingwater</a>.</p>	<p><b>OP s.7 Gananoque Risk Assessment</b> links to <b>Appendix “H” Hazard Analysis, Risk Assessment and Critical Control Point, dated May 10, 2022.</b> Noted the references to likelihood ratings (with the occurrence of hazardous events), the ranking process of by adding the ratings given to likelihood, severity, and detectability. The procedure makes reference to identifying response procedures and critical control points. Noted “once every calendar year” for verifying the currency of information and validity of assumptions and “once every 36 months” for the risk assessment conduct.</p>

DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)	DOCUMENT REVIEW – Auditor Comments (Condition Found)
<p>b) ID's <b>additional potential</b> hazardous events &amp; associated hazards,                      c) <b>assesses</b> the <b>risks</b> assoc. w/ the <b>occurrence</b> of hazardous events,                      d) <b>ranks</b> the hazardous events according to the <b>associated risk</b>,                      e) <b>identifies control measures</b> to address the potential hazards and hazardous events,                      f) identifies <b>Critical Control Points</b>,                      g) identifies a method to <b>verify, at least once every calendar year</b>, the <b>currency</b> of the information and the <b>validity of the assumptions</b> used in the risk assessment,                      h) ensures that the risks are <b>assessed at least once every thirty-six months</b>, and                      i) considers the <b>reliability and redundancy of equipment</b>.</p> <p>DO – The OA shall <b>perform</b> a risk assessment <b>consistent with the documented</b> process.</p>	<p>A high risk is considered to be scored 9 or greater.</p> <p>Noted evidence of most of the Ministry's document considered as a part of the risk assessment record (e.g. water supply shortfall, chemical spill, sudden changes to raw water characteristics, algal blooms, long-term impacts of climate change, terrorism and vandalism, failure of equipment / processes for primary disinfection, failure of equipment / processes for secondary disinfection, difficulty maintaining residual in distribution system, backflow event, sustained pressure loss, sustained extreme temperatures, extreme weather events). Supply chain interruptions added – some back-ups identified, would seek back-ups as close as possible to the plant.</p> <p><b>OFI:</b> Consider adding a reference to the <b>MECP's latest "Potential Hazardous Events..."</b> document as part of the next Risk Assessment Review package (to demonstrate it was considered as a part of the annual or 36-month review).</p>
<p><b>8. Risk Assessment Outcomes</b>  <b>PLAN</b> – The OP shall document:                      a) the <b>identified potential hazardous events and associated hazards</b>,                      b) the <b>assessed risks associated with the occurrence</b> of hazardous events,                      c) the <b>ranked</b> hazardous events,                      d) the <b>identified control measures</b> to address the potential hazards and hazardous events,                      e) the identified <b>Critical Control Points</b> and their respective <b>Critical Control Limits</b>,                      f) procedures and/or processes to <b>monitor the Critical Control Limits</b>,                      g) procedures to <b>respond to deviations from the Critical Control Limits</b>, and                      h) procedures for <b>reporting and recording deviations</b> from the Critical Control Limits.</p> <p>DO – The OA shall <b>implement and conform</b> to the procedures.</p>	<p><b>OP s.8 Gananoque Risk Assessment Outcomes</b> links to the risk assessment outcomes table included in <b>Appendix "I" Hazard Analysis, Risk Assessment and Critical Control Points, dated May 4, 2022</b>.</p> <p>OP s.8 lists the selected critical control points as: distribution system pressure, distribution system chlorine residual, filter effluent turbidity, and adverse water quality (primary and secondary disinfection-related).</p> <p>The risk assessment record identifies potential hazardous events for each of the process steps (from source to tap) and control measures that help prevent or mitigate potential problems, along with CCL monitoring processes in place and any response procedures.</p> <p>CCL's, monitoring processes, response procedures are noted where control can be applied to the various hazardous events identified.</p> <p>Viewed <b>Interoffice Memorandum re: DWQMS – Operational Plan Risk Assessment Annual Review, dated 2022-May-09</b> that describes the calendar year review took place April 28, 2022 with Don Richards, Christine Brennan, Mike Mills and Ted Glover in attendance. The risk assessment package includes the staff sign-in-sheet, action items tracked and latest risk assessment outcome summary.</p> <p>Noted consideration of cyber attacks (in line with "cybersecurity threats" most recently added in the Ministry's "Potential Hazardous Events..." document in the <b>Water and Wastewater Risk Assessment meeting minutes, dated April 28, 2022</b>. Followed up with the QMS Rep that cybersecurity fits under terrorism for SCADA and physical security measures also discussed.</p>
<p><b>9. Org. Structure, Roles, Responsibilities and Authorities</b>  <b>PLAN</b> – The OP shall:                      a) describe the <b>organizational structure</b> of the OA including <b>respective roles, responsibilities and authorities</b>,                      b) delineate <b>corporate oversight</b> roles, responsibilities, authorities in the case where the OA operates multiple Subject Systems,                      c) identify the <b>person, persons or group of people</b> within the management structure of the org. responsible for undertaking the <b>Management Review</b> described in Element 20,                      d) identify the person, persons or group of people, having <b>Top Management responsibilities</b> required by this Standard, along with their responsibilities, &amp;                      e) identify the <b>Owner</b> of the Subject System.  <b>DO</b> – The OA shall <b>keep current</b> the description of the organizational structure including respective roles, responsibilities and authorities, and shall <b>communicate</b> this information to OA <b>personnel</b> and the <b>Owner</b>.</p>	<p>Viewed <b>OP s.9 Organization Role and Position Chart</b> – noted identification of the Owner, members of Top Management (CAO and Manager of PW), Utilities Superintendent, QMS Representative (Utilities Compliance Coordinator), Chief Operator / ORO, Operating Authority Personnel, and Superintendent of Roads.</p> <p>Verified each of the positions in the organization chart have a corresponding description of their responsibilities and authorities under ss.9.1 to 9.10 (9.10 includes Construction Contractors).</p>
<p><b>10. Competencies</b>  <b>PLAN</b> – The OP shall <b>document</b>:                      a) <b>competencies</b> required for personnel performing duties directly <b>affecting drinking water quality</b>,                      b) activities to <b>develop and/or maintain competencies</b> for personnel performing duties directly affecting drinking water quality, and                      c) activities to ensure that personnel are <b>aware of the relevance of their duties</b> and <b>how they affect</b> safe drinking water.</p>	<p><b>OP s.10 Competencies</b> links to O. Reg. 128/04 – requiring a minimum OIT Certificate in Water Treatment and Water Distribution for operators; minimum Class II certificate for the ORO, and training hours required based on the highest level of system in which an operator works.</p> <p>This section describes training needs determined by the Utilities Superintendent, and relevant on-the job training provided by the township and other contractors. If an employee is hired without full competency requirements, they're not assigned full duties until the required competencies are met.</p>

DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)	DOCUMENT REVIEW – Auditor Comments (Condition Found)
<p><b>DO</b> – The OA shall undertake <i>activities</i> to:</p> <p>a) <i>meet and maintain competencies</i> for personnel directly affecting drinking water quality and shall <i>maintain records</i> of these activities, and</p> <p>b) <i>ensure that personnel are aware</i> of the relevance of their duties and how they affect safe drinking water and shall <i>maintain records</i> of these activities.</p>	<p>Confirmed the annual training for the HAB Plan was carried-out prior to warm weather (and before June 1<sup>st</sup> start) – viewed the <a href="#">Algal Bloom / SOP 204 procedure review training record for May 26, 2022</a>.</p>
<p><b>11. Personnel Coverage</b>  <b>PLAN</b> – The OP shall document a procedure to ensure that <i>sufficient personnel meeting identified competencies</i> are available for duties that <i>directly affect</i> drinking water quality.  <b>DO</b> – The OA shall <i>implement and conform</i> to the procedure.</p>	<p>Viewed <a href="#">OP s.11 Personnel Coverage</a> describes regular operating hours during the week, and off-hours standby coverage 24 hours per day. When the ORO is absent, an alternate is designated (meeting the required competency requirements).</p>
<p><b>12. Communications</b>  <b>PLAN</b> – The OP shall document a <i>procedure</i> for communications that describes <i>how</i> the <i>relevant aspects of the QMS</i> are <i>communicated</i> between Top Management and:</p> <p>a) the <i>Owner</i>,</p> <p>b) <i>OA personnel</i>,</p> <p>c) <i>Suppliers</i> that have been identified as essential under Plan (a) of Element 13 of this Standard, and</p> <p>d) the <i>Public</i>.</p> <p><b>DO</b> – The OA shall <i>implement and conform</i> to the procedure.</p>	<p><a href="#">OP s.12 Communications</a> links to <a href="#">Appendix “J” Communications procedure, dated March 9, 2020</a>.</p> <p>Viewed the <a href="#">Annual Water Quality Report, dated February 8, 2022 and accessed on June 20, 2022 at: <u>https://www.gananoque.ca/sites/gananoque.ca/files/2021%20Annual%20Water%20Quality%20Report.pdf</u></a> – summarizing the 2021 information required by O. Reg. 170/03 section 11 and Schedule 22.</p> <p>Viewed <a href="#">Quarterly Council Reports based on 2021 calendar quarters</a> and noted summaries are provided on AWQI, regulatory sampling, WTP flows, WTP highlights, Distribution system highlights, regulatory compliance, DWQMS conformance. From time to time, appendices include full reports (e.g. Accreditation audit report, MECP inspection report, internal audit report, major maintenance report).</p> <p>Viewed <a href="#">Quarterly Action Item reports based on 2021 calendar quarters</a> – excellent details are summarized month-by-month and commenting items such as: council reporting, SCADA updates, backflow inspections and backflow prevention device installations, inventory / storage, project deficiencies lists, major maintenance activities and upgrades, equipment and infrastructure inspections, Operator certificate renewals and training hours, DWS modifications (e.g. Form 1’s and form 2’s), sampling programs, compliance items, risk assessments, etc.</p> <p><a href="#">Form 011 Essential Supplies and Services – Tracking Form</a> tracks for each supply or service and for each primary supplier the date that communications were sent and the date sign-back was received. Most signed agreements were received in a reasonable timeframe.</p> <p>Confirmed the Mesh work order system is used to track consumer complaints – through which staff are assigned to respond to the complaint and document responses (often including photographs).</p>
<p><b>13. Essential Supplies and Services</b>  <b>PLAN</b> – The OP shall:</p> <p>a) identify all <i>supplies and services essential</i> for the delivery of <i>safe drinking water</i> and shall state, for each supply or service, the <i>means to ensure its procurement</i>, and</p> <p>b) include a procedure by which the OA <i>ensures the quality</i> of essential supplies and services, in as much as they may affect drinking water quality.  <b>DO</b> – The OA shall implement and conform to the procedure.</p>	<p><a href="#">OP s.13 Essential Supplies and Services</a> describes how the quality of essential supplies and services are verified through documentation reviews (e.g. accreditation, licences, certifications, certificates of analysis, product standards, pre-qualifications); and procurement assured through purchasing processes related to requests for bids, tenders, quotes, proposals and including specifications as they relate to chemicals, labs, parts, contractors, etc.</p> <p>The Town’s Procurement Policy / By-law is followed. <a href="#">Appendix “K” – Essential Supplies and Services</a> provides a listing of essential supplies / services, including: lab services, auxiliary power, chemicals, parts, fuel, SCADA support, vacuuming and excavating – and lists primary suppliers and the scope of supply (details on quality requirements and specifications). These are communicated with vendors and signed off on an annual basis as described in s.12 through the agreements to supply.</p>
<p><b>14. Review and Provision of Infrastructure</b>  <b>PLAN</b> – The OP shall document a procedure for <i>reviewing the adequacy of the infrastructure necessary</i> to operate and maintain the Subject System that:</p> <p>a) <i>Considers the outcomes of the risk assessment</i> documented under Element 8, and</p> <p>b) <i>Ensures that the adequacy of the infrastructure necessary</i> to operate and maintain the Subject System is reviewed <i>at least once every Calendar Year</i>.</p> <p><b>DO</b> – The OA shall <i>implement and conform</i> to the procedure and <i>communicate the findings</i> of the review to the <i>Owner</i>.</p>	<p><a href="#">OP s.14 Review and Provision of Infrastructure</a>, which references the 10-year capital plan in accordance with asset management planning requirements (O. Reg. 588/17).</p> <p>Viewed <a href="#">Appendix “L” Infrastructure Review procedure, dated December 14, 2021</a>. The procedure references the review of long-term forecast at least once every calendar year; that the infrastructure review considers previous infrastructure review summary reports, OA personnel perspectives, MECP inspections, flow data trends, quantity / quality considerations, maintenance considerations, risk assessment outcomes to identify priority needs. The summary is kept current, monitored for effectiveness and reported to council during budget proceedings.</p> <p>Infrastructure review elements are described (as required by elements 14 and 15 of the DWQMS 2.0).</p>

DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)	DOCUMENT REVIEW – Auditor Comments (Condition Found)
	<p>Viewed <a href="#">Infrastructure Review Meeting minutes, for meeting on October 13, 2021</a>, noted review of DWQMS Elements 14 and 15, 2021 capital project review, 20-year capital / 2022 proposed capital budget, and noted the <a href="#">10-year Capital Plan – Water Treatment Capital Program, dated October 14, 2021</a> includes a listing of assets by area (e.g. building &amp; property, WTP, full reconstruction projects, watermains, hydrants and valves, flush stations, overhead tank, services...</p>
<p><b>15. Infrastructure Maintenance, Rehabilitation and Renewal</b>  <b>PLAN</b> – The OP shall document:                      a) a <i>summary</i> of the OA's <i>infrastructure maintenance, rehabilitation and renewal programs</i> for the Subject System, and                      b) a <i>long term forecast of major infrastructure maintenance, rehabilitation and renewal activities</i>.</p> <p><b>DO</b> – The OA shall:                      a) <i>keep the summary</i> of the infrastructure maintenance, rehabilitation and renewal programs <i>current</i>,                      b) ensure that the <i>long term forecast</i> is <i>reviewed at least once every Calendar Year</i>,                      c) <i>communicate</i> the programs <i>to the Owner</i>, and                      d) <i>monitor the effectiveness</i> of the maintenance program.</p>	<p><a href="#">OP s.15 Infrastructure Maintenance, Rehabilitation and Renewal</a> describes the planned maintenance; unplanned maintenance; and activities around renewal and capital upgrades that link to budgetary processes (incl. asset management, infrastructure plan, capital upgrades of infrastructure and equipment) that are approved by the Town's council every calendar year.</p> <p>Noted some maintenance activities listed on the quarterly action item template (prepared by the Utilities Superintendent).</p>
<p><b>16. Sampling, Testing and Monitoring</b>  <b>PLAN</b> – The OP shall document:                      a) a <i>sampling, testing and monitoring procedure</i> for <i>process control and finished drinking water quality</i> including requirements for sampling, testing and monitoring at the <i>conditions most challenging</i> to the Subject System,                      b) a description of <i>relevant sampling, testing or monitoring</i> activities, if <i>any</i>, that take place <i>upstream</i> of the Subject System, and                      c) a procedure that describes how sampling, testing and monitoring results are <i>recorded and shared</i> between the <i>OA</i> and the <i>Owner</i>, where applicable.</p> <p><b>DO</b> – The OA shall implement and conform to the procedures.</p>	<p>Viewed <a href="#">OP s.16 Sampling, Testing and Monitoring</a> describing that the sampling program is based on legislative requirements, in consideration of MECP guidelines, laboratory direction, Operator training, watermain disinfection procedures and other legislative requirements.</p> <p><b>Verbal note:</b> The website link included in s.16 of the OP for the annual &amp; summary report is broken.</p> <p><a href="#">Appendix "E" Drinking Water Sampling, Testing, Monitoring and Analysis</a> describes sampling, testing and monitoring programs from source to tap (e.g. intake – temperature, pH, turbidity; discharge header – free chlorine residual, turbidity, pH, temperature, pressure; SCADA providing continuous monitoring; routine sample programs and internal / external lab tests).</p> <p>Accredited labs are used (lab accreditation certificates provided for the current labs used): <a href="#">CALA Certificates of Accreditation for Caduceon Environmental Laboratories (Barrie), expiring February 26, 2024</a>; (Kingston), expiring <a href="#">November 20, 2022</a>; and (Ottawa), expiring <a href="#">September 16, 2023</a>.</p> <p>Verified the three locations for Caduceon listed on the MECP's list of licensed laboratories, accessed at <a href="https://www.ontario.ca/page/list-licensed-laboratories">https://www.ontario.ca/page/list-licensed-laboratories</a> on June 20, 2022.</p> <p>Viewed <a href="#">Annual Water Quality Report, dated February 8, 2022 and accessed on June 20, 2022 at: https://www.gananoque.ca/sites/gananoque.ca/files/2021%20Annual%20Water%20Quality%20Report.pdf</a> – summarizing the 2021 information required by O. Reg. 170/03 section 11 and Schedule 22.</p> <p>Viewed the <a href="#">2021 Water Balance Report</a> that summarizes <b>percentage of lost water is 9.52%</b>. Water accounted for includes: water sold to customers, WTP processes, watermain breaks / service leaks, flush stations, fire fighting and training, hydrant fire flow testing and flushing, watermain commissioning, pumping stations, metro fire service, overhead tank loss, bulk filling / public works.</p>
<p><b>17. Measurement and Recording Equipment Calibration and Maintenance</b>  <b>PLAN</b> – The OP shall document a <i>procedure</i> for the <i>calibration and maintenance</i> of <i>measurement and recording</i> equipment.</p> <p><b>DO</b> – The OA shall <i>implement and conform</i> to the procedure.</p>	<p><a href="#">OP s.17 Measurement and Recording Equipment Calibration and Maintenance</a>, references <a href="#">Appendix "M" Measurement and Recording Equipment Calibration and Maintenance, dated December 14, 2021</a>. The procedure provides guidance in the calibration of online analyzers and meters. In-house calibrations are completed for: all online turbidity meters, all online pH meters, in-house lab pH meters, in house lab turbidity meters.</p> <p>Calibrations by contracted service provider is carried out for: pocket colorimeters, magnetic flow meters, pressure and level transmitters, desktop colorimeter, chart recorders and temperature transmitters.</p> <p><b>OFI:</b> Consider referencing the MECP's requirement for the Calibration of CT Monitoring System (specified through the MDWL Schedule C s.4.0). This section requires that "any measuring instrumentation that forms part of the monitoring system for CT shall be checked and where necessary calibrated at least once every 12 months during which the drinking water system is in operation, or more frequently in accordance with the manufacturer's instructions".</p>

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	<p>Viewed records of in-house and external calibrations for 2022-2021 and backflow prevention tests for 2020-2021.</p> <p><b>OFI:</b> Related to the Monthly WTP Analyzer Calibrations (Form 040, dated October 28, 2021), consider including a prompt to record expiry dates of secondary standards and buffer solutions used.</p>
<p><b>18. Emergency Management</b></p> <p><b>PLAN</b> – The OP shall document a <i>procedure to maintain a state of emergency preparedness</i> that includes:</p> <ol style="list-style-type: none"> <li>a <i>list of potential emergency situations</i> or service interruptions,</li> <li><i>processes</i> for emergency <i>response and recovery</i>,</li> <li>emergency response <i>training and testing</i> requirements,</li> <li><i>Owner and OA responsibilities</i> during emergency situations,</li> <li><i>references to municipal</i> emergency planning measures as appropriate, and</li> <li>an <i>emergency communication protocol</i> and an <i>up-to-date list</i> of emergency <i>contacts</i>.</li> </ol> <p><b>DO</b> – The OA shall <i>implement and conform</i> to the procedure.</p>	<p><b>OP s.18 Emergency Management</b> refers to <b>Appendix “N” Emergency response procedure, dated July 30, 2021</b>. It presents general response and recovery processes to be followed in emergencies; contingency plans; and links to the Town’s Emergency Plan (outlining the town’s roles in emergencies).</p> <p>The <b>Emergency Response Training &amp; Test Exercise meeting minutes and action items, dated November 17, 2021</b> reviewed a flood and storm management scenario. The exercise involved individual brainstorming worksheets that identified individuals / companies involved and notified, resources / materials, anticipated priorities and activities, post-emergency challenges. <b>EP1120 Flood and Storm Management procedure, dated November 18, 2021</b> was included in the training package.</p> <p>Viewed the following emergency response procedures: <b>EP 1101 Aluminum Sulphate Spill, dated September 16, 2021; EP 1102 Diesel Spill, dated September 24, 2021; EP 1103 Major Disruption of Water Service, dated Aug. 30, 2019; EP 1104 Low Chlorine Residual, dated September 24, 2021; EP 1105 High Filter Effluent Turbidity, dated September 27, 2021; EP 1106 Low System Pressure, dated Aug. 30, 2019; EP 1107 Adverse Water Quality Results, dated Aug. 30, 2018 (Verbal note: can add AWQI e-mail as another option to submit written report); EP 1108 Chlorine Gas Leak, dated September 27, 2021; EP 1109 Contaminated Clearwell / Reservoir, dated Dec. 9, 2019; EP1110 Low lift pump and motor failures, dated Dec. 27, 2019; EP 1111 High lift pump and motor failure, dated September 27, 2021; EP 1112 Chemical feed system failure – loss of coagulation, dated Dec. 27, 2019; EP 1113 Chlorination system failure – loss of chlorination, dated Dec. 27, 2019; EP 1114 Filter failure, dated Jan. 27, 2020; EP 1115 Source water protection, dated Jan. 27, 2020; EP 1116 Bypass / overflow reporting, dated September 28, 2021; EP 1117 Imminent illness pandemic event, dated November 27, 2020 (Verbal note: Appendix D legislative references O. Reg. 75/20, instead should now point to O. Reg. 128/04 and O. Reg. 129/04); EP 1118 Work from home policy – imminent illness pandemic event, dated Mar. 19, 2020; EP 1119 Tower Out of Service, dated November 27, 2020; EP1120 Flood and Storm Management, dated November 18, 2021.</b></p>
<p><b>19. Internal Audits</b></p> <p><b>PLAN</b> – The OP shall document a <i>procedure for internal Audits</i> that:</p> <ol style="list-style-type: none"> <li>a <i>evaluates conformity of the QMS</i> with the requirements of this Standard,</li> <li>identifies internal Audit <i>criteria, frequency, scope, methodology and record-keeping</i> requirements,</li> <li>considers <i>previous internal and external Audit results</i>, and</li> <li>describes <i>how QMS Corrective Actions are identified and initiated</i>.</li> </ol> <p><b>DO</b> – The OA shall <i>implement and conform</i> to the procedure and shall ensure that internal Audits are conducted at <i>least once every Calendar Year</i>.</p>	<p><b>OP s.19 Internal Audits</b> refers to <b>Appendix “O” Internal audit procedure, dated December 14, 2021</b>.</p> <p>Viewed the <b>Systems Audit report by SAI Global, dated March 10, 2022</b> and <b>Re-Accreditation Audit reports by SAI Global, dated April 20, 2022</b> that identified no non-conformities and the following opportunities for improvement (<u>updates are underlined</u>):</p> <ul style="list-style-type: none"> <li>- <b>EI. 5</b> – Although the QMS documents and records were found to be generally conforming, the hard copy of SOP’s were not clearly identified as uncontrolled. The management concerned may consider putting in place some form of identification to ensure that users are fully aware of that. <u>“Uncontrolled when printed” label is placed on SOP’s and Emergency Procedures.</u></li> <li>- <b>EI. 7</b> – Consider rewording the underlined part to point towards “ensuring the currency of the information and the validity of the assumptions used in the risk assessment”. <u>Updated Appendix H with the wording.</u></li> <li>- <b>EI. 16</b> - ...feeling the water for change in temperature, which may be something that all operators should consider emulating...incorporated into eh SOP for water sampling. At the lab, free chlorine reagents were found without labels with regards to expiry dates – the were kept in separate open container box – consider writing the expiry date on a closable container. <u>Lab supplies posted in the lab showing expiry dates. The new set of free and total PDP packs have the expiry date on the individual packets, no longer an issue.</u></li> <li>- <b>EI. 18</b> – List of potential emergency situations should be linked in OP s.18 to Appendix I (risk assessment outcomes). <u>Updated s.18 to the list of potential emergency situations and service interruptions in App. I.</u></li> <li>- <b>EI. 20</b> – Clarify “members of top management” and “management review team”. <u>Changed to use only “Management Review Team” in section 20 and Appendix P.</u></li> <li>- <b>EI. 21</b> – PAR and CAR forms should be separated and continual improvement tracking could be done using a single tracking sheet, as the DWQMS audit tracking sheet. <u>Separated corrective action and preventive action into two forms and adjusted Appendix Q to reflect the change. OFI: Consider implementing the general continual improvement tracking sheet that the external auditor referenced.</u></li> </ul>

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	<p>Reviewed the <a href="#">2021 Internal Audit by Acclaims Environmental Inc., dated June 11, 2021</a>. No non-conformities and the following opportunities for improvement were noted (<u>updates are underlined</u>):</p> <ul style="list-style-type: none"> <li>- <b>EI. 5</b> – Consider updating Appendix “C” Document Control to reflect current practices (no signature required). <u>Confirmed this is completed in the updated procedure.</u></li> <li>- <b>EI. 7</b> – Consider describing in the risk assessment procedure how the reliability and redundancy of equipment is considered in the risk assessment process. <u>Noted the likelihood rating includes consideration of age, reliability (breakdowns/services) and redundancy of equipment (back-up equipment).</u></li> <li>- <b>EI. 10</b> – Consider establishing a review of past emergencies, emergency training / testing and other on-the-job training at future safety &amp; operations mtgs. To help ensure staff who missed on-the-job training can receive information and be trained on it as well. (links to last external audit finding for EI. 18) <u>This is implemented through Strategic Planning and Safety Meetings held on a quarterly basis – reviewing major events of the past quarter, along with future projects or concerns – viewed example from March 25, 2022</u></li> <li>- <b>EI. 11</b> – Consider describing some of the Ministry’s proposed amendments to O. Reg. 128/04 and O. Reg. 129/04 (through <a href="#">ERO notice no. 019-3513</a>) regarding temporary staffing scenarios and Ministry expectations in staff coverage in out-of-ordinary conditions (such as in pandemics, presented under O. Reg. 75/20). <u>Noted reference to business continuity plans required by the MECP in the event of staff shortage and staff coverage schedule / procedure can be found in EP 1117 Imminent Illness Pandemic Event.</u></li> <li>- <b>EI. 12</b> – Consider:             <ul style="list-style-type: none"> <li>a. placing all “Water and Sewer” information in one central location on the Town’s website, as duplicate information (such as in the QMS Policy and Fact Sheets located in two web locations) could result in different versions of the same information being shared <u>Confirmed this is completed.(links with Element 2).</u></li> <li>b. addressing communications challenges experienced by staff and Gananoque residents in work-from-home scenarios (e.g. such as those related to follow-up regarding high water usage and related bills) <u>A 6-month admin support person was hired in Treasury dept. to assist Utility Admin with triaging phone calls regarding billing – also town hall opened now.</u></li> </ul> </li> <li>- <b>EI. 12 + MDWL Sched. B s.5</b> – Consider:             <ul style="list-style-type: none"> <li>a. improving the advanced planning process for infrastructure projects for all compliance documents (e.g. Form 1’s, ECA-related) to be prepared in advance of activities <u>Pre-construction meetings are required with utilities staff before the start of all projects.</u></li> <li>b. Commissioning plans (for all project aspects – including overland) should be submitted far in advanced (not rushed through) <u>All large construction projects are being completed every other year now – allowing for all documentation and staff are available – year 1 for planning and year 2 for completing on-site work.</u></li> </ul> </li> <li>- <b>EI. 20</b> – Consider including an appendix to the Management Review meeting minutes to the quarterly action items listings for the year (links to external audit finding). <u>Appendix A was created to display quarterly action items throughout the year.</u></li> <li>- <b>OFI/SS</b> – Consider obtaining a <a href="#">subscription version of Adobe Acrobat Pro</a> to help improve effectiveness and efficiency of the QMS Rep’s compliance administration duties <u>Adobe Acrobat licence purchased</u></li> <li>- <b>OFI/SS</b> – Consumer awareness / education could be improved for community trust in drinking tap water (e.g. some residents prefer bottled water, water fountains should be made available with safe drinking water (with auto-flushers?), look into <a href="#">“Blue W” program</a>, etc.) <u>considered, budgetary restrictions and more info...</u></li> <li>- <b>OFI/SS</b> – Could benefit with having more time to carry-out the staff mentorship function. <u>Can get pulled away for more urgent, pressing / priority items SOP 111 New Employee Onboarding Checklist created</u></li> <li>- <b>OFI/SS</b> – Consider improving the stock-keeping – what do we have, what do we need, what is lead time, what makes sense to have on-hand, storage space requirements (dry, wet, temp), cost, systems for keeping that up <u>Inventory checks have been put on quarterly action items list and will be performed quarterly along with a roof structure for sheltering of parts and materials stored below.</u></li> </ul>
<p><b>20. Management Review</b>  <b>PLAN</b> – The OP shall document a <a href="#">procedure for management review</a> that <a href="#">evaluates</a> the continuing <a href="#">suitability, adequacy and effectiveness</a> of the QMS and that includes consideration of:  a) incidents of <a href="#">regulatory non-compliance</a>,  b) incidents of <a href="#">adverse drinking water tests</a>,  c) <a href="#">deviations from Critical Control Point limits</a> and <a href="#">response actions</a>,</p>	<p><a href="#">OP s.20 Management Review</a> describes that Management Reviews are conducted at least once every calendar year to report the status of the DWQMS to Owner Representatives and Top Management and to provide the information needed to make decisions on the maintenance and continual improvement of the DWQMS. It names the Utilities Compliance Coordinator, Utilities Superintendent, Chief Operator / ORO, Manager of Public Work sand Superintendent of Roads as the Management Review Team.</p>

DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)	DOCUMENT REVIEW – Auditor Comments (Condition Found)
<p>d) the <i>effectiveness of the risk assessment</i> process,                      e) <i>internal and third-party Audit</i> results,                      f) <i>results of emergency response testing</i>,                      g) <i>operational performance</i>,                      h) <i>raw water supply and drinking water quality trends</i>,                      i) follow-up on <i>action items</i> from <i>previous management reviews</i>,                      j) the <i>status</i> of management <i>action items</i> identified between reviews,                      k) <i>changes that could affect</i> the QMS,                      l) <i>Consumer feedback</i>,                      m) the <i>resources needed</i> to maintain the QMS,                      n) the <i>results of the infrastructure review</i>,                      o) <i>OP currency, content and updates</i>, and                      p) <i>staff suggestions</i>.</p> <p>DO – Top Management shall <i>implement and conform</i> to the procedure and shall:                      a) ensure that a management review is conducted <i>at least once every Calendar Year</i>,                      b) consider the <i>results of the management review</i> and identify <i>deficiencies and actions</i> items to address the <i>deficiencies</i>,                      c) provide a <i>record of any decisions and action items</i> related to the management review including the <i>personnel responsible</i> for delivering the action items and the <i>proposed timelines</i> for their implementation, and                      d) <i>report the results of the management review, the identified deficiencies, decisions and action items to the Owner</i>.</p>	<p><a href="#">Appendix "P" Management Review procedure, dated May 10, 2022</a> addresses all required PLAN and DO references.</p> <p>Viewed <a href="#">Management Review meeting minutes, dated December 9, 2021</a>. Confirmed the <a href="#">DWQMS Management Review Summary Report, dated December 8, 2021</a> included a review of all required items. Noted Meeting Action Item Template included on the first page (prior to the DWQMS Management Review Summary Report).</p> <ul style="list-style-type: none"> <li>a) No non-compliances reported within the MECP inspection period</li> <li>b) 1 AWQI – spill – due to water tower communication failure, the high lift pump did not stop pumping at its designated level causing the water from the water tower to spill into the overflow pipe. Dechlorination pucks were placed at the discharge location and the water did not reach the creek. The spill occurred over 20 minutes, spilling approximately 89m3 of water onto the ground. SAC and MOH were notified.</li> <li>c) No deviations from CCP's. <b>OFI:</b> Consider including a review of CCL's and occurrence of low distribution chlorine residuals (i.e. below 0.2 mg/l), SCADA alarms (e.g. occurrence of actual alarms affiliated with hi/hi or lo/lo setpoints)</li> <li>d) Completed annual review on August 19, 2021.</li> <li>e) External and internal audit OFI's issued are described in detail along with resolution for each.</li> <li>f) References November 17, 2021's emergency training and test session with EP1120 Flood and Storm Mgmt</li> <li>g) Quarterly action items summarized in Appendix B</li> <li>h) Raw water assessment in Appendix C – no changes in raw water quality trends and no operational performance issues.</li> <li>i) No outstanding action items – succession plan action completed</li> <li>j) No outstanding action items (linked with item above)</li> <li>k) Changes that could affect the QMS – COVID-19 – changes to how operators worked to prevent short staffing scenario</li> <li>l) 18 total 2020 complaints: 1 hydrant, 2 water meter, 5 low pressure / no water, 8 water quality and 2 other, and 26 total 2021 complaints: 4 low pressure / no water, 15 water quality (discoloured water from fire flow testing) and 7 other</li> <li>m) Resources needed – confirm resources for QMS</li> <li>n) Infrastructure review held October 13, 2021 – action items identified were completed.</li> <li>o) OP currency – revised November 10, 2021 with summary of revisions included, MDWL issued July 28 2021 <b>improvements</b> – 6<sup>th</sup> FT W/WW Operator, corrosion control lead replacement program, capital upgrades throughout, ORO back-up through senior staff, SOP's and ERP updated, quarterly action item schedule, hydrant pressure monitoring at 3 hydrants and access / updates to county's GIS mapping.</li> <li>p) Staffing assessment for sufficient personnel to meet regulatory requirements, daily duties and proper training for succession planning.</li> <li>q) Source water protection is added as a discussion topic.</li> </ul> <p>Noted the 4<sup>th</sup> Quarter 2021 report to council included a copy of the Management Review action items.</p>
<p><b>21. Continual Improvement</b>  <b>PLAN</b> – The OA shall develop a <i>procedure</i> for <i>tracking and measuring continual improvement</i> of its QMS by:</p> <ul style="list-style-type: none"> <li>a) <i>reviewing and considering</i> applicable <i>best management practices</i>, including any published by the Ministry of the Environment and Climate Change and available on <a href="http://www.ontario.ca/drinkingwater">www.ontario.ca/drinkingwater</a>, at least once every thirty-six months;</li> <li>b) documenting a process for <i>identification and management</i> of QMS <i>Corrective Actions</i> that includes:                         <ul style="list-style-type: none"> <li>i. <i>investigating the cause(s)</i> of an identified non-conformity,</li> <li>ii. <i>documenting the action(s) that will be taken</i> to correct the non-conformity and prevent the non-conformity from re-occurring, and</li> <li>iii. <i>reviewing the action(s) taken</i> to correct the non-conformity, <i>verifying that they are implemented and are effective in correcting and preventing</i> the re-occurrence of the non-conformity.</li> </ul> </li> <li>c) documenting a process for identifying and implementing <i>Preventive Actions</i> to eliminate the occurrence of potential non-conformities in the QMS that includes:                         <ul style="list-style-type: none"> <li>i. <i>reviewing potential non-conformities</i> that are identified to determine if preventive actions may be necessary,</li> <li>ii. <i>documenting the outcome of the review</i>, including the action(s), if any, that will be taken to prevent a non-conformity from occurring, and</li> </ul> </li> </ul>	<p><a href="#">OP s.21 Continual Improvements</a> states continual improvement is achieved through continuous learning, those identified in management reviews, best practices recommendations from MECP once every 36 months, corrective and preventive actions to address non-conformities and potential non-conformities. Refers to <a href="#">Appendix "Q" Continual Improvement, dated May 10, 2022</a> – which further describes sources of improvements, CAR's, PAR's and the processes for each.</p> <p>Issues of compliance and continual improvement are achieved through the use of action items, corrective actions, preventive actions and the audit tracking spreadsheet. Sources of improvements can be initiated from internal and external audits, MECP inspections, complaints, management reviews, risk assessment reviews, infrastructure reviews, training sessions, incident debriefing, AWQI report, operator and staff feedback. The procedure describes the corrective and preventive action processes.</p>

DOCUMENT REVIEW – DWQMS 2.0 (Condition Expected)	DOCUMENT REVIEW – Auditor Comments (Condition Found)
<p>iii. <i>reviewing the action(s) taken to prevent</i> a non-conformity, <i>verifying that they are implemented and are effective</i> in preventing the occurrence of the non-conformity.</p> <p>DO – The OA shall <i>strive to continually improve the effectiveness of its QMS</i> by implementing and conforming to the procedure.</p>	

Process:	Auditee(s):	Audit Date:
<p><b>1.0 Adequate Resources?</b> (s. 9, 11, 13, 14-15)</p> <p>1.1 What are the different roles and responsibilities involved?</p> <p>1.2 What are the resources required to carry out this/these tasks? Such as:</p> <ul style="list-style-type: none"> <li>a. Staff (and adequate staff coverage)</li> <li>b. Supplies</li> <li>c. Equipment</li> <li>d. Facilities / space</li> </ul> <p>1.3 Are there enough resources?</p> <p>1.4 Are there special requirements for the resources?</p> <ul style="list-style-type: none"> <li>a. How do we ensure the quality of supplies / equipment?</li> </ul>	<p><b>4.0 Process Under Control?</b> (s. 5, 17)</p> <p>4.1 Do you rely on documents to provide details of what tasks are required?</p> <ul style="list-style-type: none"> <li>a. SOPs? Forms? WO's? MRF's? Standards or Guidelines?</li> <li>b. Are they current / legible / identifiable / retrievable / stored / protected / retained?</li> </ul> <p>4.2 Are documents disposed of? Why? When?</p> <p>4.3 Does the work area appear safe, organized and clean?</p>	<p><b>6.0 Who?</b> (s. 2, 3-4, 10)</p> <p>6.1 What are the competencies for these duties?</p> <p>6.2 What types of activities can develop competencies / experience?</p> <p>6.3 Do staff involved know how their duties affect drinking water quantity / quality?</p> <p>6.4 Do staff know what the quality policy states?</p> <p>6.5 How do staff know what legal requirements apply to their tasks?</p>
<p><b>2.0 Process Input?</b></p> <p>2.1 What are your process inputs?</p> <ul style="list-style-type: none"> <li>a. Legal/other requirements</li> <li>b. Work orders or maintenance requests</li> <li>c. Internal or external customers</li> </ul> <p>2.2 Is there a "previous process step" that feeds into this one?</p> <p>2.3 Are you happy with the supplies / data / information provided by the previous step?</p>	<p>4.4 If resources include measurement and recording equipment, is this equipment calibrated and maintained? How?</p>	<p><b>7.0 Output?</b> (s. 5)</p> <p>7.1 What is the output of your process?</p> <p>7.2 What records do you produce?</p> <ul style="list-style-type: none"> <li>a. Are they legible / identifiable / retrievable / stored / protected / retained?</li> <li>b. Are they complete?</li> </ul> <p>7.3 Are records disposed of? Why? When?</p>
<p><b>3.0 Measured?</b> (s. 8, 12, 16)</p> <p>3.1 What things do you check, sample, monitor or test?</p> <p>3.2 Where do you record results? Are records complete?</p> <p>3.3 Is the information reviewed, analyzed or checked for effectiveness (in meeting requirements)?</p> <p>3.4 Do you communicate results? To whom? Verbally? In Writing?</p>	<p><b>5.0 What If Out-of-Control?</b> (s. 7-8, 12, 18)</p> <p>5.1 What types of things can go wrong? (out-of-ordinary / emergencies / service interruptions)</p> <p>5.2 What actions are taken when they do go wrong?</p> <p>5.3 What notifications? To whom?</p> <p>5.4 What do you document? Where?</p> <p>5.5 Is there an emergency contact list? Is it maintained?</p>	<p><b>8.0 Stakeholder Satisfaction?</b> (s. 12, 20)</p> <p>8.1 Are relevant stakeholders satisfied with this work?</p> <ul style="list-style-type: none"> <li>a. internal / external customers,</li> <li>b. government agencies,</li> <li>c. public,</li> <li>d. owner,</li> <li>e. top management</li> </ul> <p>8.2 How do you know?</p> <p><b>9.0 Evidence of Continual Improvement?</b> (s. 21)</p> <p>9.1 What are some improvements related to this process that you have seen / implemented in the past year?</p> <p>9.2 Is there anything you'd like to change about this process?</p>

<b>Process:</b> Top management responsibilities	<b>Auditee(s):</b> Don Richards, Superintendent	<b>Audit Date:</b> June 21, 2022 10:00 AM
<p><b>1.0 Adequate Resources?</b> (s. 9, 11, 13, 14-15) Major projects in the next few years, understand complexities of projects. Management of change.</p> <p>Essential supplies – supply shortage issues – delays in projects. Operationally ok with day-to-day. PLC’s are delayed for one of the capital projects. Spare PLC’s and components were purchased for the water treatment plant last fall (when indicators were there about shortages). Stocked up in pipe parts last year.</p> <p>Labour / contract resources are in short-supply (e.g. diver only has one crew vs. two).</p>	<p><b>4.0 Process Under Control?</b> (s. 5, 17)</p> <p>Templates established for necessary capital and long-term infrastructure maintenance plans.</p> <p>Project management – considering long-term impacts of climate change, other risks</p> <p>Procurement by-laws</p> <p>Mentoring staff</p> <p>Communications with contractors re: weaknesses</p> <p>Critical infrastructure replacement – water / wastewater – labour shortages due to strikes in contractors</p> <p>Approved financial plan</p> <p>Ensuring operational equipment is in service at most cost-effective and timely manner</p>	<p><b>6.0 Who?</b> (s. 2, 3-4, 10)</p> <p>Overall management of HR, financial – of managing the whole division. Ensuring projects are completed and equipment is properly maintained with a proper 10-year capital plan (incl. refurbishment – on a schedule, and any equipment-specific needs).</p> <p>Able to manage multiple complex capital projects, operational day-to-day, HR experience, reports to council, etc.</p>
<p><b>2.0 Process Input?</b></p> <p>Council approval of budgets Challenges encountered by team members</p> <p>Capital planning (changes daily – e.g. pricing for pumps 2.5x+ higher) and project management</p> <p>Financial planning – now based on new prices</p>	<p><b>5.0 What If Out-of-Control?</b> (s. 7-8, 12, 18)</p> <p>Project-related challenges encountered – e.g. infrastructure understanding is different than actual. As-built drawings were not correct or their locations are not correct.</p> <p>Now have a temporary asset management coordinator – updating all GIS, tagging all valves, sewers, data on every piece of infrastructure the town owns. When encountered valve issues in a project – will eliminate this issue re: proper locations of valves.</p>	<p><b>7.0 Output?</b> (s. 5)</p> <p>Procurement and variance reporting Performance evaluations on staff Contractor evaluations – renewed agreements Quarterly reports for water and wastewater to council Annual &amp; summary reports 10-year capital plan Variance reports on operational budgets</p>
<p><b>3.0 Measured?</b> (s. 8, 12, 16)</p> <p>Aging infrastructure Projects re: predictability of failures Through projects, exposing other critical parts of infrastructure – life expectancy</p> <p>Prices Staff, sufficient skillset and resources, training, skills-based, knowledge-based</p> <p>Communications with staff, understand needs</p>		<p><b>8.0 Stakeholder Satisfaction?</b> (s. 12, 20)</p> <p>Community, council, CAO, director, staff Stakeholders are satisfied -approving capital budgets, community is provided a more reliable service than previously (e.g. first year, \$7M, now \$4.5M budgets) – council / CAO pleased with procurement reports and needs for sole sourcing and emergency purchases re: additional expenditures. Staff are confident in the division, equipment is getting refurbished, clear communications on financial plans at operational Strategic Planning meetings – vision on what’s happening with operational staff input. Pleased with stations and problems encountered – had a spare pump in stock.</p>

<b>Process:</b> Top management responsibilities	<b>Auditee(s):</b> Don Richards, Superintendent	<b>Audit Date:</b> June 21, 2022 10:00 AM
		<p><b>9.0 Evidence of Continual Improvement?</b> (s. 21)</p> <p>Staff that is now confident to step-up to ORO position. Previously, there were issues / concerns with taking the ORO duties.</p> <p>Succession planning – now two more competent ORO's.</p>

<b>Process:</b> Water Distribution O&M	<b>Auditee(s):</b> Keith Kirkby, Water/Wastewater Operator Level IV	<b>Audit Date:</b> June 21, 2022 1:00 PM
<p><b>1.0 Adequate Resources?</b> (s. 9, 11, 13, 14-15)                      Adequate resources. Best team now in 21 years with the right skillsets and attitudes with good staff coverage.</p> <p><b>OFI/SS:</b> A couple of more certified operators would be beneficial seasonally. Dead end flushing, monthly with checklist, SOP – sometimes not completed. E.g. annual inspections could be shifted to wintertime. COVID has disrupted normal operational activities (rarely “all hands on deck”). Vacation schedules in the summer, OT in lieu; sick leaves due to surgeries or other injuries.</p> <p>Supply chain issues – Matt, Christine, Don ensure supplies are at good levels of stock.</p>	<p><b>4.0 Process Under Control?</b> (s. 5, 17)</p> <p>SOP’s – reviewed regularly</p> <p>Mentoring programs – teaching newer operators</p> <p>Phones on-person, constant communication with new operators</p> <p>WhatsApp used for group-wide communication</p> <p>Technology in-hand keeping everyone informed of ongoing issues and activities</p> <p>Regulatory requirements reviewed and considered in SOP’s, and checksheets – ensuring everything is done</p>	<p><b>6.0 Who?</b> (s. 2, 3-4, 10)</p> <p>As an up-to-date, trained, certified operator – aware of all applicable regulations. Regular MECP e-mails on notifications of updates / changes.</p> <p>Work alongside compliance person re: updated SOP’s considering operational perspective and compliance perspectives. Training new operators on historical context re: sharing operational experiences – teaching and go-to. Taking on ORO role and responsibilities.</p> <p>ORO responsibility within the bargaining unit could be called for advice and help in-person with the operational role and responsibilities.</p>
<p><b>2.0 Process Input?</b></p> <p>Calendar tasks by Christine, Don, Keith, Matt – to serve as reminder systems</p> <p>Mesh work orders – reporting system – application on phones – to record complaints</p> <p>Incoming calls</p> <p>Manuals have minimum recommendations</p> <p>Flushing of the entire town twice annually</p> <p>Capital projects and MECP requirements</p>	<p>Keeping information current and up-to-date (e.g. more dead ends exist than previously understood, up-to-date flushing lists)</p> <p>Circulating work among team members, worksheets and checksheets prompt for the necessary steps to continue with.</p> <p>Design following MECP’s Design Guidelines, MECP’s Watermain Disinfection Procedure</p>	<p><b>7.0 Output?</b> (s. 5)</p> <p>Server – reports are backed up on Chart recorders</p> <p>Logbooks</p> <p>WaterTrax</p> <p>Ministry Reporting</p> <p>Training records, filed with Compliance now</p> <p>Watermain Commissioning records</p>
<p><b>3.0 Measured?</b> (s. 8, 12, 16)</p> <p>Flush to under 3 NTU (must be less than 5)</p> <p>250 Hydrants, benchmark by zone</p> <p>Chlorine residuals – “normal” through weekly bacti sampling – 1.2 mg/L (higher near the plant), and 0.8 mg/L at dead ends – must respond under 0.2 mg/L (CCL)</p> <p>Samples and tests</p>	<p><b>5.0 What If Out-of-Control?</b> (s. 7-8, 12, 18)</p> <p>OIC standby – once every 6 weeks, noted backwash flow rate lower than desired, filter runs shorter, headloss... identified the cause... with two backwash pumps, switch duties (once every month or two) – one at a time, share a drive – butterfly valve manually set to achieve (<b>OFI</b> – Related to backwash</p>	<p><b>8.0 Stakeholder Satisfaction?</b> (s. 12, 20)</p> <p>Everyone! Very supportive team environment. Self is stakeholder as well.</p>

<b>Process:</b> Water Distribution O&M	<b>Auditee(s):</b> Keith Kirkby, Water/Wastewater Operator Level IV	<b>Audit Date:</b> June 21, 2022 1:00 PM
	<p>processes requiring 190 L/second flow for effectiveness of operations, consider including this information in the related SOP along with temperature considerations that affect flow rates and related checklist).</p> <p>Experience shared on WhatsApp – group learned altogether.</p>	<p><b>9.0 Evidence of Continual Improvement?</b> (s. 21)</p> <p>SOP’s, charts summarizing main information – e.g. Watermain Commissioning</p> <p>Compliance-focused staff (Christine)</p> <p>Superintendent reporting regularly to council / owner – more well-aware council members</p> <p>Great investments in water infrastructure (many km’s 100+ year-old pipe) – now only a few / far between – major reconstruction activities have been ongoing for years</p> <p>Pipe materials – plastic in the ground for the last 18 years – not accumulating sediments (with flushing) as in metallic mains. Preventing problems through proper specifications.</p> <p>Operator authority to problem-solve on own – obtain quotes, investigate possible solutions.</p>

<b>Process:</b> Water Treatment & Distribution	<b>Auditee(s):</b> Gordon Ogg, Water Operator	<b>Audit Date:</b> June 21, 2022 2:15 PM
<p><b>1.0 Adequate Resources?</b> (s. 9, 11, 13, 14-15)                      Have the resources (hand tools, chemical supplies, PPE) needed to do the job well – great support from the top down.                      Well-ahead with daily consumables (no rationing necessary) and PPE is available, as required.                      Equipment evaluations include technological options.</p> <p>Supply chain issues – aware of issues that exist from past two years, chose to start rationing diesel fuel from generator runs (from 4x to 2x monthly). Hach – industry wide printer ink shortage contributed to different labels in DPD’s.</p>	<p><b>4.0 Process Under Control?</b> (s. 5, 17)                      Staff have repeatability between team members, learn from one another.</p> <p>Calendars and scheduling tools – pre-populated a couple of months ahead (sampling programs)</p> <p>Group reviews of calendar tasks at morning meetings where tasks are assigned</p> <p>e.g. distribution samples on Chain of Custody, OIC at WTP – plant samples – review the existing Chain of Custody, hands off to OIC to deliver to lab – reviews all work prior to driving to the lab</p>	<p><b>6.0 Who?</b> (s. 2, 3-4, 10)                      Immediate investigations of any reported problems or out-of-ordinary condition. E.g. this morning report of a raw sewage spill (determined possibly oil) – policies in place to protect the IPZ in the source protection area – responded in minutes.</p> <p>Amazing team environment – with great diversity, junior and senior staff.</p> <p>Class II WT and Class II WD.</p>
<p><b>2.0 Process Input?</b>                      Gananoque dispatch – calls                      Daily, weekly, monthly obligations</p> <p>Electronic calendar populates reminders – tasks assigned by Superintendent, Utility Compliance, Rotating ORO, Rotating OIC</p> <p>WhatsApp – group text application</p> <p>Work orders – in Mesh</p>	<p>e.g. distribution residuals entered in distribution logbook, plant logbook, WaterTrax, Chain of Custody</p> <p>Double checking each other’s work all the time – a collaborative environment</p> <p>Lab forms, daily station checksheets</p> <p>Carry-out verifications and adjust analyzers as necessary.</p> <p>HMI – provides historical context</p>	<p><b>7.0 Output?</b> (s. 5)                      Electronic communications (group text), records                      Hydrant flushing                      Daily forms – distribution residuals                      Lab test results                      Logbooks – alarm logs                      WaterTrax                      Chains of Custody                      Maintenance expenditures                      Training &amp; certification records                      Mesh reports, WO records</p>
<p><b>3.0 Measured?</b> (s. 8, 12, 16)                      Distribution residuals – different expectations for different locations – changing with high lift pumps and – e.g. 3 mg/L free at high lift, if close location has close to same.</p> <p>Generally, 1.0 mg/L free as a red flag indicator.</p> <p>Will flush at around 1.0 mg/L.</p> <p>Training tracked and requirements tracked – to ensure all certificates are not expired – Compliance 365 used – monthly download a spreadsheet.</p>	<p><b>5.0 What If Out-of-Control?</b> (s. 7-8, 12, 18)                      Internal plumbing issues resolved with water meter replacements – reverse flows (would not have been picked-up from previous generations of water meters), addressing water loss as well.</p> <p>Power outages – emergency generators come online, duty operators respond to alarms, start reviewing stations, confirm generators started as expected, some need manual starts, ensure pumping stations keep pumping. In a blackout, check fuel levels, see if you need to order fuel. Dialer is on the landline system, some autonomous generators, dialer will call the operator, to ensure verifications of back-up systems are online as intended.</p>	<p><b>8.0 Stakeholder Satisfaction?</b> (s. 12, 20)                      Everybody! Self is interested – like living, work in Gananoque. Every resident on municipal drinking water. Everyone downstream.</p> <p>CAO, Superintendent, accreditation auditors, MECP, etc. Internally everyone scrutinizes one another</p> <p><b>9.0 Evidence of Continual Improvement?</b> (s. 21)                      Staff changes have been an incredibly positive change – Utility Compliance position has made significant difference; Superintendent with Certifications has made a significant difference in their understanding. Increasing operator numbers is a large positive change. Rehab on the lagoon, old mains replaced in reconstruction programs, lead services grant program for removal of lead services.</p>

<b>Process:</b> QMS Representative responsibilities	<b>Auditee(s):</b> Christine Brennan, Utilities Compliance Coordinator	<b>Audit Date:</b> June 22, 2022 8:30 AM
<p><b>1.0 Adequate Resources?</b> (s. 9, 11, 13, 14-15)                      Have adequate resources – Acrobat is very beneficial. Compliance 365 is also very beneficial, training resources are provided.</p> <p>Don acts as QMS Representative when on vacation. Essential supplies, challenges experienced now – called a number of different vendors and especially costs (e.g. calibration costs).</p> <p>Attend infrastructure review meetings and combine packages. Scheduling maintenance between ORO, Don and self – divided well – e.g. annual maintenance / calibration by Christine. Operational Don and ORO – Scheduling in am’s.</p>	<p><b>4.0 Process Under Control?</b> (s. 5, 17)</p> <p>Viewed <b>Compliance 365 software</b> used for tracking operator training.</p> <p>Viewed <b>Renewal Eligibility Summary Report produced on June 22, 2022.</b> Confirmed that Christine’s expiring WWC II has the required training hours, and Don’s expiring WWC OIT is planned to be extended.</p> <p>Safety Operations Meetings on a quarterly basis – review information on the agenda with open discussions at the end.</p> <p>Review quarterly action items regularly with Don and ORO – to follow-through with everything and make adjustments as required.</p>	<p><b>6.0 Who?</b> (s. 2, 3-4, 10)</p> <p>Maintain the QMS &amp; Policy- update with new information, from training, review SOP’s and ERP SOP’s annually. Review with operators regularly. Complete all management reviews and emergency response training as well as meetings – emergency worksheets with notes by all staff.</p>
<p><b>2.0 Process Input?</b>                      ORO – Matt – Schedule of operational maintenance activities</p> <p>Outlook Calendar reminders – populated every year re: lead sampling, quarterly calendar, all sampling – through sampling calendar; on-call and ORO sheet populated on calendar</p> <p>Quarterly schedule</p>		<p><b>7.0 Output?</b> (s. 5)</p> <p>QMS Rep checklist – keeps on track                      Compliance 365 re: training hours and licence renewals                      Document control sheet – re: new versions                      Record of revision sheet – changes made                      Quarterly action items sheet                      Quarterly council reports – keep owner informed</p>
<p><b>3.0 Measured?</b> (s. 8, 12, 16)</p> <p>Training, licence expiries for operators and facilities.</p> <p>Annual calibrations – within certain timeframe</p> <p>Inspections due (e.g. AC in annual calendar)</p>	<p><b>5.0 What If Out-of-Control?</b> (s. 7-8, 12, 18)</p> <p>Spill reported on June 21, 2022, had occurred earlier. Stains on the pavement – chamber with three manholes– oil interceptor from auto shop at high school – hadn’t cleaned it out in years due to pandemic.</p>	<p><b>8.0 Stakeholder Satisfaction?</b> (s. 12, 20)</p> <p>Owner, operators, Utilities Superintendent, Manager, CAO, MECP, public, auditors</p> <p>Happy stakeholders (as confirmed through audit interviews),and through regular interactions with them</p>

<b>Process:</b> QMS Representative responsibilities	<b>Auditee(s):</b> Christine Brennan, Utilities Compliance Coordinator	<b>Audit Date:</b> June 22, 2022 8:30 AM
<p>Annual maintenance</p> <p>Assist with meter readings and water meter replacement program (with remote meter reading)</p> <p>Training tracked and requirements tracked – to ensure all certificates are not expired – Compliance 365 used – monthly download a spreadsheet.</p>	<p>Overflowed the manholes.</p> <p>Left a voice message with MECP Inspector – even if Gananoque not responsible for private side spills – but could impact source water. School contact information provided to MECP Inspector for follow-up. Private contact was educated on SAC reporting.</p>	<p><b>9.0 Evidence of Continual Improvement?</b> (s. 21)</p> <p>Audit improvement tracking sheet</p> <p>Preventive and corrective action forms separated as requested</p> <p>Ongoing updates with procedures and updating to reflect current information</p> <p>New procedures established (especially when new staff start and noting needs for additional information to be available) – operators involved in the writing of procedures.</p> <p><b>OFI/SS</b> – a summer student (OIT) would be beneficial to meet the AWWA standard regarding valve exercising programs, carry-out other maintenance such as hydrant maintenance</p>

<b>Process:</b> Water Treatment O&M	<b>Auditee(s):</b> Matt Hault, Public Utilities Operator and Chief ORO (with Keith & Mike)	<b>Audit Date:</b> June 22, 2022 9:30 AM
<p><b>1.0 Adequate Resources?</b> (s. 9, 11, 13, 14-15)                      Incredible group of people is amazing – sense of responsibility, sense of duty, collaboration, wanting what’s best, training, development, etc.</p> <p>2014: 6 operators and unlicensed superintendent. Now, superintendent is licensed, Compliance Coordinator licensed, lost operators – now training all novice, regular, experienced operators... (previously had 8 operators)</p> <p>Inadequate resources (low on operational staff, down one truck, increased service lives of trucks from 10 to 12 years – water trucks are well-used) –Run around putting out fires. In winter, had some dedicated time that could advance plans. E.g. backwash flow rate issue and “duty” rotated on monthly basis. In optimizing processes, recognizing deficiencies.</p>	<p><b>4.0 Process Under Control?</b> (s. 5, 17)                      Idea of incorporating the flow rate into the checksheet.</p> <p>SCADA program – and plugin that helps export datasets (e.g. backwash pump flow rates, temperature of water, headloss) – and compare information. If had sufficient time to analyze process outcomes to optimize processes as “mini projects”. Could improve operators’ skills...</p> <p><b>OFI:</b> Mesh work order system and follow-up on incomplete work orders could be improved. Opportunity to improve the tracking of work necessary and follow-up.</p> <p>Need to tailor Mesh on how to use it most beneficially.</p> <p>Great at communicating among team members.</p>	<p><b>6.0 Who?</b> (s. 2, 3-4, 10)</p> <p>As an operator, operate the water plant and distribution system in accordance with Ministry rules, guidelines, SOP’s.</p> <p>Complete work reports and checksheets and other documents regulated by DWQMS, and are associated with DWQMS. Submit and organize information appropriately. Take actions on and submit suggestions for opportunities for improvement. Min. OIT, Class II WTP, and Class II WD – have Class III’s in both</p>
<p><b>2.0 Process Input?</b>                      20-30 calls per day                      Incoming issues                      Hydrant inspection requirements                      Training budget                      Outlook Calendar – meetings created with related details                      Scheduling maintenance events                      Checksheets                      Excel spreadsheet – breakdown of days and assignments for each of the jobs (referring to Outlook calendar)                      Mesh work order system</p> <p>Reconstruction projects</p>	<p>Training to SOP’s, ensuring consistency between operators</p> <p>Staff observe each others’ work and cross-train</p> <p>SOP’s</p> <p>e-mails, text messages (via WhatsApp) – where ongoing notifications are provided by other team members on what they’re seeing throughout the day- so everyone is aware of any ongoing issues</p> <p>e.g. sewage-related reconstruction project – instructed to stay away. Pump recently went for regular 5- to 10-year service, “pooched”. Why?</p> <p><b>OFI/SS:</b> Staff should have input on construction projects – e.g. trees being planted over feedermain, if designing a station, need operational feedback on what is necessary from an operator’s perspective. 3-month and 6-month follow-up, are project aspects functioning as intended? More difficult to do later.</p>	<p><b>7.0 Output?</b> (s. 5)</p> <p>Lab record                      Water plant walkaround checksheet                      SCADA daily reports – verify trending                      Logbook                      Distribution residuals logbook – kept with kit and transcribed in water plant binder                      WaterTrax                      SCADA data                      Dead end flushing sheet                      Lead sampling sheets                      Chains of custody for sampling                      Worksheets documenting watermain commissioning                      Mesh WO's                      Circle charts – older style record                      Filing cabinets (one drawer=one year) – spaces for three years in the control room (recent records accessible to staff)                      Water tower back-up generator checksheet</p>

<b>Process:</b> Water Treatment O&M	<b>Auditee(s):</b> Matt Hoult, Public Utilities Operator and Chief ORO (with Keith & Mike)	<b>Audit Date:</b> June 22, 2022 9:30 AM
		<p><b>Cleared out unused area – organized files</b> by year, when new year begins, pull out past year placed in basement.</p> <p>15 years of records available and organized at the plant.</p>
<p><b>3.0 Measured?</b> (s. 8, 12, 16)</p> <p>Chlorine residuals – raw water (pre-chlor), leaving the water plant,</p> <p>Turbidity in and out, filter effluent</p> <p>Temperature and pH of water in /out</p> <p>Headloss of filters</p> <p>Distribution system chlorine residuals</p> <p>Lead in distribution system – sampling periods</p> <p>Dead end flushing</p> <p>Flush stations set-up where monitored from – programmed to be checked on a periodic basis</p> <p>Customer complaints</p> <p>Bacteriological sampling</p> <p>Microcystin sampling</p> <p>Annual and quarterly sampling</p>	<p><b>5.0 What If Out-of-Control?</b> (s. 7-8, 12, 18)                      e.g. capital project for replacing water meters (Neptune) – requires water to be shut-off to the house. Normally, valve between watermain and water meter – most not touched in decades (sometimes work or not). Now using curb stops to turn off water – and these have also not been touched in decades (e.g. one installed in 1905).</p> <p>One had lead service, curb stop – early 1900’s, galvanized pipe inside the house which cracked and caused a flood in the house. In winter, dug down, cap removed, curb stop filled with dirt – removed dirt, then rod broken – identified spring timeframe to address the broken issue.</p> <p>120 year-old curb stop doesn’t work – lead to copper coupler, copper / lead ...etc. pipes – expensive work.</p> <p>In process of procuring a tool – “liphook” (out of Lindsay) needle nose pliers on long pole (reduces the size of the holes required to repair rods at curb stops).</p> <p>If we had a curb stop exercising, valve exercising, hydrant inspection programs – would be preventive programs that would help support the team in their work.</p>	<p><b>8.0 Stakeholder Satisfaction?</b> (s. 12, 20)                      Self, colleagues, different departments, supervisor, top management, the public, citizens, contractors, other trades we work alongside, council, MECPC, MOL, MoT.                      Audit processes, council reports, annual reports, direct feedback from supervisors, complaints logged.</p> <p><b>9.0 Evidence of Continual Improvement?</b> (s. 21)                      Two most recent hires, one shared locker – now have room for proper locker space and changing.                      Storage area cleaned-out among team members and organized, labelling, not dusty / dirty, can locate the equipment and tools necessary. Ensuring stock is ordered and received (considering supply chain issues).  <b>OFI/SS:</b> storage space / building would be beneficial for storage of equipment and pipes  <b>OFI/SS:</b> parking, office space, space for additional staff, locker rooms, change rooms, lunch rooms                      Equipment spread-out among different locations – e.g. valve turning trailer in the works garage – 1.5 hr-2 hour exercise.                      Hydrants and ductile iron pipe in field under awning or shack that is not well set-up. Two sea cans (one with mold in it) – pipe storage  <b>OFI/SS:</b> need additional operational staff, another full-time operator and a couple of summer students (ideally 2 full-time operators, long-term) – e.g. hydrant inspections ideally have two operators on this activity.                      Summer students have great skills we can use</p>

## Appendix "D" – Auditor CV and Training Certificates

### Curriculum Vitae: Brigitte Roth, BES, EP(EMSLA)

#### SUMMARY:

A management systems, compliance and risk management professional with 25 years' experience in:

- achieving legislative compliance,
- optimizing and integrating management systems,
- conducting risk assessments and analysis,
- preparing and improving emergency response plans,
- planning and executing annual emergency test exercises and debrief sessions,
- leading and carrying out compliance and management system audits, and
- developing and delivering training related to the above areas of expertise.

A certified environmental professional with ECO Canada, as EP(CEA) from 2005-2015 and currently as EP(EMSLA) since 2015; she has conducted environmental compliance, pollution prevention and management system audits at over 95 unique organizations of various industries in Ontario and at 66 golf courses under the Integrated Pest Management Accreditation Program. She has overseen the implementation and integration of management systems in conformity with ISO 14001, ISO 9001, ISO 17025, OHSAS 18001 and Ontario's Drinking Water Quality Management Standard.

Also experienced as an alternate Community Emergency Management Coordinator (CEMC) for the City of Guelph from 2015 to 2017 and a Planning Section Chief in the City's Emergency Operations Centre from 2014 to 2017.

#### PROFESSIONAL DESIGNATIONS:

2015, Environmental Professional – Environmental Management Systems Lead Auditor, ECO Canada  
2005-2015, Environmental Professional – Compliance Auditor, ECO Canada

#### EDUCATION & KEY TRAINING:

2018, ISO/IEC 17025:2017, Waher Consulting Services  
2016, Community Emergency Management Coordinator, Emergency Management Ontario  
2014-2017, Emergency Management Certificate program courses, Justice Institute of British Columbia  
2013, Project Management Certificate (with High Honours), Sheridan College  
1998, Environmental Management System Lead Auditor, KPMG (Certificate No. E0034)  
1997, Quality Management System Lead Auditor, KPMG (Certificate No. K193)  
1996, Certificate of Environmental Assessment, University of Waterloo  
1996, Bachelor of Environmental Studies (Honours Geography), University of Waterloo

#### EMPLOYMENT HISTORY:

**Principal Consultant** at [Acclaims Environmental Inc.](#)

January 2018 - present

Helping optimize the effectiveness of customers' integrated management systems through audits and facilitated sessions to improve:

- legislative compliance (e.g. emissions reporting, approvals and environmental protection plans)
- conformance to management system standards (e.g. DWQMS, ISO 14001, ISO 9001, ISO 45001)
- risk assessment and management
- emergency preparedness and business continuity

**Trainer** at [Walkerton Clean Water Centre](#)

October 2016 - present

Contract trainer for the following courses:

- Drinking Water Quality Management Standard (DWQMS)
- Internal Auditing for DWQMS
- Responsibilities under the Statutory Standard of Care
- Risk Assessment & Emergency Preparedness

**Program Coordinator – Project and Program Management** at [City of Guelph](#)

March 2017 – January 2018

For the City's Corporate Project Management Office (CPMO):

- Developed and promoted methodologies and standards,
- Reported to the Executive Team and city Council on the CPMO's performance,
- Promoted and trained on project management processes,
- Implemented project document and records control, and
- Researched and implemented best practices.

**Quality Assurance Coordinator** at [City of Guelph](#)

October 2008 – March 2017

Managed the processes related to:

- Municipal Drinking Water Licensing,
- Drinking Water Quality Management Standard (DWQMS) accreditation,
- Leading the audit team in internal audits and coordinating external audits,
- Risk assessment, analysis and emergency response plans, and
- Regular compliance reports to Top Management and city Council.

**Pollution Prevention Coordinator / Senior Environmental Auditor** at [CASF](#)

2001 – 2008

- Conducted over fifty pollution prevention and/or compliance audits at metal finishing sites.
- Designed and delivered Advanced Environmental Management Series of courses (Auditing 101; Pollution Prevention Planning & Materials Accounting; Regulatory Compliance; Spills Prevention, Emergency Preparedness and Response).
- Chaired annual Metal Finishing Conference committee from 2000-2008.

**Environmental Management System Specialist** at [WESA Group Inc.](#) (BluMetric Environmental Inc.)

2004 – 2006

- Conducted compliance and management system audits at industrial and municipal drinking water sites.
- Assisted with management system implementations (ISO 9001, ISO 14001, OHSAS 18001, DWQMS).
- Assisted industrial clients with Canada's National Pollutant Release Inventory annual reporting.
- Assisted in the application process for industrial facilities' Certificates of Approval (Air & Noise).

**Quality and Environmental Coordinator** at [Kuntz Electroplating Inc.](#)

1996 – 2001

- Project manager for ISO 9001, ISO 14001 and ISO 17025 implementation and maintenance.
- Facilitated annual reviews of quality policies, risk assessments and emergency response plans.
- Kept up-to-date on all changes in regulatory / customer requirements and reported to management.
- Developed and delivered various quality and environmental management system training programs.
- Managed external and internal audit plans for all management systems and functioned as lead auditor.

**ENVIRONMENTAL CAREERS ORGANIZATION OF CANADA**

hereby certifies that

**Brigitte Roth**

has been awarded the title of

**Environmental Professional - Environmental  
Management Systems Lead Auditor EP(EMSLA)**

in the following specialization(s)

Environmental Management Systems

Ratified by the Canadian Environmental Certification Approvals Board (CECAB), and in accordance with the EP Code of Conduct and the current Occupational Standards, for a certification term of five (5) years, from:

11/10/2020 to 11/09/2025

Brigitte Roth has been a certified member since  
07/12/2005



Chair, CECAB

Registrar

# 70855



**CERTIFICATE OF ACHIEVEMENT**

**BRIGITTE ROTH**

*has successfully completed the*

**Internal Auditing for the Drinking Water Quality Management Standard course**

WWOCS Course ID # 8194

September 24, 2020 to September 25, 2020

Director Approved Continuing Education Units: 1.4

Carl Kuhnke  
CEO

September 25, 2020

Date

[www.wcwc.ca](http://www.wcwc.ca)



## **Quarterly Reports**

### **Wastewater**

2<sup>nd</sup> Quarter

David Armstrong  
Manager of Public Works



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

This report covers the second (2<sup>nd</sup>) Quarter of 2022 (April, May and June). The intent of the report is to keep the Committee, Council, and the public current with the performance and major operational aspects of the Sewage Lagoon and the Wastewater Collection System, including any notable highlights, MECP inspections, bypass and overflow events.

**Bypass/Overflow Event**

- June 17, 2022 – A letter was sent to the MECP through J.L. Richards on behalf of the Town requesting the allowance of a temporary bypass during the maintenance of the Cell 1 weir structure at the Lagoon. Gananoque is currently undertaking a maintenance project at the Lagoons to replace two aged concrete structures, the weir chamber that controls the level of the Lagoon and the diversion chamber. Please see **Appendix A** for the bypass request letter. A response email was later received from Municipal Water and Wastewater Permissions Section, Environmental Permissions Branch, approving a temporary bypass pipe to divert flow around Cell 1 to Cell 2, until July 15, 2022.

**Regulatory Sampling**

<b>Treated Sewage Effluent –April 2022</b>			
<b>E. Coli</b>	Min-2 cfu/100ml	Max-14 cfu/100ml	Average-5 cfu/100ml
<b>CBOD5</b>	Min-5 mg/l	Max-8 mg/l	Average-6.50 mg/l
<b>Total Suspended Solids</b>	Min-3 mg/l	Max-21 mg/l	Average-11.75 mg/l
<b>Total Phosphorus</b>	Min-0.15 mg/l	Max-0.20 mg/l	Average-0.19 mg/l
<b>pH</b>	Min-8.2	Max-8.4	Average – 8.7

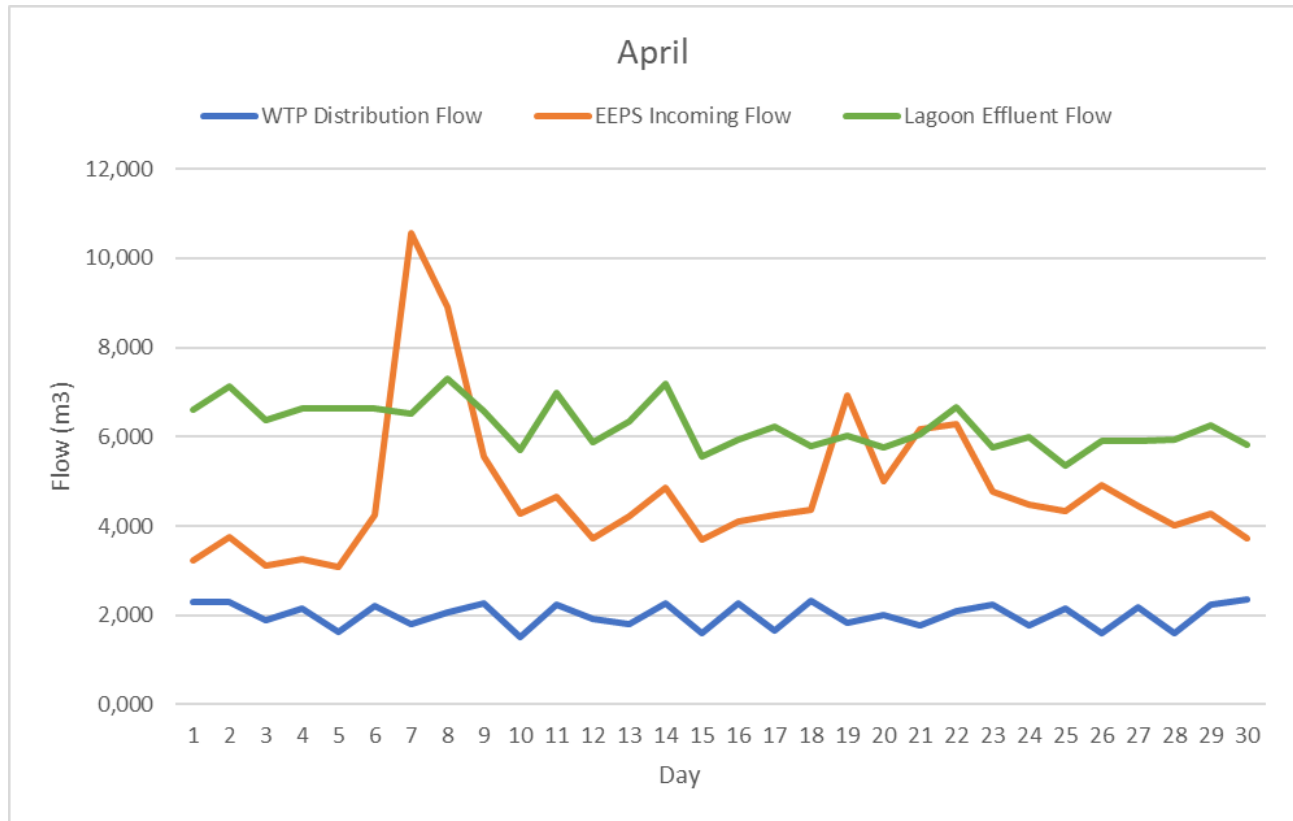
<b>Treated Sewage Effluent – May 2022</b>			
<b>E. Coli</b>	Min-1 cfu/100ml	Max-16 cfu/100ml	Average-3.03 cfu/100ml
<b>CBOD5</b>	Min-3 mg/l	Max-5 mg/l	Average-3.8 mg/l
<b>Total Suspended Solids</b>	Min-5 mg/l	Max-9 mg/l	Average-6.4 mg/l
<b>Total Phosphorus</b>	Min-0.31 mg/l	Max- 0.51 mg/l	Average-0.44 mg/l
<b>pH</b>	Min-7.8	Max-8.0	Average-7.9

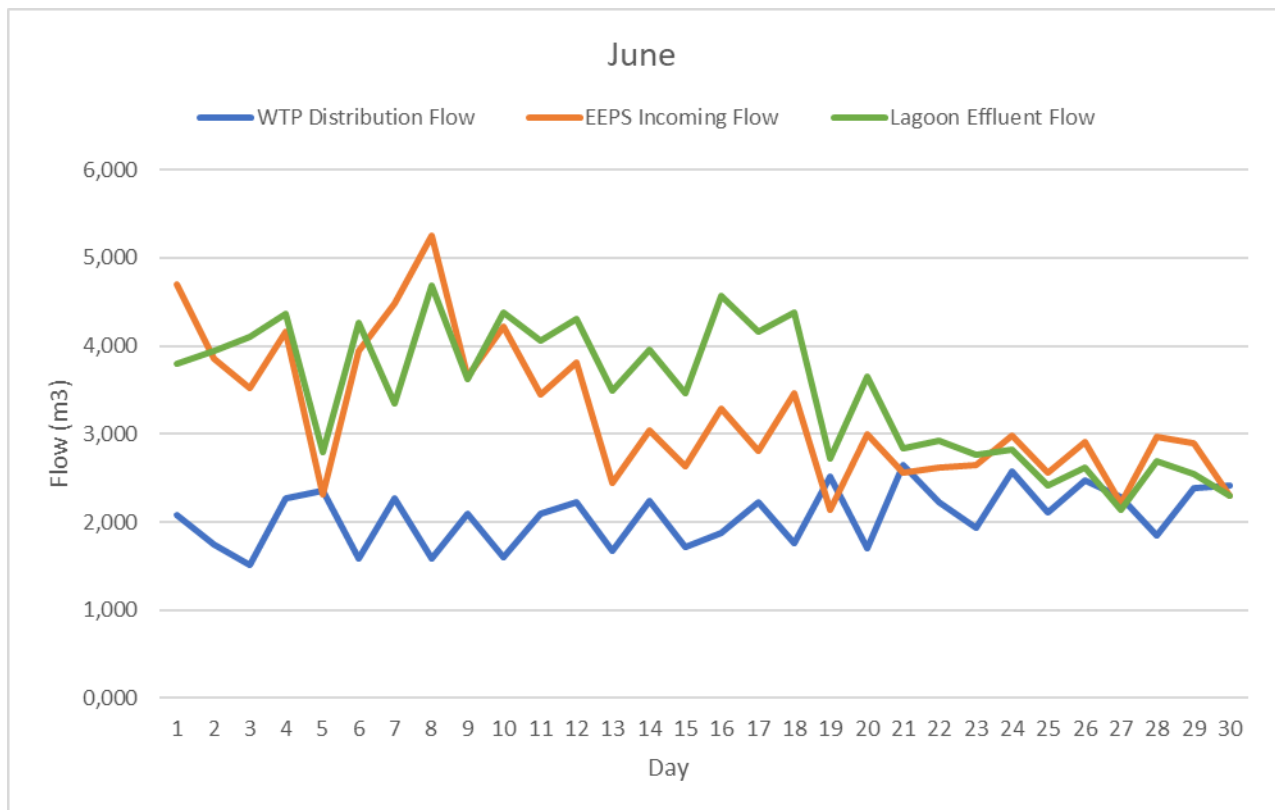
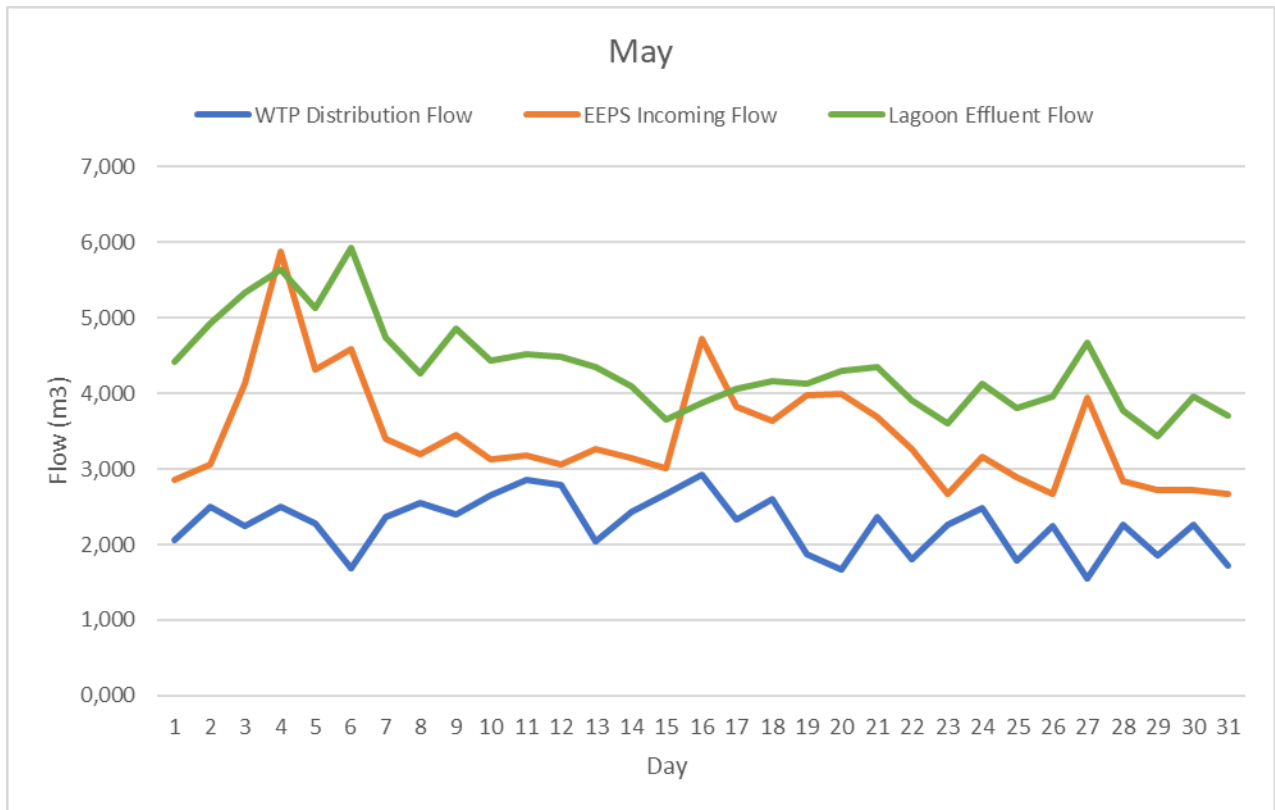
<b>Treated Sewage Effluent – June 2022</b>			
<b>E. Coli</b>	Min- 1 cfu/100ml	Max-6 cfu/100ml	Average – 1.57 cfu/100ml
<b>CBOD5</b>	Min – 3 mg/l	Max –3 mg/l	Average – 3 mg/l
<b>Total Suspended Solids</b>	Min –3 mg/l	Max – 5 mg/l	Average – 3.75 mg/l
<b>Total Phosphorus</b>	Min – 0.12 mg/l	Max – 0.16 mg/l	Average – 0.14 mg/l
<b>pH</b>	Min – 8.0	Max – 8.6	Average – 8.4

**Wastewater Treatment Flows**

<b>Month</b>	<b>Max Daily Incoming Flow</b>	<b>Average Daily Incoming Flow</b>	<b>Max Daily Effluent Flow</b>	<b>Average Daily Effluent Flow</b>
<b>April</b>	7,317 m3/day	6,250 m3/day	10,575 m3/day	4,777 m3/day
<b>May</b>	3,150 m3/day	2,369 m3/day	2,926 m3/day	2,258 m3/day
<b>June</b>	2,682 m3/day	2,169 m3/day	2,641 m3/day	2,067 m3/day

Wastewater Treated Effluent Flow and Raw Incoming Flow Compared with the Water Treatment Plant Distribution Flow (m3):





## **Lagoon**

- Lagoon inspections completed a minimum of 3 times per week.
- June 10, 2022 – Dundee onsite to complete the annual underwater inspections of the lagoon outfall.
- June 22, 2022 – The Town of Gananoque is replacing the two aged concrete structures: structure 2 (weir chamber which controls the water levels in cell 1) and structure 3 (diversion chamber directing flow to cell 2 or cell 3), a line stop was required to stop the flow for some of the project to be complete. The saddle to the line stop was installed on the 14" AC piping and supported with concrete.
- June 23, 2022 – The line stop was installed. The pipe on the other side of the line stop was depressurized and the flow discontinued confirming the stop was successful.
- June 24, 2022 – Eco Tree onsite to remove low hanging trees over the roadway to provide room for a crane to drive through.
- June 24, 2022 - Dundee Marine onsite to remove the bypass restriction plate. A rented Gorman-Rupp pump was used to help lower the level in the chamber when the plate was being removed. Once removed, this restriction plate was used to assist with diverting the flow through the bypass chamber, ultimately bypassing cell 1 and flowing into cell 2. Dundee will arrive back onsite on July 5<sup>th</sup> to install the bypass restriction plate on the bypass in the cell 1 chamber, stopping the flow of the bypass.

## **Operational Collection Highlights**

### General Services:

- Various sewer camera inspections.
- April 19, 2022 – Quinte Sewer onsite to complete sewer jetting in various locations.
- June 3, 2022 – Xylem onsite to complete all annual pump inspections.

### Sewage Pumping Station #3:

- June 3, 2022– Xylem onsite to complete annual pump inspections. Pumps 1 and 3 were removed and inspected and pump 2 was removed and sent away for a rebuild.

### East End Pumping Station:

- June 16, 2022 – SCG onsite to complete annual maintenance on the alum pumps.

### Manholes:

- Monthly manhole checks completed.

## **Regulatory Compliance**

- Monthly MUMPS S1 and S2 reports and quarterly bypass reports submitted to the Ministry of the Environment, Conservation and Parks.

Prepared By:

*Christine Brennan*

Christine Brennan  
Utilities Compliance Coordinator

## Appendix A

June 17, 2022  
Our File No.: 27038

**VIA: E-MAIL** [Suzanne.smith@ontario.ca](mailto:Suzanne.smith@ontario.ca)

Ms. Suzanne Smith  
Water Inspector, Water Compliance  
Ministry of Environment, Conservation and Parks  
Kingston, ON

Dear Ms. Smith:

**Re: Request for Temporary Treatment Bypass at the Gananoque Sewage Lagoons  
(on behalf of the) Town of Gananoque**

The purpose of this correspondence is to provide background and rationale behind a request, made by the Town of Gananoque, to temporarily bypass a portion of lagoon treatment at the Gananoque Sewage Lagoons. The temporary bypass is necessary to undertake maintenance to a weir structure at Lagoon Cell 1. The use of the bypass is not planned and was not anticipated, but because of conditions found by a contractor undertaking the work, the bypass will allow Town operations staff to have better control of flow through the lagoon system. It will also mitigate the risk of a spill to the environment that has now been identified as having a small potential due to work on the original pipe material used on site (that can sometimes be brittle and prone to breakage). This will be discussed below. The temporary bypass will likely be in place for approximately two weeks.

Background

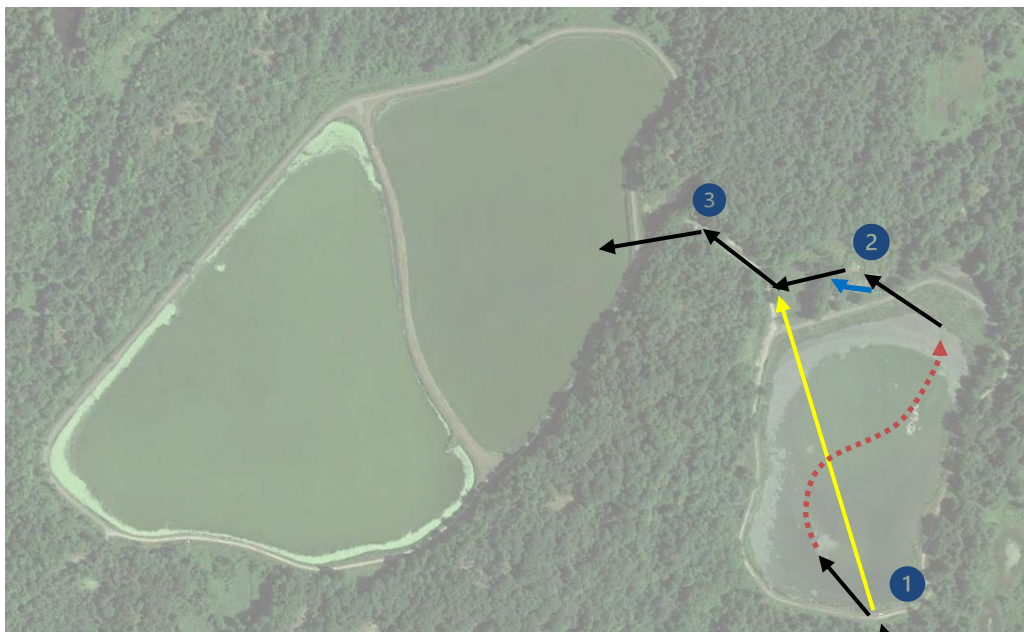
The Town of Gananoque is currently undertaking a maintenance project at the Gananoque Sewage Lagoons to replace two aged concrete structures: Structure 2 (Weir Chamber that controls water levels in Lagoon 1) and Structure 3 (Diversion Chamber directing flow to Lagoon 2 or Lagoon 3). The structures are original to the lagoon (1962) and have degraded concrete that requires replacement. They are essentially being replaced “like for like”. Structure locations and flow paths within the sewage lagoons are shown in [Figure 1](#) on the following page. Black and red arrows on the figure show the normal flow path through Lagoon 1.

To allow construction work on Structure 2, the submerged pipe that conveys flow from Lagoon Cell 1 to the structure must be capped to temporarily stop flow to the structure. (There is no valve to otherwise stop flow.) This allows a temporary pipe (shown in blue on [Figure 1](#)) to be installed around the structure to convey flow during replacement of the structure. Flow is temporarily regulated using a new valve since the weir portion of the structure is ‘out of service’.

The ‘cap’ used to stop flow has been used successfully during a previous structure replacement at the Gananoque Sewage Lagoons. It is essentially a metal plate that sits atop a concrete inlet structure submerged within the lagoon cell that stops flow. During installation of the cap, it was

Ms. Suzanne Smith, Ministry of Environment, Conservation and Parks

found by contractors that flow to Structure 2 did not stop as anticipated. It is suspected that the submerged pipe is broken and allowing lagoon contents to enter it in another location.



**Figure 1 – Structure Locations and Flow Paths**

As an alternative means to stop flow to Structure 2, a “linestop” will be installed within the pipe immediately upstream of the structure to temporarily stop flow through the pipe. This allows for installation of the same temporary local bypass around the structure (blue arrow in [Figure 1](#)).

The Lagoon 1 bypass pipe (original to the lagoon and shown in yellow on [Figure 1](#)) allows flow to be diverted around Lagoon 1. It conveys flow from Structure 1 to Structure 3 effectively bypassing Lagoon 1 entirely.

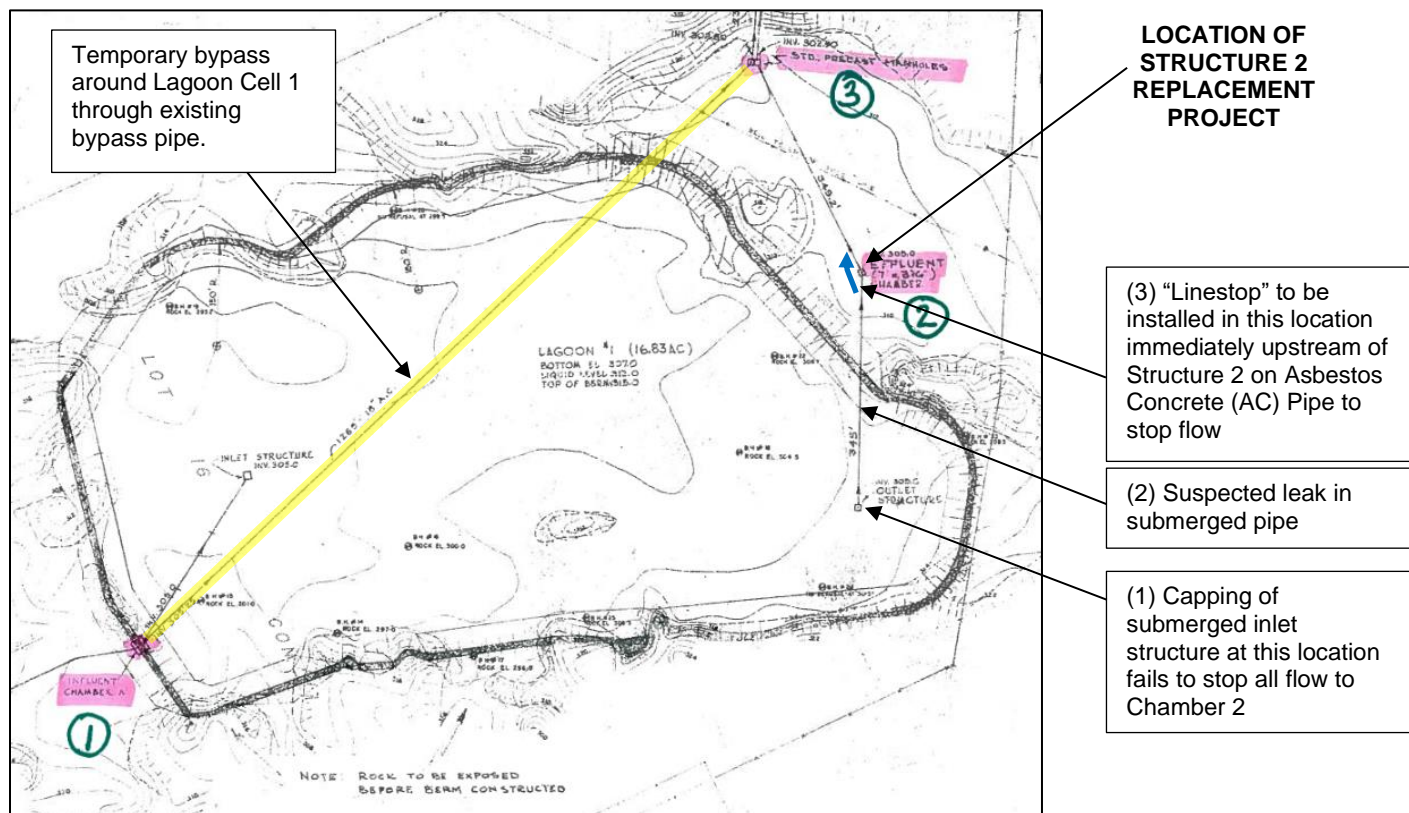
### Rationale

The request to use the Lagoon 1 bypass pipe is because of a concern with the contractor working on the lone pipe that connects Lagoon 1 and Structure 2. The pipe is asbestos cement (AC) and, as mentioned earlier, is suspected to be broken in a location within Lagoon 1. AC pipe can (sometimes) be brittle and since the linestop involves cutting and inserting a temporary plug into this pipe, there is a small (and unlikely) risk that this pipe could break and flood the excavation pit where the structure 2 work is ongoing. This would effectively be a spill outside of the lagoon system and any flow into the excavation pit from the Lagoon 1 would not be effectively controlled.

To mitigate the risk of a continuous volume of uncontrolled flow into the excavation, the use of the existing (original) Lagoon 1 bypass pipe limits the volume of uncontrolled flow in the unlikely event of a pipe breaking in the excavation pit.

Ms. Suzanne Smith, Ministry of Environment, Conservation and Parks

Figure 2 shows the locations discussed in further detail.



**Figure 2 – Location of bypass pipe**

In terms of impact to treatment, the total volume of Lagoon 1 is approximately 82,500m<sup>3</sup> with some storage consumed by sludge at the base of the cell). The total volume of the entire lagoon system is approximately 400,000m<sup>3</sup>. Therefore, using the existing Lagoon 1 bypass pipe effectively bypasses 21% of storage volume and has the potential of reducing retention time in the lagoon.

This is expected to be temporarily offset by recent average flow trends in the lagoons that are 40% less than the lagoon's rated capacity. Essentially, retention time within the lagoon system would be minimally impacted, in a relative sense.

With lagoon flow using the bypass pipe on a temporary basis, Lagoon 1 will be isolated and any future (unplanned) breakage of the pipe from Lagoon 1 to Structure 2 limits the risk and volume of uncontrolled flow into the excavation pit and outside the contained volume of the lagoon.

The Town wishes to begin bypassing in advance of installation of the linestop on or before June 22, 2022.

June 17, 2022  
Our File No.: 27038

-4-

**J.L.Richards**  
ENGINEERS · ARCHITECTS · PLANNERS

Ms. Suzanne Smith, Ministry of Environment, Conservation and Parks

If you have any questions on the above request including the background or rationale, please contact myself or Don Richards at the Town of Gananoque. We would be happy to meet to discuss as well.

Yours very truly,

J.L. RICHARDS & ASSOCIATES LIMITED

A handwritten signature in blue ink, appearing to read 'S. Saxton', written in a cursive style.

Steve Saxton, P.Eng.  
Senior Civil Engineer, Associate

cc: Don Richards, Town of Gananoque



**Council Report – CS-2022-22**

**Date:** August 9, 2022  **IN CAMERA**

**Subject:** Market Kiosks Festival of Lights Request

**Author:** Doug Wark, Manager of Community Services  
Melanie Kirkby, Treasurer  **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES OPTION \_\_\_\_\_ REGARDING THE MARKET KIOSKS, AS PRESENTED IN COUNCIL REPORT CS-2022-22

**STRATEGIC PLAN COMMENTS:**

Sector #1 – Economic Prosperity – Strategic Initiative #2 – Create an economically prosperous and vibrant downtown business district.

Action Item B – Build upon the current targeted investment attraction plan (Strengthen relationships with BIA merchants).

**BACKGROUND:**

The Tourism Advisory Panel received a request for funding from the Festival of Lights Event, in the amount of \$15,000 to purchase 4 wooden kiosks, such as Amish Sheds. (Application Attached) The grant was approved by TAP via motion 2022-38.

The Festival of Lights Committee feels that these kiosks could be used by local crafters and merchants to sell their wares during various events. The concept is that they would be moved to various locations throughout the Town.

The Town loader with forks can handle moving the sheds, however the Manager of Public Works does not recommend this application for placing them at Town Park as the Town loader weighs more than 30,000 lbs and would likely damage the new interlock and sod. It is recommended that this be contracted to a logistics company with a MOFFATT (3-wheeled mobile picker – like what is used for Home Depot material deliveries). The Town's loader forks are 4' long and could likely move the sheds with being fastened to the loader, but again, is not recommend at Town Park. The sheds will need to have 4" x 4" bases to ensure the sheds can be used easily and this will also deter environmental damage to the sheds.

When not in use, they would be stored outdoors in the Public Works Yard. There is ample room to accommodate the sheds. Roads staff could perform moving the sheds, however this does add to an already strained labour schedule. Staff can always make things work, however there are internal consequences for adding to current workloads (other works being delayed or cancelled, overtime costs, scheduling conflicts, etc.)

Community Services Staff stated that the wood structures would require regular maintenance, such as stain. They may require extra staff work to cut grass around them and remove snow from them in the winter.

### **INFORMATION/DISCUSSION:**

As these Kiosks would become Town owned, staff have researched the use and logistics of similar pop up units in other local Municipalities, as well as consulted with Public Works and Building Department staff. Building Department staff have stated that structures under 15' x 10' do not require a building permit or a foundation.

Staff consulted 3 local Municipalities which offer similar Kiosks. Details of each program are as follows:

The City of Kingston has purchased 4 Kiosks and placed them in Springer Market Square. Total cost was \$23,632 and Kingston does not charge a fee for usage. The Kiosks are for use by BIA businesses, so Health Unit approval and additional insurance are not an issue. Public groups can use the Kiosks when not reserved by local businesses. Kingston staff report that there has not been an intense interest by merchants to use the kiosks and they have sat empty for periods of time. They do not intend to purchase any additional units. Kingston staff note that homeless people have been camping in the units.

The City of Cornwall has purchased 4 sea containers to be used as Kiosks. They invested \$20,360 in the units. The additional insurance premium was \$2,640 for the liability of the users on Town Property. The daily fee is \$35 and each user can only book 3 days in each 2-week period. Due to Health Unit restrictions, food and beverage can not be sold at the Kiosks. Similarly, personal care services are not allowed, such as hair care, esthetics, massage. The net revenue for the year was \$829. The units are booked through the Perfect Mind software. Two additional containers have been purchased this year due to demand.

The City of Belleville offers 10 Kiosks. They are rented seasonally and they received 16 applications for the 2022 Season. Seasonal vendors are to be open and serving the public in June and September at minimum Friday to Sunday and for July and August, Wednesday to Sunday plus holiday Mondays. The hours for each operator shall be at minimum 11a.m.to 7p.m. Vendors have the option of operating outside of these days/hours upon approval. The seasonal fee to operate a pop-up is \$1,400+HST. Vendors must supply WSIB clearance certificate and \$5 million in liability insurance.

### **Discussion Points:**

- If Council decides to proceed with the purchase of the 4 Kiosks, the rental model and associated fees will need to be determined.
- The Town will also need to consider if the kiosks will only be rented to established BIA businesses, to meet insurance, WSIB, and Health Unit requirements.

- If Kiosks will be rented to any vendors, then the Town would require proof of insurance, WSIB where applicable, and in the case of food, Health Unit Approval. This may be viewed by BIA members as unfair competition.
- The rental fees collected should offset the operational costs; and if not, the costs would be added to the operating budget as a new initiative.
- Staff also think the huts could be used for other special events including the planned new event staff are proposing to call “WinterPalooza-2023” scheduled for February 2023 to host various winter sports activities and festivals on the Canada 150 GBM Outdoor Rink.
- The Town of Gananoque implemented a similar art cart program in the summer of 2013, offering local artists the opportunity to set up a portable vendor booth business using Town owned carts located at Heritage Village in Joel Stone Park. In speaking with past Town Staff, the program operated for two months during the summer of 2013 but was not renewed in 2014 due to lack of vendor interest and concerns from business owners who paid year round taxes/rents.

**Option 1 -**

Refer to the 2023 budget deliberations, to include insurance and labour costs. Community Services Staff will research the best rental policy to fit Gananoque, in regards to insurance, WSIB, whether or not to allow food and beverage service.

**Option 2 –**

Approve the purchase of 4 Kiosks and fund the 2022 operational costs from the Community Grants Budget. The 2023 costs will be added to the 2023 budget as a new initiative.

**Option 3 –**

Do not approve the purchase. Advise TAP that the approved funding can be reassigned to other projects/events.

**APPLICABLE POLICY/LEGISLATION:**

None

**FINANCIAL CONSIDERATIONS:**

Additional Annual Liability Insurance: Approximately \$2,640

Cost per move: 2 staff and a loader \$125

**CONSULTATIONS:**

Shellee Fournier, CAO

David Armstrong, Manager Public Works

Brock Webb, Superintendent of Roads

Blake Keyes, Building Inspector

Robert Kennedy, Superintendent Parks and Facilities

Amanda Trafford, Business Coordinator

Shelley Hirstwood, past Economic Development Manager Town of Gananoque

**ATTACHMENTS:**

TAP grant application from the Festival of Lights

<b>APPROVAL</b>	<hr/> <p>Doug Wark, Manager of Community Services</p> <hr/> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act Regulations</i>.</p> <hr/> <p>Shellee Fournier, CAO</p>
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## Tourism Advisory Panel – Request for Funding APPLICATION (Tourism Event)

Organization	Festival Of Lights
Contact Name	Ted Lojko
Title	
Address	
Phone #	
Email	
Event Website	
<b>Event Information</b>	
Event Name	Gananoque Festival of Lights
Event Dates	December
Event Organizer Name	Town of Gananoque
Event Organizer Phone #	
Event Organizer Email	Month long event to include light displays, markets, live music and more. As well as for use during, The kiosks could also be used at Joel Stone Park for Pride, Festival of the Islands, Craft Beer Festival, Family Day at the Heritage/Boat Museums, as well during Ribfest.
Brief description of event	
Who is your target market/audience	Rubber tire market

Estimated # of people your event will attract to Gananoque (from 40+km away)	
How and where will the event be advertised/marketed?	
Has this event been hosted before? If yes, when and where?	Please see attached document for more details.

Additional items to be attached to the application:

- List of Board of Directors or Event Organizing Committee including emails and phone numbers
- Full Schedule of Events
- Detailed Event Budget/Financial Plan to include at a minimum the following. Include cash and in-kind contributions. See attached sample.
  - o Income
    - Registration
    - Sponsorship
    - Sales
    - Fundraising
    - Grants
  - o Expenses
    - Product Development
    - Infrastructure
    - Marketing and Advertising

THE CORPORATION OF THE TOWN OF



You agree that the information provide in this application is accurate. This is an application for funding and does not guarantee funding approval. Should the TAP and Council approve funding to your event, a funding agreement outlining the details of the funding and any associated recognition will be signed by both the Town of Gananoque and the organization receiving the funding.

July 5, 2022

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

Name: Ted Lojko Signature: \_\_\_\_\_

Completed application (with all requested attachments) to be submitted to:

Emily Parker  
Tourism Advisory Panel, Recording Secretary  
[specialevents@gananoque.ca](mailto:specialevents@gananoque.ca)  
613-217-2260

**Funding request for 4 Christmas Kiosks - \$3,000 each plus \$3,000 for trim work, electrical/heating infrastructure, additional interior shelving finishing, painting.**

**Budget request: \$15,000.00**

Each kiosk/hut would be approximately 6 feet deep x 8 feet wide x 7 feet high...and final design would be approved by Director of Public Works to ensure that it can be easily movable with a tow motor.

The sheds will be painted fanny wood work, under a tin roof with foldable counter opening, with a door and 1 window.

The detail of workmanship of the kiosks is illustrated in photo #1

The Christmas Kiosks would be used on Town Square during the Festival of Lights to sell Christmas decorations, hot chocolate etc. Local BIA members and/or local crafts people could rent the kiosks during the Festival of Lights at a minimal cost.

The kiosks would be used to compliment other events occurring during the Festival of Lights and are meant to attract residents and tourists to visit the downtown shops as well as visit Gananoque from other cities.

The kiosks could also be used at Joel Stone Park for Pride, Festival of the Islands, Craft Beer Festival, Family Day at the Heritage/Boat Museums, as well during Ribfest.

When not in use the Kiosks would be stored at the Public Works yard.

The kiosks would not only address the issue of encouraging safe public spaces to shop and visit but would also be a major economic recovery boost to the local economy by attracting people to shop safely and a major catalyst to rebuild the downtown business community and enhance various events.

The kiosks would be highly sought after.... not only to keep warm, block the wind but also to enable vendors to lock their products overnight. During the Festival of Lights they would be decorated with lights etc. (see conceptual photo #2 and #3)

The funding once approved would get underway within 4-6 weeks after drawings approved and tendered..... and kiosks could be utilized in the fall for events (if required) as well as become a main attraction for the Festival of Lights.







## Council Report – LIB-2022-03

**Date:** August 9, 2022,  **IN CAMERA**  
**Subject:** Gananoque Public Library Quarterly Report  
**Author:** Deirdre Crichton, Library CEO  **OPEN COUNCIL**

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### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE GANANOQUE PUBLIC LIBRARY QUARTERLY REPORT AS PRESENTED IN COUNCIL REPORT LIB-2022-03.

**STRATEGIC PLAN COMMENTS:** Gananoque Public Library has a strategic plan.

The library is a vital part of our municipality and continues to flourish as a strong member and active partner within the community. The Library Board looks forward to continuing a strong and cooperative relationship with the Town and Council.

### **Mission Statement:**

We are a welcoming connected community resource that inspires a sense of discovery, creativity and imagination while supporting the current cultural, recreational, and life-long learning needs of the community.

### **Vision Statement:**

Gananoque Public Library will be a creative, open inviting spacious library providing a balance of traditional and innovative services that meet the needs of the community.

**BACKGROUND:** At the January 25, 2016, library board meeting, the board requested that the CEO submit quarterly reports to Town Council.

## **INFORMATION/DISCUSSION**

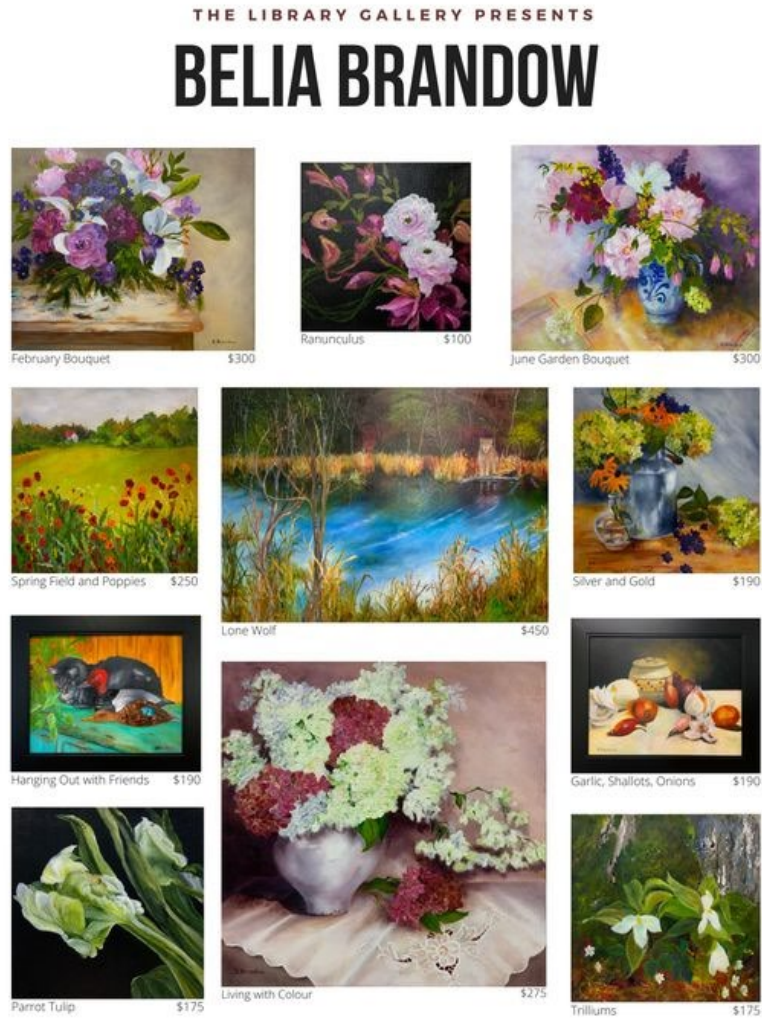
### **Highlights**

#### **Community Connections & Visibility**

- Received word from International Dyslexia Association Ontario that the library was awarded a \$500.00 grant to purchase decodable books.
- Recruited a volunteer to help with Shut in Service delivery.
- Started a running Cricut makers group. Melissa a volunteer from the community has generously offered to run the program and has created a Facebook page for the group.

## Partnership

- Continued to work with the EarlyOn Centre and started planning for joint summer programs.
- Continued to display art in the library and promote local artists.



## Operational

- Saw the retirement of Debbie Willis
- Hired three new part-time and call-in staff.
- The library opened fully and continued to offer curbside pickup and printing services.
- The library circulated 13,598 items.
- Received the Ontario Trillium Foundation Grant to purchase a meeting room pod and four computers and software. Due to the lower costs for Adobe and Microsoft office the library also purchased an oversized book scanner and Owl video conferencing camera.

**Programs & Events**

- Continued to run the JustWrite program.
- Continued to run Ukulele Jammers group at the library.
- Continued to provide tech support on Thursday afternoons.
- Launched the TD Summer Reading Club program at the end of June.

**Other:**

- The Gananoque Public Library quarterly report will be presented by library board members.

**APPLICABLE POLICY/LEGISLATION:** At the January 25, 2016, library board meeting, the board requested that the CEO submit quarterly reports to Town Council.

**FINANCIAL CONSIDERATIONS:** None

**CONSULTATIONS:** None

**ATTACHMENTS:** Teddy Bear Picnic Report, Library Statistics, Financial Update

<b>APPROVAL</b>	<hr/> <p>Deirdre Crichton, Library CEO</p>
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# Teddy Bear Picnic

2022



### The First Teddy Bear Picnic in 3 Years!

#### Attendance:

67 children

58 adults

#### Volunteer Contributions:

Gananoque Ukulele Players (and equipment)

Kerri Paquette Face Painting

Hudson Family (castle, delivery & setup)

Thousand Islands Playhouse Props

#### Fun:

Abiyoyo! story telling live

Ukulele Players Children's Music

Read-a-Book Pick-a-Treasure

TD Summer reading Club Sign-up

Photo Booth Castle & Imaginary Play Station

TD Summer Reading Club Story Walk

Face Painting

Magic Wand making station

Dragon Tattoos

Fairy Tale Adventure Trail (obstacle course)

Big Parachute Play





## Gananoque Public Library Statistics

### Circulation Statistics

January 1, 2022 – June 30, 2022

January 1, 2021 – June 30, 2021

Loans – 6,360  
Renewals – 1,522  
Holds – 342  
New Library Cards – 138

Loans – 4,026  
Renewals – 525  
Holds - 636  
New Library Cards – 58

### Interlibrary Loan Statistics

January 1, 2022 – June 30, 2022

January 1, 2021 – June 30, 2021

#### Requester

Searches 789  
Requests 329  
Shipped 322  
Received 320

#### Requester

Searches 1193  
Requests 449  
Shipped 409  
Received 388

#### Responder

Requests 284  
Shipped 154  
Not Shipped 129

#### Reponder

Requests 225  
Shipped 134  
Not Shipped 77

### Online Audio / E-Books / Videos Statistics

Overdrive Jan. – June 2022 – 6,918

Overdrive December Jan – June 2021 – 5,965  
RB Digital 2021 Total – 752 – moved to Overdrive

#### Checkouts

#### Checkouts

#### 2022

January – 25      WiFi - 5  
February - 32      WiFi - 12  
March - 50      WiFi - 15  
April – 45      WiFi - 13  
May - 100      WiFi - 15  
June - 115      WiFi - 22  
July -      WiFi -  
August -      WiFi -  
September -      WiFi -  
October -      WiFi -  
November –      WiFi -  
December -      WiFi -

**Total - 367**

**Total - 72**

#### Computer Usage

#### 2021

January – 0      WiFi - 10  
February – 14      WiFi - 15  
March – 0      WiFi - 5  
April – 0      WiFi - 5  
May - 0      WiFi - 5  
June -0      WiFi - 5  
July - 37      WiFi - 20  
August – 68      WiFi - 15  
September – 77      WiFi - 20  
October - 46      WiFi - 15  
November – 46      WiFi - 15  
December – 35      WiFi - 10

**Total – 323**

**Total - 140**

### Website Visits

#### 2022

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1,169	1,375	1,449	1,292	1,374	1,380							7,439

#### 2021

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1,023	1,121	1,078	1,904	1,142	1,338	1,253	1,296	1,333	1,274	1,490	1,033	15,249

### Computer Training

#### 2022

January - 3  
February - 5  
March - 10  
April - 11  
May - 9  
June - 6  
July -  
August -  
September -  
October -  
November -  
December -

#### 2021

January - 3  
February - 3  
March - 0  
April - 0  
May - 0  
June - 0  
July - 0  
August - 2  
September - 7  
October - 5  
November - 4  
December - 3

### Tablet Loans

January 1, 2022 to June 30, 2022 - 6

### Programs

Ukulele - 16 sessions - 102 people  
Just Write - 8 sessions - 40 people

Zoom Book Club - 1  
March Break - 9 programs - 97 people

### Facebook

#### Facebook Reaches

January 2022 - 2,056  
February 2022 - 8,808  
March 2022 - 2,215  
April 2022 - 1,113  
May 2022 - 4,371  
June 2022 - 1,227

#### Facebook Engagement

January 2021 - 128  
February 2021 - 817  
March 2022 - 129  
April 2022 - 128  
May 2022 - 217  
June 2022 - 103

## Comparison to previous years

Year End Statistics 2021 - In-house circulation, ILL and overdrive circulations = 24,343

Year End Statistics 2020 - In-house circulation, ILL and overdrive circulations = 20,375

Year End Statistics 2019 - In-house circulation, ILL and overdrive circulations = 29,415

January 2022 – In house – 945	ILL – 44	Overdrive	1,192	Total - 2,181
January 2021 – In house – 507	ILL – 61	Overdrive	960	Total – 1,528
January 2020 – In house – 1,589	ILL – 132	Overdrive	756	Total – 2,477
January 2019 – In house – 1,680	ILL – 113	Overdrive	663	Total – 2,456
Jan. – Feb. 2022 – In house – 1,803	ILL – 100	Overdrive	2,298	Total - 4,201
Jan. – Feb. 2021 – In house – 1,276	ILL – 113	Overdrive	2,153	Total – 3,542
Jan. – Feb. 2020 - In house - 3,125	ILL – 240	Overdrive	1,476	Total - 4,841
Jan. – Feb. 2019 – In house – 3,107	ILL – 199	Overdrive	1,314	Total - 4,620
Jan – March 2022 – in house - 2,819	ILL – 144	Overdrive	3,540	Total - 6,503
Jan – March 2021 – in house – 2,268	ILL – 184	Overdrive	2,833	Total - 5,285
Jan – March 2020 – in house – 4,121	ILL – 300	Overdrive	2,296	Total – 6,717
Jan – March 2019 – in house – 4,914	ILL – 349	Overdrive	2,064	Total – 7,327
Jan – April 2022 – in house – 3,951	ILL – 227	Overdrive	4,694	Total – 8,872
Jan – April 2021 – in house – 2,875	ILL – 323	Overdrive	3,802	Total – 7,000
Jan – April 2020 – in house – 4,387	ILL – 322	Overdrive	3,897	Total – 8,606
Jan – April 2019 – in house – 6,481	ILL – 434	Overdrive	2,736	Total – 9,651
Jan – May 2022 – in house – 4,965	ILL – 265	Overdrive	5,870	Total – 11,100
Jan – May 2021 – in house – 3,398	ILL – 328	Overdrive	4,907	Total – 8,633
Jan – May 2020 – in house – 4,254	ILL – 302	Overdrive	3,920	Total – 8,476
Jan – May 2019 – in house – 8,060	ILL – 449	Overdrive	3,402	Total – 11,911
Jan – June 2022 – in house – 6,360	ILL – 320	Overdrive	6,918	Total – 13,598
Jan – June 2021 – in house – 4,026	ILL – 388	Overdrive	5,965	Total – 10,379
Jan – June 2020 – in house – 4,582	ILL – 306	Overdrive	4,720	Total – 9,608
Jan – June 2019 – in house – 9,733	ILL – 449	Overdrive	4,135	Total – 14,317

**Gananoque Public Library - Financial Statement July 20, 2022**

	2022	2022
	Budget	To Date
<b>Revenue</b>		
Enbridge Makerspace Grant	\$500.00	\$0.00
Ontario Trillium Foundation Grant	\$0.00	\$26,600.00
Grant - Province	\$13,700.00	\$0.00
Seniors Grant	\$0.00	\$1,000.00
Kimberley Foundation	\$0.00	\$0.00
Miscellaneous Revenue	\$900.00	\$0.00
Postage	\$0.00	\$564.00
Donations	\$200.00	\$426.00
Town Contribution Library	\$209,713.02	\$104,856.00
<b>Total Revenue</b>	<b>\$225,013.02</b>	<b>\$133,446.00</b>
<b>Expenses</b>		
Endbridge Makerspace Grant	\$500.00	\$0.00
Trillium Foundation	\$0.00	\$10,599.62
Kimberley Foundation	\$0.00	\$611.58
Seniors Grant	\$0.00	\$1,058.25
FT Salary	\$74,116.66	\$40,140.32
PT Salary	\$50,237.70	\$19,391.80
EHT	\$2,421.48	\$1,161.17
Source Deductions	\$8,153.88	\$4,349.81
WSIB	\$3,431.34	\$2,079.10
Benefits - Manulife	\$5,110.39	\$2,976.40
OMERS	\$11,357.98	\$5,450.41
Advertising	\$200.00	\$150.32
Memberships	\$256.00	\$90.06
Training	\$157.59	\$177.06
Conventions and Travel	\$0.00	\$0.00
Computer Contract	\$1,020.00	\$1,017.60
Interlibrary Loan	\$500.00	\$235.00
E-Resources	\$0.00	\$0.00
Materials & Programming	\$1,000.00	\$551.10
Office Supplies	\$1,000.00	\$428.04
Furniture	\$400.00	\$500.02
Library Books and Materials	\$22,000.00	\$13,973.90
Bldg Repairs & Maintenance	\$9,000.00	\$3,417.08
Internet Access	\$1,800.00	\$931.43
HYDRO	\$6,500.00	\$3,567.67
Utilities - gas	\$5,000.00	\$3,749.09
Water and sewer	\$1,500.00	\$267.38
Telephone	\$1,600.00	\$351.26
Contracted Services	\$0.00	\$0.00
Audit	\$1,100.00	\$0.00
Insurance	\$7,700.00	\$3,997.64
Computer R & M	\$7,500.00	\$3,829.97
Contracted Services - Electrical	\$250.00	\$0.00
Transfer to Reserves	\$0.00	\$0.00
Miscellaneous Expenditures	\$1,200.00	\$318.30
<b>Total Expenses</b>	<b>\$225,013.02</b>	<b>\$125,371.38</b>
<b>Surplus / Deficit</b>	<b>\$0.00</b>	

**MOTION / RESOLUTION OF COUNCIL**

<b>Date:</b> August 9, 2022	
<b>Subject: Confirming By-law – August 9, 2022</b>	
<b>Moved By:</b>	
<b>Seconded By:</b>	
<p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2022-087, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS REGULAR MEETING HELD ON TUESDAY, AUGUST 9<sup>TH</sup>, 2022, BE READ THREE TIMES AND FINALLY PASSED THIS 9<sup>TH</sup> DAY OF AUGUST 2022.</p>	

**Ayes** \_\_\_\_\_ **Nays** \_\_\_\_\_

**Carried:** \_\_\_\_\_

**Defeated:** \_\_\_\_\_

**Tabled/Postponed:** \_\_\_\_\_

\_\_\_\_\_  
 Ted Lojko, Mayor

MA s. 246 - When a recorded vote is requested, the Clerk will call for each Councillors vote (Aye or Nay), mark the recorded vote as indicated by the member, and announce whether the motion is carried or defeated. The Mayor will then sign the motion.

<b>RECORDED VOTE:</b>	Aye	Nay
Anderson, D.		
Haird, A.		
Harper, M.		
Kench, M.		
O'Connor, D.		
Osmond, D.		
Lojko, T.		
<b>TOTALS</b>		