THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

REGULAR COUNCIL MEETING AGENDA
Held on Tuesday, July 15, 2025, at 5:00 PM
In-Person – Town Hall Council Chambers 2nd Floor

Teleconference Toll Free Number – 1-833-311-4101
Access Code: 2633 604 9981

Video Conference Link: Click Here
Access Code: 2633 604 9981

1.	**Call Meeting to Order**
2.	**Disclosure of Pecuniary Interest & General Nature Thereof**
3.	**Canadian National Anthem**
4.	**Land Acknowledgement Statement**
5.	**Public Question/Comment** (Only Addressing Motion(s) or Reports on the Agenda)
6.	**Disclosure Additional Items**
7.	**Public Meeting**
	1. Proposed Class III Development Permit (DP2025-09) – 580 Queen Street – Patterson Construction Inc. – Construct a Two (2) Storey Addition with Garage (+Report Council-PD-2025-11)
8.	**Delegations** – None
9.	**Presentations/Awards/Deputations** – None
10.	**Mayor's Declarations** – None
11.	**Unfinished Business**
	Melanie Kirkby, CAO
	Council-CAO-2025-09 – Town Owned Properties
	David Armstrong, Manager of Public Works
	Council-RDS-2025-08 – Water Street Swing Bridge and Roadway

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.

12.	**Consent Agenda**
	1. Motion #25-093 – Approval of Minutes – Tuesday, June 17 and Wednesday, June 25, 2025
	2. By-law No. 2025-059 – Amend By-law No. 2021-081 – Ice Allocation Policy
13.	**Staff Reports**
	Melanie Kirkby, CAO
	Council-CAO-2025-10 – Town Cooling Station
	Council-CAO-2025-11 – Finance Working Group (FWG) Levels of Service Discussion
	John Morrison, Treasurer
	Council-FIN-2025-16 – 2025 Long Term Debt Schedule
	Andrew Dickson, Fire Chief
	Council-FIRE-2025-05 – Fire Department – 2025 First (1st) and Second (2nd) Quarterly Report
	David Armstrong, Manager of Public Works
	Council-RDS-2025-09 – Sale of Surplus Loader to Township of Elizabethtown-Kitley
	Council-UTIL-2025-09 – Water Tower Lease Extension Agreement
14.	**Motions** (Council Direction to Staff)
	1. 2025-2035 Joint Services Committee (JSC) Housing and Homelessness Plan – Mayor Beddows
15.	**Correspondence**
	1. Dave Watts – Problems on North Street
	2. Cataraqui Conservation – 2026 Fee Schedule – Draft for Public Review
	3. Ministry of Emergency Preparedness and Response – 2024 Compliance Report
	4. Louis W. Bray Construction – Start of Construction and Schedule – Highway 401 at Country Road 32 Underpass
	5. Independent Electricity System Operator (IESO) – Update from IESO on LT2 Procurement Process
	6. Association of Municipalities Ontario (AMO) – 2024 Annual Report
	7. Ministry of Energy and Mines – Energy for Generations: Ontario's Integrated Plan to Build the Strongest Economy in the G7
16.	**Notice Required Under the Notice By-law**
	1. Public Meeting – Tuesday, August 12, 2025 – Proposed Class III Development Permit (DP2025-10) – 116-118 King Street East – Short-Term Accommodation
17.	**Committee Updates** (Council Reps)
18.	**Discussion of Additional Items**

19.	**Closed Session**
	☒ **A Position, Plan, Procedure, Criteria or Instruction to be Applied to any Negotiations Carried On or to be Carried on by or on Behalf of the Municipality or Local Board** • Four (4) Items
20.	**Questions from the Media**
21.	**Confirmation By-law**
	By-law No. 2025-058 – Confirm the proceedings of Council for the meeting held on Tuesday, July 15, 2025
22.	**Next Meeting –** Regular Council – Tuesday, August 12, 2025 at 5:00 PM
23.	**Adjournment**

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.

THE CORPORATION OF THE TOWN OF
GANANOQUE
Canadian Gateway to the 1000 Islands

NOTICE OF PUBLIC MEETING
Proposed Class III Development Permit

TAKE NOTICE that the Planning Advisory Committee/Committee of Adjustment for the Town of Gananoque will hold a Meeting on **TUESDAY, JUNE 24, 2025 at 6:00 P.M.** via **TELECONFERENCE*** and **IN-PERSON** in the TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 KING STREET EAST to consider following application.

AND TAKE FURTHER NOTICE that the Council for the Corporation of the Town of Gananoque will hold a Public Meeting on **TUESDAY, JULY 15, 2025 at 5:00 P.M.** via **TELECONFERENCE*** and **IN-PERSON** in the TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 KING STREET EAST to consider the application.

*The **TOLL-FREE PHONE NUMBER** and **ACCESS CODE** will be found on the meeting agenda, posted to the Town website at https://www.gananoque.ca/town-hallpublic-meetings/planning-advisory-committee-meeting-june-24-2025 prior to the meeting.

File No. **DP2025-09**

OWNER: **Thomas & Arden Deir**
APPLICANT: **Patterson Construction Inc.**

The property municipally and legally described as

580 QUEEN STREET

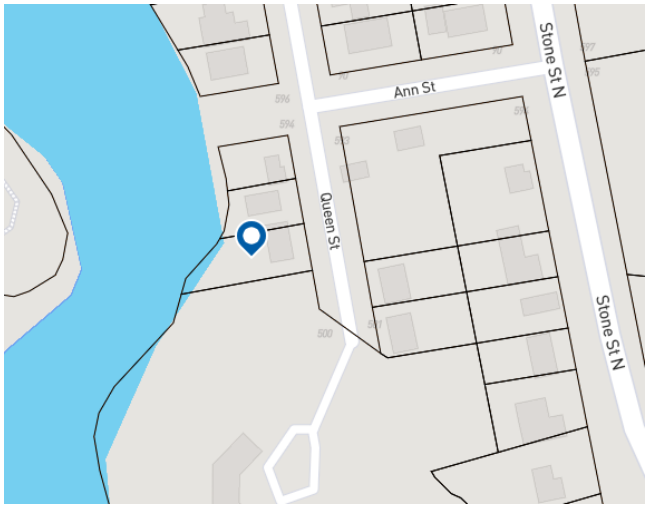
PLAN 86 BLK V PT LOT 66 PT; LOT 67 PT LOT 68 PT LOT 66; BLK V PLAN 86
TOWN OF GANANOQUE

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

CONSTRUCT A TWO STOREY ADDITION WITH GARAGE ONTO THE EXISTING RESIDENTIAL DWELLING WITHIN THE FLOODPLAIN SETBACK AND RELIEF FOR THE FRONT YARD SETBACK TO 4.4M

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

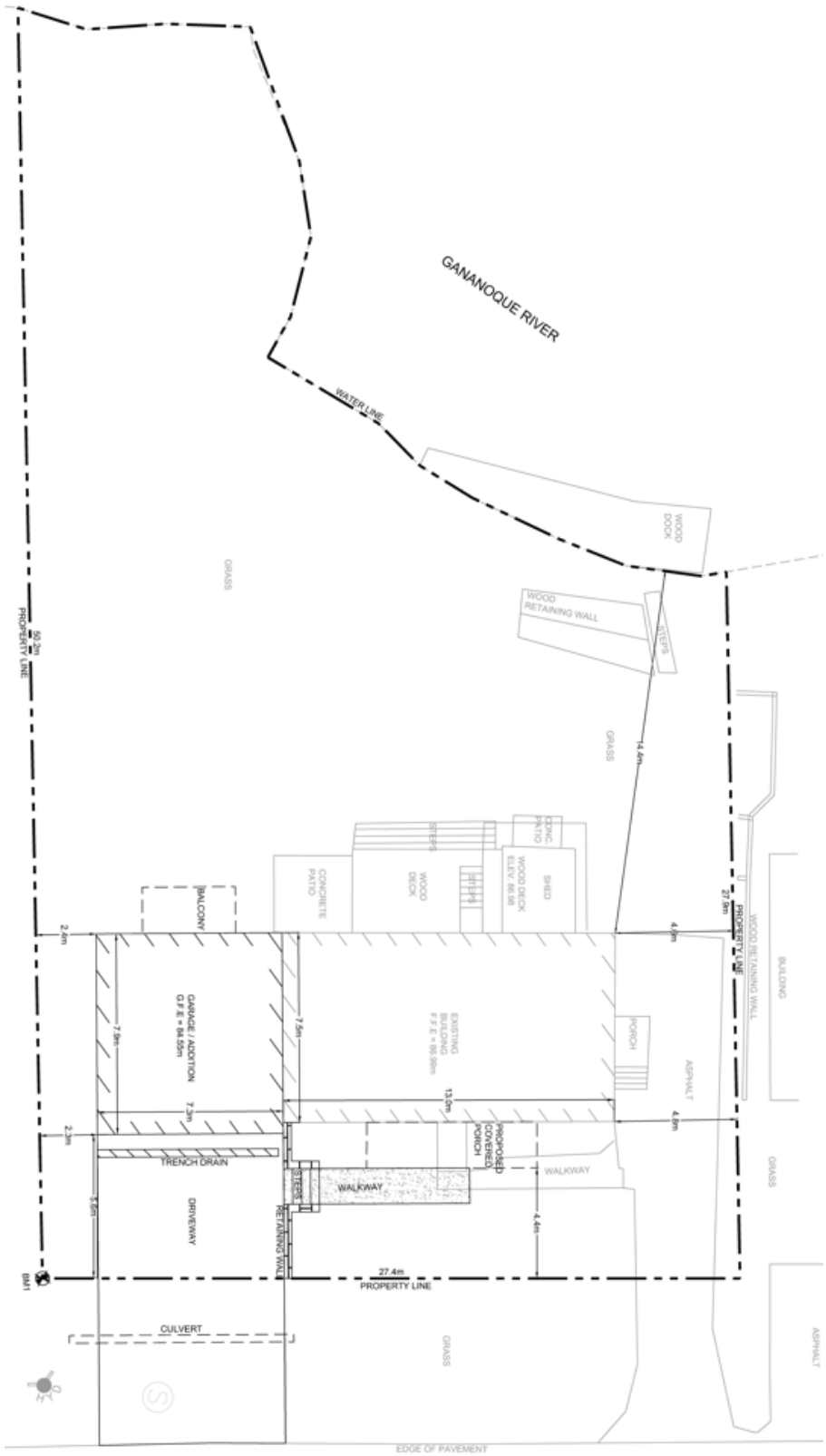
If you wish to provide comment or input you may do so at the public meeting or in writing prior to the meeting. **Note**: Only the applicant of a development permit has a right to appeal a decision or non-decision on an application to the Ontario Land Tribunal where the application meets the requirements established through the official plan and development permit by-law.



DATED this 3RD day JUNE 2025

Brenda Guy
Manager of Planning and Development

SITE PLAN


GANANOQUE RIVER
WATER LINE
WOOD DOCK
GRASS
WOOD RETAINING WALL
STEPS
50.2m
PROPERTY LINE
14.4m
GRASS
CONCRETE PATIO
WOOD DECK
STEPS
CONCRETE PATIO
WOOD DECK
ELEV. 86.98
SHED
27.3m
PROPERTY LINE
WOOD RETAINING WALL
BUILDING
BALCONY
2.4m
4.6m
7.5m
GARAGE / ADDITION
G.F.E = 84.55m
7.5m
EXISTING
BUILDING
F.F.E = 86.99m
PORCH
ASPHALT
13.0m
7.3m
4.6m
2.3m
TRENCH DRAIN
PROPOSED
COVERED
PORCH
WALKWAY
GRASS
STEPS
WALKWAY
5.6m
DRIVEWAY
RETAINING WALL
4.4m
BM1
27.4m
PROPERTY LINE
CULVERT
GRASS
ASPHALT
EDGE OF PAVEMENT
QUEEN STREET

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Council Report – DP-2025-11

Date: July 15, 2025 ☐ **IN CAMERA**

Subject: Class III Development Permit (DP2025-09) – 580 Queen Street (DEIR)

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

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES APPLICATION DP2025-09 (DEIR) AT 580 QUEEN STREET FOR RELIEF OF THE FRONT YARD SETBACK FROM 6.0M TO 4.4M AND WITHIN THE 15M FLOODPLAIN SETBACK TO PERMIT THE CONSTRUCTION OF A TWO STOREY ADDITION WITH GARAGE AND COVERED PORCH SUBJECT TO THE FOLLOWING CONDITIONS:

- PERMIT BE OBTAINED FROM THE CATARAQUI REGION CONSERVATION AUTHORITY UNDER ONTARIO REGULATION 41/24: *PROHIBITED ACTIVITIES, EXEMPTIONS AND PERMITS*;
- THE GRADING PLAN AS PROVIDED BY FOREFRONT ENGINEERING INC. STAMPED JUNE 15, 2023 BE IMPLEMENTED AND INCLUDED WITH THE BUILDING PERMIT APPLICATION;
- RECOMMENDATIONS FOR EROSION AND SEDIMENT CONTROL, TREE AND VEGETATION REMOVAL, LANDSCAPE AND THE INCORPORATION OF WILDLIFE EXCLUSION FENCING AS OUTLINED IN THE ENVIRONMENTAL IMPACT STUDY DATED FEBRUARY 13, 2025 BE IMPLEMENTED;
- OWNER OBTAIN APPROVALS FROM PUBLIC WORKS/UTILITIES DEPARTMENT FOR WATER AND SEWER SERVICES IN ACCORDANCE WITH THE URBAN SERVICE REQUIREMENTS,
- ALL COSTS ASSOCIATED WITH FULFILLING THE CONDITIONS OF THIS DECISION ARE BORNE BY THE OWNER, AND
- THE OWNER FULFILL ALL CONDITIONS WITHIN ONE YEAR OF THIS APPROVAL OR THE APPLICATION WILL LAPSE.

AS RECOMMENDED BY THE PLANNING ADVISORY COMMITTEE (PAC) AND AS PRESENTED IN COUNCIL REPORT-PD-2025-11.

STRATEGIC PLAN COMMENTS:

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

BACKGROUND:

The owners of the property at 580 Queen Street have applied for a development permit application to reduce the front yard setback from 6m to 4.4m and to seek permission to construct within the floodplain setback.

The application is a Class III permit as there were submission requirements for a Environmental Impact Statement and Stormwater Management given the proximity to the Gananoque River.

Refer to Planning Report meeting date of June 24, 2025 attached for complete background and review of the application before Council.

INFORMATION/DISCUSSION:
At the meeting of June 24, 2025 Planning Advisory Committee (PAC) considered the application.

Planning Advisory Committee discussed the application and the proposed addition of a garage and upper living space to an existing single family dwelling. Overall, the committee was in favour of the application citing that the addition is complementary to the dwelling itself, neighbourhood and the applicants have considered the natural features of the Gananoque River.

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

PAC-COA-PSC Motion #2025-18 – DP2025-09 – 580 Queen Street
Moved by: Neil McCarney **Seconded by:** Brian Brooks

BE IT RESOLVED THAT PLANNING ADVISORY COMMITTEE recommends to Council that they have no objection to application DP2025-09 (Deir) at 580 Queen Street for relief of the front yard setback from 6.0m to 4.4m to permit the construction of a two storey addition with garage and covered porch to the existing dwelling and relief for the construction of the addition within a 30m setback from a watercourse being the Gananoque River subject to the following conditions:

- Permit be obtained from the Cataraqui Region Conservation Authority under Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits*;
- The landowner maintain native vegetation and soil along the river embankment and the area of land between buildings, structures and top of bank;
- Runoff is to be directed away from the river to an area of vegetation where infiltration can occur;
- The grading plan as provided by Forefront Engineering Inc. stamped June 15, 2023 be implemented and included with the building permit application;
- Recommendations for erosion and sediment control, tree and vegetation removal, landscape and the incorporation of wildlife exclusion fencing as outlined in the Environmental Impact Study dated February 13, 2025 be implemented;
- Owner obtain approvals from Public Works/Utilities Department for water and sewer services in accordance with the Urban Service Requirements,
- All costs associated with fulfilling the conditions of this decision are borne by the Owner, and

- The Owner fulfil all conditions within one year of this approval or the application will lapse.

- **CARRIED**

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

APPLICABLE POLICY/LEGISLATION:
Planning Act, Provincial Policy Statement, Official Plan

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:
n/a

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

ATTACHMENTS:
Attachment 1 – Planning Report to PAC, Application and Drawings

APPROVAL	_____ Brenda Guy, Manager of Planning and Development _____ John Morrison, Treasurer Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the Municipal Act and regulations. _____ Melanie Kirkby, CAO

PLANNING REPORT

TO: PLANNING ADVISORY COMMITTEE

FROM: PLANNING AND DEVELOPMENT

MEETING DATE: TUESDAY, JUNE 24, 2025

SUBJECT: DP2025-09 – 580 QUEEN STREET
CLASS III DEVELOPMENT PERMIT

Background:

Property: 580 QUEEN STREET

Legal Description: PLAN 86 BLK V PT LOT 66 PT; PT LOT 68 PT LOT 66; BLK V PLAN 86

Official Plan: RESIDENTIAL & FLOOD PLAIN

Development Permit: RESIDENTIAL & ENVIRONMENTAL CONSTRAINTS

Lot Coverage: 35% MAXIMUM

Purpose and Effect:
The application is to seek relief for the front yard setback to 4.4m from 6m for the proposed new covered porch to be built at the front of the existing dwelling and relief for the construction of the addition within a 30m setback from a watercourse being the Gananoque River.

Background:
The applicants are proposing the construction of a two storey addition with garage to be built onto the south side of an existing single storey detached residential dwelling addressed as 580 Queen Street. The intent is to add additional living space on the second storey above the two car garage which will be accessible from a new driveway constructed at Queen Street. The grade of the property is higher at Queen Street and slopes in the rear towards the river.

The pre-consultation for this addition identified that the applicant was required to submit an Environmental Impact Study and Stormwater Management Study in support of the application. Although the proposed construction is not closer to the Gananoque River than the existing dwelling, the proposed addition is within the 15m setback of the floodplain. The applicant undertook preliminary discussions with the CRCA.

View of the front of the existing single storey dwelling and construction area

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

2.1 Planning for People and Homes

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

2.2 Housing

1. Planning authorities shall provide for an appropriate range and mix of *housing options* and densities to meet projected needs of current and future residents of the *regional market area* by:
b) permitting and facilitating:
1. all *housing options* required to meet the social, health, economic and well-being requirements of the current and future residents, including *additional needs housing* and needs arising from demographic changes and employment opportunities; and
2. all types of residential *intensification,* including the *development* and *redevelopment* of underutilized commercial and institutional sites (e.g. shopping malls and plazas) for residential use, development and introduction of new *housing options* within previously developed areas, and *redevelopment,* which results in a net increase in residential units.

2.3 Settlement Areas and Settlement Area Boundary Expansions

2.3.1 General Policies for Settlement Areas

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

2.4 Strategic Growth Areas

2.4.1 General Policies for Strategic Growth Areas

1. Planning authorities are encouraged to identify and focus growth and development in *strategic growth areas.*
2. To support the achievement of *complete communities*, a range and mix of *housing options, intensification* and more mixed-use development, *strategic growth areas* should be planned:
   a) to accommodate significant population and employment growth;
   d) to support *affordable,* accessible, and equitable housing.
3. Planning authorities should:
   c) permit *development* and *intensification* in *strategic growth areas* to support the achievement of *complete communities* and a *compact built form;*

5.1 General Policies for Natural and Human-Made Hazards

1. Development shall be directed away from areas of natural or human-made hazards where there is unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.

5.2 Natural Hazards

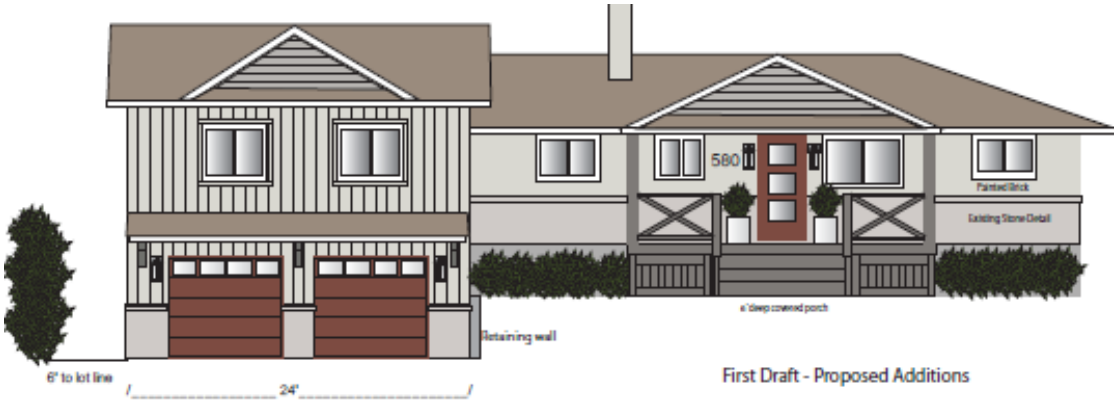
1. Planning authorities shall, in collaboration with conservation authorities, identify *hazardous lands* and *hazardous sites* and manage development in these areas, in accordance with provincial guidelines.
2. Development shall generally be directed to areas outside of:
   b) *Hazardous lands* adjacent to *river, stream and small inland lake systems* which are impacted by *flooding hazards* and/or *erosion hazards*
4. Planning authorities shall prepare for the *impacts of a changing climate* that may increase the risk of associated with natural hazards.

COMMENT:

The proposal is in keeping with the direction of the residential polices of the Provincial Policy Statement 2024 as the addition provides for additional living space to the existing single family dwelling on an existing lot within an established residential neighbourhood.

The owners undertook preliminary discussions with the Cataraqui Region Conservation Authority and have applied for a permit under Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits*; as the property is within the floodplain and the CRCA directs development away from lands subject to natural hazards, such as flooding and erosion. An Environmental Impact Study (EIS) had been submitted in support of the application which identifies key natural heritage features on and adjacent to the site with recommendations. The EIS identified that mitigation measures relating to protection of setbacks and buffers during onsite works, including fencing, must be implemented prior to commencement of construction work to protect sensitive natural features. The required fencing had been placed on site prior to the excavation for the basement and along the waterfront for protection. The excavation occurred early in the spring to avoid the disruption of the natural habitat along the shoreline.

A Stormwater Management Report was also submitted in support of the Development Permit Application. The recommendation noted that development proceed as per the grading plan to address stormwater management of the site with drainage directed to the rear yard towards the Gananoque River. It was determined that the runoff would be minimal and that the proposed area of works is located outside of the Gananoque River floodplain and would present no hazard to the floodplain.



Proposed Elevation at 580 Queen Street

***OFFICIAL PLAN*:**
The subject property is designated Residential and Flood Plain within the Official Plan.

Goals and Objectives (3.2.1)
The goal of the Residential designation is to promote a balanced supply of housing to meet the present and future social and economic needs of all segments of the community while providing opportunities to develop new residential uses in mixed use buildings as well as non-residential neighbourhood components such as schools, community facilities, places of worship, parks and local commercial uses.

The application is consistent with the objectives of the Residential designation.

Permitted Uses (3.2.2.1)
Permitted residential uses shall include a full range of dwelling types from low density single-detached dwellings to high density apartment dwellings.

Compatibility (3.2.2.4)
Ensure that all new development, including infill residential development in existing neighbourhoods, maintains or enhances the surrounding area and is compatible with respect to built form, scale, urban design, intensity of use and streetscape.

Residential Density and Affordable Housing (3.2.2.8)
A full range of housing densities are permitted within this designation where character and quality of residential neighborhood will be maintained.

Hazardous Lands – Flooding and Erosion (3.7.4)
The floodplain area is known to be subject to the 1 in 100 year flood events or greater flood events along the St. Lawrence and Gananoque Rivers. These areas have been mapped by the CRCA and by the Ministry of Natural Resources. Development is prohibited in floodplains except for repairs and minor additions to buildings and accessory buildings which do not effect flood flows will be permitted where there is an existing non-conforming development subject to the approval from the Cataraqui Region Conservation Authority. The hazards must be safely addressed and the development and site alteration is carried out in accordance with the established standards and procedures. Approval from the Cataraqui Region Conservation Authority is required. The necessary setbacks will be determined upon consultation with the CRCA.

Unstable Slopes and Organic Soils (3.7.5)
Development and site alteration in areas designated as having unstable slopes i.e. lands with a slope stability factor safety of 1.5 or less, or organic soils is prohibited except by site-specific zoning. Sufficient soils and engineering information is made available to indicate that the site is suitable or can be made suitable for development using accepted scientific and engineering practices. Alterations to the site will not result in increased hazards or cause adverse environmental effects on or off-site.

Development Criteria (5.4.4)
The following development criteria (applicable to any new development or redevelopment) apply to the application:

- 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,
- Access and maneuvering of emergency vehicles in providing protection to public and private properties,
- The availability of municipal services and the cost of upgrading such services including water, sewage treatment facilities, fire and police protection, street lighting, roads and winter maintenance, waste disposal, community facilities and recreation,
- Adequate grade drainage or storm water management and erosion control,
- The preservation and protection, whenever possible, of street trees, street tree canopies and the urban forest, and
- Safety and Security (including lighting, site orientation, and lines of sight).

COMMENT:
The proposal is consistent with the overall intent, goals and objectives of the Residential designation. The lands are subject to Development Constraints identified under Schedule “G” for setbacks to the flood plain and along the Gananoque River where there is an area of unstable slopes.

Planning staff are satisfied that that the addition will be further away from the unstable slope. Staff at the CRCA are satisfied the proposal is compliant with natural hazards policies.

The Environmental Impact Study and Stormwater Management Report have been submitted in support of the application and have addressed the concerns of the development of an addition within the flood plain setback. The CRCA are satisfied with the findings of the Stormwater Management Report which concludes that the addition and driveway would have negligible impact on flooding and no adverse impacts on neighbouring properties.

Section 3.7.4.2.6 provides that approval is required from the CRCA under Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits*; and that the necessary setbacks will be determined upon consultation with the CRCA. Development criteria will be addressed within the Development Permit By-law review.

Wildlife-exclusion fencing installed along the Gananoque River shoreline

DEVELOPMENT PERMIT:

The subject property is designated Residential and Environmental Constraints within the Development Permit By-law. The intent of the designation is to provide for respectful and appropriate development and infill that considers the design criteria.

Site Provisions (5.3.2)

The following site provisions are based on the primary use of a single detached dwelling.

Site Provision	Requirements	Existing	Proposed
Lot Area	464 m^2	1039.6m^2	n/c
Lot Coverage (maximum)	35%	9.4%	5.5%
Lot Frontage	15m	27.4m	n/c
Front Yard Setback	6m	6.2m	4.4m Relief req'd
Exterior Yard Setback	4.5m	n/a	n/a
Interior Side Yard (N)	1.2m	4.9m	n/c
Interior Side Yard (S)	1.2m	9.5m	2.3m
Rear Yard Depth	7.5m	14.4m	n/c
Building Height (max)	11m	6.9m	7.1m

Parking and Storage of Vehicles (3.32)

Section 3.32 of the by-law requires that two parking spaces be provided for single detached dwellings. Two parking spaces can be accommodated in the existing driveway at the north side of the property and two parking spaces can be accommodated with the two car garage.

Setbacks from a Watercourse (3.41)

A setback of 30 metres (98.4 feet) is required from a watercourse for all development except where is can be demonstrated through an Environmental Impact Study (EIS) prepared by a qualified professional that there will be no adverse impacts to the watercourse, the 30 metre (98.4 feet) setback may be reduced in accordance with the recommendations of the EIS.

Special Setbacks (3.44)
Setbacks from Slopes
Where any lot is adjacent to or traversed by an Unstable Slope as established by the Province and designation Environmental Constraint (EC) any building or structure shall be set back from the top of slope a minimum of 15 metres.

COMMENT:
The proposed two car garage and upper living space is to be constructed at the south side along with a new covered porch in the front yard of the existing dwelling which was originally constructed around 1964.

The addition is within the 15m setback of the floodplain but not closer than the existing dwelling so there is no further impact. The EIS and Stormwater Management Report along with a permit from the CRCA under regulation Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits*; are in support of the addition within the setback.

Relief is being sought with a front yard setback to the new addition (garage and covered porch) from 6 m to 4.4 m. The owners indicated that the reduction of the front yard, as opposed to constructing the garage to 6m front yard setback, is to keep development from encroaching further into the flood plain in the rear yard. The porch, if unenclosed, would be permitted to project into the front yard 3m under Section 3.35 Permitted Projections. The reduction to 4.4m is to accommodate a covered porch.

A new driveway is proposed to be constructed from Queen Street providing access to the two-car garage. The existing driveway will remain at the north side of the dwelling. The width and area of the combined driveways are within the 50% allotment of the front yard or frontage as per Section 5.3.1 Residential section of the by-law for location of parking spaces.

The CRCA recommends that the landowner maintain native vegetation and soil along the river embankment and the area of land between the buildings and structures and top of bank for the long term protection of existing and proposed development at this property and protect the natural function of the river. Runoff should be directed away from the river to an area of vegetation where infiltration can occur.

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

CAO	
Chief Building Official	
CRCA	No objections to the approval of application DP2025-09 based on their review of natural hazard policies.
School Boards: CDSBEO/UCDSB	
Utilities: Bell Canada/Canada Post/ Cogeco/Enbridge Gas/ Eastern Ontario Power/Hydro One (OPG)	Enbridge – Acknowledged. No formal response rec'd.

EMS: Fire/LG Paramedic/Police	
Public Works, Water/Sewer Utilities	
St. Lawrence Parks Commission/ MTO/ Other Commenting Agencies	
Neighbourhood: Posting and 120m Circulation	

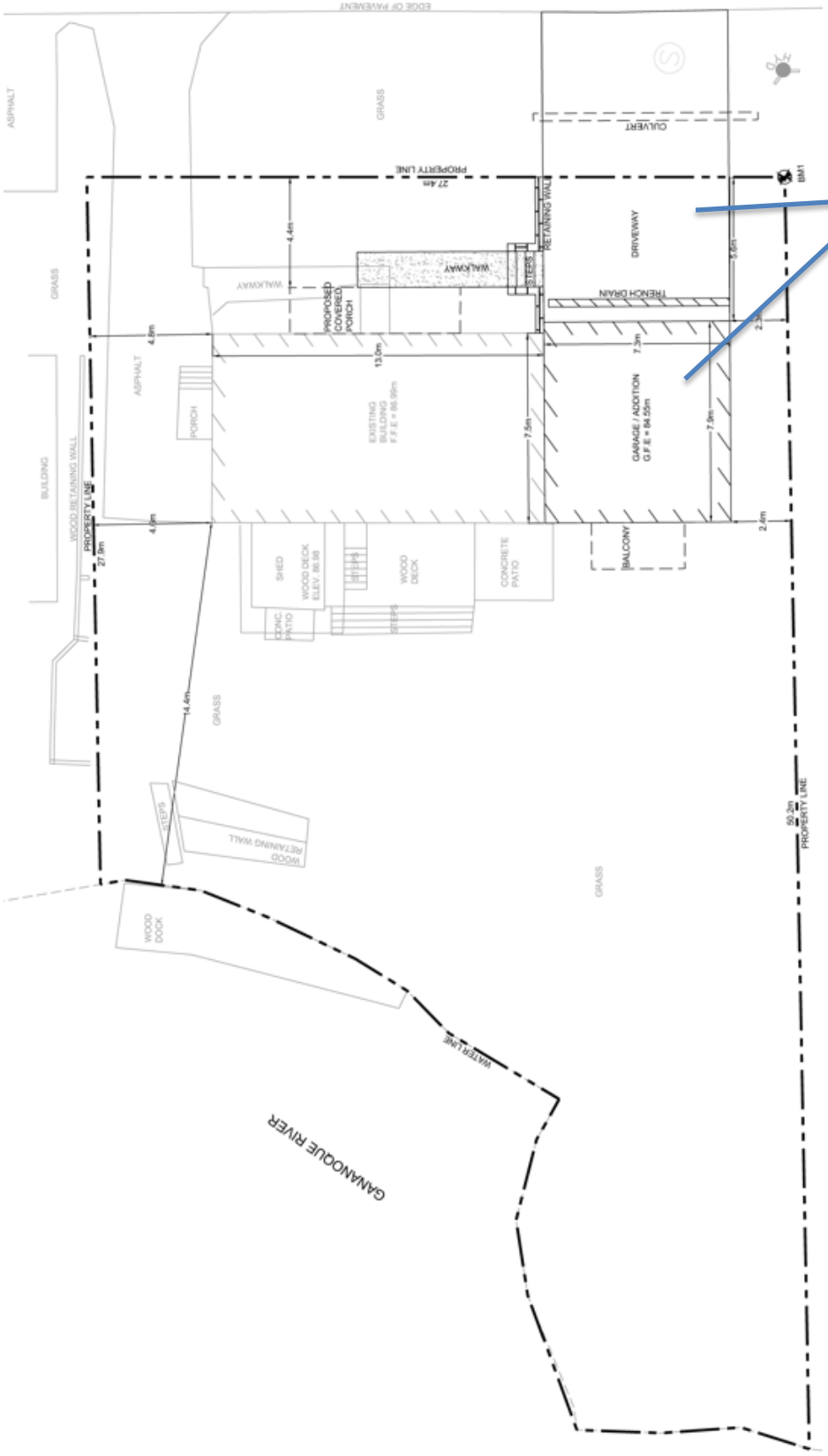
Staff have no objection to application DP2025-09 (Deir) at 580 Queen Street to provide relief to the front yard setback from 6.0m to 4.4m to permit the construction of a two storey addition with garage and covered porch to the existing dwelling and relief for the construction of the addition within a 30m setback from a watercourse being the Gananoque River subject to the following conditions:

- Permit be obtained from the Cataraqui Region Conservation Authority under Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits*;
- The landowner maintain native vegetation and soil along the river embankment and the area of land between buildings, structures and top of bank;
- Runoff is to be directed away from the river to an area of vegetation where infiltration can occur;
- Recommendations as set out in the Environmental Impact Study prepared by Pinchin Ltd. dated February 13, 2025 be implemented;
- The grading plan as provided by Forefront Engineering Inc. stamped June 15, 2023 be implemented and included with the building permit application;
- Recommendations for erosion and sediment control, tree and vegetation removal, landscape and the incorporation of wildlife exclusion fencing as outlined in the Environmental Impact Study dated February 13, 2025 be implemented;
- Owner obtain approvals from Public Works/Utilities Department for water and sewer services in accordance with the Urban Service Requirements,
- All costs associated with fulfilling the conditions of this decision are borne by the Owner, and
- The Owner fulfill all conditions within one year of this approval or the application will lapse.

Attachment:
Site Plan of 580 Queen Street
Floodplain mapping as provided by the CRCA
CRCA Correspondence dated June 18, 2025

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

Site Plan of 580 Queen Street



Floodplain Mapping – CRCA

580 Queen St

June 18, 2025 File: DPS/GAN/133/2025

Sent by e-mail

Brenda Guy
Manager of Planning and Development
Town of Gananoque
bguy@gananoque.ca

Dear Ms. Guy:

Re: Application for Development Permit DP2025-09
580 Queen Street, Town of Gananoque
Gananoque River

Cataraqui Conservation staff have reviewed the above-noted application and supporting materials. The proposal involves construction of a two-storey garage addition and new driveway.

We offer the following comments for the consideration of the Town of Gananoque and applicant. These comments are provided based on Cataraqui Conservation's roles as a commenting agency responsible for natural hazards review for *Planning Act* applications and as administrator of Ontario Regulation 41/24: *Prohibited Activities, Exemptions and Permits* (formerly O. Reg. 148/06).

Natural Hazards

Cataraqui Conservation, through our implementation of Ontario Regulation 41/24 and, in accordance with the natural hazards policies of the 2024 Provincial Planning Statement (PPS), directs development away from lands subject to natural hazards, such as flooding and erosion.

Flooding

The subject property is on the Gananoque River. CRCA has engineered flood plain mapping for the river in this location. The 1:100 year flood elevation of the river near the subject property is expected to reach 83.4 metres geodetic. Due to a relatively high shoreline embankment, the flood level does not extend far inland on the property and is instead midway up the shoreline slope.

At present, the existing dwelling is approximately 10-12 metres from the 1:100 year flood level, with the attached decking slightly less than this. As proposed, the garage addition will approximately 13 metres from the flood level with the second story balcony projecting slightly closer. Both will comply with CRCA's minimum 6 metre horizontal setback from the flooding hazard for new development.

With a finished floor elevation of 84.55 m, the garage will also be raised well above the flood elevation which will provide further protection.

We are also satisfied with the findings of the Stormwater Management Report which concludes that the addition and driveway would have negligible impact on flooding and no adverse impacts on neighbouring properties.

Erosion

CRCA defines the extent of the long-term erosion hazard limit for rivers, creeks and streams as the sum of an allowance for toe erosion, a stable slope allowance of 3(h):1(v) for till embankments and 1:1 for bedrock and an access allowance of 6 metres. The shoreline in this location consists primarily of either exposed bedrock or bedrock with till overburden. The exposed bedrock portion (at the south) is stable and presents little to no erosion concerns. The till covered portion (north end of shoreline) consists of an approximately 2 m high by 4 metre wide slope. There is no evidence of active erosion. Using conservative estimates for toe erosion and slope stability, the total erosion hazard plus a 6 metre access allowance in this location could extend up to 19 metres from the toe of slope inland. The proposed garage addition will be further from the toe of slope than this.

Overall, staff are satisfied the proposal is compliant with natural hazards policies.

For long-term protection of existing and proposed development at this property and to protect the natural function of the river, it is recommended that the landowner maintain native vegetation and soil along the river embankment and the area of land between buildings and structures and top of bank. Runoff should be directed away from the river to an area of vegetation where infiltration can occur.

Recommendation

CRCA has no objections to the approval of application DP2025-09 based on our review of natural hazards policies.

CRCA Plan Review Fee

Cataraqui Conservation charges fees for our review of Planning Act applications. The fee for the review of a standard development permit is $445. We request that the applicant submit this review fee at their earliest convenience. Fees can be paid online (https://crca.ca/payment/) or over the phone (613-546-4228 ext. 220). Our file, for reference, is DP/GAN/133/2025.

Ontario Regulation 41/24

A permit for the garage addition and associated site alteration will be required from CRCA as it is within the regulated area under O. Reg. 41/24. The applicant can contact the undersigned for further information regarding the permit process.

If you have any questions, please contact the undersigned at (613) 546-4228 ext. 228, or by e-mail at mdakin@crca.ca.

Please inform this office of any decision made by the Town regarding this application.

Yours truly,

Michael Dakin MCIP, RPP
Supervisor, Development Review

cc: Applicant, via email

THE CORPORATION OF THE TOWN OF
GANANOQUE
Canadian Gateway to the 1000 Islands

NOTICE OF PUBLIC MEETING
Proposed Class III Development Permit

TAKE NOTICE that the Planning Advisory Committee/Committee of Adjustment for the Town of Gananoque will hold a Meeting on **TUESDAY, JUNE 24, 2025 at 6:00 P.M.** via **TELECONFERENCE*** and **IN-PERSON** in the TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 KING STREET EAST to consider following application.

AND TAKE FURTHER NOTICE that the Council for the Corporation of the Town of Gananoque will hold a Public Meeting on **TUESDAY, JULY 15, 2025 at 5:00 P.M.** via **TELECONFERENCE*** and **IN-PERSON** in the TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 KING STREET EAST to consider the application.

*The **TOLL-FREE PHONE NUMBER** and **ACCESS CODE** will be found on the meeting agenda, posted to the Town website at https://www.gananoque.ca/town-hallpublic-meetings/planning-advisory-committee-meeting-june-24-2025 prior to the meeting.

File No. **DP2025-09**

OWNER: **Thomas & Arden Deir**
APPLICANT: **Patterson Construction Inc.**

The property municipally and legally described as

580 QUEEN STREET

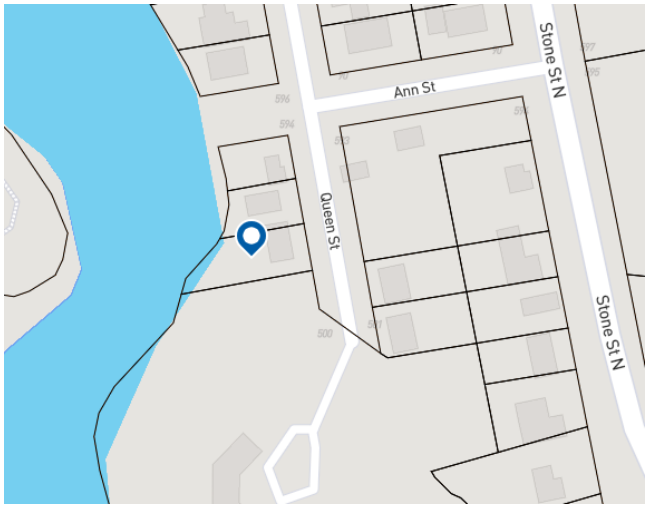
PLAN 86 BLK V PT LOT 66 PT; LOT 67 PT LOT 68 PT LOT 66; BLK V PLAN 86
TOWN OF GANANOQUE

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

CONSTRUCT A TWO STOREY ADDITION WITH GARAGE ONTO THE EXISTING RESIDENTIAL DWELLING WITHIN THE FLOODPLAIN SETBACK AND RELIEF FOR THE FRONT YARD SETBACK TO 4.4M

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

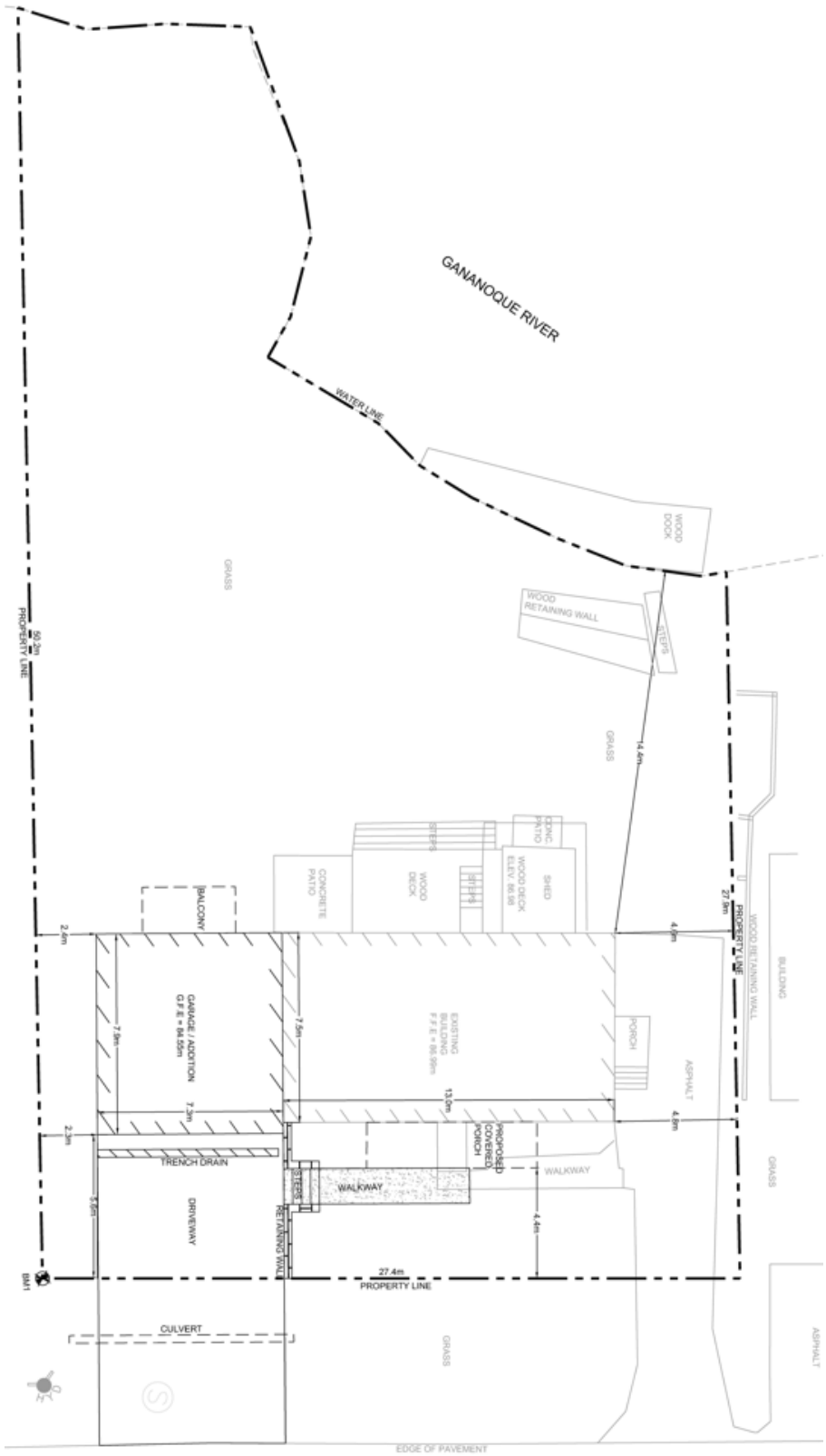
If you wish to provide comment or input you may do so at the public meeting or in writing prior to the meeting. **Note**: Only the applicant of a development permit has a right to appeal a decision or non-decision on an application to the Ontario Land Tribunal where the application meets the requirements established through the official plan and development permit by-law.



DATED this 3RD day JUNE 2025

Brenda Guy
Manager of Planning and Development

SITE PLAN


GANANOQUE RIVER
WATER LINE
WOOD DOCK
GRASS
WOOD RETAINING WALL
STEPS
50.2m
PROPERTY LINE
14.4m
GRASS
CONCRETE PATIO
WOOD DECK
STEPS
CONCRETE PATIO
WOOD DECK
ELEV. 86.98
SHED
27.3m
PROPERTY LINE
WOOD RETAINING WALL
BUILDING
BALCONY
2.4m
4.6m
7.5m
GARAGE / ADDITION
G.F.E = 84.55m
7.5m
EXISTING
BUILDING
F.F.E = 86.99m
PORCH
ASPHALT
13.0m
7.3m
4.6m
2.3m
TRENCH DRAIN
PROPOSED
COVERED
PORCH
WALKWAY
GRASS
STEPS
WALKWAY
5.6m
DRIVEWAY
RETAINING WALL
4.4m
BM1
27.4m
PROPERTY LINE
CULVERT
GRASS
ASPHALT
EDGE OF PAVEMENT
QUEEN STREET

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

DP 2025 / 09

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

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

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

ALL applications require the following:

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

RECEIVED
MAY 13 2025

CONTACT INFORMATION Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of The Planning Act and will be used to process this application.		
Name of Applicant: Patterson Construction Inc.	Complete Address including Postal Code: 870 Queen St. Gananoque, ON K7G 2B6	Phone: (613) 328-2363
	E-mail: pattersonconstructionkingston@gmail.com	
Name of Property Owner (if different than applicant): Thomas Peter Deir, Arden Kathleen Deir	Complete Address including Postal Code: 580 Queen St. Gananoque, ON. K7G 2B1	Phone: (613) 463-9361
	E-mail: adeir@cw.law.org	
Architect/Designer/Planner: E.R. Trought Design Inc.	Complete Address including Postal Code: 31 Hillendale Ave. Kingston, ON. K7M 1S2	Phone: (613) 531-7873
	E-mail:	
Engineer:	Complete Address including Postal Code:	Phone:
	E-mail:	
Land Surveyor:	Complete Address including Postal Code:	Phone:
	E-mail:	

PROPERTY	
Street or Property Address (if applicable): 580 Queen St. Gananoque, ON. K7G 2B1	Roll Number (if known): 0814000015529 00

LEGAL DESCRIPTION			
Lot/Con/Plan: PLAN 86 BLK V PT LOT 66 PT LOT 67 PT LOT 68 PT LOT 66 BLK V PLAN 86			
Frontage (m/ft): 90 Ft	Depth (m/ft): Irregular	Lot Area: 0.19ac	

SUBMISSION REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Existing Use(s): Single family dwelling		
Length of time the existing use of the subject lands have continued: Aprox 1964		
Has the property been designated as a Heritage Site?	☐ Yes	☑ No
Is the property presently under a Site Plan/Development Permit 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
Has the property ever been subject of an application under Section 70.2 (Development Permit By-law) of the Planning Act?	☐ Yes	☑ No
If the property has been subject of applications under the Planning Act noted above, provide the file number(s) and the status of the application?		

Proposed Use(s): to construct an addition to the dwelling with a garage and living space above		
Is the **Use** permitted or permitted subject to criteria as set out in the development permit by-law?	☒ Yes	☐ No
How has the applicable criteria have been addressed? Property is in the 30m buffer as Sced. B water front overlay		
Is/Are variation(s) requested?	☒ Yes	☐ No
If yes, what variation is requested and why? Relief of 30m set Back and front yard setback		
Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law. Working with CRCA. and all req. Permits.		

Abutting Land Use(s) – east, west, north, south:

Existing Res. and gen rives.

Is the Development to be phased?	☐ Yes	☑ No
What is the anticipated date of construction?	ASAP	
Is the land to be divided in the future?	☐ Yes	☑ No
Are there any easements, right-of-ways or restrictive covenants affecting the subject land?	☐ Yes	☑ No
If yes, please provide details (and copies of covenants with application submission).		

Plan Details: Please ensure that measurements are consistent with plan

☑ Residential	☐ Commercial	☐ Employment Lands/ Industrial	☐ Institutional
Building Coverage: 14.9 (%) 155.4 (sq.m)		Landscape Coverage: ____ (%) ____ (sq.m)	
Building Height: 2 Story	No. of Storeys: 2	No. of Units: 1	Storage of Garbage: Internal

Parking Area:	Existing Parking Surface ☑ Paved ☐ Gravel ☐ Permeable Parking Area ☐ Other			
	Proposed Parking Surface: ☑ Paved ☐ Gravel ☐ Permeable Parking Area ☐ Other			
	# of Existing Parking Spaces 2	# of New Parking Spaces 4	# of Accessible Parking Spaces	Total # of Parking Spaces 6
	Dimension of Parking Spaces (m/ft): 3m x 6m		Dimensions of Accessible Parking Spaces (m/ft):	

LOADING SPACES, if applicable: N/A	Number of Loading Spaces:	Dimensions of Loading Spaces (m/ft):

Heritage Tourist Inn/Bed and Breakfast/Short Term Accommodation*:	☐ Yes	☑ No
Is this an application for a Heritage Tourist Inn?	☐ Yes	☒ No
Number of Guest Rooms:	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6	
NOTE: A Heritage Tourist Inn will require a Heritage Resource Assessment evaluating the heritage significance of the property including a description of historic features is required with the submission of this application.		
Is this an application for a Bed and Breakfast?	☐ Yes	☐ No
Number of Guest Rooms:	☐ 1 ☐ 2	☐ 3
Is this an application for a Short Term Accommodation?	☐ Yes	☐ No
Number of Guest Rooms:	☐ 1 ☐ 2	☐ 3

Access*:	Potable Water*:	Sewage Disposal*:	Stormwater*:
☑ Municipal Street	☑ Town Owned/operated Water System	☑ Town Owned/Operated Sewage System	☑ Town Owned/Operated Sewers
☐ Existing Private Road/ Lane	☐ Private Well	☐ Private Septic and Tile Field	☐ Swales
☐ Existing Right-of-way	☐ River	☐ Other	☐ Ditches
☐ Unopen Road Allowance	☐ Other:		☐ Other
☐ Other:			

Provide any applicable hook-up approvals and/or permit number(s) applicable to the above:

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

EXISTING BUILDINGS:	Building 1 - Primary	Building 2 - Accessory
Type of Structure (ie: wood concrete)	wood/block	
Date Constructed:	1964	
Front Line Setback:	6.2m	
Rear Lot Line Setback:	8.7m	
Side Lot Line Setback:	4.6m	
Side Lot Line Setback:	9.5m	
Height:	existing 1 storey	
Dimensions:	42 ft 2 inches ~~height~~ length 24.5 ft wide 7.5m x	13.0m
Floor Area:	1060 sq. ft. 97.5m	

PROPOSED BUILDINGS:	Building 1 - Primary	Building 2 - Accessory
Type of Structure (ie: wood concrete)	wood/block	
Proposed Date of Construction:	June 1, 2025.	
Front Line Setback:	4.4m	
Rear Lot Line Setback:	14.4m	
Side Lot Line Setback:	4.6m	
Side Lot Line Setback:	2.3m	
Height:	24ft 6 7/8 inches 7.1m	
Dimensions:	25 ft. 2inch / 26ft 11.5 inch 7.3m x 7.9m	
Floor Area:	682 sq.ft livingspace 682 sq.ft garage. 126.7m2	10.8m2 porch
Attached Additional Page, if necessary		

AUTHORIZATION BY OWNER

I/We, the undersigned being the registered owner(s) of the subject lands, hereby authorize Larry Patterson (print name) to be the applicant in the submission of this application. Furthermore, I/we, being the registered owner(s) of the subject lands, hereby authorize Town of Gananoque members of Council, Committee of Council and Municipal Staff, to enter upon the property for the purposes of conducting a site inspection with respect to the subject application.

Arden Deir	Thomas Deir
Owner Name (Please Print)	Owner Name (Please Print)
Arden Deir	
Signature of Owner	Signature of Owner
Rachelle Looper	May 12 2025
Signature of Witness (not applicant)	Date

CONSENT BY OWNER

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

Arden Deir	
Signature of Owner	Signature of Owner
Rachelle Looper	May 12 2025
Signature of Witness (not applicant)	Date

DECLARATION OF APPLICANT

(Print) I, Larry Patterson of the TOWN of GANANOQUE in the COUNTY of LEEDS-GRENVILLE solemnly declare that:

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

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

Declared/Sworn before me at GANANOQUE

this 13TH day of MAY,

20 25.

Commissioner
Town of Gananoque
Lynsey Zufelt, Deputy Clerk

Signature of a Commissioner, etc

Signature of Applicant

Office Use Only:		Roll No: 081400001552900
Official Plan Designation: Residential	Development Permit Designation: Residential	Other: Property within 30m waterfront
Access (Entrance Permits etc):	Water and Sewer Hookup (Permits etc):	Other:
Other Concurrent Applications: ☐ Cash-in-Lieu of Parking	☐ condo Approval ☐ Consent/ Severance	☐ Official Plan Amendment ☐ Subdivision Approval
Date Application Received: May 13, 2025	Date Application Deemed Complete: May 27, 2025	Fees Received: May 27, 2025

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

Peer Review/Consultant Services

In order to streamline the Town of Gananoque's planning process, professional or peer review services may be contracted out by the Town under By-law 2004-63 and amending By-law 2007-29. These may include but are not limited to the following:

Condominium Applications Consent Applications Cost Estimate of Works Development Permit Applications Official Plan Amendment Local Planning Appeal Tribunal Part Lot Control Subdivision Applications	Air, Noise or Vibration Study Archaeological Study Drainage and/or stormwater management report Environmental Impact Assessment for a natural heritage feature or area Erosion and Sediment Control Plan Geotechnical Study/Hydrogeological Study Heritage Resource Assessment/Study Hydrogeology/Groundwater Study Phase I Environmental, investigation if req'd Form 1's – Record of Future Alteration (Water, Sewer and Storm)	Sanitary System Design & sufficient capacity Servicing Options Report Source Water Protection – Risk Management Assessment Sun/Shady Study Traffic Study Vegetation Inventory/Preservation Visual Impact Assessment Water Distribution System & sufficient capacity Wave Uprush Study Supporting Land Use Planning Report

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 Manager of Planning and Development or the Director of Public Works within their respective areas of jurisdiction.

All costs for the peer review consultants and legal costs for preparation of agreements and/or registration shall be fully paid by the applicant/owner. A deposit will be received by the Town as part of application submission requirements in the amount of $2,000 (two thousand dollars). Any costs above and beyond the initial security will be invoiced to the applicant/owner.

All invoices 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, the Town will recover its costs from any other securities which have been posted for the project by the applicant/owner.

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 Finance Department by either the Clerk or the Manager of Planning and Development, within their respective areas of jurisdiction.

I/We, Thomas Deir and Arden Deir of the Town of Gananoque in the County of Leeds 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 any necessary peer review(s) as deemed by the Town or preparation of legal agreements including registration 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.

Thomas Deir / Arden Deir
Print Name – Owner/Applicant

Arden Deir
Signature – Owner/Applicant

May 12 2025
Date

Manager of Planning/Development or his/her designate

KEY MAP
N.T.S.

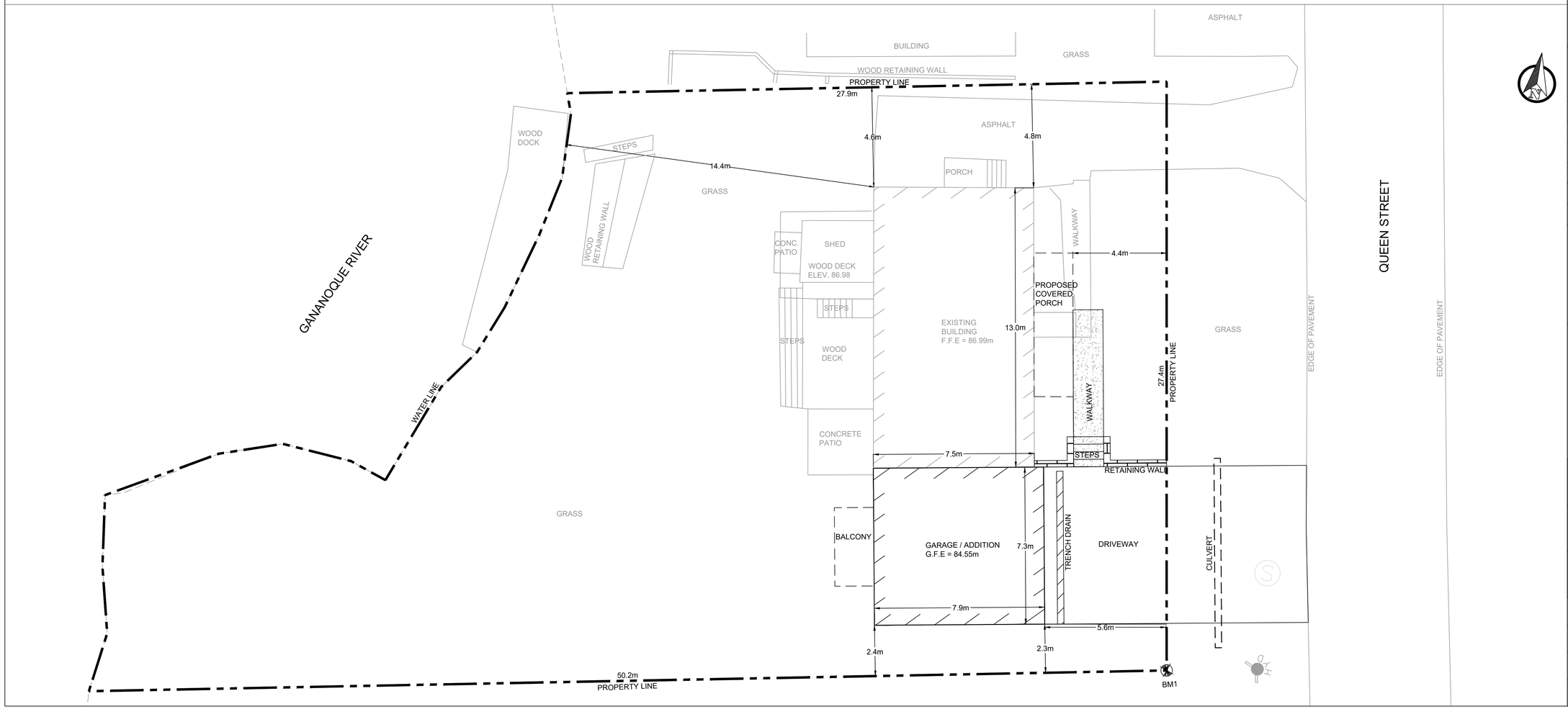
580 QUEEN STREET
GANANOQUE, ON
DEVELOPMENT PERMIT BY-LAW (ZONING) ANALYSIS

Municipality: Town of Gananoque
Location: 580 Queen Street
Zoning: Residential

Basic Site Statistics

Lot Area	1,039.6 m^2	= 0.104 ha
Building Footprint	155.4 m^2	
Lot Coverage	14.9%	

SITE STATISTICS - ZONING COMPLIANCE (RESIDENTIAL ZONE: SINGLE DETACHED DWELLING)					
DESCRIPTION		**REQUIRED**	**PROPOSED**	**RELIEF**	**REMARKS**
LOT AREA (MINIMUM)		464 m^2	1,039.6 m^2		
LOT COVERAGE (MAXIMUM)		35%	14.9%		
LOT FRONTAGE (MINIMUM)		15 m	27.4 m		
SETBACKS	FRONT YARD - EAST (MINIMUM)	6 m	5.6 m	RELIEF REQUIRED	DEFICIENT 0.4m
	INTERIOR SIDE YARD - NORTH (MINIMUM)	1.2 m	4.6 m		
	INTERIOR SIDE YARD - SOUTH (MINIMUM)	1.2 m	2.3 m		
	REAR YARD - WEST (MINIMUM)	7.5 m	14.4 m		
BUILDING HEIGHT (MAXIMUM)		11 m	7.1 m		
SETBACK FROM A WATERCOURSE (MINIMUM)		30 m	14.4 m	EXISTING DEFICIENCY	



LEGEND

- PROPOSED DRIVEWAY
- PROPOSED WALKWAY
- EXISTING ROAD
- EXISTING FENCE
- PROPERTY LINE
- BENCHMARK
- WELL
- EXISTING SANITARY MANHOLE
- EXISTING HYDRANT

0 2 4 m H=1:100 V=1:100
0 2 4

Benchmark
BM: IRON BAR ON SOUTHEAST CORNER OF PROPERTY ALONG QUEEN STREET. APPROXIMATE ELEVATION = 84.28m

No.	Revision/Issue	Date
R1	REVISION 1	2025/06/02

LICENSED PROFESSIONAL ENGINEER
2025/06/02
K.M. NIELISSEN
100155232
PROVINCE OF ONTARIO

Forefront Engineering Inc
1329 Gardiners Road, Suite 210
Kingston, ON, Canada K7P 0L8
613.634.9009 tel.
1.888.884.9392 fax.

Client
THOMAS PETER DEIR
ARDEN KATHLEEN DEIR

Project
580 QUEEN STREET

Drawing
SITE PLAN

Drawn by:	Checked by:	Project No.
CB	KMN	
Designed by:	Approved by:	Drawing No.
KMN	KMN	SP
Date: MAY 2025		
Scale: 1:100 ANSI D		

GENERAL

1. All works to be installed in accordance with current Town of Gananoque Guidelines, Ontario building codes and, Ontario Provincial Standard Specifications and Drawings unless specified otherwise.
2. The Contractor shall acquire all permits as required for all works within the Municipal Right of Way.
3. Contractor is to confirm all property lines with a licensed Surveyor prior to construction.
4. Prior to construction, the Contractor shall verify all dimensions, sewer inverts and utility locates and identify possible conflicts.
5. Prior to commencing any work within the to municipal right-of-way, the contractor shall apply for a road occupancy permit from
6. The Contractor shall provide all traffic control measure in accordance with the Ontario Traffic Manual Book 7 as amended.
7. In the event that human remains are encountered during construction, the Contractor shall immediately contact the Ministry of Citizenship, Culture and Recreation shall be notified immediately and the Registrar or Deputy Registrar of the Cemeteries Regulation Unit of the Ministry of Consumer and Commercial Relations (416) 326 8392, shall be notified immediately.
8. In the event that buried archaeological remains be found on the property during construction activities, the Ministry of Citizenship, Culture and Recreation shall be notified immediately.

GRADING

1. Finished surfaces shall be at a minimum grade of 2% unless otherwise noted.
2. Existing Elevations as per survey completed by Forefront Engineering Inc. dated June 1, 2023.
3. Positive drainage away from the building shall be achieved.
4. 150mm of granular 'A' shall be supplied and installed under all steps, decks, and porches unless otherwise specified.
5. Side slopes shall be a maximum slope of 3:1 unless otherwise noted.
6. All existing elevations and grades are to be verified by the contractor prior to grading
7. Utilities are to be located prior to construction
8. All ground surfaces shall be graded to prevent ponding and without low areas except where approved swale or catchbasin outlets are provided.
9. Maximum hard surface grades are to be 5.0% unless otherwise noted.
10. Staked straw bale filters and flow checks to be installed as per OPSD 219.100 and OPSD 219.180 around catchbasins and sewer inlets.
11. During construction, siltation control methods should be used around the lot perimeter in order to prevent erosion or siltation on adjacent properties.
12. Conflicts between the architectural drawings and grading shall be brought to the attention of the contract administrator.
13. The contractor is responsible for reviewing proposed grades with conflicts regarding the proposed structures.
14. Sub-grade shall be graded at a minimum of 2%, until a lower ditch is encountered or the existing surface drains away from the sloped sub-grade.
15. Grades are to match the adjacent properties unless otherwise noted.
16. All driveway curbing within 0.6m of a city sidewalk is to be depressed to the elevation of the sidewalk.
17. F.F.E. shall mean First Floor Elevation.
18. G.F.E. shall mean Garage Floor Elevation.
19. T.O.F. shall mean Top of Foundation.

SITE WORKS

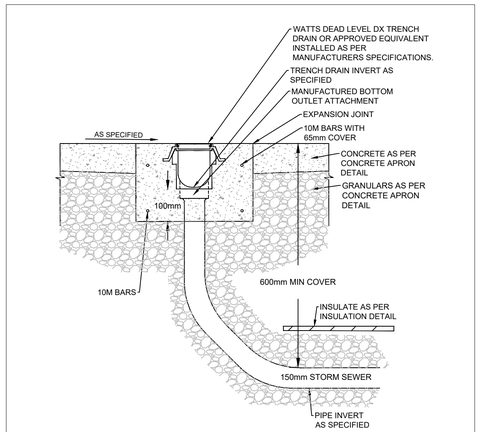
1. Where in earth subgrade granular depths provide 3% crossfall on subgrade.
2. Existing pavement thickness to be matched.
3. Hot mix, hot laid asphalt concrete as per OPSS 1150.
4. Mix designs shall contain a minimum of 5.4% asphalt cement with a performance grade of PH58-28 and 3.5% air voids.
   Parking lot cross sections shall be:
   Light Duty (Driveway)
   50mm HL4
   150mm Granular 'A'
   250mm Granular 'B'
5. Concrete shall be Class C2, 32 Mpa 28 day strength, 19mm coarse aggregate nominal maximum size, 6.0% to 8.0% air content. Normal portland cement type as per OPSS 1301.
6. Concrete materials and production as per OPSS 350, 351, 352, 353, 1301, 1302 and 1350.
7. Boulevards and grass areas to be finished with 100mm of topsoil and nursery sod.

SEDIMENT AND EROSION CONTROL:

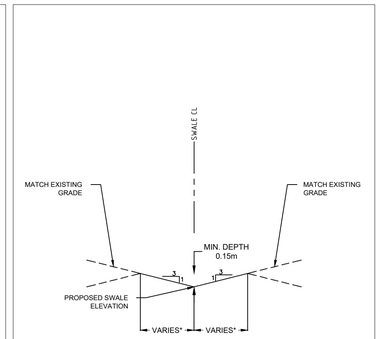
1. All erosion and sediment controls shall be installed prior to construction and monitored and maintained by the Contractor throughout the construction process, until all disturbed areas have been revegetated, then the temporary sediment and erosion control measures must be removed once the site has been stabilized and or the site works are complete.
2. Staked straw bale flow checks to be installed as per 219.180.
3. All erosion and sediment control measures shall be inspected after each rainfall to the satisfaction of the Town of Gananoque and CRCA.
4. Any disturbed area not scheduled for further construction within forty-five (45) days will be provided with a suitable temporary mulch and seed cover within seven (7) days of completion of that particular phase of construction.
5. Regardless of site specific items detailed on the plans, the Contractor shall install erosion control measures to suit the proposed work methods controlling sediment runoff from discharging offsite prior to any disturbance.
6. Following construction, disturbed areas, as well as proposed grassed and vegetated surfaces, shall be reinstated as soon as practical.
7. The placement of surplus fill to be placed and/or temporarily stored in accordance with O.Reg.148/06 where applicable. Temporary fill sites will require the approval of the Township. Fill locations, side slopes, elevations as per the Approved Drawings. Restoration to be completed during the final phase of construction.
8. All roads used to access the site shall be kept clean to the satisfaction of the Director of Engineering Services.

SEWERS:

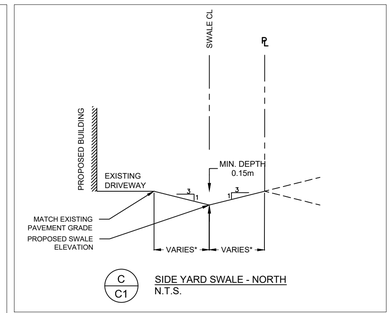
1. All pipe material to be CSA certified.
2. Storm sewers shall be PVC, CSA certified high density Polyethylene, all conforming to OP
3. Pipe bedding, surround and cover shall conform to OPSD 802 series. Pipe bedding shall be 200mm thick Granular 'A' compact to 98% SPD.
4. Roof drainage downspout shall drain to surface in locations specified.



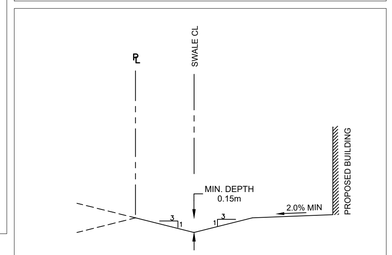
A C1 **TRENCH DRAIN OUTLET DETAIL**
NTS



B C1 SIDE YARD SWALE - NORTH
N.T.S.



C C1 SIDE YARD SWALE - NORTH
N.T.S.

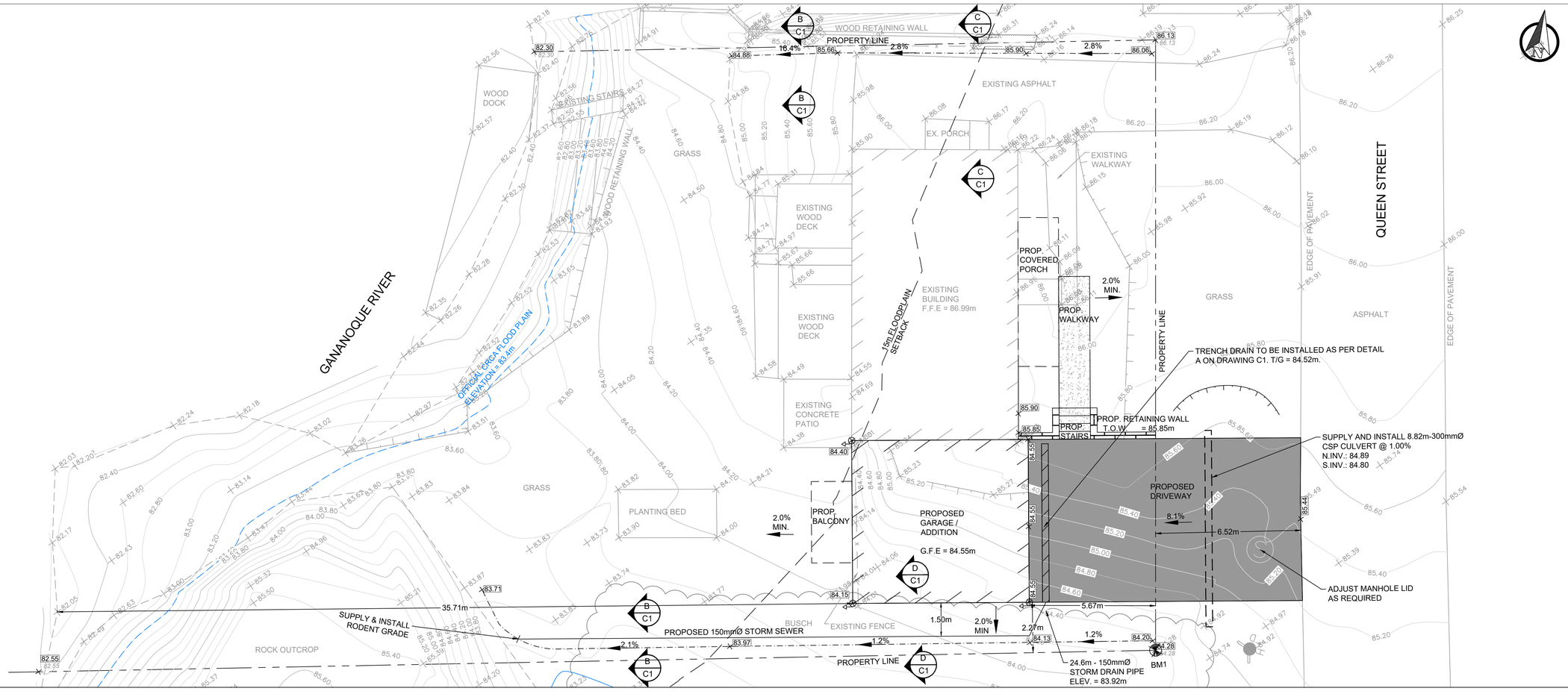


D C1 SIDE YARD SWALE - SOUTH
N.T.S.

LEGEND

- PROPOSED DRIVEWAY
- PROPOSED WALKWAY
- EXISTING ROAD
- EXISTING FENCE
- PROPERTY LINE
- PROPOSED UNDERGROUND SANITARY
- PROPOSED SWALE
- BENCHMARK
- WELL
- EXISTING GRADE
- PROPOSED GRADE
- MAJOR FLOW ARROW
- EXISTING SANITARY MANHOLE
- EXISTING HYDRANT
- 4.0% PROPOSED SLOPE
- PROPOSED DOWNSPOUT

0 2 4 m H=1:100 V=1:100



Benchmark
BM IRON BAR ON SOUTHEAST CORNER OF PROPERTY ALONG QUEEN STREET. APPROXIMATE ELEVATION = 84.28m

No.	Revision/Issue	Date

LICENSED PROFESSIONAL ENGINEER
06/15/2023
K.M. NIELISSEN
100155232
PROVINCE OF ONTARIO

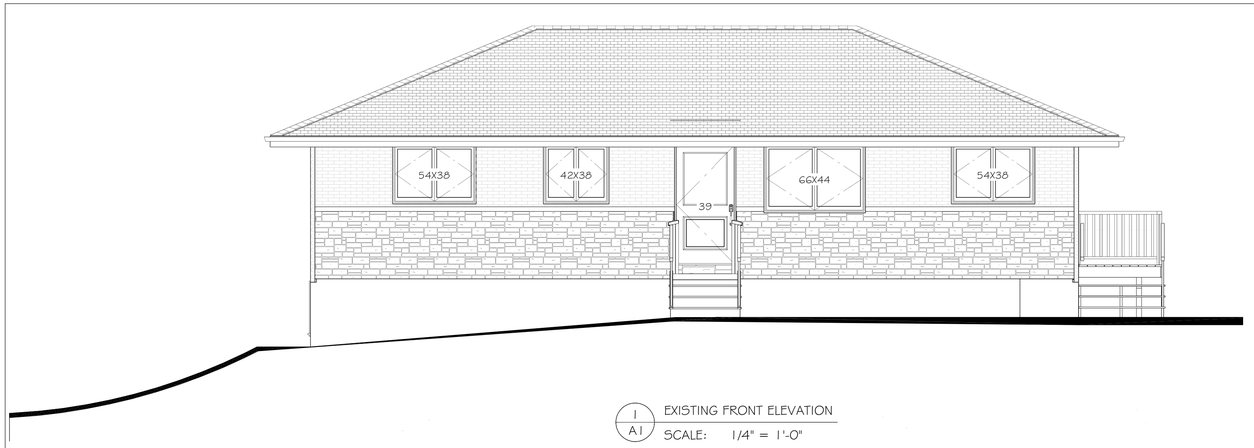
Forefront Engineering Inc
1329 Gardiners Road, Suite 210
Kingston, ON, Canada K7P 0L8
613.634.9009 tel.
1.888.884.9392 fax.

Client
THOMAS PETER DEIR
ARDEN KATHLEEN DEIR

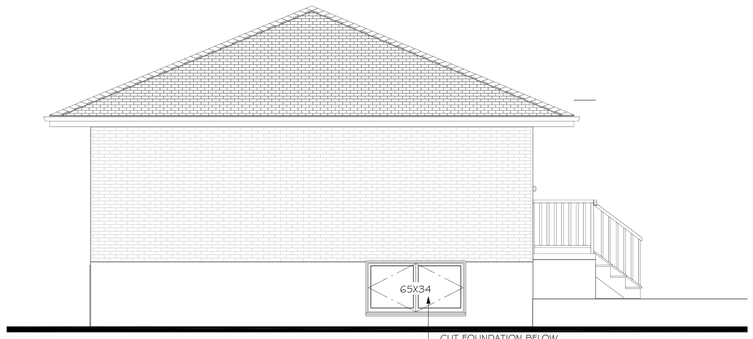
Project
580 QUEEN STREET

Drawing
GRADING PLAN

Drawn by:	Checked by:	Project No.
CB	KMN	
Designed by:	Approved by:	Drawing No.
CB	KMN	C1
Date: JUNE 2023		
Scale: H:1:100		

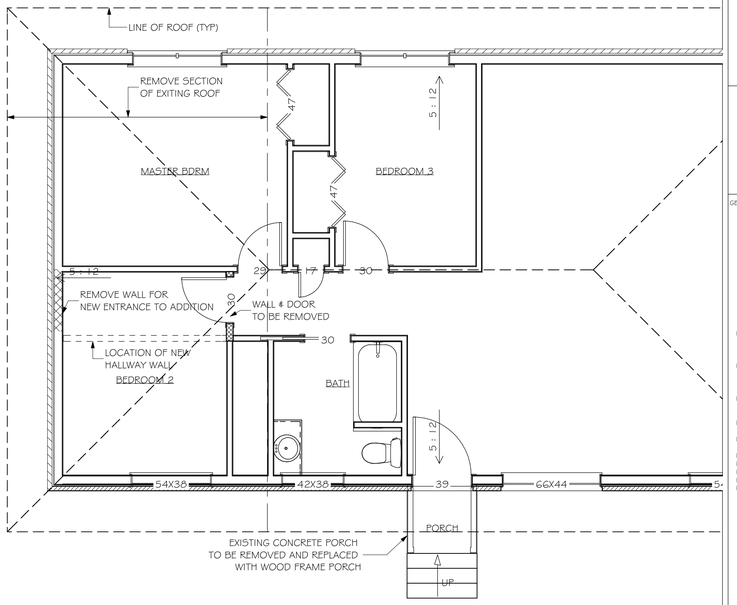


1/A1 EXISTING FRONT ELEVATION
SCALE: 1/4" = 1'-0"

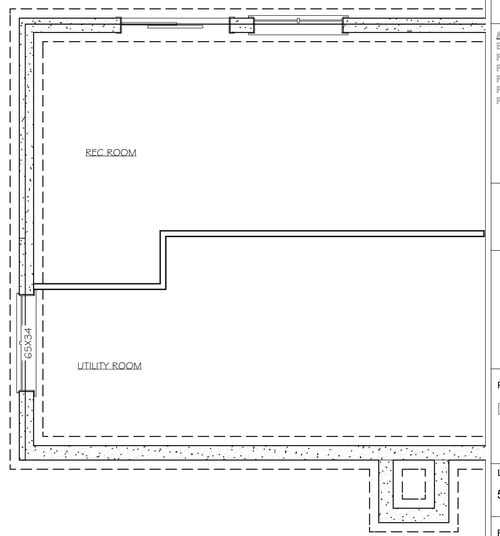


2/A1 EXISTING LEFT ELEVATION
SCALE: 1/4" = 1'-0"

3/A1 EXISTING BACK ELEVATION
SCALE: 1/4" = 1'-0"



4/A1 EXISTING MAIN FLOOR PLAN
SCALE: 1/4" = 1'-0"



5/A1 EXISTING BASEMENT PLAN
SCALE: 1/4" = 1'-0"

31 HILLENDALE AVE.
KINGSTON, ONTARIO
K7M 1S2
TEL 613 531-7873.
CEL 613 561-3428
FAX 613 531-0602
E.R. TROUGHT DESIGN INC.

COPYRIGHT
THIS DRAWING AND DESIGN ARE THE COPYRIGHT PROPERTY OF E. R. TROUGHT DESIGN SHALL AND NOT BE COPIED, REPRODUCED OR DISTRIBUTED IN WHOLE OR IN PART WITHOUT THE EXPRESS WRITTEN CONSENT OF THE ENGINEER.

GENERAL NOTES:
1. USE 25 MPa CONCRETE WITH MAXIMUM SLUMP OF 4" AND ENTRAINED AIR OF 5-7% FOR CONCRETE FOOTINGS AND FOUNDATION WALLS.
2. ALL EXTERIOR CONCRETE WORK INCLUDING STEPS, PORCH SLABS, AND GARAGE SLABS TO BE 32 MPa WITH ENTRAINED AIR OF 5-8%.
3. CONNECT ALL SMOKE AND CARBON MONOXIDE DETECTORS TO ALARM, ANY DETECTION WILL SOUND ALL ALARMS.
4. STAIRS AND HANDRAILS TO CONFORM WITH SECTION 9.8. O.B.C.
5. EAVE PROTECTION TO CONFORM WITH SECTION 9.26.5.1 O.B.C.
6. ALL LINTELS ARE (2)SX10, UNLESS NOTED OTHERWISE
7. INSTALL ATTIC VENTILATION TO CONFORM WITH SECTION 9.19.1. O.B.C.
8. ENSURE THAT THERE IS A MINIMUM CLEARANCE OF 17 3/4" TO ANY COMBUSTIBLE MATERIAL AT EITHER SIDE OF THE KITCHEN STOVE RANGE, AS WELL AS 30" CLEAR HEIGHT ABOVE THE RANGE UNLESS OTHERWISE PROTECTED
9. ALL WOOD USED FOR DECKS, EXTERIOR STAIRS AND EXTERIOR RAILINGS TO BE PRESSURE TREATED.
10. STRUCTURAL CONCERNS THAT A BUILDING OFFICIAL MAY HAVE AND REQUIRE INSPECTION FROM A PROFESSIONAL ENGINEER, MUST REMAIN EXPOSED UNTIL THE PROFESSIONAL ENGINEER HAS MADE THE INSPECTION. THE CONTRACTOR CAN EXPECT TO DEMOLISH ANY MATERIAL THAT PREVENTS A ADEQUATE INSPECTION OF THE STRUCTURAL ELEMENTS.
11. ALL GIRDER TRUSSES TO BE SUPPORTED BY A MINIMUM NUMBER OF STUDS FORMING A COLUMN INSIDE THE STUD WALL AS INDICATED ON TABLE A-35 O.B.C. P287. ALL GIRDER TRUSSES REQUIRE A MINIMUM BEARING LENGTH OF 140mm UNLESS SPECIFIED OTHERWISE BY THE TRUSS MANUFACTURER.
12. IF ANY GIRDER TRUSSES BEAR ON A LINTEL OR TRANSFER THE APPLIED LOAD FROM THE GIRDER TRUSS DOWN TO A LINTEL, THE CONTRACTOR MUST CONTACT PROFESSIONAL ENGINEER TO VERIFY LINTEL SIZING.
13. IF TILE IS TO BE PLACED AROUND TUB/SHOWER UNITS, ENSURE MOISTURE RESISTANT BACKING IS PROVIDED AS PER THE REQUIREMENTS OF THE O.B.C.
14. BLOCKING SHALL BE PROVIDED IN BATHROOMS FOR FUTURE INSTALLATION OF GRAB BARS AS PER O.B.C. 9.5.2.3
15. ALL DIMENSIONS TO BE CONFIRMED BY CONTRACTOR PRIOR TO ORDERING MATERIALS
16. ALL ELECTRICAL TO BE CONFIRMED BY OWNER PRIOR TO ORDERING ELECTRICAL COMPONENTS
17. 4" Ø DRAIN TRAP SEALED AND PRIMED TO COMPLY W/ O.B.C. 7.4.5.5
18. SUMP PIT TO BE COVERED AND SEALED TO COMPLY W/ O.B.C. 9.14.5.2
19. SMOKE ALARMS ARE TO CONFORM TO THE REQUIREMENTS 18.5.3. OF NFPA 72 AND 9.10.19.1(2) O.B.C

No.	DATE	DESCRIPTION	BY

REVISIONS

AREA
EX. BUILDING FOOTPRINT = 1060FT²
PROPOSED FOOTPRINT = 1742FT²
PROPOSED ADDITION = 682FT²
PROPOSED GARAGE= 682FT²
PROPOSED FRONT PORCH DECK = 120FT²
PROPOSED BACK DECK = 72FT²

LICENCED PROFESSIONAL ENGINEER
E. R. TROUGHT
100121350
4/26/2023
PROVINCE OF ONTARIO

DRAWINGS MUST NOT BE SCALED
CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND SHALL REPORT ANY DISCREPANCY TO THE ENGINEER BEFORE PROCEEDING WITH ANY WORK.

THESE PLANS WERE DESIGNED IN ACCORDANCE WITH THE ONTARIO BUILDING CODE. THESE PLANS FORM THE BASIS FOR PERMIT ISSUANCE AND ANY DEVIATIONS FROM THESE PLANS AND DETAILS, INCLUDING THE VENTILATION SYSTEM, HEATING SYSTEM, WOODSTOVE, FIREPLACES, DECKS, BALCONIES AND FINISHED BASEMENTS, WILL REQUIRE A REVISED DRAWING AND CLEARANCE BY THE BUILDING DEPARTMENT.

PROJECT:
PROPOSED ADDITION TO RESIDENCE

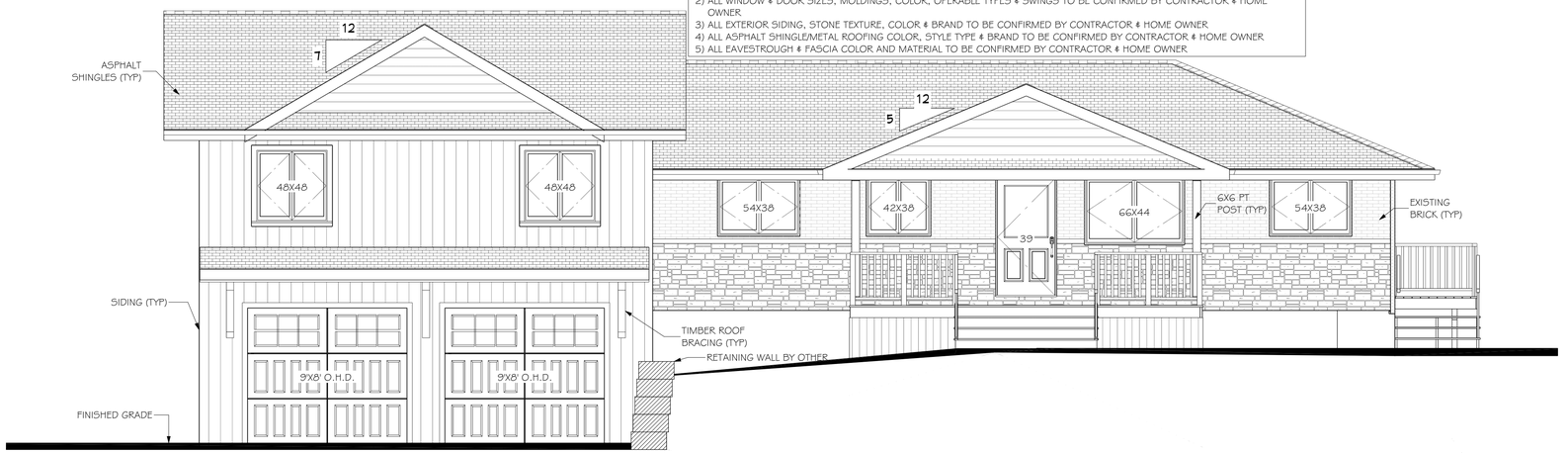
LOCATION:
580 QUEEN ST., GANANOQUE, ON

FOR:
ARDEN DEIR

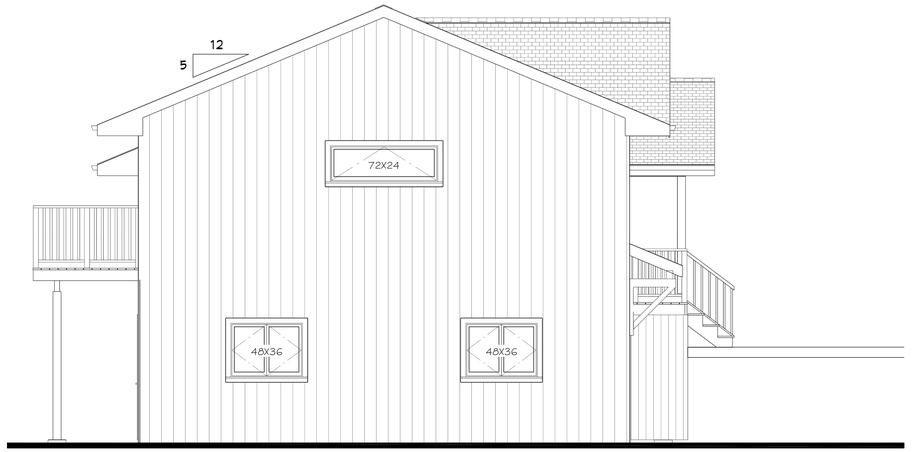
DRAWING:
EXISTING ELEVATIONS
EXISTING FLOOR PLANS

REVIEWED BY:		SCALE	DRAWING No.
DEPT.	NAME	1/4" = 1'-0"	A1
ARCH.	CD		
STR.	ET		
MEC.	ET	DATE: Wednesday, April 26, 2023	
ELE.	CD		
JOB #:	22239	SHEET: 1 of 6	22239

NOTE:
1) ALL ROOF & WALL MOLDINGS/TRIM, COLOR & BRAND TO BE CONFIRMED BY CONTRACTOR AND HOME OWNER
2) ALL WINDOW & DOOR SIZES, MOLDINGS, COLOR, OPERABLE TYPES & SWINGS TO BE CONFIRMED BY CONTRACTOR & HOME OWNER
3) ALL EXTERIOR SIDING, STONE TEXTURE, COLOR & BRAND TO BE CONFIRMED BY CONTRACTOR & HOME OWNER
4) ALL ASPHALT SHINGLE/METAL ROOFING COLOR, STYLE TYPE & BRAND TO BE CONFIRMED BY CONTRACTOR & HOME OWNER
5) ALL EAVESTROUGH & FASCIA COLOR AND MATERIAL TO BE CONFIRMED BY CONTRACTOR & HOME OWNER



1/A2 FRONT ELEVATION
SCALE: 1/4" = 1'-0"



2/A2 LEFT ELEVATION
SCALE: 1/4" = 1'-0"

3/A2 BACK ELEVATION
SCALE: 1/4" = 1'-0"

E. R. TROUGHT DESIGN INC.
31 HILLENDALE AVE.
KINGSTON, ONTARIO
K7M 1S2
TEL 613 531-7873.
CEL 613 561-3428
FAX 613 531-0602

COPYRIGHT
THIS DRAWING AND DESIGN ARE THE COPYRIGHT PROPERTY OF E. R. TROUGHT DESIGN SHALL AND NOT BE COPIED, REPRODUCED OR DISTRIBUTED IN WHOLE OR IN PART WITHOUT THE EXPRESS WRITTEN CONSENT OF THE ENGINEER.

GENERAL NOTES:
1. USE 25 MPa CONCRETE WITH MAXIMUM SLUMP OF 4" AND ENTRAINED AIR OF 5-7% FOR CONCRETE FOOTINGS AND FOUNDATION WALLS.
2. ALL EXTERIOR CONCRETE WORK INCLUDING STEPS, PORCH SLABS, AND GARAGE SLABS TO BE 32 MPa WITH ENTRAINED AIR OF 5-8%.
3. CONNECT ALL SMOKE AND CARBON MONOXIDE DETECTORS TO ALARM, ANY DETECTION WILL SOUND ALL ALARMS.
4. STAIRS AND HANDRAILS TO CONFORM WITH SECTION 9.8. O.B.C.
5. EAVE PROTECTION TO CONFORM WITH SECTION 9.26.5.1 O.B.C.
6. ALL LINTELS ARE (2)SX10, UNLESS NOTED OTHERWISE
7. INSTALL ATTIC VENTILATION TO CONFORM WITH SECTION 9.19.1. O.B.C.
8. ENSURE THAT THERE IS A MINIMUM CLEARANCE OF 17 3/4" TO ANY COMBUSTIBLE MATERIAL AT EITHER SIDE OF THE KITCHEN STOVE RANGE, AS WELL AS 30" CLEAR HEIGHT ABOVE THE RANGE UNLESS OTHERWISE PROTECTED
9. ALL WOOD USED FOR DECKS, EXTERIOR STAIRS AND EXTERIOR RAILINGS TO BE PRESSURE TREATED.
10. STRUCTURAL CONCERNS THAT A BUILDING OFFICIAL MAY HAVE AND REQUIRE INSPECTION FROM A PROFESSIONAL ENGINEER, MUST REMAIN EXPOSED UNTIL THE PROFESSIONAL ENGINEER HAS MADE THE INSPECTION. THE CONTRACTOR CAN EXPECT TO DEMOLISH ANY MATERIAL THAT PREVENTS A ADEQUATE INSPECTION OF THE STRUCTURAL ELEMENTS.
11. ALL GIRDER TRUSSES TO BE SUPPORTED BY A MINIMUM NUMBER OF STUDS FORMING A COLUMN INSIDE THE STUD WALL AS INDICATED ON TABLE A-35 O.B.C. P287. ALL GIRDER TRUSSES REQUIRE A MINIMUM BEARING LENGTH OF 140mm UNLESS SPECIFIED OTHERWISE BY THE TRUSS MANUFACTURER.
12. IF ANY GIRDER TRUSSES BEAR ON A LINTEL OR TRANSFER THE APPLIED LOAD FROM THE GIRDER TRUSS DOWN TO A LINTEL, THE CONTRACTOR MUST CONTACT PROFESSIONAL ENGINEER TO VERIFY LINTEL SIZING.
13. IF TILE IS TO BE PLACED AROUND TUB/SHOWER UNITS, ENSURE MOISTURE RESISTANT BACKING IS PROVIDED AS PER THE REQUIREMENTS OF THE O.B.C.
14. BLOCKING SHALL BE PROVIDED IN BATHROOMS FOR FUTURE INSTALLATION OF GRAB BARS AS PER O.B.C. 9.5.2.3
15. ALL DIMENSIONS TO BE CONFIRMED BY CONTRACTOR PRIOR TO ORDERING MATERIALS
16. ALL ELECTRICAL TO BE CONFIRMED BY OWNER PRIOR TO ORDERING ELECTRICAL COMPONENTS
17. 4" Ø DRAIN TRAP SEALED AND PRIMED TO COMPLY W/ O.B.C. 7.4.5.5
18. SUMP PIT TO BE COVERED AND SEALED TO COMPLY W/ O.B.C. 9.14.5.2
19. SMOKE ALARMS ARE TO CONFORM TO THE REQUIREMENTS 18.5.3. OF NFPA 72 AND 9.10.19.1(2) O.B.C

No.	DATE	DESCRIPTION	BY

REVISIONS

AREA
EX. BUILDING FOOTPRINT = 1060FT²
PROPOSED FOOTPRINT = 1742FT²
PROPOSED ADDITION = 682FT²
PROPOSED GARAGE= 682FT²
PROPOSED FRONT PORCH DECK = 120FT²
PROPOSED BACK DECK = 72FT²

LICENCED PROFESSIONAL ENGINEER
E. R. TROUGHT
100121350
4/26/2023
PROVINCE OF ONTARIO

DRAWINGS MUST NOT BE SCALED
CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND SHALL REPORT ANY DISCREPANCY TO THE ENGINEER BEFORE PROCEEDING WITH ANY WORK.

THESE PLANS WERE DESIGNED IN ACCORDANCE WITH THE ONTARIO BUILDING CODE. THESE PLANS FORM THE BASIS FOR PERMIT ISSUANCE AND ANY DEVIATIONS FROM THESE PLANS AND DETAILS, INCLUDING THE VENTILATION SYSTEM, HEATING SYSTEM, WOODSTOVE, FIREPLACES, DECKS, BALCONIES AND FINISHED BASEMENTS, WILL REQUIRE A REVISED DRAWING AND CLEARANCE BY THE BUILDING DEPARTMENT.

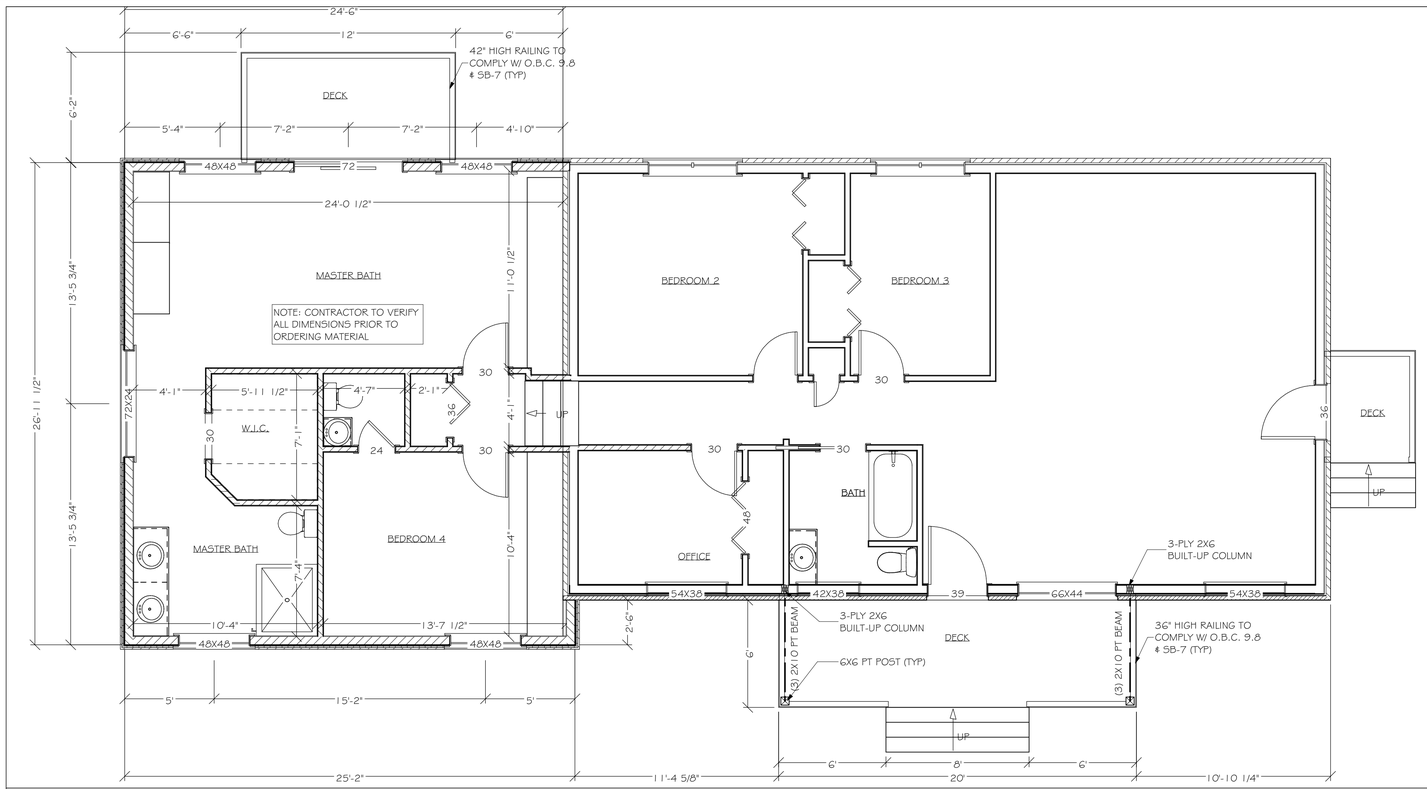
PROJECT:
PROPOSED ADDITION TO RESIDENCE

LOCATION:
580 QUEEN ST., GANANOQUE, ON

FOR:
ARDEN DEIR

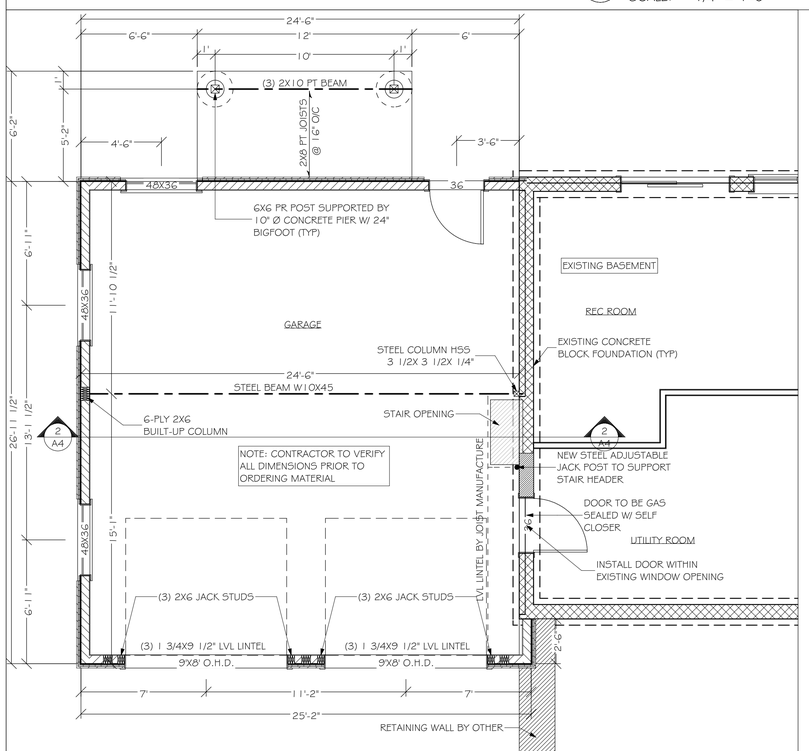
DRAWING:
PROPOSED ELEVATIONS

REVIEWED BY:		SCALE	DRAWING No.
DEPT.	NAME	1/4" = 1'-0"	A2
ARCH.	CD		
STR.	ET		
MEC.	ET	DATE: Wednesday, April 26, 2023	
ELE.	CD		
JOB #:	22239	SHEET: 2 of 6	22239



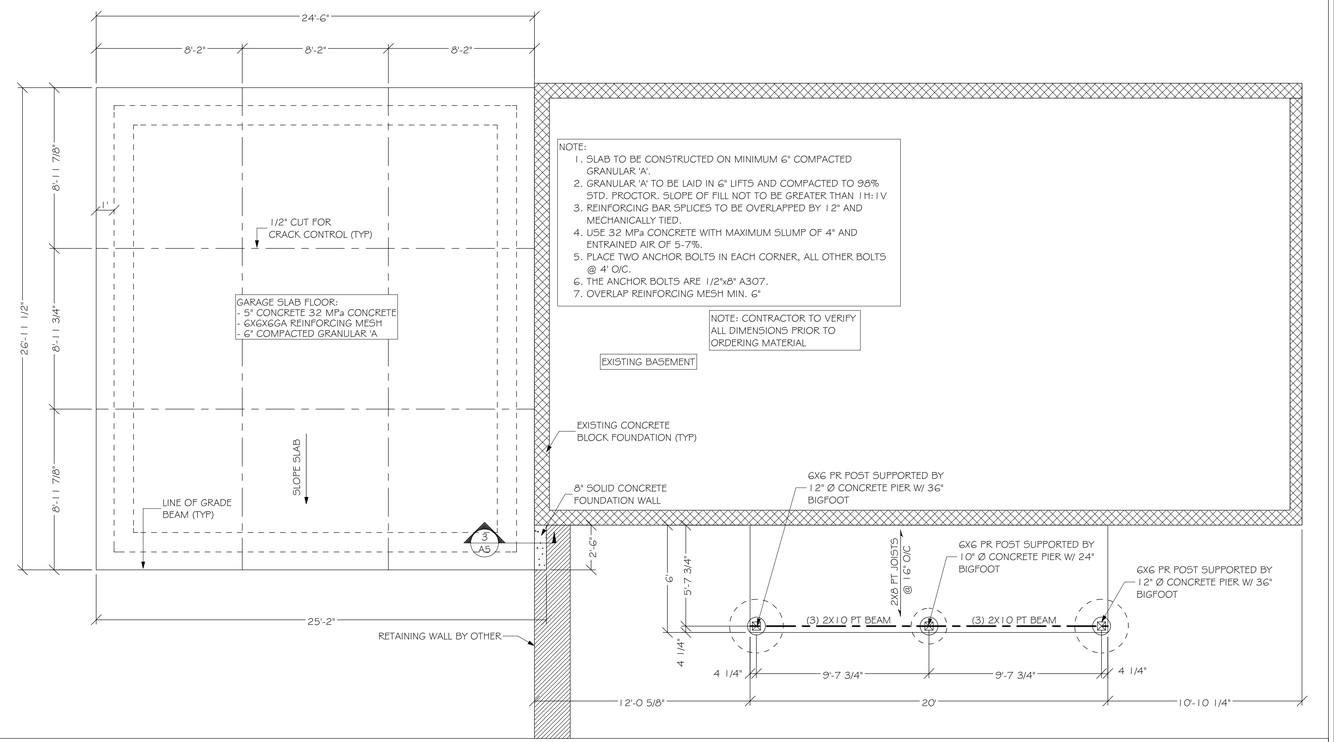
1 / A3 MAIN FLOOR PLAN

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



2 / A3 BASEMENT PLAN

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



3 / A3 FOUNDATION PLAN

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

E. R. TROUGHT DESIGN INC.

31 HILLENDALE AVE.
KINGSTON, ONTARIO
K7M 1S2

TEL 613 531-7873.
CEL 613 561-3428
FAX 613 531-0602

COPYRIGHT
THIS DRAWING AND DESIGN ARE THE COPYRIGHT PROPERTY OF E. R. TROUGHT DESIGN SHALL AND NOT BE COPIED, REPRODUCED OR DISTRIBUTED IN WHOLE OR IN PART WITHOUT THE EXPRESS WRITTEN CONSENT OF THE ENGINEER.

GENERAL NOTES:

1. USE 25 MPa CONCRETE WITH MAXIMUM SLUMP OF 4" AND ENTRAINED AIR OF 5-7% FOR CONCRETE FOOTINGS AND FOUNDATION WALLS.
2. ALL EXTERIOR CONCRETE WORK INCLUDING STEPS, PORCH SLABS, AND GARAGE SLABS TO BE 32 MPa WITH ENTRAINED AIR OF 5-8%.
3. CONNECT ALL SMOKE AND CARBON MONOXIDE DETECTORS TO ALARM, ANY DETECTION WILL SOUND ALL ALARMS.
4. STAIRS AND HANDRAILS TO CONFORM WITH SECTION 9.8. O.B.C.
5. EAVE PROTECTION TO CONFORM WITH SECTION 9.26.5.1 O.B.C.
6. ALL LINTELS ARE (2)SX10, UNLESS NOTED OTHERWISE
7. INSTALL ATTIC VENTILATION TO CONFORM WITH SECTION 9.19.1. O.B.C.
8. ENSURE THAT THERE IS A MINIMUM CLEARANCE OF 17 3/4" TO ANY COMBUSTIBLE MATERIAL AT EITHER SIDE OF THE KITCHEN STOVE RANGE, AS WELL AS 30" CLEAR HEIGHT ABOVE THE RANGE UNLESS OTHERWISE PROTECTED
9. ALL WOOD USED FOR DECKS, EXTERIOR STAIRS AND EXTERIOR RAILINGS TO BE PRESSURE TREATED.
10. STRUCTURAL CONCERNS THAT A BUILDING OFFICIAL MAY HAVE AND REQUIRE INSPECTION FROM A PROFESSIONAL ENGINEER, MUST REMAIN EXPOSED UNTIL THE PROFESSIONAL ENGINEER HAS MADE THE INSPECTION. THE CONTRACTOR CAN EXPECT TO DEMOLISH ANY MATERIAL THAT PREVENTS A ADEQUATE INSPECTION OF THE STRUCTURAL ELEMENTS.
11. ALL GIRDER TRUSSES TO BE SUPPORTED BY A MINIMUM NUMBER OF STUDS FORMING A COLUMN INSIDE THE STUD WALL AS INDICATED ON TABLE A.35 O.B.C. P287. ALL GIRDER TRUSSES REQUIRE A MINIMUM BEARING LENGTH OF 140mm UNLESS SPECIFIED OTHERWISE BY THE TRUSS MANUFACTURER.
12. IF ANY GIRDER TRUSSES BEAR ON A LINTEL OR TRANSFER THE APPLIED LOAD FROM THE GIRDER TRUSS DOWN TO A LINTEL, THE CONTRACTOR MUST CONTACT PROFESSIONAL ENGINEER TO VERIFY LINTEL SIZING.
13. IF TILE IS TO BE PLACED AROUND TUB/SHOWER UNITS, ENSURE MOISTURE RESISTANT BACKING IS PROVIDED AS PER THE REQUIREMENTS OF THE O.B.C.
14. BLOCKING SHALL BE PROVIDED IN BATHROOMS FOR FUTURE INSTALLATION OF GRAB BARS AS PER O.B.C. 9.5.2.3
15. ALL DIMENSIONS TO BE CONFIRMED BY CONTRACTOR PRIOR TO ORDERING MATERIALS
16. ALL ELECTRICAL TO BE CONFIRMED BY OWNER PRIOR TO ORDERING ELECTRICAL COMPONENTS
17. 4" Ø DRAIN TRAP SEALED AND PRIMED TO COMPLY W/ O.B.C 7.4.5.5
18. SUMP PIT TO BE COVERED AND SEALED TO COMPLY W/ O.B.C. 9.14.5.2
19. SMOKE ALARMS ARE TO CONFORM TO THE REQUIREMENTS 18.5.3. OF NFPA 72 AND 9.10.19.1(2) O.B.C

No.	DATE	DESCRIPTION	BY

REVISIONS

AREA
EX. BUILDING FOOTPRINT = 1060FT²
PROPOSED FOOTPRINT = 1742FT²
PROPOSED ADDITION = 682FT²
PROPOSED GARAGE= 682FT²
PROPOSED FRONT PORCH DECK = 120FT²
PROPOSED BACK DECK = 72FT²

LICENCED PROFESSIONAL ENGINEER
E. R. TROUGHT
100121350
4/26/2023
PROVINCE OF ONTARIO

DRAWINGS MUST NOT BE SCALED
CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND SHALL REPORT ANY DISCREPANCY TO THE ENGINEER BEFORE PROCEEDING WITH ANY WORK.

THESE PLANS WERE DESIGNED IN ACCORDANCE WITH THE ONTARIO BUILDING CODE. THESE PLANS FORM THE BASIS FOR PERMIT ISSUANCE AND ANY DEVIATIONS FROM THESE PLANS AND DETAILS, INCLUDING THE VENTILATION SYSTEM, HEATING SYSTEM, WOODSTOVE, FIREPLACES, DECKS, BALCONIES AND FINISHED BASEMENTS, WILL REQUIRE A REVISED DRAWING AND CLEARANCE BY THE BUILDING DEPARTMENT.

PROJECT:

PROPOSED ADDITION TO RESIDENCE

LOCATION:

580 QUEEN ST., GANANOQUE, ON

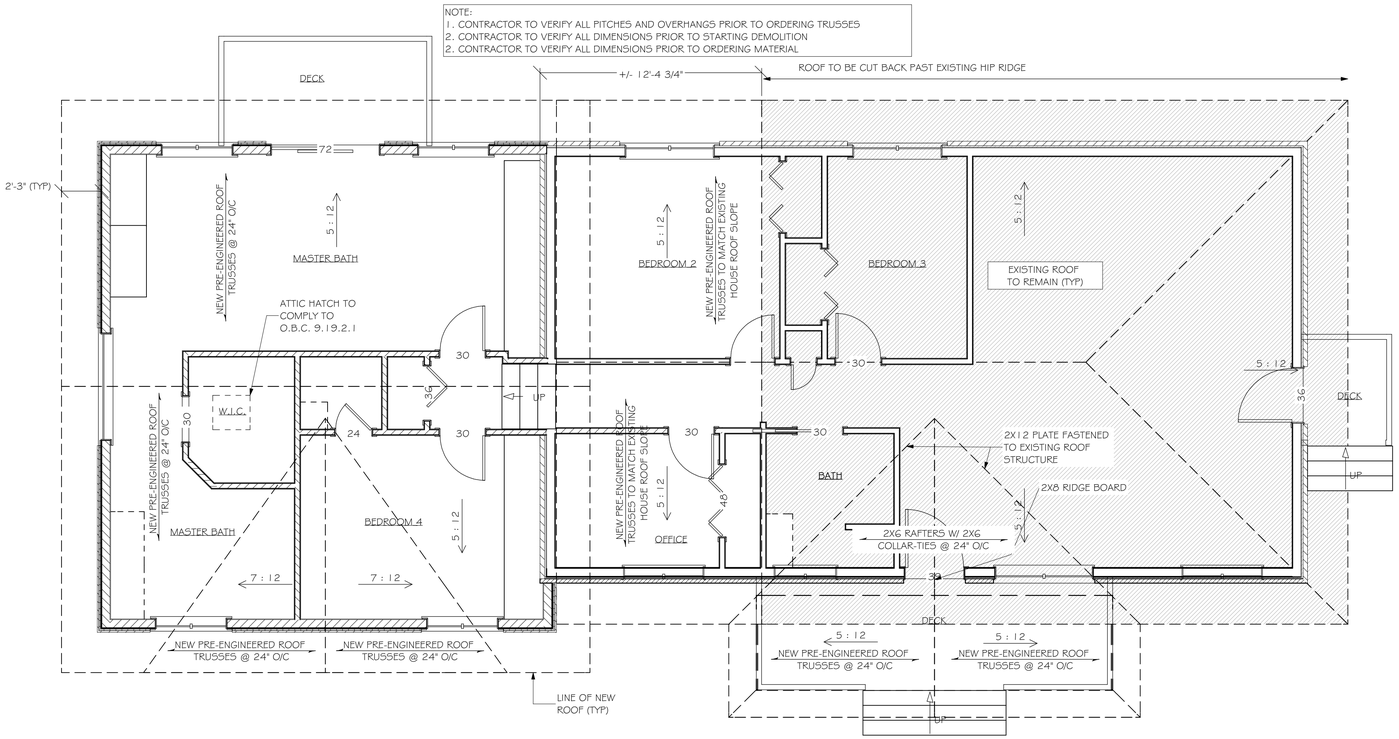
FOR:

ARDEN DEIR

DRAWING:

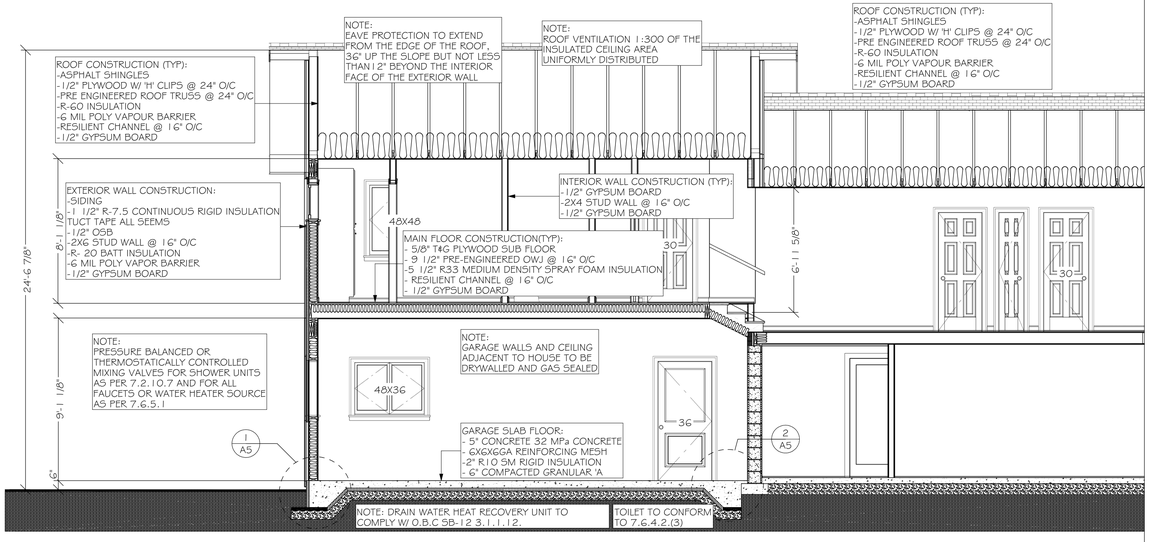
PROPOSED MAIN FLOOR PLAN
PROPOSED LOWER FLOOR PLAN
PROPOSED FOUNDATION PLAN

REVIEWED BY:		SCALE	DRAWING No.
DEPT.	NAME	1/4" = 1'-0"	A3
ARCH.	CD		
STR.	ET		
MEC.	ET	DATE: Wednesday, April 26, 2023	
ELE.	CD	SHEET: 3 of 6	
JOB #:	22239		22239



1 / A4 ROOF PLAN

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



2 / A4 BUILDING SECTION

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

E. R. TROUGHT DESIGN INC.
31 HILLENDALE AVE.
KINGSTON, ONTARIO
K7M 1S2
TEL 613 531-7873.
CEL 613 561-3428
FAX 613 531-0602

COPYRIGHT
THIS DRAWING AND DESIGN ARE THE COPYRIGHT PROPERTY OF E. R. TROUGHT DESIGN SHALL AND NOT BE COPIED, REPRODUCED OR DISTRIBUTED IN WHOLE OR IN PART WITHOUT THE EXPRESS WRITTEN CONSENT OF THE ENGINEER.

GENERAL NOTES:

1. USE 25 MPa CONCRETE WITH MAXIMUM SLUMP OF 4" AND ENTRAINED AIR OF 5-7% FOR CONCRETE FOOTINGS AND FOUNDATION WALLS.
2. ALL EXTERIOR CONCRETE WORK INCLUDING STEPS, PORCH SLABS, AND GARAGE SLABS TO BE 32 MPa WITH ENTRAINED AIR OF 5-8%.
3. CONNECT ALL SMOKE AND CARBON MONOXIDE DETECTORS TO ALARM, ANY DETECTION WILL SOUND ALL ALARMS.
4. STAIRS AND HANDRAILS TO CONFORM WITH SECTION 9.8. O.B.C.
5. EAVE PROTECTION TO CONFORM WITH SECTION 9.26.5.1 O.B.C.
6. ALL LINTELS ARE (2)2X10, UNLESS NOTED OTHERWISE
7. INSTALL ATTIC VENTILATION TO CONFORM WITH SECTION 9.19.1. O.B.C.
8. ENSURE THAT THERE IS A MINIMUM CLEARANCE OF 17 3/4" TO ANY COMBUSTIBLE MATERIAL AT EITHER SIDE OF THE KITCHEN STOVE RANGE, AS WELL AS 30" CLEAR HEIGHT ABOVE THE RANGE UNLESS OTHERWISE PROTECTED
9. ALL WOOD USED FOR DECKS, EXTERIOR STAIRS AND EXTERIOR RAILINGS TO BE PRESSURE TREATED.
10. STRUCTURAL CONCERNS THAT A BUILDING OFFICIAL MAY HAVE AND REQUIRE INSPECTION FROM A PROFESSIONAL ENGINEER, MUST REMAIN EXPOSED UNTIL THE PROFESSIONAL ENGINEER HAS MADE THE INSPECTION. THE CONTRACTOR CAN EXPECT TO DEMOLISH ANY MATERIAL THAT PREVENTS A ADEQUATE INSPECTION OF THE STRUCTURAL ELEMENTS.
11. ALL GIRDER TRUSSES TO BE SUPPORTED BY A MINIMUM NUMBER OF STUDS FORMING A COLUMN INSIDE THE STUD WALL AS INDICATED ON TABLE A.35 O.B.C. P287. ALL GIRDER TRUSSES REQUIRE A MINIMUM BEARING LENGTH OF 140mm UNLESS SPECIFIED OTHERWISE BY THE TRUSS MANUFACTURER.
12. IF ANY GIRDER TRUSSES BEAR ON A LINTEL OR TRANSFER THE APPLIED LOAD FROM THE GIRDER TRUSS DOWN TO A LINTEL, THE CONTRACTOR MUST CONTACT PROFESSIONAL ENGINEER TO VERIFY LINTEL SIZING.
13. IF TILE IS TO BE PLACED AROUND TUB/SHOWER UNITS, ENSURE MOISTURE RESISTANT BACKING IS PROVIDED AS PER THE REQUIREMENTS OF THE O.B.C.
14. BLOCKING SHALL BE PROVIDED IN BATHROOMS FOR FUTURE INSTALLATION OF GRAB BARS AS PER O.B.C. 9.5.2.3
15. ALL DIMENSIONS TO BE CONFIRMED BY CONTRACTOR PRIOR TO ORDERING MATERIALS
16. ALL ELECTRICAL TO BE CONFIRMED BY OWNER PRIOR TO ORDERING ELECTRICAL COMPONENTS
17. 4" Ø DRAIN TRAP SEALED AND PRIMED TO COMPLY W/ O.B.C 7.4.5.5
18. SUMP PIT TO BE COVERED AND SEALED TO COMPLY W/ O.B.C. 9.14.5.2
19. SMOKE ALARMS ARE TO CONFORM TO THE REQUIREMENTS 18.5.3. OF NFPA 72 AND 9.10.19.1(2) O.B.C

No.	DATE	DESCRIPTION	BY

REVISIONS

AREA
EX. BUILDING FOOTPRINT = 1060FT²
PROPOSED FOOTPRINT = 1742FT²
PROPOSED ADDITION = 682FT²
PROPOSED GARAGE = 682FT²
PROPOSED FRONT PORCH DECK = 120FT²
PROPOSED BACK DECK = 72FT²

LICENCED PROFESSIONAL ENGINEER
E. R. TROUGHT
100121350
4/26/2023
PROVINCE OF ONTARIO

DRAWINGS MUST NOT BE SCALED
CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND SHALL REPORT ANY DISCREPANCY TO THE ENGINEER BEFORE PROCEEDING WITH ANY WORK.

THESE PLANS WERE DESIGNED IN ACCORDANCE WITH THE ONTARIO BUILDING CODE. THESE PLANS FORM THE BASIS FOR PERMIT ISSUANCE AND ANY DEVIATIONS FROM THESE PLANS AND DETAILS, INCLUDING THE VENTILATION SYSTEM, HEATING SYSTEM, WOODSTOVE, FIREPLACES, DECKS, BALCONIES AND FINISHED BASEMENTS, WILL REQUIRE A REVISED DRAWING AND CLEARANCE BY THE BUILDING DEPARTMENT.

PROJECT:

PROPOSED ADDITION TO RESIDENCE

LOCATION:

580 QUEEN ST., GANANOQUE, ON

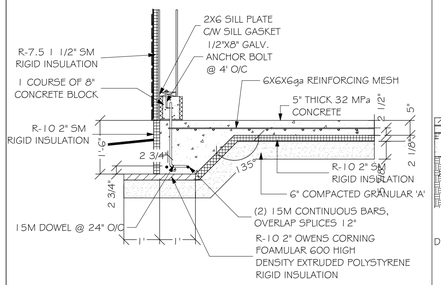
FOR:

ARDEN DEIR

DRAWING:

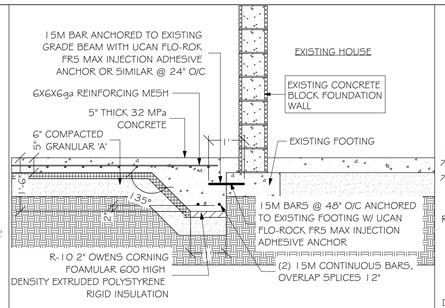
PROPOSED ROOF PLAN
BUILDING SECTION

REVIEWED BY:		SCALE	DRAWING No.
DEPT.	NAME	AS SHOWN	A4
ARCH.	CD		
STR.	ET		
MEC.	ET	DATE: Wednesday, April 26, 2023	
ELE.	CD		
JOB #:	22239	SHEET: 4 of 6	22239



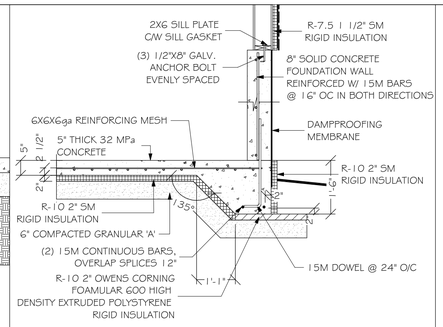
1 A5 GRADE BEAM DETAIL (TYP)

SCALE: 1/2" = 1'-0"



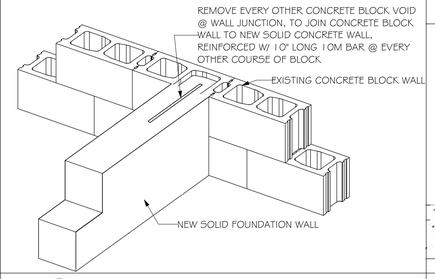
2 A5 GRADE BEAM @ EXISTING HOUSE DETAIL (TYP)

SCALE: 1/2" = 1'-0"



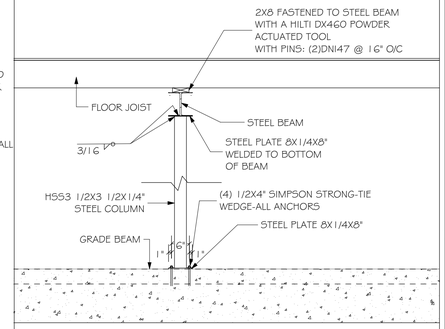
3 A5 GRADE BEAM @ 8" CONCRETE FOUNDATION WALL

SCALE: 1/2" = 1'-0"



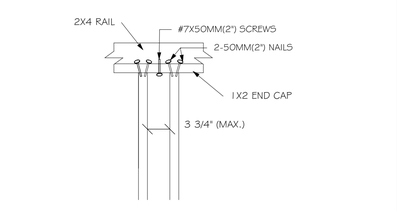
4 A5 SOLID CONCRETE TO CONCRETE BLOCK DETAIL

SCALE: 1" = 1'-0"



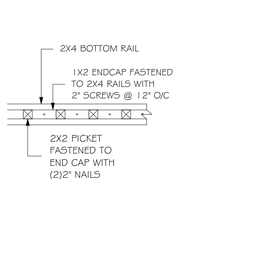
5 A5 HSS COLUMN DETAIL (TYP)

SCALE: 1/2" = 1'-0"



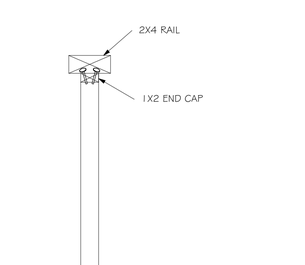
6 A5 BUILT-UP COLUMN DETAIL

SCALE: 1" = 1'-0"



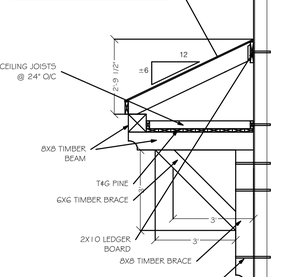
7 A5 36" BIG FOOT DETAIL (TYP)

SCALE: 1/2" = 1'-0"



8 A5 24" BIG FOOT DETAIL (TYP)

SCALE: 1/2" = 1'-0"

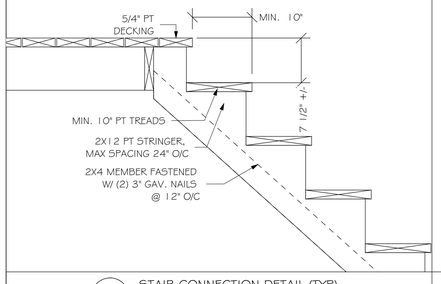


9 A5 LEDGER BOARD DETAIL (TYP)

SCALE: 3/4" = 1'-0"

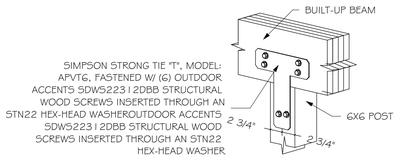
10 A5 LEDGER BOARD DETAIL (TYP)

SCALE: 3/4" = 1'-0"



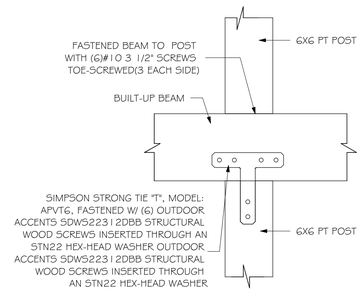
11 A5 STAIR CONNECTION DETAIL (TYP)

SCALE: 1" = 1'-0"



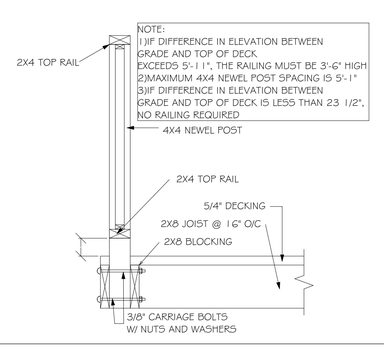
12 A5 POST TO BEAM DETAIL (TYP)

SCALE: 1" = 1'-0"



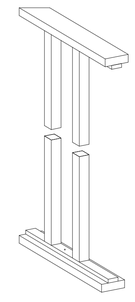
13 A5 POST TO BEAM TO POST DETAIL (TYP)

SCALE: 1" = 1'-0"



14 A5 RAILING DETAIL (TYP)

SCALE: 1" = 1'-0"



15 A5 AXONOMETRIC RAILING DETAIL

SCALE: NTS

16 A5 RAILING ELEVATION DETAIL (TYP)

SCALE: 1" = 1'-0"

17 A5 RAILING PLAN VIEW DETAIL (TYP)

SCALE: 1" = 1'-0"

18 A5 TOP RAIL SECTION DETAIL (TYP)

SCALE: 2" = 1'-0"

19 A5 TIMBER ROOF DETAIL OVER GARAGE DOOR

SCALE: 3/8" = 1'-0"

E. R. TROUGHT DESIGN INC.

31 HILLENDALE AVE.
KINGSTON, ONTARIO
K7M 1S2

TEL 613 531-7873.
CEL 613 561-3428
FAX 613 531-0602

COPYRIGHT
THIS DRAWING AND DESIGN ARE THE COPYRIGHT PROPERTY OF E. R. TROUGHT DESIGN SHALL AND NOT BE COPIED, REPRODUCED OR DISTRIBUTED IN WHOLE OR IN PART WITHOUT THE EXPRESS WRITTEN CONSENT OF THE ENGINEER.

GENERAL NOTES:

1. USE 25 MPa CONCRETE WITH MAXIMUM SLUMP OF 4" AND ENTRAINED AIR OF 5-7% FOR CONCRETE FOOTINGS AND FOUNDATION WALLS.
2. ALL EXTERIOR CONCRETE WORK INCLUDING STEPS, PORCH SLABS, AND GARAGE SLABS TO BE 32 MPa WITH ENTRAINED AIR OF 5-8%.
3. CONNECT ALL SMOKE AND CARBON MONOXIDE DETECTORS TO ALARM, ANY DETECTION WILL SOUND ALL ALARMS.
4. STAIRS AND HANDRAILS TO CONFORM WITH SECTION 9.8. O.B.C.
5. EAVE PROTECTION TO CONFORM WITH SECTION 9.26.5.1 O.B.C.
6. ALL LINTELS ARE (2)SEE O, UNLESS NOTED OTHERWISE
7. INSTALL ATTIC VENTILATION TO CONFORM WITH SECTION 9.19.1. O.B.C.
8. ENSURE THAT THERE IS A MINIMUM CLEARANCE OF 17 3/4" TO ANY COMBUSTIBLE MATERIAL AT EITHER SIDE OF THE KITCHEN STOVE RANGE, AS WELL AS 30" CLEAR HEIGHT ABOVE THE RANGE UNLESS OTHERWISE PROTECTED
9. ALL WOOD USED FOR DECKS, EXTERIOR STAIRS AND EXTERIOR RAILINGS TO BE PRESSURE TREATED.
10. STRUCTURAL CONCERNS THAT A BUILDING OFFICIAL MAY HAVE AND REQUIRE INSPECTION FROM A PROFESSIONAL ENGINEER, MUST REMAIN EXPOSED UNTIL THE PROFESSIONAL ENGINEER HAS MADE THE INSPECTION. THE CONTRACTOR CAN EXPECT TO DEMOLISH ANY MATERIAL THAT PREVENTS A ADEQUATE INSPECTION OF THE STRUCTURAL ELEMENTS.
11. ALL GIRDER TRUSSES TO BE SUPPORTED BY A MINIMUM NUMBER OF STUDS FORMING A COLUMN INSIDE THE STUD WALL AS INDICATED ON TABLE A-35 O.B.C. P287. ALL GIRDER TRUSSES REQUIRE A MINIMUM BEARING LENGTH OF 140mm UNLESS SPECIFIED OTHERWISE BY THE TRUSS MANUFACTURER.
12. IF ANY GIRDER TRUSSES BEAR ON A LINTEL OR TRANSFER THE APPLIED LOAD FROM THE GIRDER TRUSS DOWN TO A LINTEL, THE CONTRACTOR MUST CONTACT PROFESSIONAL ENGINEER TO VERIFY LINTEL SIZING.
13. IF TILE IS TO BE PLACED AROUND TUB/SHOWER UNITS, ENSURE MOISTURE RESISTANT BACKING IS PROVIDED AS PER THE REQUIREMENTS OF THE O.B.C.
14. BLOCKING SHALL BE PROVIDED IN BATHROOMS FOR FUTURE INSTALLATION OF GRAB BARS AS PER O.B.C. 9.5.2.3
15. ALL DIMENSIONS TO BE CONFIRMED BY CONTRACTOR PRIOR TO ORDERING MATERIALS
16. ALL ELECTRICAL TO BE CONFIRMED BY OWNER PRIOR TO ORDERING ELECTRICAL COMPONENTS
17. 4" Ø DRAIN TRAP SEALED AND PRIMED TO COMPLY W/ O.B.C 7.4.5.5
18. SUMP PIT TO BE COVERED AND SEALED TO COMPLY W/ O.B.C. 9.14.5.2
19. SMOKE ALARMS ARE TO CONFORM TO THE REQUIREMENTS 18.5.3. OF NFPA 72 AND 9.10.19.1(2) O.B.C

No.	DATE	DESCRIPTION	BY

REVISIONS

AREA
EX. BUILDING FOOTPRINT = 1060FT²
PROPOSED FOOTPRINT = 1742FT²
PROPOSED ADDITION = 682FT²
PROPOSED GARAGE = 682FT²
PROPOSED FRONT PORCH DECK = 120FT²
PROPOSED BACK DECK = 72FT²

LICENCED PROFESSIONAL ENGINEER
E. R. TROUGHT
100121350
4/26/2023
PROVINCE OF ONTARIO

DRAWINGS MUST NOT BE SCALED
CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND SHALL REPORT ANY DISCREPANCY TO THE ENGINEER BEFORE PROCEEDING WITH ANY WORK.

THESE PLANS WERE DESIGNED IN ACCORDANCE WITH THE ONTARIO BUILDING CODE. THESE PLANS FORM THE BASIS FOR PERMIT ISSUANCE AND ANY DEVIATIONS FROM THESE PLANS AND DETAILS, INCLUDING THE VENTILATION SYSTEM, HEATING SYSTEM, WOODSTOVE, FIREPLACES, DECKS, BALCONIES AND FINISHED BASEMENTS, WILL REQUIRE A REVISED DRAWING AND CLEARANCE BY THE BUILDING DEPARTMENT.

PROJECT:
PROPOSED ADDITION TO RESIDENCE

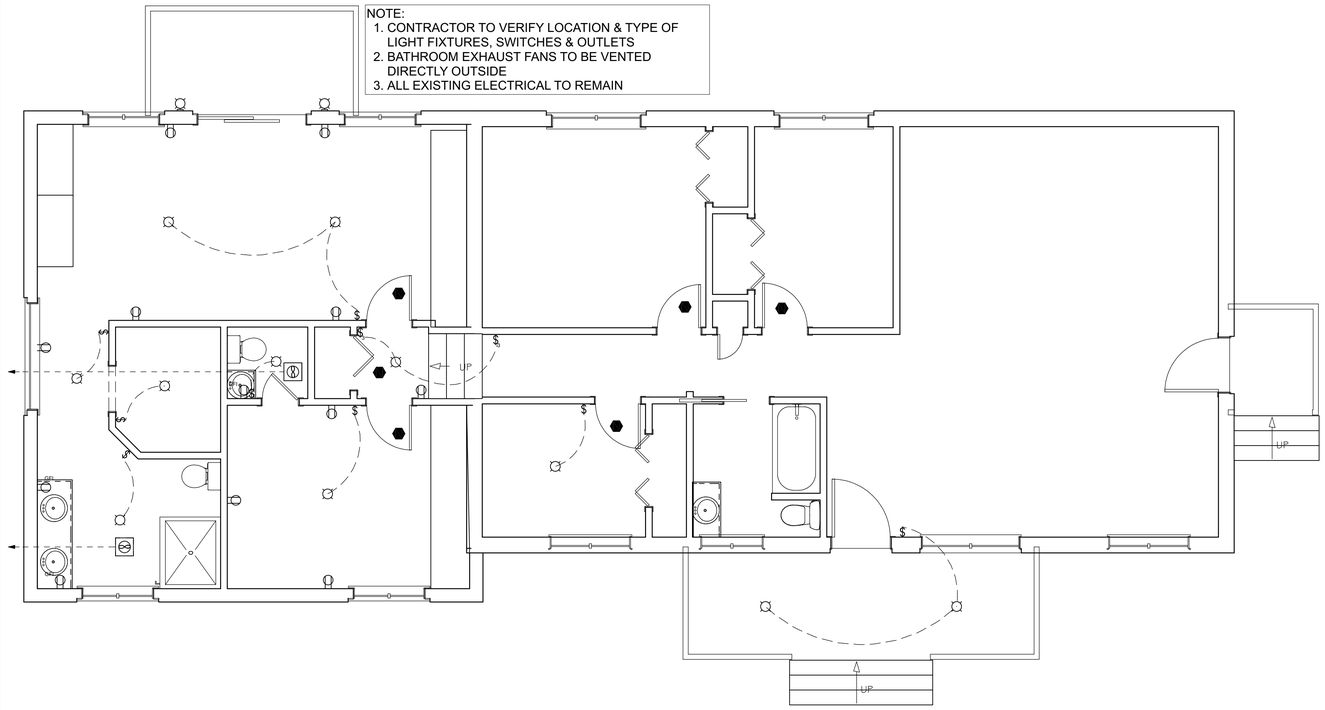
LOCATION:
580 QUEEN ST., GANANOQUE, ON

FOR:
ARDEN DEIR

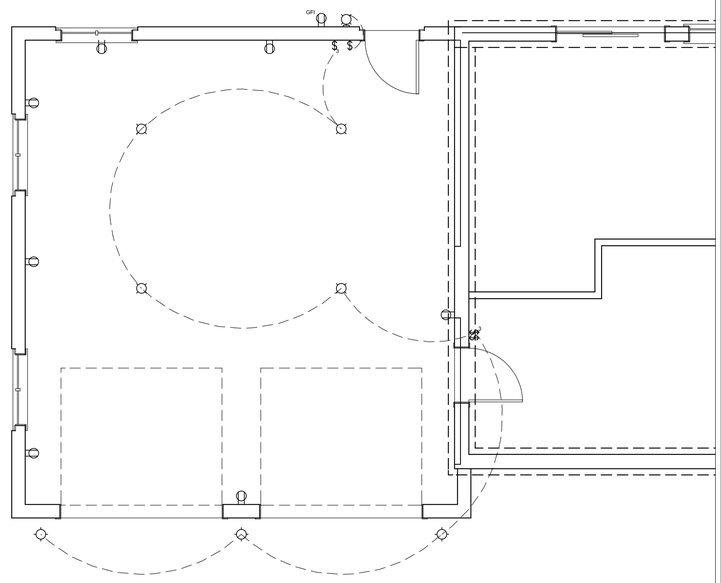
DRAWING:
DETAILS

REVIEWED BY:		SCALE	DRAWING No.
DEPT.	NAME	AS SHOWN	A5
ARCH.	CD		
STR.	ET		
MEC.	ET	DATE: Wednesday, April 26, 2023	
ELE.	CD		
JOB #: 22239		SHEET: 5 of 6	22239

NOTE:
1. CONTRACTOR TO VERIFY LOCATION & TYPE OF LIGHT FIXTURES, SWITCHES & OUTLETS
2. BATHROOM EXHAUST FANS TO BE VENTED DIRECTLY OUTSIDE
3. ALL EXISTING ELECTRICAL TO REMAIN



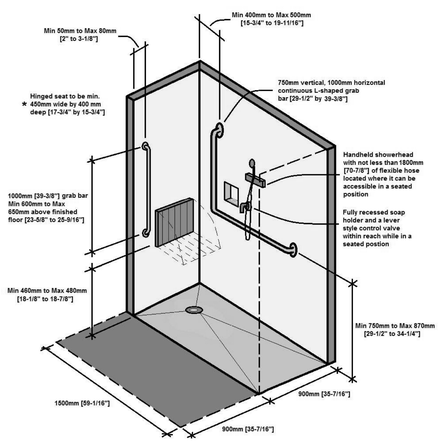
1 / A6 MAIN FLOOR ELECTRICAL PLAN
SCALE: 1/4" = 1'-0"



2 / A6 BASEMENT ELECTRICAL PLAN
SCALE: 1/4" = 1'-0"

Barrier Free Shower Detail

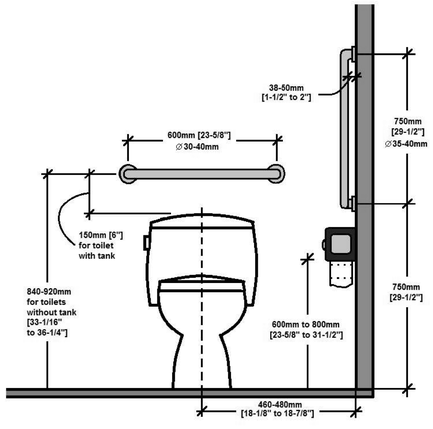
As per 3.8.3.13. (1) to (3)



2

Water Closet Grab Bar Front Detail

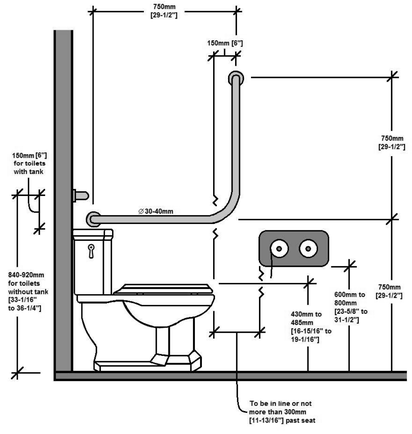
As per 3.8.3.8.



8

Water Closet Grab Bar Side Detail

As per 3.8.3.8.



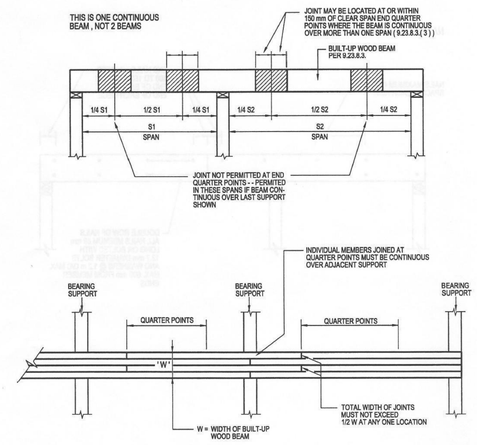
7

9.23.8.3.

Guide to the OBC 1997

9.23.8.3. BUILT-UP WOOD BEAMS

Where individual members of a built-up beam are butted together to form a joint, the joint must be over a support or in accordance with the following illustrations.



BUILT-UP WOOD COLUMNS AND BEAMS	
MEMBER	MIN. 3 1/2" NAIL SPACING
2X6	3 NAILS @ 16" O/C
2X8	3 NAILS @ 16" O/C
2X10	4 NAILS @ 16" O/C
2X12	4 NAILS @ 16" O/C

EVERY SET OF NAILS ARE STAGGERED

9-285

31 HILLENDALE AVE.
KINGSTON, ONTARIO
K7M 1S2
TEL 613 531-7873.
CEL 613 561-3428
FAX 613 531-0602
E.R. TROUGHT DESIGN INC.

COPYRIGHT
THIS DRAWING AND DESIGN ARE THE COPYRIGHT PROPERTY OF E. R. TROUGHT DESIGN SHALL AND NOT BE COPIED, REPRODUCED OR DISTRIBUTED IN WHOLE OR IN PART WITHOUT THE EXPRESS WRITTEN CONSENT OF THE ENGINEER.

GENERAL NOTES:
1. USE 25 MPa CONCRETE WITH MAXIMUM SLUMP OF 4" AND ENTRAINED AIR OF 5-7% FOR CONCRETE FOOTINGS AND FOUNDATION WALLS.
2. ALL EXTERIOR CONCRETE WORK INCLUDING STEPS, PORCH SLABS, AND GARAGE SLABS TO BE 32 MPa WITH ENTRAINED AIR OF 5-8%.
3. CONNECT ALL SMOKE AND CARBON MONOXIDE DETECTORS TO ALARM, ANY DETECTION WILL SOUND ALL ALARMS.
4. STAIRS AND HANDRAILS TO CONFORM WITH SECTION 9.8. O.B.C.
5. EAVE PROTECTION TO CONFORM WITH SECTION 9.26.5.1 O.B.C.
6. ALL LINTELS ARE (2)2X10, UNLESS NOTED OTHERWISE
7. INSTALL ATTIC VENTILATION TO CONFORM WITH SECTION 9.19.1. O.B.C.
8. ENSURE THAT THERE IS A MINIMUM CLEARANCE OF 17 3/4" TO ANY COMBUSTIBLE MATERIAL AT EITHER SIDE OF THE KITCHEN STOVE RANGE, AS WELL AS 30" CLEAR HEIGHT ABOVE THE RANGE UNLESS OTHERWISE PROTECTED
9. ALL WOOD USED FOR DECKS, EXTERIOR STAIRS AND EXTERIOR RAILINGS TO BE PRESSURE TREATED.
10. STRUCTURAL CONCERNS THAT A BUILDING OFFICIAL MAY HAVE AND REQUIRE INSPECTION FROM A PROFESSIONAL ENGINEER, MUST REMAIN EXPOSED UNTIL THE PROFESSIONAL ENGINEER HAS MADE THE INSPECTION. THE CONTRACTOR CAN EXPECT TO DEMOLISH ANY MATERIAL THAT PREVENTS A ADEQUATE INSPECTION OF THE STRUCTURAL ELEMENTS.
11. ALL GIRDER TRUSSES TO BE SUPPORTED BY A MINIMUM NUMBER OF STUDS FORMING A COLUMN INSIDE THE STUD WALL AS INDICATED ON TABLE A-35 O.B.C. P287. ALL GIRDER TRUSSES REQUIRE A MINIMUM BEARING LENGTH OF 140mm UNLESS SPECIFIED OTHERWISE BY THE TRUSS MANUFACTURER.
12. IF ANY GIRDER TRUSSES BEAR ON A LINTEL OR TRANSFER THE APPLIED LOAD FROM THE GIRDER TRUSS DOWN TO A LINTEL, THE CONTRACTOR MUST CONTACT PROFESSIONAL ENGINEER TO VERIFY LINTEL SIZING.
13. IF TILE IS TO BE PLACED AROUND TUB/SHOWER UNITS, ENSURE MOISTURE RESISTANT BACKING IS PROVIDED AS PER THE REQUIREMENTS OF THE O.B.C.
14. BLOCKING SHALL BE PROVIDED IN BATHROOMS FOR FUTURE INSTALLATION OF GRAB BARS AS PER O.B.C. 9.5.2.3
15. ALL DIMENSIONS TO BE CONFIRMED BY CONTRACTOR PRIOR TO ORDERING MATERIALS
16. ALL ELECTRICAL TO BE CONFIRMED BY OWNER PRIOR TO ORDERING ELECTRICAL COMPONENTS
17. 4" Ø DRAIN TRAP SEALED AND PRIMED TO COMPLY W/ O.B.C 7.4.5.5
18. SUMP PIT TO BE COVERED AND SEALED TO COMPLY W/ O.B.C. 9.14.5.2
19. SMOKE ALARMS ARE TO CONFORM TO THE REQUIREMENTS 18.5.3. OF NFPA 72 AND 9.10.19.1(2) O.B.C

No.	DATE	DESCRIPTION	BY

REVISIONS

AREA
EX. BUILDING FOOTPRINT = 1060FT²
PROPOSED FOOTPRINT = 1742FT²
PROPOSED ADDITION = 682FT²
PROPOSED GARAGE= 682FT²
PROPOSED FRONT PORCH DECK = 120FT²
PROPOSED BACK DECK = 72FT²

LICENCED PROFESSIONAL ENGINEER
E. R. TROUGHT
100121350
4/26/2023
PROVINCE OF ONTARIO

DRAWINGS MUST NOT BE SCALED
CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND SHALL REPORT ANY DISCREPANCY TO THE ENGINEER BEFORE PROCEEDING WITH ANY WORK.

THESE PLANS WERE DESIGNED IN ACCORDANCE WITH THE ONTARIO BUILDING CODE. THESE PLANS FORM THE BASIS FOR PERMIT ISSUANCE AND ANY DEVIATIONS FROM THESE PLANS AND DETAILS, INCLUDING THE VENTILATION SYSTEM, HEATING SYSTEM, WOODSTOVE, FIREPLACES, DECKS, BALCONIES AND FINISHED BASEMENTS, WILL REQUIRE A REVISED DRAWING AND CLEARANCE BY THE BUILDING DEPARTMENT.

PROJECT:
PROPOSED ADDITION TO RESIDENCE

LOCATION:
580 QUEEN ST., GANANOQUE, ON

FOR:
ARDEN DEIR

DRAWING:
ELECTRICAL PLANS
BLOCKING LOCATION DETAILS

REVIEWED BY:		SCALE	DRAWING No.
DEPT.	NAME	1/4" = 1'-0"	A6
ARCH.	CD		
STR.	ET		
MEC.	ET	DATE: Wednesday, April 26, 2023	
ELE.	CD		
JOB #:	22239	SHEET: 6 of 6	22239

FINAL

Environmental Impact Study

580 Queen Street, Gananoque, Ontario

Prepared for:

Arden Kathleen Deir
280 King Street East
Gananoque, Ontario K7C 1G5

February 13, 2025

Pinchin File: 340850

© 2025 Pinchin Ltd.

Issued to:	**Arden Kathleen Deir**
Contact:	**Arden Kathleen Deir, Landowner**
Issued on:	**February 13, 2025**
Pinchin File:	**340850**
Issuing Office:	**Mississauga, ON**
Primary Pinchin Contact:	**Amanda Rollinson, Senior Project Manager** **437.907.2787**

Author: Kennedy Hanczyk, B.Sc.
Project Biologist, Environmental Science
437.993.0869
khanczyk@pinchin.com

Reviewer: James Neville, BSc, MEDes, RPBio, EP, LEED AP, PMP
Senior Ecologist and Technical Advisor
604.320.4023
jneville@pinchin.com

© 2025 Pinchin Ltd.

TABLE OF CONTENTS

1.0 INTRODUCTION 1
2.0 POLICY CONTEXT 1
2.1 Provincial Policy Statement 2
2.2 Town of Gananoque Official 2
2.3 Ontario Regulation 41/24 3
3.0 STUDY METHODOLOGY 3
3.1 Background Review and Agency Consultation 3
3.2 Field Assessment 4
3.2.1 Vegetation Surveys 4
3.2.2 Watercourse Assessment 5
3.2.3 Species at Risk 5
3.2.4 Basking Turtle Surveys 5
3.2.5 Incidental Wildlife Observations 5
4.0 EXISTING CONDITIONS 6
4.1 Landforms, Physiography, and Geology 6
4.2 Vegetation Surveys 6
4.2.1 Vascular Plants 6
4.2.2 Vegetation Communities 6
4.3 Basking Turtle Surveys 7
4.4 Watercourse Assessment 7
4.5 Incidental Wildlife Observations 7
4.6 Species at Risk Screening 8
4.7 Significant Wildlife Habitat Screening 9
4.8 Natural Heritage System and Ecological Connectivity 9
5.0 PROPOSED DEVELOPMENT 10
6.0 IMPACT ASSESSEMENT 10
6.1 Direct Impacts 10
6.2 Indirect Impacts 10
7.0 RECOMMENDED AVOIDANCE AND MITIGATION MEASURES 11
8.0 CONCLUSION 13
9.0 CLOSURE 14
10.0 REFERENCES 14
11.0 LIMITATIONS 15

© 2025 Pinchin Ltd.

APPENDICES

APPENDIX A	FIGURES
APPENDIX B	SUPPLEMENTARY INFORMATION
APPENDIX C	SELECTED SITE PHOTOGRAPHS
APPENDIX D	VEGETATION INVENTORY
APPENDIX E	BASKING TURTLE SURVEY FORMS
APPENDIX F	SPECIES AT RISK AND SIGNIFICANT WILDLIFE HABITAT SCREENING
APPENDIX G	PROPOSED SITE PLAN

© 2025 Pinchin Ltd.

1.0 INTRODUCTION

Pinchin Ltd. (Pinchin) was retained by Arden Kathleen Deir (Client) to conduct an Environmental Impact Study (EIS) of the subject property, located at 580 Queen Street, Gananoque, Ontario (Site), pursuant to proposed residential development. The location of the Site with general surrounding area is shown on Figure 1 in **Appendix A**. The Client intends to develop a garage with living space above as an addition to the existing single-family dwelling on the Site.

The approximately 0.08-hectare Site in the Town of Gananoque is currently developed, having a single-family residence. Potential natural heritage features include woodlands and the Gananoque River, regulated by the Cataraqui Region Conservation Authority (CRCA). The Site and its immediate surrounding area, as the identified Study Area for this EIS, is depicted on Figure 2 in **Appendix A**. According to the Client's agency consultation, an EIS is required by the Town in accordance with Pre-consultation comments for the proposed residential development.

This EIS report was prepared to: identify key natural heritage features present on, or immediately adjacent to, the Site and characterize their ecological functions; evaluate potential environmental effects of the development proposal on the natural features that might reasonably be expected; and provide recommendations of mitigation measures to avoid or otherwise mitigate potential impacts. This EIS has been conducted according to the Town of Gananoque Official Plan (2009) and the CRCA's Environmental Planning Policies: Guidelines for Environmental Impact Assessment (2015). Additionally, the EIS has required consistency with applicable provincial and regional policies, including the Provincial Policy Statement (2014), Ontario Regulation 42/06 under the *Conservation Authorities Act* (1990), and *Endangered Species Act* (2007).

2.0 POLICY CONTEXT

The following provincial, regional, and municipal legislation and policies were reviewed prior to evaluation of the natural heritage features and functions of the Site and adjacent area:

- Provincial Policy Statement (2020);
- Town of Gananoque Official Plan (2009); and
- Ontario Regulation 42/06.

The sections below provide a summary of the above legislation and policies applicable to the development planning of the Site.

© 2025 Pinchin Ltd.

2.1 Provincial Policy Statement

The Provincial Policy Statement 2020 (PPS) sets a policy foundation for regulating development and land use in the Province of Ontario. It sets out guidelines for development while protecting resources of interest to the province, public health and safety and the quality of the natural environment (Ministry of Municipal Affairs and Housing, 2020). The PPS does support development and improved land use for planning, management, and growth, but it does so in ways to enhance communities through efficient land use and environmental management and protection. The PPS states that Site alteration shall not be permitted unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions (MMAH, 2020).

2.2 Town of Gananoque Official

The Study Area is subject to the policies and designations of the Town of Gananoque Official Plan (TGOP). The Site is classified as “Residential” under Schedule B of the TGOP. Permitted residential uses include the full range of dwelling types, from low density single-detached dwellings to high density apartment dwellings. The Site is also classified as “Fish Spawning”, “Unstable Slope”, and “Floodplain” under Schedule F of **Appendix B**. All watercourses and waterbodies within Town are considered to have potential to provide fish habitat, and specifically the Gananoque and St. Lawrence Rivers host both fish feeding and rearing habitat and fish spawning habitat. Policies regarding fish habitat centre on prohibiting development that encroaches on waters with fish habitat, except in accordance with provincial and federal requirements, and ensuring development abutting fish habitat adheres to mitigation and prevention measures. Development and site alteration in areas designated as having unstable slopes are prohibited, except under provisions of a site-specific Zoning By-law amendment. Zoning By-law amendments to permit construction of a building or structure may be passed only if all the following conditions are met:

a) development may be permitted in areas of unstable slopes with appropriate development setbacks as provided in a joint report prepared by the MNRF;

b) sufficient soils and engineering information is made available to indicate that, although the site is identified as having unstable slopes or organic soils, it is in fact suitable or can be made suitable for development using accepted scientific and engineering practices; and

c) alterations to the site will not result in increased hazards or cause adverse environmental effects on or off-site.

© 2025 Pinchin Ltd.

The floodplain area includes areas known to be subject to 1-in-100 year flood events or more frequent flood events along the St. Lawrence and Gananoque Rivers. Development and site alteration is prohibited in flood plains, with the following exceptions:

a) Repairs and minor additions to buildings and accessory buildings that do not affect flood flows will be permitted where there is existing non-conforming development subject to approval from the Cataraqui Region Conservation Authority.

b) Uses which by their very nature must be located within the flood plain and will not affect the hydrology or hydraulics of the flood plain may be permitted; and

c) Works required for control of flood or erosion or both, and areas for passive recreational and open space non-structural uses that do not affect hydrology or hydraulics of the flood plain, may be permitted.

2.3 Ontario Regulation 41/24

In accordance with the *Conservation Authorities Act*, 1990, Cataraqui Region Conservation Authority (CRCA) is authorized to implement and enforce the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (Ontario Regulations 148/06). This regulation states that development in or on areas defined in the regulation (e.g., river or stream valleys, hazardous land, and wetlands) requires permission from CRCA. CRCA may grant permission for development in or on these areas if the control of flooding, erosion, dynamic beaches, pollution, or conservation of land will not be affected by the development. The Regulation also states that it is prohibited to straighten, change, divert or interfere in any way with the existing channel of a river, creek, stream, or watercourse, or change or interfere in any way with the wetland, without permission from CRCA (Government of Ontario, 2022).

It is noteworthy that, since April 1, 2024, Ontario Regulation 41/24 was in effect that would have revoked previous regulations for Conservation Authorities, including the Ontario Regulation 148/06 for the CRCA Ontario Regulation 41/24 applies to this Site, as it contains a wetland.

3.0 STUDY METHODOLOGY

3.1 Background Review and Agency Consultation

Pinchin conduced a background assessment of available information sources relating to the Study Area was prior to our site reconnaissance. Included in the review were natural heritage features present on the Study Area, historical species occurrences available from the NHIC, existing wildlife data records, Species of Conservation Concern lists, and other relevant information. Additionally, information and documents available from the Client including site history and site survey were also reviewed for this Site. The EIS report was completed in accordance with applicable policies and guidelines of the Town of Gananoque Official Plan and the CRCA's Environmental Planning Policies: Guidelines for Environmental Impact Assessment.

© 2025 Pinchin Ltd.

Those documents reference the Ministry of Natural Resources and Forestry's (MNRF) Natural Heritage Reference Manual, PPS, Ontario Regulation 41/24 under the *Conservation Authorities Act*, and *Endangered Species Act*, all of which were reviewed for this report. Natural heritage resources with the potential to be present on the Study Area were identified from:

- Assessment of habitat through aerial photographs and online mapping:
  - Land Information Ontario (MNRF, 2020a); and
  - Google Earth.
- Review of historical occurrence records for Species of Conservation Concern within or adjacent to the Study Area:
  - Natural Heritage Information Centre (MNRF, 2024b);
  - Atlas of the Breeding Birds of Ontario (BSC, 2024);
  - Atlas of the Mammals of Ontario (Dobbyn, 1994);
  - Ontario Reptile and Amphibian Atlas (ON, 2024);
  - Ontario Butterfly Atlas (TEA, 2024);
  - Aquatic Species at Risk Map (DFO, 2024)
  - Ontario Regulation 230/08 Species at Risk in Ontario List (COSSARO, 2020); and
  - Provincial and federal assessments, recovery strategies, and management plans.

3.2 Field Assessment

3.2.1 Vegetation Surveys

Vegetation communities within the Study Area were assessed and described using the provincial Ecological Land Classification system. The *Ecological Land Classification for Southern Ontario: First Approximation and its Application* and the Second Approximation (Lee et al., 1998 and 2008) were referenced to classify the habitats to ecosite. Ecosites classified within the Study Area were then applied to polygons that were mapped using aerial imagery.

The vegetation communities were sampled for their structure, species composition, distribution, and habitat characteristics. This information was supplemented by floristic surveys at the time of each visit. Species names generally follow the nomenclature of Flora Ontario (Newmaster and Ragupathy, 2012) and the NHIC.

© 2025 Pinchin Ltd.

3.2.2 *Watercourse Assessment*

Watercourse assessment in the Study Area followed criteria set out in the Ontario Stream Assessment Protocol (OSAP) Version 10 (Stanfield, 2017). The Site was identified and documented at the screening level as per the OSAP guidelines. Rapid assessment was conducted of watercourses on the Site and within the Study Area, with access and safety considerations.

The physical processes and channel structures were documented during the Site visit. Important, valued, and contributing functions were analyzed through the field data collected and observations of suitable, seasonal, or contributing fish habitat on the Site and within the Study Area.

3.2.3 *Species at Risk*

The *Endangered Species Act 2007* (ESA) provides protection from harm, harassment, or captures, to species listed as extirpated, endangered, or threatened on the Species at Risk Ontario List. Additional protection is provided to the habitat of endangered or threatened species on that same list. Habitat for a species includes anywhere members of the species depend on for reproduction, rearing, hibernation, migration, or feeding; or prescribed habitat as defined in Ontario Regulation 242/08 of the General Regulation.

The likelihood of occurrence of Species at Risk was assessed qualitatively based on the ability of the habitat to meet one or more life requisites for each Species at Risk identified during the desktop assessment. If habitat suitable for Species at Risk was identified, additional survey effort was applied in that area. If incidental Species at Risk are observed, they were recorded throughout the field assessment within and adjacent to the Site.

3.2.4 *Basking Turtle Surveys*

Basking Surveys were conducted on the Site following the Survey Protocol for Blanding's Turtle (*Emydoidea blandingii*) in Ontario developed by the MNRF (2015). Basking surveys are to be done after ice cover has melted and no later than June 15th. Surveys were carried out between 8 am and 5 pm during sunny periods when air temperature was warmer than water temperature is above 5°C, in accordance with the survey protocol. Binoculars were used to scan the entire perimeter of the shoreline and all potential basking sites and turtle observations were recorded.

3.2.5 *Incidental Wildlife Observations*

Wildlife was surveyed as part of general wildlife surveys during the field assessment. These surveys involved general coverage recording all species observations and signs, including tracks and trails, scat, burrows, dens, browse, and vocalizations. Wildlife surveys were done during the coincident surveys for vegetation communities and vascular plants. Significant wildlife habitat was be assessed according to the MNRF Natural Heritage Reference Manual (MNRF 2010) and the MNRF Significant Wildlife Habitat Technical Guide (MNRF 2000).

© 2025 Pinchin Ltd.

4.0 EXISTING CONDITIONS

4.1 Landforms, Physiography, and Geology

The Site is bounded by Queen Street to the east, residential dwellings to the north and south, and Gananoque River to the west. The topography on the Site is gradually sloped towards Gananoque River. The Ontario Geological Survey classifies the bedrock of the Site as being Proterozoic in origin, consisting of conglomerate, wacke, quartz arenite, arkose, limestone, siltstone, chert, minor iron formation, minor metavolcanic rocks of the Grenville Supergroup and Flinton Group (Ontario Geological Survey, 1991).

The Study Area is situated within Ecodistrict 6E-10, also know as the Picton Ecodistrict. This ecodistrict extends from extends from the Ontario-United States border and the islands in the St. Lawrence River in the east to Hambly Lake in the west. The ecodistrict is dominated by 44% deciduous forest, 24% pasture/cropland, 10% mixed forest, and 14% other natural.

The substrate within this ecodistrict is 78% Humo-Ferric Podzol, 13% Gleysol, 5% Melanic Brunisol, and 4% other materials. A detailed review and analysis of the vegetation communities and potential natural heritage features on and surrounding the Site is provided in Section 4.2.

4.2 Vegetation Surveys

4.2.1 Vascular Plants

A spring season field assessment was conducted on May 7, 2024, to assess the natural features present on the Site within the Study Area. A map of the natural heritage features present on the Site as the Study Area is provided on Figure 2 in **Appendix A**. The weather during field assessments was 17°C and sunny. A full vascular plant species inventories as observed on the Site during the field assessment program throughout the Site is catalogued in Table 1 in **Appendix D**.

4.2.2 Vegetation Communities

In total, two communities were identified within the Study Area, including a Single Family Residential and Open Aquatic community. Each vegetation community is described in detail below, and a map of their locations is shown on Figure 3 in **Appendix A**. Selected Site photographs from the field assessment as described below are provided for reference in **Appendix E**.

Single Family Residential (CVR_3): The Single-Family Residential community is the largest on the Site and is bounded to the west by Open Aquatic and to the east by Queen Street. The community consists of a residential building, a manicured lawn, with an associated driveway. The lawn is primarily composed of Kentucky Bluegrass (*Poa pratensis*). Common and planted species line the edge of the residential building including, Common Lilac (*Syringa vulgaris*) and Rhododendron (*Rhododendron canadense*). Planted trees found within this community include Eastern White Cedar (*Thuja occidentalis*), Paper Birch (*Betula papyrifera*), Eastern White Pine (*Pinus strobus*), American Elm (*Ulmus americana*), and Norway Spruce (*Picea abies*). A patch of exposed bedrock is located within the western portion of the Site.

© 2025 Pinchin Ltd.

Open Aquatic (OAO): The Gananoque River flows past the western side of the Site and within the Study Area. The river is part of Gananoque Watershed. and flows southward into Lake Ontario. Further details of this creek are in Section 4.3 below.

4.3 Basking Turtle Surveys

Basking surveys were conducted on May 7, 2024, in conjunction with vegetation surveys, beginning at 10:30 am and ending at 12:15 pm. The air temperature was 17°C. The open water of Gananoque River was surveyed for the presence of any basking turtles. During the basking surveys, one SAR turtle, the Northern Map Turtle (*Graptemys geographica*) was observed basking on the opposite bank of the river in the Study Area. Additionally, 15 Midland Painted Turtles (*Chrysemys picta marginata*) were observed basking in the river. In order to protect turtles from the proposed development, it is recommended that reptile exclusion fencing be installed around the perimeter of the Site prior to any vegetation removal or construction activities on the Site. Further details on recommended mitigation measures to prevent harm to turtles and potential impact on the classified habitats during the proposed development are discussed in section 7.0 below. Results of the Basking Turtle Surveys can be found in **Appendix E**.

4.4 Watercourse Assessment

The watercourse is found on the western portion of the Site and within the Study Area. The Gananoque River within the Gananoque River watershed drains southward to Lake Ontario. Results from the most recent watershed report card evaluated the surface water quality within the watershed to be “C-Fair” due to presence of *Escherichia coli* (“E. coli”), total phosphorus concentration, and benthic invertebrate scores. Forest conditions and wetland conditions within the watershed have a grade of “B-Good” due to low forest and wetland cover (CRCA, 2023). A rapid watercourse assessment of the river east of the Site was conducted during the field visits to assess its existing functions, conditions, and characteristics. The watercourse was assessed to be between approximately 66 m and 150 m wide at the time of assessment, with a bedrock and sediment bottom with lots of leaf litter and algae. The depth of the inlet could not be observed at the time of the field assessment. Within the watercourse emergent vegetation was observed, as well as Midland Painted Turtles and a Northern Map Turtle mentioned in section 4.3.

4.5 Incidental Wildlife Observations

The following incidental wildlife were observed based on their sound, sight, scat, or a combination during the subsequent field surveys for vegetation on the Site and within the Study Area: American Crow (*Corvus brachyrhynchos*), American Robin (*Turdus migratorius*), Baltimore Oriel (*Icterus galbula*), Blue-Jay (*Cyanocitta cristata*), Black-capped Chickadee (*Poecile atricapillus*), Canada Goose (*Branta canadensis*), Common Grackle (*Quiscalus quiscula*), Common Yellowthroat (*Geothlypis trichas*), Double-crested Cormorant (*Phalacrocorax auritus*), European Starling (*Sturnus vulgaris*), Eastern Kingbird (*Tyrannus tyrannus*), Hairy Woodpecker (*Picoides villosus*), House Wren (*Troglodytes aedon*), House

© 2025 Pinchin Ltd.

Finch (*Carpodacus mexicanus*), Killdeer (*Charadrius vociferus*), Mourning Dove (*Zenaida macroura*), Least Flycatcher (*Empidonax minimus*), Mallard (*Anas platyrhynchos*), Northern Cardinal (*Cardinalis cardinalis*), Rose-breasted Grosbeak (*Pheucticus ludovicianus*), Red-eyed Vireo (*Vireo olivaceus*), Red-winged Blackbird (*Agelaius phoeniceus*), Song Sparrow (*Melospiza melodia*), Tree Swallow (*Tachycineta bicolor*), Yellow Warbler (*Dendroica petechia*), Warbling Vireo (*Vireo gilvus*), Midland Painted Turtle, and Northern Mapping Turtle.

All of these observed species are common in the suburban environment, owing to the variety of ecosites in the area, and have adapted to various habitats, with the exception of the Northern Map Turtle. The Northern Map Turtle is listed as Special Concern in the *Ontario Endangered Species Act 2007* (ESA) and was observed basking in the Study Area. The watercourse will be protected from development with a 15 m buffer to ensure that there are no potential negative impacts on this species.

4.6 Species at Risk Screening

A comprehensive Species at Risk (SAR) identified a total of 34 SAR as having potential to inhabit the Study Area, based on background review of the NHIC records and other available data sources for the Study Area surrounding the Site. Details on these 34 species screened, including the listing status, last observed date and sources used to identify their presence in the Study Area, and their habitat requirements, are all summarized in the Species at Risk Screening Table in **Appendix F**. Based on the background review and field assessment, nine SAR were determined to have suitable habitat within the Study Area, with none of these species having confirmed observations in the Study Area.

Pinchin determined that three SAR reptiles, Snapping Turtle (*Chelydra serpentine*), Common Musk Turtle, and Northern Map Turtle, had potentially suitable habitat on the Site. These species are found in rivers and streams with muddy banks, and in marshes, bogs, and swamps with emergent vegetation. The Open Aquatic community on the Site provides potential suitable habitat for these species, though no SAR turtles were observed during the basking surveys discussed earlier on the Site. One Northern Map Turtle was observed within the Study Area, however. Mitigation measures to protect potential reptile SAR on and around the Site are discussed in section 7.0 below.

Two aquatic SAR, including the Bridle Shiner (*Notropis bifrenatus*) and Pugnose Shiner (*N. anogenus*) have potential to inhabit waters on the Site. Bridle Shiner prefers clear, unpolluted streams, rivers and lakes that have an abundance of aquatic vegetation. The Pugnose Shiner occupies lakes and calm areas of rivers and creeks having clear water, and bottoms of sand, mud, or organic matter.

Four SAR bats have potential to inhabit the Site: the Little Brown Bat (*Myotis lucifugus*), Tricoloured Bat (*Pipistrellus subflavus*), Eastern Small-footed Bat (*Myotis leibii*), and Northern Long-eared Myotis (*Myotis septentrionalis*). Those bats will often roost in attics, abandoned buildings, barns, and dead trees or snags where they can raise their young. The structure on the Site could provide suitable habitat.

© 2025 Pinchin Ltd.

Based on fieldwork results, the Site and surrounding area has the potential to provide habitat for these bat species. Although focussed bat surveys were not completed as part of this assessment, none of the species above were observed during field surveys.

Additionally, the Barn Swallow (*Hirundo rustica*) could have suitable habitat within the human structures on the Site. Barn Swallows utilize manmade structures as places to build their nests. No avian SAR species were observed on the Site. Potential impacts on SAR bats and birds can be avoided or minimized by applying timing restrictions to structure removals to accommodate any future development.

4.7 Significant Wildlife Habitat Screening

The Significant Wildlife Habitat Criteria Schedules for Ecoregion 6E (MNRF, 2015) was consulted to screen the wildlife habitat for significance in the Study Area. Field assessments were also undertaken to assess the quality of the habitat in relation to Significant Wildlife Habitat (SWH). Assessment results aided the determination of absence of potential SWH in the Study Area.

Based on observations during the desktop background review and vegetation surveys, candidate SWH is found on the Site for Waterfowl Stopover and Staging Areas (Aquatic) and Turtle Wintering Areas. Most candidate SWH are found within the Open Aquatic community on the Site, that is not proposed to be developed and will be protected with an appropriate buffer. We recommend wildlife-exclusion fencing be installed along the Gananoque River as there is potential turtle wintering habitat within the Site. Additionally, potential impacts on waterfowl can be avoided or minimized by applying timing restrictions to tree removals to accommodate any future development.

All other SWH types were either not present or unlikely within the Study Area. A detailed SWH screening for the Study Area has been conducted according to the MNRF's Significant Wildlife Habitat Criteria and can be found in the Significant Wildlife Habitat Screening Table 2 in **Appendix F**. Further mitigation measures to reduce impacts on candidate SWH on the Site are discussed in section 7.0 below.

4.8 Natural Heritage System and Ecological Connectivity

The Site and Study Area are in a suburban area, surrounded by Gananoque River to the west, Queen Street to the east, and residential dwellings to the north and south. Looking at the surrounding landscape, to the north, east, and south, the Site is separated from other naturalized corridors due to the density of urbanization, with the exception of the adjacent Gananoque River and associated riparian habitat. The Site is isolated from natural areas by development, with the only connection being a natural corridor provided by the river. As a result of this isolation, the natural heritage features found on the Site and within the Study Area likely provide foraging habitat for wildlife using nearby habitat, including the riparian corridor, while in transit to other natural areas within the Natural Heritage System. Although the river on the Site and Study Area has docks and other anthropogenic disturbances, it still has moderate to high ecological value due to the lack of other natural features in the surrounding landscape.

© 2025 Pinchin Ltd.

5.0 PROPOSED DEVELOPMENT

The Site, approximately 0.08 of a hectare in area, is currently developed with a single-family residential residence. Natural heritage features include the Gananoque River, regulated by the CRCA. The Client intends to develop a garage addition with living space above to be added onto the existing dwelling. A copy of the Site Plan is provided in **Appendix G** for reference.

The purpose of this EIS is to understand the current constraints on the Site and within the rest of the Study Area for the proposed development, and the potential impacts of development on those areas. The impact assessment following in Section 6.0 is based on the Site Plan proposed by the Client.

6.0 IMPACT ASSESSEMENT

There are potential direct and indirect impacts on natural heritage features on and adjacent to the Site from the proposed development, as described in Sections 6.1 and 6.2 below.

6.1 Direct Impacts

Direct impacts of the proposed development on natural heritage features (i.e., plants and associated wildlife) would include those from the following construction aspects:

- Stripping of vegetation and topsoil on the disturbed area on the Site;
- Selective removal of trees and shrubs on the Site; and
- Displacement of wildlife on the Site

To accommodate the proposed development, stripping of vegetation and topsoil will be restricted to the Single-Family Residential vegetation community on the Site. The Site may provide seasonal habitat to suburban birds and other wildlife. Potential effects on wildlife can be avoided by prudent timing of vegetation and topsoil removal. The proposed development will be entirely contained within the existing footprint of the Site. Potential direct impacts on the Site from the proposed development are mainly from selective removal of trees and shrubs on the Site. The wildlife utilizing the Site will be displaced permanently post-construction.

It is suggested that a Tree Inventory and Protection Plan with tree removal or retention recommendations and a Landscape Plan with details for planting of native species be submitted prior to development, so as to document the species and number of trees that will be removed and retained, and restoration and enhancement measures to mitigate impacts.

6.2 Indirect Impacts

Potential indirect impacts on natural heritage features of the river and riparian areas, based on the development proposal, may include:

- Those on plants and wildlife from construction noise, dust, and vibration;

© 2025 Pinchin Ltd.

- Sedimentation of watercourse by construction activities; and
- Alteration of water quality and flow regime of the river.

Indirect impacts on the river and riparian communities and associated plants and wildlife are likely limited to the species located within the Site. It is likely that, during the construction periods, birds, mammals, reptiles and other wildlife that seasonally use the watercourse for foraging and breeding may be disturbed temporarily, while over time the wildlife will likely return to the riparian areas on the Site. Due to the small size of the Site, and the location of the existing development footprint, a 5 m buffer should suffice to protect the river from the anticipated development, as shown on Figure 4 Constraints Mapping in **Appendix A**. The development will remain at the same setback from the Open Aquatic community, as the pre-existing structures on the Site.

Due to the presence of identified non-SAR turtles on the Site and of SAR turtles within the Study Area, we recommend “Animex” wildlife exclusion be installed around the perimeter of the Site throughout demolition and construction to ensure that these animals are not able to enter the Site and be harmed. The wildlife exclusion fencing prevents unintended contravention of the *Endangered Species Act* (2007) owing to injury or death should a SAR species traverse or migrate onto the Site. Further, installation of the wildlife fencing will be in accordance with the OMNR Reptile and Amphibian Exclusion Fencing Best Practices. Potential adverse effects on other wildlife can be avoided through prudent timing vegetation and topsoil removal.

Stormwater runoff from construction has potential to affect close by natural heritage features. Development of a Stormwater Management Report with an Erosion and Sediment Control Plan for the Site is recommended prior to construction to identify ways to mitigate impacts on natural heritage features. Recommendations and mitigation measures for potential impacts of development on the Site are described in Section 7.0 below.

7.0 RECOMMENDED AVOIDANCE AND MITIGATION MEASURES

Based upon the above impact assessment conducted in accordance with the Town of Gananoque Official Plan (2009) and the CRCA’s Environmental Planning Policies: Guidelines for Environmental Impact Assessment (2015), Pinchin has identified direct and indirect impacts on the natural environment of the Site and within the Study Area, including the Gananoque River and riparian area. Proposed mitigation measures to address all potential, identified negative impacts, including recommended timing windows and other specifications for implementation, are included in this EIS. Furthermore, mitigation measures relating to protection of setbacks and buffers during onsite works (such as exclusion fencing) must be implemented prior to commencement of construction work to protect sensitive natural features.

© 2025 Pinchin Ltd.

As avoidance is the most effective approach to mitigating potential environmental impacts, the proposed development will not affect the river. A minimum 5 m setback with exclusion fencing installed is recommended to protect the watercourse prior to tree removal and other construction activities.

The watercourse provides significant ecological value for plant and wildlife and protecting those features during development will help to preserve these natural heritage features. Protection of those features is also warranted to prevent soil erosion and sediment-laden water from entering these valuable natural heritage features during site construction. The following recommendations are provided for the protection of the above key features prior to construction or site alteration.

Additionally, restoration and enhancement plans must developed in a timely way and effectively implemented on the Site to prevent potential negative impacts on the wetland post-construction.

Tree and vegetation removal:

- The extent of potential tree and vegetation removal within the Site is restricted to the construction footprint as necessary.
- To minimize or avoid impacts to breeding birds and roosting bats, the removal of vegetation within the Site will be outside of the associated breeding periods for bird and bat species between April 1 and September 30.
- A Tree Inventory and Protection Plan is recommended to be developed for the Site and should be approved by the reviewing agencies prior to construction and site alteration.

Erosion and sediment control:

- Development of an Erosion and Sediment Control Plan, as part of the Stormwater Management Report for the construction on the Site, is recommended, to include protection measures applicable to the surrounding natural features.
- Prior to construction and site alteration, adequate erosion, and sediment control (ESC) measures, including a sediment fencing ,should be established around the Site upgradient from the natural heritage features until the disturbed area is restored upon construction completion.
- Sufficient buffers to the adjacent natural features through protection zones will be established.
- If required, repairs and maintenance of the installed ESC measures are to be conducted regularly until construction completion. Disturbed areas should be stabilized immediately post construction to prevent site erosion and sedimentation.

© 2025 Pinchin Ltd.

Wildlife and Species at Risk encounter protocol:

- If wildlife is encountered during construction, work should cease immediately and allow the animal to naturally move out of the construction zone. If the animal does not leave the area for a prolonged period, please consult with a qualified Biologist for possible response or mitigation measures.
- If an animal is injured or deceased, or if a Species at Risk is found on the Site, the Ministry of Environment, Conservation and Parks will be contacted for guidance and handling.

Restoration and enhancement:

- A Landscape Plan may be required for any restoration and enhancement on the Site. Appropriate restoration for the replaced or removed trees on the Site through this restoration plan is of utmost import minimize potential adverse effects on natural features as a result of the construction.
- The removed trees are to be compensated for by planting deciduous or coniferous trees of native species on the Site to provide for enhanced natural buffers or habitats. We suggest that considerations for placement of trees include planting deciduous trees on south- and west-facing areas to provide shade in summer and sunlight in winter, and planting conifers where they may act as wind-breaks year round.

8.0 CONCLUSION

There are environmental opportunities and constraints identified on the Site as described in this EIS report. The assessed impacts, including direct and indirect impacts, can be avoided or otherwise mitigated through effective stormwater and environmental management measures.

With implementation of environmental plans recommended in this EIS, including wildlife and wetland habitat protection, Servicing and Stormwater Management Report, and Landscape Plan post construction on the Site, the proposed development would preserve the ecological functions of the adjacent natural features and enhance natural landscape on the Site through the installation of planned restoration and enhancement measures on the Site post construction.

With the above recommendations considered and diligently implemented on the Site, no adverse negative impacts on the ecological integrity of the adjacent natural heritage features will result from the proposed residential infrastructure with associated amenities.

© 2025 Pinchin Ltd.

9.0 CLOSURE

The enclosed Environmental Impact Study has been prepared to assess the natural heritage features including the terrestrial and aquatic conditions on the Site within the Study Area. The information contained herein as a result of the EIS regarding the proposed residential development is provided solely to the Client and approval agencies as a reference only.

In the event that clarifications or further information is required by the Client and approval agencies, please do not hesitate to contact the primary Pinchin contact indicated in the contact page of this document.

10.0 REFERENCES

- Alan Macnaughton, Ross Layberry, Rick Cavasin, Bev Edwards and Colin Jones. 2018. Ontario Butterfly Atlas - Toronto Entomologists Association. Accessed June 2024 at: www.ontarioinsects.org/atlas_online.htm
- Alan Macnaughton, Ross Layberry, Rick Cavasin, Bev Edwards and Colin Jones. 2018. Ontario Reptile and Amphibian Atlas - Toronto Entomologists Association. Accessed June 2024 at: https://www.ontarioinsects.org/herp/
- Bird Studies Canada. 2018. Atlas Data Summary. Retrieved in June 2024 from Atlas of the Breeding Birds of Ontario: https://www.birdsontario.org/jsp/datasummaries.jsp
- Cataraqui Region Conservation Authority. 2021. Appendix E: Guidelines for Environmental Impact Assessment. Environmental Planning Policies. Accessed June 2024 at https://cdn.shopify.com/s/files/1/0496/7242/1533/files/EPP-05-EIA-Guidelines.pdf?v=1613086615
- Cataraqui Region Conservation Authority. 2023. Cataraqui Conservation Watershed Report Card 2023. Accessed June 2024 from https://crca.ca/wp-content/uploads/2023-WRC-CataraquiConservation.pdf
- Department of Fisheries and Oceans. 2022. Aquatic species at risk map. Accessed June 2024 from https://www.dfo-mpo.gc.ca/species-especes/sara-lep/map-carte/index-eng.html
- Dobbyn, J. (S.) 1994. Atlas of the Mammals of Ontario. Federation of Ontario Naturalists.
- Governmnet of Ontario. 2022. O. Reg. 148/06: Cataraqui Region Conservation Authority: Regulation Of Development, Interference With Wetlands And Alterations To Shorelines And Watercourses. Conservation Authorities Act, R.S.O. 1990, C.27.
- Lee, H., Bakowsky, W., Riley, J., Bowles, J., Puddister, M., Uhlig, P., & McMurray, S. 1998. Ecological Land Classification for Southern Ontario: First Approximation and its Application. North Bay: Ontario Ministry of Natural Resources, Southcentral Science Section, Science Development and Transfer Branch.

© 2025 Pinchin Ltd.

- Ministry of the Environment, Conservation and Parks. 2021. General Habitat Description for the Blanding Turtle.
- Ministry of Natural Resources. 2010. Natural Heritage Reference Manual for Natural Heritage Policies of the Provincial Policy Statement, 2005 Second Edition. Toronto, ON: Queen's Printer for Ontario.
- Ministry of Natural Resources and Forestry. 2000. Significant Wildlife Habitat Technical Guide. Peterborough, ON.
- Ministry of Natural Resources and Forestry. 2015. Significant Wildlife Habitat Crieteria Schedules for Ecoregion 6E. Queen's Printer for Ontario
- Ministry of Natural Resources and Forestry. 2015. Survey Protocol for Blanding's Turtle (Emydoidea blandingii) in Ontario. Species Conservation Policy Branch. Peterborough, Ontario, ii + 16 pp.
- Ministry of Natural Resources and Forestry. 2020. Make a Natural Heritage Area Map. Retrieved in June 2024 from Natural Heritage Information Centre Website: https://www.ontario.ca/page/natural-heritage-information-centre
- Newmaster, S.G. and S. Ragupathy. 2012. Flora Ontario – Integrated Botanical Information System (FOIBIS), Phase I. University of Guelph, Canada. Accessed in June 2024 at http://www.uoguelph.ca/foibis/
- Ministry of Municipal Affairs and Housing. 2020. Provincial Policy Statement Under the Planning Act.
- Township of Gananoque. 2021. Official Plan. Retrieved in June 2024 from https://www.gananoque.ca/town-hall/planning-documents/official-plan
- Ontario Geological Survey. 1991. Bedrock geology of Ontario, southern sheet. Ontario Geological survey, Map 2544, scale 1:1 000 000. Retrieved online from http://www.geologyontario.mndmf.gov.on.ca/mndmfiles/pub/data/imaging/M2544/M2544.pdf
- Ontario Ministry of Agriculture, Food and Rural Affairs. 2020. Soil Mapping. Retrieved online from http://www.omafra.gov.on.ca/english/landuse/gis/mapgallery.htm

11.0 LIMITATIONS

This work was performed subject to the Terms and Limitations presented or referenced in the proposal for this project. Information provided by Pinchin is intended for Client use only. Pinchin will not provide results or information to any party unless disclosure by Pinchin is required by law. Any use by a third party of reports or documents authored by Pinchin or any reliance by a third party on or decisions made by a third party based on the findings described in said documents, is the sole responsibility of such third parties.

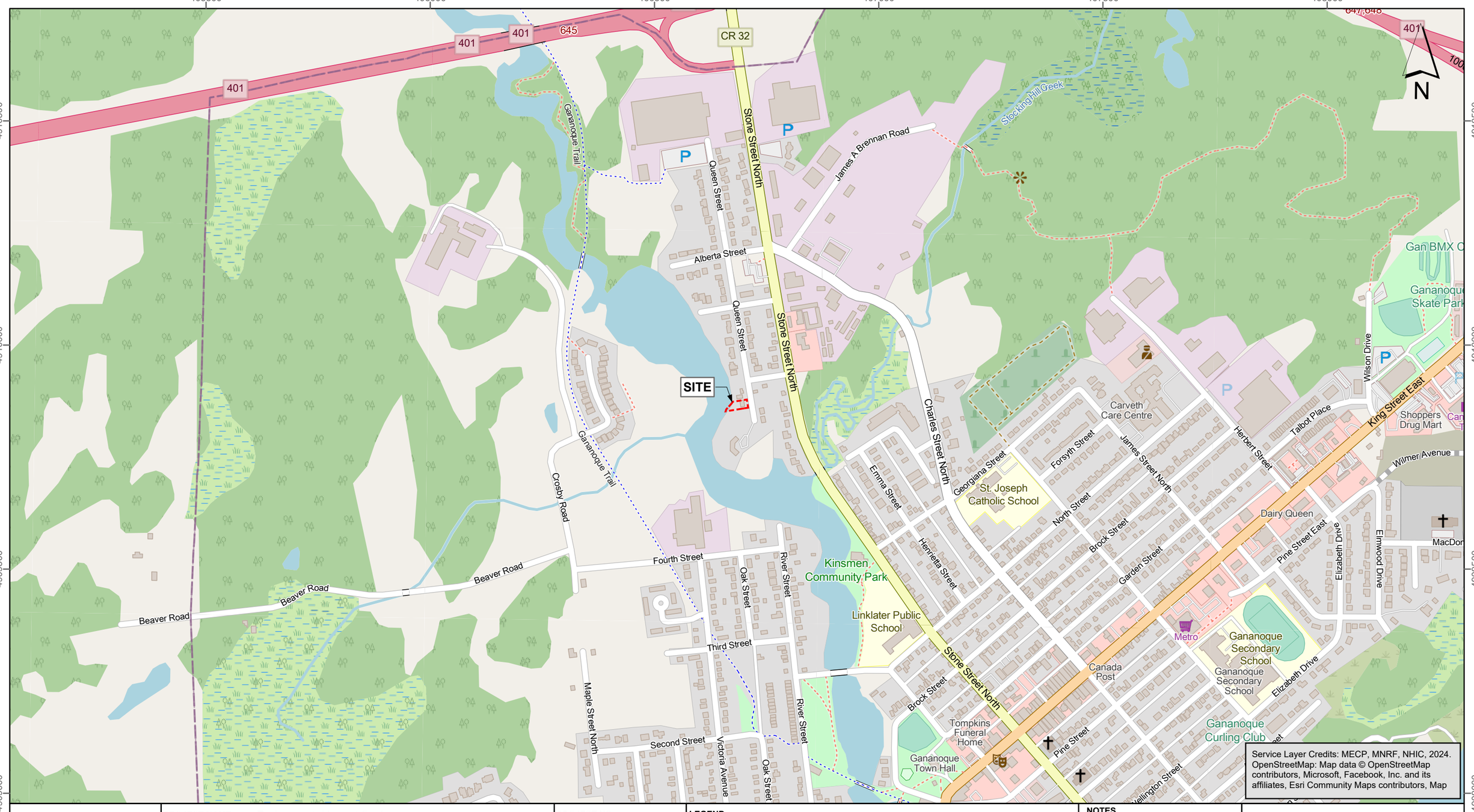
© 2025 Pinchin Ltd.

Pinchin accepts no responsibility for damages suffered by any third party as a result of decisions made or actions conducted. No other warranties are implied or expressed.

340850 FINAL EIS 580 Queen Street Gananoque ON February 13, 2025

© 2025 Pinchin Ltd.

APPENDIX A
FIGURES



PINCHIN

PROJECT NAME:	Environmental Impact Study
CLIENT NAME:	Arden Kathleen Deir
PROJECT LOCATION:	580 Queen Street, Gananoque, Ontario
FIGURE NAME:	Site Location

PROJECT NO.	340850.000
DATE:	May 2024
SCALE:	1:8,000
FIGURE NO.	1

LEGEND

Site Boundary

NOTES

1. All features and measurements are approximate and subject to field verification. This map is for planning purposes only.
2. Use dimensions as shown, do not scale drawing.
3. This map is not to be used for legal purposes.

0 75 150 300 Metres

Coordinate System: NAD 1983 CSRS UTM Zone 18N
Projection: Transverse Mercator
Datum: North American 1983 CSRS

DRAWN BY: MH REVIEWED BY: EO REVISION: 0

406500 406600 406700 406800 406900

4910000 4909900 4909800

PINCHIN

PROJECT NAME:	Environmental Impact Study
CLIENT NAME:	Arden Kathleen Deir
PROJECT LOCATION:	580 Queen Street, Gananoque, Ontario
FIGURE NAME:	Study Area

PROJECT NO.	340850.000
DATE:	May 2024
SCALE:	1:1,400
FIGURE NO.	2

LEGEND

- Site Boundary
- Study Area (120 m)
- Waterbody
- Roadway
- Watercourse
- Topography Contours (5 m)

NOTES

1. All features and measurements are approximate and subject to field verification. This map is for planning purposes only.
2. Use dimensions as shown, do not scale drawing.
3. This map is not to be used for legal purposes.

0 10 20 40 Metres

Coordinate System: NAD 1983 CSRS UTM Zone 18N
Projection: Transverse Mercator
Datum: North American 1983 CSRS

DRAWN BY: MH REVIEWED BY: EO REVISION: 0

406650 406700 406750

4909900 4909850

N

Gananoque River

1

2

QUEEN STREET

Service Layer Credits: MECP, MNRF, NHIC, 2024.
World Imagery: UCLG, Maxar, Microsoft

PINCHIN

PROJECT NAME:	Environmental Impact Study
CLIENT NAME:	Arden Kathleen Deir
PROJECT LOCATION:	580 Queen Street, Gananoque, Ontario
FIGURE NAME:	Ecological Land Classification

PROJECT NO.	340850.000
DATE:	May 2024
SCALE:	1:400
FIGURE NO.	3

LEGEND

Site Boundary

Roadway

Ecological Land Classification

1. CVR_3: Single Family Residential
2. OAO: Open Aquatic

NOTES

1. All features and measurements are approximate and subject to field verification. This map is for planning purposes only.
2. Use dimensions as shown, do not scale drawing.
3. This map is not to be used for legal purposes.

0 4 8 16 Metres

Coordinate System: NAD 1983 CSRS UTM Zone 18N
Projection: Transverse Mercator
Datum: North American 1983 CSRS

DRAWN BY: MH REVIEWED BY: EO REVISION: 0

406650 406700 406750

4909900 4909850

N

Ganonoque River

Recommended Setback Area

1

2

QUEEN STREET

Service Layer Credits: MECP, MNRF, NHIC, 2024.
World Imagery: UCLG, Maxar, Microsoft

PINCHIN

PROJECT NAME:	Environmental Impact Study
CLIENT NAME:	Arden Kathleen Deir
PROJECT LOCATION:	580 Queen Street, Gananoque, Ontario
FIGURE NAME:	Environmental Constraints

PROJECT NO.	340850.000
DATE:	June 2024
SCALE:	1:400
FIGURE NO.	4

LEGEND

- Site Boundary
- Roadway

Ecological Land Classification

- 1. CVR_3: Single Family Residential
- 2. OAO: Open Aquatic

- Recommended Setback Area - Open Aquatic #2 = 5 m

NOTES

1. All features and measurements are approximate and subject to field verification. This map is for planning purposes only.
2. Use dimensions as shown, do not scale drawing.
3. This map is not to be used for legal purposes.

0 4 8 16 Metres

Coordinate System: NAD 1983 CSRS UTM Zone 18N
Projection: Transverse Mercator
Datum: North American 1983 CSRS

DRAWN BY: MH REVIEWED BY: KH REVISION: 0

APPENDIX B
SUPPLEMENTARY INFORMATION

THE CORPORATION OF THE TOWN OF
GANANOQUE
Canadian Gateway to the 1000 Islands

Official Plan
Schedule "B"
RESIDENTIAL POLICY AREA

Legend

- Residential
- Roads
- Recreational Pathway
- Parcels
- Lot Concessions
- Watercourse
- Municipal Boundary

401 HY W
401 HY E
COUNTY RD 32
THOUSAND ISLANDS PY
COUNTY RD 2 RAMP
STONE ST N
QUEEN ST
JAMES ABRENNAN RD
ALBERTA ST
BOOTH ST
ANN ST
GANANOQUE RIVER
NALON RD
CROSBY RD
BEAVER RD
FOURTH ST
OAK ST
THIRD ST
VICTORIA AVE
MAPLE ST N
SECOND ST
BIRCH ST
ELM ST
RIVER ST
FIRST ST
GARFIELD STREET
HICKORY ST
CHARLES ST N
EMMA ST
GEORGIANA ST
FORSYTH ST
JAMES ST N
HERBERT ST
WILSON DR
TALBOT PL
KINGSTE
HENRIETTA ST
NORTH ST
WILLIAM ST N
GARDEN ST
JAMES ST S
PINE ST E
ELMWOOD DR
MACDONALD DR
CONNER DR
ARTHUR ST
CHURCHILL DR
ELIZABETH DR
WILLIAM ST E
MACHAR ST
ADELAIDE ST
PINE ST S
SYDENHAM ST
WELLINGTON ST
CHARLES ST S
ARTHUR ST S
STONE ST S
JOHN ST
SOUTH ST
KING ST W
DEMPSTER LANE
STEEL ST
ONTARIO ST
MAPLE ST S
OSBORNE ST
WINDSOR ST
DENTRE ST
TANNER ST
KING ST E
MILL ST
MAIN ST
MARKET ST
WATER ST E
WATER ST W
PRINCESS ST
FERRY RD
ST.LAWRENCE RIVER

LOT 09 | LOT 10 | LOT 11 | LOT 12 | LOT 13 | LOT 14 | LOT 15 | LOT 16 | LOT 17

0 115 230 460 Meters

N
W E
S

Drawings are produced by Stantec Consulting Ltd.
with base information supplied by the United Counties
of Leeds & Grenville (2007).
@ August 2009

Stantec

THE CORPORATION OF THE TOWN OF
GANANOQUE
Canadian Gateway to the 1000 Islands

Official Plan
Schedule "F"
NATURAL AND CULTURAL HERITAGE FEATURE

Legend

- Organic Soils
- Unstable Slope
- Fish Spawning
- Significant Woodlands
- Former Waste Disposal Site
- Flood Plain Line
- Roads
- Recreational Pathway
- Parcels
- Lot Concessions
- Municipal Boundary
- Watercourse
- Wildlife Crossing
- Heritage Site
  1. Town Hall
  2. Public Library and Museum
  3. Clock Tower
  4. Old Post Office
  5. Skinner House
  6. The Old Foundry

401 HY W
401 HY E
COUNTY RD 32
THOUSAND ISLANDS PY
COUNTY RD 2 RAMP
GANANOQUE RIVER
STONE ST N
QUEEN ST
JAMES A BRENNAN RD
ALBERTA ST
BOOTH ST
ANN ST
NALON RD
CROSBY RD
CHARLES ST N
EMMA ST
GEORGIANA ST
FORSYTH ST
JAMES ST N
HERBERT ST
WILSON DR
TALBOT PL
KING ST E
NORTH ST
WILLIAM ST N
GARDEN ST
JAMES ST S
PINE ST E
ELMWOOD DR
MACDONALD DR
CONNER DR
ARTHUR ST
CHURCHILL DR
ELIZABETH DR
WILLIAM ST S
SYDENHAM ST
WELLINGTON ST
CHARLES ST S
STONE ST S
JOHN ST
SOUTH ST
FOURTH ST
BEAVER RD
OAK ST
THIRD ST
VICTORIA AVE
MACHAR ST
ADELAIDE ST
MAPLE ST N
SECOND ST
RIVER ST
BIRCH ST
ELM ST
FIRST ST
GARFIELD STREET
HICKORY ST
TANNER ST
KING ST W
DENTRE ST
CHURCH ST
PRINCESS ST
MILL ST
MAIN ST
MARKET ST
KATE S WATER ST W
WATER ST E
BAY RD
DEMPSTER LANE
STEEL ST
ONTARIO ST
MAPLE ST S
OSBORNE ST
WINDSOR ST
ST.LAWRENCE RIVER
LOT 09
LOT 10
LOT 11
LOT 12
LOT 13
LOT 14
LOT 15
LOT 16
LOT 17

0 115 230 460 Meters

N W E S

Drawings are produced by Stantec Consulting Ltd.
with base information supplied by the United Counties
of Leeds & Grenville (2007).
@ August 2009

Stantec

APPENDIX C
SELECTED SITE PHOTOGRAPHS

Selected Site Photographs

(All photos taken on May 7, 2024)

Photo 1 – View of the Single Family Residential on the Site.

Photo 2. View of the Open Aquatic on the Site and Study Area.

Photo 3 - View of a Midland Turtle basking within the Study Area.

APPENDIX D
VEGETATION INVENTORY

Table 1. Vegetation Inventory

Scientific Name	Common Name	S-Rank	Coefficient Conservatism	Coefficient Wetness
Ulmus americana	American Elm	S5	3	-3
Barbarea vulgaris	Bitter Wintercress	SNA		0
Potentilla canadensis	Canada Cinquefoil	S2	5	5
Taraxacum officinale	Common Dandelion	SNA		3
Syringa vulgaris	Common Lilac	SNA		5
Rubus idaeus	Common Red Raspberry	S5	2	3
Vicia sativa	Common Vetch	SNA		3
Euphorbia cyparissias	Cypress Spurge	SNA		5
Narcissus pseudonarcissus	Common Daffodil	SNA		5
Thuja occidentalis	Eastern White Cedar	S5	4	-3
Juniperus virginiana	Eastern Red Cedar	S5	4	3
Pinus strobus	Eastern White Pine	S5	4	3
Aegopodium podagraria	Goutweed	SNA		0
Glechoma hederacea	Ground Ivy	SNA		3
Poa pratensis	Kentucky Bluegrass	SNA		3
Lupinus polyphyllus	Large-leaved Lupine	SNA		5
Eurybia macrophylla	Large-leaved Aster	S5	5	5
Typha angustifolia	Narrow-leaved Cattail	SNA		-5
Diervilla lonicera	Northern Bush-honeysuckle	S5	5	5
Picea abies	Norway Spruce	SNA		5
Betula papyrifera	Paper Birch	S5	2	3
Rhododendron canadense	Rhodendron	S1	10	-3
Ribes cynosbati	Prickly Gooseberry	S5	4	3
Fragaria virginiana	Wild Strawberry	S5	2	3

NHIC Srank (Subnational) Legend

S1	Critically imperiled, at very high risk of extirpation.
S2	Imperiled, at high risk of extirpation.
S3	Vulnerable, at moderate risk of extirpation.
S4	Apparently secure, at fairly low risk of extirpation.
S5	Secure, at low or no risk of extirpation.
B	Conservation status refers to breeding population.
N	Conservation status refers to non-breeding population.

APPENDIX E
BASKING TURTLE SURVEY FORMS

Project Details 340850: 580 Queen St Gananoque Date May 7, 2024

Surveyors Elizabeth O'Hara

Location Description 580 Queen St. Gananoque ON Photo #s NA

Location UTM _____ UTM Zone: _____ Map Attached ☒

Start Time 10:30am Air Temp Start 17°C Cloud Cover 10:1.

End Time 12:15am Air Temp End 17°C Precipitation NA

Search Duration 1.75hr Water Temp NAI Wind (Beaufort) _____

Proportion of suitable habitat surveyed Gananoque River

Wetland Type NA Substrate NA

Wetland Size (dimensions, area) NA Average Water Depth unknown.

Vegetation (check all that apply): ☐ Rush/Sedge ☑ Floating Mat ☐ Shrub/Thicket ☐ Sphagnum/Peat ☑ Cattail ☐ Reed/Phragmities ☑ Trees ☑ Aquatic Submerged ☑ Aquatic Emergent ☐ Other _____

Terrestrial Shoreline Habitat (ELC) Single-family Residential

Blanding's Turtle Observations

Easting	Northing	Accuracy (m)	Time	Behaviour	Age/Sex	Photo #s	Notes

Incidental Observations of Other Species or Important Habitat Features

Species / Feature	Easting	Northing	Accuracy (m)	Comments
Painted turtle	NA	NA	NA	along opposite bank 715
Map turtle	76:10'17.35	44,20'09.49	NA	one juvenile.

General Comments (habitat notes, invasive species, potential threats)

NA

Beaufort Wind Scale:

0 = calm, smoke rises vertically (0-2km/hr)
1 = Light air movement, smoke drifts (3-5)
2 = Slight breeze, wind felt on face; leaves rustle (6-11)
3= Gentle breeze, leaves & twigs in constant motion (12-19)
4= Moderate breeze, small branches moving, raises dust & loose paper (20-30);
5= Fresh breeze, small trees begin to sway (31-39)
6= Strong breeze, large branches in motion (40-50)

APPENDIX F
SPECIES AT RISK AND SIGNIFICANT WILDLIFE HABITAT SCREENING

Table 1. Species at Risk Screening for the Site

Type	Common Name	Scientific Name	Srank	SARO Status	COSEWIC Status	Last Obs Date	Background Information Source							Notes on Preferred Habitat [1]	Suitable Habitat on Site	Confirmed Observation on Site
							NHIC Grid 18VQ0609	Aquatc Species at Risk Map (DFO, 2023)	Ministry of Natural Resources Species Occurrence Mapping	Atlas of the Breeding Bird of Ontario (Cadman 2009)	Ontario Reptile and Amphbian Atlas (Macnaighton 2018)	Ontario Butterfly Atlas (Macnaighton 2018)	Rare Vascular Plants of Ontario (Oldham & Brinker 2009)			
BIRDS	Wood Thrush	*Hylocichla mustelina*	S4B	SC	THR	2001-2024	X			X				Carolinian and Great Lakes-St. Lawrence forest zones; undisturbed moist mature deciduous or mixed forest with deciduous sapling growth; near pond or swamp; hardwood forest edges; must have some trees higher than 12 m	No, suitable habitat is not found on the Site.	No
	Eastern Wood-pewee	*Contopus virens*	S4B	SC	SC	2001-2024	X			X				open, deciduous, mixed or coniferous forest; predominated by oak with little understory; forest clearings, edges; farm woodlots, parks	No, suitable habitat is not found on the Site.	No
	Golden-winged Warbler	*Vermivora chrysoptera*	S4B	SC	THR	2001-2024	X			X				early successional habitat; shrubby, grassy abandoned fields with small deciduous trees bordered by low woodland and wooded swamps; alder bogs; deciduous, damp woods; shrubbery clearings in deciduous woods with saplings and grasses; brier-woodland edges; requires >10 ha of habitat	No, suitable habitat is not found on the Site.	No
	Loggerhead Shrike	*Lanius ludovicianus*		END	END	2001-2024	X			X				grazed pasture, marginal farmland with scattered hawthorn shrubs, hedgerows; fence posts, wires and associated low-lying wetland; located on core areas of limestone plain adjacent to Canadian Shield; probably needs at least 25 ha of suitable habitat	No, suitable habitat is not found on the Site.	No
	Bank Swallow	*Riparia riparia*	S4B	THR	THR	2001-2024				X				sand, clay or gravel river banks or steep riverbank cliffs; lakeshore bluffs of easily crumbled sand or gravel; gravel pits, road-cuts, grassland or cultivated fields that are close to water; nesting sites are limiting factor for species presence	No, suitable habitat is not found on the Site.	No
	Barn Swallow	*Hirundo rustica*	S4B	SC	SC	2001-2024				X				Nest along human-made structures such as open barns, under bridges and in culverts. Attracted to open structures to build their nests, including ledges. They prefer rough-cut wood structures as the mud nests adheres better.	Yes, suitable habitat may be present in human structures on the Site. However, no evidence of this species was observed on site during the field survey.	No
	Black Tern	*Chlidonias niger*	S3B	SC	SC	2001-2024				X				wetlands, coastal or inland marshes; large cattail marshes, marshy edges of rivers, lakes or ponds, wet open fens, wet meadows; must have shallow (0.5 to 1 m deep) water and areas of open water near nests; requires marshes >20 ha in size;	No, suitable habitat is not found on the Site.	No
	Bobolink	*Dolichonyx oryzivorus*	S4B	THR	THR	2001-2024				X				large, open expansive grasslands with dense ground cover; hayfields, meadows or fallow fields; marshes; requires tracts of grassland >50 ha	No, suitable habitat is not found on the Site.	No
	Canada Warbler	*Wilsonia canadensis*	S4B	SC	THR	2001-2024				X				an interior forest species; dense, mixed coniferous, deciduous forests with closed canopy, wet bottomlands of cedar or alder; shrubby undergrowth in cool moist mature woodlands; usually requires at least 30 ha	No, suitable habitat is not found on the Site.	No
	Cerulean Warbler	*Dendroica cerulea*	S3B	THR	END	2001-2024				X				mature deciduous woodland of Great Lakes- St. Lawrence and Carolinian forests, sometimes coniferous; swamps or bottomlands with large trees; area sensitive species needing extensive areas of forest (>100 ha)	No, suitable habitat is not found on the Site.	No
	Chimney Swift	*Chaetura pelagica*	S4B, S4N	THR	THR	2001-2024				X				commonly found in urban areas near buildings; nests in hollow trees, crevices of rock cliffs, chimneys; highly gregarious; feeds over open water	No, suitable habitat is not found on the Site.	No
	Common Nighthawk	*Chordeiles minor*	S4B	THR	SC	2001-2024				X				open ground; clearings in dense forests; ploughed fields; gravel beaches or barren areas with rocky soils; open woodlands; flat gravel roofs	No, suitable habitat is not found on the Site.	No
	Eastern Meadowlark	*Sturnella magna*	S4B	THR	THR	2001-2024				X				open, grassy meadows, farmland, pastures, hayfields or grasslands with elevated singing perches; cultivated land and weedy areas with trees; old orchards with adjacent, open grassy areas >10 ha in size	No, suitable habitat is not found on the Site.	No
	Evening Grosbeak	*Coccothraustes vespertinus*	S4B	SC	SC	2001-2024				X				coniferous or mixed forests; deciduous tree stands; parks, orchards	No, suitable habitat is not found on the Site.	No
	King Rail	*Rallus elegans*	S2B	END	END	2001-2024				X				large, shallow, fresh water marshes, shrubby swamps, marshy borders of lakes and ponds with abundant vegetation; an 'edge' species; territories are 0.3 to 0.5 ha; loss of large marshes in the south is limiting to this species	No, suitable habitat is not found on the Site.	No
	Least Bittern	*Ixobrychus exilis*	S4B	THR	THR	2001-2024				X				deep marshes, swamps, bogs; marshy borders of lakes, ponds, streams, ditches; dense emergent vegetation of cattail, bulrush, sedge; nests in cattails	No, suitable habitat is not found on the Site.	No
	Louisiana Waterthrush	*Seiurus motacilla*	S3B	THR	THR	2001-2024				X				prefers wooded ravines with running streams; also woodlands swamps; large tracts of mature deciduous or mixed forests; canopy cover is essential; has strong affinity to nest sites; nests on ground	No, suitable habitat is not found on the Site.	No
	Olive-sided Flycatcher	*Contopus cooperi*	S4B	SC	SC	2001-2024				X				semi-open, conifer forest, prefers spruce; near pond, lake or river; treed wetlands for nesting; burns with dead trees for perching	No, suitable habitat is not found on the Site.	No
	Peregrine Falcon*	*Falco peregrinus*	S2S3B, ZN	THR	--	2001-2024				X				rock cliffs, crags, especially situated near water; tall buildings in urban centres.	No, suitable habitat is not found on the Site.	No
	Red-headed Woodpecker*	*Melanerpes erythrocephalus*	S4B	THR	SC	2001-2024				X				open, deciduous forest with little understory; fields or pasture lands with scattered large trees; wooded swamps; orchards, small woodlots or forest edges; groves of dead or dying trees; requires cavity trees with at least 40 cm dbh; require about 4 ha for a territory	No, suitable habitat is not found on the Site.	No

Table 1. Species at Risk Screening for the Site

Type	Common Name	Scientific Name	Srank	SARO Status	COSEWIC Status	Last Obs Date	Background Information Source							Notes on Preferred Habitat [1]	Suitable Habitat on Site	Confirmed Observation on Site
							NHIC Grid 18VQ0609	Aquatc Species at Risk Map (DFO, 2023)	Ministry of Natural Resources Species Occurrence Mapping	Atlas of the Breeding Bird of Ontario (Cadman 2009)	Ontario Reptile and Amphbian Atlas (Macnaighton 2018)	Ontario Butterfly Atlas (Macnaighton 2018)	Rare Vascular Plants of Ontario (Oldham & Brinker 2009)			
BIRDS	Red-shouldered Hawk	*Buteo lineatus*	S4B		SC	2001-2024				X				moist, mature hardwood forests ; woody swamps or wooded margins of marshes; wet bottomlands; restricted to mature, closed (>80%) closed forests; nests reused; requires a minimum of 10 ha of continuous forest to meet territorial requirements	No, suitable habitat is not found on the Site.	No
	Eastern Whip-poor-will	*Caprimulgus vociferus*	S4B	THR	THR	2001-2024				X				dry, open, deciduous woodlands of small to medium trees; oak or beech with lots of clearings and shaded leaflitter; wooded edges, forest clearings with little herbaceous growth; pine plantations; associated with >100 ha forests	No, suitable habitat is not found on the Site.	No
REPTILES	Common Musk Turtle	*Sternotherus odoratus*	S3	THR	THR	2010	X				X			Tend to be found in ponds, lakes, marshes and rivers that are slow-moving. Prefer lots of emergent vegetation and muddy bottoms that allow them to burrow for the duration of winter.	Yes, suitable habitat may be present in the watercourse within the Site. However, no evidence of this species was observed on site during tutle basking surveys.	No
	Snapping Turtle	*Chelydra serpentine*	S4	SC	SC	2018	X				X			permanent, semi-permanent fresh water; marshes, swamps or bogs; rivers and streams with soft muddy banks or bottoms; often uses soft soil or clean dry sand on south-facing slopes for nest sites;	Yes, suitable habitat may be present in the watercourse within the Site. However, no evidence of this species was observed on site during tutle basking surveys.	No
	Blanding's Turtle	*Emydoidea blandingii*	S3	THR	THR	2019					X			Shallow water marshes, bogs, ponds or swamps, or coves in larger lakes with soft muddy bottoms and aquatic vegetation; basks on logs, stumps, or banks;	No, suitable habitat is not found on the Site.	No
	Northern Map Turtle	*Sternotherus odoratus*	S3	SC	SC	2019	X				X			large bodies of water with soft bottoms, and aquatic vegetation; basks on logs or rocks or on beaches and grassy edges, uses soft soil or clean dry sand for nest sites; aquatic corridors (e.g. stream) are required for movement	Yes, suitable habitat may be present in the watercourse within the Site. However, no evidence of this species was observed on site during turtle basking surveys.	No
	Black rat snake (Frontenac Axis Population)	*Elaphe obsoleta obsoleta*	S3	THR	THR	2002					X			shrubby, old field, deciduous or mixed forests, thickets, field edges, rocky hillsides, river bottoms; talus slopes; uses talus slopes, unused wells or cisterns for hibernation;	No, suitable habitat is not found on the Site.	No
FISH	Pugnose Shiner	*Notropis anogenus*	S2	THR	THR		X	X						lakes and calm areas of rivers and creeks having clear water and bottoms of sand, mud or organic matter	Yes, suitable habitat may be present in the watercourse within the Site. However, no evidence of this species was observed on site during the field surveys.	No
	Bridle Shinner	*Notropis bifrenatus*		SC	SC			X						prefer clear, unpolluted streams, rivers and lakes which have an abundance of aquatic vegetation	Yes, suitable habitat may be present in the watercourse within the Site. However, no evidence of this species was observed on site during the field surveys.	No
	Grass Pickerel	*Notropis bifrenatus*	S3	SC	SC		X	X						wetlands, ponds, slow-moving streams and shallow bays of larger lakes with warm, shallow, clear water and an abundance of aquatic plants.	No, suitable habitat is not found on the Site.	No
INSECTS	Monarch	*Danaus plexippus*	S2N,S4B	SC	END	2023						X		Caterpillars feed on milkweed plants and are confined to meadows and open areas where milkweed grows. Adults forage on a variety of wildflowers and milkweed.	No, suitable habitat is not found on the Site.	No
MAMMALS	Little Brown Bat	*Myotis lucifuga*	S4	END	END	1999-2016			X					uses caves, quarries, tunnels, hollow trees or buildings for roosting; winters in humid caves; maternity sites in dark warm areas such as attics and barns; feeds primarily in wetlands, forest edges	Yes, suitable habitat may be present in the structure within the Site. However, no evidence of bats or suitable habitat (roost trees, snags, structure openings, etc.) were observed during field surveys.	No
	Northern Long-eared Myotis	*Mytois septentrionalis*	S3	END	END	1999			X					hibernates during winter in mines or caves; roosts in houses, manmade structures but prefers hollow trees or under loose bark;	Yes, suitable habitat may be present in the structure within the Site. However, no evidence of bats or suitable habitat (roost trees, snags, structure openings, etc.) were observed during field surveys.	No
	Tricolored Bat	*Pipistrellus subflavus*	S3	END	END	1999-2016			X					open woods near water; roosts in trees, cliff crevices, buildings or caves; hibernates in damp, draft-free, warm caves, mines or rock crevices	Yes, suitable habitat may be present in the structure within the Site. However, no evidence of bats or suitable habitat (roost trees, snags, structure openings, etc.) were observed during field surveys.	No
	Eastern small-footed myotis	*Myotis leibii*	S2S3	END	END	1996			X					roosts in caves, mine shafts, crevices or buildings that are in or near woodland; hibernates in cold dry caves or mines; maternity colonies in caves or buildings; hunts in forests	Yes, suitable habitat may be present in the structure within the Site. However, no evidence of bats or suitable habitat (roost trees, snags, structure openings, etc.) were observed during field surveys.	No

SARO	Species at Risk Ontario (O. Reg. 230/08)
COSEWIC	Committee on the Status of Endangered Wildlife in Canada
Definitions	
Endangered (END)	Species facing imminent extirpation or extinction
Threatened (THR)	Species likely to become endangered if nothing is done to reverse the factors leading to their extirpation or extinction
Special Concern (SC)	Species that may become threatened or endangered because of a combination of biolodical characteristics and identified threats
Extirpated (EXR)	Species which no longer exist in the wild in Ontario, but exist elsewhere in the world
DD	Data defficient
Not at Risk (NAR)	Not at risk

NHIC Srank (Subnational) Legend	
S1	Critically imperiled, at very high risk of extirpation.
S2	Imperiled, at high risk of extirpation.
S3	Vulnerable, at moderate risk of extirpation.
S4	Apparently secure, at fairly low risk of extirpation.
S5	Secure, at low or no risk of extirpation.
B	Conservation status refers to breeding population.
N	Conservation status refers to non-breeding population.
SH	Possibly Extirpated

References

1 Ministry of Natural Resources (MNR). 2000. Significant Wildlife Habitat Technical Guide. Peterborough: Queen's Printer for Ontario.

2 Government of Canada. 2018. Species at Risk Act: COSEWIC Assessments and Status Reports. Accessed February 2024. https://www.canada.ca/en/environment-climate-change/services/species-risk-public-registry/cosewic-assessments-status-reports.html.

3 Government of Canada. 2011. Species at Risk Public Registry: A to Z Species Index. Ottawa: Government of Canada. Accessed February 2024. http://sararegistry.gc.ca/sar/index/default_e.cfm.

4 Ministry of the Environment, Conservation and Parks. 2018. Species at Risk in Ontario. Accessed February 2024. https://www.ontario.ca/page/species-risk-ontario#section-3.

5 Oldham, M. J. and S. R. Brinker. 2009. Rare Vascular Plants of Ontario, Fourth Edition. Natural Heritage Information Centre, Ontario Ministry of Natural Resources. Peterborough, Ontario. 188 pp.

Table 2. Significant Wildlife Habitat Assessment for the Study Area	
Significant Habitat Type	**Site Assessment**
Seasonal Wildlife Concentration Areas	
Waterfowl Stopover and Staging Areas (Terrestrial)	No meadows are found on the Site. **Not SWH**
Waterfowl Stopover and Staging Areas (Aquatic)	A watercourse found on the Site can provide potential stopover and staging areas for waterfowl. **Candidate SWH**
Shorebird Migratory Stopover Area	No shorelines present on the Site. **Not SWH**
Raptor Wintering Area	No forest communities greater than 20 ha are found within the Site. **Not SWH**
Bat Hibernacula	No caves or crevices are found within the Site. **Not SWH**
Bat Maternity Colonies	No forested areas on the Site. **Unlikely SWH**
Turtle Wintering Areas	A watercourse is found within the Site. **Candidate SWH**
Reptile Hibernaculum	No rock piles or similar features observed on the Site. **Not SWH**
Colonially - Nesting Bird Breeding Habitat (Bank and Cliff)	No large banks or cliffs observed on Site. **Not SWH**
Colonially - Nesting Bird Breeding Habitat (Tree/Shrubs)	No wetlands, lakes, islands, and peninsulas are present on the Site. **Not SWH**.
Colonially - Nesting Bird Breeding Habitat (Ground)	No rocky islands or peninsulas within lakes or large rivers found within the Site. **Not SWH**
Migratory Butterfly Stopover Area	Meadow communities over 10 ha in size found on the Site. **Not SWH**
Landbird Migratory Stopover Area	No woodlots greater than 5 ha and within 5 km of Lake Erie or Lake Ontario found on the Site **Not SWH**
Deer Winter Congregation Area	No forested areas greater than 50 ha found on the Site. **Not SWH**
Rare Vegetation Communities or Specialized Habitat for Wildlife	
Cliffs and Talus Slopes	No cliffs or talus slopes found within the Site. **Not SWH**
Sand Barren	No sand barrens found within the Site. **Not SWH**
Alvar	No alvars found within the Site. **Not SWH**
Old Growth Forest	No old growth forest present on the Site. **Not SWH**
Savannah	No savannahs found within the Site. **Not SWH**
Tallgrass Prairie	No tallgrass prairies found within the Site. **Not SWH**
Other Rare Vegetation Communities	No other provincially rare plant communities are found within the Site. **Not SWH**
Specialized Habitat for Wildlife	
Waterfowl Nesting Area	No upland areas 120 m wide found adjacent to wetlands on the Site. **Not SWH**
Bald Eagle and Osprey Nesting, Foraging and Perching Habitat	No forests directly adjacent to rivers or lakes are found on the Site. **Unlikley SWH**
Woodland Raptor Nesting Habitat	No forested Ecosites greater than 30 ha are found within the Site **Not SWH**
Turtle Nesting Areas	No exposed mineral soils areas adjacent to creeks and marshes found on the Site. **Unlikley SWH**
Seeps and Springs	No seeps or springs observed within the Site. **Not SWH**
Amphibian Breeding Habitat (Woodland)	No wetlands, ponds, or woodlands with vernal pools within woodlands on the Site. **Not SWH**
Amphibian Breeding Habitat (Wetlands)	No wetlands >500m2 and no amphibians are found within the Site. **Not SWH**
Woodland Area - Sensitive Bird Breeding Habitat	No forest over 60 years old and larger than 30 ha found within the Site. **Not SWH**
Habitat for Species of Conservation Concern (Not Including Endangered or Threatened Species)	
Marsh Bird Breeding Habitat	No marshes with swallow water observed on the the Site. **Not SWH**
Open Country Bird Breeding Habitat	No large grassland areas bigger than 30 ha found within the Site. **Not SWH**
Shrub/Early Successional Bird Breeding Habitat	No shrub thickets greater than 10 ha found within the Site. **Not SWH**
Terrestrial Crayfish	No terrestrial crayfish observed on the Site. **No SWH**
Special Concern and Rare Wildlife Species	No special concern or rare wildlife species found on the Site. **Not SWH**
Animal Movement Corridors	
Deer Movement Corridors	No deer winterting habitat has been identified on the Site by OMNRF. **Not SWH**
Amphibian Movement Corridors	No confirmed amphibian breeding habitat on the Site. **Unlikely SWH**

APPENDIX G
PROPOSED SITE PLAN

GENERAL

1. All works to be installed in accordance with current Town of Gananoque Guidelines, Ontario building codes and, Ontario Provincial Standard Specifications and Drawings unless specified otherwise.
2. The Contractor shall acquire all permits as required for all works within the Municipal Right of Way.
3. Contractor is to confirm all property lines with a licensed Surveyor prior to construction.
4. Prior to construction, the Contractor shall verify all dimensions, sewer inverts and utility locates and identify possible conflicts.
5. Prior to commencing any work within the to municipal right-of-way, the contractor shall apply for a road occupancy permit from
6. The Contractor shall provide all traffic control measure in accordance with the Ontario Traffic Manual Book 7 as amended.
7. In the event that human remains are encountered during construction, the Contractor shall immediately contact the Ministry of Citizenship, Culture and Recreation shall be notified immediately and the Registrar or Deputy Registrar of the Cemeteries Regulation Unit of the Ministry of Consumer and Commercial Relations (416) 326 8392, shall be notified immediately.
8. In the event that buried archaeological remains be found on the property during construction activities, the Ministry of Citizenship, Culture and Recreation shall be notified immediately.

GRADING

1. Finished surfaces shall be at a minimum grade of 2% unless otherwise noted.
2. Existing Elevations as per survey completed by Forefront Engineering Inc. dated June 1, 2023.
3. Positive drainage away from the building shall be achieved.
4. 150mm of granular 'A' shall be supplied and installed under all steps, decks, and porches unless otherwise specified.
5. Side slopes shall be a maximum slope of 3:1 unless otherwise noted.
6. All existing elevations and grades are to be verified by the contractor prior to grading
7. Utilities are to be located prior to construction
8. All ground surfaces shall be graded to prevent ponding and without low areas except where approved swale or catchbasin outlets are provided.
9. Maximum hard surface grades are to be 5.0% unless otherwise noted.
10. Staked straw bale filters and flow checks to be installed as per OPSD 219.100 and OPSD 219.180 around catchbasins and sewer inlets.
11. During construction, siltation control methods should be used around the lot perimeter in order to prevent erosion or siltation on adjacent properties.
12. Conflicts between the architectural drawings and grading shall be brought to the attention of the contract administrator.
13. The contractor is responsible for reviewing proposed grades with conflicts regarding the proposed structures.
14. Sub-grade shall be graded at a minimum of 2%, until a lower ditch is encountered or the existing surface drains away from the sloped sub-grade.
15. Grades are to match the adjacent properties unless otherwise noted.
16. All driveway curbing within 0.6m of a city sidewalk is to be depressed to the elevation of the sidewalk.
17. F.F.E. shall mean First Floor Elevation.
18. G.F.E. shall mean Garage Floor Elevation.
19. T.O.F. shall mean Top of Foundation.

SITE WORKS

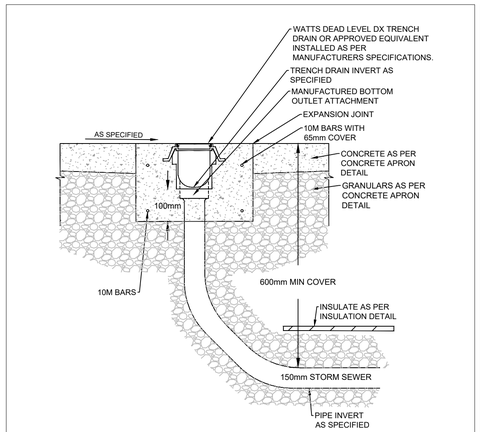
1. Where in earth subgrade granular depths provide 3% crossfall on subgrade.
2. Existing pavement thickness to be matched.
3. Hot mix, hot laid asphalt concrete as per OPSS 1150.
4. Mix designs shall contain a minimum of 5.4% asphalt cement with a performance grade of PH58-28 and 3.5% air voids.
   Parking lot cross sections shall be:
   Light Duty (Driveway)
   50mm HL4
   150mm Granular 'A'
   250mm Granular 'B'
5. Concrete shall be Class C2, 32 Mpa 28 day strength, 19mm coarse aggregate nominal maximum size, 6.0% to 8.0% air content. Normal portland cement type as per OPSS 1301.
6. Concrete materials and production as per OPSS 350, 351, 352, 353, 1301, 1302 and 1350.
7. Boulevards and grass areas to be finished with 100mm of topsoil and nursery sod.

SEDIMENT AND EROSION CONTROL:

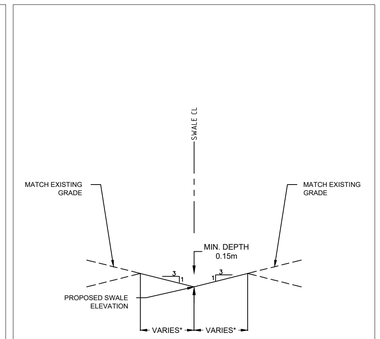
1. All erosion and sediment controls shall be installed prior to construction and monitored and maintained by the Contractor throughout the construction process, until all disturbed areas have been revegetated, then the temporary sediment and erosion control measures must be removed once the site has been stabilized and or the site works are complete.
2. Staked straw bale flow checks to be installed as per 219.180.
3. All erosion and sediment control measures shall be inspected after each rainfall to the satisfaction of the Town of Gananoque and CRCA.
4. Any disturbed area not scheduled for further construction within forty-five (45) days will be provided with a suitable temporary mulch and seed cover within seven (7) days of completion of that particular phase of construction.
5. Regardless of site specific items detailed on the plans, the Contractor shall install erosion control measures to suit the proposed work methods controlling sediment runoff from discharging offsite prior to any disturbance.
6. Following construction, disturbed areas, as well as proposed grassed and vegetated surfaces, shall be reinstated as soon as practical.
7. The placement of surplus fill to be placed and/or temporarily stored in accordance with O.Reg.148/06 where applicable. Temporary fill sites will require the approval of the Township. Fill locations, side slopes, elevations as per the Approved Drawings. Restoration to be completed during the final phase of construction.
8. All roads used to access the site shall be kept clean to the satisfaction of the Director of Engineering Services.

SEWERS:

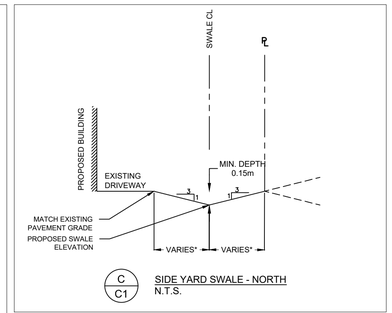
1. All pipe material to be CSA certified.
2. Storm sewers shall be PVC, CSA certified high density Polyethylene, all conforming to OP
3. Pipe bedding, surround and cover shall conform to OPSD 802 series. Pipe bedding shall be 200mm thick Granular 'A' compact to 98% SPD.
4. Roof drainage downspout shall drain to surface in locations specified.



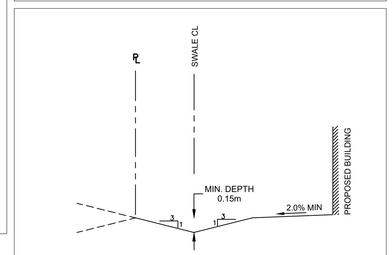
A C1 **TRENCH DRAIN OUTLET DETAIL**
NTS



B C1 SIDE YARD SWALE - NORTH
N.T.S.



C C1 SIDE YARD SWALE - NORTH
N.T.S.

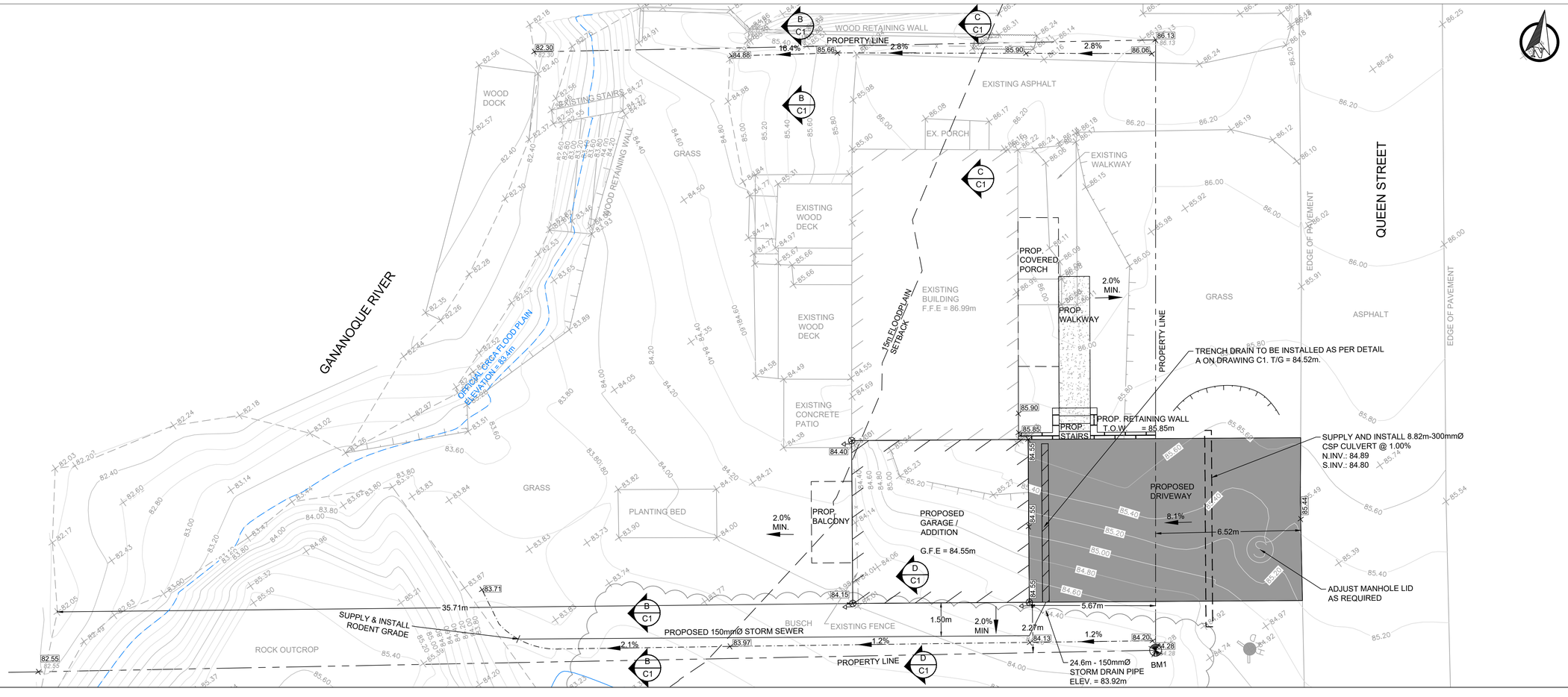


D C1 SIDE YARD SWALE - SOUTH
N.T.S.

LEGEND

- PROPOSED DRIVEWAY
- PROPOSED WALKWAY
- EXISTING ROAD
- EXISTING FENCE
- PROPERTY LINE
- PROPOSED UNDERGROUND SANITARY
- PROPOSED SWALE
- BENCHMARK
- WELL
- EXISTING GRADE
- PROPOSED GRADE
- MAJOR FLOW ARROW
- EXISTING SANITARY MANHOLE
- EXISTING HYDRANT
- 4.0% PROPOSED SLOPE
- PROPOSED DOWNSPOUT

0 2 4 m H=1:100 V=1:100



Benchmark
BM IRON BAR ON SOUTHEAST CORNER OF PROPERTY ALONG QUEEN STREET. APPROXIMATE ELEVATION = 84.28m

No.	Revision/Issue	Date

LICENSED PROFESSIONAL ENGINEER
06/15/2023
K.M. NIELISSEN
100155232
PROVINCE OF ONTARIO

Forefront Engineering Inc
1329 Gardiners Road, Suite 210
Kingston, ON, Canada K7P 0L8
613.634.9009 tel.
1.888.884.9392 fax.

Client
THOMAS PETER DEIR
ARDEN KATHLEEN DEIR

Project
580 QUEEN STREET

Drawing
GRADING PLAN

Drawn by:	Checked by:	Project No.
CB	KMN	
Designed by:	Approved by:	Drawing No.
CB	KMN	C1
Date: JUNE 2023		
Scale: H:1:100		

Arden Deir & Thomas Deir

580 Queen Street
Stormwater Management Report

Prepared by:

FOREFRONT Engineering Inc. **613-634-9009**
1329 Gardiners Road, Suite 210
Kingston, ON, Canada K7P 0L8

Date: December 2024

Statement of Qualifications and Limitations

The attached Report has been prepared by Forefront Engineering Inc. (Consultant) for the benefit of the Client in accordance with their Agreement.

The information, data, recommendations and conclusions contained in the Report:

1. is subject to the scope, schedule, and other constraints and limitations in the Agreement and the qualifications contained in the Report;
2. represents Consultant's judgement in light of the limitations and industry standards for the preparation of similar reports;
3. may be based on information provided to Consultant which has not been independently verified;
4. has not been updated since the date of issuance of the Report and its accuracy is limited to the time and circumstances in which it was prepared; and
5. must be read as a whole and sections should not be read out of context.

Consultant shall be entitled to rely upon the accuracy and completeness of information that was provided to it and has no obligation to update such information. Consultant accepts no responsibility for any events or circumstances that may have occurred since the date on which the Report was prepared.

Any estimates or opinions regarding expected construction costs or construction schedule provided by Consultant represent Consultant's judgement in light of its experience and the knowledge and information available to it at the time of preparation. Consultant does not make any representations, with respect to such estimates or opinions, and accepts no responsibility for any loss or damage arising from them. Persons relying on such estimates or opinions do so at their own risk.

Except as agreed to in writing by Consultant and Client; as required by-law; or to the extent used by governmental reviewing agencies for the purpose of obtaining permits or approvals, the Report and the Information may be used and relied upon only by Client.

Consultant accepts no responsibility, to parties other than Client who may obtain access to the Report or the information for any injury, loss or damage suffered by such parties arising from their use of, reliance upon, or decisions or actions based on the Report, except to the extent those parties have obtained the prior written consent of Consultant to use and rely upon the Report and the information. Any injury, loss or damages arising from improper use of the Report shall be borne by the party making such use.

December 12, 2024

Arden and Thomas Deir
580 Queen Street
Gananoque, ON

Regarding: 580 Queen Street
Stormwater Management Report

Dear Ms. Deir and Mr. Deir,

The enclosed report details the stormwater management requirements related to the proposed development.

An attached garage addition to the existing house at 580 Queen Street and a new driveway at the south side of the property is proposed.

A trench drain is proposed to collect driveway runoff. A 150 mm storm sewer is proposed to convey drainage from the trench drain to the rear yard. Side yard grass swales are proposed to convey surface drainage to the rear yard. The existing drainage pattern for the site will be maintained, with direct discharge to the Gananoque River.

Post-development flow increases would be negligible.

The proposed garage addition would be located such that approximately 0.2 m^2 is within the 15 m floodplain setback. This report demonstrates that the proposed development would not present a hazard to the environment or human life.

Sincerely,
FOREFRONT Engineering Inc.

Kyle Nielissen, P.Eng.
Project Manager
Kyle.Nielissen@forefronteng.ca

FOREFRONT Signatures

Report Prepared By: _____

Luke Prinsen, EIT

Report Reviewed By: _____

Kyle Nielissen, P.Eng.

Table of Contents

Statement of Qualifications and Limitations
Letter of Transmittal

1. Introduction 1

2. Existing Conditions 1

3. Proposed Conditions 2

3.1 Proposed Development 2
3.2 Stormwater Quantity 2
3.3 Floodplain Setback 3
3.4 Stormwater Quality 4
3.5 Quality Control (short-term) 4

4. Conclusions 4

Appendix

- C1 – Grading and Servicing Plan
- Figure 2: Pre-development Catchment Areas
- Figure 3: Post-development Catchment Areas
- Watershed Map
- IDF Curve
- Composite Runoff Coefficient Calculations
- Rational Method Calculations

1. Introduction

Forefront has completed this stormwater design report for the proposed minor variance at 580 Queen Street in Gananoque. The site is located on the west side of Queen Street and is bordered by residential uses to the north and south and the Gananoque River to the west. Refer to Figure 1 for the site location.

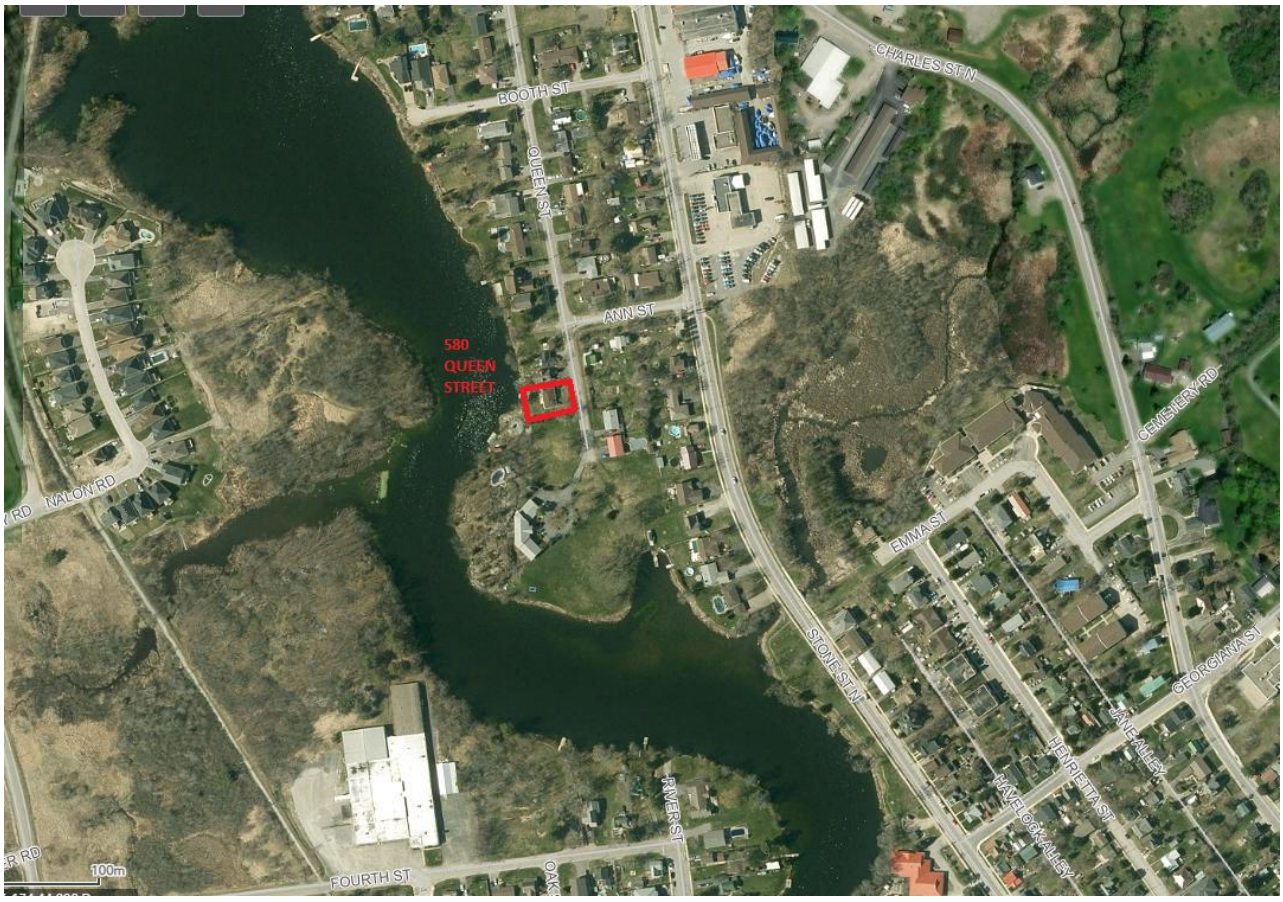


Figure 1: Location Plan [Leeds and Grenville Public Map Viewer]

The subject site is approximately 0.1 hectares in area. A new asphalt driveway and an attached garage addition to the existing house is proposed.

The site generally drains directly to the Gananoque River. The surface cover includes the existing house, concrete walkway, deck, porch, grass, exposed rock, and an existing asphalt driveway. The proposed development would increase the impervious surface onsite.

An attached garage addition to the existing house is proposed. The proposed addition includes 0.2 m^2 within the 15 m floodplain setback of the Gananoque River.

This Report discusses drainage requirements and stormwater management mitigation measures to satisfy Town of Gananoque (Town) and Cataraqui Region Conservation Authority (CRCA) requirements.

Please refer to the Grading Plan drawing in the Appendix for the proposed development plan.

2. Existing Conditions

The site is 0.1 ha in area and is located adjacent to the Gananoque River. The site generally drains directly to the River. The surface cover includes the existing house, concrete walkway, deck, porch, grass, exposed rock, and an existing asphalt driveway. The proposed development would increase the impervious surface onsite.

Refer to the Appendix, Figure 2: Pre-Development Catchment Areas, for the pre-development condition details.

The site is located outside of the Cataraqui Source Protection Area Intake Protection Zone (IPZ-2).

The floodplain elevation of the Gananoque River at the subject site is 83.40 m. The rear of the subject lot is generally steeply sloping, and the floodplain is confined to a steep bank close to the River's edge.

Approximately one third of the existing house, including the entire rear wall, is located within the 15 m setback from the floodplain. Existing wood decks, asphalt driveway and concrete patio are all located within the 15 m floodplain setback.

3. Proposed Conditions

3.1 Proposed Development

A new asphalt driveway and an attached garage addition to the existing house is proposed. The proposed attached garage is located to the south of the existing house. The rear wall of the proposed garage would be directly in line with the rear wall of the existing house.

The proposed garage is approximately 58.0 m^2 in area, less than 0.2 m^2 of which is proposed within the 15 m floodplain setback. The proposed driveway is located to the front of the proposed garage and well outside of the 15 m floodplain setback.

Site drainage area boundaries will remain the same pre-development to post-development, with a minor increase in impervious surface area and associated negligible increase in peak runoff flows.

The proposed garage will convey runoff via eavestroughs and downspouts to the rear yard. The rear yard drainage regime will be maintained. Site grading will be such that ponding is avoided. Refer to the Grading Plan in the Appendix for the proposed development plan.

Refer to Figure 3: Post-Development Catchment Areas in the Appendix for the post-development catchment details.

3.2 Stormwater Quantity

Minor and major flow paths for the subject site are to be consistent with the existing conditions.

Development onsite will result in an increase in impervious surfaces. The resultant increased peak flows could increase the risk to life, environment and property. Stormwater quantity control is generally required when there will be downstream quantity impacts.

As this site drains directly to the Gananoque River, no quantity control is required. Regardless, peak flows from the site were assessed using the rational method, $Q = 0.0028 \cdot C \cdot I \cdot A$;

where Q = peak runoff flow rate in m^3/s,
C = runoff coefficient;
I = rainfall intensity in mm/hr, and
A = area in hectares.

Composite runoff coefficients were calculated for the site for pre-development and post-development conditions. The runoff coefficients are shown below in Table 3-1. Refer to the Composite Runoff Coefficients page in the Appendix for details.

3-1 Pre-development and Post-development Runoff Coefficients

	Area (ha)	C
E1	0.104	0.55
P1	0.104	0.61

Rainfall intensity is to be calculated using IDF curves. The MTO Ontario IDF Curve Lookup tool was used for this analysis and the resultant IDF curve for the site is provided in the Appendix.

A minimum time of concentration (t_c) of 15 minutes is to be used.

Table 3-2 shows the pre-development and post-development peak rates of surface runoff for the 5-year and 100-year design storms, calculated using the rational method and assigned catchment characteristics.

Table 3-2 Pre-development and Post-development Peak Flows

	Area (ha)	T_c (min)	5-yr Peak Flow (m^3/s)	100-yr Peak Flow (m^3/s)
E1	0.104	15	0.011	0.019
P1	0.104	15	0.013	0.021

The differences in the peak flows shown in Table 3-2 are seen to be minimal. There is an estimated increase of 0.002 m^3/s of peak runoff to the Gananoque River.

The proposed stormwater management scheme would result in negligible changes to the peak flows from the site that would not cause adverse impacts to the neighbouring or subject lands.

Major flow paths will be maintained to the pre-development drainage pattern. Given the stormwater management design and proposed grading scheme, there will be no impact to the surrounding infrastructure.

3.3 Floodplain Setback

Floodplain development is susceptible to flooding which can result in property damage and/or loss of life.

The site drains directly to the Gananoque River, which at this location, has an upstream drainage area of approximately 924 km^2 according to the Ontario Watershed Information Tool (OWIT) by the Ministry of Natural Resources (MNR). Refer to the watershed map in the Appendix.

Peak flows from the site significantly precede peak flows in the Gananoque River at this location due to the upstream length and overall size of the drainage area. Peak outflows from the subject site would occur within 15 minutes of the storm event. **The minimal increase in peak flows from the subject site would have no impact on peak flows in the Gananoque River.**

The floodplain elevation of the Gananoque River at the subject site is 83.40 m. The rear of the subject lot is generally moderately sloping from the house to the top of the riverbank. The riverbank is largely well-defined in this location and the floodplain is located entirely below the top of bank.

Approximately one third of the existing house, including the entire rear wall, is located within the 15 m setback from the floodplain. Existing wood decks, asphalt driveway and concrete patio are located within the 15 m floodplain setback. The existing encroachment is 3.7 m at the largest. The proposed addition would include an encroachment of 0.4 m at the largest.

The proposed garage is approximately 58.0 m^2 in area and is located almost entirely outside of the 15 m floodplain setback, with the exception of a 0.2 m^2 corner of the addition that encroaches between 0 m and 0.4 m into the 15 m floodplain setback. The proposed building is located at a distance greater than 14.6 m from the floodplain. The proposed driveway is located well outside the 15 m floodplain setback.

The proposed addition would have an exterior ground elevation of 84.40 m where it encroaches into the floodplain setback and a garage floor elevation of 84.55 m, both well above the floodplain elevation of 83.40.

No fill placement is proposed in proximity to the floodplain. **The proposed development would not aggravate the erosion or flooding hazard. The proposed works would not result in a decrease in flood storage capacity as they are located outside of and well above the floodplain.**

The proposed development presents no hazard to life or property considering that the proposed addition would increase the existing encroachment into the floodplain setback by 0.2 m^2 or 0.6%. The ground floor of the proposed addition is proposed as a garage and would not be for habitation.

3.4 Stormwater Quality

Site stormwater control is to be provided by infiltration controls including lot grading and side yard swales. The Ontario Ministry of the Environment *Stormwater Management Planning and Design Manual*, 2003, states in the executive summary that “infiltration controls ... can achieve water quality enhancement but are ideally suited for infiltration of relatively clean stormwater including rooftop and foundation drainage.”

The proposed infiltration controls are expected to provide quality enhancement as per the above. The site will produce clean runoff from the rooftops and grass areas, with very low concentrations of suspended solids. The aforementioned infiltration controls will provide opportunity for water quality enhancement. Runoff quality is expected to be maintained to pre-development conditions.

3.5 Quality Control (short-term)

During construction, silt fencing is to be provided along the western boundary of the site works to provide sediment and erosion control. The silt fencing would also serve to provide a limit to the grading operations.

The time that land remains exposed before it is stabilized with sod, mulch, or hydroseeding is to be minimized.

4. Conclusions

It is recommended that the 580 Queen Street development proceed as per the grading plan to address stormwater management on the site.

Drainage from the development should generally retain the same form as the pre-development regime. Roof downspouts, a 150 mm diameter storm sewer pipe, and lot grading will direct drainage to the rear yard and the Gananoque River.

The proposed stormwater management scheme would result in a negligible increase in peak flows from the site that would not cause adverse impacts to the neighbouring or subject lands.

The proposed works would be located well outside of the Gananoque River floodplain and would present no hazard to the floodplain.

Appendix

C1: Grading Plan
Figure 2: Pre-Development Catchment Areas
Figure 3: Post-Development Catchment Areas
Watershed Map
MTO IDF Curve
Composite Runoff Coefficient Calculations
Stormwater- Rational Method Calculations

GENERAL

1. All works to be installed in accordance with current Town of Gananoque Guidelines, Ontario building codes and, Ontario Provincial Standard Specifications and Drawings unless specified otherwise.
2. The Contractor shall acquire all permits as required for all works within the Municipal Right of Way.
3. Contractor is to confirm all property lines with a licensed Surveyor prior to construction.
4. Prior to construction, the Contractor shall verify all dimensions, sewer inverts and utility locates and identify possible conflicts.
5. Prior to commencing any work within the to municipal right-of-way, the contractor shall apply for a road occupancy permit from
6. The Contractor shall provide all traffic control measure in accordance with the Ontario Traffic Manual Book 7 as amended.
7. In the event that human remains are encountered during construction, the Contractor shall immediately contact the Ministry of Citizenship, Culture and Recreation shall be notified immediately and the Registrar or Deputy Registrar of the Cemeteries Regulation Unit of the Ministry of Consumer and Commercial Relations (416) 326 8392, shall be notified immediately.
8. In the event that buried archaeological remains be found on the property during construction activities, the Ministry of Citizenship, Culture and Recreation shall be notified immediately.

GRADING

1. Finished surfaces shall be at a minimum grade of 2% unless otherwise noted.
2. Existing Elevations as per survey completed by Forefront Engineering Inc. dated June 1, 2023.
3. Positive drainage away from the building shall be achieved.
4. 150mm of granular 'A' shall be supplied and installed under all steps, decks, and porches unless otherwise specified.
5. Side slopes shall be a maximum slope of 3:1 unless otherwise noted.
6. All existing elevations and grades are to be verified by the contractor prior to grading
7. Utilities are to be located prior to construction
8. All ground surfaces shall be graded to prevent ponding and without low areas except where approved swale or catchbasin outlets are provided.
9. Maximum hard surface grades are to be 5.0% unless otherwise noted.
10. Staked straw bale filters and flow checks to be installed as per OPSD 219.100 and OPSD 219.180 around catchbasins and sewer inlets.
11. During construction, siltation control methods should be used around the lot perimeter in order to prevent erosion or siltation on adjacent properties.
12. Conflicts between the architectural drawings and grading shall be brought to the attention of the contract administrator.
13. The contractor is responsible for reviewing proposed grades with conflicts regarding the proposed structures.
14. Sub-grade shall be graded at a minimum of 2%, until a lower ditch is encountered or the existing surface drains away from the sloped sub-grade.
15. Grades are to match the adjacent properties unless otherwise noted.
16. All driveway curbing within 0.6m of a city sidewalk is to be depressed to the elevation of the sidewalk.
17. F.F.E. shall mean First Floor Elevation.
18. G.F.E. shall mean Garage Floor Elevation.
19. T.O.F. shall mean Top of Foundation.

SITE WORKS

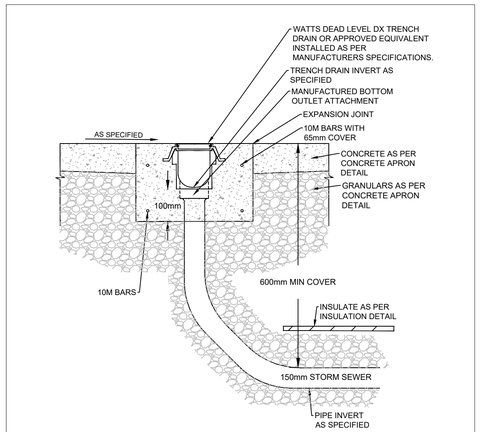
1. Where in earth subgrade granular depths provide 3% crossfall on subgrade.
2. Existing pavement thickness to be matched.
3. Hot mix, hot laid asphalt concrete as per OPSS 1150.
4. Mix designs shall contain a minimum of 5.4% asphalt cement with a performance grade of PH58-28 and 3.5% air voids.
   Parking lot cross sections shall be:
   Light Duty (Driveway)
   50mm HL4
   150mm Granular 'A'
   250mm Granular 'B'
5. Concrete shall be Class C2, 32 Mpa 28 day strength, 19mm coarse aggregate nominal maximum size, 6.0% to 8.0% air content. Normal portland cement type as per OPSS 1301.
6. Concrete materials and production as per OPSS 350, 351, 352, 353, 1301, 1302 and 1350.
7. Boulevards and grass areas to be finished with 100mm of topsoil and nursery sod.

SEDIMENT AND EROSION CONTROL:

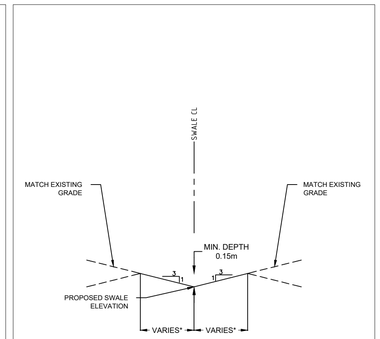
1. All erosion and sediment controls shall be installed prior to construction and monitored and maintained by the Contractor throughout the construction process, until all disturbed areas have been revegetated, then the temporary sediment and erosion control measures must be removed once the site has been stabilized and or the site works are complete.
2. Staked straw bale flow checks to be installed as per 219.180.
3. All erosion and sediment control measures shall be inspected after each rainfall to the satisfaction of the Town of Gananoque and CRCA.
4. Any disturbed area not scheduled for further construction within forty-five (45) days will be provided with a suitable temporary mulch and seed cover within seven (7) days of completion of that particular phase of construction.
5. Regardless of site specific items detailed on the plans, the Contractor shall install erosion control measures to suit the proposed work methods controlling sediment runoff from discharging offsite prior to any disturbance.
6. Following construction, disturbed areas, as well as proposed grassed and vegetated surfaces, shall be reinstated as soon as practical.
7. The placement of surplus fill to be placed and/or temporarily stored in accordance with O.Reg.148/06 where applicable. Temporary fill sites will require the approval of the Township. Fill locations, side slopes, elevations as per the Approved Drawings. Restoration to be completed during the final phase of construction.
8. All roads used to access the site shall be kept clean to the satisfaction of the Director of Engineering Services.

SEWERS:

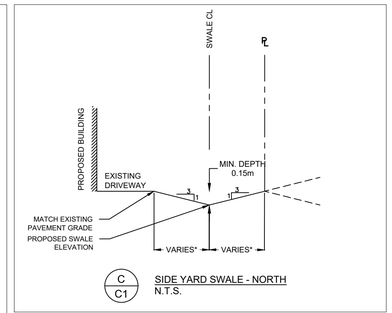
1. All pipe material to be CSA certified.
2. Storm sewers shall be PVC, CSA certified high density Polyethylene, all conforming to OP
3. Pipe bedding, surround and cover shall conform to OPSD 802 series. Pipe bedding shall be 200mm thick Granular 'A' compact to 98% SPD.
4. Roof drainage downspout shall drain to surface in locations specified.



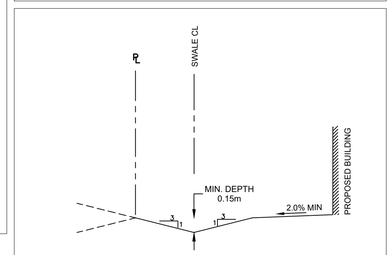
A C1 **TRENCH DRAIN OUTLET DETAIL**
NTS



B C1 SIDE YARD SWALE - NORTH
N.T.S.



C C1 SIDE YARD SWALE - NORTH
N.T.S.

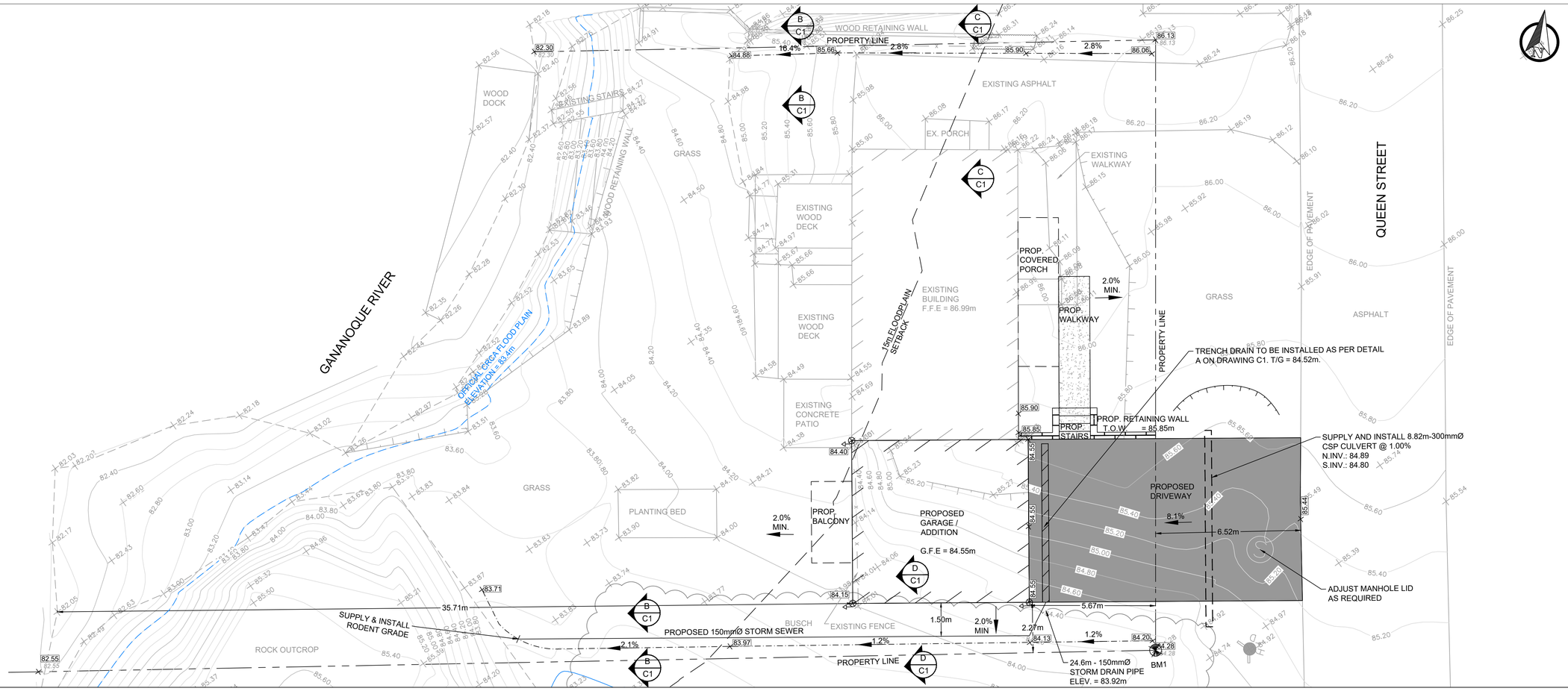


D C1 SIDE YARD SWALE - SOUTH
N.T.S.

LEGEND

- PROPOSED DRIVEWAY
- PROPOSED WALKWAY
- EXISTING ROAD
- EXISTING FENCE
- PROPERTY LINE
- PROPOSED UNDERGROUND SANITARY
- PROPOSED SWALE
- BENCHMARK
- WELL
- EXISTING GRADE
- PROPOSED GRADE
- MAJOR FLOW ARROW
- EXISTING SANITARY MANHOLE
- EXISTING HYDRANT
- 4.0% PROPOSED SLOPE
- PROPOSED DOWNSPOUT

0 2 4 m H=1:100 V=1:100



Benchmark
BM IRON BAR ON SOUTHEAST CORNER OF PROPERTY ALONG QUEEN STREET. APPROXIMATE ELEVATION = 84.28m

No.	Revision/Issue	Date

LICENSED PROFESSIONAL ENGINEER
06/15/2023
K.M. NIELISSEN
100155232
PROVINCE OF ONTARIO

Forefront Engineering Inc
1329 Gardiners Road, Suite 210
Kingston, ON, Canada K7P 0L8
613.634.9009 tel.
1.888.884.9392 fax.

Client
THOMAS PETER DEIR
ARDEN KATHLEEN DEIR

Project
580 QUEEN STREET

Drawing
GRADING PLAN

Drawn by:	Checked by:	Project No.
CB	KMN	
Designed by:	Approved by:	Drawing No.
CB	KMN	C1
Date: JUNE 2023		
Scale: H:1:100		

Benchmark

No.	Revision/Issue	Date

Forefront Engineering Inc

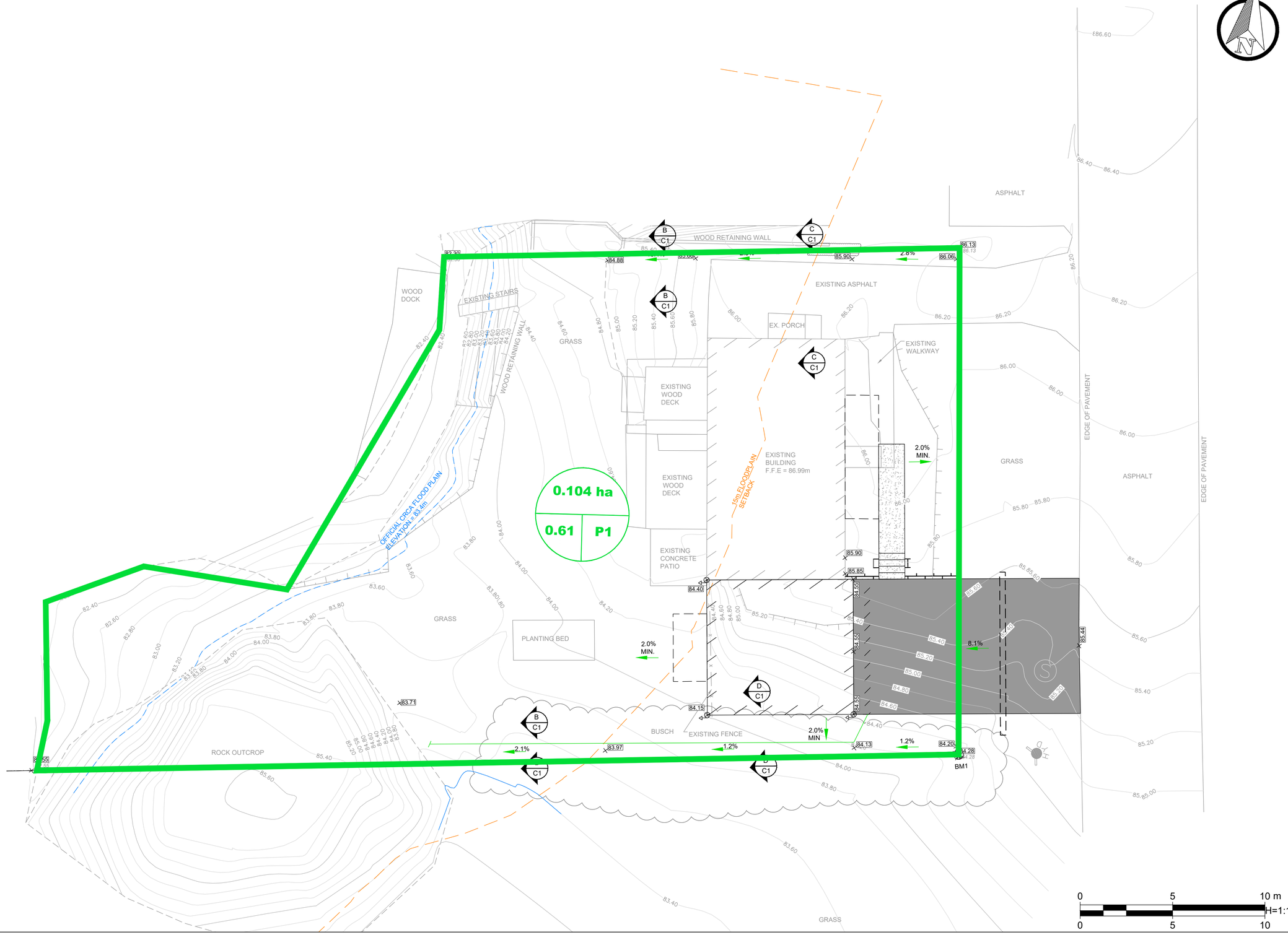
1329 Gardiners Road, Suite 210
Kingston, ON, Canada K7P 0L8
613.634.9009 tel.
1.888.884.9392 fax.

Client
THOMAS PETER DEIR &
ARDEN KATHLEEN DEIR

Project
580 QUEEN STREET

Drawing
PRE-DEVELOPMENT CATCHMENT AREAS

Drawn by:	Checked by:	Project No.
LAP	KMN	
Designed by:	**Approved by:**	**Drawing No.**
KMN	KMN	FIG.2
Date: NOVEMBER 2024		
Scale: 1:100 ANSI D		



Benchmark

No.	Revision/Issue	Date

Forefront Engineering Inc

1329 Gardiners Road, Suite 210
Kingston, ON, Canada K7P 0L8
613.634.9009 tel.
1.888.884.9392 fax.

Client
THOMAS PETER DEIR &
ARDEN KATHLEEN DEIR

Project
580 QUEEN STREET

Drawing
POST-DEVELOPMENT CATCHMENT AREAS

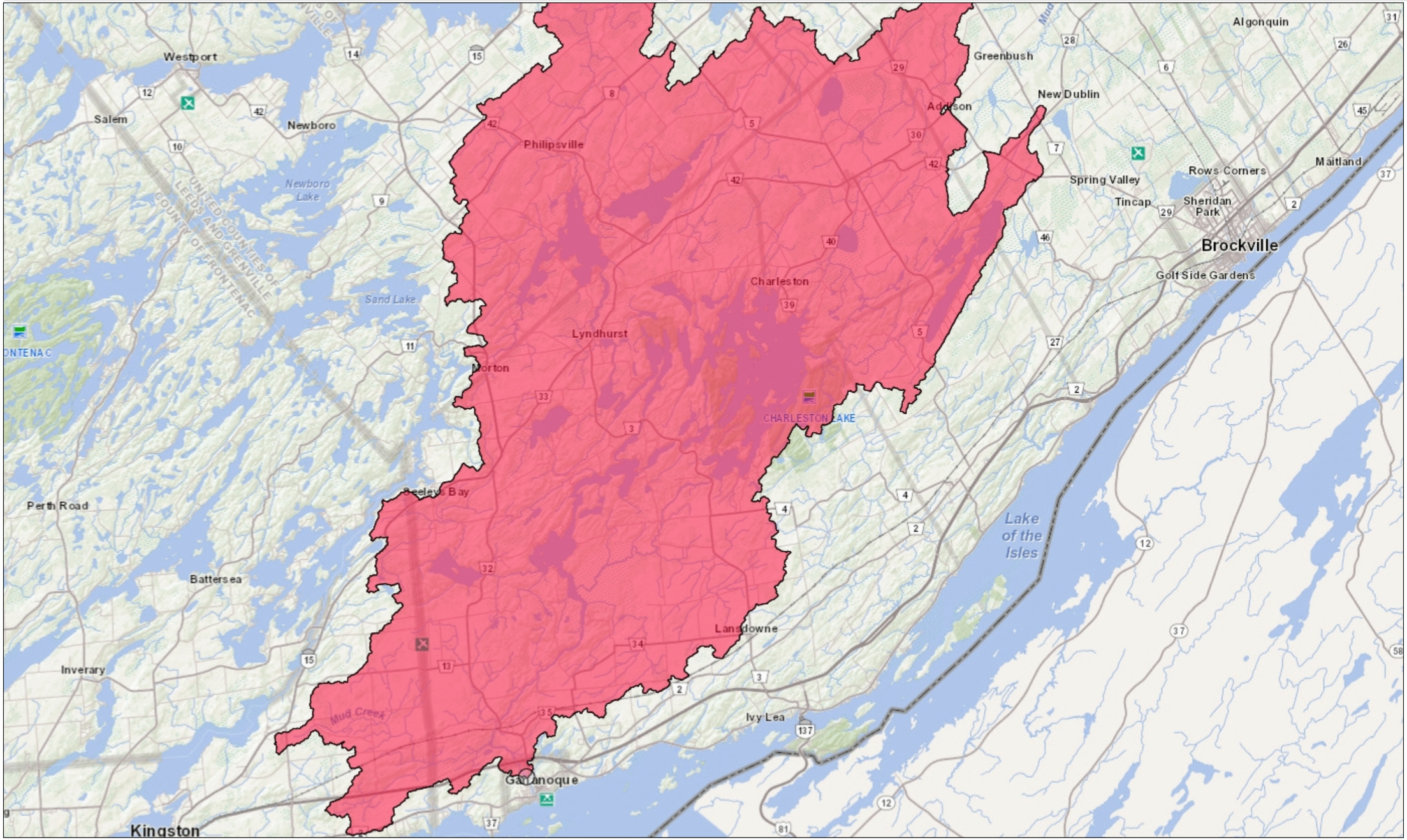
Drawn by:	Checked by:	Project No.
LAP	KMN	
Designed by:	Approved by:	Drawing No.
KMN	KMN	FIG.3
Date: NOVEMBER 2024		
Scale: 1:100 ANSI D		

Ontario

Ministry of Natural Resources

Ontario Watershed Information Tool

Notes:



Legend

- Assessment Parcel
- Secondary Watershed
- Tertiary Watershed
- Quaternary Watershed
- Great Lakes - St. Lawrence Basin
- Hudson - James Bay Basin
- Nelson River Basin
- Hydrometric Monitoring Station
- Diversions
- Waterbody Outlet
- Conservation Authority Dam
- Provincial Dam
- Federal Dam
- OPG Dam
- Other Dam
- Virtual Flow Segment

Land Cover Compilation

- Other
- Cloud/Shadow
- Clear Open Water
- Turbid Water
- Shoreline
- Mudflats
- Marsh
- Swamp
- Fen
- Bog
- Heath
- Sparse Treed
- Treed Upland
- Deciduous Treed
- Mixed Treed
- Coniferous Treed
- Plantations - Treed Cultivated
- Hedge Rows
- Disturbance
- Open Cliff and Talus
- Alvar
- Sand Barren and Dune
- Open Tallgrass Prairie
- Tallgrass Savannah
- Tallgrass Woodland
- Sand/Gravel/Mine Tailings/Extraction
- Bedrock
- Community/Infrastructure
- Agriculture and Undifferentiated Rural Land Use

10.5 0 km 5.23 10.5

Scale: 1 : 206,021

Projection: Web Mercator

The Ontario Ministry of Natural Resources shall not be liable in any way for the use of, or reliance upon, this map or any information on this map. This map should not be used for: navigation, a plan of survey, routes, nor locations. THIS IS NOT A PLAN OF SURVEY.

© King's Printer for Ontario, 2023

Imagery Copyright Notices: Ontario Ministry of Northern Development, Mines, Natural Resources; NASA Landsat Program; First Base Solutions Inc.; Aéro-Photo (1961) Inc.; DigitalGlobe Inc.; U.S. Geological Survey.

© Copyright for Ontario Parcel data is held by King's Printer for Ontario and its licensors and may not be reproduced without permission.

Active coordinate

44° 20' 15" N, 76° 10' 15" W (44.337500,-76.170833)

Retrieved: Thu, 28 Nov 2024 21:54:28 GMT

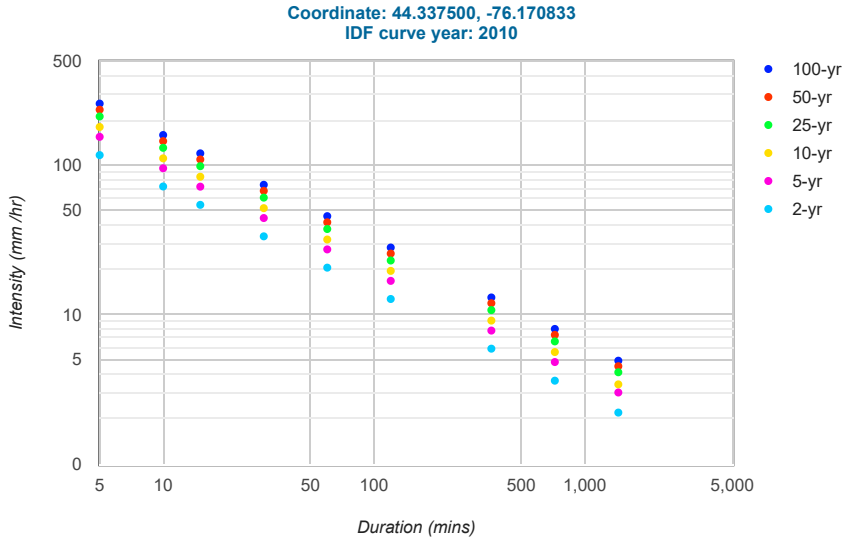
Location summary

These are the locations in the selection.

IDF Curve: 44° 20' 15" N, 76° 10' 15" W (44.337500,-76.170833)

Results

An IDF curve was found.



Coefficient summary

IDF Curve: 44° 20' 15" N, 76° 10' 15" W (44.337500,-76.170833)

Retrieved: Thu, 28 Nov 2024 21:54:28 GMT

Data year: 2010
IDF curve year: 2010

Return period	2-yr	5-yr	10-yr	25-yr	50-yr	100-yr
A	20.6	27.3	31.8	37.4	41.5	45.6
B	-0.699	-0.699	-0.699	-0.699	-0.699	-0.699

Statistics

Rainfall intensity (mm hr^{-1})

Duration	5-min	10-min	15-min	30-min	1-hr	2-hr	6-hr	12-hr	24-hr
2-yr	117.0	72.1	54.3	33.4	20.6	12.7	5.9	3.6	2.2
5-yr	155.1	95.5	71.9	44.3	27.3	16.8	7.8	4.8	3.0
10-yr	180.6	111.3	83.8	51.6	31.8	19.6	9.1	5.6	3.4
25-yr	212.4	130.9	98.6	60.7	37.4	23.0	10.7	6.6	4.1
50-yr	235.7	145.2	109.4	67.4	41.5	25.6	11.9	7.3	4.5
100-yr	259.0	159.5	120.2	74.0	45.6	28.1	13.0	8.0	4.9

Rainfall depth (mm)

Duration	5-min	10-min	15-min	30-min	1-hr	2-hr	6-hr	12-hr	24-hr
2-yr	9.8	12.0	13.6	16.7	20.6	25.4	35.3	43.5	53.6
5-yr	12.9	15.9	18.0	22.2	27.3	33.6	46.8	57.7	71.1
10-yr	15.1	18.5	21.0	25.8	31.8	39.2	54.5	67.2	82.8
25-yr	17.7	21.8	24.6	30.4	37.4	46.1	64.1	79.0	97.3
50-yr	19.6	24.2	27.3	33.7	41.5	51.1	71.2	87.7	108.0
100-yr	21.6	26.6	30.0	37.0	45.6	56.2	78.2	96.3	118.7

Terms of Use

You agree to the Terms of Use of this site by reviewing, using, or interpreting these data.

Composite Runoff Coefficients 580 Queen Street, Gananoque			
Pre-Development Conditions			
Catchment Area No.	**Area (m^2)**	**Runoff Coefficient -C**	**Description**
E1			
Hard	475.2	0.90	rooftop, asphalt, concrete, rock
Soft	564.4	0.25	grass
Total	1039.6	0.55	
Post-Development Conditions			
Catchment Area No.	**Area (m^2)**	**Runoff Coefficient -C**	**Description**
P1			
Hard	573.8	0.90	rooftop, asphalt, concrete, rock
Soft	465.8	0.25	grass
Total	1039.6	0.61	

$$C_{weighted} = \frac{C_1 * A_1 + C_2 * A_2 + C_3 * A_3 \ldots + C_n * A_n}{A_1 + A_2 + A_3 \ldots A_n}$$

RATIONAL METHOD CALCULATIONS

Project: 580 Queen Street
Date: November 2024

5 Year Return Period

Pre-Development	E1
C	0.55
Area (ha)	0.104
t_c (min)	15
Intensity (mm/hr)	71.95
Q (m^3/s)	0.011

Post-Development	P1
C	0.61
Area (ha)	0.104
t_c (min)	15
Intensity (mm/hr)	71.95
Q_{Peak} (m^3/s)	0.013

Formulas

Intensity I = from MTO IDF Curve

Rational Method Q = 0.0028 * C * I * A

Where:

Q=Peak runoff rate (m^3/s)

C=Composite runoff coefficient

I=Rainfall intensity (mm/hr)

A=Drainage area (ha)

tc= Time of Concentration (min)

RATIONAL METHOD CALCULATIONS

Project: 580 Queen Street
Date: November 2024

100 Year Return Period

Pre-Development	E1
C	0.55
Area (ha)	0.104
t_c (min)	15
Intensity (mm/hr)	120.17
Q (m^3/s)	0.019

Post-Development	P1
C	0.61
Area (ha)	0.104
t_c (min)	15
Intensity (mm/hr)	120.17
Q_{Peak} (m^3/s)	0.021

Formulas

Intensity I = from MTO IDF Curve

Rational Method Q = 0.0028 * C * I * A

Where:

Q=Peak runoff rate (m^3/s)

C=Composite runoff coefficient

I=Rainfall intensity (mm/hr)

A=Drainage area (ha)

tc= Time of Concentration (min)

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Council Report – CAO-2025-09

Date: July 15, 2025 ☐ **IN CAMERA**

Subject: Town Owned Properties

Author: Melanie Kirkby, CAO ☒ **OPEN COUNCIL**

RECOMMENDATION:
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO REFLECT THE CURRENT LEVELS OF SERVICE FOR THE TOWN OWNED PROPERTY SCHEDULE IN THE 2025 ASSET MANAGEMENT PLAN AND LONG-TERM FINANCIAL PLAN, AS PRESENTED IN COUNCIL REPORT CAO-2025-09.

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:
At the Council Orientation session following the 2022 election, staff prepared a list of Town Owned Properties which detailed their status of use and cost.

At the May 5, 2023, Finance Working Group Meeting the report was reviewed again.

The updated report was reviewed again at the June 17, 2024 and the May 15, 2025 Finance Working Group Meetings.

At the 2025 Budget meeting, Council requested that staff update and present the report. This report was received by Council at the June 17, 2025 In Camera Council Meeting.

INFORMATION/DISCUSSION:
As part of the Provincially Legislated Asset Management Plan (AMP) requirements, the Town's AMP must reflect the levels of service provided by the Town and the Assets required to provide these services. The levels of service that Council chooses to provide are then reflected the in Long Term Financial Plan (LTFP) to fund the AMP.

The categories of Assets included in the AMP are; roads, bridges, water, wastewater & storm water infrastructure, properties and fleet.

Attachment 1 of this Report illustrates the Town Owned Properties and details their current uses.

Attachment 2 of the Report reflects the tax burden respective to the current levels of service for properties provided by the Town. The report indicates the revenues, if applicable, operating and capital expenses to support each building.

If Council wishes to maintain the current service levels for the property category, these are the costs that will be incorporated in the LTFP for the AMP. If Council wishes to investigate reducing the service levels of any properties they can direct staff to report back on those specific properties.

APPLICABLE POLICY/LEGISLATION:
By-law No. 2025-001 – 2025 Operating Budget and 2025 – 2034 Capital Budget

FINANCIAL CONSIDERATIONS:
Operating and Capital Costs as Described

CONSULTATIONS:
Brenda Guy, Manager of Planning and Development
Jeff Johnston, Manager of Parks and Recreation
John Morrison, Treasurer

ATTACHMENTS:
Attachment 1 – Power Point of all Town owned Properties
Attachment 2 – Revenues and Expenses by Property

APPROVAL	_____ Melanie Kirkby, CAO Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions follow Council's own policies and guidelines and the *Municipal Act* and regulations.

TOWN OWNED PROPERTIES

April 2025

TOWN OWNED PROPERTIES - CATEGORY

- Capital Facilities Agreement
- Lease
- Municipal Purpose
- Parks and Recreation
- Vacant Land
- Unopened Road Allowances

3. CAPITAL FACILITIES AGREEMENT

125 WATER STREET
1000 Islands Antique Boat Museum

Legal Description:
Plan 86 Pt. Lot F Reg. Plan 28R-6581 Pt. 1 Reg. Plan 28R-8361 Pts. 3 and 4. Pt of the Bed of the St. Lawrence River. Pt.1/2 Plan 28R-14746

Site Area:	0.694 AC
Dimensions:	260’ x 142’
Roll Number:	010 00189, 010 00600

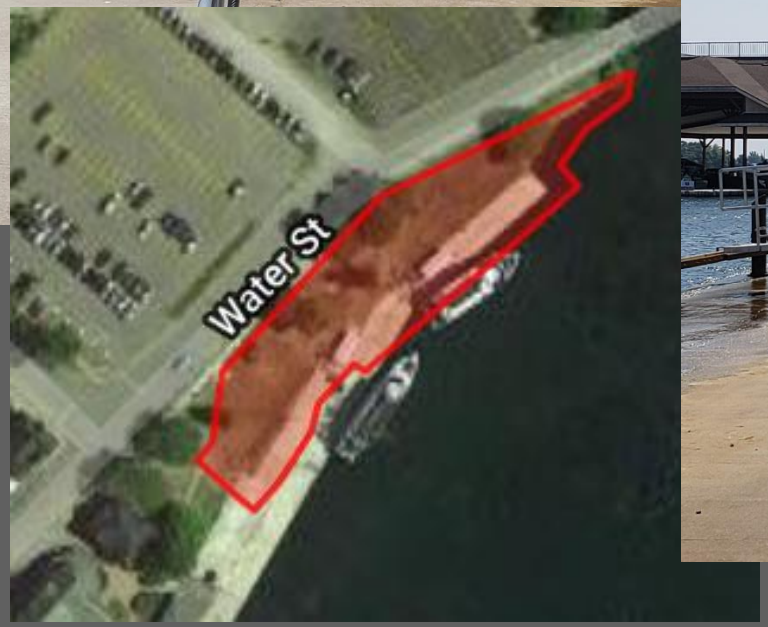
3A. CAPITAL FACILITIES AGREEMENT

Agreement with 1000 Islands Boat Museum
(Four Buildings and docks except ACHM)

- The Premises shall not be used for any other purpose:
  - Exhibition of antique boat and artifacts
  - Facilities for education regarding boating and boat building, children's Museum
  - Sale of concessions and souvenirs or facilities associated with the above
- $20,000.00 less any costs of maintenance, repair, upkeep, or construction of or within the Premises

Lease Term: April 1, 2014 to March 31, 2063

5. LEASE



105 WATER ST
Waterfront Docks w GBL

Legal Description:
Plan 86 Pt. Lot 1024 Pt. Lot G and Reg. Plan 28R-11381 Pt. Pt. 2

Site Area:	0.629 AC
Dimensions:	256’ x 84’
Roll Number:	010 00100

6. LEASE

200 ST LAWRENCE STREET
Waterfront/Docks w GBL

Legal Description:
Plan 86 Lot 555 Lot 556 Reg. Plan 28R-11381
Pt. Pt. 1

Site Area: 0.69 AC
Dimension: 282’ x 109’

Roll Number: 010 01400

7. LEASE

135 Water Street
Lease with Gananoque Boat Lines

- Agreement was undertaken January 15, 2007
- Originally purchase by the Town for $1.5m
- Mortgage since 2008 to May 2023
- GBL paid $163k for construction of parking lot
- Town responsible to build parking lot for 60 spaces

5/6/7. LEASE

Lease with Gananoque Boat Lines

105 Water Street	Water Street Dock April 1 to October 31 each year.	Annual Rent:	$1,500 plus HST
200 St. Lawrence	Boathouse/Workshop/Dock	Annual Rent:	$1,500 plus HST
135 Water Street	Cow and Gate Parking Lot July 1 to and including Labour Day each year. 9:00am to 6:00pm	Annual Rent:	$1,000 plus HST
Lease Term:	January 1, 2007 to December 31, 2026 plus right to renew		

9. LEASE

110 KATE STREET
MyFM Broadcasting
1000 Islands Kayaking

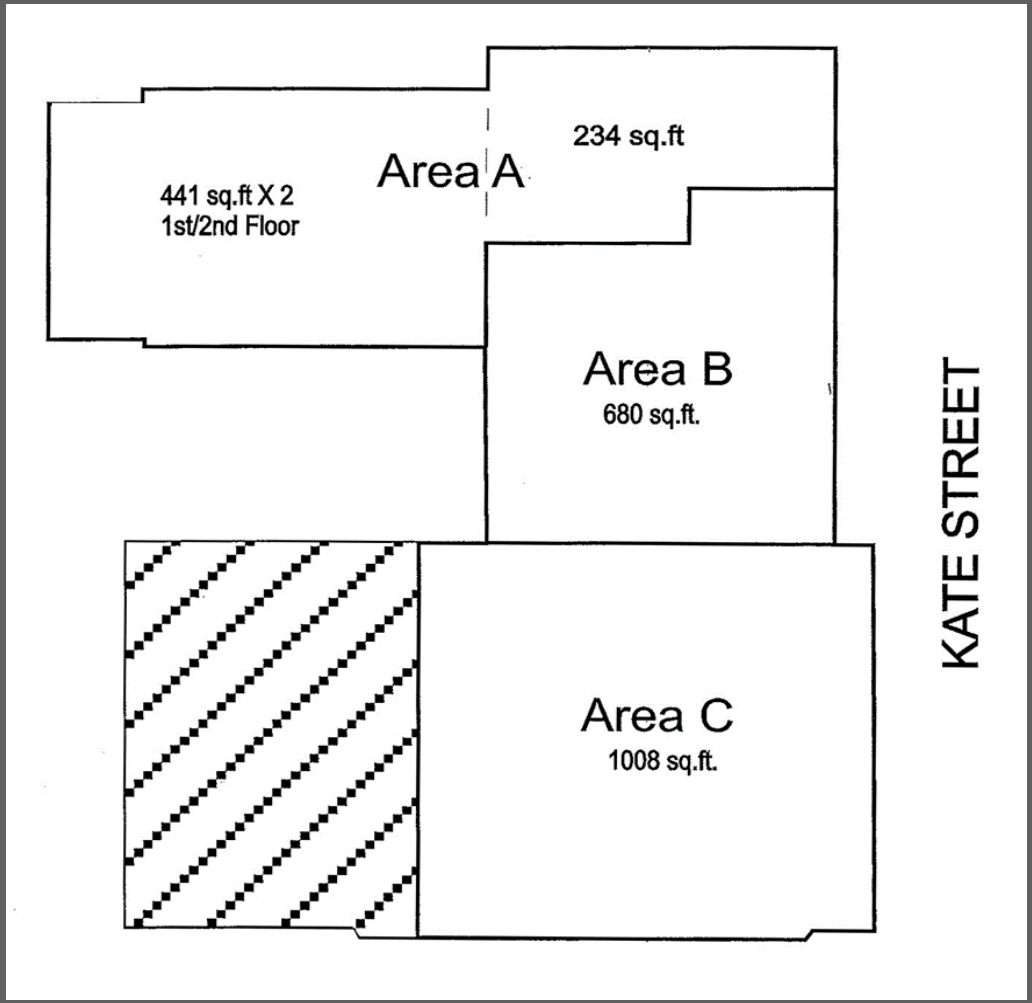
Legal Description:
Plan 86 Pt. Lot 1024 Pt. Lot G and Reg. Plan 28R-11381 Pt. Pt. 2

Site Area:	0.76 ac
Bldg Dimensions:	4262 sq.ft.

Note: Site Area incl. James W. King Plant

Roll Number: 010 26100

9A. LEASE – 110 KATE STREET



MyFM Broadcasting (Area A)
1,116 square feet
Jan 1/25-Apr 30/25 Rent: $5,338.20
May 1/25-Jul 31/25 Rent: $4,603.50
Lease Term Ends: July 31, 2025

1000 Islands Kayaking (Area B and C)
1,688 square feet
2025 Rent: $19,251 (plus utilities expenses)
Lease Term Ends: December 31, 2025
Incl. docking area and green space

Balance of Building: Old Pump Pits

11. LEASE – WATERLOT/PORTION OF BUILDING

67 MILL STREET
(Brennan Marina Ltd)

Legal Description:
Pt. Bed of Gan. R Reg. Plan 28R-13676 Pt. 13

Site Area: 0.728 AC
Dimensions: @ 60m x 50m

Lease Term: Mar.24, 2011 - Dec.31, 2026
plus right to renew

Roll Number: 010 21501

12. LEASE - WATERLOTS

ADJACENT GANANOQUE RIVER
Various Owners (approx.25)

Legal Description:
Con.1 Pt. Lot 14 Leeds & Reg. Plan 28R-11399 Pt. Pt. 1

Site Area:	Varies
Frontage:	Gan R – 25 leases
Lease Term:	5 year cycle – 2022-2026
Roll Number:	Various Rolls

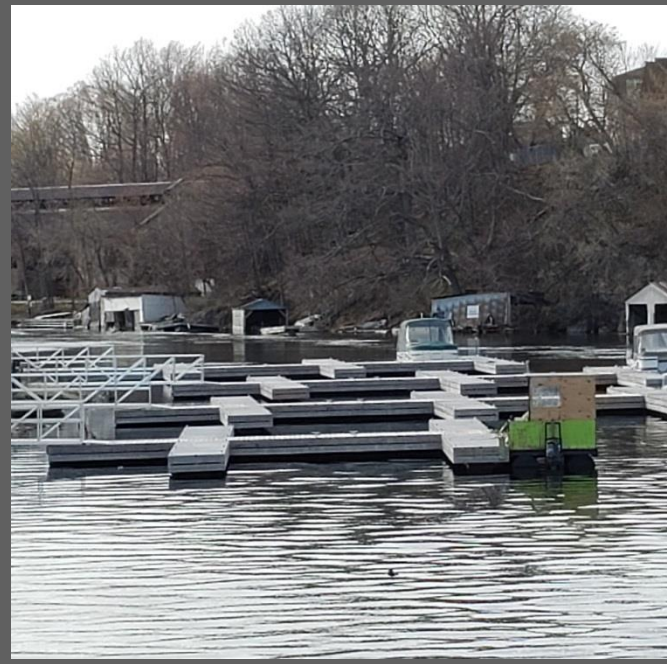
12A. LEASE - WATERLOTS

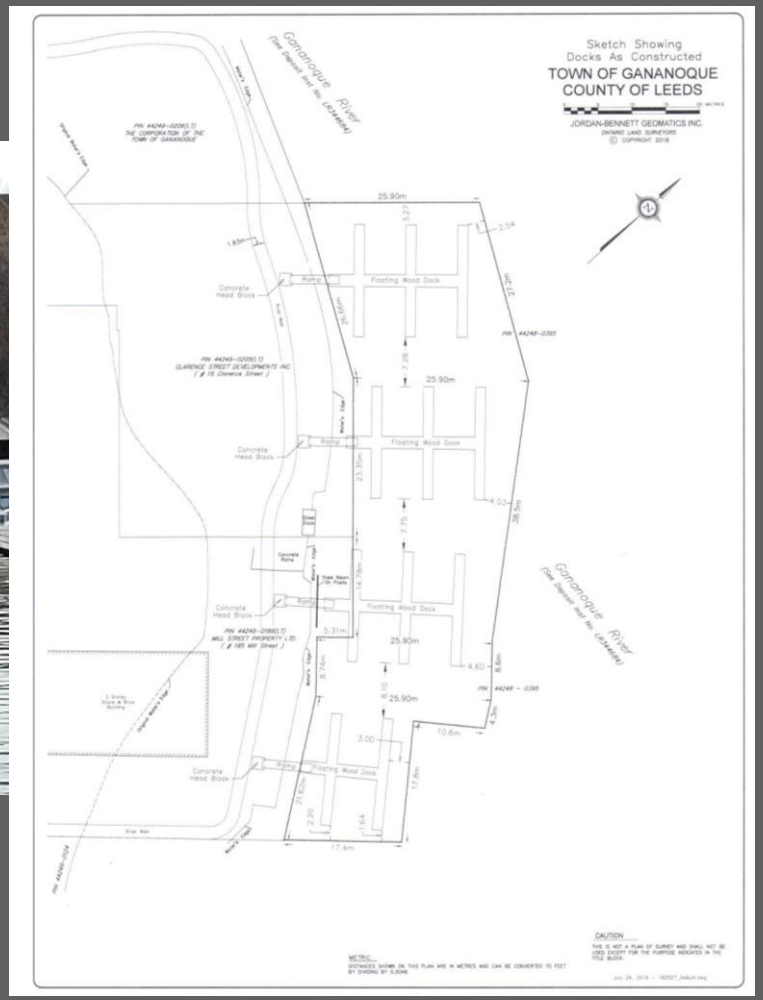
ADJACENT ST. LAWRENCE RIVER
Various Owners (approx.12)

Legal Description:
Leeds Waterlot in Front of Lot 15 Con.1

Site Area:	Varies
Frontage:	St. Lawrence R - 12 leases
Lease Term:	5 year cycle – 2022-2026
Roll Number:	Various Rolls

12B. LEASE - WATERLOT





ADJACENT 67 MILL STREET
Waterlot w Brennan Marina Limited
(Clarence Street Developments)

Legal Description:
Pt. Bed Gan. R Reg. Plan 28R-11399 Pt. Pt. 1

Site Area: 0.535 AC
Dimensions: @ 96m x 21m

Lease Term: 5 year cycle – 2022-2026
Credit exp to end 2027

Roll Number: 010 60201

15. LEASE/MUNICIPAL PURPOSE

2 KING STREET EAST
Lease with C. Bassel and Municipal Utilities

Legal Description: Plan 86 W Pt. Lot 611
Site Area: 31,363 sq.ft.
Floor Area: 832 sq.ft.
Term of Lease: Jan 1/25 - Dec 31/29
Rent: $7,854 for 2025 and 2026
$8,211 for 2027
$8,568 for 2028
$8,925 for 2029
Note: Site Area incl. Confederation Park
Balance of Bldg: Utilities for Park/Fountain
Roll Number: 015 00100

16. LEASE

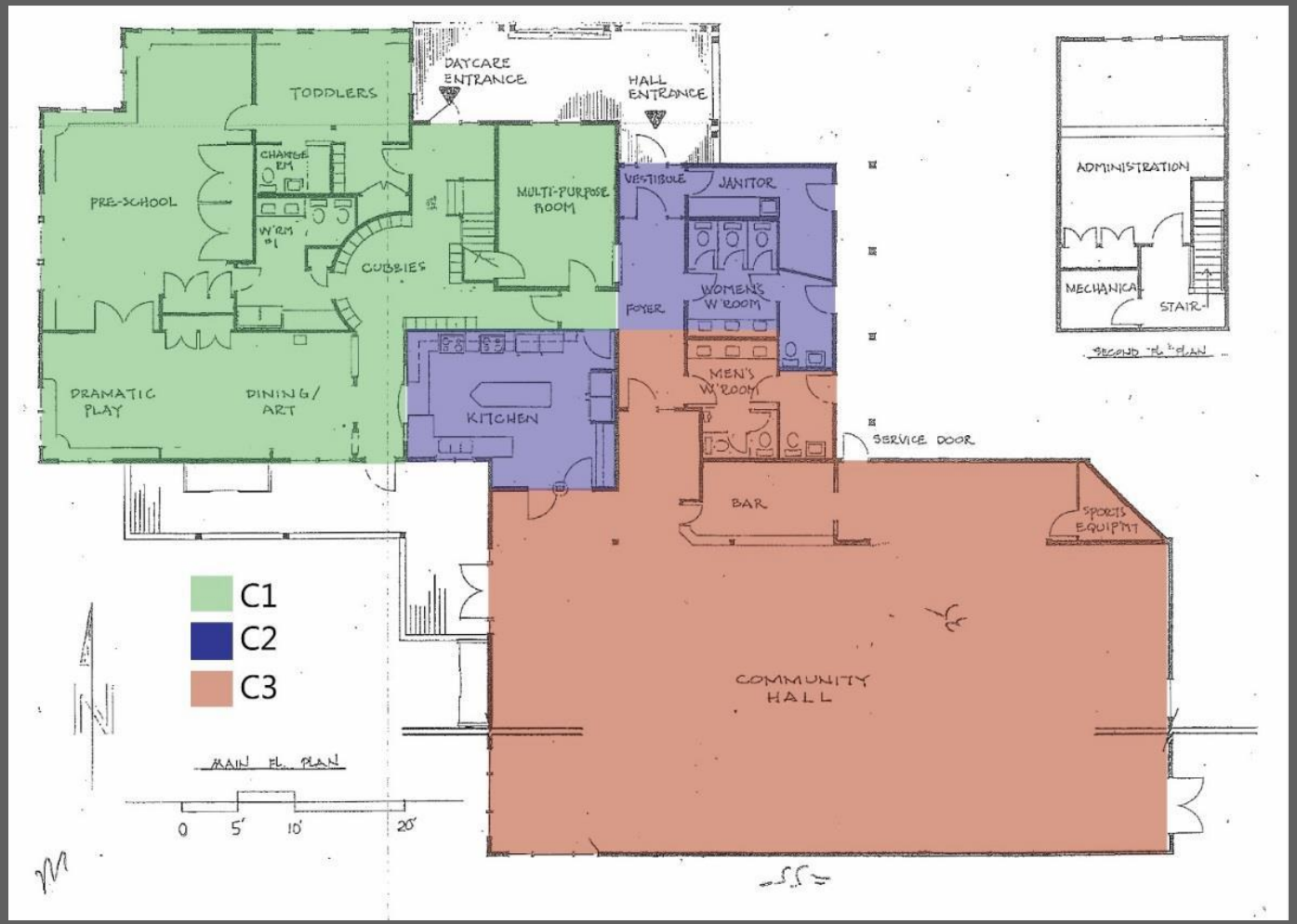
400 STONE STREET N
Lease with
1000 Islands Youth Boxing Club

Legal Description:
Plan 86 Pt. Lot 84 Gan. R ES

Site Area:	0.62 AC not incl. Punch Bowl
Frontage:	250’
Floor Area:	7,321 sq.ft.

Roll Number: 015 50100

16A. LEASE – 400 STONE STREET N



1000 Islands Youth Boxing Club

Leased area:	3,600 sq.ft.
2025 Rent:	$28,650
2026 Rent:	$32,550
2027 Rent:	$25,650 (9 months)
Term of Lease:	Oct 1/24 – Sep 30/27

YMCA Daycare

Leased area:	3,600 sq.ft.
2025 Rent:	TBD
Term of Lease:	TBD

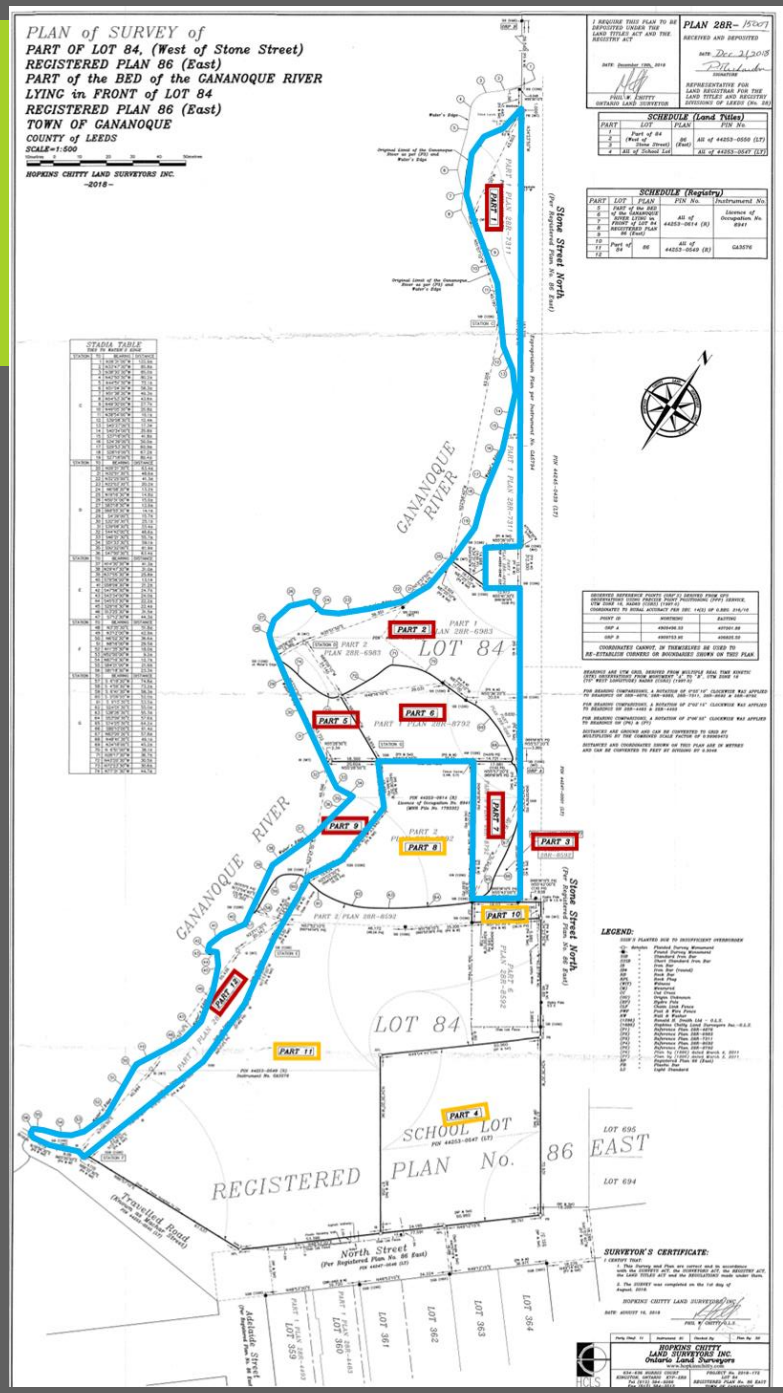
18. PARK

400 STONE STREET N

Legal Description:
Part of Lot 84 Registered Plan 86, Part of the Gananoque River and lying in front of Lot 84 Plan 86 further described as Part 1, 2, 3, 5, 6, 7, 9, 12

Site Area: 2.75± now incl. Punch Bowl
Frontage: 274m along Stone St N

Roll Number: 015 50100/Undetermined



19. LEASE/MUNICIPAL PURPOSE

105 WATER STREET
Pumping Station #3 (and Lease with GBL)

Legal Description:
Plan 86 Pt. Lot 1024 Pt. Lot G and Reg. Plan 28R-11381 Pt. Pt. 2

Site Area:	0.629 AC
Frontage:	Irregular

Roll Number: 010 00100

20. MUNICIPAL PURPOSE

115 WATER STREET
Customs Building/Dock

Legal Description:
Leeds Waterlot in Front of Lot 14 C. 1
Reg. Plan 28R-11381 Pt. Pt. 3

Site Area: 0.26 AC
Floor Area: 1,200 sq.ft.

Roll Number: 010 00101

20A. MUNICIPAL PURPOSE

115 WATER STREET
Canada Border Services Agency

- Bylaw 2010-61 received the property and CBSA maintained the Customs' Building for 5 years
- Federal Government payment of $600k used towards dock reconstruction
- Quit Claim undertaken in 2016 to assume building - intent
- Point of Entry
- Town responsible for insurance, maintenance and repairs for CBSA building

22. MUNICIPAL PURPOSE

121 MAIN STREET
Parking Lot (Marina Summer Months)

Legal Description:	Plan 86 Lot 596
Site Area:	0.15 AC
Frontage:	111’ Clarence 59’ Main Street
Parking:	22 Spaces
Roll Number:	010 01600

23. MUNICIPAL PURPOSE/LEASE

110 KATE STREET
JAMES W. KING WATER TREATMENT PLANT

Legal Description:
Plan 86 Waterlot H5 Pt. Gan.R WS

Site Area: 0.76 ac
Floor Area: 22,590 sq.ft.

Note: Site Area incl. Pumphouse (leased)

Roll Number: 010 26100

24. MUNICIPAL PURPOSE

River Street adjacent Railway Line
Stormwater Management

Legal Description:
Plan 86 Pt. Lot 402 Pt. Lot 404 Gan.R W/S

Site Area:	0.33 AC
Frontage:	120’ River St
Depth:	Irregular
Roll Number:	010 39200

25. MUNICIPAL PURPOSE

10 KING STREET EAST
Library/Visitors' Centre/Town Archives/TIAP

Legal Description:
Plan 86 Pt. Lots 1003 to 1008 Gan. R E/S

Site Area:	0.62 ac
Frontage:	343' Park Street
	79' King St E
Floor Area:	11,353 sq.ft.
2025 Rent:	$4,330.92 TIAP
2026 Rent:	$4,702.56 TIAP
2027 Rent:	$4,950.00 TIAP
2028 Rent:	$5,197.56 TIAP
2029 Rent:	$5,445.00 TIAP
Roll Number:	015 00200

26. MUNICIPAL PURPOSE

30 KING STREET EAST
Town Hall

Legal Description:
Plan 86 Lot A Lot 1009 Gan.R E/S

Site Area:	4.04 AC
Frontage:	304’ King St E
Depth:	508’± Brock St/Park St
Roll Number:	015 00300

27. MUNICIPAL PURPOSE

155 GARDEN STREET
Garden Street Parking Lot

Legal Description:
Plan 86 Lot 34 Lot 35 Gan. R E/S

Site Area:	0.331 AC
Frontage:	120’ Garden St
Depth:	120’
Parking Spaces:	45 parking spaces
Roll Number:	015 07600

28. MUNICIPAL PURPOSE

340 HERBERT STREET
Emergency Services (Police and Fire)

Legal Description:
Con.1 Pt. Lot 14

Site Area:	1.52 AC
Frontage:	164’ Herbert St
Depth:	373’

Roll Number: 015 34103

29. MUNICIPAL PURPOSE

665 CHARLES STREET N
Public Works
(Garage, Office, Yard, Brush Depot, Water Tower, Salt sheds)

Legal Description:
Con. 1 Pt. Lot 13 incl. Plan 28R-12213 Pt. 5

Site Area:	26.12 AC
Frontage:	176’ Charles St N
	43’ James A. Brennan

Note: UCLG has communication antenna on water tower

Roll Number:	015 39300, 015 39301,
	015 39400, 015 39501,
	015 39700

30. MUNICIPAL PURPOSE

420 STONE STREET N
Stone Street N Pumping Station

Legal Description:
Plan 86 Pt. Lot 84 Reg. Plan 28R-4876 Pt. 1

Site Area:	0.05 AC
Frontage:	49’ Stone St N
Depth:	43’

Roll Number: 015 50101

31. MUNICIPAL PURPOSE

49 WATER STREET
Pumping Station #2

Legal Description:
Leeds Waterlot in Front of Lot 14 C. 1 Water St SS Project 2- 0127-62 Sewage Pumping Stn

Site Area:	700 sq.ft.
Frontage:	35’ Water St
Depth:	20’

Roll Number: 020 00119

32. MUNICIPAL PURPOSE

815 KING STREET EAST
East End Pumping Station

Legal Description:
Con. 1 Pt. Lot 17 Plan 28R-6806 Pts. 3 & 4

Site Area:	0.6 AC
Frontage:	60’ King St E
Depth:	440’

Roll Number: 020 30203

33. MUNICIPAL PURPOSE

635 ARTHUR STREET
Drainage/Outlet Structure

Legal Description:
Plan 385 Blk. 47

Site Area:	0.19 AC
Frontage:	67’ Arthur St
Depth:	98’

Roll Number: 020 30506

34. MUNICIPAL PURPOSE

699 ARTHUR STREET
Utility Station and Lagoon Outfall Pipe

Legal Description:
Plan 385 Blk. 48

Site Area:	0.00 AC
Frontage:	71’ Arthur
Depth:	98’

Roll Number: 020 30514

35. MUNICIPAL PURPOSE

79 PINE STREET
Pine Street Parking Lot

Legal Description:
Plan 86 Blk. OPT. Gan.R E/S

Site Area:	0.224 ac irregular
Frontage:	168’
Depth:	128’
Parking Spaces:	26 Spaces
Roll Number:	020 43200

36. MUNICIPAL PURPOSE

140 STONE STREET N
Clock Tower

Legal Description:
Plan 86 Lot 7 to 9 Lot 11 Lot 13 Pt. Lot 10

Site Area:	0.092 AC
Frontage:	55’ Stone St S
Depth:	60’

Roll Number: 020 43300

37. MUNICIPAL PURPOSE

89 COUNTY ROAD 32
Lagoon in TLTI

Legal Description:
Lot 14, 15, 16, Con.1, Leeds and the Thousand Islands

Site Area:	180 ac
Frontage:	Road allowance
Depth:	Irregular
Roll Number:	N/A

38. MUNICIPAL PURPOSE

39. MUSEUM

125 WATER STREET
1000 Islands History Museum

Legal Description:
Plan 86 Pt. Lot F Plan 28R-6581 Pt. 1 Plan 28R-8361 Pts. 3 and 4

Site Area: 1.38 ac

Note: Site area incl. Boat Museum

Roll Number: 010 00600

39A. MUSEUM

125 WATER STREET

1000 Islands History Museum (Board Managed)

- Board provides annual budget to Town each year
- Historic 1000 Islands Village Foundation is caretaker of Archives (located at 10 King Street E – and 30 King Street E – Town Hall)

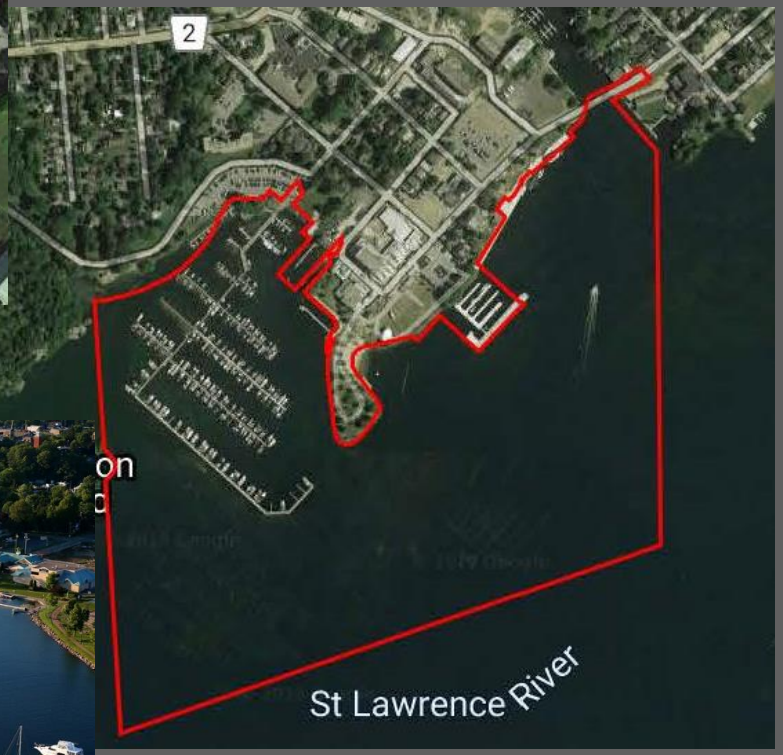
  Town owns collection

  Maintained under Bylaw 2016-03 – Collections Management Policy

  Term of Agreement: March 1, 2024 to February 28, 2033

  $15,000 per annum

41. PARKS AND RECREATION/MUNICIPAL PURPOSE



21 BAY ROAD – MUNICPAL MARINA
WATERFRONT WATERLOT

Legal Description:
Waterlot in Front of Lot 13 Con. 1 Reg. Plan 28R-11381 Pt. Pt. 1 Pts. 4 6 and 7

Site Area: 78.41 ac
Building Size: @ 1000 sq.ft. – 3 bldgs

Includes: 375 Boat Slips (40 Transient), 12 Seadoo, 6 Dingy Ramps, 183 Parking Spaces, Municipal Beach

Roll Number: 010 00104/010 60302/
010 00105 – 010 00168

42. PARKS AND RECREATION

135 WATER STREET
Joel Stone Heritage Park/Beach/PUC Docks/Parking Lot

Legal Description:
Leeds Filled Land in Front of Lot 13 C. 1 Reg. Plan 28R-4698 Pt. 1-3, Plan 28R-4541 Pt. 1, Plan 28R-4448 Pt. 2-3, Plan 28R-8361 Pt. 2

Site Area: 4.6 AC

Roll Number: 010 00102/010 00700

43. PARKS AND RECREATION

ADJACENT 185 Mill Street
Public Park and Pathway along Gan. R

Legal Description:
Filled Land in Gan.River in Front of Lot 1014
Lot 1015 and Reg. Plan 28R-11399 Pt. Pt. 1
Filled Land in Gananoque River in Front of
Lots 1020 and 1021 R-3958 Pts. 1 & 2

Site Area: 0.267 AC

Note: Pedestrian Pathway – easement w development

Roll Number: 010 01501/010 21701

44. PARKS AND RECREATION

9 WINDSOR STREET
Agnes Maule Machar Park

Legal Description:
Plan 86 Pt. Blk. K Gan. R WS Windsor ST
Gananoque Bluff Park

Site Area:	1.7 AC
Frontage:	70’ Windsor Street
Depth:	Irregular

Note: Boathouses adj along St. Lawrence R

Roll Number: 010 01900

45. PARKS AND RECREATION

KING STREET EAST/KING STREET WEST
Legion Riders' Park

Legal Description:
Plan 86 Pt. Lot 533 Pt. Lot 534 Reg. Plan 28R-6795 Pts. 1 to 3

Site Area:	0.195 ac
Frontage:	105' King St E
	72' King St W

Note: Town has an MOU with Legion Riders' to maintain park dated Sept.8/15 ongoing

Roll Number: 010 12200

46. PARKS AND RECREATION

200 SECOND STREET
Oak Street Park/Community Garden

Legal Description:
Plan 86 Lots 350, 352, 354 & 356, Pt. Lots 346 & 348 Gan.R W/S

Site Area:	0.992 AC
Frontage:	120’
Depth:	360’

Roll Number: 010 19201

47. PARKS AND RECREATION

NALON ROAD ADJACENT GAN. R
Riverside Loop Pathway

Legal Description:
Plan 86 Lots 350, 352, 354 & 356, Pt. Lots 346 & 348 Gan.R W/S RWY W/S

Site Area:	0.992 AC
Frontage:	120’
Depth:	360’
Roll Number:	010 23834, 010 23835, 010 23836

48. PARKS AND RECREATION

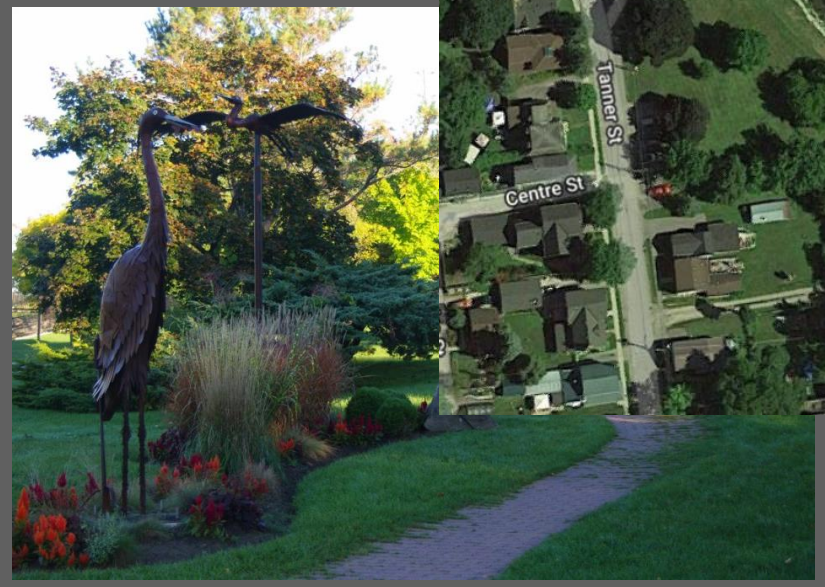
165 RIVER STREET
Steelworkers' Park/Dog Park

Legal Description:
Plan 86 Lots 467 to 474 Pt. Lots 466 475 476 477 Pt. Bed Gan. R Reg. Plan 28R-7850 Pts. 1 3 to 6

Site Area:	4.33 AC
Frontage:	580'
Depth:	240±'

Roll Number: 010 36900

49. PARKS AND RECREATION



2 KING STREET E/TANNER STREET
Confederation Park

Legal Description:
Plan 86 W Pt. Lot 611, Plan 86 L H2Pt. L H3 L H4 Pt. Plan 86 L H2Pt. L H3 L H4Pt.

Site Area:	2 ac
Frontage:	175’ KSE
	377’ Tanner
Depth:	Irregular
Roll Number:	010 33300/015 00100

50. PARKS AND RECREATION

LIONS' PARK
590 King Street East

Legal Description:
Con. 1 Pt. Lot 15 Form Leeds Plan 386 Lot 3

Site Area:	00AC
Frontage:	133' KSE
Depth:	159'

Roll Number: 015 05804

51. PARKS AND RECREATION

600 KING STREET EAST
Gananoque Recreational Complex

Legal Description:
Con. 1 Pt. Lot 16 Form Leeds Plan 86

Site Area:	15 AC
Frontage:	774’ KSE
Depth:	Irregular
Building:	40,015 sq.ft.

Roll Number: 015 06200

52. PARKS AND RECREATION

200 ADELAIDE STREET
Gananoque Canoe Club/Parkette along Brock

Legal Description:
Plan 86 Pt. Lot 84 Unopened North St Gan.R E/S includes Reg. Plan 28R-5893 Pt. 1, Pt. Lot 816

Site Area:	@ 1.3 AC
Frontage:	638’ along Gan R
Depth:	Irregular

Lands Occupied by the Gananoque Canoe Club

Roll Number: 015 26000/015 15401/
015 20200

53. PARKS AND RECREATION

NARROW'S LOOP/SNAPPER'S LOOP
Pathway

Legal Description:
Leeds C. 1 Pt. Lots 11 and 12 Reg. Plan 28R-4615 Pts. 1 and 2

Site Area:	1.9 ac
Frontage:	n/a
Depth:	irregular

Roll Number: 015 54120

54. PARKS AND RECREATION

355 ARTHUR STREET
Grasshopper Park/Community Gardens

Legal Description:
Plan 223 Lot 1246

Site Area:	4.54 ac
Frontage:	592’ Arthur St
Depth:	233’

Roll Number: 020 36100

55. PARKS AND RECREATION

10 ONTARIO STREET
Park

Legal Description:
Pt. of unopen Road allowance of Ontario St

Site Area:	0.18 ac
Frontage:	75’ Ontario St
Depth:	104’

Roll Number: n/a

56. PARKS AND RECREATION

VARIOUS LOCATIONS

Parkettes

William Street S

Stone Street S

Brock Street

Stone Street N

57. PARKS AND RECREATION

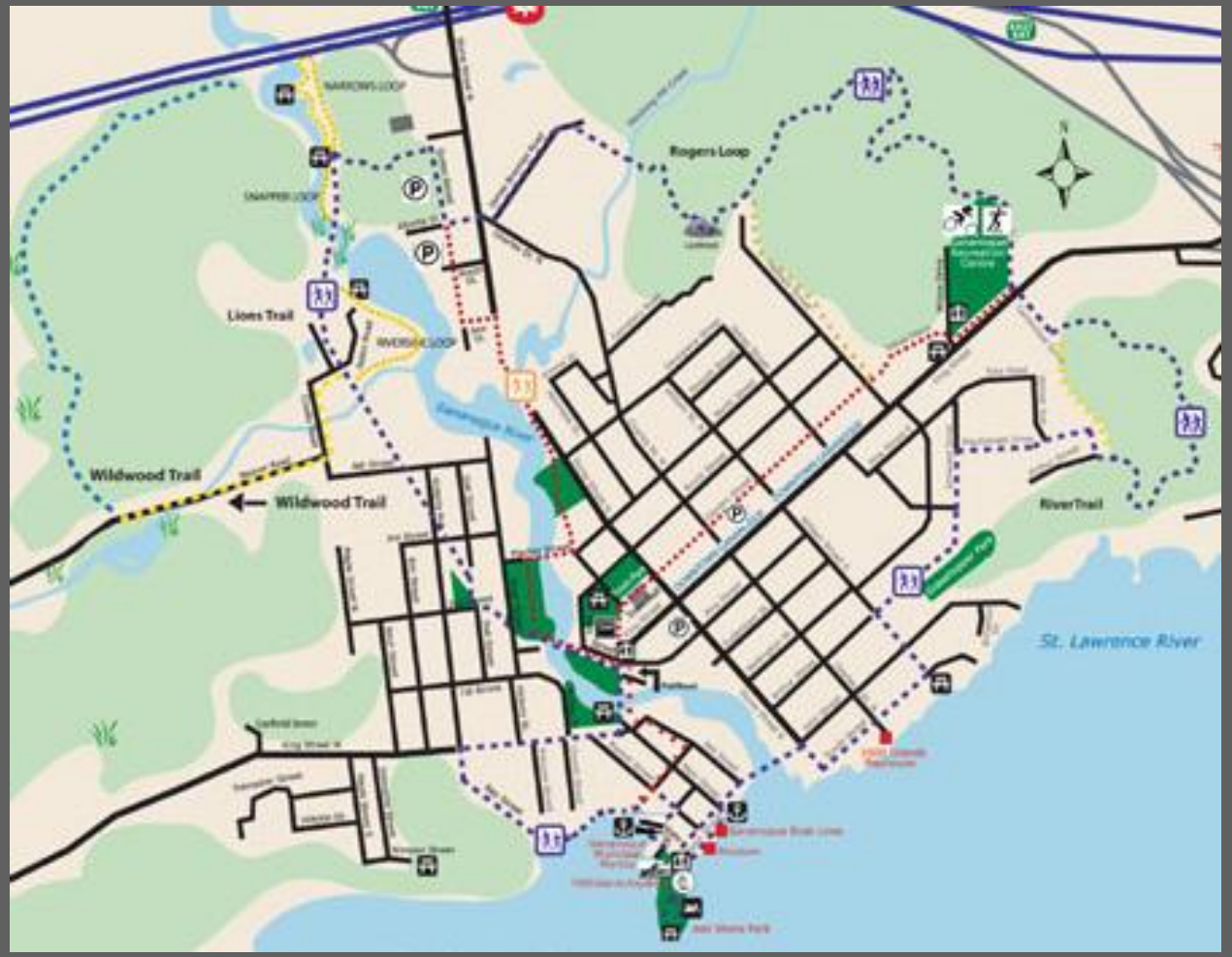
VARIOUS LOCATIONS
Boat and Canoe Launching

St Lawrence Street

River Street

Bay Road

58. PARKS AND RECREATION



RAILWAY LINE AND OTHERS
Recreational Pathway

Legal Description: Various
12km

Trail System includes public and private property owners, streets and sidewalks, railway line, waterfront properties

Includes: Narrow's Loop, Riverside Loop, Snapper's Loop

Roll Number: 020 49501/010 36901

59. VACANT LAND

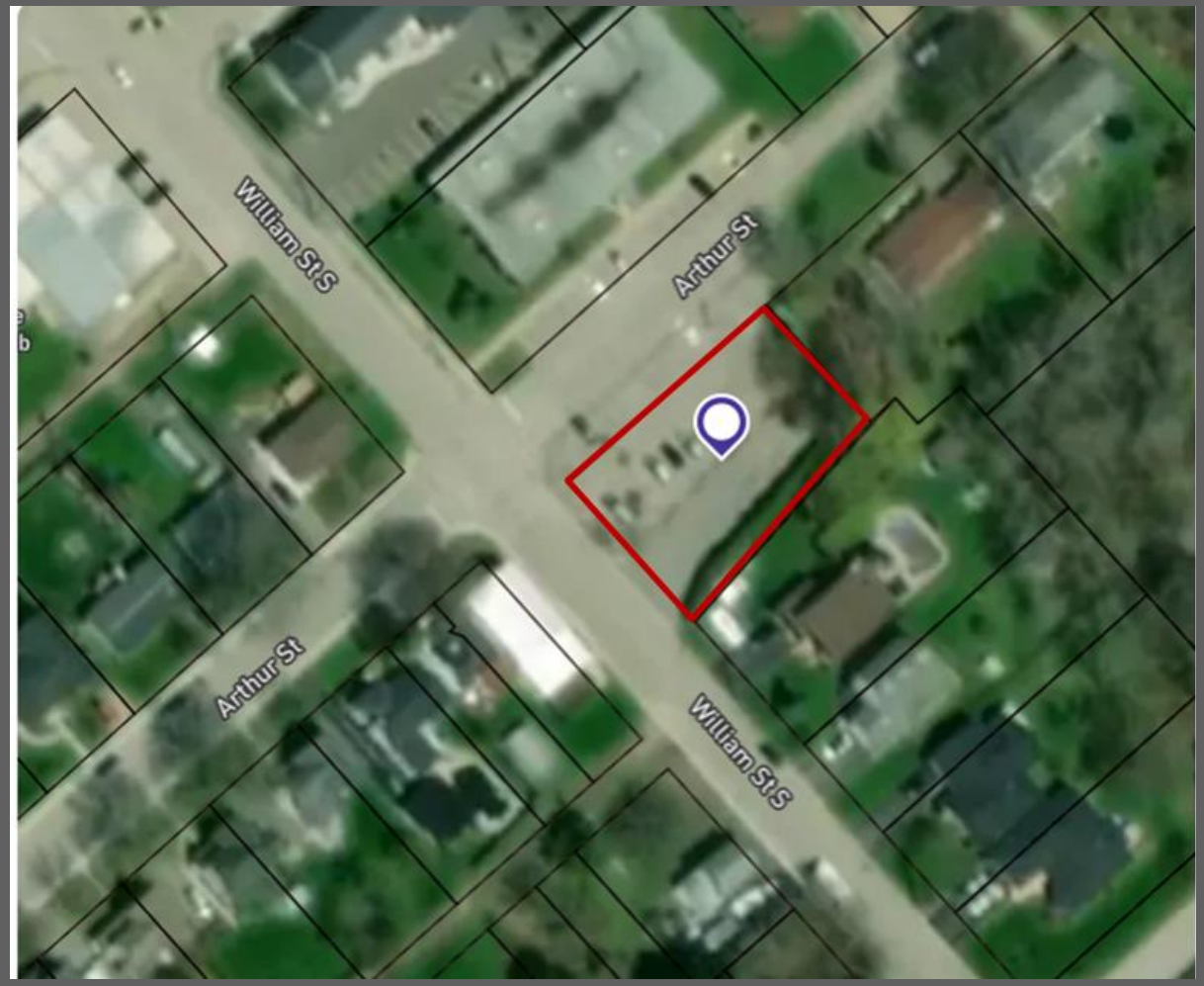
315 KING STREET EAST
Vacant Land

Legal Description:
Plan 86 Pt. Blk. K Lot A Gan.R W/S

Site Area:	0.17 ac
Frontage:	120’
Depth:	60’

Roll Number: 010 10100

60. VACANT LAND



375 WILLIAM STREET
(corner of Arthur Street)

Legal Description:
Plan 223 PT Lot 1238 PT Lot 1239

Site Area:	0.25 ac
Frontage:	90.2 (William St)
Depth:	132.6’ (Arthur St)

Roll Number: 020 35801

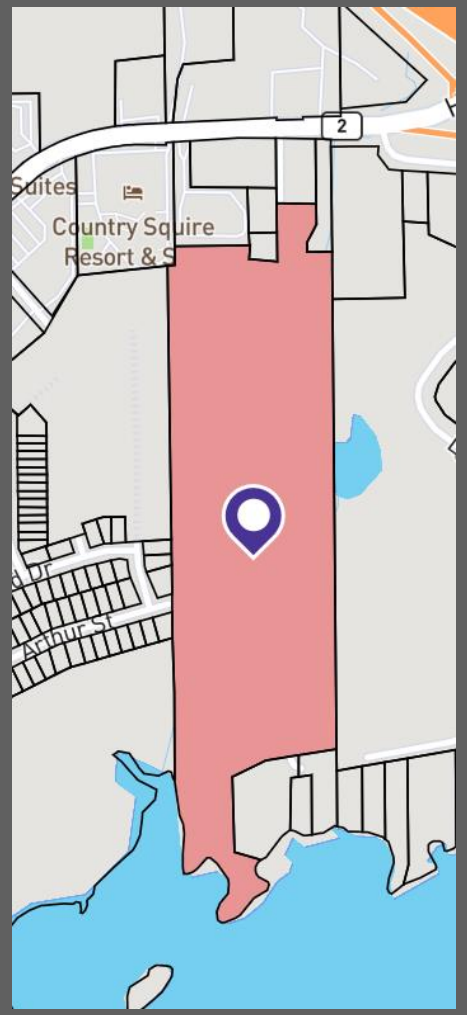
61. VACANT LAND

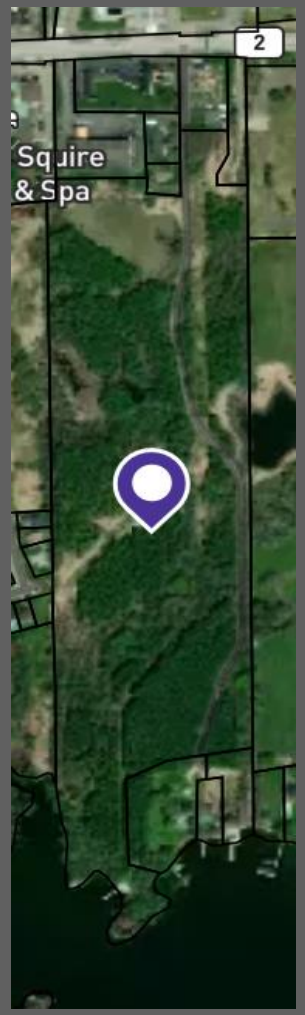
50 BIRCH/58 BIRCH/Vacant Land

Legal Description:
Plan 86 Blk. F Lot 9 Lot 10 Gan.R W/S, Lot 91 Gan.R W/S, Blk. F Lot 11 Pt. Lot 12 Gan.R W/S

Site Area:	0.77 ac
Frontage:	190’ Birch
Depth:	Irregular
Roll Number:	010 57000/010 57100/ 010 58700

62. PARKS AND RECREATION





JUDITH SCOTT MCLEAN MEMORIAL FOREST
Managed Forest

Legal Description:
LEEDS CON 1 PT LOT 17 PLAN 86 LOT 1110

Site Area:	33.81 AC
Frontage:	0
Depth:	Irregular

Note: LE157874 July 18, 2024

Roll Number: 020 30200

63. VACANT LAND

OAK STREET
Vacant Land

Legal Description:
Plan 86 Pt. Lot 337 to Pt. Lot 340, Pt. Lot 342, Pt. Lot 344, Pt. Lot 346, Pt. Lot 348 Oak Street – Gan R. W/S.

Site Area: 0.67 AC
Frontage: 163’ Oak Street

Roll Number: 010 43500/010 41600

64. VACANT LAND

OAK STREET
Vacant Land

Legal Description:
Plan 86 Lot 421 Gan.R W/S

Site Area: 0.16 AC
Frontage: n/a Unopen Oak Street

Roll Number: 010 41600

65. VACANT LAND/MUNICIPAL PURPOSE

Vacant Land
ADJACENT 600 KING STREET EAST

Legal Description:
Con. 1 Pt. Lot 16 Form Leeds Plan 86

Site Area:	17.76 ac
Frontage:	665.23’ Hwy 401
Depth:	Irregular

Note: Recreational Pathway/Rogers Tower/Forcemain Pipe and Outfall Pipe

Roll Number: 015 06100

66. VACANT LAND/MUNICIPAL PURPOSE

Vacant Land

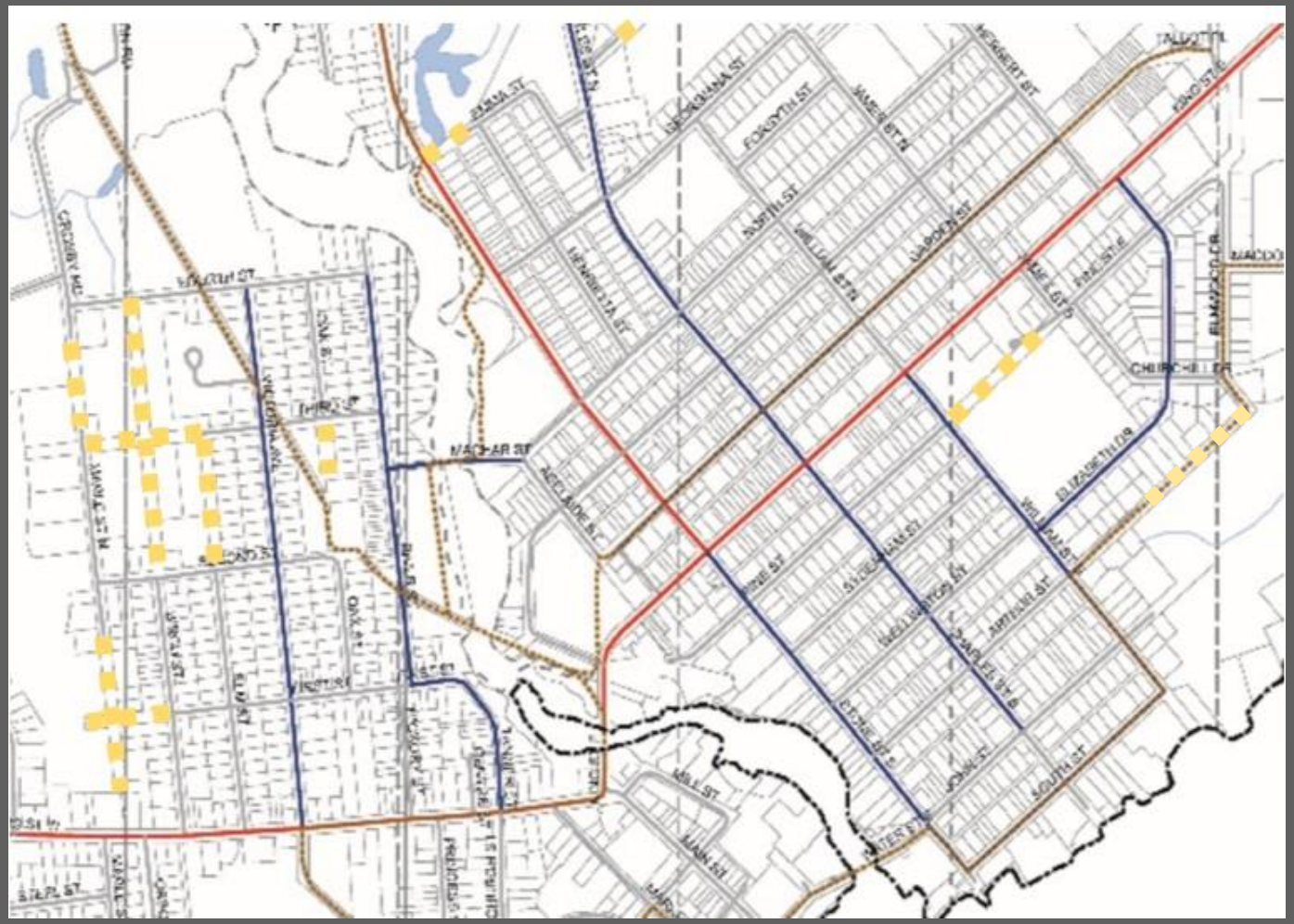
Legal Description:
Con. 1 Pt. Lot 14 Form Leeds

Site Area:	20 ac
Frontage:	40’ Herbert St
Depth:	@240’ x 232’

Note: Outfall Pipe runs along Hwy 401 to Lagoon.

Roll Number: 015 34000/015 34100

67. VACANT LAND



Unopen Road Allowances

Town Gates

Type	Ref	Property	Location	2024 Actual Revenues	2024 Actual Expenditures	Tax Burden	Projected Condition	Risk Rating	Probability of Failure	Consequence of Failure	Replacement Cost	Estimated Useful Life (EUL)	Service Life Remaining (Reporting Year)	Annual Requirement	ARO Identified	ARC Estimate	Building Area (Square Feet)
Building & Other properties	*3*	1000 Islands Heritage Museum	125 Water Street	$ 16	$ 122,033	$ 435,443	3.40	3.03	2.20	1.44	$ 9,000,703	33	11	$ 232,901	Yes	$ 80,525	18,022
Building & Other properties		Blinkbonnie Boathouse	200 ST Lawrence Street	$ -	$ -	$ 17,541	4.84	1.00	1.00	1.00	$ 1	50	48	$ -	Yes	$ 17,541	4,800
Building & Other properties	*20*	Customs Building	115 Water Street	$ -	$ 14,648	$ 33,943	3.55	4.78	1.98	2.42	$ 336,971	26	14	$ 12,540	Yes	$ 6,756	725
Building & Other properties	*16*	Kinsmen Hall	400 Stone Street N	$ 22,279	$ 50,128	$ 130,807	2.81	7.06	2.71	2.60	$ 2,853,888	31	6	$ 74,662	Yes	$ 28,296	7,321
Building & Other properties	*15*	Little Pumphouse	2 King Street E	$ 6,169	$ 4,852	$ 31,438	2.88	5.91	2.65	2.25	$ 906,507	34	-7	$ 23,175	Yes	$ 9,580	310
Building & Other properties	*23*	Old Pumphouse	110 Kate Street	$ 63,552	$ 46,237	$ 89,383	2.82	5.96	2.76	2.16	$ 2,122,546	36	-8	$ 47,757	Yes	$ 58,940	4,262
		Grand Total		**$ 92,015**	**$ 237,898**	**$ 738,555**	**3.16**	**4.67**	**2.41**	**1.93**	**$ 15,220,616**	**33**	**6**	**$ 391,035**		**$ 201,637**	**35,440**

Type	Ref	Property	Location	2024 Actual Revenues	2024 Actual Expenditures	Tax Burden	Projected Condition	Risk Rating	Probability of Failure	Consequence of Failure	Replacement Cost	Estimated Useful Life (EUL)	Service Life Remaining (Reporting Year)	Annual Requirement	ARO Identified	ARC Estimate	Building Area (Square Feet)
Heritage Properties		Band Shell	30 King Sreet N			$ 4,540	3.14	5.13	2.15	2.35	$ 194,039	40	12	$ 4,540		$ -	0
Heritage Properties	*36*	Clock Tower	140 Stone Street			$ 36,113	2.89	7.03	2.64	2.70	$ 1,219,694	41	-46	$ 28,361	Yes	$ 7,752	1,100
Heritage Properties		East Town Gate	East Gate			$ 12,909	2.61	5.04	2.91	1.65	$ 293,887	33	9	$ 12,909		$ -	0
Heritage Properties		North Town Gate	North Gate			$ 3,474	2.22	6.74	3.71	1.84	$ 240,725	51	12	$ 3,474		$ -	0
Heritage Properties		Umbrella Shelter	10 King St E/ 100 Park St			$ 1,321	2.82	11.25	3.00	3.75	$ 52,822	40	-14	$ 1,321		$ -	0
Heritage Properties		West Town Gate	West Gate			$ 4,591	2.98	5.06	2.90	1.72	$ 256,450	45	12	$ 4,591		$ -	0
		Grand Total		**$ -**	**$ -**	**$ 62,947**	**2.84**	**6.18**	**2.73**	**2.29**	**$ 2,257,617**	**41**	**-14**	**$ 55,195**		**$ 7,752**	**1,100**

Type	Ref	Property	Location	2024 Actual Revenues	2024 Actual Expenditures	Tax Burden	Projected Condition	Risk Rating	Probability of Failure	Consequence of Failure	Replacement Cost	Estimated Useful Life (EUL)	Service Life Remaining (Reporting Year)	Annual Requirement	ARO Identified	ARC Estimate	Building Area (Square Feet)
Municipal Purpose	*32*	East End Pumping Station	815 King Street E			$ 58,113	2.73	8.31	2.51	3.17	$ 1,835,650	31	16	$ 58,113		$ -	355
Municipal Purpose	*28*	Emergency Services Building	340 Herbert Street			$ 371,606	3.42	3.35	2.19	1.62	$ 11,670,240	31	13	$ 322,737	Yes	$ 48,869	34,000
Municipal Purpose	*29*	Fire Training Facility	665 Charles Street N			$ 592	4.35	2.00	1.00	2.00	$ 23,698	40	34	$ 592		$ -	0
Municipal Purpose	*37*	Lagoon	89 County Road 32			$ 92,580	4.19	3.64	1.00	3.64	$ 2,897,279	17	27	$ 92,580		$ -	0
Municipal Purpose	*29*	New Salt Shed	665 Charles Street N			$ 2,467	3.51	6.00	2.00	3.00	$ 98,696	40	25	$ 2,467		$ -	2,400
Municipal Purpose	*29*	Old Salt Shed	665 Charles Street N			$ 7,123	2.14	7.84	3.19	2.44	$ 262,431	33	-1	$ 7,123		$ -	912
Municipal Purpose	*29*	Public Works Garage	665 Charles Street N			$ 227,282	2.79	4.75	2.73	1.77	$ 7,145,324	30	8	$ 179,258	Yes	$ 48,024	11,470
Municipal Purpose	*30*	Stone Street Pumping Station	420 Stone Street N			$ 32,908	2.35	9.02	2.83	3.04	$ 827,790	33	11	$ 32,908		$ -	185
Municipal Purpose	*29*	Storage Shed (Dirt Building)	665 Charles Street N			$ 5,475	1.46	11.24	3.81	2.86	$ 200,632	33	-5	$ 5,475		$ -	1,050
Municipal Purpose	*26*	Town Hall	30 King Sreet N			$ 259,045	3.52	3.40	2.06	1.71	$ 9,293,919	36	5	$ 239,951	Yes	$ 19,094	16,878
Municipal Purpose	*25*	Visitor Centre & Public Library	10 King St E/ 100 Park St			$ 292,199	2.87	6.14	2.71	2.29	$ 8,280,386	37	-13	$ 148,536	Yes	$ 143,663	11,353
Municipal Purpose	*31*	Water Street Pumping Station	49 Water Steet			$ -	4.89	1.00	1.00	1.00	$ -	40	38	$ -		$ -	0
Municipal Purpose	*31*	Water Street Pumping Station (PS #2)	49 Water Steet			$ 10,936	4.41	3.77	1.19	3.17	$ 369,750	33	27	$ 10,936		$ -	0
Municipal Purpose		Water Street Pumping Station (PS #3)	105 Water Steet			$ 27,978	4.08	5.15	1.62	3.26	$ 927,410	35	26	$ 27,978		$ -	155
Municipal Purpose		Water Tower	665 Charles Street N			$ 102,100	2.13	11.14	3.16	3.41	$ 2,552,500	37	11	$ 102,100		$ -	0
Municipal Purpose		Water Treatment Plant	110 Kate Street			$ 368,871	2.38	9.57	2.77	3.20	$ 13,205,683	30	12	$ 298,779		$ 70,092	22590
		Grand Total		**$ -**	**$ -**	**$ 1,859,277**	**2.96**	**6.22**	**2.48**	**2.43**	**$ 59,591,388**	**33**	**8**	**$ 1,529,534**		**$ 329,742**	**101348**

Type	Ref	Property	Location	2024 Actual Revenues	2024 Actual Expenditures	Tax Burden	Projected Condition	Risk Rating	Probability of Failure	Consequence of Failure	Replacement Cost	Estimated Useful Life (EUL)	Service Life Remaining (Reporting Year)	Annual Requirement	ARO Identified	ARC Estimate	Building Area (Square Feet)
Parking Lots		Arena Parking Lot	600 King Street E			$ 797	73.95	6.00	3.00	2.00	$ 19,932	20	15	$ 797			
Parking Lots		Asphalt Area in front of New Salt Dome	665 Charles St N (PW Yard)			$ 666	96.5	2.00	1.00	2.00	$ 16,655	20	18	$ 666			
Parking Lots		Asphalt Area N of PW Garage	665 Charles St N (PW Garage)			$ 1,192	95.21	3.00	1.00	3.00	$ 29,790	20	18	$ 1,192			
Parking Lots		Kinsmen Hall - Gravel Parking Lot	400 Stone Street N			$ 1,375	2.71	8.40	3.00	2.80	$ 68,774	50	15	$ 1,375			
Parking Lots		Legion Riders Park Parking Lot	King St E			$ 1,260	86.82	3.00	1.00	3.00	$ 31,489	20	15	$ 1,260			
Parking Lots		Marina Parking Lot	21 Bay Road			$ 3,197	61.04	9.00	3.00	3.00	$ 79,927	20	9	$ 3,197			
Parking Lots		North (Bay Road) Boat Launch	21 Bay Road			$ 12,264	83.75	4.00	1.00	4.00	$ 490,560	40	33	$ 12,264			
Parking Lots		North Boat Launch / Section RB Addition	21 Bay Road			$ 3,846	69.58	6.00	2.00	3.00	$ 76,919	20	13	$ 3,846			
Parking Lots	*79*	Pine Street Parking Lot	79 Pine Street			$ 930	65.78	6.00	3.00	2.00	$ 23,241	20	10	$ 930			
Parking Lots		Visitor Center Parking Lot	10 King Street E			$ 2,775	86.82	3.00	1.00	3.00	$ 69,368	20	15	$ 2,775			
		Grand Total		**$ -**	**$ -**	**$ 28,302**	**72.22**	**5.04**	**1.90**	**2.78**	**$ 906,656**	**25**	**16**	**$ 28,302**		**$ -**	**$ -**

Type	Ref	Property	Location	2024 Actual Revenues	2024 Actual Expenditures	Tax Burden	Projected Condition	Risk Rating	Probability of Failure	Consequence of Failure	Replacement Cost	Estimated Useful Life (EUL)	Service Life Remaining (Reporting Year)	Annual Requirement	ARO Identified	ARC Estimate	Building Area (Square Feet)
Parks - Land improvements	*61*	Arena Outdoor Washrooms	600 King Street N			$ 3,840	3.74	2.42	2.05	1.13	$ 131,835	33	21	$ 3,840		$ -	310
Parks - Land improvements	*61*	Arena Sidewalk	600 King Street E			$ 1,175	89.58	2.00	1.00	2.00	$ 23,510	20	17	$ 1,175		$ -	0
Parks - Land improvements		Confederation Park	2 King Street E			$ 9,710	0.56	5.00	5.00	1.00	$ 145,652	15	1	$ 9,710		$ -	0
Parks - Land improvements		Cow and Gate/Joel Stone Park	135 Water Street			$ 10,127	56.39	6.00	3.00	2.00	$ 303,811	30	16	$ 10,127		$ -	0
Parks - Land improvements		Picnic Pavilion	600 King Street N			$ 2,561	1.98	8.00	4.00	2.00	$ 38,411	15	4	$ 2,561		$ -	0
Parks - Land improvements		Rotary Beach Park	Rotary Beach Park - 51 Bay Rd			$ -	98.33	3.00	1.00	3.00	$ -	5	4	$ -		$ -	0
Parks - Land improvements		Scorers Building	30 King Sreet N			$ 875	1.76	8.00	4.00	2.00	$ 35,000	40	14	$ 875		$ -	70
Parks - Land improvements		Skateboard Park	600 King St E			$ 32,580	25.42	12.00	4.00	3.00	$ 488,700	15	5	$ 32,580		$ -	0
Parks - Land improvements		Steelworkers Park (Dog Park)	165 River Street			$ -	15.56	5.00	5.00	1.00	$ -	15	2	$ -		$ -	0
Parks - Land improvements		Tennis / Pickleball Courts	600 King Street E			$ 21,819	84.58	4.00	1.00	4.00	$ 436,383	20	16	$ 21,819		$ -	0
Parks - Land improvements		Tennis Courts, Soccer Field, BMX	600 King Street E			$ -	65	4.00	2.00	2.00	$ -	20	22	$ -		$ -	0
Parks - Land improvements	*26*	Town Ballpark Washrooms	30 King Sreet N			$ 2,625	1.00	20.00	5.00	4.00	$ 105,000	40	-14	$ 2,625		$ -	180
Parks - Land improvements	*26*	Town Hall Park	30 King Street East			$ 32,607	91.67	5.00	1.00	5.00	$ 815,172	25	22	$ 32,607		$ -	0
Parks - Land improvements	*26*	Town Park Ball Diamond	30 King Street East			$ 10,943	87.67	3.00	1.00	3.00	$ 273,585	25	21	$ 10,943		$ -	0
Parks - Land improvements		Veteran Riders Park Retaining Wall	xx King St E			$ 4,101	63.33	6.00	2.00	3.00	$ 61,512	15	9	$ 4,101		$ -	0
		Grand Total		$ -	$ -	$ 132,963	21.25	4.00	2.33	1.72	$ 2,858,570	28	17	$ 132,963		$ -	560

Type	Ref	Property	Location	2024 Actual Revenues	2024 Actual Expenditures	Tax Burden	Projected Condition	Risk Rating	Probability of Failure	Consequence of Failure	Replacement Cost	Estimated Useful Life (EUL)	Service Life Remaining (Reporting Year)	Annual Requirement	ARO Identified	ARC Estimate	Building Area (Square Feet)
Recreational Purpose		Joel Stone Amphitheatre	135 Water Street			$ 4,721	3.97	4.00	2.00	2.00	$ 47,213	10	8	$ 4,721		$ -	0
Recreational Purpose		Joel Stone Heritage Park & Splashpad	135 Water Street			$ 29,576	3.26	3.54	2.57	1.44	$ 1,012,811	32	18	$ 29,576		$ -	575
Recreational Purpose	*41*	Marina Main Building	21 Bay Road	$ 1,170,990	$ 984,530	-$ 100,326	2.78	6.85	3.03	2.21	$ 1,967,818	31	11	$ 46,991	Yes	$ 39,143	1,770
Recreational Purpose	*41*	Marina Satellite Building	21 Bay Road			$ 11,321	3.13	5.55	2.76	2.03	$ 413,331	33	15	$ 11,321		$ -	0
Recreational Purpose	*61*	Recreation Centre (Arena)	600 King Street N	$ 467,806	$ 772,621	$ 1,104,881	3.04	5.06	2.50	2.04	$ 29,585,569	30	11	$ 685,050	Yes	$ 115,016	40,015
		Grand Total		$ 1,638,796	$ 1,757,151	$ 1,050,173	3.02	5.33	2.65	2.01	$ 33,026,742	31	12	$ 777,660		$ 154,158	42,360

Asset ID	Land Type	Name	Count	Land Area (Acres)	Land Area (Square Metres)	Cost
58	Leased Properties	200 St. Lawrence St - Blinkbonnie Boathouse Waterlot (Waterlot E)	1	1		$ 1
60	Leased Properties	115 Water St - Customs Waterlot (Waterlot A)	1	0		$ 1
61	Leased Properties	component asset (1 of 3 - 125 Water St)	1			$ 100,000
62	Leased Properties	125 Water St - TIHM & TIBM Land Parcel	1	1		$ 135,000
63	Leased Properties	component asset (2 of 3 - 125 Water St)	1			$ 2,000,000
64	Leased Properties	component asset (3 of 3 - 125 Water St)	1			$ 1,549,072
	Leased Properties		**6**	**2**	**-**	**$ 3,784,074**
53	Muncipal Purpose	699 Arthur St - Manhole 18 / Lagoon Outfall Land Parcel	1	0		$ 1
54	Muncipal Purpose	89 County Rd 32 - Lagoon Land Parcel	1	180		$ 1
56	Muncipal Purpose	635 Arthur Street - Storm Drainage Outfall Land Parcel	1	0		$ 1
57	Muncipal Purpose	10 King St E / 100 Park St - Museum / Library Land Parcel	1	1		$ 1,500
70	Muncipal Purpose	30 King St E - Town Hall Land Parcel	1	4		$ 1,000
138	Muncipal Purpose	140 Stone St S - Clock Tower Land Parcel	1	0		$ 2,500
260	Muncipal Purpose	665 Charles St N - Public Works Lands Land Parcel	1	19		$ 1,200
261	Muncipal Purpose	665 Charles St N - Water Tower Land Parcel	1	0		$ 1
262	Muncipal Purpose	815 King St E - East End Pumping Stn (EEPS) Land Parcel	1	1		$ 1
264	Muncipal Purpose	110 Kate St - WTP Land Parcel	1	1		$ 500
265	Muncipal Purpose	component asset (1 of 2 - 110 Kate St)	1			$ 35,000
266	Muncipal Purpose	component asset (2 of 2 - 110 Kate St)	1			$ 35,000
267	Muncipal Purpose	420 Stone St N - Stone Street Pumping Stn (SSPS) Land Parcel	1	0		$ 1
935	Muncipal Purpose	665 Charles St N - Public Works Yard B Land Parcel	1	4		$ 3,001
936	Muncipal Purpose	665 Charles St N - Public Works Land Parcel	1	1		$ 85,000
937	Muncipal Purpose	665 Charles St N - Public Works Yard A Land Parcel	1	1		$ 750
71	Muncipal Purpose	89 County Rd 32 - Lagoon Access Land Parcel	1	0		$ 1
72	Muncipal Purpose	105 Water St - Waterfront Waterlot (Waterlot D)	1	1		$ 50,000
124	Muncipal Purpose	River Street Stormwater Management Pond Land Parcel	1	0		$ 1,000
134	Muncipal Purpose	49 Water St - Water Street Pumping Stn (PS #2) (Waterlot L)	1	0		$ 1
181	Muncipal Purpose	340 Herbert St - Emergency Services Building Land Parcel	1	2		$ 65,000
	Muncipal Purpose		**21**	**215**	**-**	**$ 281,459**
13352	Open Road Allowances	Adelaide St (part - Garden St to Brock St)	1			$ -
13353	Open Road Allowances	Adelaide St (part - Brock St to North St)	1			$ -
13354	Open Road Allowances	Alberta St (all - adjacent Gan R to Stone St N)	1			$ -
13355	Open Road Allowances	Ann St (all except unopened portion - Queen St to Stone St N)	1			$ -
13356	Open Road Allowances	Arthur St (part - Stone St S to Charles St S)	1			$ -
13357	Open Road Allowances	Arthur St (part - Charles St S to William St S)	1			$ -
13358	Open Road Allowances	Arthur St (part - William St S to ~180m east)	1			$ -
13359	Open Road Allowances	Arthur St (eastern portion - ~220m west of Conner Dr to ~35m east of Conner Dr)	1			$ -

Asset ID	Land Type	Name	Count	Land Area (Acres)	Land Area (Square Metres)	Cost
13360	Open Road Allowances	Ash Alley (part - Stone St S to Charles St S)	1			$ -
13361	Open Road Allowances	Ash Alley (part - Charles St S to William St S)	1			$ -
13362	Open Road Allowances	Bay Rd (all - Clarence St to King St W)	1			$ -
13363	Open Road Allowances	Beaver Rd (all - Crosby Rd to western town boundary)	1			$ -
13364	Open Road Allowances	Birch St (part - King St W to First St)	1			$ -
13365	Open Road Allowances	Birch St (part - First St to Second St)	1			$ -
13366	Open Road Allowances	Booth St (all - adjacent Gan R to Stone St N)	1			$ -
13367	Open Road Allowances	Brock St (part - Park St to Stone St N)	1			$ -
13368	Open Road Allowances	Brock St (part - Stone St N to Charles St N)	1			$ -
13369	Open Road Allowances	Brock St (part - Charles St N to William St N)	1			$ -
13370	Open Road Allowances	Brock St (part - William St N to James St N)	1			$ -
13371	Open Road Allowances	Brock St (part - James St N to Herbert St)	1			$ -
13372	Open Road Allowances	Carmichael Dr (all - King St E to ~160m south)	1			$ -
13373	Open Road Allowances	Cedar Alley (part - Stone St S to Charles St S)	1			$ -
13374	Open Road Allowances	Cedar Alley (part - Charles St S to William St S)	1			$ -
13375	Open Road Allowances	Cemetery Rd (all except unopened portion - Charles St N to ~80m east)	1			$ -
13376	Open Road Allowances	Centre St (part - King St W to 90 degree bend to ~30m west of Tanner St)	1			$ -
13377	Open Road Allowances	Centre St (part - ~30m west of Tanner St to Tanner St)	1			$ -
13378	Open Road Allowances	Charles St N (part - King St E to Georgiana St)	1			$ -
13379	Open Road Allowances	Charles St N (part - Georgiana St to Stone St N)	1			$ -
13380	Open Road Allowances	Charles St S (all - King St E to adjacent St. Lawrence R)	1			$ -
13381	Open Road Allowances	Church St (all - King St W to ~200m south)	1			$ -
13382	Open Road Allowances	Churchill Dr (part - Pine St E to Elizabeth Dr)	1			$ -
13383	Open Road Allowances	Churchill Dr (part - Elizabeth Dr to Elmwood Dr)	1			$ -
13384	Open Road Allowances	Clarence St (all - Mill St to Bay Rd)	1			$ -
13385	Open Road Allowances	Conner Dr (all - MacDonald Dr to Arthur St)	1			$ -
13386	Open Road Allowances	Coopers Alley (part - Cowans Alley to Stone St N)	1			$ -
13387	Open Road Allowances	Coopers Alley (part - Stone St N to Charles St N)	1			$ -
13388	Open Road Allowances	Coopers Alley (part - Charles St N to William St N)	1			$ -
13389	Open Road Allowances	Coopers Alley (part - William St N to James St N)	1			$ -
13390	Open Road Allowances	Coopers Alley (part - James St N to Herbert St)	1			$ -
13391	Open Road Allowances	Cowans Alley (all - Garden St to King St E)	1			$ -
13392	Open Road Allowances	Crosby Rd (all - Fourth St to Nalon Rd)	1			$ -
13393	Open Road Allowances	Dempster Dr (all - Ontario St to 90 degree bend to 90 degree bend to end)	1			$ -
13394	Open Road Allowances	Elizabeth Dr (part - King St E to Pine St E)	1			$ -
13395	Open Road Allowances	Elizabeth Dr (part - Pine St to unopened Regent St)	1			$ -
13396	Open Road Allowances	Elizabeth Dr (part - unopened Regent St to William St S)	1			$ -

Asset ID	Land Type	Name	Count	Land Area (Acres)	Land Area (Square Metres)	Cost
13397	Open Road Allowances	Elm St (part - King St W to First St)	1			$ -
13398	Open Road Allowances	Elm St (part - First St to Second St)	1			$ -
13399	Open Road Allowances	Elmwood Dr (part - King St E to ~50m south)	1			$ -
13400	Open Road Allowances	Elmwood Dr (part - Pine St E to ~40m south of Churchill Dr)	1			$ -
13401	Open Road Allowances	Emma St (part - Charles St N to tee)	1			$ -
13402	Open Road Allowances	Emma St (part - ~30m south of tee to tee to 90 degree bend)	1			$ -
13403	Open Road Allowances	Emma St (part - 90 degree bend to Havelock Alley)	1			$ -
13404	Open Road Allowances	First St (part - Tanner St to River St)	1			$ -
13405	Open Road Allowances	First St (part - River St to Birch St)	1			$ -
13406	Open Road Allowances	Forsyth St (all - William St N to James St N)	1			$ -
13407	Open Road Allowances	Fourth St (all - River St to Maple St N)	1			$ -
13408	Open Road Allowances	Garden Alley (part - Adelaide St to Stone St N)	1			$ -
13409	Open Road Allowances	Garden Alley (part - Stone St N to Charles St N)	1			$ -
13410	Open Road Allowances	Garden Alley (part - Charles St N to William St N)	1			$ -
13411	Open Road Allowances	Garden Alley (part - William St N to James St N)	1			$ -
13412	Open Road Allowances	Garden St (part - Adelaide St to Stone St N)	1			$ -
13413	Open Road Allowances	Garden St (part - Stone St N to Charles St N)	1			$ -
13414	Open Road Allowances	Garden St (part - Charles St N to William St N)	1			$ -
13415	Open Road Allowances	Garden St (part - William St N to James St N)	1			$ -
13416	Open Road Allowances	Garden St (part - James St N to Herbert St)	1			$ -
13417	Open Road Allowances	Garden St (part - Herbert St to Talbot Pl)	1			$ -
13418	Open Road Allowances	Garfield St (all - end to 90 degree bend to King St W)	1			$ -
13419	Open Road Allowances	Georgiana St (part - Stone St N to William St N)	1			$ -
13420	Open Road Allowances	Georgiana St (part - William St N to James St N)	1			$ -
13421	Open Road Allowances	Havelock Alley (part - North St to Georgiana St)	1			$ -
13422	Open Road Allowances	Havelock Alley (part - Georgiana St to Emma St)	1			$ -
13423	Open Road Allowances	Henrietta St (part - North St to Georgiana St)	1			$ -
13424	Open Road Allowances	Henrietta St (part - Georgiana St to Emma St)	1			$ -
13425	Open Road Allowances	Herbert St (all except unopened portion - King St E to ~330m north of North St)	1			$ -
13426	Open Road Allowances	Hickory St (all - King St W to First St)	1			$ -
13427	Open Road Allowances	Hillside Dr (all - Maple St S to Ontario St)	1			$ -
13428	Open Road Allowances	James A. Brennan Rd (all except unopened portion - Charles St N to PW Yard gate [43(	1			$ -
13429	Open Road Allowances	James St N (all - King St E to Georgiana St)	1			$ -
13430	Open Road Allowances	James St S (all - King St E to Pine St)	1			$ -
13431	Open Road Allowances	Jane Alley (part - North St to Georgiana St)	1			$ -
13432	Open Road Allowances	Jane Alley (part - Georgiana St to Emma St)	1			$ -
13433	Open Road Allowances	John St (part - Stone St S to Charles St S)	1			$ -

Asset ID	Land Type	Name	Count	Land Area (Acres)	Land Area (Square Metres)	Cost
13434	Open Road Allowances	John St (part - Charles St S to William St S)	1			$ -
13435	Open Road Allowances	Kate St (all - St. Lawrence St to Water St)	1			$ -
13436	Open Road Allowances	King St E (part - King St W / Main St / Mill St [International Square] to Stone St N/S)	1			$ -
13437	Open Road Allowances	King St E (part - Stone St N/S to William St N/S)	1			$ -
13438	Open Road Allowances	King St E (part - William St N/S to eastern town boundary)	1			$ -
13439	Open Road Allowances	King St W (part - King St E / Main St / Mill St [International Square] to Hickory St)	1			$ -
13440	Open Road Allowances	King St W (part - Hickory St to ~180m west of Garfield St)	1			$ -
13441	Open Road Allowances	King St W (part - ~180m west of Garfield St to western town boundary)	1			$ -
13442	Open Road Allowances	MacDonald Dr (all - Elmwood Dr to Conner Dr)	1			$ -
13443	Open Road Allowances	Machar St (part - River St to Gan R / Hudson Bridge)	1			$ -
13444	Open Road Allowances	Machar St (part - Gan R / Hudson Bridge to Adelaide St)	1			$ -
13445	Open Road Allowances	Main St (part - Mill St / King St E / King St W [International Square] to Clarence St)	1			$ -
13446	Open Road Allowances	Main St (part - Clarence St to St. Lawrence St)	1			$ -
13447	Open Road Allowances	Main St (part - St. Lawrence St to Water St)	1			$ -
13448	Open Road Allowances	Manse Alley (part - Stone St S to Charles St S)	1			$ -
13449	Open Road Allowances	Manse Alley (part - Charles St S to William St S)	1			$ -
13450	Open Road Allowances	Maple St N (part - ~80m south of Second St to ~20m north of unopened Third St)	1			$ -
13451	Open Road Allowances	Maple St N (part - ~50m south of Fourth St to Fourth St)	1			$ -
13452	Open Road Allowances	Maple St S (all except unopened portion - King St W to Windsor Dr)	1			$ -
13453	Open Road Allowances	Maplecroft Ct (all - MacDonald Dr to ~110m south [end])	1			$ -
13454	Open Road Allowances	Market St (part - King St W to Clarence St)	1			$ -
13455	Open Road Allowances	Market St (part - Clarence St to St. Lawrence St)	1			$ -
13456	Open Road Allowances	Market St (part - St. Lawrence St to Water St)	1			$ -
13457	Open Road Allowances	Mill St (part - Main St to 90 degree bend to Clarence St)	1			$ -
13458	Open Road Allowances	Mill St (part - ~75m north of Water St to Water St)	1			$ -
13459	Open Road Allowances	Nalon Rd (part - end to 90 degree bend to Rail Trail)	1			$ -
13460	Open Road Allowances	Nalon Rd (part - Rail Trail to Crosby Rd)	1			$ -
13461	Open Road Allowances	North Alley (part - Adelaide St to Stone St N)	1			$ -
13462	Open Road Allowances	North Alley (part - Stone St N to Charles St N)	1			$ -
13463	Open Road Allowances	North Alley (part - Charles St N to William St N)	1			$ -
13464	Open Road Allowances	North Alley (part - William St N to James St N)	1			$ -
13465	Open Road Allowances	North St (part - Adelaide St to Stone St N)	1			$ -
13466	Open Road Allowances	North St (part - Stone St N to Charles St N)	1			$ -
13467	Open Road Allowances	North St (part - Charles St N to William St N)	1			$ -
13468	Open Road Allowances	North St (part - William St N to James St N)	1			$ -
13469	Open Road Allowances	North St (part - James St N to Herbert St)	1			$ -
13470	Open Road Allowances	Oak Alley (part - Stone St S to Charles St S)	1			$ -

Asset ID	Land Type	Name	Count	Land Area (Acres)	Land Area (Square Metres)	Cost
13471	Open Road Allowances	Oak Alley (part - Charles St S to William St S)	1			$ -
13472	Open Road Allowances	Oak St (part - First St to Second St)	1			$ -
13473	Open Road Allowances	Oak St (part - Third St to Fourth St)	1			$ -
13474	Open Road Allowances	Ontario St (all except unopened portion - Dempster Dr to Hillside Dr)	1			$ -
13475	Open Road Allowances	Osborne St (all - King St W to Windsor Dr)	1			$ -
13476	Open Road Allowances	Park St (all - King St E to Brock St)	1			$ -
13477	Open Road Allowances	Pine St (part - ~150m west of Stone St S to Stone St S)	1			$ -
13478	Open Road Allowances	Pine St (part - Stone St S to Charles St S)	1			$ -
13479	Open Road Allowances	Pine St (part - Charles St S to William St S)	1			$ -
13480	Open Road Allowances	Pine St E (part - ~30m west of James St S to ~40m east of Elizabeth St)	1			$ -
13481	Open Road Allowances	Pine St E (part - ~40m east of Elizabeth St to Elmwood Dr)	1			$ -
13482	Open Road Allowances	Princess St (all except unopened portion - King St W to ~200m south [end])	1			$ -
13483	Open Road Allowances	Queen St (part - 100m south of Ann St [end] to Ann St)	1			$ -
13484	Open Road Allowances	Queen St (part - Ann St to Booth St)	1			$ -
13485	Open Road Allowances	Queen St (part - Booth St to Alberta St)	1			$ -
13486	Open Road Allowances	Queen St (part - Alberta St to ~265m north of Alberta St [end])	1			$ -
13487	Open Road Allowances	River St (part - First St to Machar St)	1			$ -
13488	Open Road Allowances	River St (part - Machar St to Gan R)	1			$ -
13489	Open Road Allowances	St. Lawrence St (all - unnamed alley [~45m east of Main St] to Kate St)	1			$ -
13490	Open Road Allowances	Second St (all except unopened portion - Oak St to Maple St N)	1			$ -
13491	Open Road Allowances	South Alley (part - Stone St S to Charles St S)	1			$ -
13492	Open Road Allowances	South Alley (part - Charles St S to William St S)	1			$ -
13493	Open Road Allowances	South St (part - Stone St S to Charles St S)	1			$ -
13494	Open Road Allowances	South St (part - Charles St S to William St S)	1			$ -
13495	Open Road Allowances	Spruce Alley (part - Stone St S to Charles St S)	1			$ -
13496	Open Road Allowances	Spruce Alley (part - Charles St S to William St S)	1			$ -
13497	Open Road Allowances	Steel St (all - Maple St S to Ontario St)	1			$ -
13498	Open Road Allowances	Stone St N (part - King St E to Georgiana St)	1			$ -
13499	Open Road Allowances	Stone St N (part - Georgiana St to ~160m south of 401 EB ramps)	1			$ -
13500	Open Road Allowances	Stone St N (part - ~160m south of 401 EB ramps to 401 EB ramps / northern town boui	1			$ -
13501	Open Road Allowances	Stone St S (all - King St E to ~25m south)	1			$ -
13502	Open Road Allowances	Sydenham St (part - Stone St S to Charles St S)	1			$ -
13503	Open Road Allowances	Sydenham St (part - Charles St S to William St S)	1			$ -
13504	Open Road Allowances	Talbot Pl (all - Garden St to Wilson Dr)	1			$ -
13505	Open Road Allowances	Tanner St (all - King St W to First St)	1			$ -
13506	Open Road Allowances	Third St (part - River St to Elm St)	1			$ -
13507	Open Road Allowances	Thomas Av (all - MacDonald Dr to ~30m north)	1			$ -

Asset ID	Land Type	Name	Count	Land Area (Acres)	Land Area (Square Metres)	Cost
13508	Open Road Allowances	Troy Alley (all except unopened portion - Charles St N to ~100m east)	1			$ -
13509	Open Road Allowances	Victoria Av (part - King St W to First St)	1			$ -
13510	Open Road Allowances	Victoria Av (part - First St to Second St)	1			$ -
13511	Open Road Allowances	Victoria Av (part - Second St to Third St)	1			$ -
13512	Open Road Allowances	Victoria Av (part - Third St to Fourth St)	1			$ -
13513	Open Road Allowances	Water St (part - Stone St S to ~50m west)	1			$ -
13514	Open Road Allowances	Water St (part - ~50m east of Mill St to Kate St)	1			$ -
13515	Open Road Allowances	Wellington St (part - Stone St S to Charles St S)	1			$ -
13516	Open Road Allowances	Wellington St (part - Charles St S to William St S)	1			$ -
13517	Open Road Allowances	William St N (all - King St E to Georgiana St)	1			$ -
13518	Open Road Allowances	William St S (all except unopened portion - King St E to South St)	1			$ -
13519	Open Road Allowances	Wilmer Av (part - unopened Pine St E to 35m north of MacDonald Dr)	1			$ -
13520	Open Road Allowances	Wilmer Av (part - 35m north of MacDonald Dr to MacDonald Dr)	1			$ -
13521	Open Road Allowances	Wilson Dr (all except unopened portion - King St E to ~290m north)	1			$ -
13522	Open Road Allowances	Windsor Dr (part - unopened Birch Ln to Osborne St)	1			$ -
13523	Open Road Allowances	Windsor Dr (part - Osborne St to Maple St S)	1			$ -
13524	Open Road Allowances	unnamed alley (all - Tanner St to 80m east)	1			$ -
13525	Open Road Allowances	unnamed alley (all - Clarence St to St. Lawrence St)	1			$ -
13526	Open Road Allowances	unnamed road (all - King St W to ~80m south)	1			$ -
13527	Open Road Allowances	unnamed alley (all - Stone St S to ~25m west)	1			$ -
	Open Road Allowances		**176**	**-**	**-**	**$ -**
52	Parking Lots	121 Main St - Clarence Street Parking Lot Land Parcel	1	0		$ 16,627
129	Parking Lots	155 Garden St - Garden Street Parking Lot Land Parcel	1	0		$ 142,741
137	Parking Lots	79 Pine St - Pine Street Parking Lot Land Parcel	1	0		$ 1
	Parking Lots		**3**	**1**	**-**	**$ 159,369**
59	Parks	590 King St E - Lions Centennial Park Land Parcel	1	0		$ 1
68	Parks	135 Water St - Joel Stone Heritage Park (East - Cow & Gate portion) Land Parcel	1	4		$ 1
69	Parks	20 Brock St - Brock Street Parkette Land Parcel	1	0		$ 8,000
74	Parks	PUC Dock (St. Lawrence River Waterlot 1	1		567	$ 1
119	Parks	King St - Legion Riders' Park Land Parcel	1	0		$ 65,000
120	Parks	200 Second St - Oak Street Park Land Parcel	1	1		$ 2,000
121	Parks	adjacent 185 Mill St proposed Public Park & Pathway along Gan. R (Waterlot G)	1		1,081	$ 1
130	Parks	200 Adelaide St - Plan 86 Unopened North St Land Parcel	1	1		$ 8,000
131	Parks	200 Adelaide St - Canoe Club Land Parcel	1	1		$ 309
136	Parks	355 Arthur St - Grasshopper Park Land Parcel	1	5		$ 1
150	Parks	Stone Street North Parkette Land Parcel	1	1		$ 1
151	Parks	adjacent 185 Mill St proposed Public Park & Pathway along Gan. R (Waterlot I)	1			$ 1

Asset ID	Land Type	Name	Count	Land Area (Acres)	Land Area (Square Metres)	Cost
233	Parks	135 Water St - Joel Stone Heritage Park (West - Berm Portion) (Waterlot B)	1	2		$ 1
234	Parks	9 Windsor Dr - Agnes Maule Machar Park Land Parcel	1	2		$ 2,000
235	Parks	45 Tanner St - Confederation Park (West Portion) Land Parcel	1	0		$ 1
236	Parks	2 King St E - Confederation Park (East Portion) Land Parcel	1	1		$ 1,000
237	Parks	165 River St - Steel Workers Park Land Parcel	1	4		$ 26,000
238	Parks	51 Bay Rd - Rotary Beach Park Land Parcel	1	2		$ 1
263	Parks	400 Stone St N - Kinsmen Park Land Parcel	1	3		$ 29,900
	Parks		**19**	**25**	**1,647**	**$ 142,219**
231	Recreational Prupose	600 King St E - Arena Land Parcel	1	15		$ 1
73	Recreational Prupose	21 Bay Rd - Marina Waterlot (Waterlot C)	1	78		$ 1
232	Recreational Prupose	21 Bay Rd - Marina Parking Lot Land Parcel	1	1		$ 50,000
	Recreational Prupose		**3**	**94**	**-**	**$ 50,002**
123	Trail Lands	Rail Trail (River St to Gan R) Land Parcel	1	0		$ 600
143	Trail Lands	Nalon Riverside Park Lands; Riverside Loop Trail	1	4		$ 1
144	Trail Lands	Nalon Riverside Park Lands Access (between 362 & 370)	1	0		$ 1
145	Trail Lands	Nalon Rd-Rail Trail Access (between 309 & 313)	1	0		$ 1
161	Trail Lands	Rail Trail (Hwy 401 to River St) Land Parcel	1	5		$ 1
230	Trail Lands	Vacant Land Parcel behind Arena	1	18		$ 1,800
239	Trail Lands	401 Storage Property Vacant Land Parcel (donated)	1	2		$ 38,400
2114	Trail Lands	Vacant Lot - Adjacent 600 King St E (land behind / west of Arena)	1	80		$ 146,950
13565	Trail Lands	793 King St E - Judith Scott McLean Memorial Forest Land Parcel	1	35		$ 407,000
	Trail Lands		**9**	**144**	**-**	**$ 594,754**
162	Undeveloped Industrial Lands	Undeveloped Herbert Street Vacant Land Parcel	1	20		$ 1
	Undeveloped Industrial Lands		**1**	**20**	**-**	**$ 1**
2095	Unopened Road Allowances	Garden-King Walkway (unopened Road Allowance)	1			$ 17,930
13528	Unopened Road Allowances	unopened Ann St (all - Gan R to Queen St)	1			$ -
13529	Unopened Road Allowances	unopened Arthur St (all - ~180m east of William St to unopened Elmwood Dr)	1			$ -
13530	Unopened Road Allowances	unopened Birch Alley (entirely unopened - King St W to St. Lawrence R)	1			$ -
13531	Unopened Road Allowances	unopened Birch St (part - Third St to Fourth St)	1			$ -
13532	Unopened Road Allowances	unopened Brock St (all - Gan R to Park St)	1			$ -
13533	Unopened Road Allowances	unopened Cemetery Rd (all - ~80m east of Charles St N to halfway to unopened Herbe	1			$ -
13534	Unopened Road Allowances	unopened Elm St (part - Second St to Third St)	1			$ -
13535	Unopened Road Allowances	unopened Elm St (part - Third St to ~30m north of Third St)	1			$ -
13536	Unopened Road Allowances	unopened Elm St (part - ~40m south of Fourth St to Fourth St)	1			$ -
13537	Unopened Road Allowances	unopened Elmwood Dr (part - ~50m south of King St E to unopened Pine St E)	1			$ -
13538	Unopened Road Allowances	unopened Elmwood Dr (part - ~40m south of Churchill Dr to unopened Arthur St)	1			$ -
13539	Unopened Road Allowances	unopened Emma St (all - Havelock Alley to Stone St N)	1			$ -

Asset ID	Land Type	Name	Count	Land Area (Acres)	Land Area (Square Metres)	Cost
13540	Unopened Road Allowances	unopened First St (all - Birch St to ~50m west of unopened Maple St N)	1			$ -
13542	Unopened Road Allowances	unopened Herbert St (all - ~330m north of North St to ~390m north of North St)	1			$ -
13543	Unopened Road Allowances	unopened James A. Brennan Rd (all - PW Yard gate [430m north of Charles St N] to ~9	1			$ -
13544	Unopened Road Allowances	unopened Maple St N (part - ~100m south of unopened First St to unopened First St)	1			$ -
13545	Unopened Road Allowances	unopened Maple St N (part - unopened First St to ~80m south of Second St)	1			$ -
13546	Unopened Road Allowances	unopened Maple St N (part - ~20m north of unopened Third St to ~50m south of Fourth	1			$ -
13547	Unopened Road Allowances	unopened Maple St S (all - Windsor St to ~40m south)	1			$ -
13548	Unopened Road Allowances	unopened North Alley (part - James St N to Herbert St)	1			$ -
13549	Unopened Road Allowances	unopened Oak St (all - ~90m south of Third St to Third St)	1			$ -
13550	Unopened Road Allowances	unopened Ontario St (all - King St W to Dempster Dr)	1			$ -
13551	Unopened Road Allowances	unopened Pine St (all - William St S to ~30m west of James St S)	1			$ -
13552	Unopened Road Allowances	unopened Princess St (all - ~200m south of King St W to Bay Rd)	1			$ -
13553	Unopened Road Allowances	unopened Regent St (entirely unopened - Elizabeth Dr to unopened Arthur St)	1			$ -
13554	Unopened Road Allowances	unopened Second St (all - ~40m east of Oak St to Oak St)	1			$ -
13555	Unopened Road Allowances	unopened Third St (part - unopened Elm St to Maple St N)	1			$ -
13556	Unopened Road Allowances	unopened Third St (part - Maple St N to ~90m west of Maple St N)	1			$ -
13557	Unopened Road Allowances	unopened Troy Alley (all - ~100m east of Charles St N to William St N)	1			$ -
13558	Unopened Road Allowances	unopened Water St (adjacent WTP - Kate St to ~35 west of Kate St)	1			$ -
13559	Unopened Road Allowances	unopened William St S (South St to St. Lawrence R)	1			$ -
13560	Unopened Road Allowances	unopened Wilson Dr (~290 m north of King St E to ~330m north of King St E)	1			$ -
13561	Unopened Road Allowances	King-Pine Walkway (unopened Road Allowance)	1			$ -
13562	Unopened Road Allowances	River-Oak Walkway (unopened Road Allowance)	1			$ -
	Unopened Road Allowances		**35**	**-**	**-**	**$ 17,930**
118	Vacant Lands	315 King St E - Vacant Land Parcel	1	0		$ 1
125	Vacant Lands	50 Birch St - Vacant Land Parcel	1	0		$ 331
126	Vacant Lands	58 Birch St - Vacant Land Parcel	1	0		$ 71
127	Vacant Lands	Vacant Lot @ behind 50 Birch St (unopened Maple St N)	1	0		$ 39
139	Vacant Lands	Vacant Lot - behind 79 Pine St	1	0	62	$ 1
153	Vacant Lands	Vacant Lot @ 251 Oak St	1	1		$ 1
154	Vacant Lands	Vacant Lot @ Oak St	1	0		$ 1
6006	Vacant Lands	425 William St S - Former Playhouse Parking Lot Land Parcel	1	0		$ 4,352
	Vacant Lands		**8**	**2**	**62**	**$ 4,797**
141	Waterlots	St. Lawrence River Waterlot 0 (remainder of St. Lawrence R Gan Harbour)	1			$ 1
142	Waterlots	Gananoque River Waterlot 00 (remainder of Gananoque R Gan Harbour)	1			$ 1
163	Waterlots	King Street Pedestrian Bridge Waterlot Easement	1			$ 67,966
	Waterlots		**3**	**-**	**-**	**$ 67,968**
75	Waterlots - Leased	St. Lawrence River Waterlot 2	1			$ 1

Asset ID	Land Type	Name	Count	Land Area (Acres)	Land Area (Square Metres)	Cost
76	Waterlots - Leased	St. Lawrence River Waterlot 3	1			$ 1
77	Waterlots - Leased	St. Lawrence River Waterlot 4	1			$ 1
78	Waterlots - Leased	St. Lawrence River Waterlot 5	1			$ 1
79	Waterlots - Leased	St. Lawrence River Waterlot 6	1			$ 1
80	Waterlots - Leased	St. Lawrence River Waterlot 7	1			$ 1
81	Waterlots - Leased	St. Lawrence River Waterlot 8	1			$ 1
82	Waterlots - Leased	St. Lawrence River Waterlot 9	1			$ 1
83	Waterlots - Leased	St. Lawrence River Waterlot 10	1			$ 1
84	Waterlots - Leased	St. Lawrence River Waterlot 11	1			$ 1
85	Waterlots - Leased	St. Lawrence River Waterlot 12	1		35	$ 1
86	Waterlots - Leased	St. Lawrence River Waterlot 13	1		15	$ 1
87	Waterlots - Leased	St. Lawrence River Waterlot 14	1		38	$ 1
88	Waterlots - Leased	St. Lawrence River Waterlot 15	1		29	$ 1
89	Waterlots - Leased	St. Lawrence River Waterlot 16	1		25	$ 1
90	Waterlots - Leased	St. Lawrence River Waterlot 17	1		29	$ 1
91	Waterlots - Leased	St. Lawrence River Waterlot 18	1		27	$ 1
92	Waterlots - Leased	St. Lawrence River Waterlot 19	1		90	$ 1
93	Waterlots - Leased	St. Lawrence River Waterlot 21	1		24	$ 1
94	Waterlots - Leased	St Lawrence River Waterlot 23/24	1		186	$ 1
95	Waterlots - Leased	St. Lawrence River Waterlot 25	1			$ 1
96	Waterlots - Leased	Gananoque River Waterlot S	1		205	$ 1
97	Waterlots - Leased	Gananoque River Waterlot T	1		145	$ 1
98	Waterlots - Leased	Gananoque River Waterlot W	1		58	$ 1
99	Waterlots - Leased	Gananoque River Waterlot X	1		81	$ 1
100	Waterlots - Leased	Gananoque River Waterlot Y	1		33	$ 1
101	Waterlots - Leased	Gananoque River Waterlot Z	1		42	$ 1
102	Waterlots - Leased	Gananoque River Waterlot AA	1		55	$ 1
103	Waterlots - Leased	Gananoque River Waterlot BB	1		24	$ 1
104	Waterlots - Leased	Gananoque River Waterlot CC	1		36	$ 1
105	Waterlots - Leased	Gananoque River Waterlot DD	1		16	$ 1
106	Waterlots - Leased	Gananoque River Waterlot EE	1		30	$ 1
107	Waterlots - Leased	Gananoque River Waterlot GG	1		31	$ 1
108	Waterlots - Leased	Gananoque River Waterlot HH	1		17	$ 1
109	Waterlots - Leased	Gananoque River Waterlot II	1		31	$ 1
110	Waterlots - Leased	St Lawrence River Waterlot KK	1		32	$ 1
111	Waterlots - Leased	St Lawrence River Waterlot LL	1		1,056	$ 1
112	Waterlots - Leased	Gananoque River Waterlot MM	1			$ 1

Asset ID	Land Type	Name	Count	Land Area (Acres)	Land Area (Square Metres)	Cost
113	Waterlots - Leased	St Lawrence River Waterlot NN	1		8,984	$ 1
114	Waterlots - Leased	Gananoque River Waterlot OO	1		315	$ 1
115	Waterlots - Leased	Gananoque River Waterlot PP	1		203	$ 1
116	Waterlots - Leased	Brennan Marine (Gananoque River Waterlot H)	1		2,946	$ 1
128	Waterlots - Leased	St Lawrence River Waterlot QQ	1		198	$ 1
133	Waterlots - Leased	St. Lawrence River Waterlot 22	1		11,950	$ 249,003
140	Waterlots - Leased	Gananoque River Waterlot JJ	1		230	$ 1
146	Waterlots - Leased	Gananoque River Waterlot F	1		2,141	$ 1
147	Waterlots - Leased	Gananoque River Waterlot FF	1	0	62	$ 1
148	Waterlots - Leased	Gananoque River Waterlot U	1		460	$ 1
149	Waterlots - Leased	Gananoque River Waterlot V	1		229	$ 1
152	Waterlots - Leased	Gananoque River Waterlot J	1		1,050	$ 1
155	Waterlots - Leased	Gananoque River Waterlot M	1		325	$ 1
156	Waterlots - Leased	Gananoque River Waterlot N	1		140	$ 1
157	Waterlots - Leased	Gananoque River Waterlot O	1		113	$ 1
158	Waterlots - Leased	Gananoque River Waterlot P	1		87	$ 1
159	Waterlots - Leased	Gananoque River Waterlot Q	1		120	$ 1
160	Waterlots - Leased	Gananoque River Waterlot R	1		111	$ 1
	Waterlots - Leased		**56**	**0**	**32,055**	**$ 249,058**
	Grand Total		**340**	**502**	**33,764**	**$ 5,351,631**

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Council Report – RDS-2025-08

Date:	July 15, 2025	☐ **IN CAMERA**
Subject:	Water Street Swing Bridge and Roadway	
Author:	David Armstrong, Manager of Public Works	☒ **OPEN SESSION**

RECOMMENDATION:
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO CONTRACT A CONSULTING ENGINEER TO COMPLETE A STRUCTURAL AND MECHANICAL ANALYSIS OF THE WATER STREET SWING BRIDGE, AS PRESENTED IN COUNCIL REPORT RDS-2025-08.

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

BACKGROUND:
Through Motion #25-012, Council directed staff to “bring back a Council Report to provide an overview of the Water Street Swing Bridge structure and road access with an emphasis on reducing maintenance costs and mitigating structural damage, and to include permissible traffic weight and speed limit.”

The Water Street Swing Bridge was constructed in 1894 and has been identified by the Province as being historically significant. The bridge was converted from rail to road use in 1981. The structure is an equal arm swing bridge constructed using riveted steel plate girders. The abutments and center pier are comprised of stone masonry. The turning mechanism is manually operated and located at the center pier. The existing triple load posting of 24, 24, and 32 tonnes was imposed in 1990, based on an analysis by Proctor and Redfern.

Hydraulic Wedges were installed at the bearings in 2006 to eliminate bridge rocking. Then in 2010 maintenance repairs included the replacement of steel elements in the centre pier mechanism for protection of salt exposure through the open deck grating.

In the Spring of 2024, the Town awarded a tender to H.R. Doornekamp Construction Ltd., to complete some structural concrete repairs that were identified in previous OSIM reports. Later in 2024, the roadway on the east approach to the swing bridge failed due to being undermined by excessive stormwater channeled from a heavy rainfall that caused some localized flooding across parts of eastern Ontario and Quebec. The Town completed a design and released a tender, which led to contracting Fidelity Engineering & Construction Ltd., to complete these repairs and drainage improvements.

INFORMATION/DISCUSSION:

Reducing Maintenance Costs and Mitigating Structural Damage

There have been several public inquiries to town staff regarding the movement of the bridge as vehicles pass over. Town staff have observed the following:

- Movement is negligible under pedestrian and cyclist / motorcycle traffic.
- Movement is noticeable under vehicle traffic.
- Movement is greater and louder at the East side of the span.
- Movement is greater when travelling from East – to – West.
- Movement is more noticeable under higher speeds.

The movement of the bridge has not changed since first being observed in 2024 during the roadway repairs in the fall. Town staff discussed an ad-hoc repair with the contractor which was estimated to cost approximately $150,000 at the time. Staff discussed with consulting engineers at Greer Galloway Group and followed the advisement to re-evaluate in 2025 as there were upcoming reviews and repairs needed on the bridge which could be tendered for a more competitive price. The current movement of the bridge isn't compromising the integrity of the structure, however if it persists there will likely be adverse effects.

It is recommended that a structural and mechanical analysis be done on the turning mechanism at the center pier to ensure that any section loss around the bearing point and bracing will not detrimentally affect the structure and to create a replacement schedule for any associated parts. This analysis will provide detailed information to better understand the current state of the bridge and its components and will aid town staff and council in their approach of the repairs and maintenance of the bridge going forward. Currently there are considerations of a full rehabilitation or replacement of the bridge in the next few years, depending on the results of the analysis. It is anticipated that the analysis could be completed in the next 4 – 8 weeks.

Permissible Traffic Weight and Speed Limit

As mentioned, the current triple load posting of 24, 24, and 32 tonnes was imposed in 1990 and is still permissible today. A triple load posting on a bridge means the structure has weight restrictions based on the number of vehicle units. For the Water Street Swing Bridge, the posting is 24 tonnes for a single truck, 24 tonnes for a truck with a trailer, and 32 tonnes for a truck with two trailers. Town staff have discussed this rating with a few consulting engineers with experience on the swing bridge and the consensus is that this load posting is currently acceptable.

The current speed limit in the area leading up to the swing bridge is 50 km/h. Town staff have discussed previously with representatives from Gananoque Police Services and concluded that the speed limit in the area was acceptable. It is rarely observed that a vehicle is crossing the swing bridge close to 50 km/h, let alone surpassing that limit due to the intersections in proximity and the single-lane passage of the bridge itself.

All of this put into perspective, reducing the speed limit to 25 km/h, similar to the posted speed limit to the approach of the Hudson Bridge, within the approaches of the swing bridge likely won't have an adverse effect on the vehicular movement in the area, and would promote pedestrian and vehicular safety in one of the busiest areas in Gananoque. This can be brought forward as an amendment to the traffic and parking by-law in the future if council chooses to direct staff to do so.

APPLICABLE POLICY/LEGISLATION:
Highway Traffic Act
O.Reg. 472/10 *Standards for Bridges*
Motion #25-012

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:
The total amount remaining for repairs and maintenance for the Water Street Swing Bridge in 2025 is approximately $179,000. This amount can likely absorb the costs for the town to contract a consultant to undertake the analysis, leaving the remaining funds to perform the necessary maintenance/repairs in 2025, as well as possibly carry forward any remaining funds that could be required for works that may be found necessary in the analysis.

CONSULTATIONS:
Members of the Gananoque Senior Management Team
Brock Webb, Superintendent of Roads
Jaime Maitland, Senior Structural Engineer, JP2G Consultants Inc.
Ramin Rameshni, CEO & Partner, Towards Sustainable Infrastructure Inc.

ATTACHMENTS:
Pictures of Hydraulic Wedges on the Swing Bridge

APPROVAL	
	_____ David Armstrong, Manager of Public Works _____ Melanie Kirkby, CAO Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the *Municipal Act* and regulations.

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Consent Agenda Items

Moved by:
Seconded by:
Be it resolved that the Motion and By-law listed on the Consent Agenda be passed accordingly:
MOTION:
#25-093 – Approval of Minutes – Tuesday, June 17 and Wednesday, June 25, 2025 BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE REGULAR COUNCIL MINUTES OF TUESDAY, JUNE 17, 2025, AND ITS SPECIAL MINUTES OF TUESDAY, JUNE 25, 2025.
BY-LAWS:
By-law No. 2025-059 – Amend By-law No. 2021-081 – Ice Allocation Policy BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-059, BEING A BY-LAW TO AMEND BY-LAW NO. 2021-081, THE ICE ALLOCATION POLICY FOR THE LOU JEFFRIES ARENA.

As presented at the Regular Council Meeting held this 15th day of July 2025.

Approved: July 15, 2024

_____

John S. Beddows, Mayor

Unanimous ☐ Carried ☐ Ayes_____ Nays _____

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

REGULAR COUNCIL MEETING MINUTES

Held on Tuesday, June 17, 2025, at 5:00 PM

Held Virtually and In-Person

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

1.	**Call Meeting to Order**
	Mayor Beddows called the meeting to order at 4:01 PM.
2.	**Disclosure of Pecuniary Interest & General Nature Thereof**
	1. Councillor Brown declared a Pecuniary Interest regarding Council Report REC-2025-11, due to his association with the YMCA.
3.	**Closed Session (Beginning at 4:00 PM)**
	Moved by Deputy Mayor Leakey that the Council of the Town of Gananoque, in accordance with Section 239.2 of the *Municipal Act*, moves into Closed Session at 4:01 PM for the purpose of discussing: 1. Two (2) items under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees, 2. One (1) item under A Position, Plan, Procedure, Criteria or Instruction to be Applied to any Negotiations Carried On or to be Carried on by or on Behalf of the Municipality or Local Board, and; 3. One (1) item under Security of Property of Municipality or Local Board. **CARRIED – UNANIMOUS**
4.	**Move Out of Closed Session at 4:59 PM**
	*****At this point, Mayor Beddows called a recess.** *****The Open Session resumed at 5:12 PM.**
5.	**Council Resumed the Open Session at 5:12 PM**
	• Mayor Beddows advised that a Closed Meeting was held. Council discussed two (2) items under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees; one (1) item under A Position, Plan, Procedure, Criteria or Instruction to be Applied to any Negotiations Carried On or to be Carried on by or on Behalf of the Municipality or Local Board, and; one (1) item under Security of Property of Municipality or Local Board. There was nothing to report out on these items.
6.	**Canadian National Anthem**
	• The National Anthem was played.
7.	**Land Acknowledgement Statement**
	• Mayor Beddows read the Land Acknowledgement Statement.

8.	**Public Question / Comment** (Only Addressing Motion(s) or Reports on the Agenda)
	• None
9.	**Disclosure of Additional Items**
	1. Councillor Koiner – Code of Conduct Policy
10.	**Presentations / Awards / Deputations** – None
11.	**Delegations**
	1. Steve Reed – Request to Council – Removal of Reserve
	• Steve Reed appeared before Council to request that Council consider the removal of a reserve that was placed against the parking lot on Main Street. • Council discussed that matter and considered the following.
	Motion #25-086 – Request to Council – Removal of Reserve to Parking Lot on Main Street **Moved By:** Deputy Mayor Leakey **Seconded By:** Councillor Koiner BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO BRING BACK A COUNCIL REPORT REGARDING MR. STEVE REED'S DELEGATION REQUEST TO REMOVE THE RESERVE PLACED AGAINST ACCESS TO THE OWNERS PARKING LOT ON MAIN STREET. **CARRIED – UNANIMOUS**
	2. Jody Lundrigan – Integrity Commissioner Report
	• Ms. Lundrigan appeared before Council to speak to the Integrity Commissioner Report dated May 16, 2025 (Speaking Notes attached). • It should be noted that during Ms. Lundrigan's delegation, Mayor Beddows passed the gavel to Deputy Mayor Leakey to Chair. • Following the Delegation, Mayor Beddows resumed the Chair.
12.	**Mayor's Declaration** – None
13.	**Unfinished Business**
Council-REC-2025-12 – Ice Allocation Policy Review	
	Motion #25-087 – Ice Allocation Policy Review **Moved By:** Councillor Koiner **Seconded By:** Councillor Brown BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO PROCEED WITH OPTION 1, (PASS A BY-LAW TO AMEND BY-LAW NO. 2021-081, ICE ALLOCATION POLICY TO INCLUDE THE REVISIONS AS DESCRIBE), AS PRESENTED IN COUNCIL REPORT REC-2025-12. **CARRIED – *6 Ayes, 1 Nay***
Council REC-2025-08 – 2025 Strategic Plan Update	
****Mayor Beddows vacated the Chair to speak to the Motion. **Deputy Mayor Leakey took the Chair. **Following the Mayor's statement, he resumed the Chair.**	
	Motion #25-088 – 2025 Strategic Plan Update **Moved By:** Deputy Mayor Leakey **Seconded By:** Councillor Osmond BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION THE UPDATE ON THE 2025 STRATEGIC PLAN; AND FURTHER THAT COUNCIL DIRECTS STAFF TO PROCEED WITH OPTION 2, (HOLD A PUBLIC MEETING AND OPEN AN ONLINE PUBLIC INPUT SESSION, KEEPING THE CURRENT MISSION AND VISION STATEMENTS), REGARDING THE 2026 – 2030 STRATEGIC PLAN, AS PRESENTED IN REPORT COUNCIL CAO-2025-09. **CARRIED – UNANIMOUS**

14.	**Approval of Minutes – Tuesday, June 3, 2025**
	#25-085 – Approval of Minutes – Tuesday, June 3, 2025 **Moved By:** Deputy Mayor Leakey **Seconded By:** Councillor Koiner BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE REGULAR COUNCIL MINUTES OF TUESDAY, JUNE 3RD, 2025. **CARRIED – UNANIMOUS**
15.	**Staff Reports**
Council-FIN-2025-15 – 2025 Quarter One (Q1) Forecast and Budget Variance	
	Motion #25-089 – 2025 Quarter One (Q1) Forecast and Budget Variance **Moved By:** Deputy Mayor Leakey **Seconded By:** Councillor Koiner BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION THE 2025 QUARTER ONE (Q1) FORECAST AND BUDGET VARIANCE, AS PRESENTED IN COUNCIL REPORT FIN -2025-15. **CARRIED – UNANIMOUS**
*****Councillor Brown declared a Conflict of Interest and left the room.**	
Council-REC-2025-11 – 400 Stone Street North Playground Resurfacing	
	Motion #25-090 – 400 Stone Street North Playground Resurfacing – Budget Deviation **Moved By:** Councillor Osmond **Seconded By:** Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES THE AMOUNT OF $153,468.22 TOWARDS THE FUNDING OF THE DAYCARE PLAYGROUND SURFACE LOCATED AT 400 STONE STREET NORTH, WITH THE BALANCE TO BE DRAWN FROM CAPITAL RESERVES, AS PRESENTED IN COUNCIL REPORT REC-2025-11. **CARRIED – UNANIMOUS, *by those present***
	By-law No. 2025-056 – Award of Contract – 400 Stone Street North Playground Resurfacing **Moved By:** Councillor Koiner **Seconded By:** Deputy Mayor Leakey BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-056, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH PARK N PLAY DESIGN COMPANY LTD. FOR THE PROCUREMENT OF SERVICES TO COMPLETE THE REMOVAL AND CONSTRUCTION OF THE PLAYGROUND SURFACE AT 400 STONE STREET AS PART OF THE DAYCARE RENOVATION, AS PRESCRIBED IN RFP REC-2025-03, AND AS PRESENTED IN COUNCIL REPORT REC-2025-11. **CARRIED – UNANIMOUS, *by those present***
*****Councillor Brown returned to the room.**	
16.	**Motions** (Council Direction to Staff)
	1. Privacy By-law – Direction to Staff – Mayor Beddows
****Mayor Beddows vacated the Chair to speak to the proposed recommendation.** ****Deputy Mayor Leakey took the Chair.** ****Following the Mayor's statement, he resumed the Chair.**	
	Motion #25-091 – Privacy By-law – Direction to Staff **Moved By:** Mayor Beddows **Seconded By:** Deputy Mayor Leakey BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO BRING BACK A REPORT REGARDING PRIVACY BY-LAWS GENERALLY IN FORCE IN THE PROVINCE OF ONTARIO; AND FURTHER, DETERMINE BEST PRACTICES IN PRESERVING THE RESIDENTS OF GANANOQUE THE RIGHT TO BE FREE OF SURVEILLANCE ON

	THEIR PRIVATE PROPERTY AND IN SPACES WHICH ARE NOT OPEN OR NORMALLY VISIBLE TO THE PUBLIC; AND FURTHER PROVIDE RECOMMENDATIONS TO ENFORCE THIS INITIATIVE AND INCLUDE FINES THAT WOULD ENSURE COMPLIANCE IN CASE OF A BREACH. **CARRIED – UNANIMOUS**
17.	**Correspondence**
	1. University Hospital Kingston Foundation – Clarification of Returned Grant Monies
****At this point, Mayor Beddows vacated the Chair. **Deputy Mayor Leakey took the Chair with addressing Items #2 and #3.**	
	2. Linda Garrah – Mayor Beddows and Integrity Commissioners Report
	3. Chris McDonald – Integrity Commissioners Report
****At this point, Deputy Mayor Leakey vacated the Chair. **Mayor Beddows resumed the Chair.**	
	4. Parry Sound – Supporting Municipal Ethics Through Access and Education
	5. Tony Fleming, Legal Counsel – Response of Mayor Beddows Enquiry – Strong Mayor Powers
	6. Letter to Minister Flack – Town of Gananoque – Changes to *Development Charges Act*
18.	**Notice Required Under the Notice By-law**
	Public Meeting – Tuesday, July 15, 2025 @ 5:00 PM
	1. Mayor Beddows provided notice that a Public Meeting is scheduled for Tuesday, July 15, 2025 at 5:00 PM for Council to consider a proposed Class III Development Permit Application (DP2025-09) – 580 Queen Street – Patterson Construction Inc. – Construct a Two (2) Storey Addition with Garage.
19.	**Committee Updates (Council Reps)**
	• Members of Council provided their updates.
20.	**Discussion of Additional Items**
	1. Council Code of Conduct – Direction to Staff – Councillor Koiner
	Motion #25-092 – Council Code of Conduct – Direction to Staff **Moved By:** Councillor Koiner **Seconded By:** Deputy Mayor Leakey BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO BRING BACK A REPORT AMENDING THE CODE OF CONDUCT POLICY TO INCLUDE PROVISIONS FOR REMEDIAL OR CORRECTIVE ACTION(S) TO ENSURE THAT INAPPROPRIATE BEHAVIOUR OR ACTIVITY DOES NOT CONTINUE, AND FURTHER THAT STAFF CONSULT WITH LEGAL COUNCIL REGARDING ACCEPTED TERMINOLOGY PERMITTED IN LAW. **CARRIED – UNANIMOUS**
21.	**Questions from the Media** – None
22.	**Confirmation By-law**
	By-law No. 2025-055 – Confirming By-law – June 17, 2025 **Moved By:** Deputy Mayor Leakey **Seconded By:** Councillor Koiner BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-055, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS REGULAR MEETING HELD ON TUESDAY, JUNE 17, 2025, BE READ THREE TIMES AND FINALLY PASSED THIS 17TH DAY OF JUNE 2025. **CARRIED – UNANIMOUS**
23.	**Next Meeting(s):** Tuesday, July 15, 2025 at 5:00 PM

24.	**Adjournment**
	Moved By: Deputy Mayor Leakey Be it resolved that Council hereby adjourns this regular meeting of Council at 7:21 PM. **CARRIED – UNANIMOUS**

John S. Beddows, Mayor	Penny Kelly, Clerk

My name is Jody Lundrigan and I am here to speak to the mayor's many breaches of the code of conduct as outlined in the recent Integrity Commissioner's Report.

I first heard about this on CBC news, and my first feeling was one of embarrassment - that our little tourist town was making the news due to misogyny in the workplace. Nothing new, but not a great look for a town competing for tourist dollars in a crowded market.

I posted this news to Facebook as I believed all citizens should be aware of this appalling behaviour. And then something happened that made me very very sad - and is the reason I am motivated to be here today.

A young woman - as far as I can tell somewhere between 20 and maybe 25 - replied to my post, saying the following…

"What's the point of basic human rights if a man in a position of power like this can just walk all over them?"
…
" makes me sad to say I'm from a community that would allow this."

What is the point of having human rights, asks a 20 year old…

I think it is heartbreaking that any woman of any age, but especially a woman this young is already beaten down by the sexism and misogyny that surrounds her, and all of us.

Sexism and misogyny that are exemplified in comments you, Mayor Beddows, have made:

" women are often promoted above their abilities because of affirmative action"

And

"women are often not the best candidates for hiring because they may not return to work after having children"

And of course there are 16-38 more examples.

When you say this about one of us, you say it about all of us.

I think you should do the right thing and resign - and not because of some woke agenda or whatever rhetoric will be put upon the words that I'm saying today.

In fact I am here with hope because I think you just may be a person of integrity.

And a person of integrity admits when they've done something wrong, takes responsibility for their actions, and accepts that there are consequences for their actions.

So I'm here today asking you a rhetorical question, really, that I truly hope you take time to reflect on: Are you a person of integrity? Will you do the right thing?

And if not, I look at this council to reevaluate whether an 80 day docking of pay is a sufficient reprimand for these actions.

The women employed at Townhall have to come in to work every single day under documented misogynistic leadership. This is their job that they have to feed their families and pay their property taxes, and they come to work knowing that this behaviour is acceptable in their workplace. That is the message we are sending to them.

The women who live in this town are being told that misogyny and sexism is acceptable in their community. Every time the mayor posts a video welcoming people to the thousand islands, every time he calls to order a town council meeting, at next year's Christmas tree lighting ceremony…Every woman in this town will be reminded again and again that misogyny and sexism is acceptable in this community.

People who are deciding where to spend their tourism dollars with one google search are told that misogyny and sexism is acceptable in Gananoque. People do not travel to places where sexism and misogyny is accepted. They do not feel safe there. And we are a tourist town competing for tourism dollars at a very volatile time in the Canadian economy.

So you can see Dear Council that this is a pretty big issue. It's bigger than any of us as individuals. This is a time for leadership in this community. This is the time when the people who you were elected to represent are looking to you to stand up for what's right.

I know it's difficult. It's very difficult for me to stand here. I am nervous. I feel awkward. I have had a lot of anxiety about appearing before this Council on this topic, but I am here because it's the right thing to do.

And the right thing to do is to say no, we as a town will not accept sexism and misogyny in our leaders. We respect ourselves, and we respect each other too much.

Let's be a town of integrity.

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

SPECIAL COUNCIL MEETING MINUTES

Held on Wednesday, June 25, 2025, at 5:00 PM

Held On-Line Only

COUNCIL MEMBERS PRESENT		STAFF PRESENT
Mayor:	John Beddows	Melanie Kirkby, CAO
Councillors:	Anne-Marie Koiner	Penny Kelly, Clerk / CEMC
	Patrick Kirkby	Brenda Guy, Manager of Planning & Development
	Vicky Leakey	
Regrets:	Colin Brown	
	Matt Harper	
	David Osmond	

1.	**Call Meeting to Order**
	Mayor Beddows called the meeting to order at 5:02 PM.
2.	**Disclosure of Pecuniary Interest & General Nature Thereof** – None
3.	**Public Question / Comment** (Only Addressing Motion(s) or Reports on the Agenda)
	• None.
4.	**Closed Session**
	Moved by Councillor Koiner that the Council of the Town of Gananoque, in accordance with Section 239.2 of the *Municipal Act*, moves into Closed Session at 5:02 PM for the purpose of discussing one (item) under Advice that is Subject to Solicitor-Client Privilege, including Communications Necessary for that Purpose, regarding a Judicial Review. **CARRIED – UNANIMOUS**
5.	**Move Out of Closed Session at 6:46 PM**
	Return to Open Session at 6:48 PM

**It should be noted that during the Closed Session meeting Mayor Beddows declared a Pecuniary Interest regarding the Judicial Review Application, disconnected from the Closed Session Meeting and did not return to the Open Session as a result of the Pecuniary Interest.

Quorum was still maintained, as if the number of Members, who, by reason of the provisions of the *Municipal Conflict of Interest Act*, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of Members shall be deemed to constitute a quorum, provided such number is not less than two (2).

	• Council resumed the Open Session meeting at 6:47 PM, with the following three (3) members present. Deputy Mayor Leakey, Councillor Koiner and Councillor Kirkby. • Deputy Mayor Leakey advised that Council held a Closed Session meeting to discuss one (1) item under Advice that is Subject to Solicitor-client Privilege, including Communications Necessary for that Purpose. In Closed Session Council directed staff to retain legal counsel regarding a Judicial Review Application filed by Mayor Beddows against the Town of Gananoque and the Integrity Commissioner.

6.	**Questions from the Media** – None
7.	**Confirmation By-law**
	By-law No. 2025-057 – Confirming By-law – June 25, 2025 **Moved By:** Councillor Koiner **Seconded By:** Councillor Kirkby BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-057, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS SPECIAL MEETING HELD ON WEDNESDAY, JUNE 25, 2025, BE READ THREE TIMES AND FINALLY PASSED THIS 25TH DAY OF JUNE 2025. **CARRIED – UNANIMOUS**
8.	**Next Meeting:** Regular Council – Tuesday, July 15, 2025 at 5:00 PM
9.	**Adjournment**
	Moved By: Councillor Koiner Be it resolved that Council hereby adjourns this special meeting of Council at 6:51 PM. **CARRIED – UNANIMOUS**

Vicki Leakey, Deputy Mayor	Penny Kelly, Clerk

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2025-059

BEING A BY-LAW TO AMEND BY-LAW NO. 2021-081, THE ICE ALLOCATION POLICY FOR THE LOU JEFFRIES ARENA

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 July 20, 2021, the Council of the Town of Gananoque passed By-law No. 2021-081, being a By-law to establish an Ice Allocation Policy for the Lou Jeffries Arena;

AND WHEREAS on Tuesday, June 17, 2025, Council received Report Council REC-2025-12, and subsequently passed Motion #25-087, a Motion directing to bring back a By-law to amend the Ice Allocation Policy as presented in the Council Report;

AND WHEREAS Council concurred with the amendment to the Policy and deems it appropriate to pass this amending By-law.

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

1. **AUTHORIZATION:**
   1.1 That By-law No. 2021-081, being a By-law to establish an Ice Allocation Policy for the Lou Jeffries Arena, be hereby amended to remove in its entirety Schedule ‘A’ (the Policy), and replace with Schedule ‘A’ (the Policy), attached hereto and forming part of this By-law.

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 15th day of July 2025.

_____ _____

John S. Beddows, Mayor Penny Kelly, Clerk

(Seal)

THE CORPORATION OF THE TOWN OF GANANOQUE
Canadian Gateway to the 1000 Islands

Ice Allocation Policy			
Authority	Manager of Parks & Recreation		
Establishing By-law No.	2021-081	**Amending By-law No.**	2025-059

1. PURPOSE

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

2. SCOPE

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

3. AUTHORITY

The Manager of Parks & Recreation is responsible for the monitoring and administration of this Policy.

4. OBJECTIVE

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

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

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

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

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

5. DEFINITIONS

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

5.1. **Community Program Use***:* Programs sponsored directly or indirectly by the Parks & Recreation Department and are designed for general use by the public, i.e. public skate, parent and tot, shinny.

5.2. **Local Minor Use***:* Non-profit organizations operated by volunteers whose membership is comprised of youth 18 years and under with a minimum residency component of 75% Town of Gananoque/TLTI registrants.

5.3. **Competitive Use***:* Non-profit organizations operated by volunteers who are competitive in nature and represent Gananoque versus other communities. These organizations are registered with a provincial or federal sport governing body and do not require a minimum residency component.

5.4. **Resident Use***:* Non-profit organizations comprised of single teams or house leagues whose membership is primarily made up of individuals over the age of 18, 75% of which are residents of the Town of Gananoque/TLTI and are recreational in nature.

5.5. **School Board***:*

5.5.1. **In Town:** represents elementary and secondary schools renting ice for students whether for elective, intramural or competitive use within the boundaries of the Town of Gananoque/TLTI.

5.5.2. **Out of Town***:* represents elementary and secondary schools renting ice for students from outside of the boundaries of the Town of Gananoque/TLTI.

5.6. **Non-Resident Minor Use***:* Represent an organization whose membership is comprised of youth 18 years and under and less than 75% Town of Gananoque/TLTI residents.

5.7. **Non-Resident Adult Use***:* Non-profit organizations comprised of single teams or house leagues whose membership is primarily made up of individuals over the age of 18 and is less than 75% Town of Gananoque/TLTI residents.

5.8. **Commercial***:* Represent organizations who are renting the ice for profit.

5.9. **Standard of Play***:* Formula which will determine the total number of weekly hours each organization is entitled to and the distribution of those hours to different age and skill level groupings.

6. POLICY

6.1. FACILITY OPERATIONS AND CAPACITIES

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

On an annual basis, the Manager of Parks & Recreation will organize department staff to review, define or confirm the Town's ice seasons hours of operation, facility uses and restrictions, facility closures, holiday operation hours, prime and non-prime hours. The results will enable town staff to update related portions of the Standard Operational Procedures.

6.2. PRIORITY SCHEDULE, CATEGORY OF CUSTOMERS & ASSOCIATED FEES

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

6.3. ICE ALLOCATION & DISTRIBUTION

6.3.1. PROCESS:

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

6.3.1.1. An ice request letter and request form will be sent to previous year's customers approximately four (4) weeks prior to the applicable deadline dates. New customers must contact the department to be placed on a distribution list or can apply using the request form available online.

6.3.1.2. Customers must submit request forms indicating organization profile and dates and times being requested. Tournaments must be submitted with the ice allocation request forms. All request forms must be signed and dated in order to be processed. Emailed requests must be submitted through the organizations main contact email address.

6.3.1.3. Requests are to be returned by the advertised deadline to:

a) In person to the Gananoque & TLTI Recreation Centre, attention Marina & Recreation Coordinator, or;

b) via email to marinarecreation@gananoque.ca.

6.3.2. General Principles:

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

6.3.3. **Minor Sports Groups:**
On an annual basis, groups must supply to the Town their registration data. The Parks & Recreation Department will then apply this data and the previous year's data to determine the total number of weekly hours for each organization.

6.3.4. **Where all things equal:**
Facilities will be granted based on the previous year's actual use and the year prior's registration data forming two (2) years of historical data to grant ice time.

6.3.5. **Where all things are not equal, the following options may be utilized:**
To facilitate dispute resolution the Town encourages collaborative solutions between all parties to determine facility allocation. Where demand exceeds supply or to settle a dispute between equally qualifying groups, a random selection process may be used to allocate ice.

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

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

6.3.8. **Timing:**
Deadline dates for seasonal requests are established annually by the Parks & Recreation Department. Requests received by the deadline dates are allocated according to the priority schedule and general principles described above.

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

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

6.4. **AUTHORITY OF THE TOWN OF GANANOQUE**
The Parks & Recreation Department reserves the right to cancel any rental temporarily or permanently under the following conditions:

6.4.1. Should accommodation be required for special events;
6.4.2. Upon breach of these rules and regulations;
6.4.3. Should the Department be of the opinion that the premises are not to be or are not being used for the purpose(s) contained in the application;
6.4.4. In the event of inclement weather and/or poor playing conditions;
6.4.5. Should the organization fall in arrears with the Town of Gananoque;

6.4.6. A breach of regulations, including but not limited to the Rule & Regulations; Rental Agreement Conditions of Use; Municipal Alcohol Policy; or any other applicable policy.
6.4.7. Any situation that may arise that the Town deems to be a breach of policy.

The Manager of Parks & Recreation may use discretion, relying on other approved policies or demonstration of a substantiated special circumstance.

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

Conditions may be added, deleted or modified as required.

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

7. ICE ALLOCATION

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

7.2. **PRIORITY SCHEDULE**

Priority #1: Community Program Use:
For the purpose of conducting Town of Gananoque recreation and leisure programs.

Priority #2: Local Minor Use:
Gananoque Minor Hockey Association, Gananoque Girls Hockey Association, Gananoque Skating Club.

Priority #3: Minor/Adult Resident Use:
Men's League, Old Sticks, Old Boys, Lappan Hockey, Grool Hockey, Over 35, Women's Hockey, Senior Islanders.

Priority #4: Tournament Use

Priority #5: School Board:
a) In Town
b) Out of Town

Priority #6: Commercial

Priority #7: Non-Resident Minor Use

Priority #8: Non-Resident Adult Use

7.3. **MINIMUM BOOKING FOR ICE ALLOCATION PROCESS**

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

7.4. **TOURNAMENTS AND SPECIAL EVENTS**

Requests for tournaments and special events are to be submitted with the ice allocation request form.

7.5. **PLAY-OFF ICE**

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

7.6. **SUMMER ICE**

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

7.7. **WEEKLY HOURS OF ENTITLEMENT & DISTRIBUTION**

The number of weekly hours allocated to any affiliated group/organization will be based on the previous two (2) years of usage and registration numbers. On an annual basis, registration data must be supplied by the groups to the Parks & Recreation Department.

7.8. **GENERAL TERMS**

7.8.1. **Ice Rental Allocation:**

All organizations and individuals renting ice from the Town must sign the Ice Allocation Policy and the Lou Jeffries Arena-Rental Terms and Conditions Agreement for regular contracted ice and special events with full payment due according to the payment schedule stated on the rental contract or as arranged with the Parks & Recreation Department.

7.8.2. **Hours of Use:**

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

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

These are subject to change at the discretion on the Manager of Parks & Recreation.

7.8.3. **Ice Rate Structure:**

Ice rates will be reviewed and set annually ahead of seasonal ice being contracted. All groups will be charged ice rental fees as outlined in the General Fees & Rates By-law**.** All calculations are based on a 60-minute hour. Ice preparation time will be taken out of the allocated time for all rentals, therefore 50-minute ice time and 10-minute flooding.

7.8.3.1. **Prime Time Ice:**

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

7.8.3.2. **Non-Prime Time Ice:**

Monday to Friday	6:00am to 4:00pm

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

7.8.3.4. **Flood Schedule:**
Flood time is included in each booking hour, 60 minutes includes a 10-minute flood. For customer groups that book in excess of one hour of ice time, a flood schedule will be determined and communicated to the customer by the Parks & Recreation Department.

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

7.8.5. **Ice Time Cancellations:**

7.8.5.1. If needed, the Town of Gananoque reserves the right and authority to cancel, reorganize, and reschedule any individual and or group's rental time.

7.8.5.2. In the event the Lessee cancels a booking, the following cancellation fee(s) will apply:

7.8.5.2.1. 0-29 days' notice of cancellation = 100% of the Facility Booking Agreement and Invoice Total.

7.8.5.2.2. 30-89 days' notice of cancellation = 75% of the Facility Booking Agreement and Invoice Total.

7.8.5.2.3. More than 90 days' notice of cancellation = 50% of the Facility Booking Agreement and Invoice Total.

7.8.5.3. Should an individual or group wish to cancel a rental time they are to contact the Marina and Recreation Coordinator immediately. Should the time be resold a refund of 80% will be provided (20% administration fee to be kept). Should the time not be resold the individual or group will be responsible for 100% of the contracted amount of the rental time.

7.8.5.4. There is a penalty free cancellation period for youth minor organizations and the Senior Islanders to release booking times with no penalty up to **October 14th** of each year.

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

7.8.5.6. Cancellations due to significant weather events as declared by the Town's Public Works department will not be charged a cancellation fee. However, the Lessee is required to contact the Marina and Recreation Coordinator in advance to advise if they choose to cancel their ice time and fees will apply as per clause 7.8.6.1.2 of the cancellation policy. The Town through the Parks & Recreation Department reserves the right to cancel any ice time for the just cause where in the event of mechanical or facility breakdown, emergency situation, gross policy violations or when facility rules have been breached.

7.9. **PAYMENT OF INVOICES**

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

7.10. **ICE ALLOCATION POLICY REVIEW AND UPDATE**

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

THE CORPORATION OF THE TOWN OF
GANANOQUE
Canadian Gateway to the 1000 Islands

Lou Jeffries Arena – Rental Terms and Conditions Agreement

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

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

CONDITIONS OF USE

1. ICE RESURFACING/FLOODING/ACCESS:

1.1. The rental ice time is based on the time and date stipulated.

1.2. The Lou Jeffries Arena flood times are traditionally during the last 10 minutes of each rental hour. This is subject to change at the discretion of the Town of Gananoque.

1.3. All use of ice to host a game must be communicated to the Manager of Parks & Recreation or Designate during contracting of the ice. If a Lessee wishes to play a game other than pre-scheduled and communicated, the Manager of Parks & Recreation or Designate must be notified 24 hours in advance so additional staff may be scheduled.

1.4. All contracted ice time is curfewed per the rental time. Any games that are not to be curfewed must contract an appropriate amount of ice to complete the game thus not impacting other customers.

1.5. The Town of Gananoque Arena Staff are in care and control of the facility. The rink staff will resolve all conflicts relating to floods.

1.6. If a Lessee (participant, coach, trainer, official, etc.) accesses the ice before or after their contracted times, the appropriate rental fees will apply with a minimum charge based on 30 minutes of usage.

1.7. Access to the arena ice surface is permitted as of the start of the contracted ice time. No persons are permitted on the ice during the operation of the ice resurfacing and all gates are to remain closed. Once the Parks & Recreation Operator is off the ice and the gates are closed, participants may access the ice. If at any time users are requested to exit the ice surface by Town of Gananoque staff, please vacate the ice surface immediately.

1.8. No persons are permitted on the ice surface without skates with the exception being a trainer responding to an injured participant or official. It is strongly recommended that the trainer be wearing a CSA certified helmet. Bench staff and or individuals who are on the bench and or in the timekeeper's box must walk around the outside of the boards to gain access. Walking across the ice is strictly prohibited.

2. DRESSING ROOMS:

2.1. Dressing Room assignments will be completed for all ice rentals by the Arena Staff. At no time are customers and/or organizations to make changes to the schedule without the prior approval of the Town of Gananoque.

2.2. It is strongly recommended that teams lock up team belongings at all times. Dressing Room keys are available for pick up from the Parks & Recreation Operator.

2.3. The Lessee will ensure that all dressing rooms are to be vacated within 30 minutes of leaving the ice and will further ensure that the dressing rooms shall be left in a reasonably tidy condition.

2.4. Alcohol is only permitted as per the Municipal Alcohol Policy. No alcohol is permitted in dressing rooms at any time.
2.5. No smoking/vaping is permitted within 20 meters of the property including parking lots, lobbies, hallways, stands, dressing rooms, etc. as per the Smoke Free Ontario Act.
2.6. Supervision is required at all times in the dressing room for youth (17 years of age and younger).
2.7. Sport balls or any kind or sporting equipment including pucks are only permitted on the arena floor/ice.

3. CANCELLATION POLICY:

3.1. If needed, the Town of Gananoque reserves the right and authority to cancel, reorganize, and reschedule any individual and or group's rental time.
3.2. In the event the Lessee cancels a booking, the following cancellation fee(s) will apply:
- 0-29 days' notice of cancellation = 100% of the ice time invoice.
- 30-89 days' notice of cancellation = 75% of the ice time invoice.
- More than 90 days' notice of cancellation = 50% of the ice time invoice.

3.3. Should an individual or group wish to cancel a rental time they are to contact the Marina & Recreation Coordinator immediately. Should the time be resold, a refund of 80% will be provided (20% administration fee to be kept). Should the time not be resold the individual or group will be responsible for 100% of the contracted amount of the rental time.
3.4. There is a penalty free cancellation period for youth minor organizations and the Senior Islanders to release booking times with no penalty up to October 14th of each year.
3.5. Playoffs: Representative Team and Additional Entry Team playoff ice for contracted games may be cancelled when a team is officially eliminated from play. Cancellation must be provided in writing to Marina & Recreation Coordinator the first business day following the team being eliminated from play. Any delays in notification or lack of notification will result in a charge at 100% of the rental rate.

3.6. Cancellations due to significant weather events as declared by the Town's Public Works department will not be charged a cancellation fee. However, the Lessee is required to contact the Marina and Recreation Coordinator in advance to advise if they choose to cancel their ice time and fees will apply as per clause 4.2 of the cancellation policy. The Town through the Parks & Recreation Department reserves the right to cancel any ice time for the just cause where in the event of mechanical or facility breakdown, emergency situation, gross policy violations or when facility rules have been breached.

4. FORCE MAJEUR

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

5. INSURANCE

5.1. The lessee will be required to obtain and provide confirmation of the proper insurance policy and maintain throughout the term of the contract General Liability Insurance to provide coverage to the minimum of 5 million dollars ($5,000,000) per occurrence against loss or damage resulting from bodily injury including death, personal injury, property damage including loss of use thereof and contractual liability in connection with or arising out of the function as a result of any negligence

of the applicant group. If alcohol is being served, confirmation of insurance shall include Host Liquor Liability to the full policy limits. The policy is to contain a cross liability/severability of insured clause. The Corporation of the Town of Gananoque is to be added as an additional insured. The policy is to be endorsed to provide the Town of Gananoque with thirty (30) days' notice of cancellation and is to be considered primary and not excess of any insurance available to the Town of Gananoque.

5.1.1. A lessee may purchase coverage through the User Group Liability Program. Coverage is provided to those lessees who do not have access to liability insurance from other sources, and who have been issued a rental by the Town of Gananoque. Coverage only applies for the activity disclosed on the rental agreement and is subject to the list of predetermined activities. All customers are subject to the limitation and exclusions outlined in the policy documents.

6. FEES & RATES

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

7. RULES AND REGULATIONS

7.1. The issuance of a Facility rental is entirely at the discretion of The Town of Gananoque. The Town of Gananoque reserves the right to cancel any rental temporarily or permanently:

7.1.1. should accommodation be required for special events;

7.1.2. upon breach of these rules and regulations;

7.1.3. should The Town of Gananoque be of the opinion that the premises are not to be or are not being used for the purpose(s) contained in the application;

7.1.4. in the event of inclement weather and/or poor playing conditions; or

7.1.5. should the organization fall in arrears (30+ days money owing) with the Town of Gananoque.

7.2. The facilities named on this rental agreement are to be used only on the date(s) and time(s) specified and only for the purpose(s) named. The rental agreement is not valid unless signed by an authorized Town Representative.

7.3. The rental agreement is not transferable.

7.4. A Lessee wishing to cancel or alter this rental agreement must give written notification as per policies established by The Town of Gananoque.

7.5. The Town of Gananoque will not be responsible for personal injury or for the loss or theft of clothing, equipment or any other items of the applicant or organization, or anyone attending on the invitation of the applicant or organization.

7.6. The Lessee is to immediately notify the Town of Gananoque if a participant or a member of your organization is injured while on Town premises.

7.7. The Lessee must pay for all damages to the facility and/or furnishings arising from the use of such facilities and/or furnishings granted by this permit.

7.8. The Lessee must pay such fees for extra work by Town Staff and or Contractors, etc., as the Town of Gananoque may determine.

7.9. Maximum attendance at the facility shall be governed by fire regulations or Department of Health.

7.10. All exits must be kept free from obstruction at all times.

7.11. The Lessee must ensure compliance for all guests/participants with the Smoke Free Ontario Act that prohibits smoking and vaping within 20 meters of the facility property. This includes e-cigarettes as well as all indoor locations.

7.12. All Lessees must comply with Federal, Provincial, and Municipal By-Laws and resolutions including those respecting the use of games of chance, lotteries, gambling, and alcoholic beverages.

7.13. The Lessee shall be responsible for the conduct and supervision of all persons admitted to the facilities permitted, and shall see that all regulations contained in the permit are strictly observed.

7.14. The Lessee shall be responsible for seeing that all persons admitted to the function being held have vacated the permitted facilities and that all privately-owned property and personal effects have been removed promptly on the time specified on this permit.

7.15. Admission of animals to the facility is prohibited unless approved by the Town of Gananoque. Exception is approved for Service Animals only.

7.16. All activities must be conducted in an orderly manner. The organization you are representing will be responsible for the proper conduct and direct supervision of any of its executive, team personnel, players/members or volunteers. Use of profane language is prohibited.

7.17. The person signing this rental agreement must be a person authorized by the organization to do so and such person, when asked, shall produce for inspection such authorization in writing. A person signing a rental agreement shall, when asked, agree to personally guarantee payment of any rent that becomes due to the Town under the rental agreement. If no guarantee is given when required, no rental agreement shall be issued.

7.18. The Ministries of Education, Health and Long-Term Care and Tourism, Culture and Sport are working together to increase awareness of head injury prevention. Organizations are encouraged to have a concussion policy and protocol in place as per Rowan's Law and or any other legislation.

7.19. The Town of Gananoque shall reserve the exclusive rights to the sale of all food and beverage concessions within the facility. The sale of or solicitation of any tickets, goods or commodities of any nature whether charitable or otherwise shall not be permitted within the facility unless approval is obtained from the Manager of Parks & Recreation or Designate.

7.20. For Events that have permission to have food served (given or sold) to the public, a special event application must be submitted to the Leeds, Grenville & Lanark District Health Unit. Please visit https://healthunit.org/health-information/food-safety/ for more information.

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

8. EMERGENCY PROCEDURES

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

General Guidelines:

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

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

9. WAIVER CLAUSE

I [we] agree to indemnify and save harmless The Corporation of the Town of Gananoque, it's agents, it's employees, Council, representatives and TLTI/Gananoque Recreation Centre against all loss and damage, including damage to person or property arising from any act of, or negligence of, mine [ours] or of any person acting on my [our] behalf while engaged in the performance of the above Terms and Conditions Agreement at the Lou Jeffries Arena, or while in or about the TLTI/Gananoque Recreation Centre building or premises, or arising from accident or any injury not caused by an act of The Town of Gananoque, it's agents, it's employees, Council, representatives and the TLTI/Gananoque Recreation Centre, to anyone attending the event for which I [we] have rented The Lou Jeffries Arena [and hall/kitchen/grounds] or arising from liens or claims resulting from the performance of this contract.

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

Customer Name: _____

Organization: _____

Date: _____

For the Town of Gananoque:

Manager of Parks & Recreation or Designate: _____

Date: _____

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

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

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Council Report – CAO-2025-10

Date: July 15, 2025 ☐ **IN CAMERA**

Subject: Town Cooling Station

Author: Melanie Kirkby, CAO ☒ **OPEN COUNCIL**

RECOMMENDATION:
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO PROCEED WITH OPTION #_____REGARDING A TOWN COOLING STATION, AS PRESENTED IN COUNCIL REPORT CAO-2025-10.

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

BACKGROUND:
The Town has not defined a dedicated Cooling Site. Currently the Town promotes the Library as a Cooling Site during operating hours.

The splash pad is also available as a cooling option, especially when the Joel Stone Beach is closed by the Health Unit.

The Library operating hours are:

Library Hours
Monday: Closed
Tuesday: 10 a.m. – 7 p.m.
Wednesday: 10 a.m. – 7 p.m.
Thursday: 10 a.m. – 4 p.m.
Friday: 10 a.m. – 4 p.m.
Saturday: 10 a.m. – 2 p.m.
Sunday: Closed

As global warming increases through climate change, Staff are receiving inquiries annually about a designated Cooling Station.

Environment Canada defines a heat warning for Southern Ontario as “when 2 or more consecutive days of daytime maximum temperatures are expected to reach 31°C or warmer and nighttime minimum temperatures are expected to fall to 20°C or warmer.
Or when 2 or more consecutive days of humidex values are expected to reach 40 or higher.

INFORMATION/DISCUSSION:
It is anticipated that each year the average temperature of the summer will rise and the number of heat warning days will increase.

In response to annual inquiries, staff have brought forward three (3) Options for Council consideration.

Option 1 – Maintain Status Quo. Continue to promote the Library as a cooling center during normal operating hours.

Option 2 – Operate a Cooling Station in the upstairs hall of the Lou Jefferies Arena when heat warnings occur on Sundays and Mondays between the hours of 10:00 AM and 6:00 PM.

The cost of staffing each Sunday and Statutory Holidays would be approximately $1,300 and the cost of staffing each Monday would be approximately $715.

Option 3 – Operate a Cooling Station in the upstairs hall of the Lou Jefferies Arena when heat warnings occur.

The cost of staffing each Saturday, Sunday and Statutory Holiday would be approximately $1,300 and the cost of staffing each day Monday through Friday would be approximately $715.

APPLICABLE POLICY/LEGISLATION:
None

FINANCIAL CONSIDERATIONS:
Operating Costs as Described

CONSULTATIONS:
Brenda Guy, Manager of Planning and Development
Penny Kelly, Clerk

ATTACHMENTS:
None

APPROVAL	_____ Melanie Kirkby, CAO Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions follow Council's own policies and guidelines and the *Municipal Act* and regulations.

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Council Report – CAO-2025-11

Date: July 15, 2025 ☐ **IN CAMERA**

Subject: Finance Working Group (FWG) Levels of Service Discussion

Author: Melanie Kirkby, CAO ☒ **OPEN COUNCIL**

RECOMMENDATION:
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO REFLECT THE CURRENT LEVELS OF SERVICE FOR THE TOWN OWNED ASSETS IN THE 2025 ASSET MANAGEMENT PLAN AND LONG-TERM FINANCIAL PLAN, AS PRESENTED IN COUNCIL REPORT CAO-2025-11.

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:
As part of the Provincially Legislated Asset Management Plan (AMP) requirements, the Town's AMP must reflect the levels of service provided by the Town and the Assets required to provide these services.

The levels of service that Council chooses to provide are then reflected the in Long Term Financial Plan (LTFP) to fund the AMP. The LTFP must demonstrate to the Province that the Town is funding the current asset requirements for these services.

The categories of Assets included in the AMP are; roads, bridges, water, wastewater & storm water infrastructure, properties and fleet.

At the June 26, 2025, Finance Working Group Meeting the Senior Management Team attended a working session to discuss possible service level changes that would reduce the tax burden for Town Operations. A variety of suggestions were put forth by managers.

The attached list of initiatives was discussed, but the general consensus of the Finance Working Group was that there is not inclination to reduce service levels in response to the AMP costing.

In some cases, the group discussed not increasing service levels in the future rather than reducing any current service levels.

INFORMATION/DISCUSSION:
If Council wishes to maintain the current service levels, these are the costs that will be incorporated in the LTFP for the AMP.

If Council wishes to investigate reducing any service levels they can direct staff to report back on those specific initiatives.

The group was open to increasing fees for some user specific services. These service increases may be incorporated in the Mayor's 2026 Operating Budget.

APPLICABLE POLICY/LEGISLATION:
O'Reg 17-588

FINANCIAL CONSIDERATIONS:
As Described

CONSULTATIONS:
Finance Working Group (FWG)

ATTACHMENTS:
Attachment 1 – FWG Service Levels as Discussed

APPROVAL	_____ Melanie Kirkby, CAO Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions follow Council's own policies and guidelines and the *Municipal Act* and regulations.

Dept	Concept	
All	Increase user fees to cost recovery	e.g. clerks, planning, etc.
		charge a deposit for planning inquiries
All	Reduction of opening hours	4 days per week or less hours per day reduction of wages through reorg savings in wages, hydro, heat, etc
All	Continue Provincial Procurement were available	reduced costs with volume discounts
All	Vacant (second) homes higher tax rate	additional taxes
All	pay to use the EV Charger at Town Hall	offset hydro
All	additional pay to use EC chargers at other lots	offset hydro and increase revenues
Council	Composition Reduction from 7 to 5	saves 2 honourariums
Fire	401 Response Revenue Opportunity Responding to calls that are within municipality, reducing liability Increase in revenue, but small increase in wages and wear/tear	MTO Revenue $570.50 per apparatus per hour $285.25 per pickup per hour $11,000 - $28,000 per year
Fire	Administrative Monetary Penalties (AMP's) OFM Initiate in new version of Ontario Fire Code Increased Revenue Easier to enforce Payment directly to municipality (Depending on what is included in AMP's as to scope of offences covered and possible fines)	Can issue tickets through a town bylaw Previously through Provincial Offence Notice $195 to $295 per ticket
Parking	Charge for Parking at Lot C at the Waterfront (also eliminates confusion)	User Pay
Parking	Charge for Parking in South Ward	Playhouse
parking	increase fines for parking infractions	Mayor initiative
all	enforcement increases - no building permit or building without a permit parking	
All	Share staff with TLTI when opportunities are presented.	maybe worth exploration -
Planning	Vacant Commercial Building fees	Was Implemented by Prescott
PW	reduce sidewalks on both sides..	going forward no sidewalks on both sides of the street
PW	Reduction of snow removal on sidewalks	reduce to 1 machine & staffing / OT
PW	Storm Water fee - Commercial and Residential Fees on Water Bill	funds to pay for new program

PW	Salt vs Sand Material usage	
PW	Contract leaf/yard waste collection to our solid waste contractor.	Opens staff hours to focus on other tasks, reducing OT when tasks are delayed. Contractor is already going around
PW	Waste Collection in house (contract expires Dec 2025)	Recycling is now managed by Province
PW	Waste Collection reduction - biweekly ?	Strat Plan
PW	Calcium reduction for alleys	savings labour and product
Rec	reduce number of parkettes by giving to adjacent property owners	e.g. stone at coopers alley flower beds
Rec	get sponsors or Horticulture Club to take over some flower beds	
Utilities	Purchase a Sewer Camera? (60k - 100k) lifespan is 10 Years	May be cheaper than contract but would be additional hours
Utilities	Increase leak detection - using remote meters on hydrants to locate	would require additional staff hours but may be revenue positive
Utilities	1. Mandatory cross-training for new FT employees in Roads to become licensed in water distribution and wastewater collection.	Will reduce OT hours by allowing for more staff to be capable and allowed to work on these systems.

Idea	Cost to Taxpayer / Revenue Generator / Level of Service	Context	Pro's	Con's
Arena - Reduce Ice Season from 29 weeks (budget is 34 weeks (2 weeks bf/2 weeks after)) to 27 or 26 weeks	Reduce or Stabilize Cost to Taxpayer	By reducing the ice season would save approximately $20,000-$30,000	Save Money; GMHA and Royals house league is generally done by mid-March, only figure skating and Gan Islanders consistently go until end of March/beginning of April	Reduces level of service and availability for only community facility for recreation would really hurt community wellness.
Naming Rights	$$$			
Parks - Reduce number of garbage cans around Town	Reduce or Stabilize Cost to Taxpayer	By reducing number of garbage cans, reduces the yearly cost of replacing aging garbage cans, which is typically $3,500 to $5,000	Save money on assets and potentially operations	Less garbage cans could lead to more illegal dumping in alleys and elsewhere
Parks - Reduce community ongoing rejuvenation of various parks	Reduce or Stabilize Cost to Taxpayer	Constant rejuvenations and additions to parks increases workload of staff to mow and maintain parks i.e. Bay Road and McCarney park	Stabilize park management and get a better understanding of new expectations and give team better ideas to find efficiencies	May weaken community initiatives and involvement to make the Town a better place
Parks - Reduce number of flower beds around Town	Reduce or Stabilize Cost to Taxpayer	Reduce number of flower beds and flowers will reduce maintenance needed	Save money	Will reduce "look" and feel of Town
BIA, King St, Waterfront - Reduce number of hanging baskets and planters	Reduce or Stabilize Cost to Taxpayer	Reduce number of hanging baskets and flowers will reduce maintenance needed	Save money	Will reduce "look" and feel of Town
Parks - Get rid of fountain in Confederation Park	Reduce or Stabilize Cost to Taxpayer	Eliminate fountain will reduce maintenance needed	Save money	Will reduce "look" and feel of Town
Parks - Get rid of Swans in Confederation Park	Reduce or Stabilize Cost to Taxpayer	Eliminate swans will reduce maintenance needed	Save money	Will reduce "look" and feel of Town
Re-evaluate Superintendent of Facilities Role through attrition	Reduce or Stabilize Cost to Taxpayer	Review job description and see if there are aspects that can be reduced and added to Lead Hand role and/or Manager role, through attrition.	Position could be repointed to lower band and save money	Less qualifications and requirements of the role mean less quality people you could attract to fill the role
Arena - Increase ice rates yearly no less than 5%	Increase Revenue	Increase ice rates to take burden of increasing costs on tax payers	Helps offset burden on tax payer	Pushback from user groups and public
Marina - Two tiered pricing system.	Increase Revenue	Tier 1: Regular Season from May 1 to Thanksgiving OR Tier 2: Pay for additional time starting April 1 and ending November 15	Generate revenue	Pushback from boaters
Marina - Winter outdoor storage of boats in parking lot at Marina	Increase Revenue	The parking lot at the marina is empty all winter long and this could provide a new service to help marina revenue grow	Generate more revenue for the marina	Liability
Marina - Add additional 16 boat slips to get to 400	Increase Revenue	More boat slips = More Revenue	Generate revenue	Upfront cost and need to figure out where we can expand
Marina - Increase capital fee from 3% to 4 or 5%	Increase Revenue	Capital fees have never been increased since they were introduced in 2021/2022	Generate revenue	Pushback from boaters
PUC Docks - Instead of "free" docking, change to paid parking	Increase Revenue	Use Honk app or some other means to gain revenue	Generate revenue	Pushback from boaters
Arena - Increase Ice Season from 30 weeks to 32 or 34 or 36 weeks	Increase Level of Service	By increasing the ice season it would increase level of service to the community	Generate revenue	Increased costs
Marina - Add additional sea-doo slips	Increase Level of Service / Increase Rever	Adding more Sea-doo docks which we get requests for all the time provides more of a service and fulfills a need	Docks can be paid off in 4-5 years and stable revenue for years to come thereafter	Upfront cost of approximately $80,000 for additional docks

Staffing - Add additional FT Labourer while keeping full complement of 3 seasonal labo	Increase Level of Service	Increase cleanliness of arena and GBM by having a full-time Parks & Recreation Labourer/Attendant	FT Labourer would help in winter with event set up, snow removal, cleaning at arena, pin help, general maintenance duties at Town owned facilities, etc., fall pickup of leaves and sticks in parks, early in the parks to start spring cleanup. Thereby, leaving FT Operators to focus on arena operations.	Full-time costs associated
Staffing - Add additional FT Operator to be shared with Public Works to staffing levels	Increase Level of Service	Share FT Operator 1 with Public Works	Will help with service levels	Full-time costs associated
shared position between Rec & PW cross training in stead of seasonal hires		1 less summer seasonal in Rec / PW would winter ctrl will save on OT due to rest periods and FT covering extra shifts	1 less summer seasonal in Rec / PW would winter ctrl will save on OT due to rest periods and FT covering extra shifts	
GBM - Proper equipment for snow removal	Increase Level of Service	Any snow storm over 1-2" the Zamboni cannot clear the ice rink and Public Works needs to be called to bring in the backhoe such as a skid steerer	Less downtime of GBM in the winter when it storms	Upfront cost of skid steerer

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Council Report – FIN-2025-16

Date: July 15, 2025 ☐ **IN CAMERA**

Subject: 2025 Long Term Debt Schedule

Author: John Morrison, Treasurer ☒ **OPEN SESSION**

RECOMMENDATION:
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION THE 2025 LONG TERM DEBT SCHEDULE, AS PRESENTED IN COUNCIL REPORT FIN-2025-16.

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

BACKGROUND:
Annually, funds are budgeted in the operating budgets of various departments to make principal and interest payments for long-term borrowing which was issued to fund capital purchases or projects.

Annually, the Province issues to all Ontario Municipalities an Annual Repayment Limit (ARL) report which details the annual limit of debt repayments allowed, based on 25% of the Town source revenues for the 2 years prior fiscal year. (i.e. the 2025 ARL is 25% of the 2023 revenues)

An amortizing debenture with a 20-year term, issued for capital works at the St. Lawerance Lodge and bearing an interest rate of 5.606% was satisfied in 2024.

INFORMATION/DISCUSSION:
Attached is the 2025 Long-Term Debt Schedule, which provides the 2024 actual and the 2025-2047 repayment schedules. The 2025 Long-Term Debt Schedule does not include our pending application to the Ontario Infrastructure and Land Corporation for an amortizing debenture of $1,300,000 , funding for the Marina Docks.

It should be noted that the annual repayment limit applies to all Town interests, both tax and user fee supported, including the St. Lawrence Lodge mortgage. The 2023 ARL for the Town of Gananoque is $4,737,950. The 2025 debt repayment is $529,893, or 11.2% of the Provincially Approved level.

APPLICABLE POLICY/LEGISLATION:
2025 Budget
2025 Annual Repayment Limit from the Province.

FINANCIAL CONSIDERATIONS / GRANT OPPURTUNITES:
None.

CONSULTATIONS:
None.

ATTACHMENTS:
2025 Long Debt Schedule
2025 Annual Repayment Limit

APPROVAL	_____ John Morrison, Treasurer Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the *Municipal Act* and regulations. _____ Melanie Kirkby, CAO

2025 Long Debt Schedule

Year	Loan	Payment	Principal	Interest	Taxpayer	Ratepayer
2024	Brockville 2426 St Lawerance @0471	$ 35,345	$ 32,582	$ 2,763.14	$ 35,345	
2024	Brockville 2426 St Lawerance @05.606	$ 10,499	$ 10,073	$ 425.49	$ 10,499	
2024	OCIF 2421 Garden St @2.84%	$ 73,486	$ 37,613	$ 35,872	$ 44,091	$ 29,394
2024	OCIF 2423 Town Hall @3.62%	$ 141,395	$ 83,298	$ 58,097	$ 141,395	
2024	OCIF 2428 Marina Breakwater @8.41%	$ 69,382	$ 44,329	$ 25,053	$ 69,382	
2024	OCIF 2429 Victoria Ave @8.41 %	$ 138,764	$ 88,659	$ 50,105	$ 46,255	$ 92,510
2024	OCIF 2431 Streetlights @2.6%	$ 71,525	$ 65,679	$ 5,845	$ 71,525	
2024 Total		**$ 540,396**	**$ 362,234**	**$ 178,162**	**$ 418,492**	**$ 121,904**
2025	Brockville 2426 St Lawerance @0471	$ 35,345	$ 34,134	$ 1,210	$ 35,345	
2025	OCIF 2421 Garden St @2.84%	$ 73,486	$ 38,689	$ 34,796	$ 44,091	$ 29,394
2025	OCIF 2423 Town Hall @3.62%	$ 141,395	$ 86,340	$ 55,054	$ 141,395	
2025	OCIF 2428 Marina Breakwater @8.41%	$ 69,382	$ 45,854	$ 23,528	$ 69,382	
2025	OCIF 2429 Victoria Ave @8.41 %	$ 138,764	$ 91,708	$ 47,056	$ 46,255	$ 92,510
2025	OCIF 2431 Streetlights @2.6%	$ 71,522	$ 67,425	$ 4,097	$ 71,522	
2025 Total		**$ 529,893**	**$ 364,150**	**$ 165,743**	**$ 407,990**	**$ 121,904**
2026 Total		**$ 494,549**	**$ 340,799**	**$ 153,750**	**$ 372,645**	**$ 121,904**
2027 Total		**$ 458,785**	**$ 316,178**	**$ 142,606**	**$ 336,881**	**$ 121,904**
2028 Total		**$ 423,027**	**$ 290,505**	**$ 132,522**	**$ 301,123**	**$ 121,904**
2029 Total		**$ 423,027**	**$ 300,457**	**$ 122,570**	**$ 301,123**	**$ 121,904**
2030 Total		**$ 423,027**	**$ 310,752**	**$ 112,275**	**$ 301,123**	**$ 121,904**
2031 Total		**$ 423,027**	**$ 321,402**	**$ 101,625**	**$ 301,123**	**$ 121,904**
2032 Total		**$ 423,027**	**$ 332,419**	**$ 90,608**	**$ 301,123**	**$ 121,904**
2033 Total		**$ 423,027**	**$ 343,815**	**$ 79,212**	**$ 301,123**	**$ 121,904**
2034 Total		**$ 423,027**	**$ 355,604**	**$ 67,423**	**$ 301,123**	**$ 121,904**
2035 Total		**$ 423,027**	**$ 367,800**	**$ 55,227**	**$ 301,123**	**$ 121,904**
2036 Total		**$ 423,027**	**$ 380,416**	**$ 42,611**	**$ 301,123**	**$ 121,904**
2037 Total		**$ 318,954**	**$ 289,394**	**$ 29,560**	**$ 243,305**	**$ 75,649**
2038 Total		**$ 214,880**	**$ 193,468**	**$ 21,412**	**$ 185,486**	**$ 29,394**
2039 Total		**$ 73,486**	**$ 57,418**	**$ 16,067**	**$ 44,091**	**$ 29,394**
2040 Total		**$ 73,486**	**$ 59,061**	**$ 14,425**	**$ 44,091**	**$ 29,394**
2041 Total		**$ 73,486**	**$ 60,750**	**$ 12,736**	**$ 44,091**	**$ 29,394**
2042 Total		**$ 73,486**	**$ 62,487**	**$ 10,998**	**$ 44,091**	**$ 29,394**
2043 Total		**$ 73,486**	**$ 64,275**	**$ 9,211**	**$ 44,091**	**$ 29,394**
2044 Total		**$ 73,486**	**$ 66,113**	**$ 7,373**	**$ 44,091**	**$ 29,394**
2045 Total		**$ 73,486**	**$ 68,004**	**$ 5,482**	**$ 44,091**	**$ 29,394**
2046 Total		**$ 73,486**	**$ 69,949**	**$ 3,537**	**$ 44,091**	**$ 29,394**
2047 Total		**$ 73,485**	**$ 71,949**	**$ 1,536**	**$ 44,091**	**$ 29,394**
Payments 2025-2047		**$ 6,485,673**	**$ 5,087,164**	**$ 1,398,509**	**$ 4,653,235**	**$ 1,832,438**

Ontario

Ministry of Municipal Affairs and Housing
777 Bay Street,
Toronto, Ontario M5G 2E5

Ministère des affaires municipales et du logement
777 rue Bay,
Toronto (Ontario) M5G 2E5

2025 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

MMAH CODE: **56301**

MUNID: **07024**

MUNICIPALITY: **Gananoque ST**

UPPER TIER:

REPAYMENT LIMIT: **$ 4,737,950**

FOR ILLUSTRATION PURPOSES ONLY,

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate			
(a)	20 years @ 5% p.a.	$	59,045,333
(a)	15 years @ 5% p.a.	$	49,178,303
(a)	10 years @ 5% p.a.	$	36,585,196
(a)	05 years @ 5% p.a.	$	20,512,845

7% Interest Rate			
(a)	20 years @ 7% p.a.	$	50,193,912
(a)	15 years @ 7% p.a.	$	43,152,843
(a)	10 years @ 7% p.a.	$	33,277,380
(a)	05 years @ 7% p.a.	$	19,426,531

DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

MUNICIPALITY: Gananoque ST **MMAH CODE:** 56301

		1 $
	Debt Charges for the Current Year	
0210	Principal (SLC 74 3099 01)	418,399
0220	Interest (SLC 74 3099 02)	192,661
0299	**Subtotal**	**611,060**
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01)	0
9910	**Total Debt Charges**	**611,060**

		1 $
	Amounts Recovered from Unconsolidated Entities	
1010	Electricity - Principal (SLC 74 3030 01)	0
1020	Electricity - Interest (SLC 74 3030 02)	0
1030	Gas - Principal (SLC 74 3040 01)	0
1040	Gas - Interest (SLC 74 3040 02)	0
1050	Telephone - Principal (SLC 74 3050 01)	0
1060	Telephone - Interest (SLC 74 3050 02)	0
1099	**Subtotal**	**0**
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02)	0
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02)	0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02)	0
1420	**Total Debt Charges to be Excluded**	**0**
9920	**Net Debt Charges**	**611,060**

		1 $
1610	Total Revenue (SLC 10 9910 01)	24,988,627
	Excluded Revenue Amounts	
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04)	0
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC10 0815 01)	3,125,403
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01)	25,000
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01)	0
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01)	0
2230	Revenue from other municipalities including revenue for Tangible Capital Assets (SLC 10 1098 01 + SLC 10 1099 01)	178,365
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01)	-357,122
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01)	0
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01)	0
2256	Deferred revenue earned (Community Benefits) (SLC 10 1815 01)	0
2252	Donated Tangible Capital Assets (SLC 53 0610 01)	620,940
2253	Other Deferred revenue earned (SLC 10 1814 01)	0
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01)	0
2255	Other Revenue (SLC 10 1890 01 + SLC 10 1891 01 + SLC 10 1892 01 + SLC 10 1893 01 + SLC 10 1894 01 + SLC 10 1895 01 + SLC 10 1896 01 + SLC 10 1897 01 + SLC 10 1898 01)	0
2299	**Subtotal**	**3,592,586**
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged	0
2610	**Net Revenues**	**21,396,041**
2620	**25% of Net Revenues**	**5,349,010**
9930	**ESTIMATED ANNUAL REPAYMENT LIMIT** **(25% of Net Revenues less Net Debt Charges)**	**4,737,950**

* SLC denotes Schedule, Line Column.

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Council Report – FIRE-2025-05

Date: July 15, 2025 ☐ **IN CAMERA**

Subject: Fire Department – First (1st) and Second (2nd) Quarter Report

Author: Andrew Dickson, Fire Chief ☒ **OPEN SESSION**

RECOMMENDATION:
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE 2025 FIRST AND SECOND QUARTER FIRE DEPARTMENT REPORT FOR INFORMATION PURPOSES, AS PRESENTED IN THE COUNCIL REPORT FIRE-2025-05.

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 1st and 2nd quarter in 2025. It compares month by month, quarter, and year-to-date statistics to the previous year.

INFORMATION/DISCUSSION:
FIRE DEPARTMENT KEY UPDATES – January 2025 through June 2025

A recruitment campaign for the Fire Department's paid-on-call team was launched, resulting in seven (7) new recruits beginning the onboarding process. These recruits are expected to complete their basic training by July 2025, with NFPA certification testing scheduled for the third (3rd) quarter of 2025.

We are pleased to announce the appointment of Dillon Champagne as the Department's new Community Safety Officer, effective February 3rd. Dillon has been a member of the Gananoque Fire Department since 2019 and brings valuable experience to this role.

In continued preparation for the 2026 Mandatory Certification requirement, two (2)Captains successfully achieved NFPA certifications in Officer Level 1, Instructor Level 1, and Fire Investigator. Additionally, three firefighters completed NFPA certification as Fire Apparatus Driver/Operators. As a result, only one (1) certification remains outstanding for the Department to be fully compliant by the July 1, 2026 deadline.

Progress continues with the construction of the new fire training facility, including the assembly of seven (7) sea containers, procurement of essential components such as doors and hardware and a working deck surface on the 1st and 2nd storeys.

Several firefighters completed refresher medical training, covering First Aid, CPR, Defibrillator Use, Airway Management, Oxygen Therapy, and Basic Life Support (BLS). This ensures the department remains certified at our current level of medical response.

The Department was successful in securing two (2) grants:

- The Ontario Fire Protection Grant provided $8,592.18, which will be used to purchase a bunker gear dryer.

- The Firehouse Subs Public Safety Foundation of Canada awarded $11,587.39 toward the acquisition of new ice-water rescue equipment and gear.

To enhance firefighter readiness and hands-on skills, Gananoque Fire participated in live fire training exercises at the Kingston Fire Rescue Training Centre. These controlled, realistic scenarios provided critical experience in fire suppression under real-world conditions.

In collaboration with the Gananoque Police Service, three (3) Fire Department members received certification to operate two (2) drone models. These drones will support emergency response, training scenarios, and may assist with broader municipal initiatives.

The Department continued its commitment to community engagement and public education by participating in numerous local events, including:

- Polar Plunge and Torch Run for Special Olympics
- 1000 Islands Ribfest
- Jumpstart Games
- McHappy Day
- Party Smart at GISS
- TLTI Touch-a-Truck
- Easter in the Park
- Student Cool-Down Days at Linklater and St. Joseph schools
- Filling the Community Garden water tank on Arthur Street

These efforts reflect our ongoing dedication to fire safety, emergency preparedness, and community involvement.

In continuous prevention and enforcement efforts, there were 9 inspection orders issued for Fire Code violations, along with two (2) successful convictions for non-compliance with Inspection Orders.

APPLICABLE POLICY/LEGISLATION:
None

FINANCIAL CONSIDERATIONS:
None

CONSULTATIONS:
None

ATTACHMENTS:
1st & 2nd Quarter Statistics

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

							1st Quarter		2nd Quarter		YTD	
	January	February	March	April	May	June	2025	2024	2025	2024	2025	2024
TOTAL RUNS	21	16	37	21	16	23	74	30	60	75	134	105
FIRE	0	0	0	2	1	0	0	1	3	4	3	5
MEDICAL	6	4	4	9	4	9	14	10	22	10	36	20
MOTOR VEHICLE COLLISIONS	1	2	0	0	2	1	3	1	3	3	6	4
ALARMS	8	5	15	5	4	4	28	10	13	29	41	39
OTHER CALLS (Gas Leaks, Hydro Wires, Spills, Burn Complaint, Public Hazard)	2	2	15	5	2	3	19	4	10	17	29	21
MUTUAL AID GIVEN (Structure Fire, MVC, etc.)	4	3	3	0	3	6	10	4	9	12	19	16
ESTIMATED DOLLAR LOSS	$0	$0	$0	$2,500	$20,000	$0	$0	$1,000	$22,500	$115,500	$22,500	$116,500
ESTIMATED DOLLAR SAVE	$0	$0	$0	$3,000,000	$150,000	$0	$0	$50,000	$3,150,000	$825,000	$3,150,000	$875,000
# OF UNITS INSPECTED	1	11	9	85	11	157	21	33	253	347	274	380
RE-INSPECTIONS	2	1	0	2	0	1	3	4	3	1	6	5
OTHER ACTIVITIES (Public Education, School Visits, Station Tours, Community Activities)	13	9	1	1	18	10	23	44	29	18	52	62

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Council Report – RDS-2025-09

Date: July 15, 2025 ☐ **IN CAMERA**

Subject: Sale of Surplus Loader to Township of Elizabethtown-Kitley

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

RECOMMENDATION:
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-061, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO ENTER INTO AN AGREEMENT TO SELL THE PUBLIC WORKS' SURPLUS LOADER TO THE TOWNSHIP OF ELIZABETHTOWN-KITLEY, AS PRESENTED IN COUNCIL REPORT RDS-2025-09.

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

BACKGROUND:
As part of the approved 2024 Capital Budget, Council directed t=Town staff to replace the 2012 John Deere loader. The new loader was delivered in late 2024 and the time has come to surplus the previous loader.

INFORMATION/DISCUSSION:
Representatives from the Township of Elizabethtown-Kitley reached out to Public Works staff to inquire about the sale of the 2012 John Deere loader. Discussions took place about the town's surplus protocol, the mechanical state of the loader, and the value of the equipment. Public Works staff invited representatives to view the loader with operational staff from both respective municipalities and answer any questions.

Representatives from the Township of Elizabethtown-Kitley have gone to their council previously and are now seeking approval to purchase the loader for an agreed to amount of $95,000 from the Town of Gananoque. Town staff reached out to Brandt Tractors to seek current market value of the loader, which came in at an approximate value between $105,000 and $115,000 with attachments.

Staff could surplus the loader through Govdeals.com or closed bid format locally and possibly receive above or below market value. Selling the loader to the Township of Elizabethtown-Kitley provides a certain return value for the town and promotes inter-municipal relations. If approved, all costs will be borne by the Township of Elizabethtown-Kitley to pickup and deliver the surplus loader and the attachments.

APPLICABLE POLICY/LEGISLATION:
Policy No. 2016-07 *Disposition of Surplus Assets Policy*

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:
N/A

CONSULTATIONS:
Melanie Kirkby, CAO
Brock Webb, Superintendent of Roads
Royal Metcalfe, Public Works Manager, Township of Elizabethtown-Kitley
Sean Jackman, Municipal Accounts Manager, Brandt Tractor Ltd.

ATTACHMENTS:
Draft By-law No. 2025-061

APPROVAL	_____ David Armstrong, Manager of Public Works _____ Melanie Kirkby, CAO Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the *Municipal Act* and regulations.

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2025-061

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT TO SELL THE PUBLIC WORKS SURPLUS LOADER TO THE TOWNSHIP OF ELIZABETHTOWN-KITLEY

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

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

AND WHEREAS the Council of the Town of Gananoque received Council Report RDS-2025-19 and concurred with the recommendation to authorize the Mayor and Clerk to sign an Agreement to sell the Public Works surplus loader to the Township of Elizabethtown-Kitley, in the amount of $95,000;

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 to sell the Public Works surplus loader to the Township of Elizabethtown-Kitley, in the amount of $95,000.

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 15th day of July 2025.

_____ _____

John S. Beddows, Mayor Penny Kelly, Clerk

(Seal)

DRAFT

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Council Report – UTIL-2025-09

Date: July 15, 2025 ☐ **IN CAMERA**

Subject: Water Tower Lease Extension Agreement – Eastern Ontario Power

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

RECOMMENDATION:
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-060, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN A LEASE EXTENSION AGREEMENT WITH EASTERN ONTARIO POWER (EOP) FOR FIVE (5) YEARS, AS PER THE TERMS OF THE ORIGINAL AGREEMENT AUTHORIZED UNDER BY-LAW NO. 2022-085, AND AS PRESENTED IN REPORT COUNCIL-UTIL-2025-09.

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

BACKGROUND:
The Town entered into the existing Agreement with Eastern Ontario Power (EOP) (also known as Canadian Niagara Power Inc.) in June 2020. The Agreement allows EOP to install and maintain communications equipment on the Town of Gananoque water tower.

INFORMATION / DISCUSSION:
There have not been any instances where EOP did not adhere to the Terms of this Agreement. Town staff have a very positive working relationship with staff at EOP, including many other projects and daily operational functions throughout town. Staff have no objection to this request and recommend that Council consider extending the Agreement.

APPLICABLE POLICY / LEGISLATION:
By-law No. 2020-085 – Water Tower Agreement/Lease

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:
The annual rent has increased by 3% each year throughout the duration of the Agreement. The rent received by the Town under the Agreement in 2025 is approximately $5,125.70. Under the Terms of the proposed Extension Agreement, the rent received on the last year will be approximately $5,942.09.

CONSULTATIONS:
Melanie Kirkby, CAO
Penny Kelly, Clerk
Matt Hoult, Superintendent of Water & Wastewater

ATTACHMENTS:
Water Tower Lease Agreement
Draft By-law No. 2025-060 – Water Tower Extension Lease Agreement

APPROVAL	_____ David Armstrong, Manager of Public Works _____ Melanie Kirkby, CAO Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the *Municipal Act* and regulations.

TOWER AGREEMENT

THIS AGREEMENT made in triplicate the 1st day of June, 2020

BETWEEN:

THE CORPORATION OF THE TOWN OF GANANOQUE,

(hereinafter referred to as the "Town")

OF THE FIRST PART

-and-

CANADIAN NIAGARA POWER INC.,

(hereinafter referred to as the "LDC")

OF THE SECOND PART

-and-

PAGING NETWORKS OF CANADA INC.,

(hereinafter referred to as the "PN")

OF THE THIRD PART

WHEREAS LDC operates a receiving and transmitting system;

AND WHEREAS the parties hereto have agreed to enter into a lease (the "Lease) to allow LDC and PN use of the Gananoque Elevated Water Tank and the property legally described in Schedule "A" attached hereto, in the Town of Gananoque (the "Leased Premises") subject to the terms and conditions hereinafter contained;

AND WHEREAS LDC wishes to incorporate certain lands and premises owned by the Town as a servicing component of said system;

NOW THEREFORE IN CONSIDERATION of the mutual covenant s and agreements herein contained the Town hereby demises and leases to LDC and PN the area identified and access rights (both as set out in this lease agreement) at the Site (as defined herein) together with the right to connect to and use appropriate utilities and electricity to be provided by the Town on the term and conditions, as follows:

1. THE TOWN COVENANTS AND AGREES, subject to the provisions of the within agreement :

   (a) to allow PN to install an equipment shelter and to replace, operate, maintain and remove its communication equipment and antenna system, including, if required, the equipment shelter, for the sole use of LDC's smart metering system (which is hereinafter referred to as the " EQUIPMENT") within the Leased Premises all in accordance with the legal description identified in Schedule A (the area where such installations are to be made, both on the ground and on the Gananoque elevated water tank to be hereinafter referred to as the "SITE");

   (b) to grant to PN a right of access to the Site during normal business hours, to enable PN, its agents, employees, contractors or any assignee, to install, reconfigure, attach, operate, maintain and replace the equipment, including but not limited to connecting its equipment to the public telephone and utility network, pursuant to the public telephone and utility's requirements or recommendations and any required right-of-ways, to be accompanied by Public Works – Utilities Division Staff in all instances with twenty-four hours advance notice required, except for emergency access whereby PN can go unaccompanied to perform necessary repairs without any notice being required;

(c) to allow PN to have the use of any existing access driveway and parking space situate on the Leased Premises for the purposes of accessing and using the Site and Equipment, vehicles not to be left unattended for periods over twenty-four (24) hours;

(d) to permit LDC, at its own cost and expense, to connect to and draw power from the Town's electric power supply, if adequate capacity is available;

(e) that the equipment shall not become fixtures, but shall be and remain the property of LDC and may be removed from the Site at any time and from time to time by LDC or PN during the term or within a reasonable time after expiration or early termination of this agreement, as long as LDC or PN is not in default of any provisions of the within agreement and as long as adequate security is put in place to ensure that LDC or PN will address any damage causes by such removal (reasonable wear and tear excepted) all damage to engineered coating system to be repaired to satisfaction of the Town;

(f) that PN and any Assignee may, with the consent of the Town, which consent will not be unreasonably withheld, make any alterations and/or improvements during the term and any subsequent extension thereof, with the consent of the Town. Such improvements may include, but are not limited to the expansion of existing, or the installation of new shelters, antennae and/or various equipment deemed necessary on the Site. Request for such consent shall be accompanied by the drawings to show details of the proposed installation of work and evidence that all necessary approvals and permits have been obtained from agencies required, authorized or empowered to give the same and PN will, if the Town so requires provide "as constructed" plans of any part of the antenna system or work done in connection therewith;

(g) that LDC paying the rent hereby reserved and LDC and PN performing the covenants herein contained, LDC an PN shall and may peaceably possess and enjoy the premises demised by this lease agreement for the term hereby granted without any interruption or disturbance from the Town or any other person lawfully claiming by, from or under the Town.

2. LDC OR PN COVENANTS AND AGREES, subject to the provisions of the within lease agreement:

(a) to abide by all orders, instructions or regulations which may be issued by the Town or its authorized representatives referable to the Site;

(b) subject to the Town's approval, which approval shall not be unreasonably withheld or delayed, at LDC's or PN's own expense, to install, attach, repair, operate and maintain its Equipment in a good and workmanlike manner, all in accordance with installation plans and specifications submitted by PN to the Town;

(c) to repair, restore and replace, at LDC's or PN's own expense, to the satisfaction of the Town, all damage, structural or otherwise, (save and except reasonable wear and tear) that it may cause to the Site, including without limiting the generality of the foregoing, all building situate thereon, by reason of the installation, reconfiguration, attachment, maintenance, operation, or removal by LDC or PN, its employees, agents, contractors or any assignee of LDC's Equipment during the term(s) or upon termination of the rights herein provided;

(d) to operate and maintain the equipment at all times in compliance with all regulatory requirements;

(e) not to use the Site for any purpose other than for the purpose authorized by this agreement and without limiting the generality of the foregoing, shall not affix or display any sign or advertising devise to or on the elevated water tank or on the Site;

(f) not to assign or sublet the whole or any part of the Equipment or Site or rights of access thereto without the prior written consent of the Town, except that LDC or PN shall have the right to assign, sublet or assign to a parent, subsidiary or affiliated corporation without the consent of the Town. LDC and PN shall remain liable on the covenants herein provided notwithstanding such assignment or subletting;

(g) that failure by LDC or PN to remove its Equipment from the Site within a reasonable time after expiration or early termination of this agreement and upon LDC or PN receiving at least ninety (90) days' prior written notice from the Town to remove the said equipment.

3. THE PARTIES HERETO COVENANT AND AGREE, subject to the provisions of the within lease agreement:

(a) that in the event any building structure object or works of any nature or kind whatsoever, including third party telecommunications works or equipment is erected, installed or discovered in the vicinity of the Site, which screens, shields or interferes in any manner with the signals transmitted or received by the Equipment, or should the operation of the Equipment become technologically or economically impractical, difficult or impossible by reason of any government law, regulation, requirement, municipal by-law or technological change or advancements, or should there be irreparable damage to or destruction of the Equipment, LDC or PN may, in their sole discretions, terminate this agreement by giving thirty (30) days' prior written notice to the Town and LDC or PN thereafter. In the event of such termination, the Town shall refund pro-rata any payment, if any, herein provided for, accruing due after the date of the said termination and the parties hereto shall be released from any further obligations with respect to any matter under this lease agreement; and

(b) that no change or modification to this lease agreement shall be valid, unless it is in writing and is fully executed by all three parties hereto;

(c) that any notice required by this lease agreement shall be made in writing and shall be considered given or made on the day of delivery, if delivered before 4:30 p.m. local time by facsimile or electronic mail (including acknowledgement of receipt) or by persona l delivery, upon any officers of LDC and PN, or three (3) business days after the day of delivery if sent by prepaid registered mail upon the Town, addressed as follows:

THE CORPORATION OF THE TOWN OF GANANOQUE
30 King Street East, P.O. Box 100
Gananoque, ON
K7G 2T6
Attention: Shellee Fournier, CAO
Email: sfournier@gananoque.ca
Facsimile: 613-382-8587

And in the case of CANADIAN NIAGARA POWER INC. to

EASTERN ONTARIO POWER
1001Sydney Street, P.O. Box 1179
Cornwall, ON
K6H 5V3
Attention: Jacqueline Baird, Regional Manager
Email: Jackie.Baird@cornwallelectric.com
Facsimile: 613-932-8972

and in the case of PAGENET to

PAGING NETWORK OF CANADA INC
1685 Tech Avenue
Mississauga, ON
L4W OA7
Attention: CFO
Facsimile: 905-614-3173

Either party hereto may change its aforesaid address for notices in accordance with the provisions of this lease agreement;

(d) that every covenant, proviso and agreement herein contained shall ensure to the benefit of and be binding upon the parties hereto and their successors and assigns and that all covenants herein contained shall be construed as being joint and several, and that when the context to requires or permits the singular number shall be read as if the plural were expressed and the masculine gender as if the feminine or neuter, as the case may be, were expressed;

(e) that the term of this lease agreement shall be five (5) years commencing on the 1st day of June, 2020;

(f) that as long as LDC and PN is not in breach of any of the provisions of the within lease agreement as of the end of the original term, then at the expiry of the term LDC and PN shall have the option to extend the within lease agreement for a further term of five (5) years and each upon the same terms and conditions as contained in said lease agreement;

(g) that rent shall be paid by LDC in one cheque submitted annually in advance beginning on the commencement date in part 3e of this lease agreement in the amount of four thousand four hundred and twenty one dollars and forty seven cents ($4,421.47) including HST; the Town's HST number is 10812 6541RT000l; rent shall be adjusted annually during the term of this lease or any renewal term by 3% per year.

4. In the event that:

(a) the Town enters into any agreement with a third party whereby such third party is authorized to also use a portion of the Leased Premises, for the purpose of radio frequency transmission and reception, the Town shall obtain from such third party, at the time of installation of the equipment by the third party ("Third Party Equipment"), written confirmation that all such equipment is in compliance with the Regulations, including, without limitation, Safety Code 6;

b) either LDC and PN or any third party subsequently changes its Equipment or Third Party Equipment, respectively, in any manner, including, without limitation, the addition of new equipment (collectively "Revised Equipment") then LDC and PN or such third party shall confirm in writing that the Revised Equipment is in compliance with the Regulations, including, without limitation, Safety Code 6.

(c) Town to retain rights to prioritize, limit and/or regulate the number, size and position of existing and future equipment of the Town mounted on or contained within the water tower. Specifically, equipment used for the Town's own telecommunications purposes (e.g. Public Works, Emergency Services, etc.) would remain highest priority;

(d) Town shall not be held responsible for any damage to equipment owned by LDC or PN caused by high humidity or water;

(e) Operation of equipment owned by LDC or PN shall not interfere with normal operations of the elevated water tower unless caused by the negligence of the Town;

(f) LDC and PN acknowledge that operation of the elevated water tower for the purposes of supply and distribution of potable water to the residents and businesses of the Town remains highest priority at all times; and

(g) In the event the Town requires use of the space (for installation of operational, safety or any other equipment necessary for the operation of the elevated water tower) where equipment owned by LDC or PN is located, the Town may request that LDC or PN relocate said equipment to the satisfaction of the Town. The Town shall provide LDC or PN at least 30 days' notice of such relocation and another location for their equipment acceptable to LDC and PN, acting reasonably.

5. INSURANCE:

Commercial General Liability Insurance 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 Canadian Niagara Power Inc. and Paging Network of Canada Inc. 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; tenants legal liability; cross liability and severability of interest clause.

Such insurance shall add the Corporation of the Town of Gananoque as Additional Insured. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Town. Canadian Niagara Power Inc. and Paging Network of Canada Inc. shall be responsible for all damages to their property including deductibles and the Town shall bear no responsibility for such deductible.

The Policy shown above shall not be cancelled unless the Insurer notifies the Town in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company, which is acceptable to the Town. Canadian Niagara Power Inc. and Paging Network of Canada Inc. shall provide the Town with a certificate of insurance evidencing coverage within 10 days of execution of the agreement.

5.1 INDEMNITY

Canadian Niagara Power Inc. and Paging Network of Canada Inc. shall indemnify and hold the Corporation of the Town of Gananoque harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions whether willful or otherwise by the Canadian Niagara Power Inc. and Paging Network of Canada Inc., their agents, officers, employees or other persons for whom Canadian Niagara Power Inc. and Paging Network of Canada Inc. are legally responsible with regards to the ownership and operation of the Tower.

WITNESS the seals of the parties hereto duly attested thereto by the hands of their proper signing officers:

THE CORPORATION OF THE TOWN OF GANANOQUE

Per:

Ted Lojko, Mayor

Penny Kelly, Clerk

CANADIAN NIAGARA POWER INC.

Per:

~~Regional Manager~~ V.P. Operations.

I have the authority to bind the Corporation

PAGING NETWORK OF CANADA INC.

Per:

CFO

I have the authority to bind the Corporation

SCHEDULE A

LEGAL DESCRIPTION OF LEASED PREMISES

OWNERS' NAMES:THE CORPORATION OF THE TOWN OF GANANOQUE

LEGAL DESCRIPTION Con 1 Pt Lot 13 Pt Lot 14 FORM Leeds Plan 86 Gan R ES

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2025-060

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN A LEASE EXTENSION AGREEMENT WITH EASTERN ONTARIO POWER (EOP) FOR FIVE (5) YEARS, AS PER THE TERMS OF THE ORIGINAL AGREEMENT AUTHORIZED UNDER BY-LAW NO. 2022-085

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 entered into a Lease Agreement with Eastern Ontario Power (also known as Canadian Niagara Power Inc.) by By-law No. 2020-085, dated July 7, 2020;

AND WHEREAS the Lease Agreement allows an extension of a further term of five (5) years, as long as Lessee is not in breach of any of the provisions within the Lease Agreement;

AND WHEREAS the Council of the Town of Gananoque received Council Report UTIL-2025-09 and concurred with the recommendation to authorize the Mayor and Clerk to sign a Lease Extension Agreement with Eastern Ontario Power
(EOP) for a further five (5) years, as per the Terms of the original Lease Agreement authorized under By-law No. 2020-085;

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

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

1. **AUTHORIZATION:**
   1.1 That the Mayor and Clerk are hereby authorized to sign a Lease Extension Agreement with Eastern Ontario Power (also known as Canadian Niagara Power Inc.) for a further five (5) years, as per the Terms of the original Lease Agreement authorized under By-law No. 2020-085.

2. **SCHEDULE:**
   2.1 Attached to and forming part of this By-law is the Lease Extension 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 15th day of July 2025.

_____ _____

John S. Beddows, Mayor Penny Kelly, Clerk

(Seal)

DRAFT

A Message from the Warden, CAO, City of Brockville, Town of Gananoque, & Town of Prescott

Since the Corporation of the United Counties of Leeds and Grenville (the Counties) developed its first Housing and Homelessness Plan in 2013, the landscape of housing instability and homelessness affecting our residents has vastly changed. During the time period of the previous plan, the COVID-19 pandemic profoundly impacted the resale home market and rental market, especially in smaller communities such as Leeds and Grenville, as households from larger centers shifted to remote work in unprecedented numbers and moved to smaller communities. The effects of the migration caused residential rents and resale home prices in smaller markets to dramatically increase beyond reach of many households in what was previously a relatively-affordable community.

Nationally, in Canada's Everyone Counts 2020-2022 National Point-in-Time Count, the primary reason of housing loss for person's experiencing homelessness for the first time was cited as insufficient income for housing. The cost of renting a home has continued to climb beyond the reach of affordability for many households in Leeds and Grenville; in the 2021 Census of Population, there were 2,910 households that were experiencing housing affordability issues.

Leeds and Grenville is experiencing never-seen-before numbers of homelessness and encampments. The first homelessness enumeration in Leeds and Grenville, which was a one-day Point-in-Time count in 2018, counted 30 households that were homeless at that time. With the implementation of the ByName List in 2021, the Counties has improved in the ability to quantify the number of persons experiencing homelessness and the chronicity of homelessness, to better inform program development and supports needed to address homelessness and housing instability. Now, in 2025, as this new plan commences Leeds and Grenville has approximately 140 persons affected by homelessness.

To address this change in the housing landscape Leeds and Grenville's 2025 -2035 Housing and Homelessness Plan has shifted the focus of the new Plan into three key strategic focus points: ending homelessness by supporting and housing persons that do not have a home; preventing homelessness and maintaining Housing Stability; and delivering and promoting a supply of Community and Affordable housing to ensure an adequate supply and choice of housing for low-income households. This plan outlines

and defines measurable outcomes, all aimed at ensuring we achieve our vision of **United in Housing Solutions for All**.

Corrina Smith-Gatcke,
Warden

Al Horsman,
Chief Administrative Officer

Matt Wren,
Mayor, City of Brockville

John Beddows,
Mayor, Town of Gananoque

Gauri Shankar,
Mayor, Town of Prescott

JULY 8, 2025

JOINT SERVICES COMMITTEE REPORT

REPORT NO. JSC-011-2025

UNITED HOUSING SOLUTIONS FOR ALL -
THE UNITED COUNTIES OF LEEDS AND GRENVILLE
TEN YEAR 2025-2035 HOUSING AND HOMELESSNESS PLAN

CHRIS MORRISON
MANAGER, HOUSING

SHANNA CULHANE
DIRECTOR, COMMUNITY AND
SOCIAL SERVICES

RECOMMENDATIONS

THAT the Joint Services Committee recommend to Counties Council to approve the 2025-2035 Ten-Year Housing and Homelessness Plan.

FINANCIAL IMPLICATIONS

There have been no funds provided by the Ministry of Municipal Affairs and Housing (MMAH) with respect to the costs of implementing the Ten-Year Housing and Homelessness Plan (Plan). The Housing Department and the Integrated Program Delivery Department rely on the Housing and Homelessness Plan (HHP) when considering the utilization of MMAH funds, such as the Homelessness Prevention Program (HPP), the Canada-Ontario Community Housing Initiative (COCHI), and the Ontario Priorities Housing Initiative (OPHI).

The actions that have been identified in the Plan are varied, and several may require a commitment of future dollars, but such will only occur upon the direction and approval of the Joint Service Committee.

CLIMATE CHANGE IMPLICATIONS

Where possible, the reports are provided in a digital format to reduce the Counties' carbon footprint.

ACCESSIBILITY CONSIDERATIONS

This report can be made available in alternate accessible formats upon request.

The United Counties of Leeds and Grenville makes every effort to provide services in a manner that is inclusive to ensure accessibility barriers are reduced or eliminated where possible.

COMMUNICATIONS CONSIDERATIONS

There is a legislative requirement to communicate this information to the Minister of Municipal Affairs and Housing, and the same information is to be provided to the public. In order for it to be accessible to the public it is posted on the Counties' website.

BACKGROUND

The Housing Services Act was enacted in 2011, and one of the requirements established was for Consolidated Municipal Service Managers (CMSMs) to develop a ten-year housing and homelessness plan. The first housing and homelessness plan was approved by Council in May 2014.

The report is to include:

- Measures taken, and the progress achieved to meet the objectives and targets in the Plan.

- The report must mirror the requirements in the Housing Services Act.
- Provide the Minister of Municipal Affairs and Housing with the same information provided to the public, and the method in which it was reported to the public by June 30 of each year.

In addition, the Plan is to demonstrate how the provincial priorities in addressing housing and homelessness issues are being supported by the Service Manager.

On March 1, 2024, the Assistant Deputy Minister, Community and Supportive Housing Division, MMAH, notified all Service Managers that the Ministry understands that Service Managers may already be in the process of preparing to undertake the review of their local plans. At that time, the Ministry was in the process of reviewing the current policy direction that is intended to guide local plans to ensure the plans align with government priorities. As such, the Ministry requested that Service Managers not complete the review of their local plans until they receive further communication. The Ministry stated they understand the need to provide guidance in a timely manner. To date, no further information has been provided.

Given the current landscape of the issues of housing affordability and homelessness affecting persons in Leeds and Grenville, it was determined that it was imperative to move forward with a new plan.

Once the new provincial priorities are announced, they will be reviewed and incorporated as necessary into the new Plan for Leeds and Grenville.

As with the original Plan, Leeds Grenville is still striving to embody a strategic, community-focused approach to address not only the current needs and issues, but also looking to meet future housing needs. In developing the new Plan, an extensive community engagement was undertaken. Input was sought from the public, community partners, persons with lived-experience, indigenous persons, persons with disabilities, land-use planners and staff. These consultations were conducted in person and online.

Key highlights of housing issues identified from the consultations, and in reviewing current data include:

- The number of households entering into and affected by homelessness in Leeds and Grenville has greatly increased since the previous Plan.

- A lack of supportive housing for people who need more supports to be housed and live independently.
- Too much reliance on emergency/transitional housing spaces for those who are experiencing homelessness.
- Significant core housing need and an affordable housing deficit that presents housing affordability issues.
- There is a need for more rent-geared-to-income one-bedroom units in Brockville, Prescott and Kemptville.
- More non-market housing options are needed to provide an affordable home for all households, to prevent further households from being at-risk of homelessness and entering into homelessness.
- It is important to continue to maintain rent-geared-to-income housing targets as housing projects exit their original operating agreements.
- The Community Housing portfolio is a valuable community asset, which is aging and needs to continue to be maintained and repaired as per legislation to prevent the loss of subsidized housing units.

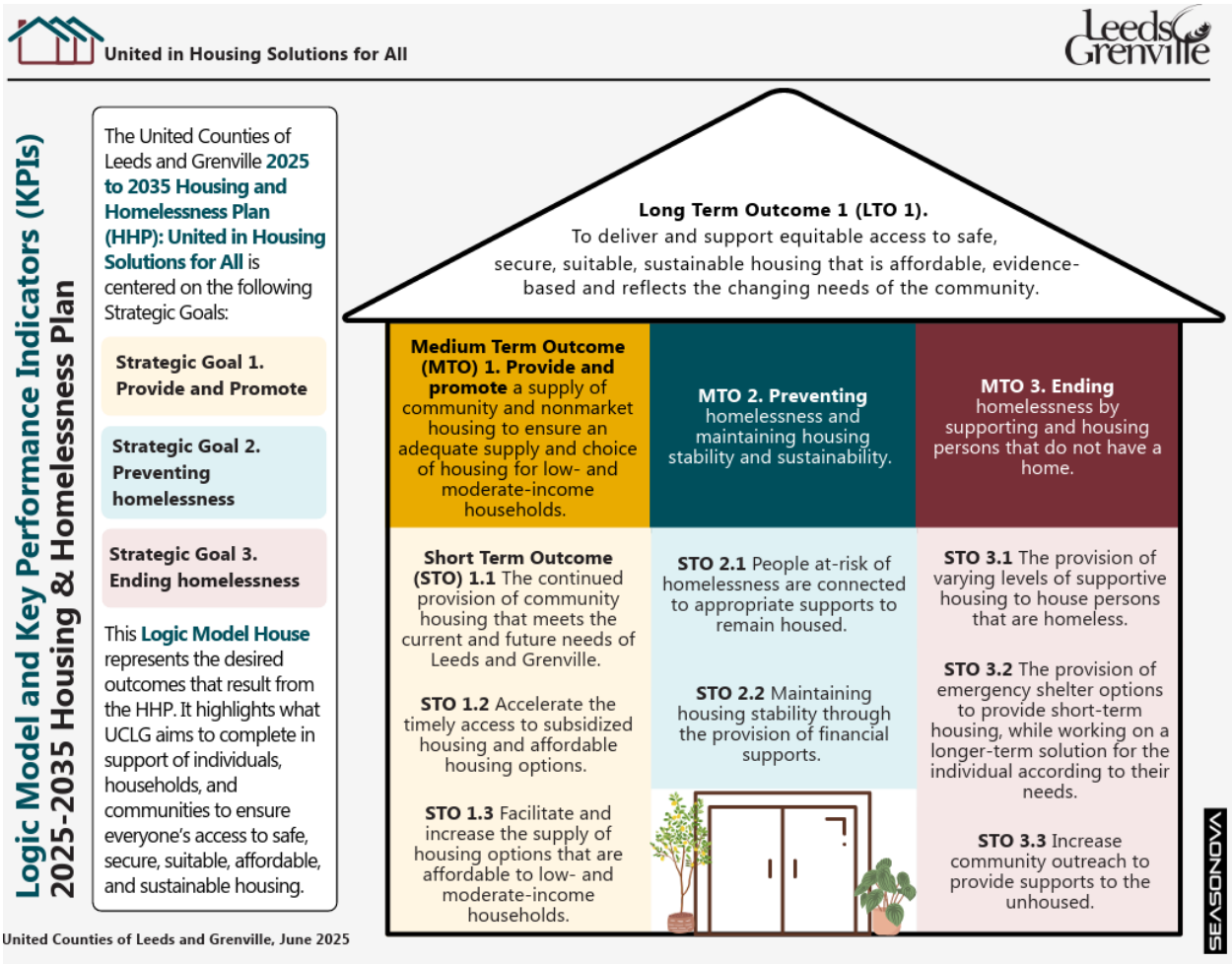
DISCUSSION/ALTERNATIVES

Since the creation of the United Counites of Leeds and Grenville's Plan in 2014, the landscape of housing and homelessness has significantly changed, not only in Leeds and Grenville, but the entire province. The issue of homelessness in our communities, and the need for a coordinated response has become a priority for all Service Managers.

In the original Plan there were three central overarching strategic goals identified:

- To maintain our current affordable housing programs and services.
- Enhance services to reflect the changing needs of the community.
- Involve all stakeholders in the development and implementation of the Plan.

These strategic goals have had to mature and evolve since the first Plan, to address the new realities faced by Leeds and Grenville. The attached Logic Model and Key Performance Indicators (KPIS) provides the revised strategic goals with short, medium, and long-term outcomes for the next ten-year period (2025-2035) of the Plan:



The residents of Leeds and Grenville are faced with increasing pressures to find affordable housing solutions, whether they are renting or buying. There has been an increase in homelessness, and more varied options needed to address the issues. An increased awareness of the need for supportive housing to be part of the homelessness solution is required.

Service Managers are facing complex issues with increasing costs and fixed funding, with the expectation to provide a solution. The only way to address these complex multi-faceted issues is through multi-level government and agency collaboration. It is acknowledged that there is not a one-size-fits-all solution to addressing homelessness and housing needs. The new Plan is titled “United in Housing Solutions for All" to exemplify this need for collaboration.

Leeds and Grenville is currently experiencing an unprecedented and escalating homelessness crisis, primarily driven by the increasing cost of post-pandemic market rents, and a growing affordability crisis that cannot be adequately addressed by the current range of program offerings and available housing options. There is a need to deliver and support more housing that reflects the needs of the community.

The new Plan was created as a deliberate set of actions, and looks to address the present issues, and forge a bold path for the future with housing solutions for all, and ending homelessness in Leeds and Grenville. Incorporated into the Plan are defined goals and key performance indicators to measure progress of a bold goal of addressing housing, and ending homelessness in Leeds and Grenville by 2035. The goals and key performance indicators will be evaluated annually and re-examined as part of the five-year mid-term review of the Plan.

As part of the next steps for the Plan, an evaluation and performance measurement framework will be developed in order to monitor, evaluate and report on our successes throughout the next ten-year period. Further details of which will be shared with the Joint Services Committee.

Through this Plan, the Community and Social Services Division, with its community partners, will be **United in Housing Solutions for All,** to prevent and end homelessness, support those who are homeless to be housed, and provide a range of community and non-market affordable housing options to meet the needs of low-income and medium-income households in Leeds and Grenville.

ATTACHMENTS

Attachment 1: Housing and Homelessness Plan 2025-2035
Attachment 2: Infographic 1 – Logic Model and Key Performance Indicators (KPIs)
Attachment 3: Infographic 2 – Action Planning and Timelines
Attachment 4: Infographic 3 - Accomplishments

The report set out above has been reviewed and the information verified by the individuals listed below.

CHRIS MORRISON **JUNE 20, 2025**
MANAGER, HOUSING **DATE**

SHANNA CULHANE	**JUNE 27, 2025**
DIRECTOR, COMMUNITY AND SOCIAL SERVICES	**DATE**
PATRICIA HUFFMAN	**JUNE 30, 2025**
TREASURER	**DATE**
AL HORSMAN	**JULY 2, 2025**
CHIEF ADMINISTRATIVE OFFICER	**DATE**

United in Housing Solutions for All: The United Counties of Leeds and Grenville 2025–2035 Housing and Homelessness Plan

The United Counties of Leeds and Grenville
Community and Social Services Division
Community Housing Department
July 1, 2025

where **lifestyle**
grows good **business**

Leeds Grenville

Table of Contents

A Message from the Warden, and the CAO of the UCLG 6
Introduction 8
United in Housing Solutions for All: The United Counties of Leeds and Grenville's 2025-2035 Housing and Homelessness Plan 11
Long-Term Goal 11
Strategic Goals and Key Performance Indicators 11
The United Counties of Leeds and Grenville 12
Scope of the Housing and Homelessness Plan 13
Role of the Municipal Service Manager 13
The Role of the Federal Government 14
The Role of the Province of Ontario 14
Leeds and Grenville's Strategic Initiatives 15
Goals for the Housing and Homelessness Plan 15
Guiding Principles 16
Person-Centered Approach 17
Community Partnerships 17
Locally Driven 18
Inclusive 18
Fiscal Responsibility 18
Housing and Homelessness Plan Public Consultation 19
Summary of Current and Future Housing Needs 20
Assessment of Current Social Housing: Need, Demand, and Supply in Leeds and Grenville 20
Socio-Economic Profile of Leeds and Grenville 20
Affordable Housing Deficit in Leeds and Grenville 26
Homelessness in Leeds and Grenville 29
ByName List 30
Homelessness Prevention Program 33
Emergency Shelters 34
Homelessness Prevention Benefit 34
Community Housing 35
Community Housing is government-assisted housing that provides lower cost rental units to households with low-to-moderate incomes and can include: 35
Pixie Place 35
Community Housing Demand 37
Affordable Housing 38
Transitional Housing 44
Indigenous Housing 45
The Future of Community Housing within Leeds and Grenville 45
Community Housing Renewal 47

Next Steps 48

Table of Figures

Figure 1: Map of the United Counties of Leeds and Grenville: Map of the United Counties of Leeds and Grenville 12

Figure 2: Figure 2 Socio-economic Profile of Leeds and Grenville 20

Figure 3 Focus on Municipalities 21

Figure 4: Average Asking-Rents in the United Counties of Leeds and Grenville by Subregion, 2025 23

Figure 5: Canada Mortgage and Housing Corporation Private Apartment Rents ($) for Brockville, Western Ottawa Surrounding Areas, 2024 24

Figure 6: Housing Tenure and Core Housing Need in 2020 25

Figure 7: Core Housing Need 25

Figure 8: 2025/2026 Average Market Rents by Region and the Housing Affordability Gap in Leeds and Grenville 27

Figure 9: Number of Households Served that were Supported by the Homelessness Prevention Program Funding (HPP) from HPP Funded Agencies in the United Counties of Leeds and Grenville 33

Figure 10: Range of Wait Times in Months for a Rent-Geared-to-Income Unit in Leeds and Grenville, 2024 38

Figure 11: Summary of Households Assisted by Housing Allowance Program in the United Counites of Leeds and Grenville, 2019 - 2024 39

Figure 12: Supportive Housing Projects Under Development by Leeds and Grenville, as of June 2025 41

Figure 13: Leeds and Grenville's 150 Supportive Housing Units Initiative Timeline 42

Figure 14: Ontario Aboriginal Housing Located in Leeds Grenville 45

Figure 15: COCHI Funded Rent Supplement Agreements, June 2025 46

List of Appendices

Appendix 1 – Accomplishments of the 2014 -2024 Housing and Homelessness Plan
Appendix 2 – Logic Model and Key Performance Indicators
Appendix 3 – Action Planning and Timelines
Appendix 4 - Public Consultation
Appendix 5 - An Assessment of Current Social Housing: Need, Demand, and Supply in Leeds and Grenville
Appendix 6 - Alternate Average Market Rents for Leeds and Grenville Report
Appendix 7 - Defining What is Affordable Housing in The United Counties of Leeds and Grenville

A Message from the Warden, and the CAO of the United Counties of Leeds and Grenville

Since the Corporation of the United Counties of Leeds and Grenville (the Counties) developed its first Housing and Homelessness Plan in 2013, the landscape of housing instability and homelessness affecting our residents has vastly changed. During the time period of the previous plan, the COVID-19 pandemic profoundly impacted the resale home market and rental market, especially in smaller communities such as Leeds and Grenville, as households from larger centers shifted to remote work in unprecedented numbers and moved to smaller communities. The effects of the migration caused residential rents and resale home prices in smaller markets to dramatically increase beyond reach of many households in what was previously a relatively-affordable community.

Nationally, in Canada's Everyone Counts 2020-2022 National Point-in-Time Count, the primary reason of housing loss for person's experiencing homelessness for the first time was cited as insufficient income for housing. The cost of renting a home has continued to climb beyond the reach of affordability for many households in Leeds and Grenville; in the 2021 Census of Population, there were 2,910 households that were experiencing housing affordability issues.

Leeds and Grenville is experiencing never-seen-before numbers of homelessness and encampments. The first homelessness enumeration in Leeds Grenville, which was a one-day Point-in-Time count in 2018, counted 30 households that were homeless at that time. With the implementation of the ByName List in 2021, the Counties has improved in the ability to quantify the number of persons experiencing homelessness and the chronicity of homelessness, to better inform program development and supports needed to address homelessness and housing instability. Now, in 2025, as this new plan commences Leeds and Grenville has approximately 140 persons affected by homelessness.

To address this change in the housing landscape Leeds and Grenville's 2025 -2035 Housing and Homelessness Plan has shifted the focus of the new Plan into three key strategic focus points: ending homelessness by supporting and housing persons that do not have a home; preventing homelessness and maintaining Housing Stability; and delivering and promoting a supply of Community and Affordable housing to ensure an adequate supply and choice of housing for low-income households. This plan outlines specific actions tailored to address each goal, establishes milestones for progress tracking,

and defines measurable outcomes, all aimed at ensuring we achieve our vision of **United in Housing Solutions for All**.

Corrina Smith-Gatcke,
Warden

Al Horsman,
Chief Administrative Officer

Introduction

In 2010, the provincial government released the Long-Term Affordable Housing Strategy, "Building Foundations, Building Futures". A key component of this strategy was to ensure that all Ontarians had access to safe and affordable housing, which is fundamental to building a foundation for a better future. *The Housing Services Act, 2011,* sets out the requirements and legislative authority for Consolidated Municipal Service Managers (CMSM's) to develop ten-year housing and homelessness plans that has consideration for the provincial interests. The United Counties of Leeds and Grenville is the Service Manager with the delegated responsibility for the development of a housing plan. With the expiry of the first ten-year plan, it was time to look to the next 10 years. The key accomplishments of Leeds and Grenville's first ten-year plan are included as Appendix 1.

A comprehensive housing need and demand review was undertaken to inform the new plan, which has provided a broad overview of population characteristics and trends, key household characteristics, and employment factors that impact current and future housing demand in Leeds and Grenville. Housing market trends, rent-geared-to-income waitlist demands, housing assets and needs, affordability, and accessibility of housing were examined in the report; this critical information was the foundation for building the comprehensive plan to meet the identified needs. The By-Name List, Three-year Homelessness Prevention Strategy, and Annual Homelessness Report informed the goals and key performance indicators for persons affected by homelessness in Leeds and Grenville.

In addition, there was a public community consultation, targeted focus groups including persons with lived-experience of housing instability and homelessness, community housing and homelessness service provider staff, advocates and persons with a disability, land-use planners, Indigenous persons, and housing reports that the Housing and Homelessness Plan and its goals, actions, and key performance indicators were formed. Leeds Grenville's Housing and Homelessness Plan strives to embody a strategic, community-focused approach to end homelessness, and to plan for and meet future housing needs of low-to-moderate income households in Leeds and Grenville.

Through the reviews and engagements, a picture of the current state of housing and homelessness in Leeds and Grenville emerged.

Over the past decade, since the introduction of Leeds and Grenville's first Housing and Homelessness Plan, the region's housing landscape has dramatically changed. Residents now face immense pressure to find affordable housing, whether they're looking to rent or buy. This shift has led to a noticeable rise in homelessness, with individuals experiencing increasingly complex challenges. To address this evolving crisis, there's a clear need for more diverse housing solutions, including an increased focus on supportive housing.

Service Managers are facing multiple complex issues with increasing costs and fixed funding with the expectation to provide a solution. The new Housing and Homelessness Plan needs to be a deliberate set of actions with key performance indicators to address the housing-related issues facing Leeds and Grenville over the next ten years.

Leeds and Grenville is a primarily rural geography, with one small city, several towns, villages, and small hamlets, with a total population of 104, 070 spread across 3,383 square kilometers. The large dispersed geographic area can present some challenges with service provision; as Service Manager for Housing, the Community and Social Services Division strives to deliver person-centered services in both rural and urban areas to meet needs, balancing the available services in the geographic area, and fiscal responsibility of delivering services over a largely dispersed service area.

As rents have continued to rise since the COVID-19 pandemic, households in Leeds and Grenville have struggled to afford the cost to pay rent, purchase their first home, and find an affordable place to call home. The need for more affordable housing options, supportive housing, and homelessness supports have never been greater in Leeds and Grenville.

Specific significant highlights of housing and homelessness issues identified in this review include:

- The number of households entering into and affected by homelessness in Leeds and Grenville has greatly increased since the previous Housing and Homelessness Plan that was completed in 2014.
- A lack of supportive housing for people who need for more supports to be housed and live independently.
- Too much reliance on emergency/transitional housing spaces for those who are experiencing homelessness.

- Significant core housing need and an affordable housing deficit that presents housing affordability issues.
- There is a need for more rent-geared-to-income one-bedroom units in Brockville, Prescott and Kemptville.
- More non-market housing options are needed to provide an affordable home for all households, to prevent further households from being at-risk of homelessness and entering into homelessness.
- It is important to continue to maintain rent-geared-to-income housing targets as housing projects exit their original operating agreements; and
- The Community Housing portfolio is a valuable community asset, which is aging and needs to continue to be maintained and repaired to prevent the loss of subsidized housing units.

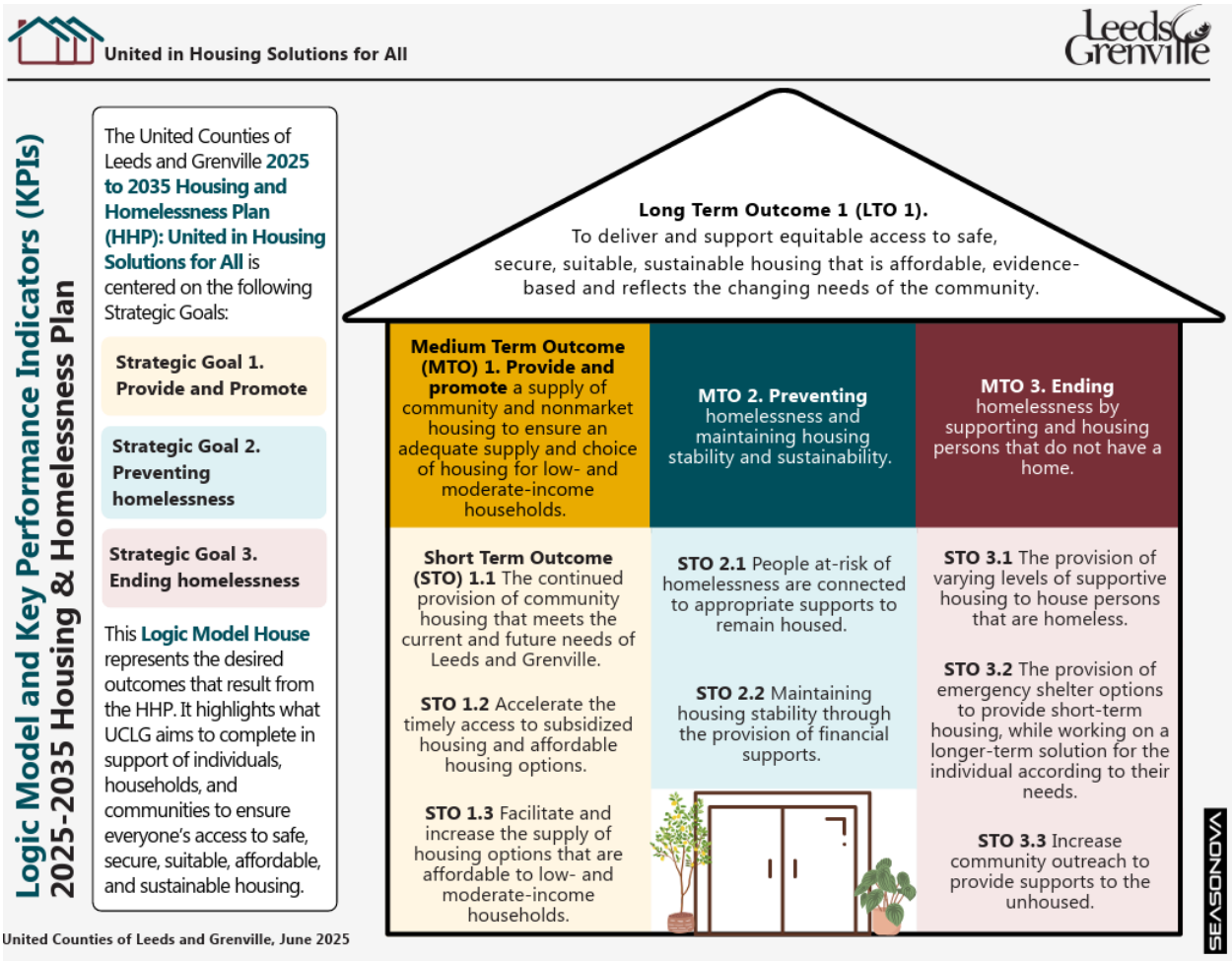
To summarize, Leeds and Grenville is currently experiencing an unprecedented and escalating homelessness crisis, primarily driven by the increasing cost of post-pandemic market rents and a growing affordability crisis that cannot be adequately addressed by the current range of program offerings and available housing options. There is a need to deliver and support more housing that reflects the needs of the community.

In reflection, homelessness and housing needs are complex multifaceted issues that need to be addressed through multi-level government and agency collaboration, and by acknowledging that there is not a one-size-fits-all solution to addressing homelessness and housing need. The new 10-year Housing and Homelessness Plan recognizes and embodies this awareness in its title "**United in Housing Solutions for All**".

United in Housing Solutions for All: The United Counties of Leeds and Grenville's 2025-2035 Housing and Homelessness Plan

Long-Term Goal

To deliver and support equitable access to safe, secure, suitable, sustainable housing that is affordable, evidence-based and reflects the changing needs of the community.



Strategic Goals and Key Performance Indicators

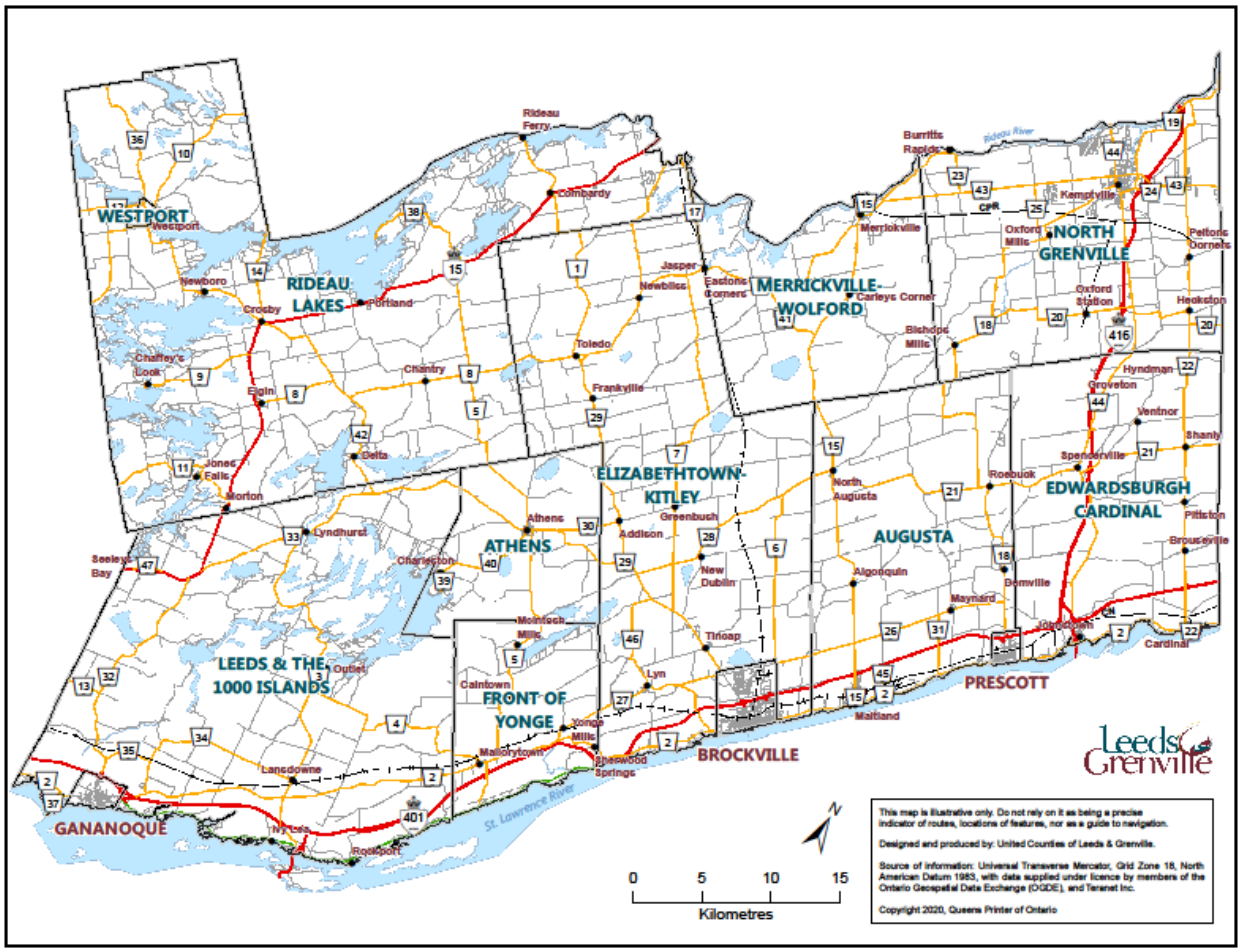
The roadmap to reaching the vision and long-term goal of the Housing and Homelessness Plan is summarized in the **Logic Model and Key Performance Indicators (KPIs)** in Appendix 2, the **Action Planning and Timelines** are detailed in Appendix 2. The progress

of achieving the goals will continue to be measured, monitored, and reported annually to the public in the Housing and Homelessness Report.

The United Counties of Leeds and Grenville

The United Counties of Leeds and Grenville ("Leeds Grenville") is an upper-tier municipality located in Eastern Ontario with a population of approximately 100, 527 (see the figure, Map of the United Counties of Leeds and Grenville). It is comprised of ten partner municipalities, and three separated municipalities. The City of Brockville holds the largest population of a municipality in Leeds Grenville, with 22,116, followed by the municipality of North Grenville, which as a population of 17,964. Westport is Leeds Grenville's smallest municipality, with approximately 634 residents.

Figure 1: Map of The United Counties of Leeds and Grenville



Scope of the Housing and Homelessness Plan

It is the scope of the Housing and Homelessness Plan to guide the operations and services provided by or funded through the Community and Social Services Division, of the United Counties of Leeds and Grenville, within mandated program areas related to housing and homelessness in Leeds and Grenville. Programs provided by the Community and Social Services Division are focused on assisting low-income households located in the United Counties of Leeds and Grenville.

Services delivered through the Community and Social Services Division can include partnerships with community partners that are responsible for and have the expertise to provide, such as health care in supportive housing programs, or property standards and by-law enforcement. It is important to acknowledge that the services may have a common goal, but it is not in the scope of the plan to include services that are not funded or provided through the Counties Community and Social Services Division.

Role of the Municipal Service Manager

The United Counties of Leeds and Grenville is the Consolidated Municipal Service Manager for Leeds and Grenville; one of 47 Service Managers across the Province. As the Service Manager, the United Counties of Leeds and Grenville is responsible to identify needs in our community, develop the ten-year local housing and homelessness plans, and design and deliver services to people either directly or through delivery partners. In accordance with its housing and homelessness plan, the Counties is responsible to carry out measures to meet the objectives and targets relating to housing needs within the service manager's service area. Further, the service manager will:

- Ensure housing programs are administered according to existing legislation and to provide support to non-profit and co-operative housing providers in Leeds and Grenville.

- Determine local rules and establish processes that comply with legislation for processing applications, including rent-geared-to-income (RGI) eligibility requirements, occupancy standards, internal reviews, etc..

- Administer federally and provincially funded housing programs, such as the Homelessness Prevention Program, the Canada-Ontario Housing Initiatives

(COCHI), Ontario Priorities Housing Initiative (OPHI) and the Canada- Ontario Housing Benefit.

- Maintain a centralized waiting list to ensure that RGI housing in the community is accessible to people in need.

- Ensure that Provincially-mandated rent-geared-to-income housing targets are maintained within Leeds and Grenville.

- Conduct an enumeration of persons that are homeless and report this information publicly.

- The co-operation with the County Land-Use Planning Division, which will establish and implement minimum targets for the provision of housing that is affordable to low-and-moderate income households, and coordinate land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs.

The Role of the Federal Government

In 2017, the federal government announced Canada's ten-year National Housing Strategy ("the Strategy"). The goal of the Strategy is to make sure Canadians across the country can access housing that meets their needs and that they can afford.

The Strategy includes a range of complementary programs and initiatives that address diverse needs across the entire housing continuum. It's anchored in the *National Housing Strategy Act* which requires the Strategy to consider the key principles of a human rights-based approach to housing.

The Role of the Province of Ontario

In 2018, the federal and Ontario government signed a bilateral agreement under the National Housing Strategy to set out the terms of the partnership. Under the NHS, there are three initiatives that are cost-matched and delivered by Ontario:

- The Canada- Ontario Community Housing Initiative (COCHI)
- The Ontario Priorities Housing Initiative (OPHI)
- The Canada- Ontario Housing Benefit (COHB)

These programs are flowed to the Services Manager to deliver programs, to achieve the targets and outcomes of the National Housing Strategy.

The Province also flows Homelessness Prevention Program (HPP) funding to the United Counties of Leeds and Grenville, for affordable housing and support services for people at risk of or experiencing homelessness. The objective of the program is to preventing, addressing and reducing homelessness, including chronic homelessness.

Leeds and Grenville's Strategic Initiatives

As a strategic objective of the Corporation of the United Counties of Leeds and Grenville's Strategic Initiatives, established in 2024, identified three pillars: 1) Invest in roads, bridges, infrastructure, and sustainable growth, 2) Support key investments in the well-being of our residents, 3) Facilitate and promote the increase in support of accommodation of all types. Within the third pillar, the Counties goal is to develop and implement a Housing Strategy to plan for County investments in Homelessness, Affordable and Supportive Housing by:

- Completing the Housing and Homelessness Plan (2024).
- Comparing available data with the Social Housing Supply and Socio-Demographic Characteristics in Leeds and Grenville Report (Housing Assessment Resource Tools).
- Research capital and operating funding sources.
- Identify steps to follow up on the affordable housing summit (2024).
- Based on data, establish unit size, tenant and geographical targets for new affordable and supportive housing.
- Establish multi-year plan for new units.
- Develop partnership frameworks to fast-track future opportunities to attract outside investment.
- Evaluate the County's surplus land for affordable housing.
- Present options for uses of County surplus land for new housing.

Goals for the Housing and Homelessness Plan

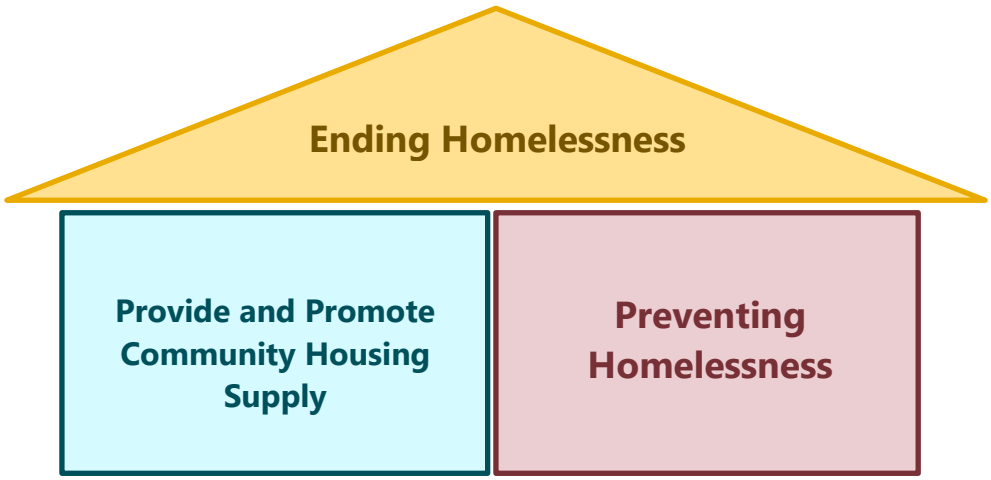
The Housing and Homelessness Plan for the United Counties of Leeds and Grenville is centered on the vision of a community that provides and supports access to safe, secure, suitable, and affordable housing. This plan strives to be flexible, and reflect the changing needs of the local communities.

Long-Term Goal

To deliver and support equitable access to safe, secure, suitable, sustainable housing that is affordable, evidence based and reflects the changing needs of the community.

Mid-Term Goals

- Provide and promote a supply of community and non-market housing to ensure an adequate supply and choice of housing for low-income and moderate-income households.
- Preventing homelessness and maintaining housing stability and sustainability.
- Ending homelessness by supporting and housing persons that do not have a home.



Short-Term Goals

Outlined in Appendix 2, Logic Model and Key Performance Indicators.

Guiding Principles

Fundamental to achieving the Housing and Homelessness Plan ("The Plan") goals, are the Guiding Principles that will direct the implementation of The Plan. The Plan will provide a framework for the future of housing in Leeds and Grenville, using the following guiding principles:

Person-Centered Approach

People and their experiences are central to the planning and development of housing and homelessness programs. A person-centered approach to service will listen to and include the perspective of persons affected by housing instability and homelessness in housing planning. Programs and services will centralize around a person's unique needs and direction.

Housing First

The Housing First model will move people experiencing homelessness into housing, with person-centered supports in place to ensure the individual is supported and housed successfully. When a housing-first approach is used to provide housing stability, people can better move forward with their lives if they are first housed before addressing their personal challenges that led to homelessness.

Prevention Focused

Keeping individuals and families housed is by far the most cost-effective way to avoid catastrophic health, justice and social services costs. Recognizing that prevention is a more economical and effective use of resources, the Housing and Homelessness Plan will place an emphasis on programs and services that prevent and address homelessness before it happens.

Community Partnerships

It is critical in service planning that strong partnerships are created and maintained, and that services are coordinated for a community-wide approach to addressing housing instability and homelessness. The private, public, and voluntary sectors, along with engaged citizens are all important and interconnected parts of the community. Housing and homelessness planning requires, and must include, strong partnerships between all levels of government, non-profit housing providers, community resources, health services, and those individuals/families that require supports. Engaging in partnership opportunities with community stakeholders will better coordinate service provision, prevent duplication of services, and strengthen the quality of services provided to persons who are homeless, or at risk of becoming homeless.

Locally Driven

The Housing and Homelessness Plan must be relevant to and based upon the unique needs of persons in our community. Each community will have different needs based upon the size of the urban/rural area, and the unique resources, such as the services and supports readily available in the community. Housing and homelessness services are locally driven, based upon the local population needs, and created through strong partnerships with a holistic approach. The Counties will take steps to ensure that the voice of the local homeless and at-risk of homelessness population, is heard when developing appropriate services and supports for the local community.

Inclusive

All services, programs, and planning will reflect the voices and experiences of families and individuals that are experiencing homelessness, or are at risk of homelessness. All persons have a right to equal treatment and access to services that is free from discrimination because of their race, sex, gender, sexual orientation, family status, age, receipt of public assistance, and/or disability. Services provided will be inclusive, equitable, welcoming, and will promote a sense of home and belonging for all.

Fiscal Responsibility

There must be accountability to the people we serve; the citizens, elected officials, and the municipal and provincial governments. The development of housing and homelessness support strategies will include balancing the fiscal reality of the ability to fund services, while maintaining quality services and supports to those in need.

Outcomes Based

Priorities are developed that reflect the needs of the local communities that is data-driven, and can be measured and evaluated through key performance indicators, to determine program success and need for improvement. Program outcomes will include outcomes for housing those who are homeless, and those at risk of being homeless to remaining housed, and targets for the provision of housing that is affordable for low to moderate income households.

The Housing and Homelessness Plan is a living document that will require a five-year review, annual reporting, and be adapted to reflect the changing needs of the communities in Leeds and Grenville over time; it must be actionable, realistic, achievable,

and will require follow-up to ensure successful implementation. Further, a commitment and desire from all stakeholders to bring forward change will be critical to the successful implementation.

Within the mandate and scope of the Community and Social Services Division's Housing and Homelessness Plan, the guiding principles align with the core principles of trauma-informed care, which are safety, collaboration, transparency, empowerment, peer support, and inclusivity. This Plan recognizes that healthcare providers in Leeds and Grenville provide services and supports to persons affected by homelessness and housing instability using a trauma-informed and violence-informed care approach.

Housing and Homelessness Plan Public Consultation

The Housing and Homelessness Plan was developed with input by community stakeholders at invitational and public meetings to provide input into the new Housing and Homelessness Plan, including sectors such as Community and Social Services staff, planners, health, disability, and the general public. Nine consultation sessions took place both in-person and on MS Teams, from October, 2024 through February 2025, which included:

- Persons with lived-experience of homelessness and housing instability;
- Indigenous Person's;
- The Leeds and Grenville Accessibility Committee of Council;
- Leeds and Grenville Non-Profit Housing Providers;
- Leeds and Grenville Planners;
- ByName List Service Providers;
- Community Partners;
- Meeting open to the general public.

A total of 120 people attended a consultation session and provided input in the plan. There were thirty-three different community organizations that were represented at the consultation sessions. Several lower-tier and separated municipalities also provided input from elected officials and staff at the public information sessions and in the surveys.

An online survey was also available for agencies and the public to submit their feedback. The public was provided with a paper copy of the survey upon request. A total of seventy-six surveys were completed to provide input into the plan. The overall input from the

consultation was valuable, and was used to assist in shaping the Plan's values, and future planning. A summary of the public consultation process is enclosed in Appendix 4.

Summary of Current and Future Housing Needs

Assessment of Current Social Housing: Need, Demand, and Supply in Leeds and Grenville

The Community Housing Department conducted a study of the current housing needs within the service manager's area in the review of **Social Housing Supply and Socio-Demographic Characteristics in Leeds and Grenville** (Appendix 5). The report examines the socio-demographic characteristics of Leeds and Grenville to determine the need and demand for more affordable housing in Leeds and Grenville. The assessment, summarized below, included an analysis of trends in population and household growth, the labour market, and the private rental housing market and community housing supply in relation to low-income residents in Leeds and Grenville.

Socio-Economic Profile of Leeds and Grenville

Figure 2: Socio-Economic Profile of Leeds and Grenville

Leeds and Grenville's Population: **104,070**	Household growth slightly lagged behind the Province, growing **4.37%** from 2016-2021, while the province grew 6.23%.
The **Town of Prescott** experienced a decline in households, shrinking by -6.25% (126 households) from 2016-2021. All other municipalities in Leeds and Grenville experienced growth of varying degrees during the same period.	**North Grenville** experienced the greatest household growth counts in 2020, adding 595 households. **Brockville** added 384 households, which is an upswing from the average growth of 209 households per year from 2001-2016.
Leeds and Grenville's population is aging faster than the province.	The majority of seniors aged 65+ reside in • Brockville 6,620 • North Grenville 3,830

The median age of Leeds and Grenville is **50.8**, while the province of Ontario is 41.6.

- Rideau Lakes 3,375

Median After-Tax Household Income in 2020		
Lowest	**Median**	**Highest**
The Town of Prescott $55,600 The City of Brockville, and the Village of Westport $57,600	Leeds and Grenville $72,500	Municipality of North Grenville $92,000 Township of Augusta $84,000

Source: Statistics Canada Census of Population

Low-Income Households in Leeds and Grenville

The Low-income Measure, after tax, refers to a fixed percentage (50%) of median adjusted after-tax income of private households. The household after-tax income is adjusted by an equivalence scale to take economies of scale into account. This adjustment for different household sizes reflects the fact that a household's needs increase, but at a decreasing rate, as the number of members increases.

Figure 3: Focus on Municipalities

Focus on Municipalities	
In 2020, the Town of Prescott had the highest rate of low-income persons (17.4%), in Leeds Grenville, followed by the City of Brockville (14.6%), and town of Gananoque (12.7%).	The Municipality of North Grenville had the lowest incidence of low-income (5.2%), followed by Augusta (6.0%).
Brockville had the highest counts of low-income (3,150), followed by the Township of Rideau Lakes (1,060), and North Grenville (920).	Westport had the lowest counts of low-income (95), followed by Merrickville-Wolford (210), and Athens (270).
In 2021, **persons 65 years and older** (11.2%), and **children aged 0-5 years** (11.2%), comprised **the largest cohorts of low-income persons** in Leeds and Grenville.	

Source: Statistics Canada Census of Population

Housing Tenure, Core Housing Need, and Affordability

In Leeds and Grenville, the majority of households are owner households (78.1%), with only 21.9% of households renting, however, renter households are experiencing the greatest difficulty in affording their shelter costs (35.2%) as compared to households that own their home (10.7%).

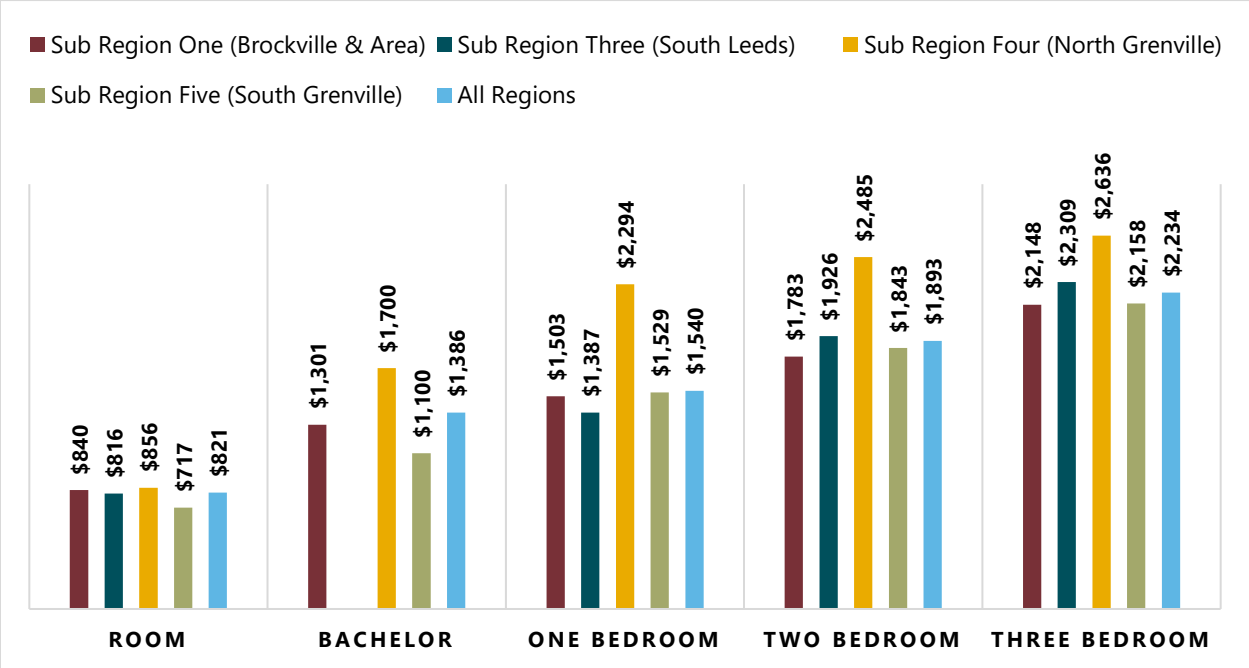
Renting a Home in Leeds and Grenville

A residential rental survey is conducted by the Community Housing Department on an annual basis to verify the current rental housing market for asking-rents in the various geographic regions in Leeds and Grenville. The average asking-rents in the North Grenville and South Leeds sub-regions have some of the highest average asking-rents in Leeds and Grenville.

Sub-Regions in Leeds and Grenville

Sub-Region 1: Brockville and Area - City of Brockville, Township of Elizabethtown-Kitley
Sub-Region 2: North Leeds - The Township of Rideau Lakes, Village of Westport
Sub-Region 3: South Leeds - Town of Gananoque, Township of Leeds and the Thousand Islands, Township of Front of Yonge, Township of Athens
Sub-Region 4: North Grenville - The Municipality of North Grenville, Village of Merrickville-Wolford
Sub-Region 5: South Grenville - Town of Prescott, Township of Augusta, Township of Edwardsburgh-Cardinal

Figure 4: Average Asking-Rents in The United Counties of Leeds and Grenville by Sub-Region, 2025



Source: The United Counties of Leeds and Grenville, Community Housing Department, and the Rural Housing Information System (RHIS)
Note: Insufficient rental data was available for sub-region two (North Leeds), and for the bachelor-sized unit for sub-region three, South Leeds.

The **Alternate Average Market Rents for Leeds and Grenville Report** (Appendix 6) is updated annually, and provides further information regarding the rental market in Leeds and Grenville.

This survey is reviewed with the Average Market Rent (AMR) tables available for certain regions in Leeds and Grenville from Canada Mortgage and Housing Corporation (CMHC).

Canada Mortgage and Housing Corporation Average Market Rent Survey

Canada Mortgage and Housing Corporation (CMHC) conducts an annual rental market survey in urban areas with populations of 10,000 or greater. The survey targets privately initiated rental structures with at least three rental units, which have been on the market for at least three months. The survey collects rent levels, turnover, and vacancy unit data

for all sampled structures. Presently, the CMHC average market rent table for Leeds and Grenville (Table 1), is based upon data from the City of Brockville.

The Municipality of North Grenville is surveyed by CMHC with its data included with the City of Ottawa's, but in the most recent survey there was insufficient data to produce a rent table for North Grenville for 2023. Due to the lack of rental data for that area, CMHC has used the Western Ottawa Surrounding Areas for CMHC programs in the Municipality of North Grenville.

Figure 5: Canada Mortgage and Housing Corporation Private Apartment Rents ($) for Brockville, Western Ottawa Surrounding Areas, 2024

	Bachelor	One Bedroom	Two Bedroom	Three + Bedroom
Brockville	$903	$1,010	$1,233	$1,144
Western Ottawa Surrounding Areas	$1,861	$2,103	$2,519	$2,570

Source: CMHC Housing Market Information Portal (January 2024)

Core Housing Need

A households is considered to be experiencing Core Housing Need (CHN) if its housing does not meet one or more of: adequacy, suitability or affordability standards, and it would have to spend 30% or more of its before-tax income on shelter costs.

Figure 6: Housing Tenure and Core Housing Need in 2020

Housing Tenure and Core Housing Need in 2020	
Renter Households **35.2%** are spending greater than 30% of household income on shelter costs **19.5%** are in Core Housing Need **$1,036 average monthly shelter cost for renters** **15.5%** percentage of tenants live in subsidized housing	**Owner Households** **10.7%** are spending greater than 30% of household income on shelter costs **3.3%** are in Core Housing Need **$1,202 average monthly shelter cost for home owners**
There were 9,770 renter households (21.9%)	**and 34,850 owner households (78.1%) in 2020 in Leeds and Grenville.**

Source: Statistics Canada Census of Population

Figure 7: Core Housing Need

Core Housing Need	
In Leeds and Grenville • **6,111** households were spending 30% or more of their income on shelter costs in 2020. • **785** lived in households that were not suitable. • **2,395** needed major repairs.	A household is in **Core Housing Need** if its housing does not meet one or more of: **adequacy, suitability or affordability standards,** and it would have to spend 30% or more of its before-tax income on shelter costs.
In Leeds and Grenville:	

- Black-led households **(16.67%)** are experiencing **the greatest rate of Core Housing Need**, as compared to other households.
- New migrant-led households **(16.00%)**, are experiencing the second-highest rate of CHN, followed by
- Single-mother led households **(12.52%)**, and
- Households whose head is under 25 years of age **(10.91%)**.

Source: Housing Assessment Resource Tools (HART)

Affordable Housing Deficit in Leeds and Grenville

In 2020, there were 2,205 households in Leeds and Grenville that cannot afford to pay more than $1,025 on monthly shelter costs; 600 households that cannot afford to pay more than $410 per month; and 105 households that cannot afford to pay more than $1,640 per month in shelter costs, according to the Housing Assessment Resource Tools (HART).

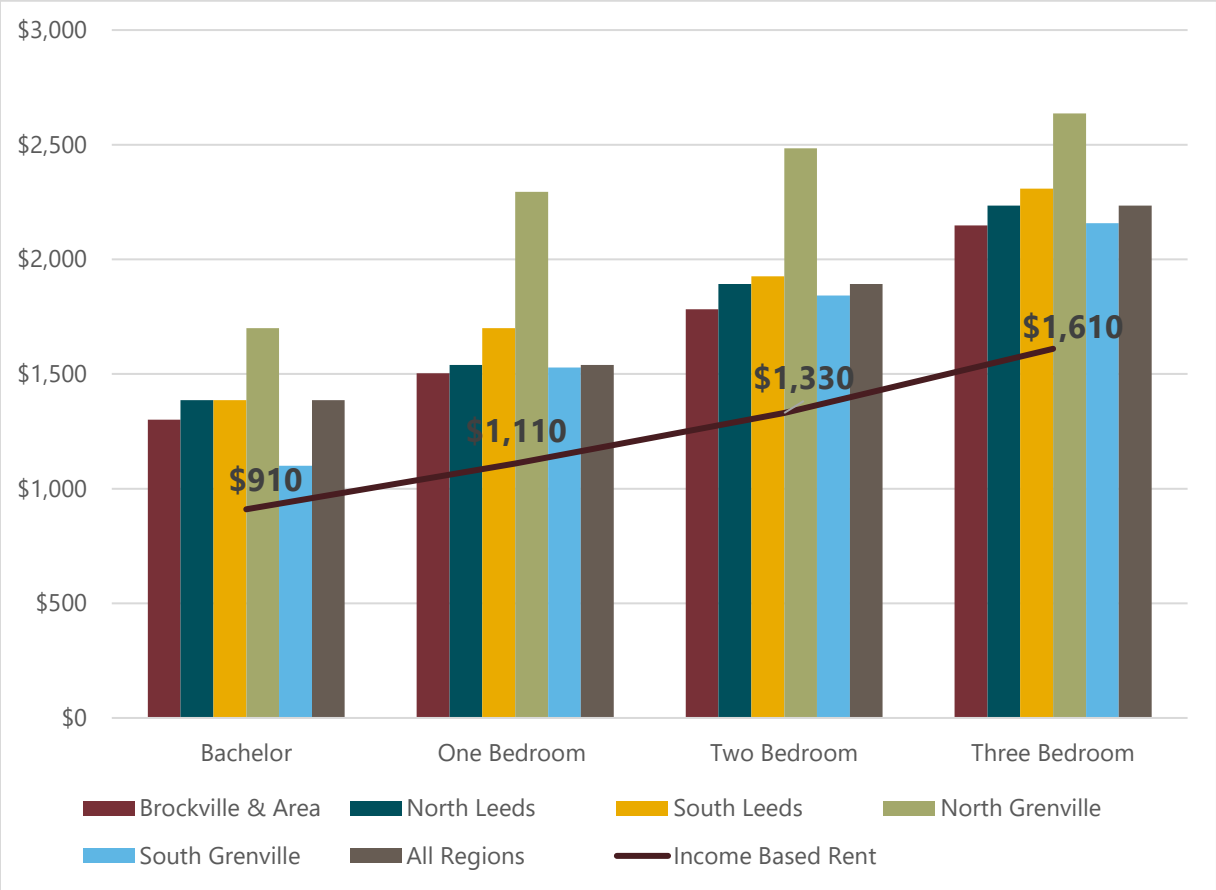
According to the HART, the greatest affordable housing deficit in Leeds and Grenville is experienced by one-person households, which is approximately 2,205 households.

Sub-Region 1: The City of Brockville, Township of Elizabethtown-Kitley, has the **highest numbers of low-income households experiencing an Affordable Housing Deficit** (1,195 households), followed by Sub-Region 4: The Municipality of North Grenville, Village of Merrickville-Wolford, with the second highest number of households (375), as compared to other areas in Leeds and Grenville.

In the 2021 Census of Population, there were 6,111 households in Leeds and Grenville that were spending more than 30% of their income on shelter costs. The majority of low-income households experiencing affordable housing deficit in Leeds and Grenville are located in Brockville and area (54.2%), and can afford to pay no greater than $978 per month towards accommodation costs. The North Grenville subregion has 375 low-income households (17% overall) experiencing an affordable housing deficit, who cannot afford to pay more than $1,263 per month in accommodation costs. The South Grenville region has the third highest low-income population experiencing an affordable housing deficit,

where 260 households (11.79% overall) cannot afford to pay more than $1,014 per month towards shelter costs.

Figure 8: 2025/2026 Average Market Rents by Region and the Housing Affordability Gap in Leeds and Grenville



Source: The United Counties of Leeds and Grenville, Community and Social Services Division.

Note: Income data for 2025 was not yet available at the time the report was written; 2024 income-based rents were used, which can skew the affordability gap. No data was available for the North Leeds region rents and bachelor unit rents for South Leeds; regional data was supplemented in its place.

Refer to the report **Defining What is Affordable Housing in the United Counties of Leeds and Grenville**, (Appendix 7) for detailed information on the Affordable Housing Deficit and rents needed to meet those needs.

The Wheelhouse

The "Wheelhouse" is considered a new and innovative approach to understanding that housing needs of individuals change at different stages of their lives, and these changes do not necessarily follow a linear housing continuum. The "Wheelhouse" also recognizes that homeownership may not be a goal for every person and as a result, there is an increased need for more rental options.

The "Wheelhouse" is divided into three categories:

Safety Net, which includes emergency shelters and short-term supportive housing;

Housing with Supports, which includes long-term supportive housing and subsidized rental housing; and

Market Housing, which includes rental housing and ownership housing.

The "Wheelhouse" is considered to be an interdependent system where there is a diversity of housing options, tenures and price points; and changes to one aspect of the system influences other parts of the system.

Source: Housing Needs Assessment, Kelowna

Homelessness in Leeds and Grenville

Homelessness describes the situation of an individual, family, or community without stable, safe, permanent, appropriate housing, or the immediate prospect, means and ability of acquiring it.

The United Counties of Leeds and Grenville, as Service Manager for housing, is responsible for:

- Developing a By-name list to collect detailed information to help match people experiencing homelessness with local housing and supports.
- Providing shelter or housing and supports for people who are homeless or at risk of homelessness.

Counties Homelessness Strategy

In 2023, the United Counties of Leeds and Grenville, created a Homelessness Strategy through community consultations of person's with lived-experienced of homelessness, front-line service providers, and private landlords in the community.

The consultations showed that being homeless in and of itself is a barrier to finding housing, and that many clients had experienced discrimination because they were homeless. Sixty-six percent of respondents indicated that being homeless was often, or is very often, a cause for their clients being rejected for housing.

Frontline staff reported their clients needed to view more than six housing units before finding somewhere to live, with half of their clients needing to view more than ten units before they were successful in finding a new home. The majority of respondents reported that it takes six months to one year to help their clients find housing.

Several themes emerged from the service delivery stakeholder consultation, which included:

- A need for services to cover the full spectrum of client needs;
- A strong need for both transitional and long-term supportive housing;
- Length of wait times for mental health, addictions and medical services are concerning;
- There is a lack of awareness of what programs are available to support homelessness;

- There is a strong interest in collaboration and a community-wide homelessness response;
- Increased concern about the growth and severity of local drug use;
- Access to primary healthcare is increasingly challenging.

The Counties Homelessness Strategy aims to achieve the following objectives:
1) A transformation of the Counties' Homelessness Prevention program so that a greater emphasis is placed on initiatives and programs that result in more people being housed and more people staying housed for longer periods of time.
2) To prepare the Counties to receive more resources to further reduce the unhoused population.

ByName List

In October 2021, the Counties launched the ByName List (BNL), which is a provincially mandated tool that is used to accurately track and count a community's unhoused population, and better connect people with the supports they need. It includes a robust set of data points that enable for coordinated access and prioritization at a household level, and an understanding of homeless inflow and outflow at a system level. This real-time actionable data supports triage to services, system performance evaluation, and advocacy.

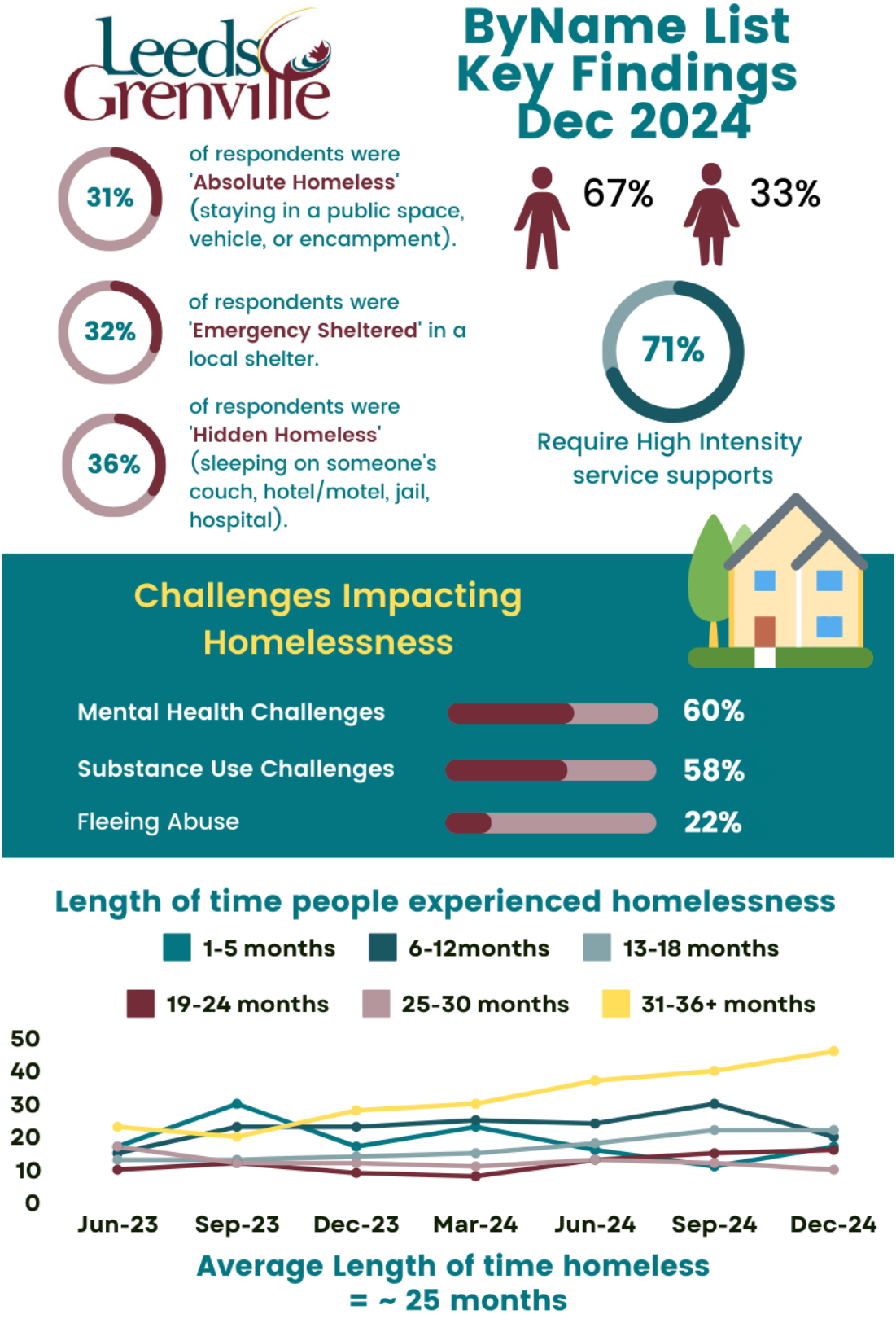
Families and individuals enter the Coordinated Access housing system at designated access points through BNL touch point partners and access partners who complete and input Intake forms into the shared online BNL Dashboard.

ByName List Clients

As of December 31, 2024, there were 132 actively homeless people on the Leeds Grenville ByName List. Of that total, 83% were identified as being chronically homeless (six months or more). The majority of those who were actively homeless in December 2024 were single adults (77%), with 66% being male, which is an 14% increase since October 2021. People from all age groups were represented on the BNL. The majority of people (64%) were below the age of 44.

Based on the findings of a Vulnerability Index Service Prioritization Assessment Tool used during Intake to best determine level of service need, 84% of BNL participants require either High or Very High Intensity supports. Due to the complex needs often presenting with BNL participants that had a high to very high service need, and the limited supportive housing options available, the length of time it can take to help someone find housing can be significant, resulting in an average wait time for participants to be matched to a case manager being six months or longer.

Over the course of three years, the data collected through the BNL has demonstrated that Leeds and Grenville has consistently had between 110 and 140 unhoused persons. Over this same period, staff from the Counties and their agency partners have housed over 350 individuals, and on its own, the Counties has provided over $450,000 in subsidies to residents to help them secure housing or stay housed.


Leeds Grenville
ByName List Key Findings Dec 2024
31%
of respondents were 'Absolute Homeless' (staying in a public space, vehicle, or encampment).
32%
of respondents were 'Emergency Sheltered' in a local shelter.
36%
of respondents were 'Hidden Homeless' (sleeping on someone's couch, hotel/motel, jail, hospital).
67%
33%
71%
Require High Intensity service supports
Challenges Impacting Homelessness
Mental Health Challenges 60%
Substance Use Challenges 58%
Fleeing Abuse 22%
Length of time people experienced homelessness
1-5 months
6-12months
13-18 months
19-24 months
25-30 months
31-36+ months
50
40
30
20
10
0
Jun-23
Sep-23
Dec-23
Mar-24
Jun-24
Sep-24
Dec-24
Average Length of time homeless = ~ 25 months

Homelessness Prevention Program

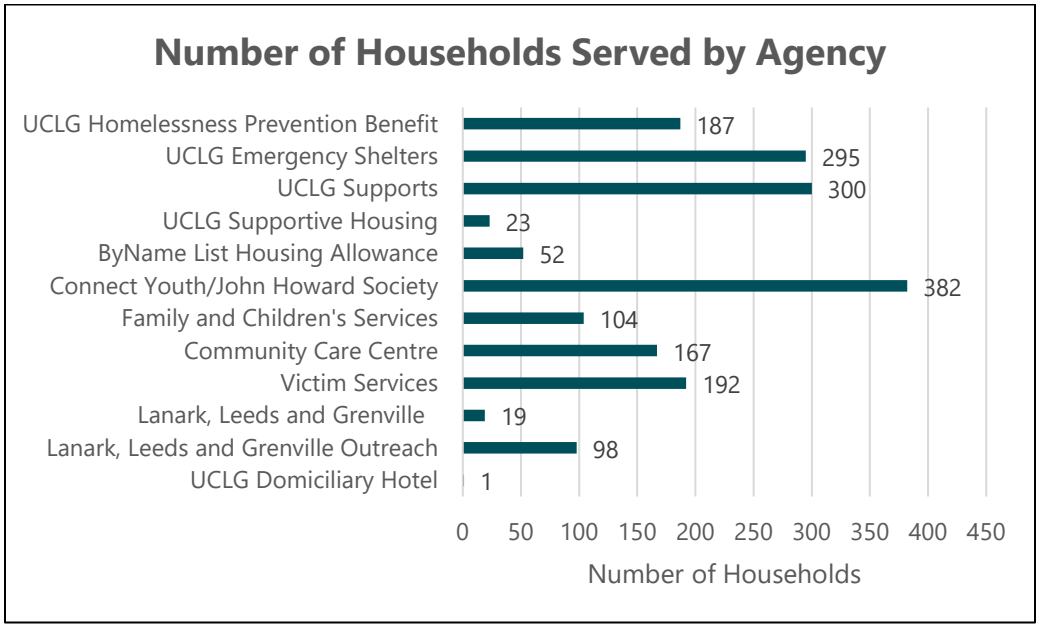
In April 2022, the Homelessness Prevention Program (HPP) was released; the HPP is a provincially funded program that supports municipal Service Managers to provide affordable housing and support services for people at risk of or experiencing homelessness. The objective of the program is to support Service Managers in preventing, addressing and reducing homelessness, including chronic homelessness.

Homelessness Prevention Program Use in Leeds and Grenville

The United Counties of Leeds and Grenville fund internally and externally delivered HPP programs across the homelessness spectrum. A total of 1,820 households were served through HPP-funded programs in in 2023/2024.

The following figure shows a summary of the agencies that received Homelessness Prevention Program (HPP) funding during the fiscal year of 2023-2024, and number of households served.

Figure 9: Number of Households Served that were Supported by the Homelessness Prevention Program Funding (HPP) from HPP Funded Agencies in the United Counties of Leeds and Grenville



Source: The United Counties of Leeds and Grenville, Integrated Program Delivery Department

Emergency Shelters

In the 2023/2024, there were a total of 6,550 nights spent by a household in an emergency shelter funded by the HPP. The United Counties of Leeds and Grenville, Community and Social Services Division maintains short-term emergency shelters in the form of apartments that are available for individuals and families in need, for up to 21 days. Households in the short-term shelters are provided assistance in searching for long-term housing during their stay.

The Drop-In Center

Lanark, Leeds and Grenville Addictions and Mental Health (LLGAMH) operates The Drop-In Center, which provides a safe, warm and welcoming place to access basic needs such as laundry and shower facilities and cell phone charging. At the Center, programming such as group sessions, harm reduction and therapy is provided, as well as recreational programming such as arts and crafts, board games, cards. The Center provides a place during the daytime for persons affected by homelessness to access services and supports.

Emergency Vouchers

Emergency vouchers are typically for hotel stays of one-to-three nights to support emergency situations (e.g. house fire, domestic violence, other criminal incident, extreme cold weather). In the 2023/2024 reporting period, there were 280 vouchers issued to households in need. The emergency vouchers are provided through the Community and Social Services Division, and community partners such as Victims Services of Leeds and Grenville, and local police departments.

Homelessness Prevention Benefit

The Homelessness Prevention Benefit (HPB) is intended to assist low-income households in Leeds and Grenville experiencing homelessness, to obtain and maintain housing, and to support those at risk of homelessness to remain housed. Eligible expenses include moving and storage, last month's rent, utility fees, rent arrears, utility arrears, bed bug treatment and replacement of personal items. There were 187 households that received assistance from the HPB in the 2023/2024 reporting period.

Justice System Supports

Supports are provided to individuals involved in the justice system, such as those on probation/parole, correctional institutions and local bail supervision programs. The John Howard Society (JHS) engages with individuals in institutional settings to divert and prevent a return to homelessness, liaises with justice and bail personnel to assist individuals manage their release and return to housing in the community, and refers clients to other support services to increase access to harm reduction supplies, treatment, health care, mental health services, victim services, employment programs, etc.. Culturally relevant services are provided by JHS for indigenous people.

Community Housing

Community Housing is government-assisted housing that provides lower cost rental units to households with low-to-moderate incomes and can include:

- Public housing (owned directly or indirectly by service mangers, such as the United Counties of Leeds and Grenville, Community Housing Department)
- Not-for-profit and co-operative housing
- Rent supplement programs (often in the private market)
- Rural and urban Indigenous housing

Rent-Geared-to-Income Housing

For households that reside in a rent-geared-to-income unit (RGI), assistance is provided in the form of a reduction of rent payable, calculated as approximately 30% of the household income, up to the maximum unit rent. Households in receipt of OW/ODSP benefits pay a flat rate according to a rent scale based on household size.

Pixie Place

Pixie Place, which is one of the Counties eighteen multi-unit apartment buildings, is a small eight-unit building comprised of bachelor-style units. Pixie Place offers five rent-geared-to-income units that are filled from the Counties Centralized Wait List, and three apartment-style short-term emergency shelter units. The short-term units are intended for single-persons that are in urgent need of a temporary shelter while they address a

housing crisis. Occupants of the short-term shelter are supported by a case manager who will assist the household with taking steps to secure a more permanent housing solution.

Previously, Pixie Place was first established as a Supportive Housing project, with supports provided by a community partner. As the service agreement to provide supportive housing was set to end in concert with the conclusion of the 2024-2025 HPP funding allocation in March 2025, the decision to re-purpose Pixie Place was made so as to provide units for those waiting for permanent community housing, as well as provide emergency short-term shelter units.

With the opening of the Pathway Supportive Cabin program in February 2025, as well as the recent announcement of an anticipated additional fifteen beds as part of the Hart Hub initiative and subsequent partnering with Leeds and Grenville, it was determined that with this additional supportive housing stock online, the subsequent re-purposing of Pixie Place will provide much needed housing and shelter for individuals on both the Counties' Centralized Wait List, and for those that are in urgent and desperate need of a temporary shelter for a short-term while they address an immediate crisis. It is anticipated that Pixie Place will be fully occupied by March 31, 2025, under the new format.

Rent-Geared-to-Income Housing Targets

The United Counties of Leeds and Grenville, as Service Manager for Community Housing, is mandated by the Province under the *Housing Services Act, 2011, Ontario Regulation 367/11*, to fund and administer 987 rent-geared-to-income units; 667 are owned and operated by the Leeds Grenville Community Housing Department, 70 rent-geared-to-income units are supplied by private landlords, and 250 units are owned and operated by local non-profit and co-operative housing corporations.

Seaway Apartments, Cardinal,

Community Housing is concentrated in the three partner municipalities of Leeds and Grenville, where 75% is shared between Brockville, Prescott, and Gananoque. The remaining 25% of housing is distributed throughout Leeds and Grenville.

Social Housing Registry

The Social Housing Registry (SHR) is a centralized application center and waiting list for rent-geared-to-income (RGI) housing, and some affordable housing units in Leeds and Grenville. Applicants that wish to apply for a subsidized unit will do so through the SHR. Securing an RGI unit involves submitting a completed housing application, selecting properties, and providing the necessary supporting documentation for your application form. Information must be updated annually, or as needed due to changes. The Community Housing Department is responsible for the administration and oversight of the Social Housing Registry.

Annually, the centralized waitlist manages an average of 232 new applications for RGI housing, houses an average of 106 households, and cancels approximately 494 applications. An average of 262 applications continue to await placement on the list each year.

Rent Supplement Program

The Rent Supplement Program offers a rent supplement directly to landlords, creating subsidized housing for eligible households within the private rental market. In 2023, there were 150 households assisted with this program in several communities throughout Leeds and Grenville.

Community Housing Demand

Demand for subsidized housing units has remained stable. The Social Housing Registry (SHR) has received an average of 382 applications per year, over the past five years; in 2023 there were 391 applications received. The City of Brockville holds the vast majority of active applications for housing (222), followed by Prescott (79), and Gananoque (60).

Waiting Times to be Housed in a Rent-Geared-to-Income Unit

The wait time to secure housing in a rent-geared-to-income (RGI) unit varies by region and unit type. Wait times are determined by the earliest application date recorded for each respective region. The range of wait times for a unit in Leeds and Grenville in 2024 is summarized in the following table.

Figure 10: Range of Wait Times in Months for a Rent-Geared-to-Income Unit in Leeds and Grenville, 2024

Unit Type	Average Wait-Time in Months	Range of Wait Times in Months
Bachelor	18 months	7 to 28 months
One Bedroom	14.71 months	11 to 42 months
Two Bedroom	12.82 months	7 to 60 months
Three Bedroom	9 months	7 to 45 months
Four Bedroom	21.6 months	7 to 63 months

Source: The United Counties of Leeds and Grenville, Community Housing Department

Special Priority Policy

Households that experience family violence or human trafficking, receive priority access to a rent-geared-to-income housing unit. This policy is intended to ensure that housing is not a barrier to leave a situation of abuse or trafficking. Households that are eligible for the Special Priority Policy are placed at the top of the waiting list for a subsidized housing unit. It takes an average of four months for an SPP household to be housed in a subsidized housing unit. Some of the SPP wait times were as short as one-month for a one-bedroom unit, to as a long as nine months, in the case of a larger sized three-bedroom unit.

Affordable Housing

A significant number of households in Leeds and Grenville are supported annually through different affordable housing programs, making housing affordability a reality for them. Funded jointly by the federal and provincial government through the Canada-Ontario Community Housing Initiative (COCHI), and the Ontario Priorities Housing Initiative (OPHI), Leeds Grenville participates in the following Affordable Housing program components:

- Housing Allowance provides rental assistance with a flat rate monthly subsidy paid directly to the renter to make their current home more affordable.
- Ontario Renovates helps eligible households make necessary repairs to the home that they own and occupy. There have been 246 homes renovated with this fund, since it commenced in 2012.
- Home Ownership provides down payment assistance to first-time home buyers for the purchase of a home. There have been 169 homes funded with this program, since it's inception in 2012.

- Rental Housing Component, which provides capital funding for the cost to create an Affordable Housing unit.
- Secondary Suite Programs provides assistance with funding to increase the supply of affordable rental housing through the creation of a secondary suite. To date, there have been two households assisted with this program since it began in 2022.

Affordable Rental Housing Units

Funded through the Investment in Affordable Housing (IAH) program, and the various legacy programs, including the most recent Canada-Ontario Housing Initiative (COCHI) and Ontario Priorities Housing Initiative (OPHI), an "Affordable Housing" unit under these programs is defined as 80% of the average market rent, or approved alternate average market rent. Leeds and Grenville has a growing number of Affordable Housing units located throughout. Currently, Leeds Grenville has sixty-one funded Affordable units; the majority of units are designated for seniors, supportive housing, and persons with developmental disabilities.

Housing Allowance Program

There are various housing allowance programs offered in the United Counties of Leeds and Grenville, which include:

- Ontario Priorities Housing Initiative (OPHI), which increases the affordability of rental housing by providing an income-tested, portable housing benefit payment directly to eligible households.
- Canada Ontario Housing Benefit (COHB), which increases the affordability of rental housing by providing an income-tested, portable housing benefit payment directly to eligible households.

Figure 11: Summary of Households Assisted by Housing Allowance Program in The United Counites of Leeds and Grenville, 2019-2024

Year	Number of Households Assisted by the OPHI Housing Allowance	Number of Households Assisted by the COHB Housing Allowance
2019-2020	119	2
2020-2021	71	28
2021-2022	106	44
2022-2023	87	45

Year	Number of Households Assisted by the OPHI Housing Allowance	Number of Households Assisted by the COHB Housing Allowance
2023-2024	85	55
Total	468	174

Source: The United Counties of Leeds and Grenville, Community Housing Department

Supportive Housing

Supportive housing unit refers to a combination of housing assistance with individualized, flexible, and ongoing support services, such as mental health and addictions supports, assistance with daily living, and other services. Homelessness impacts people across a spectrum of needs and experiences, and for supportive housing to be effective it must be designed to meet varying levels of needs, which are provided under three models: low acutiy, medium acuity and high acuity.

Tenants that have a **high acuity of need**, include people who have been chronically homeless, often living rough, couch surfing, living in emergency shelters for years, or have had a long period of hospitalization or incarceration. Supportive housing focuses on recovering basic skills, social navigation, and overcoming addiction and poor mental health. Supports include social workers, nurses, and addiction and mental health therapists, as well as staff to assist tenants with life-skills, community connections, food security and other resources as required, to reintegrate high-acuity tenants into a stable community.

A **medium acuity of need**, means that the household may be transitioning from a higher acuity supportive housing environment, addiction treatment or recovery program, in-patient mental health facility, incarceration, or other form of homelessness or housing instability. The focus for this level of support is on developing a tenants ability to set and achieve personal goals, solidify recovery gains, address chronic health issues, develop stable tenancy experience, and thrive in a community housing environment. Tenants require supports from a team that includes social workers, nurses, addiction and mental health professionals.

Persons that have a **low acuity of need** require standard supports, which means that they have had housing and mental health stability for at least a year prior to moving into this level of supportive housing. Tenants are capable of independent living but desire a

healthy community with accessible on-site supports. Tenants are supported to remain stable, focused on maximizing their independence, wellness and personal development.

The **Pathway Supportive Cabins** provides services geared to occupants that have a high acurity of need, which opened its doors to new tenants on February 3, 2025. Pathway is a partnership project with the United Counties of Leeds and Grenville, the City of Brockville, which owns the land, and the John Howard Society, that operates the housing project. This supportive housing project has 25 single-occupancy cabins that aim to provide a stable and secure environment for individuals experiencing homelessness, offering comphrehensive support to help transition to long-term housing.

Pathway Supportive Cabins

Occupants of the Cabins are selected through the Counties ByName List, and must be engaged and working on a plan to advance themselves as a condition to reside in the housing project. It has been identified that 150 supportive housing units with varying levels of support are needed to address the needs of persons experiencing homelessness or who are at-risk of homelessness in Leeds and Grenville. As of June 2025, there were three Supportive Housing Projects under development, which are referred to as Projects A, B and C in the following timeline.

Figure 12: Supportive Housing Projects Under Development by Leeds and Grenville, as of June 2025

Project Name	Location	Acuity of Need
Project A	1805 County Road 2, Brockville Renovation of the Fulford Academy student dormitory units, located in the former Water Treatment Plant building owned by the city of Brockville.	To be annnounced
Project B	109 Perth Street, Brockville	Low acuity
Project C	To be announced	Medium acuity

The following table outlines the timeline for Leeds and Grenville's development activities to date, to bring the 150 Supportive Housing units to fruition.

Figure 13: Leeds and Grenville's 150 Supportive Housing Units Initiative Timeline

Date	Action	Project
March 8, 2022	• JSC Report JSC-023-2022 Memorandum of Understanding – Indwell Community Homes. • MOU established to establish the purposes of the Parties and define generally the terms under which Leeds Grenville and Indwell will work collaboratively to pursue supportive housing solutions in the geographic area of Leeds and Grenville with an objective of creating upwards of 200 units of affordable housing in Leeds and Grenville over the next five years. • MOU expired on March 24, 2024.	All
December 4, 2023	• Consulting Services Agreement with Flourish Affordable Housing Communities (Flourish) – Strategic Study and Report.	All
March 5, 2024	• REPORT NO. JSC-018-2024 Action Plan To End Homelessness and Address the Housing Crisis Through Supportive Housing –Leeds and Grenville. • Flourish delegation to council and report.	All
March 13, 2024	• Resolution No. JSC-020-2024 -To commit 6.8 million towards the capital component of a supportive housing strategy over the next three years conditional upon capital investments by the Provincial and Federal governments and operational investments by the Province.	All
March 13, 2024	• Resolution No. JSC-020-2024 to support the establishment of community based fundraising with a target of $3 million dollars for supportive housing.	All
May 13, 2024	• Delegation to see Premier Ford, Minister Tibollo and MPP Steve Clark regarding capital and operational funding for supportive units.	All
June 7, 2024	• Letter to Associate Minister of Housing Vijay Thanigasalan requesting capital and operational funding for supportive units.	All
July 17, 2024	• Reply from the Minister of Municipal Affairs and Housing, the Honorable Paul Calandra, regarding a request for funding for supportive housing, encouraged to look to use the existing funding that the Counties receives.	All

Date	Action	Project
August 12, 2024	• Lease signed with City of Brockville for 1805 County Rd 2 Brockville for Cabin Initiative site and **Project A**.	A
August 2024	• Delegation at AMO Conference with Minister of Municipal Affairs and Housing, Paul Calandra regarding capital and operational funding for supportive units.	All
August 28, 2024	• Meeting with CMHC to discuss Supportive Housing projects and funding.	All
September 1, 2024	• Counties takes possession of 1805 County Rd 2 Brockville.	A
September 4, 2024	• Report Number CW-065-2024 Supportive Housing Reserve Fund • A Supportive Housing Reserve Fund was established. • $1,103,158.59 was transferred to the reserve fund and invested in the High Interest Savings Account.	All
September 19, 2024	By-law No. 24-76: A By-law to Purchase of Land 109 Perth Street, Brockville for **Project B**.	B
September 19, 2024	By-law No. 24-75: By-law to Purchase of Land 122 Brock Street, Brockville For **Project B**.	B
December 3, 2024	Closed Report – Direction given to pursue Supportive Housing Land Opportunity for **Project C**.	C
January 2, 2025	Meeting with CMHC regarding Seed Funding	B
February 4, 2025	JSC 004-2025 Affordable Housing Development Lab Pilot Project Update (includes two of the Counties proposed Supportive Housing properties).	B, C
February 4, 2025	JSC 005-2025 Update on Supportive Housing Development	All
February 11, 2025	Meeting with CMHC regarding Coordination of Seed funding application for County Projects (i.e. Supportive Housing and the Mapleview Lodge redevelopment).	B
February 12, 2025	Opening of Pathway's Supportive Cabins supportive housing units (25 units) at 1805 Country Road 2, Brockville.	A
Feb 16, 2025	Budget and Plans for **Project A** 1805 Country Road 2, Brockville completed.	A

Date	Action	Project
March 21, 2025	Funding Application submitted for Homelessness Reduction Innovation Fund (HRIF) through the Canadian Alliance to End Homelessness (CAEH) for **Project A**.	A
March 26, 2025	Preliminary Feasibility Studies for **Project B** and **Project C** completed.	B, C
April 1, 2025	Meeting with CMHC regarding Seed Funding for **Project B**	B
April 7, 2025	Submitted Seed Funding documents for **Project B** to CMHC for preliminary review.	B
April 23, 2025	Initiated planning company to start process to merge 126 John Street with 109 Perth Street, Brockville, for **Project B**, and initiate a zoning bylaw amendment.	B
May 6, 2025	Meeting with planning company to discuss the scope of the planning requirements needed for the **Project B**.	B
May 20, 2025	Meeting with the property owners of **Project C**.	C
June 5, 2025	Followed-up with CMHC on the status of the Seed Funding application for **Project B**, which is presently under review.	B

Source: United Counties of Leeds and Grenville, Community Housing Division

Transitional Housing

Transitional housing, which is typically considered as an intermediate step between emergency shelter and permanent housing and has limits on how long an individual or family can stay (generally up to four years). It is intended to offer a supportive living environment for its residents, including offering them structure, supervision, support such as for addictions and mental health, and life skills to become more independent.

John Howard Society

The John Howard Society – Connect Youth Inc. provides transitional housing designed for short-term stays that are located in Prescott, Kemptville and Brockville for youth aged 16 to 25. Case management support, education on life skills, referrals and information on community services, and assistance with searching for long-term housing is provided to their clients. They provide services throughout Leeds and Grenville.

Indigenous Housing

Ontario Aboriginal Housing has 46 low-income housing units located throughout Leeds and Grenville. These units are not under the oversight of Leeds Grenville as Service Manager for Community Housing. The table below shows where indigenous housing units can be found in Leeds Grenville.

Figure 14: Ontario Aboriginal Housing Located in Leeds and Grenville

Location	Number of Units
Township of Athens	4
Township of Elizabethtown-Kitley	2
Township of Edwardsburgh-Cardinal	5
Township of Front of Yonge	1
Township of Leeds and the Thousand Islands	9
Township of Rideau Lakes	22
Total Units	**46**

Source: Ontario Aboriginal Housing

According to the Ontario Aboriginal Housing website, "Ontario Aboriginal Housing Services is a corporation with a mandate to provide safe and affordable housing to urban and rural First Nation, Inuit, and Métis people living off-Reserve in Ontario". Units are rented to low-income families at 80% of the average market rent in the area.

The Future of Community Housing within Leeds and Grenville

End of Mortgage Transition

In Leeds and Grenville, the Community Housing Department as Service Manager is responsible for the oversight of eight non-profit housing providers, and one co-operative housing provider. By the end of 2027, all non-profit housing providers will have reached the End of Mortgage (EOM) or End of Operating Agreement (EOA). The EOM or EOA will trigger a newly-developed process between Service Manager and housing provider to negotiate an EOM Operating Agreement as the mechanism to remain within the HSA (including its funding regime).

An End of Mortgage Operating Agreement will allow for:

- The ability to address local housing needs, conditions, and challenges at the end of existing Service Agreements.
- A flexible funding approach to incentivize housing providers to stay within the system once their current obligations expire.
- Service managers and housing providers to review financial plans every 5 years to help ensure funding provided will sustain the subsidized units during the Service Agreement.
- Continued support of non-profit housing providers to deliver rent-geared-to-income subsidy to low-income households, while utilizing the centralized waitlist to fill vacancies.

To date, all housing providers whose mortgages have expired have negotiated a long-term ten-year service agreement with the Community Housing Department to continue to provide rent-geared-to-income housing, which are summarised in the table below.

Figure 15: COCHI Funded Rent Supplement Agreements, June 2025

Non-Profit Provider	Agreement Initiated	Number of Units	Mandate
South Crosby Non-Profit Housing Corporation	January 2017	12	Seniors
Athens and District Non-Profit Housing Corporation	July 2020	7	Seniors
Gananoque Housing Inc.	July 2021	18	Seniors
Township of Bastard and South Burgess - Mill Bay Court	July 2022	12	Seniors
Township of Bastard and South Burgess Non-Profit Housing – Family units	December 2023	3	Family
Legion Village 96 Seniors Residence	April 2024	40	Seniors
Legion Village 96 Seniors Residence	May 1 2025	24	Seniors
Total		116	

Source: The United Counties of Leeds and Grenville, Community Housing Department

Community Housing Renewal

During the early years of community housing, Leeds Grenville had a vision of "Regeneration" of housing properties. The term "regeneration" evokes visions of demolishing properties in deteriorating neighbourhoods, and replacing them with new builds. Due to years of sound management and capital planning, community housing in Leeds Grenville is neither in a deteriorated state, nor has it contributed to creating a deteriorated neighbourhood. As Leeds Grenville's focus to rejuvenate community housing is to continue to support and invest in properties, the term "regeneration" is being replaced with "Community Housing Renewal"; this term better reflects the legacy and value of the existing assets.

Stocking Hill Stairlift

Preserving Community Housing

There were significant investments made over the past three years' through a funding partnership with the federal, provincial and municipal governments under the Canada-Ontario Community Housing Initiative (COCHI) in Leeds and Grenville to maintain the subsidized housing stock in a state of good repair and improves accessibility for tenants.

In 2022, **$545,520.00** was invested in five housing projects, benefitting **158 households**. Work included a stairlift, which was necessary accessibility equipment; roof replacement, septic system replacement, and HVAC equipment.

In 2023, **$580,150.65** was invested in six housing projects, benefitting **183 households**. Work included the purchase of a power generator, conversion a of heating system from oil to propane, a roof replacement, and HVAC equipment.

In 2024, **$564,530.00** was invested in five housing projects, benefitting **146 households**. Work included window replacements, a septic system replacement, and other repairs to buildings.

Next Steps

Since the creation of Leeds and Grenville's first Housing and Homelessness Plan ten years ago the landscape of housing and homelessness has shifted significantly. The new Plan has surveyed the current landscape and looks to address the present issues and forge a bold path for the future with housing solutions for all and ending homelessness in Leeds and Grenville. The Housing and Homelessness Plan has defined the goals and key performance indicators to measure progress of a bold goal of ending homelessness in Leeds and Grenville by 2035. Through this plan that the Community and Social Services Division with its community partners, will be **United in Housing Solutions for All**, to prevent and end homelessness in Leeds and Grenville, support those who are homeless to be housed, and provide a range of community and non-market affordable housing options to meet the needs of low-income and medium households in Leeds and Grenville.

United in Housing Solutions for All

Leeds Grenville

Accomplishments
2014-2024 Housing & Homelessness Plan

The United Counties of Leeds and Grenville **2014 to 2024 Housing and Homelessness Plan (HHP)** was centered on the vision of a community that encourages and supports access to safe, secure, suitable, and affordable housing.

This plan strived to be flexible, and reflect the changing needs of the local communities, through three goals:

Goal 1. Maintain

Goal 2. Enhance

Goal 3. Involve

Goal 1. Maintain current affordable housing services and programs.

Between 2012 to 2024,
169 low-income families
by way of a forgivable loan with first-time home purchases through the **Home Ownership Program**

Between 2012 to 2024,
246 homeowners
were provided financial assistance by way of a forgivable loan for major home repairs through the **Ontario Renovates Program**

Between 2019 and 2024,
1,002 housing allowances
were provided through three programs:

- **468** Ontario Priorities Housing Initiatives (OPHI)
- **174** Canada Ontario Housing Benefit (COHB)
- **360** Affordable Housing Program (IAH)

Between 2017 and 2024, **5 non-profit providers** reached the End of Mortgage and 10 Year Agreements were negotiated that kept **116 RGI units** in the social housing system

In 2019, **Affordable Housing units** were created in the Town of Kemptville through an agreement with North Grenville Community Living till 2038

SEASONOVA

United in Housing Solutions for All

Leeds Grenville

Goal 2. Enhance services to reflect the changing needs of the community.

Between 2018 and 2024, approximately **3,454 households** were served through the **Homelessness Prevention Program**

Between 2020 and 2024, **1,752 households** stayed at Emergency Shelters for a total of **10, 857 nights**

Between 2020 and 2022, the **ByName List (BNL)** and a **BNL Assessment** was conducted monthly to record the number of actively homeless persons, including all homeless and all chronically homeless people

Between 2023 and 2024, **616 households** received **Community Outreach and Support Services** and **$749, 081** were issued on Emergency Shelter solutions

Between 2022 and 2024, **830 Emergency Vouchers** were issued

Between 2020 and 2021, **17 Community Partners** were assisted with **$1,397,700** used through the Social Service Relief Fund Phase One

Goal 3. Involve all stakeholders in the development and implementation of the plan.

In March 2019, the **Housing and Homelessness Plan Public Meeting** for the general public and community agencies to provide input into the Ten-Year Plan Update

In 2023-24, the **Leeds and Grenville Affordable Housing Summit** was attended by **170 participants**

Between 2022-23, **information sessions** were initiated with municipal councils about affordable housing and housing programs

The Leeds and Grenville Housing Table was established to improve service integration, to promote positive development in the housing and homelessness situation and improve client service

Logic Model and Key Performance Indicators (KPIs) 2025-2035 Housing & Homelessness Plan

The United Counties of Leeds and Grenville **2025 to 2035 Housing and Homelessness Plan (HHP): United in Housing Solutions for All** is centered on the following Strategic Goals:

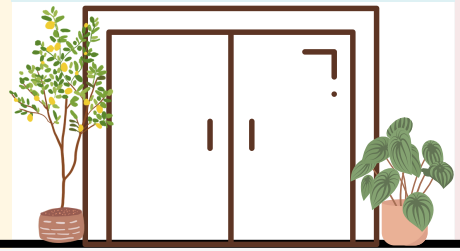
Strategic Goal 1. Provide and Promote

Strategic Goal 2. Preventing homelessness

Strategic Goal 3. Ending homelessness

This **Logic Model House** represents the desired outcomes that result from the HHP. It highlights what UCLG aims to complete in support of individuals, households, and communities to ensure everyone's access to safe, secure, suitable, affordable, and sustainable housing.

Long Term Outcome 1 (LTO 1).
To deliver and support equitable access to safe, secure, suitable, sustainable housing that is affordable, evidence-based and reflects the changing needs of the community.

Medium Term Outcome (MTO) 1. Provide and promote a supply of community and nonmarket housing to ensure an adequate supply and choice of housing for low- and moderate-income households.	**MTO 2. Preventing** homelessness and maintaining housing stability and sustainability.	**MTO 3. Ending** homelessness by supporting and housing persons that do not have a home.
Short Term Outcome (STO) 1.1 The continued provision of community housing that meets the current and future needs of Leeds and Grenville.	**STO 2.1** People at-risk of homelessness are connected to appropriate supports to remain housed.	**STO 3.1** The provision of varying levels of supportive housing to house persons that are homeless.
STO 1.2 Accelerate the timely access to subsidized housing and affordable housing options.	**STO 2.2** Maintaining housing stability through the provision of financial supports.	**STO 3.2** The provision of emergency shelter options to provide short-term housing, while working on a longer-term solution for the individual according to their needs.
STO 1.3 Facilitate and increase the supply of housing options that are affordable to low- and moderate-income households.		**STO 3.3** Increase community outreach to provide supports to the unhoused.

SEASONSVA

HHP 2025-2035 Key Performance Indicators (KPIs) per Outcome

Outcome 1: Long-term Outcome (LTO) 1
- **KPI 1.1** # of housing options that is safe, secure, suitable, sustainable, evidence-based and reflects the needs of Leeds and Grenville
- **KPI 1.2** # of units available, per type, as a percentage of UCLG population
- **KPI 1.3** # of individuals and/or households supported by CSS's housing and IPD dpts.
- **KPI 1.4** Elapsed time from request to access housing and homelessness-related supports to accessing them

Outcome 2. Medium-term Outcome (MTO) 1
- **KPI 2.1** # and types of community and nonmarket housing available
- **KPI 2.2** # of low- and moderate-income households accessing community and nonmarket housing
- **KPI 2.3** Elapsed time from request to access community and nonmarket housing to accessing them
- **KPI 2.3** Cost per individual per program type

Outcome 3. Short-term Outcome (STO) 1.1
- **KPI 3.1** # of community housing units and percent change
- **KPI 3.2** # of households accessing community housing over time
- **KPI 3.3** % of UCLG owned buildings that are in good condition

Outcome 4. STO 1.2
- **KPI 4.1** Elapsed time from request to subsidized housing to accessing subsidized housing
- **KPI 4.2** # of households accessing subsidized housing and percent change
- **KPI 4.3** Length of time household is on the waitlist to access UCLG affordable housing
- **KPI 4.4** # of households accessing UCLG affordable housing options and percent change

Outcome 5. STO 1.3
- **KPI 5.1** # of housing options that are affordable to low- and moderate-income households and percent change
- **KPI 5.2** # of increase of units related to Service Level Standards
- **KPI 5.3** # of low- and moderate-income households accessing housing options that are affordable as a percentage of counties population

Outcome 6. Medium-term Outcome (MTO) 2
- **KPI 6.1** # of people and/or # of households supported who were at-risk of homelessness
- **KPI 6.2** Amount of financial supports provided to maintain housing stability and sustainability ($)
- **KPI 6.3** # of people supported who remained housed for 6 months, and 1 year
- **KPI 6.4** Elapsed time from request to access supports to accessing them
- **KPI 6.5** Cost per individual per program type

Outcome 7. Short-term Outcome (STO) 2.1
- **KPI 7.1** # of people and/or # of households supported who were at-risk of homelessness
- **KPI 7.2** Length of time supported individuals/households engage with the Homelessness Prevention Program
- **KPI 7.3** Length of time supported individuals/households receive the Homelessness Prevention Benefit and the Ontario Works Discretionary Benefit

Outcome 8. STO 2.2
- **KPI 8.1** # of people and/or # of households accessing HPP towards housing stability
- **KPI 8.2** Amount of financial supports provided to maintain housing stability

Outcome 9. Medium-term Outcome (MTO) 3
- **KPI 9.1** # of individuals exiting homelessness
- **KPI 9.2** # of individuals in the BNL and percent change over time
- **KPI 9.3** Homelessness recidivism rate per program type
- **KPI 9.4** Elapsed time from request to access supports per program type
- **KPI 9.5** Cost per individual per program type

Outcome 9. Short-term Outcome (STO) 3.1
- **KPI 10.1** # of supportive housing options available for unhoused individuals
- **KPI 10.2** # of unhoused individuals accessing supportive housing

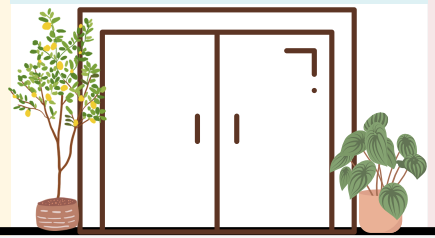
Outcome 11. STO 3.2
- **KPI 11.1** # of emergency shelter options providing short-term housing
- **KPI 11.2** # of individuals accessing emergency shelter options
- **KPI 11.3** # of longer-term solutions identified to meet the needs of individuals who accessed short-term emergency shelter options
- **KPI 11.4** # of individuals linked to other resources from emergency shelters

Outcome 12. STO 3.3
- **KPI 12.1** # of community outreach initiatives to unhoused individuals
- **KPI 12.2** # of unhoused individuals accessing services after a community outreach event

SEASONOVA

Action Planning and Timelines 2025-2035 Housing & Homelessness Plan

Long Term Outcome 1 (LTO 1).
To deliver and support equitable access to safe, secure, suitable, sustainable housing that is affordable, evidence-based and reflects the changing needs of the community.

Medium Term Outcome (MTO) 1. Provide and promote a supply of community and nonmarket housing to ensure an adequate supply and choice of housing for low- and moderate-income households.	**MTO 2. Preventing** homelessness and maintaining housing stability and sustainability.	**MTO 3. Ending** homelessness by supporting and housing persons that do not have a home.
Short Term Outcome (STO) 1.1 The continued provision of community housing that meets the current and future needs of Leeds and Grenville.	**STO 2.1** People at-risk of homelessness are connected to appropriate supports to remain housed.	**STO 3.1** The provision of varying levels of supportive housing to house persons that are homeless.
STO 1.2 Accelerate the timely access to subsidized housing and affordable housing options.	**STO 2.2** Maintaining housing stability through the provision of financial supports.	**STO 3.2** The provision of emergency shelter options to provide short-term housing, while working on a longer-term solution for the individual according to their needs.
STO 1.3 Facilitate and increase the supply of housing options that are affordable to low- and moderate-income households.		**STO 3.3** Increase community outreach to provide supports to the unhoused.

The United Counties of Leeds and Grenville **2025 to 2035 Housing and Homelessness Plan (HHP): United in Housing Solutions for All** is centered on the following Strategic Goals:

Strategic Goal 1. Provide and Promote

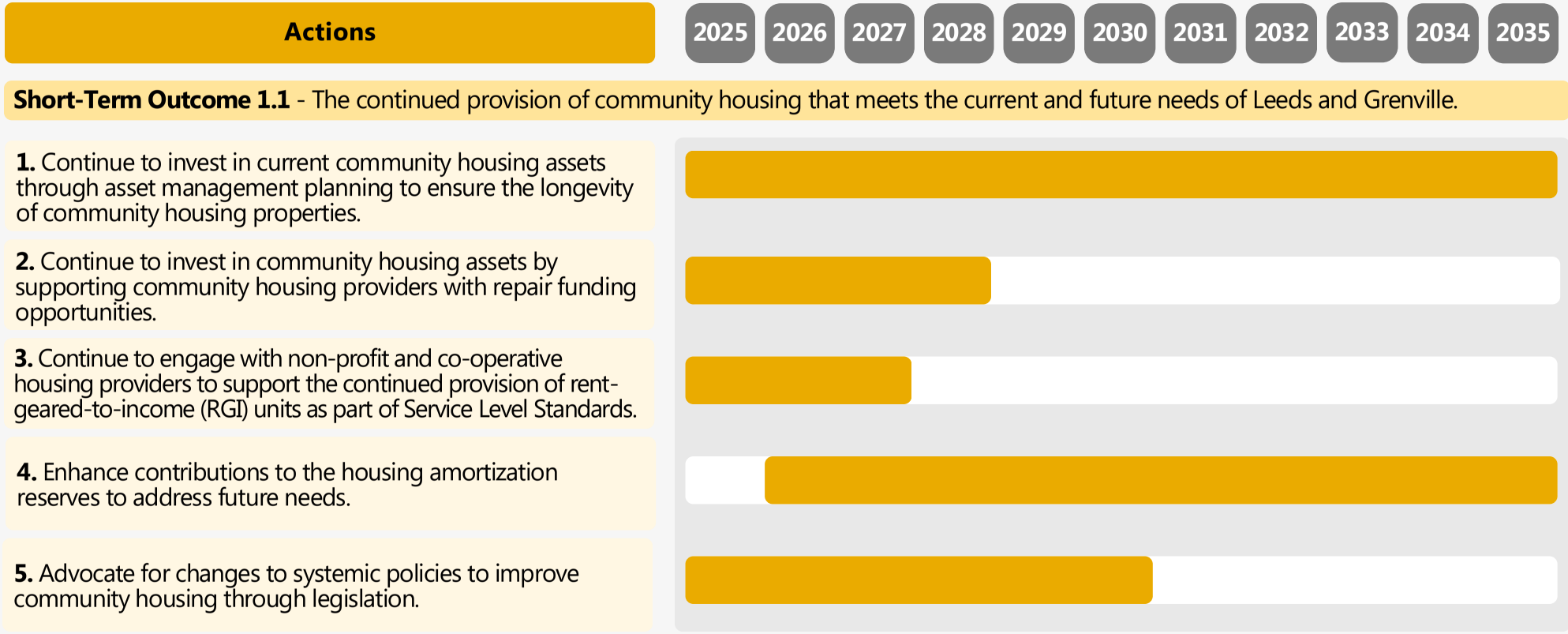
Strategic Goal 2. Preventing homelessness

Strategic Goal 3. Ending homelessness

This **Logic Model House** (see image on the right) represents an overview of the desired outcomes that result from the various initiatives and actions within the 2025-2035 HHP. These actions,, including their timelines, are listed in the pages that follow.

SEASONOVA

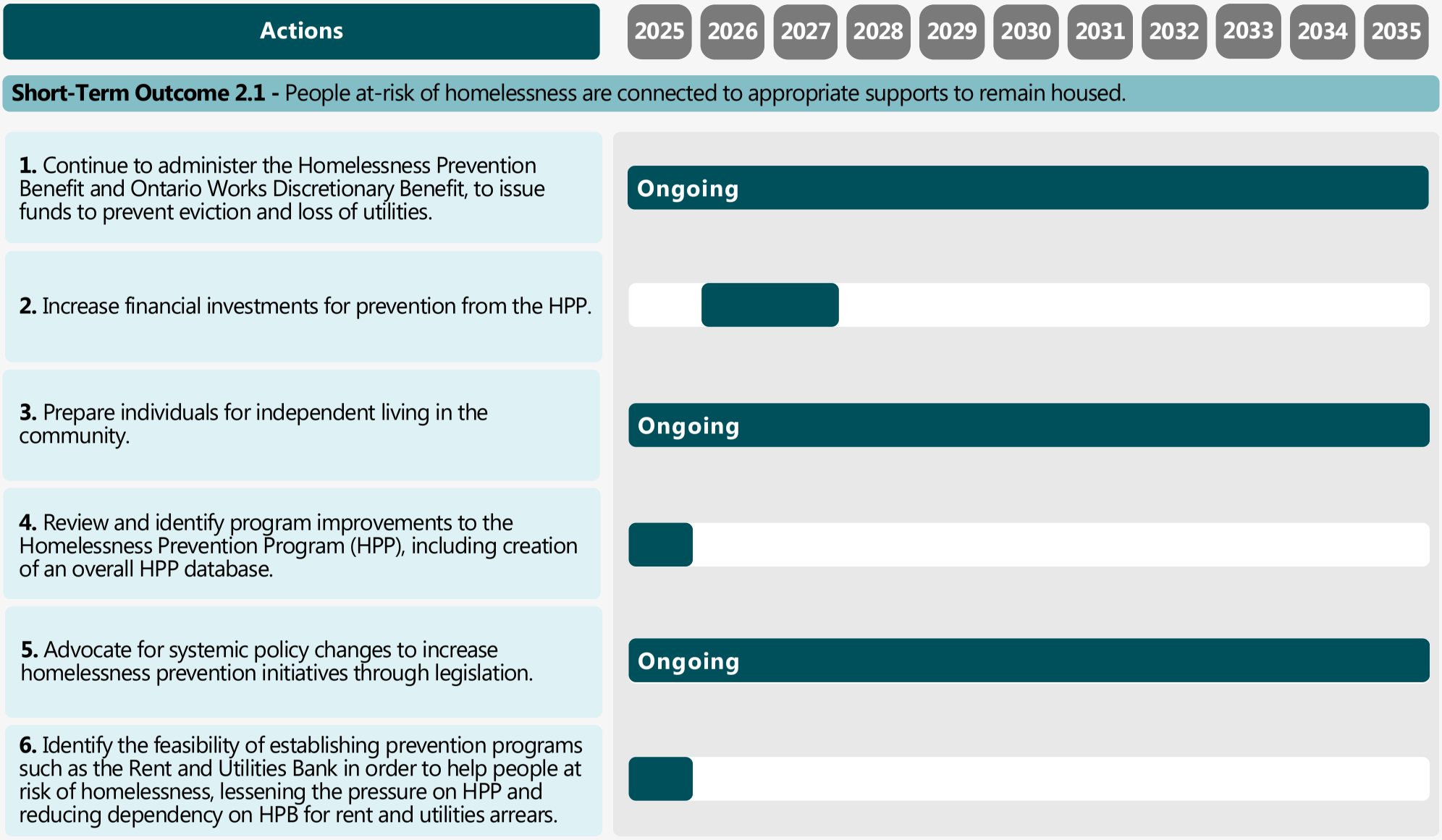
Medium-Term Outcome 1. Provide and promote a supply of community and nonmarket housing to ensure an adequate supply and choice of housing for low- and moderate-income households.



Actions	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Short-Term Outcome 1.3 - Facilitate and increase the supply of housing options that are affordable to low- and moderate-income households.											
9. Continue to administer and explore potential improvements in the administration of the Affordable Home Ownership Program.											
10. Provide data and information required to develop an evidence-based business case for new community and affordable housing.		Annually									
11. Refer land developers and non-profit housing providers to project funding and financing programs to develop new community and affordable housing units.	Annually										
12. Support the development of subsidized and affordable housing units through the Leeds and Grenville Affordable Housing Development Lab.	Completed										
13. Review the effectiveness of the provincially funded Secondary Suite Programs to create affordable additional residential units (ADU).											
14. Continue to fund the Leeds and Grenville Landlord Secondary Suite program to create affordable ADUs in existing residential rental units.											
15. Identify solutions to barriers to rural housing development to encourage rapid housing development across the counties.											
16. Based on data, establish unit size, tenant, and geographical targets for new RGI, affordable, supportive and transitional housing, with an annual review mechanism.											
17. Review the Community Housing portfolio for sustainability to implement a mixed income model and reinvest into nonmarket housing options.											
18. Maximize governmental housing initiatives to align with the UCLG's HHP Plan.											

SEASONOVA

Medium-Term Outcome 2. Preventing homelessness and maintaining housing stability and sustainability.



Actions	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Short-Term Outcome 2.2 - Maintaining housing stability through the provision of financial supports.											
7. Continue to partner and develop service agreements with community agencies to ensure those vulnerable to homelessness are supported in their efforts to remain and/or secure housing, including provincially mandated priority populations.	**Ongoing**										
8. Review and match people and/or households at-risk of homelessness to appropriate programs funded provincially or federally.	**Ongoing**										
9. Administer the Ontario Priorities Housing Initiative – Ontario Renovates Component.	**Annually**										

SEASONOVA

Medium-Term Outcome 3. Ending homelessness by supporting and housing persons that do not have a home.

Actions	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Short-Term Outcome 3.1 - The provision of varying levels of supportive housing to house persons that are homeless.											
1. Continue the community-based supportive housing in collaboration with community partners.	Ongoing										
2. Create 50 units every three years, for a total of 150 units by 2035, conditional on federal and provincial investment.											
3. Create 25 Supportive Housing cabins.											
4. Administer HPP funding for community-based programming, including youth and individuals involved in the justice system.											
Short-Term Outcome 3.2 The provision of emergency shelter options to provide short-term housing, while working on a longer-term solution for the individual according to their needs.											
5. Administer provincial funding for varying levels of emergency shelter spaces.	Ongoing										
6. Develop a consistent emergency shelter model across the counties, including a centralized database.											
7. Increase the number of transitional-supportive housing units and beds available in the counties.	Ongoing										

Actions	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035

Short-Term Outcome 3.3 - Increase community outreach to provide supports to the unhoused.

8. Continue to maintain the ByName List (BNL) to accurately track and identify service needs for the unhoused population across the counties.	**Ongoing**
9. Evaluate the BNL process to ensure coordinated access to available housing and resources to support the unhoused population.	
10. Coordinate community outreach efforts to support unhoused populations.	
11. Integrate Annual Housing Report to annual HHP 2025-2035 report.	
12. Explore community engagement opportunities to coordinate community wide effort to reduce homelessness across the counties.	

SEASONOVA

The Leeds and Grenville 2025–2035 Housing and Homelessness Plan Consultations: What We Heard

The United Counties of Leeds and Grenville
Community and Social Services Division
Community Housing Department
July 1, 2025

where **lifestyle**
grows good **business**

Leeds Grenville

The Leeds and Grenville 2025-2035 Housing and Homelessness Plan Consultation: What We Heard

A total of nine community consultation meetings, attended by a total of 128 people, took place between October 17, 2024 and February 20, 2025, that consulted the following stakeholders: The Leeds and Grenville ByName List Partners, County Accessibility Committee of Leeds and Grenville Council, Leeds and Grenville Planners, Leeds and Grenville Non-Profit Housing Providers, Community Partners, Person's with Lived-Experience of Housing Instability and Homelessness, Indigenous person's, and the general public.

The consultation included participation from approximately thirty-three community partners that provided feedback into the development of Leeds and Grenville's housing and homelessness plan. Input was also provided by some staff and elected officials in the lower-tier and separated municipalities of Leeds and Grenville.

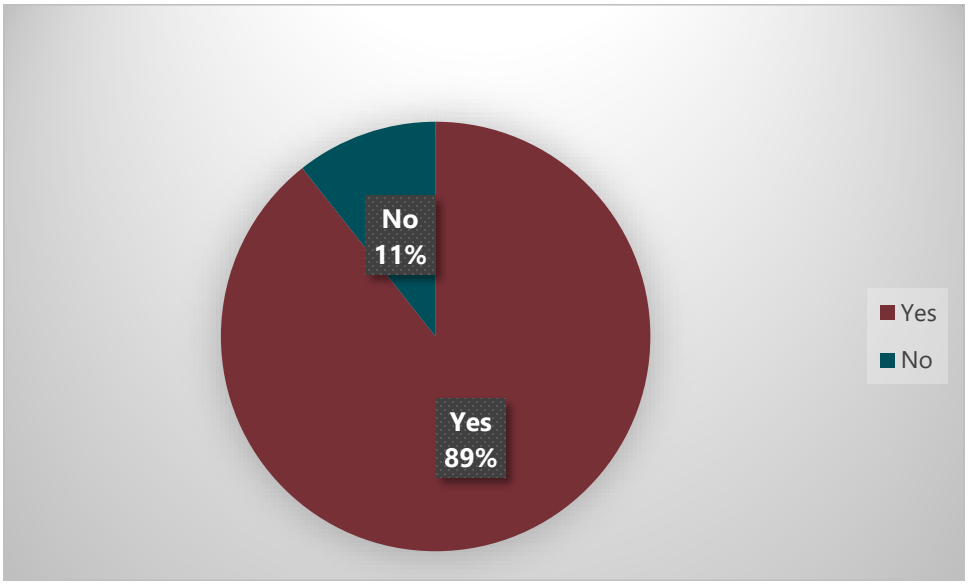
A dedicated webpage for the online consultation included a copy of the consultation slideshow presentation, discussion questions, and a link to an online survey. The online survey was live from October 22, 2024 through November 20, 2024. Two versions of they survey were offered: an in-depth survey or an express survey. Respondents could decide which survey they wished to complete. Surveys were completed using an online form, or a paper copy that was provided upon request or offered at one of the in-person consultation sessions. Fifty-five respondents completed the full version of the survey, and twenty-one respondents completed the "Express Survey", for a total of seventy-six responses.

Q1. Did you view the 2025-2035 Housing and Homelessness Plan Presentation online, or participate in a live consultation session prior to completing the questionnaire? (Full version only).

Yes	**46**
No	7

N= 53

Q2. Do you presently reside in the United Counties of Leeds and Grenville?



N= 75

Q.3 What is your interest in commenting on a Housing and Homelessness Plan for the United Counties of Leeds and Grenville?

Summary of Responses	Count
Concerned about the homeless situation, wanting to reduce homelessness and better support those who are homeless, need for more services and supports and need for improvement, knows someone facing homelessness.	30
Concerned about lack of Affordable Housing options, high cost of living including the cost of rent and food.	16
Is a staff member or volunteer that works in or supports persons affected by homelessness/housing instability in Leeds and Grenville.	15
Is a volunteer or advocate, for persons with a special need, or person with a disability, that is concerned about the lack of housing options for groups with special needs.	12
Provided suggestions for new housing development, affordable housing creation; wants to see innovation to solve the issue; more housing built faster, more affordable housing.	7
Commenting as a civic duty/tax payer	3
Interested in increasing knowledge about the plan and services	1

N= 85

"No one in this day and age should be facing homelessness. With rent increases and the overall cost of living, it is not out of the realm of possibilities that I, too could be facing this situation at some point."

"I go out nightly handing out supplies/food to the homeless, so have gotten to know many of the unhoused at a very personal level. I just want to help these people be seen and heard."

"As a citizen of [omitted], everyone deserves to have a safe, warm place to live."

"We need more mental health resources."

Q. 4 The following is the proposed Vision Statement of the Plan, which states:

The Housing and Homelessness Plan for the United Counties of Leeds and Grenville is centered on the vision of a community that encourages and supports access to safe, secure, suitable, and affordable housing. This plan strives to be flexible, and reflect the changing needs of the local communities.

Should the Vision Statement		
	Count	**Percentage**
Change?	3	4.1%
Stay the same?	**52**	**70.3%**
Be modified?	19	25.7%

N= 74

Q.5 If you think the Vision Statement should change or be modified - do you have any suggested revisions or alternatives you would propose with regard to the proposed Vision Statement?

Summary of Comments:

- Simply words, shorten.
- Update wording to make it inspiring – describe a brighter future (i.e. what you ultimately want to achieve).
- Include reference to equitable, housing first, trauma informed (medical reference), person-centered, community support, support independence, supportive housing, rural-urban needs, access to health and social supports, affordable,
- Still have homelessness under previous vision statement.

Q6. Fundamental to achieving the Housing and Homelessness Plan ("The Plan") goals, are the Guiding Principles that will direct the implementation of The Plan.

The Plan will provide a strategic framework for the future of housing in Leeds and Grenville, using the following guiding principals:

- Person-Centered Approach
- Housing First
- Prevention Focused
- Community Partnerships
- Locally-driven
- Inclusive
- Fiscal Responsibility
- Outcome Based

Should the Guiding Principles		
	Count	**Percentage**
Change?	4	5.4%
Stay the same?	**55**	**74.3%**
Be modified?	15	20.3%

N=74

Q.7 If you think the Guiding Principals should change or be modified - do you have any suggested revisions or alternatives you would propose with regard to the proposed Vision Statement?

Summary of comments: 33 survey responses

- **Housing-First**: Is not working. Putting clients into homes without immediate support is setting up our clients for failure. Staff need to be trained to provide proper housing supports beyond education programs.
- **Person-Centered** approach: add – continued engagement with people with lived-experience can improve community health and increase social inclusion. How can we be person-centered if we do not offer options in housing (refers to Social Housing Waitlist rule regarding offers?). Increase meetings with unhoused and those at risk.
- **Locally-driven**: Unclear what "locally-driven" means. It's not possible to have all supports in all communities. Consider "balancing urban and rural needs".

- **Inclusive**: Some confusion over the meaning of "inclusive", respondents assumed it referred to heat and utilities being included in rents. Inclusive should mention the unique context of Indigenous Peoples.
- **Fiscally-responsible**: Costs should be considered, but "fiscally-responsible" should not be a guiding principle. Should not prevent the appropriate provision of services.
- **Outcome-Based**: Unclear on meaning of Outcome Based. Are we required to report on progress, is the needle moving forward?
- **Add as a Guiding Principle**: trauma informed, violence-informed care process/lens, health-equity, goal-focussed (life stabilization and accountability for clients working on goals), prevention, peer-driven (lived-experience), accessible, transparency, less barriers to access (whether accessibility-related, or service related), rural.
- Positive feedback that principles were not ranked/prioritized (each guiding principle is equal).

Q.8 The Plan has identified three overarching strategic goals that outline tangible actions that are linked to specific outcomes and measures:

Strategic Goal #1: Ending homelessness by supporting and housing persons that do not have a home.

Strategic Goal #2: Preventing homelessness and maintaining housing stability.

Strategic Goal #3: Facilitating and promoting a supply of community and affordable housing to ensure an adequate supply and choice of housing for low and moderate-income households.

Should the Goals		
	Count	**Percentage**
Change?	49	64.5%
Stay the same?	**21**	**27.6%**
Be modified?	6	7.9%

Q9. If you think the Strategic Goals should change or be modified - do you have any suggested revisions or alternatives you would propose?

34 survey comments received.

Goal #1: Ending Homelessness by supporting and housing persons that do not have a home.

- Not realistic. There will always be someone who is homeless. Struggle with the word to end homelessness.
- Challenging to achieve. Change to "reducing" or significantly reducing homelessness.
- From the Lived-experience Focus Group: Struggle with the word "ending" – will it ever end? Maybe use the word reduce.

Goal #2: Preventing Homelessness and maintaining housing stability.

- Should be the first goal.
- Provide legal resources/additional supports for those with housing instability.
- Help people exit the system with supports.
- Advocate for system change for income support to afford housing.
- Focus on the causes of homelessness.

Goal #3: Facilitating and promoting a supply of community and affordable housing to ensure an adequate supply and choice of housing for low income households.

- Should be the first goal. Switch Goals 1&3. There needs to be stability for the working poor or ending and preventing homelessness won't be achieved.
- Add finding and creating housing with rent geared to income.

Other Goals Suggested:

- Include community partnerships in every goal or add a goal specific to partnerships.
- Integration of work, health and community.
- Advocacy to higher levels of governments to change the Ontario Works rates with inflation, which have remained unchanged since 2018, rapid increase in rental rates.
- Listening and learning.
- Provide mental health and addiction services.
- Community-wide.

Putting the Goals into Action

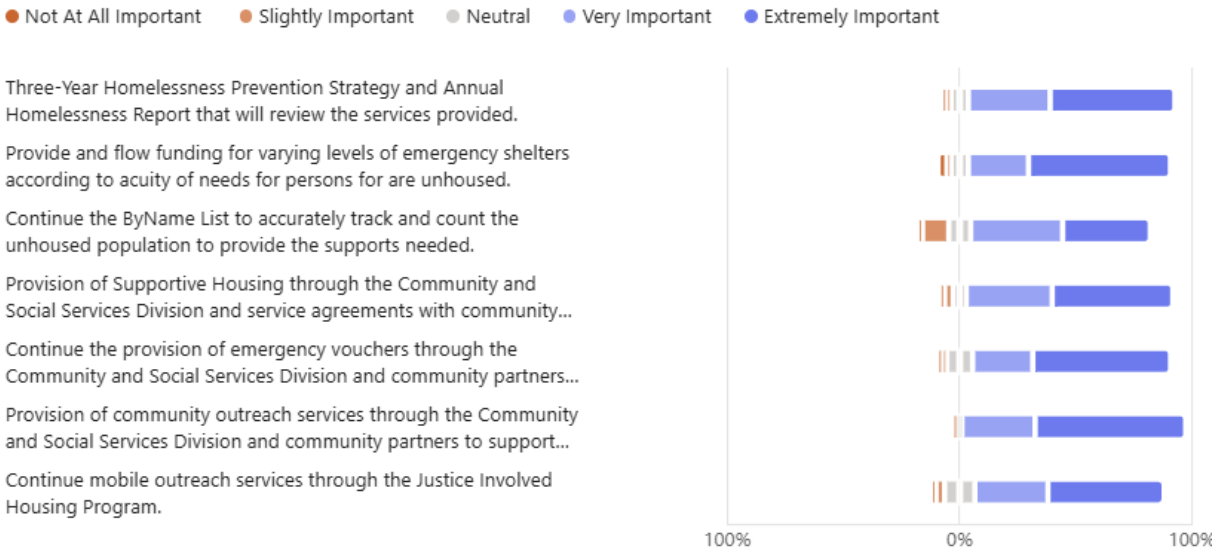
Actions

Should the **Actions** to support **Goal #1**: "Ending Homelessness by supporting and housing persons that do not have a home", **Change, Stay the Same or Be Modified?**

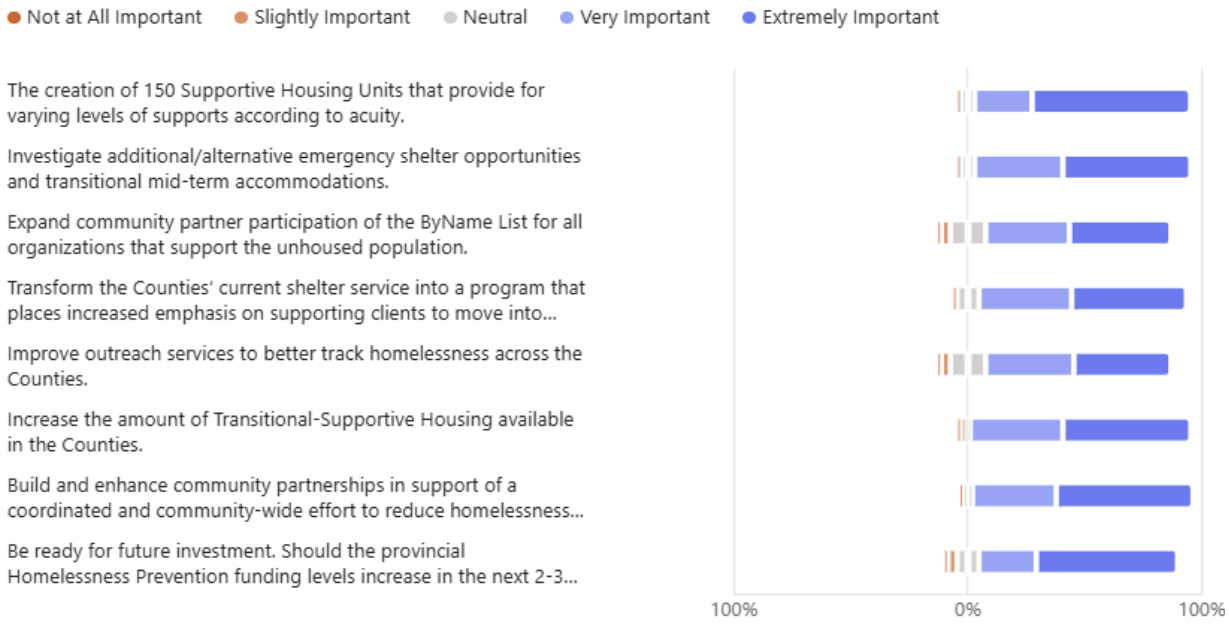
Should the Actions for Goal #1		
	Count	**Percentage**
Change?	0	0%
Stay the same?	**14**	**70%**
Be modified?	6	30%

N= 20

11. How important to you is implementing the following **Current Actions** to achieve the **Goal #1:** Ending Homelessness and supporting and housing persons that do not have a home. (0 point)



12. How important to you is implementing the following **Future Actions for Goal #1**: Ending Homelessness and supporting and housing persons that do not have a home. (0 point)



Suggestions for changes to Actions to support Goal #1

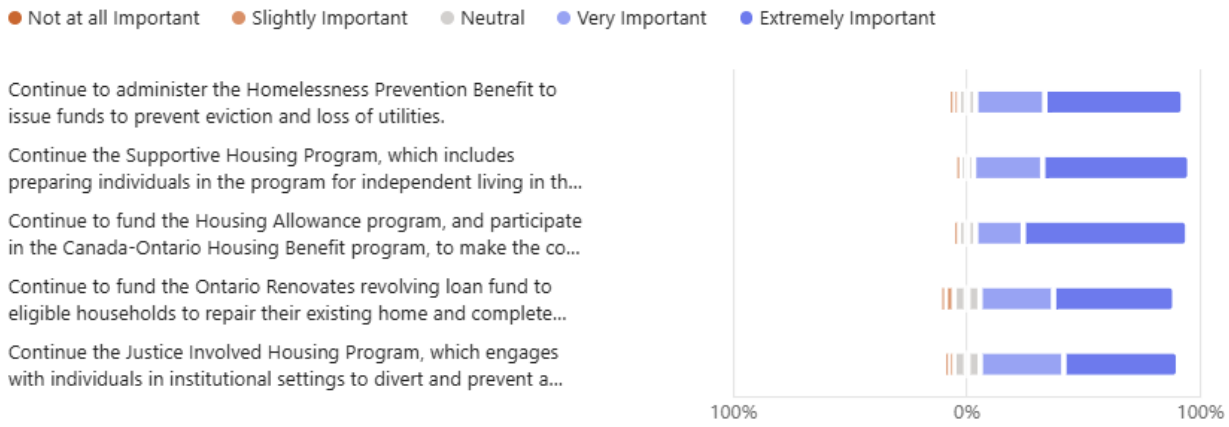
- In the short-term expand the emergency shelter capacity to meet need.
- Provide a temporary encampment for shelter and access to showers and laundry.
- Have housing in all community areas with emphasis on inclusion. Partnerships with landlords in preferred areas in the community. Increase rent-geared-to-income housing options.
- Make homeless a priority on the Social Housing Waitlist.
- A timeline and list of actions and results is needed to make progress.
- Include supports for mental health and addiction.
- Concern for an increase in taxes that will place costs on the already heavily burned lower-income tax payers.
- Plan for staffing to support Supportive Housing, and that many residents will never be independent enough to move out. Clients need to be treated with a trauma-informed approach recognizing that many clients need supportive housing before they can live independently.
- Incorporate socialization and community integration once a person is housed.

Should the **Actions** to support **Goal #2**: "Preventing Homelessness and maintaining housing stability", **Change, Stay the Same or Be Modified?**

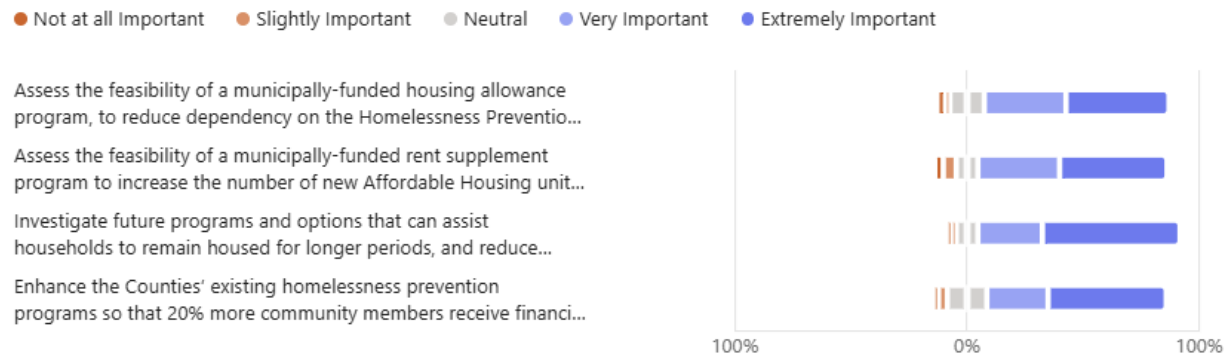
Should the Actions for Goal #2		
	Count	**Percentage**
Change?	2	10%
Stay the same?	**15**	**75%**
Be modified?	3	15%

N= 20

13. How important to you is implementing the following **Current Actions for Goal #2**: Preventing Homelessness and maintaining housing stability. (0 point)



14. How important is it to you to implement the following **Future Actions for Goal #2**: Preventing homelessness and maintaining housing stability. (0 point)



Suggestions for Actions to Support Goal #2: Preventing Homelessness and Maintaining Housing Stability

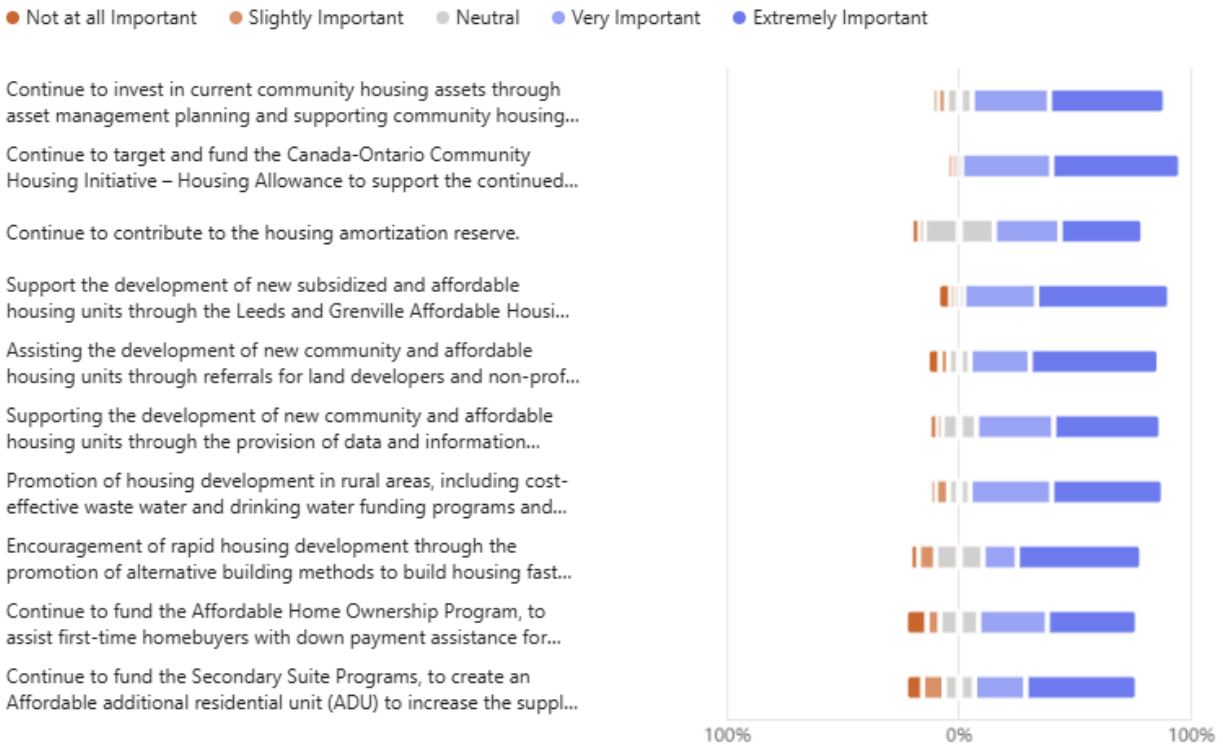
- Include mental health and addictions supports.
- Advocacy to increase the social assistance rates to be able to afford rent and prevent further homelessness.
- Focus your efforts on the working poor.
- Prioritize multidisciplinary engagement and partnership when engaging in systems change to prevent and end homelessness
- Support other services (e.g. food) so that people can afford rent.
- Increase rate of subsidy (e.g. housing allowances).
- Time limits are too restrictive for the Homelessness Prevention Benefit.
- Create a municipally-funded housing allowance. The rules to be a renter to receive a housing allowance should change - because someone who is unhoused cannot afford and is not able to find a rental, pay first and last months' rent, and then wait to hear if they are eligible for the subsidy.

Should the **Actions** to support **Goal #3**: "Facilitating and promoting an adequate supply and choice of community and affordable housing for low income households ", **Change, Stay the Same or Be Modified?**

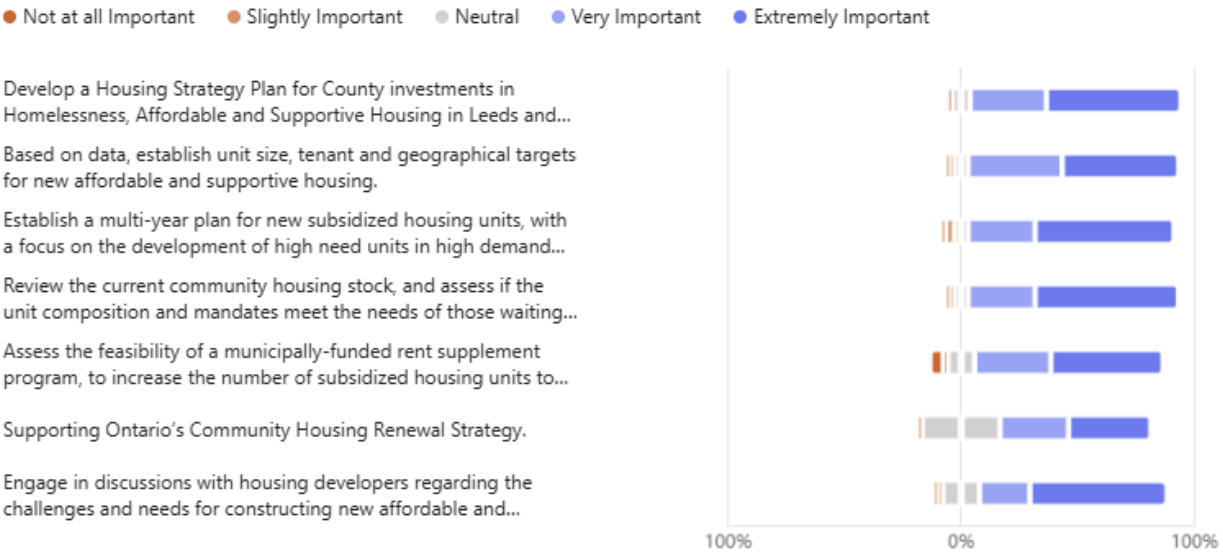
Should the Actions for Goal #3		
	Count	**Percentage**
Change?	0	0%
Stay the same?	**16**	**80%**
Be modified?	4	20%

N=20

15. How important is it to you that the following **Current Actions** are implemented to achieve **Goal #3**: Facilitating and promoting a supply of community and affordable housing to ensure an adequate supply and choice of housing for lo w and moderate income households. (0 point)



16. How important is it to you that the following **Future Actions** are implemented to achieve the **Goal #3**: Facilitating an d promoting a supply of community and affordable housing to ensure an adequate supply and choice of housing for low and moderate income households. (0 point)



Suggestions for Actions to Support Goal #3: Facilitating and promoting a supply of community and affordable housing to ensure an adequate supply and choice of housing for low income households.

- Financial assistance for developers to build homes and apartment dwellings.
- New development in the community should be required to include a supply for Affordable Housing units.
- Promotion and acceptance of tiny home communities, including tiny homes on wheels.
- Concern regarding and a request for more oversite over "slumlords" that do not provide safe rental properties.
- Review housing stock to determine best use, and whether the sale could generate funds to regenerate new housing stock that is more energy (and cost) efficient.
- Promote building on municipal lands, offered at no cost for affordable development.
- In proposed housing developments, consider efforts to work collaboratively to establish housing within a healthy and complete community setting.
- Collaborate and consult on housing habitability and safety concerns with partner agencies.
- Rural considerations?
- Partner with the Health Unit to promote safe and healthy environments.
- What is low-income?
- Are their targets for affordable housing supply? What about rural areas?
- We need more affordable housing.

Other Actions Suggested

- The biggest reason for homelessness is poverty – people cannot afford rent.
- More harm reduction, safe injection sites, mental health help for unhoused individuals.
- Utilize government lands (e.g. federal, provincial, municipal) to build affordable housing.
- Work with local churches who are key supporters.
- The need for more community awareness on available services, and to reach those who need services.
- Acknowledge the unique relationship of indigenous peoples to this land and ensure that indigenous voices are head regarding affordable housing and homelessness.

- Monitoring or evaluation of the Plan.
- Advocate for more provincial funding.
- Concern that it is a ten-year plan with many actions to achieve.
- "As a front-line worker, I find that supports listed above are often not accessible (i.e. no temporary shelter available, forms difficult to complete, phone calls note returned)."
- "It's absolutely pitiful that people who are making over $20/hour can barely afford to live in SHARED housing. I make $23 per hour, working full time, and I can't afford to rent in a one-bedroom anywhere in Leeds and Grenville. I have to have roommates to afford to live!"

Community and Social Services Division
United Counties of Leeds and Grenville

2023 Review of Social Housing Supply and Socio-Demographic Characteristics in Leeds and Grenville

Prepared by:
The Housing Department
February 2023

where **lifestyle**
grows good **business**

Table of Contents

Executive Summary 7
Regional Summaries 12
Introduction 18
Wheelhouse 18
Sources of Information 19
Study Area 19
Population and Household Characteristics 20
Population Growth and Distribution 21
Population Trends by Municipality 21
Age Distribution Trends 22
Aging Municipalities within Leeds and Grenville 25
    Focus on Seniors 27
    Section Highlights 28
Household Growth 29
    Trends in Household Distribution 29
    Trends in Household Growth 29
    Section Highlights 31
Socio-Economic Profile 31
Workforce that is Working Full or Part Time 35
    Section Highlights 36
Income 37
    Income by Census Family Type 39
    Low-Income 41
    Incidence of Low-Income Over Time 44
    Covid-19 Benefits 45
    Social Assistance 46
    Section Highlights 47
Housing Affordability 47
    Overview 47
    Proportion of Renter and Owner Households in Leeds and Grenville 48
    Shelter Cost in Leeds and Grenville 50
    Shelter Cost Spending in Leeds and Grenville 52
    Section Highlights 53
Private Housing Stock Supply 54
    Private Rental Housing Supply Unit Types 55
    Private Apartment Availability 56
Subsidized Housing Supply 56
    RGI Unit Types 57
    Other Types of Rent-Geared-to-Income Housing 58
    Public, Non-Profit and Cooperative Housing Market Rent Units 59

Housing Allowance 59
ByName List Housing Allowance 59
Canada-Ontario Housing Benefit (COHB) 60
Affordable Housing Units 60
Housing Mandate 61
Adults 61
Families 61
Seniors 61
Emergency, Transitional and Special Needs Housing 63
ByName List 64
Section Highlights 64
Social Housing Demand 64
Demand for Subsidized Housing in Leeds and Grenville 64
Waitlist Demographics 66
Housing Unit Turnover 72
Section Highlights 74
Regional Summary 75
Sub-Region 1 - Brockville and Area (Brockville, Elizabethtown-Kitley) 75
Sub-Region 2 - North Leeds (Rideau Lakes, Westport) 77
Sub-Region 3 - South Leeds (Athens, Front of Yonge, Gananoque, Leeds & the 1,000 Islands) 78
Sub-Region 4 - North Grenville (North Grenville, Merrickville-Wolford) 81
Sub-Region 5 - South Grenville (Augusta, Edwardsburg/Cardinal, Prescott) 82

List of Figures

Figure 1: Map of the United Counties of Leeds and Grenville with Municipal Boundaries 20
Figure 2: .. Proportion of Leeds and Grenville's Population by Age Group and Municipality Over Time (2011, 2016, 2021) 23
Figure 3: .. Age-Related Population Change in Ontario and Leeds and Grenville (2016-2021) 24
Figure 4: Age-Related Population Change of Municipalities within Leeds and Grenville (2016 - 2021) 25
Figure 5: Median and Average Age of Population (2011, 2016, 2021) 26
Figure 6: Percentage of Change in Median Age of Population (2011 – 2021) 27
Figure 7: Distribution of the Seniors Population in Leeds and Grenville, by Municipality 28
Figure 8: Percentage Change of Household Growth from 2001-2006, 2006-2011, 2011-2016 and 2016-2021 30
Figure 9: Labour-Force Participation Percentage Change from 2016-2021 34
Figure 10: Labour-Force Participation 2016-2021 35
Figure 11: Proportion of Participants in the Workforce Working Full-time or Part-Year and/or Part-time, by Municipality in Leeds and Grenville 36
Figure 12: Median After-Tax Total Household Income of Municipalities in Leeds and Grenville 2015-2020 and 2010-2020 38
Figure 13: Median After-Tax Total Household Income of Municipalities in Leeds and Grenville 2020 39
Figure 14: Median Income by Census Family Type, in Ontario and Leeds and Grenville, 2020 40
Figure 15: Median Income by Census Family Type of Municipalities in Leeds and Grenville 2020 41
Figure 16: Percentage of Persons in Low-Income of Municipalities in Leeds and Grenville, Ontario 2020 42
Figure 17: Percentage of Persons in Low-Income of Municipalities in Leeds and Grenville, Ontario 2015 and 2020 43
Figure 18: Percentage of Persons in Low-Income by Census Age Groups, Leeds and Grenville, 2021 43
Figure 19: Percentage of Persons in Low-Income by Census Age Groups, Leeds and Grenville, 2011, 2016, 2021 44
Figure 20: Proportion of Private Renter and Owner Households by Tenure in 2021 in Leeds and Grenville and Ontario 49
Figure 21: Proportion of Occupied Private Dwellings by Structural Type in Leeds and Grenville .. 54
Figure 22: Percentage of Change from 2016 to 2021 of Occupied Private Dwellings by Structural Type in Leeds and Grenville, and Ontario 55
Figure 23: Summary of RGI, Rent Supplement Units by Unit Type in Leeds & Grenville 58
Figure 24: Individual Households on the Social Housing Registry Waitlist 2022 67
Figure 25: Individual Households with Dependents on Social Housing Registry Waitlist 2022 68
Figure 26: Unit Turnover by Size in Leeds and Grenville, 2022 73
Figure 27: Time Waiting in Years by Household Type in Leeds and Grenville, 2018-2021 73
Figure 28: Time Waiting in Years by Unit Type in Leeds and Grenville, 2022 74

List of Tables

Table 1: Comparative Growth Rates, United Counties of Leeds and Grenville and Ontario, 2001-2021 21
Table 2: Distribution of Population by Municipality, United Counties of Leeds and Grenville, 2001-2021 22
Table 3: Trends in Household Growth by Municipality, United Counties of Leeds and Grenville and Ontario, 2001-2021 30
Table 4: Major Employers in Leeds and Grenville, 2021 32
Table 5: Median After-Tax Total Household Income of Municipalities in Leeds and Grenville 2015-2020 and 2010-2020 37
Table 6: Prevalence of and median income from Covid-19 income and support benefits and earning replacement benefits, Canada, Ontario, Leeds and Grenville, 2020 45
Table 7: Geographical Distribution of Ontario Works Program Recipients in Leeds and Grenville, December 2022 46
Table 8: Number of Private Renter Households in Leeds and Grenville (2001-2021) 49
Table 9: Average Market Rents, City of Brockville, 2017-2022 50
Table 10: United Counties of Leeds and Grenville Alternate Average Market Rents, 2022 50
Table 11: United Counties of Leeds and Grenville Alternate Average Market Rents, 2018-2022 51
Table 12: Leeds and Grenville Average Rent – Rental Market Study November 2022 – January 2023 51
Table 13: Shelter Cost Spending in Leeds and Grenville, Renter Households 2021 52
Table 14: Number of Private Apartments in Brockville by Bedroom Type, 2022 55
Table 15: Private Apartment Availability Rates in Brockville from 2019 – 2022 56
Table 16: Mandated Rent-Geared-to-Income, Rent Supplement Housing Supply in Leeds and Grenville, 2022 56
Table 17: Rent Supplement Units in Leeds and Grenville, 2022 58
Table 18: Housing Allowance Benefit Flat-Rate 59
Table 19: Affordable Housing Supply in Leeds and Grenville, 2022 60
Table 20: United Counties of Leeds and Grenville's Social Housing Supply by Mandate 62
Table 21: Social Housing Waitlists by City/Town and Unit Size in Leeds and Grenville, 2022 65
Table 22: Total Applications by Municipality in Leeds and Grenville, 2016-2022 66
Table 23: Subsidized Housing Supply and Waitlist for Apartment Buildings by Geographic Location and Unit Size, Leeds and Grenville, 2022 69
Table 24: Subsidized Housing Supply and Waitlist for Family Units by Geographic Location and Unit Size, Leeds and Grenville, 2022 71

Executive Summary

Introduction

This report examines the socio-demographic characteristics of Leeds and Grenville to determine the need and demand for more social housing in our community. The assessment includes an analysis of trends in population and household growth, the labour market, and the private rental housing market and social housing supply in relation to low-income residents in Leeds and Grenville. An Assessment of Current Social Housing: Needs, Demand and Supply in Leeds and Grenville is focused on the United Counties of Leeds and Grenville as a whole, including its ten-member municipalities and three separated municipalities, which are the City of Brockville, the Town of Gananoque, and the Town of Prescott.

This information will be used by Counties staff, Council and Joint Services as a part of the on-going implementation of United Counties Housing and Homelessness Plan. It also may be used by the local municipalities, non-profit organizations, and other groups interested in the social housing supply and needs of low-income renters in Leeds and Grenville.

Household Growth

The household population in Leeds and Grenville is growing slowly and aging; compared to the growth of the Province, the population of Leeds and Grenville has slowed over the past twenty years. According to Statistics Canada, for the period of 2001-2021 the Province grew 24.6%, while the United Counties grew 7.7%. Within Leeds and Grenville, the Municipality of North Grenville has experienced the strongest household growth during the period 2001-2021, which grew by 24.4%, and Edwardsburgh/Cardinal, which grew by 11.1%. Many of other lower-tier municipalities in the Counties experienced a decline in their household counts during 2001-2021 period, with Elizabethtown-Kitley reporting the largest decline at -5.2%.

Age of Population

The Counties have experienced many of the same age-related population trends as the Province; in general, the youth population is decreasing and the older adult and senior population is increasing. Both Leeds and Grenville and Ontario had a negative population change for persons aged 15-19, and 75 or older, and increases for persons aged 5-9, 10-14, 25-34, and 55-74 years of age. Both Leeds and Grenville and Ontario experienced the largest growth in population 65 to 74 years.

Socio-Economic Profile

While the five largest employers in Leeds and Grenville are from somewhat diverse employment sectors (i.e. education, health, manufacturing, government), due to Leeds and Grenville's rural nature, business closures can have considerable impact on the local economy and housing market affordability. Although the communities throughout Leeds and Grenville experienced the impact of the closure in 2019 of Proctor and Gamble Inc., one of the largest employers in Leeds and Grenville, it has been minimized by the addition of companies relocating to Leeds and Grenville such as Leclerc with approximately 200 jobs and Giant Tiger Distribution Centre with an additional 460 jobs. Some of the existing major employers have increased their workforce since 2019, such as Kriska with an additional 111 employees and 3M Canada Company with an increase of 135.

Income

The median after-tax household income in Leeds and Grenville increased by 30.4% from 2010-2020, while during the same period the Province of Ontario's income increased by 30.6%. North Grenville has the highest median household income in Leeds and Grenville at $92,000, followed by Augusta ($84,000), and Elizabethtown-Kitley ($81,000). At $55,600, Prescott has the lowest median household income in the Counties, followed by Westport ($57,600), and Brockville ($57,600).

Augusta experienced the greatest percentage increase in median after-tax household income in Leeds and Grenville for the period 2010-2020 (34%), followed by Gananoque (31.9%). All other municipalities experienced an increase in the median after-tax household income during this period, with the City of Brockville, experiencing the lowest increase at 11.7%

Low-Income

According to Statistics Canada, the Low-Income Measure After-Tax (LIM-AT) is a fixed percentage (50%) of median adjusted after-tax household income, where "adjusted" indicates that household needs are taken into account. Falling below the low-income line is not considered to be a measure of poverty, but indicates that a person is substantially worse off than others. It was found in the 2021 Census data for Leeds and Grenville that:

- In 2020, 10,005 persons, or 9.8%, of the population in Leeds and Grenville were in low-income, which is down by 3.2% from 2015 where 13% were in low-income.
- The low-income rates according to age groups in Leeds and Grenville were:
    - 10.7% for persons under 18 years of age,
    - 8.9% for persons aged 18 to 64, and

  - 11.2% for persons 65 and over in 2015.
- COVID -19 emergency and recovery benefits as well as earning replacement benefits were received by many persons in Leeds and Grenville. 21.1% received on average $8,000 for emergency and recovery benefits and 24.5% received on average $8,100 earning replacement benefits. Seniors received a one time $500 payment for COVID relief.

The majority of persons in low-income in Leeds and Grenville for the 2021 Census are persons 65 and older, however, the Low-Income data should be used with caution and considered with previous Census data.

Housing Affordability

What is considered "affordable" rental housing? In Ontario's 2020 Provincial Policy Statement, affordable is defined as the least expensive of the income-based definition and a market cost-based definition:

1. Housing for which annual accommodation costs or rent does not exceed 30 percent of gross annual household income for low and moderate income households, or
2. Housing for which the purchase price is at least 10 percent below the average in the regional market area (ownership); housing for which the rent is at or below the average in the regional market area (renting).

According to Statistics Canada's 2021 Census data, homeowners in Leeds and Grenville are faring better than renters; 10.7% of homeowners versus 35.2% of renters are paying 30% or more of household total income on shelter costs.

Brockville has the greatest number of renter households spending greater than 30% of their income on shelter costs (1,748), followed by Gananoque which had 342 households, and North Grenville, that had 321 renter households having affordability difficulties. Westport, Front of Yonge, Athens, and Augusta have the least amount of renters facing affordability difficulties, which is possibly linked to having proportionately fewer renters and in some cases fewer overall population in these communities.

North Grenville had the highest reported monthly shelter costs by renters in Leeds and Grenville in 2021 at $1,348, followed by Augusta ($1,100), and Gananoque and Elizabethtown-Kitley both at $1,048 monthly, however fewer renter households are experiencing affordability difficulties in North Grenville, Augusta and Elizabethtown-Kitley, which is likely due to their higher than average income levels. With the exception of Gananoque where one in three renters is spending 30% or

more of their income on shelter costs. According to Statistics Canada Census data, Athens, Leeds and the Thousand Island and Westport all had the lowest reported monthly shelter costs by renters in 2020.

Subsidized Housing Supply

The United Counties of Leeds and Grenville as Service Manager for Social Housing, is mandated by the province under the *Housing Services Act, 2011, Ontario Regulation 367/11* to supply 987 units; 667 are owned and operated by the Leeds and Grenville Housing Department, 70 rent-geared-to-income units are supplied by private landlords, and 250 units are owned and operated by local non-profit and co-operative housing corporations. Service Managers are responsible for administering social housing, including maintaining Service Level Standards (noted above), delivering housing programs, creating and implementing housing and homelessness plans. To meet local housing needs, they use federal, provincial and municipal funds to establish, administer and fund the housing and homelessness programs and services.

Social Housing is concentrated in the three partner municipalities of Leeds and Grenville, where approximately 71% is shared between Brockville, Prescott and Gananoque. The remaining 29% of housing is distributed throughout the Counties. The majority of units are one-bedroom units (663), followed by two bedrooms (144), three bedrooms (156), bachelor units (35), and four bedrooms (15). Adult units comprise 43.4% of the social housing supply, followed by family units (29%), and seniors-only mandated units (27.5%). In Social Housing "adult units" refers to bachelor or one bedroom units, "family units" refers to units that have two or more bedrooms, and "seniors mandated units or buildings" refers to a minimum age requirement for tenants residing in those units or buildings.

Other Types of Subsidized Rental Housing

Leeds and Grenville has a growing number of Investment in Affordable Housing (IAH) Affordable Housing units located throughout Leeds and Grenville. Affordable Housing in the IAH Program is defined as 80% of the average market rent or approved alternate average market rent. Currently Leeds and Grenville has sixty-one Affordable units. The majority of the Affordable Housing units in Leeds and Grenville are designated for seniors and persons with developmental disabilities.

As an alternative to the traditional "bricks and mortar" rent-geared-to-income housing, Housing Allowance and Canada Ontario Housing Benefit programs are offered by the United Counties of Leeds and Grenville's Housing Department. The Housing Allowance Program is intended for recipients that are suitably housed but require some financial assistance for their accommodations

to be affordable. This program helps to meet the needs of low-income rural residents to remain in their community where there may be little or no social housing units, or where there are lengthy waitlists. Additionally, the Ontario Priorities Housing Initiative (OPHI) is part of a joint provincial and national strategy to address local housing priorities, including affordability. The OPHI Housing Allowance provides financial assistance to low-income renter households to make rents more affordable throughout Leeds and Grenville. Currently there are 147 total active households receiving an allowance for bachelor (3), 1-bedroom (89), 2-bedroom (27) and 3-bedroom (13) units in all municipalities with the exception of Athens and Westport. The ByName List Housing Allowance is a new program available to individuals and households on the ByName List who are one of the four Provincial Homelessness Prevention Program's priority populations. Priority populations include those that are chronically homeless, youth (16-25 yrs), Indigenous and/or transitioning from a provincial institution.

Social Housing Demand

There are approximately 589 applicants on waitlist for units; however, there are only 367 individual households on the centralized waitlist because applicants are able to select multiple units/municipalities. Application numbers for social housing are not representative of unique households on the waitlist but are unique to each building or unit count.

The majority of applications for social housing received in 2022 were for units that are located in the City of Brockville (249), followed by Prescott (74), and Kemptville (73). One-bedroom units at 11 Hastings Drive in Brockville have the longest waitlist of all social housing unit types, with approximately 112 applicants waiting for a unit, with only one vacancy out of the 47 one-bedroom units in the complex in 2022. Similarly, one-bedroom units at 55 Reynolds Drive in Brockville maintains the second longest waiting list for apartments, with 111 applicants waiting for one of the 43 bachelor/one-bedroom units; with four vacancies in 2022 for this building.

Historically two-bedroom units maintained the longest waiting list for a family unit, currently there are approximately 240 applicants for the two-bedroom units throughout Leeds and Grenville, of the 144 two-bedroom units only 8 vacancies were reported in 2022.

Of the 71 units that were housed from the Social Housing Registry in 2022, the majority (33) were one-bedroom units, followed by senior mandated units (18), two-bedroom units (10), three-bedroom units (9) and four-bedroom units (1). Of the applicants who were housed in 2022, wait-times varied by unit size. Special Priority Placement (SPP) households waited the least amount of time (2 months on average), followed by one-bedroom units that waited an average of 0.8 years. Three- and four-bedroom units experienced the longest waitlist at 2.7 and 1.8 years respectively. The average for all units was approximately 1.1 years or 13 months.

Regional Summaries

Sub-Region 1 (Brockville & Area) – Brockville, Elizabethtown-Kitley

Sub-region 1 consisting of the City of Brockville and the Municipality of Elizabethtown-Kitley is considered to be the most urban regions within Leeds and Grenville with a population density of 1,075 persons per square kilometre; and has the largest population of all sub-regions with 30.4% or 31,661 persons. The highest proportion of seniors are living in this region with 32.6% and 6,620 individuals 65 or older are living within the City of Brockville. In addition to the highest proportion of seniors, sub-region 1 also has the highest proportion of all other age groups 0-19 (39.7%), 20-34 (41.1%), 35-64 (37.5%).

Sub-region 1 has an average median after-tax total household income of $69,300 and based on the definition of "affordable" spending 30% or less of household income on shelter the maximum rent households in this region can afford would be approximately $1,733. Households that have income under the average median amount would not be able to afford this amount. Although the average after-tax median income for this sub-region is $69,300, 30.2% of households reported an income of less than $50,000 in 2020; to be affordable the maximum rent would be $1,250 or less for these households. The average costs for a one-bedroom rental advertised from November 2022-January 2023 was $1,490, a two-bedroom was $1,754. The most private dwellings (15,117) are located in sub-region 1, with the majority located in Brockville.

The most prevalent household type is one-person households (singles) however, this region has the highest number of lone-parent families within Leeds and Grenville, the majority are mother led and live in Brockville.

Approximately 46.7% of all rent-geared to income housing is located in sub-region 1. All are located in Brockville and comprised of approximately 20% for adults, 42% for seniors and 38% for families. Currently the waitlist for one-bedroom units in Brockville have the highest number of applicants for all subsidized housing in Leeds and Grenville, followed by two and three-bedroom family units.

Sub-Region 2 (North Leeds) – Rideau Lakes, Westport

Sub-region 2 consisting of the municipality of Rideau Lakes and the Village of Westport is considered to be a rural region within Leeds and Grenville, with a population density of 304.3 persons per square kilometre; and has the smallest population of all sub-regions with 11% or 11,517 persons. The lowest proportion of seniors are living in this region with 13% (3,625) and 3,375 persons 65 or older are living throughout the municipality of Rideau Lakes, which also has the largest land area for all of Leeds and Grenville at 555.96 square kilometers.

The sub-region as a whole has the oldest population in Leeds and Grenville at 57.6 years of age, with Westport having the oldest median age at 59.6 years.

Sub-region 2 has an average median after-tax total household income of $66,050, the lowest sub-region for all of Leeds and Grenville. Based on the definition of "affordable" spending 30% or less of household income on shelter the maximum rent households in this region can afford would be approximately $1,651. Households that have income under the average median amount would not be able to afford this amount. Although the average after-tax median income for this sub-region is $66,050, 29.9% of households reported an income of less than $50,000 in 2020; to be affordable the maximum rent would be $1,250 or less for these households. The average monthly shelter costs for rented dwellings in sub-region 2 is $968 and although it is the 2nd lowest monthly rental amount reported, 32% of households are spending 30% or more of the household income on rent. The fewest private dwellings are also located in this sub-region with the lowest reported private dwellings occupied by permanent residents at 70%.

The most prevalent household type is couples without children which is to be expected considering 48% of the population in sub-region 2 is 55 and older.

Approximately 7.9% of all rent-geared to income housing is located in sub-region 2, including 63 one-bedroom, 9 two-bedroom and 8 three-bedroom units.

Sub-Region 3 (South Leeds) – Athens, Front of Yonge, Gananoque, Leeds and the Thousand Islands

Sub-region 3 consisting of the municipalities of Athens, Front of Yonge, the Town of Gananoque and Leeds and the Thousand Islands is a region that is comprised of both urban and rural municipalities. The Town of Gananoque is the densest of sub-region 3 with a population density of 768.4 persons per square kilometre, the region as a whole has a population density of 828.7. Sub-region 3 is the largest region within Leeds and Grenville with a land area of 869.89 square kilometers spanning across the four municipalities. Sub-region 3 has the third largest population of all sub-regions with 20% or 20,824 persons, slightly smaller than sub-region 4 – North Grenville. The second highest proportion of seniors are living in this region with 20.2% (5,585) and 2,625 persons 65 or older in the region are living in the municipality of Leeds and the Thousand Islands.

Sub-region 3 has an average median after-tax total household income of $72,025, the second highest sub-region for all of Leeds and Grenville. There is a $20,000 median after-tax income difference between the highest reported in Leeds and the Thousand Island ($79,000) and Gananoque ($59,600) within the sub-region. Based on the definition of "affordable" spending 30% or less of household income on shelter the maximum rent households in this region can afford would be approximately $1,800. However, households in Gananoque would not be able to afford rental amounts exceeding $1,490 and still be considered affordable. Although the average after-

tax median income for this sub-region is $72,025, 33.3% of households reported an income of less than $50,000 in 2020; to be affordable the maximum rent would be $1,250 or less for these households. The average monthly shelter costs for rented dwellings in sub-region 3 is $937 and although it is the lowest monthly rental amount reported, 29.5% of households are spending 30% or more of the household income on rent.

The average costs for a one-bedroom rental advertised from November 2022-January 2023 in Gananoque was $1,602, a two-bedroom was $1,912. The 2nd most private dwellings (10,340) are located in sub-region 2, with the majority for this sub-region located in Leeds and the Thousand Island, however only 79% of those dwellings are occupied by permanent residents.

Approximately 4% of all rent-geared to income housing is located in sub-region 3, including 40 one-bedroom units.

Sub-Region-4 (North Grenville) – Merrickville-Wolford, North Grenville

Sub-region 4 consisting of the municipalities of Merrickville-Wolford and North Grenville is a region that is considered to be rural based on population density. Kemptville which is located within North Grenville has a concentrated population, however the municipality as a whole has a population density of 50 persons per square kilometre, the region as a whole has a population density of 65.6. Sub-region 4 has a slightly smaller geography than sub-region 1 (Brockville & Area) with 566.23 square kilometres of rural areas surrounding Kemptville including Oxford Mills, Oxford Station, Bishops Mills in addition to Merrickville-Wolford. Sub-region 4 has the second largest population of all sub-regions with 20% or 21,099 persons. The third highest proportion of seniors are living in this region with 17.3%, however, North Grenville has the second highest number of persons 65 or older in Leeds and Grenville (3,825). North Grenville has the youngest median age at 46.4, while the Sub-region as a whole has the youngest population in Leeds and Grenville (48.6 years).

Sub-region 4 has an average median after-tax total household income of $85,250, the highest sub-region for all of Leeds and Grenville; North Grenville at $92,000 is the highest among all municipalities. Based on the definition of "affordable" spending 30% or less of household income on shelter the maximum rent households in this region can afford would be approximately $2,131. However, households in Merrickville-Wolford would not be able to afford rental amounts exceeding $1,962 and still be considered affordable. With the average after-tax median income for this sub-region is $85,250, 19.43% of households reported an income of less than $50,000 in 2020; to be affordable the maximum rent would be $1,250 or less for these households. The average monthly shelter costs for rented dwellings in sub-region 4 is the highest within Leeds and Grenville $1,179 and although North Grenville has the highest after-tax median monthly income reported, 34.8% of households are spending 30% or more of the household income on rent. North

Grenville had the lowest percentage of households reporting an income of less than $50,000 in 2020 (19.4%); to be affordable the maximum rent would be $1,250 or less. The average cost in Kemptville for a one-bedroom rental advertised from November 2022-January 2023 was $1,381, a two-bedroom was $1,950. Sub-region 4 had the second most private dwellings (8,636), with the majority located in North Grenville (7,244).

Approximately 11.5% of all rent-geared to income housing is located in sub-region 4, including 87 one-bedroom, 14 two-bedroom, and 4 three-bedroom units, which includes the addition of the 10 Affordable and RGI units converted at the Kemptville courthouse.

Sub-Region 5 (South Grenville) – Augusta, Prescott, Edwardsburgh-Cardinal

Sub-region 5 consisting of the municipalities of Augusta, Edwardsburgh-Cardinal and the Town of Prescott is a region that is considered to be mixed between rural and urban based on population density. The Town of Prescott which is located within the region has a concentrated population density of 826 person per square kilometer, however the municipalities of Augusta (23.5) and Edwardsburgh-Cardinal (24.2) are not densely populated. Sub-region 5 is comprised of 628.62 square kilometres of rural areas surrounding the Town of Prescott. Sub-region 5 has the second lowest population of all sub-regions with 18.2% or 18,969 persons. The second lowest proportion of seniors are living in this region with 16.8%, (4,630), only 25% are living in the Town of Prescott. Sub-region 5 has the second youngest median age at 49.1 and the fewest percentages of all populations live in this region, ages 0-19 (5.85%), 20-34 (5.7%), 35-64 (6.4%) and 65+years (5.8%).

Sub-region 5 has an average median after-tax total household income of $71,367, the third highest sub-region for all of Leeds and Grenville; slightly behind sub-region 3 (South Leeds). There is a $28,000 median after-tax income difference between the highest reported in Augusta ($84,000) and Prescott ($55,600) within the sub-region. Prescott has the lowest median after-tax-income in Leeds and Grenville. Based on the definition of "affordable" spending 30% or less of household income on shelter the maximum rent households in this region can afford would be approximately $1,784. However, households in Prescott would not be able to afford rental amounts exceeding $1,390 and still be considered affordable. Although the average after-tax median income for this sub-region is $71,367, 29.9% of households reported an income of less than $50,000 in 2020; to be affordable the maximum rent would be $1,250 or less for these households. The average monthly shelter costs for rented dwellings in sub-region 5 was $1,027 and although it is one of the lowest monthly rental amounts reported, 32.1% of households are spending 30% or more of the household income on rent. The average cost in Prescott for a one-bedroom rental advertised from November 2022-January 2023 was $1,279, a two-bedroom was $1,433. Sub-region 5 had the third most private dwellings (8,324) in Leeds and Grenville.

Within the sub-region approximately one in five persons in Prescott are living in low income in 2020 and Prescott reported the second highest number of Ontario Works cases (112) in Leeds and Grenville and 59% of all cases for the sub-region (189).

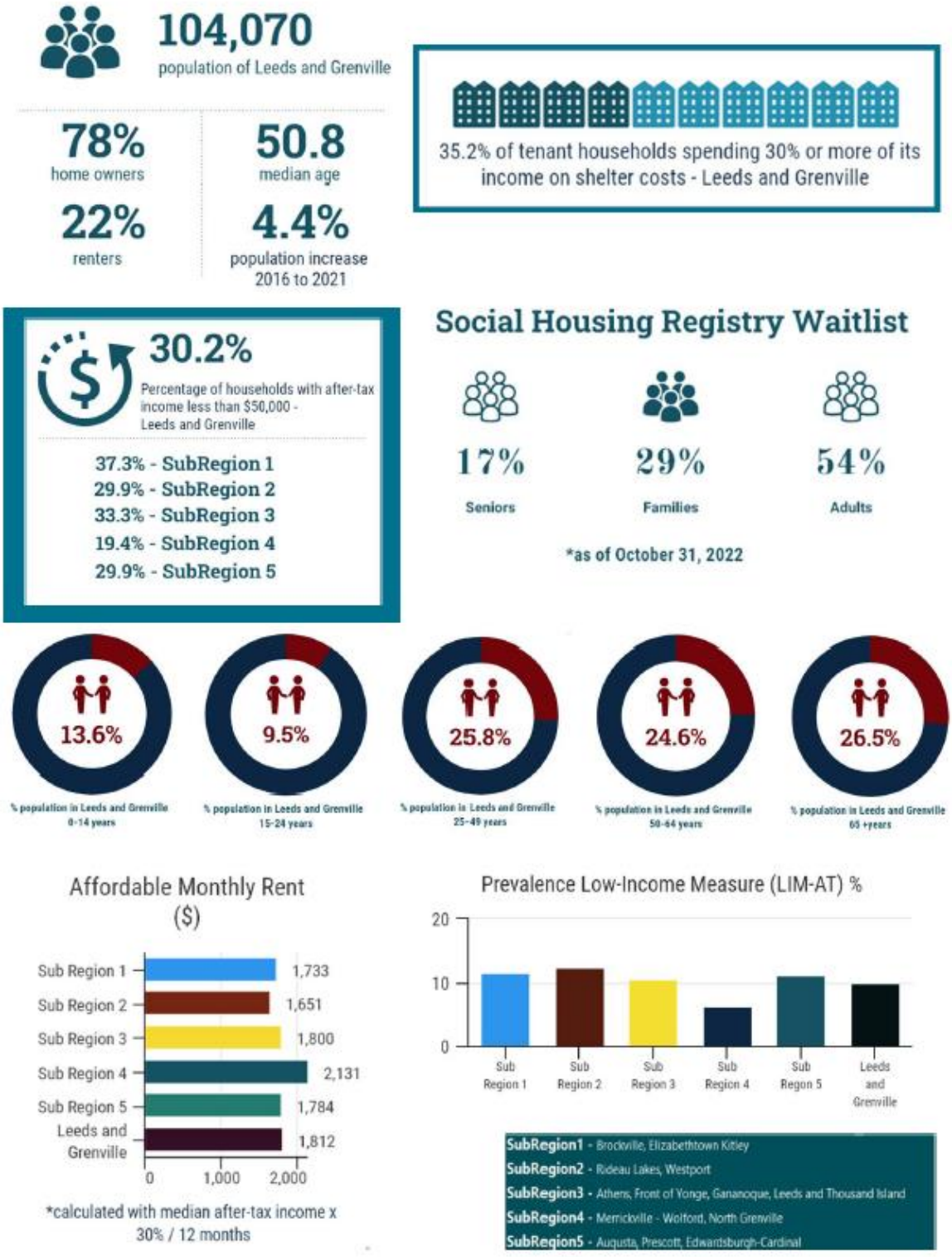
Approximately 20% of all rent-geared to income housing is located in sub-region 5, including 4 bachelor, 135 one-bedroom, 19 two-bedroom, 38 three-bedroom and 8 four-bedroom units. 14% of the units in this sub-region are located in Prescott.

Looking Forward

This report provides an opportunity to review the housing needs of low-income persons and assess if the current rental housing stock is meeting those needs. A picture of the current rental housing market in Leeds and Grenville is created using data from the Statistics Canada Census Profiles, Canada Housing and Mortgage Corporation, Social Housing Registry, and data from the Housing Department. The information in this report can be used by planners, non-profit organizations, municipal staff and Councils, and other parties interested in housing affordability to assess and plan for the current and future housing needs of low-income households in Leeds and Grenville.

Based on the information contained within the report, the top issues are as follows:

1. Sub-region 2 (North Leeds) has an aging population higher than all other regions and has greatest the challenge of geographical size and proximity to services to support seniors wanting to age in place, including housing and senior's residences.
2. The housing needs between the sub-regions differ, requiring a diverse housing plan for Leeds and Grenville. Many sub-regions have single-detached dwellings that are not affordable to rent or purchase with the median after-tax income of residents.
3. There are few apartment style buildings in Leeds and Grenville (13%), and are mainly located in Brockville, Gananoque, North Grenville, Edwardsburgh-Cardinal and Prescott.
4. Sub-regions with the highest incidences of tenant households spending 30% of more of household income on shelter costs in 2020 will have greater challenges affording the rising costs of private market rental amounts in 2023.
5. Waitlists in Sub-region 1 (Brockville and Area) and Sub-region 5 (South Grenville) provide an understanding of housing that is currently required.


104,070
population of Leeds and Grenville
78%
home owners
50.8
median age
22%
renters
4.4%
population increase 2016 to 2021
35.2% of tenant households spending 30% or more of its income on shelter costs - Leeds and Grenville
30.2%
Percentage of households with after-tax income less than $50,000 - Leeds and Grenville
37.3% - SubRegion 1
29.9% - SubRegion 2
33.3% - SubRegion 3
19.4% - SubRegion 4
29.9% - SubRegion 5
Social Housing Registry Waitlist
17%
Seniors
29%
Families
54%
Adults
*as of October 31, 2022
13.6%
% population in Leeds and Grenville 0-14 years
9.5%
% population in Leeds and Grenville 15-24 years
25.8%
% population in Leeds and Grenville 25-49 years
24.6%
% population in Leeds and Grenville 50-64 years
26.5%
% population in Leeds and Grenville 65 +years
Affordable Monthly Rent ($)
Sub Region 1 1,733
Sub Region 2 1,651
Sub Region 3 1,800
Sub Region 4 2,131
Sub Region 5 1,784
Leeds and Grenville 1,812
0
1,000
2,000
*calculated with median after-tax income x 30% / 12 months
Prevalence Low-Income Measure (LIM-AT) %
20
10
0
Sub Region 1
Sub Region 2
Sub Region 3
Sub Region 4
Sub Region 5
Leeds and Grenville
SubRegion1 - Brockville, Elizabethtown Kitley
SubRegion2 - Rideau Lakes, Westport
SubRegion3 - Athens, Front of Yonge, Gananoque, Leeds and Thousand Island
SubRegion4 - Merrickville - Wolford, North Grenville
SubRegion5 - Augusta, Prescott, Edwardsburgh-Cardinal

Introduction

The need for low-income/affordable/rent-geared-to-income housing depends upon a number of criteria, including population growth, changing demographics, labour market trends, affordability of current rental stock, the existence of appropriate subsidized housing in adequate numbers, and the demand for affordable housing. The bulk of the current supply in Leeds and Grenville was established in the 1960s and 1970s; a time when the majority of units were designated for seniors, with a small percentage designated for families. The housing supply was reflective of the belief at that time that seniors were the neediest population in society; however this historical approach does not manifest itself in the recent socio-economic data for the residents of Leeds and Grenville. Family sizes are also shrinking; according to Statistics Canada, in the 1950s the average household size in Canada was 3.9 persons, and in 2021 the average family size in Leeds and Grenville remains unchanged from the 2016 Census at 2.7 people. This report assesses the current socio-economic climate, the rental housing supply, and the needs of the low-income population for affordable housing in Leeds and Grenville.

Wheelhouse

The "Wheelhouse" is considered a new and innovated approached to understanding that housing needs of individuals change at different stages of their lives and these changes do not necessarily follow a linear housing continuum. The "Wheelhouse" also recognizes that homeownership may not be a goal for every person and as a result, the need for more rental options increase. The "Wheelhouse" is divided into three categories: ***Safety Net***, which includes emergency shelters and short-term supportive housing; ***Housing with Supports***, which includes long-term supportive housing and subsidized rental housing; and ***Market Housing***, which includes rental housing and ownership housing. The "Wheelhouse" is considered to be an interdependent system where there is a diversity of housing options, tenures and price points; and changes to one aspect of the system influences other parts of the system.

Source: Housing Needs Assessment, Kelowna

Sources of Information

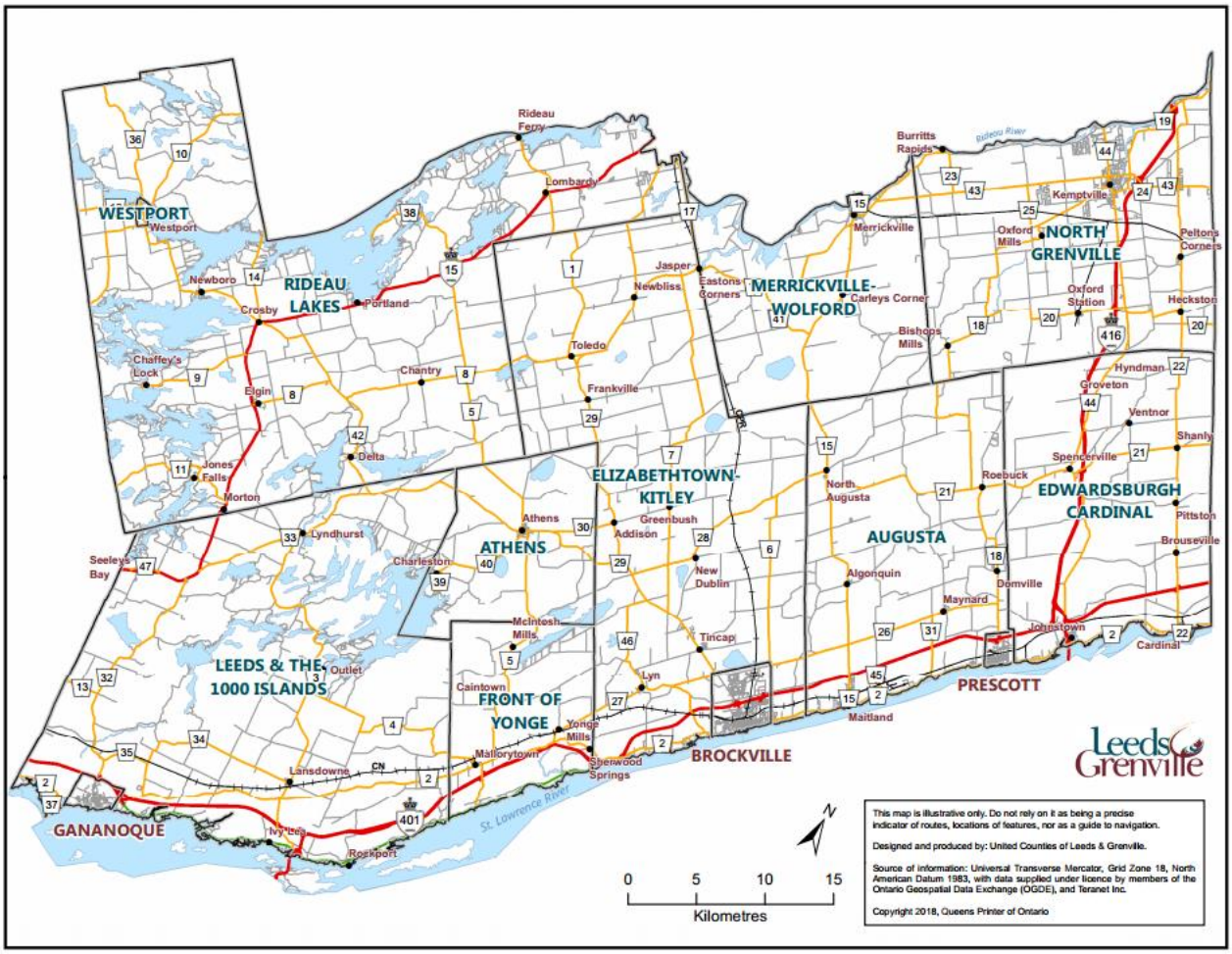
Sources of information for this report include Statistics Canada Census Profile, Census of Population; United Counties of Leeds and Grenville Housing Department, including the Social Housing Registry; and the Canada Mortgage and Housing Corporation (CMHC) regarding average market rents and the housing demographics. Additional information was supplied by the United Counties of Leeds and Grenville Integrated Program Delivery with regards to social assistance caseloads in the United Counties of Leeds and Grenville.

A report completed in 2021 by Dillion Consulting for the Affordable Housing Task Force was also reviewed in preparing this report.

Study Area

This report is focused on the United Counties of Leeds and Grenville, an Upper-Tier municipality located in eastern Ontario which is comprised of ten-member municipalities and three partner municipalities, which are the City of Brockville, the Town of Gananoque, and the Town of Prescott, as described in figure one.

Figure 1: Map of the United Counties of Leeds and Grenville with Municipal Boundaries



Population and Household Characteristics

Overview

A number of demographic and social conditions give rise to the demand for affordable housing in a community. This section reviews the various changing demographic and household conditions of the Leeds and Grenville area. It focuses on population and household characteristics and growth forecasts.

According to the 2021 Census, the United Counties of Leeds and Grenville had a permanent population of 104,070. This represents a population increase of 3.5% from the 2016 population of 100,527; well below the 5.45% growth rate for the province of Ontario as a whole during the same time period. Over the last 10 years Leeds and Grenville has experienced a growth of 4.7% at the same time that Ontario has reported 10.05%. Nonetheless, the changing nature and distribution

of population within Leeds and Grenville is placing increased pressures on the need for rent-geared-to-income and affordable housing. The following sections describe some of the recent changes to demographic profiles in the area and the impact on housing needs.

Population Growth and Distribution

Comparative Population Growth Rates

Table 1 summarizes the growth of permanent population of Leeds and Grenville and the province of Ontario over the 2001 -2021 Census periods. While Leeds and Grenville experienced a positive growth rate for each period studied, it has remained below the provincial average for the past twenty years.

Table 1: Comparative Growth Rates, United Counties of Leeds and Grenville and Ontario, 2001-2021

	Population			Growth Rate	
	Leeds and Grenville	Ontario		Leeds and Grenville	Ontario
2001	96,606	11,410,046	2001-2006	2.70%	6.10%
2006	99, 206	12,160,282	2006-2011	0.10%	6.60%
2011	99, 306	12,851, 821	2011-2016	1.20%	4.60%
2016	100,527	13,448,494	2016-2021	3.50%	5.45%
2021	104,070	14,223,942	2001-2021	7.73%	24.66%

Source: Statistics Canada, 2001, 2006, 2011, 2016, 2021 Census

Population Trends by Municipality

Table 2 illustrates the population distribution of the municipalities within Leeds and Grenville from 2001 to 2021, listed from largest to smallest. It shows, for example, that the proportion of the population living in the three separated municipalities has declined from 31.8% of the total Leeds and Grenville population to 30.3% over the past twenty years. Twenty years ago Brockville was the most populous, followed by North Grenville, then Elizabethtown-Kitley Township. According to the 2021 Census, Brockville, then North Grenville, followed by Rideau Lakes Township are currently

the three most populous municipalities in Leeds and Grenville, and have been for the past fifteen years.

Table 2: Distribution of Population by Municipality, United Counties of Leeds and Grenville, 2001-2021

Municipality	2001		2006		2011		2016		2021	
	#	%	#	%	#	%	#	%	#	%
Brockville	21,375	22.13	21,957	22.1	21,870	22.02	21,569	21.46	22,116	21.25
North Grenville	13,581	14.06	14,198	14.3	15,085	15.19	16,451	16.36	17,964	17.26
Rideau Lakes	9,687	10.03	10,350	10.4	10,207	10.28	10,326	10.27	10,883	10.46
Leeds and the Thousand Islands	9,069	9.39	9,435	9.5	9,277	9.34	9,465	9.42	9,804	9.42
Elizabethtown -Kitley	10,039	10.39	10,201	10.3	9,724	9.79	9,631	9.58	9,545	9.17
Edwardsburg/ Cardinal	6,674	6.91	6,689	6.7	6,959	7.01	7,074	7.04	7,505	7.21
Augusta	7,635	7.9	7,510	7.6	7,430	7.48	7,353	7.31	7,386	7.10
Gananoque	5,167	5.35	5,285	5.3	5,194	5.23	5,159	5.13	5,383	5.17
Prescott	4,228	4.38	4,180	4.2	4, 284	4.31	4,222	4.20	4078	3.92
Merrickville-Wolford	2,812	2.91	2,867	2.9	2,850	2.87	3,067	3.05	3,135	3.01
Athens	3,053	3.16	3,086	3.1	3,118	3.14	3,018	3.00	3,042	2.92
Front of Yonge	2,639	2.73	2,803	2.8	2,680	2.7	2,602	2.59	2,595	2.49
Westport	647	0.67	645	0.65	628	0.63	590	0.59	634	0.61
Leeds and Grenville	96,606	100	99,206	100	99,306	100	100,527	100	104,070	100

Source: Statistics Canada, 2001, 2006, 2011, 2016, 2021 Census

Age Distribution Trends

Figure 2 below displays the proportion of population by age group and municipality within Leeds and Grenville in 2011, 2016 and 2021. The City of Brockville holds the largest proportion of population for all age groups for the period reviewed; the percentage of population that Brockville holds also remains fairly consistent across age groups and represents on average 21.2% (between 18% to 20%), except for the age groups 20-24 (24.9%), 25-34 (23.9%), and 75+, which is holding 28.6% of Leeds and Grenville's population. It appears that as the population ages in Leeds and Grenville, the majority of seniors aged 65+ are living in the City of Brockville.

Over the ten-year period reviewed, North Grenville consistently holds the second largest segment of population in Leeds and Grenville, with the exception of the 0-14 and 35-44 age groups where for the first time in 2021 the population was greater than Brockville. Typically, North Grenville holds between 17-19% of Leeds and Grenville's population, however 2021 reported 20.7% in North Grenville for 0-14 age group compared to 18.8% in Brockville and in the age group of 35-44 North Grenville reported 20.3% compared to 20% in Brockville. There is still a decrease in proportion for age groups 65+ (13.8%) in North Grenville, however North Grenville still represents the second largest segment within Leeds and Grenville for this age group.

Rideau Lakes Township holds the third largest proportion of population overall and for most age groups in Leeds and Grenville, with the exception of the following: Leeds and the Thousand Island, children aged 5-9, ages 10-14 and 35-44; Elizabethtown-Kitley Township, ages 15-19 and 20-24 (same as Rideau Lakes).

Figure 2: Proportion of Leeds and Grenville's Population by Age Group and Municipality Over Time (2011, 2016, 2021)

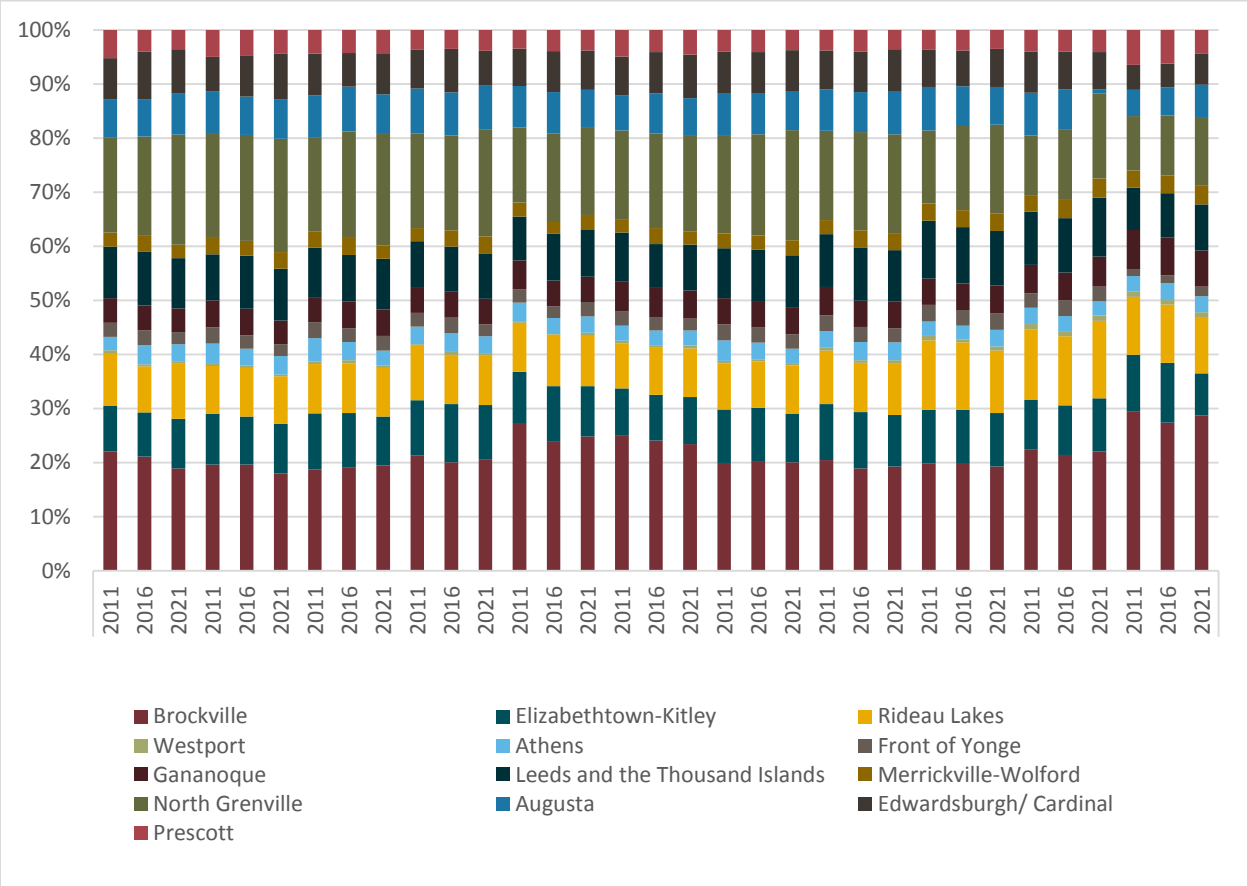
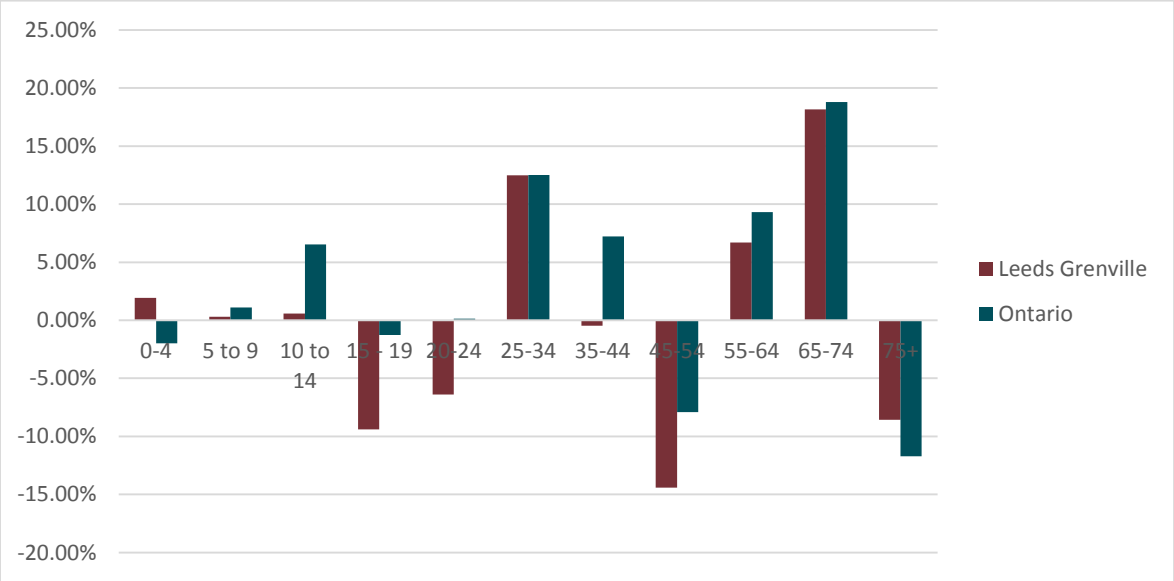


Figure 3 illustrates, in general, Leeds and Grenville has experienced the same age-related population trends that Ontario has experienced; the majority of growth happened in the older adult (i.e. 55+) and senior's age groups. Growth in Leeds and Grenville surpassed Ontario for the population aged 0-9 years. However, population decline in certain age groups is more pronounced in Leeds and Grenville than Ontario, especially in groups aged 15-19 and 45-54. Likewise, 20-34 grew modestly in population in the Province at 0.14%, while Leeds and Grenville experienced a population decline of -6.40% for this age group.

Figure 3: Age-Related Population Change in Ontario and Leeds and Grenville (2016-2021)



Source: Statistics Canada, 2016, 2021 Census

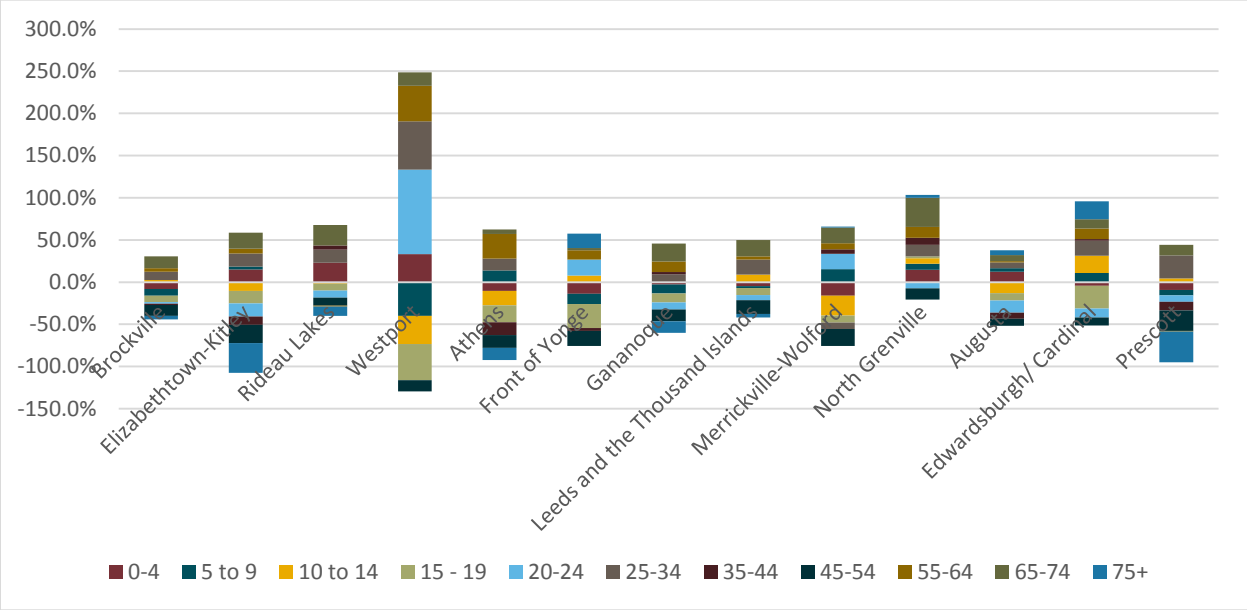
Figure 4 below illustrates the population increases and decreases per age group, by municipality within Leeds and Grenville, from 2016-2021. It becomes apparent in what age groups, and in which municipalities, the population gains and losses are taking place. For example, the City of Brockville continues to experience population loss for most age groups under 55, with modest growth in the 10-14 (2.6%), 25-34 (9.6%), 55-64 age group (4.2%), and greater growth in seniors; the 65 -74 age group grew by 14.2%, and the 75+ age group declined by 4.1% during this period.

The Municipality of North Grenville experienced growth in all population age groups from the 2016 Census with the exception of a decrease to age groups 20-24 (-7.4%) and 45-54 (-13.3%) compared to an average decrease of -6.4% and -14.4% in Leeds and Grenville.

Westport (33.3%), Rideau Lakes (22.9%), Elizabethtown-Kitley (14.9%), North Grenville (14.8%) and Augusta (12.3%) all experienced growth in the 0-4 age group on an average of 19.6%, compared

to the 1.9% for all of Leeds and Grenville; while the Province reported a decrease of -2% in the same age group.

Figure 4: Age-Related Population Change of Municipalities within Leeds and Grenville (2016-2021)

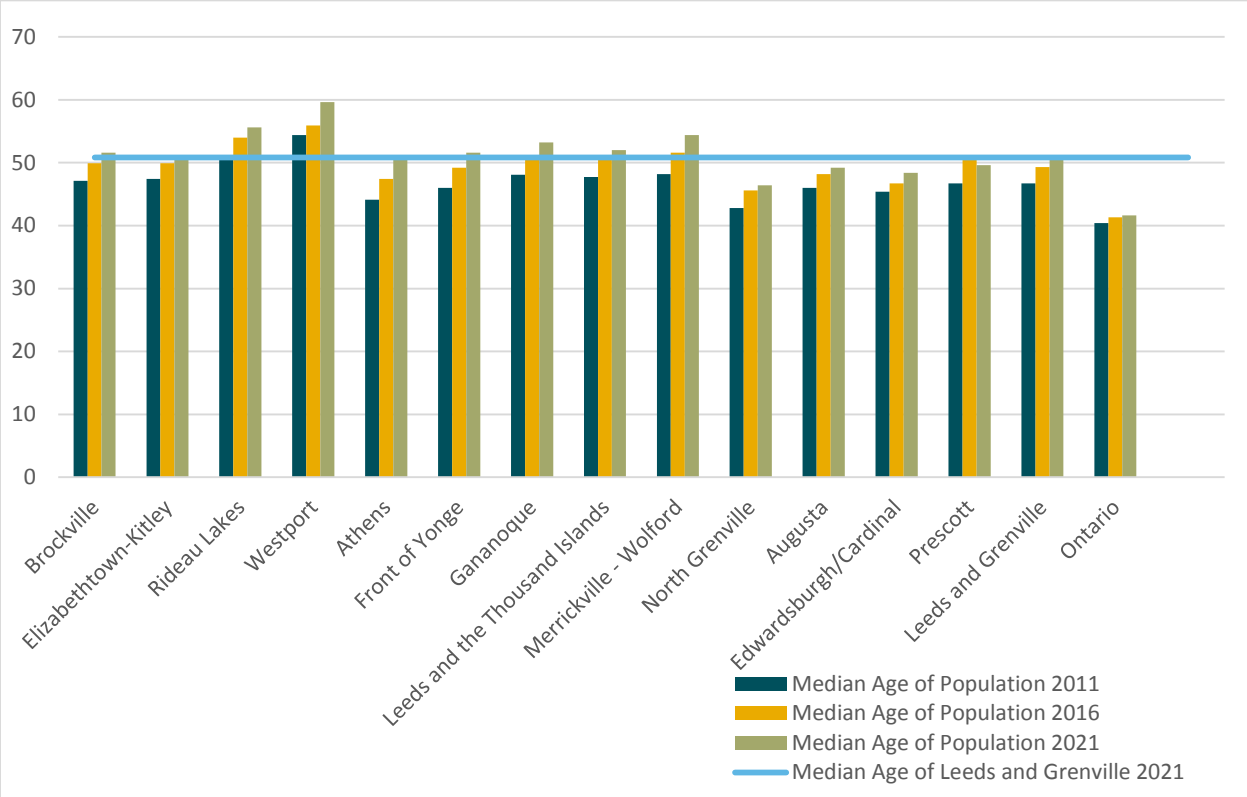


Source: Statistics Canada Census, 2016, 2021

Aging Municipalities within Leeds and Grenville

Review of Census data for municipalities within Leeds and Grenville displayed in Figure 4 confirms that all municipalities in Leeds and Grenville are aging. The aging trend is also evident in Ontario however, all municipalities in Leeds and Grenville are above the Ontario median age of 41.6 years. Figure 5 below uses median age from the 2011, 2016 and 2021 Census and median age for all of Leeds and Grenville (50.8 years) for the 2021 census.

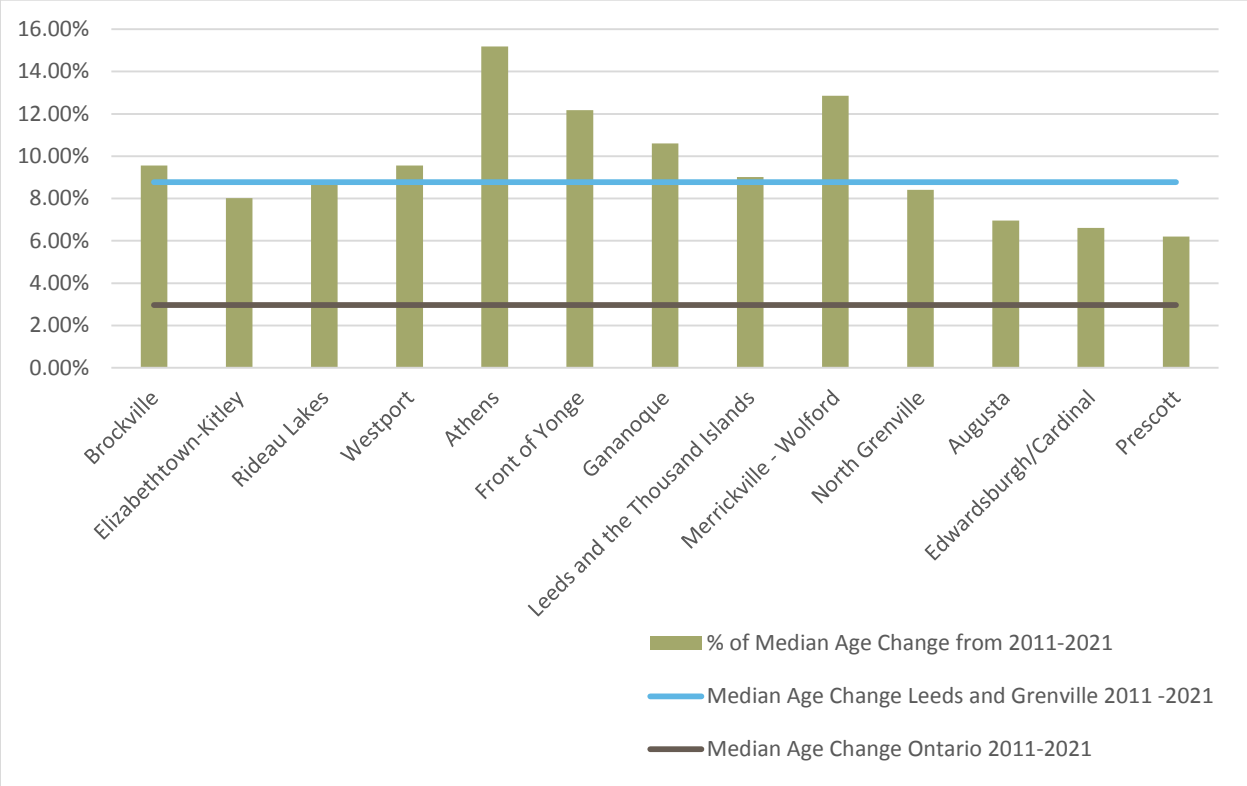
Figure 5: Median Age of Population (2011, 2016 and 2021)



Sources: Statistics Canada Census, 2011, 2016, 2021.

As described in Figure 5, the highest median age in Leeds and Grenville is in Westport (59.6 years), followed by the Township of Rideau Lakes (55 years), while North Grenville maintains the youngest median age at 46 years, followed by Edwardsburgh/Cardinal at 48 years. The median age for Leeds and Grenville is 51 years, in addition to North Grenville and Edwardsburgh/Cardinal the following municipalities also have a younger median age: Augusta (49 years) and Prescott (49 years).

Figure 6: Percentage of Change in Median Age of Population (2011-2021)



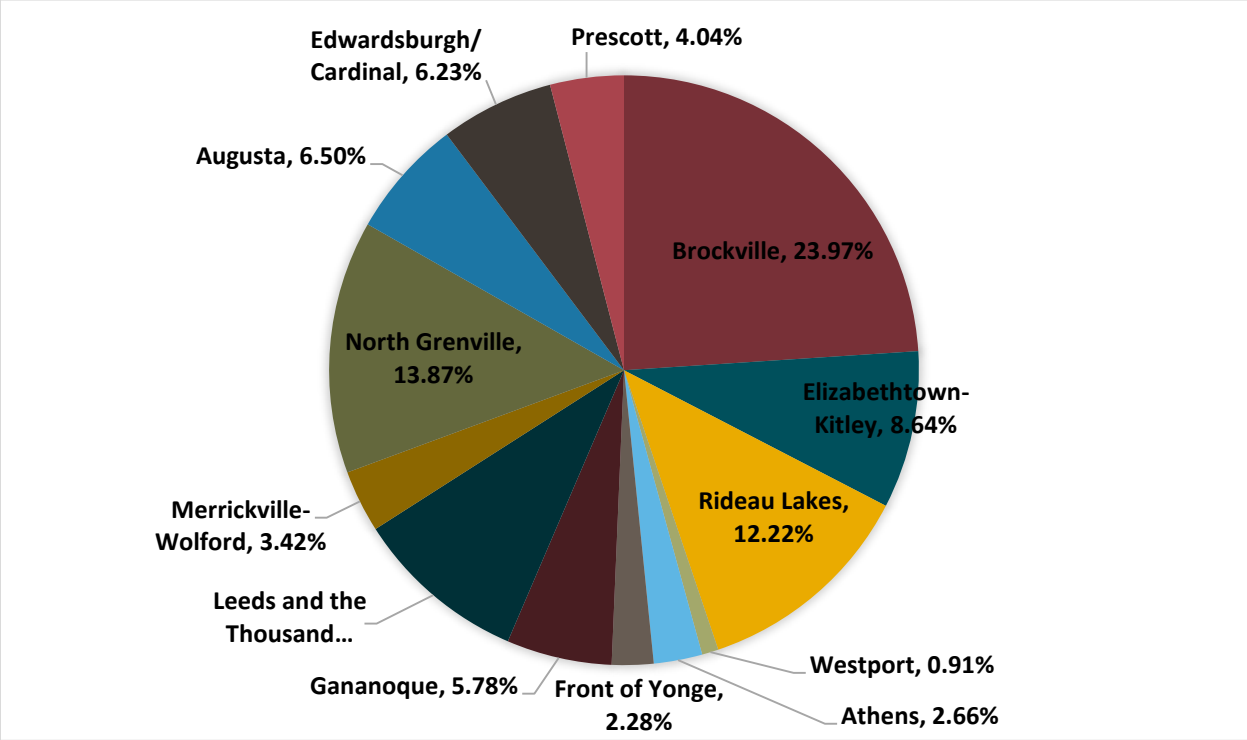
Sources: Statistics Canada Census, 2011, 2016, 2021.

Figure 6 is showing the rate of change for median age by Municipality in Leeds and Grenville compared to Leeds and Grenville and Ontario during the same Census time period 2011-2021. Over the last 10 years Athens has experienced the highest percentage of change to their median age at 15.2%, followed by Merrickville-Wolford at 12.9% and Front of Yonge with 12.1%. Although over time Athens has experienced the highest percentage change to their median age, the median age remains the same as Leeds and Grenville median age of 50.8 in 2021.

Focus on Seniors

As illustrated in Figure 7, the largest segment of the population aged 65+ in Leeds and Grenville is located in the City of Brockville (6,620), followed by North Grenville (3,830), Rideau Lakes (3,375), and Leeds and the Thousand Islands (2,625). Westport has the least number of seniors (250), followed by Front of Yonge (630), Athens (735), and Merrickville-Wolford (945).

Figure 7: Distribution of the Seniors Population in Leeds and Grenville, by Municipality



Source: Statistics Canada Census, 2021

Section Highlights

- Brockville, followed by North Grenville and Rideau Lakes Township are currently the three most populous municipalities in Leeds and Grenville, and have been for the past fifteen years.
- The population in Leeds and Grenville continues to age at a rate faster than the province; Leeds and Grenville's median age is 51, while the province's remains lower at 41 years.
- The City of Brockville houses the largest number of all age groups in Leeds and Grenville, followed by North Grenville.
- In general, Leeds and Grenville has experienced the same age-related population trends that Ontario has experienced; the majority of growth happened in the older adult (i.e. 55-74), and a decline after 75 years of age.
- The highest median age in Leeds and Grenville is in Westport (59 years), followed by the Township of Rideau Lakes (56 years), while North Grenville maintains the youngest median age at 46 years, followed by Edwardsburgh/Cardinal at 47 years.

- Over the decade, the municipalities that have higher median ages are not changing at the same rate as municipalities with younger median ages. The percentage of aging populations are highest in Athens, Merrickville-Wolford and Front of Yonge.
- All municipalities within Leeds and Grenville experienced a decrease in the proportion of the 45-54 aged population, which is consistent with the trend in Ontario.
- Only Merrickville-Wolford experienced a decrease in population aged 25-34.
- Elizabethtown-Kitley, North Grenville and Augusta all saw growth in the 0-4 and 5-9 age groups compared to 2016 where Edwardsburg-Cardinal was the only Municipality within Leeds and Grenville that saw growth in the 0-4, and 5-9 age groups.
- The largest segment of the population aged 65+ in Leeds and Grenville is located in the City of Brockville (6,620), followed by North Grenville (3,825), Rideau Lakes (3,375), and Elizabethtown-Kitley (2,625), this remains unchanged from the 2016 Census data.

Household Growth

Trends in Household Distribution

Table 3 and Figure 8 shows that after a period of steady increase in the early 1990s, household growth has slowed in Leeds and Grenville as a whole, while the Province of Ontario has maintained a consistent growth. As illustrated in Figure 8, Leeds and Grenville experienced 4.2% in household growth in the period of 2001-2006, 2.9% from 2006-2011, 4.08% from 2011-2016 and 4.37% from 2016-2021. The average household growth rate of 4.37% in Leeds and Grenville from 2011-2016 only slightly lagged behind the Province, which had a growth rate of 6.23% during the same period. However, the household growth over the last two decades (2001-2021) is considerably less than the Province. Leeds and Grenville has experienced a 16.46% change while the Province has seen 30.14% during the same time.

Trends in Household Growth

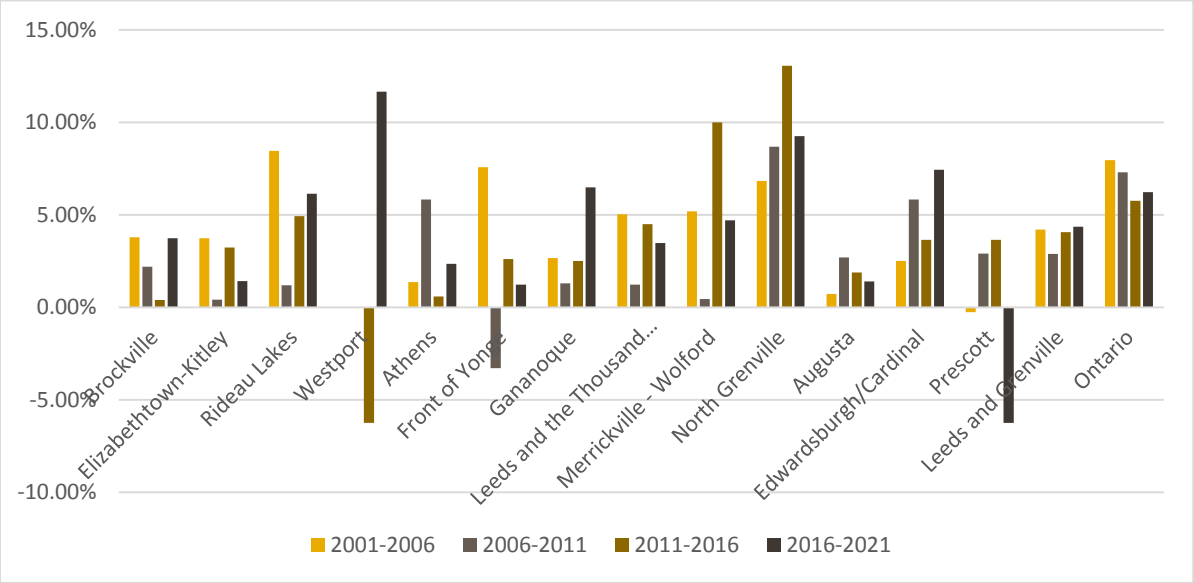
The most sizable municipal increase in the number of households from 2016-2021 happened in North Grenville, where the number of households increased by 596, followed by Brockville which, increased by 384 households and Rideau Lakes, which increased by 272 households. Notable growth was also experienced in Edwardsburgh/Cardinal, that increased by 217 households during this period. Prescott was the only Municipality to experience a decline in household numbers, reporting 126 fewer households from 2016-2021.

Table 3: Trends in Household Growth by Municipality, United Counties of Leeds and Grenville, and Ontario, 2001-2021

Municipality	2001	2006	2011	2016	2021
Brockville	9,640	10,005	10,225	10,266	10,650
Elizabethtown-Kitley	3,475	3,605	3,620	3,737	3,790
Rideau Lakes	3,840	4,165	4,215	4,423	4,695
Westport	320	320	320	300	335
Athens	1,100	1,115	1,180	1,187	1,215
Front of Yonge	990	1,065	1,030	1,057	1,070
Gananoque	2,255	2,315	2,345	2,404	2,560
Leeds and the Thousand Islands	3,475	3,650	3,695	3,861	3,995
Merrickville - Wolford	1,060	1,115	1,120	1,232	1,290
North Grenville	4,905	5,240	5,695	6,439	7,035
Augusta	2,760	2,780	2,855	2,909	3,135
Edwardsburgh/Cardinal	2,595	2,660	2,815	2,918	1,890
Prescott	1,895	1,890	1,945	2,016	2,950
United Counties of Leeds and Grenville	38,310	39,920	41,075	42,749	44,615
Ontario	4,219,410	4,555,025	4,887,510	5,169,174	5,491,200

Source: Statistics Canada, 2001, 2006, 2011, 2016, 2021 Census

Figure 8: Percentage Change of Household Growth from 2001-2006, 2006-2011, 2011-2016 and 2016-2021



Source: Statistics Canada Census, 2001, 2006, 2011, 2016, 2021

The City of Brockville has experienced an increase in households for the 2016-2021 (384) period comparable to the growth seen from 2001-2006 (365), growth had been declining over the past 15 years. The city grew 2.2% from 2006-2011, and only 0.4% from 2011-2016. The Town of Prescott is declining again after a growth period from 2006-2016; households grew by 2.91% from 2006-2011, and 3.65% from 2011-2016. Growth for Gananoque over the past 15 years had been minimal, seeing a slightly above-average increase in growth of households by 2.52% from 2011-2016. However, for the period of 2016-2021 Gananoque experienced a 6.49% growth which equals the total growth from the 2006-2016 period.

After experiencing the last significant growth from 1991-1996 of 8.47%, and what appeared to be notable decline in households (-6.25%) in 2011-2016, Westport experienced a growth of 11.7% from 2016-2021 but in actuality, the number of households only increased by 35. North Grenville has experienced the largest growth rate over the past 20 years, growing an average of 9.46% during this period, and for 2016-2021 North Grenville grew by 9.26%. There have been a total increase of 2130 households in North Grenville from 2001, compared to 1010 households in Brockville for the same time period.

Section Highlights

- Household growth in Leeds and Grenville slightly lagged behind the Province, growing 4.37% from 2016-2021, while the Province grew 6.23%.
- Since 2001 the household growth in Leeds and Grenville has lagged considerably behind the Province, growing only 16.46%, while the Province grew 30.14% over the last two decades. (2001-2021)
- North Grenville experienced the most household growth in counts with 595, but did not have the largest percentage change from 2016-2021. Westport had the largest percentage change but in actuality the growth represented 35 households.
- In 2021 Brockville experienced the largest growth since 2006 with a growth of 384 households, compared to an average of 209 from 2001-2016
- Town of Prescott has experienced a decline for the first time since 2001-2006 where the reported decline was -0.26% (5 households), for 2016-2021 the decline is -6.25% (126 households)
- All other Municipalities reported growth from 2016-2021.

Socio-Economic Profile

Leeds and Grenville has a relatively diverse economic base, with leading economic activities encompassing education, manufacturing, agriculture, health and social assistance, the public services and community sector, retail/commercial, and tourism. Although activity has historically

been along the St. Lawrence corridor, both large and small businesses have made their home within Leeds and Grenville to help preserve the atmosphere of a rural community.

The ten largest employers in Leeds and Grenville are spread across different sectors, which can strengthen a community's ability to endure economic downturns (see Table 4).

Table 4: Major Employers in Leeds and Grenville, 2021

Company Name	Sector	Total Employees
Upper Canada District School Board	Education	1,410
Brockville General Hospital (BGH)	Health	857
3M Canada Company	Manufacturing	485
Giant Tiger Distribution Centre & Transportation	Warehousing/Logistics	460
Cardinal Health (formerly Medtronic)	Manufacturing	450
United Counties of Leeds and Grenville	Government	436
Shorelines Casino 1000 Islands	Entertainment	376
Kriska Transportation	Transportation	371
Burnbrae Farms Ltd.	Food Manufacturing	357
Walmart Supercentre – Brockville	Retail	290
Trillium Health Care Products Inc.	Pharmaceuticals	280
St. Lawrence Lodge	Health	280
City of Brockville	Government	275
Ingredion Canada Inc.	Food Manufacturing	250
Northern Cables Inc.	Power Cables and Systems	240
Prysmian Group	Power Cables and Systems	220
Canarm Ltd.	Manufacturing	193

Source: United Counties of Leeds and Grenville Economic Development Department website, 2021

Recently Procter & Gamble Inc (P&G) had closed their facility reducing the number of jobs in Brockville by 425 however, Leclerc a Food Manufacturing company has relocated to the P&G facility in 2022 and has added back approximately 200 jobs. In addition, in 2018 Giant Tiger Distribution Centre opened in Edwardsburgh/Cardinal which has added 460 jobs *(with benefits)* to the area; 3M Canada *(located in Brockville)* has seen an increase to their workforce of 135 employees; and Kriska Transportation *(located in Prescott)* has seen an increase to their workforce of 111 employees since data previously provided by Economic Development in 2018. Currently there is an expansion underway at Maple View Lodge (*located in Athens*) to increase the 60-bed

facility to 192-beds for seniors, which will have a positive impact on the workforce numbers for the United Counties of Leeds and Grenville who reported 436 jobs in 2021.

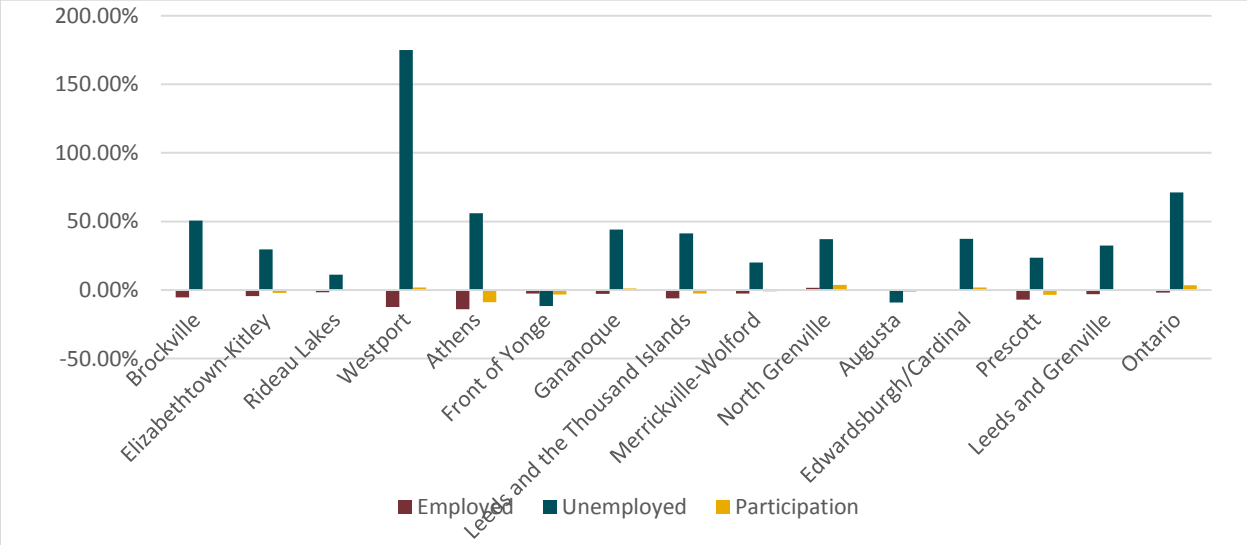
However, a growing labour force, and an increasing rate of employment does not necessarily mean full-time employment.

As Figure 9 summarizes, labour force participation continues to see another slight decrease (-0.32%) in 2021, as compared to participation in 2016, while the province experienced an increase (3.61%) during the same period. Similarly, the number of persons employed decreased slightly from 2016-2021 in Leeds and Grenville by -3.08%, while Ontario also experienced a decrease of -1.80% of employed persons during this period.

Front of Yonge experienced the largest decrease in unemployed persons in Leeds and Grenville (-11.54%), followed by Augusta (-9.09%). All other Municipalities experienced a increase to their percentage of unemployed persons. The percentage of increase of unemployed persons requires additional context which include the number of persons represented by the percentage of unemployed. For example, Westport saw the largest percentage increase of unemployed persons (175%), however, in actuality that represents 35 persons. Athens reported 56% and Brockville 50.5% of unemployed persons however, the number of unemployed persons represented were 70 and 475 respectively.

Athens saw a -8.8% decrease in the number of persons participating in the workforce, which may be attributed to decrease in the 35-54 age group population, and can also help to understand the decrease in the number of employed persons. Athens population appears to be aging similarly to Westport, with both Municipalities experiencing a decrease to workforce populations and a notable increase in population in the 55-74 age group. Leeds and Grenville saw a -0.76 decrease of Work Force Participation from 2011-2016 , and slightly less at -0.32% in 2016-2021. Leeds and Grenville participation remains below the Province trends, which actually had an increase of 3.87% in 2011-2016 and 3.61% in 2016-2021 of persons participating in the workforce.

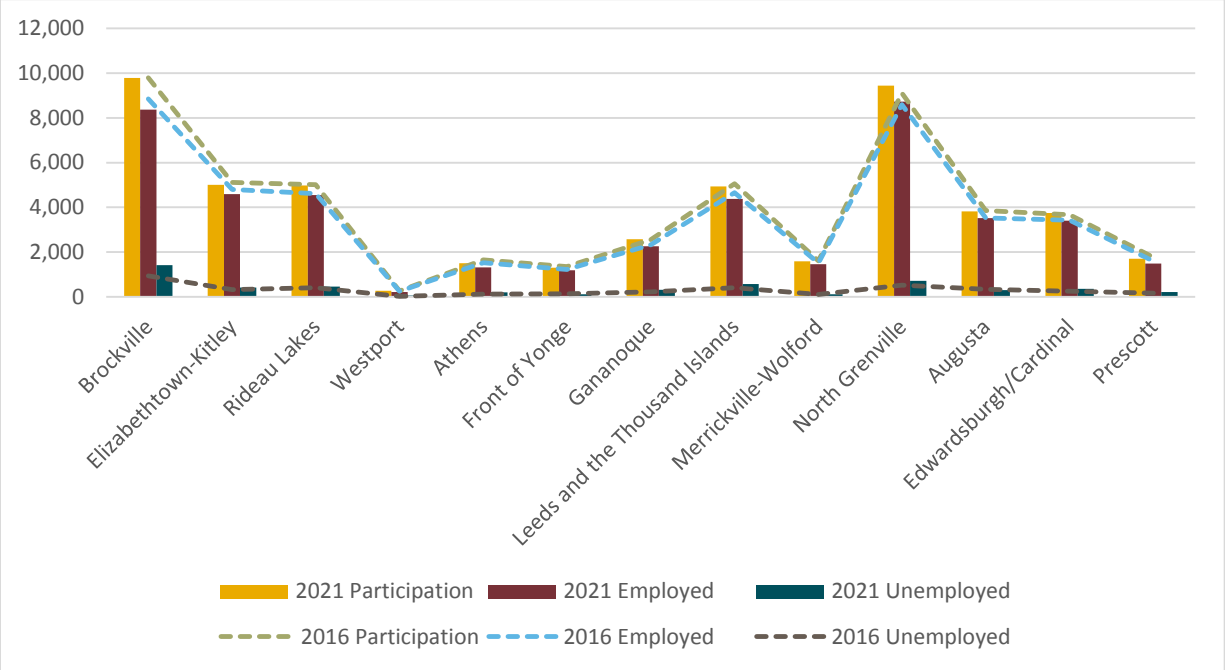
Figure 9: Labour-Force Participation Percentage Change from 2016-2021



Source: Statistics Canada 2016, 2021 Census

As illustrated in Figure 10, the Labour-Force Participation is following similar pattern from 2016 to 2021 with the slight changes to percentages as described in Figure 9. As it is understood that the age of the population within the Municipality will impact the Labour Force Participation numbers (i.e. those of working age) therefore, changes to participation numbers will change with population demographics. Employed and Unemployed numbers are not necessarily impacted by aging populations within Municipalities and reflect other factors such as the current job market, transportation, training and education etc.

Figure 10: Labour-Force Participation 2016 and 2021



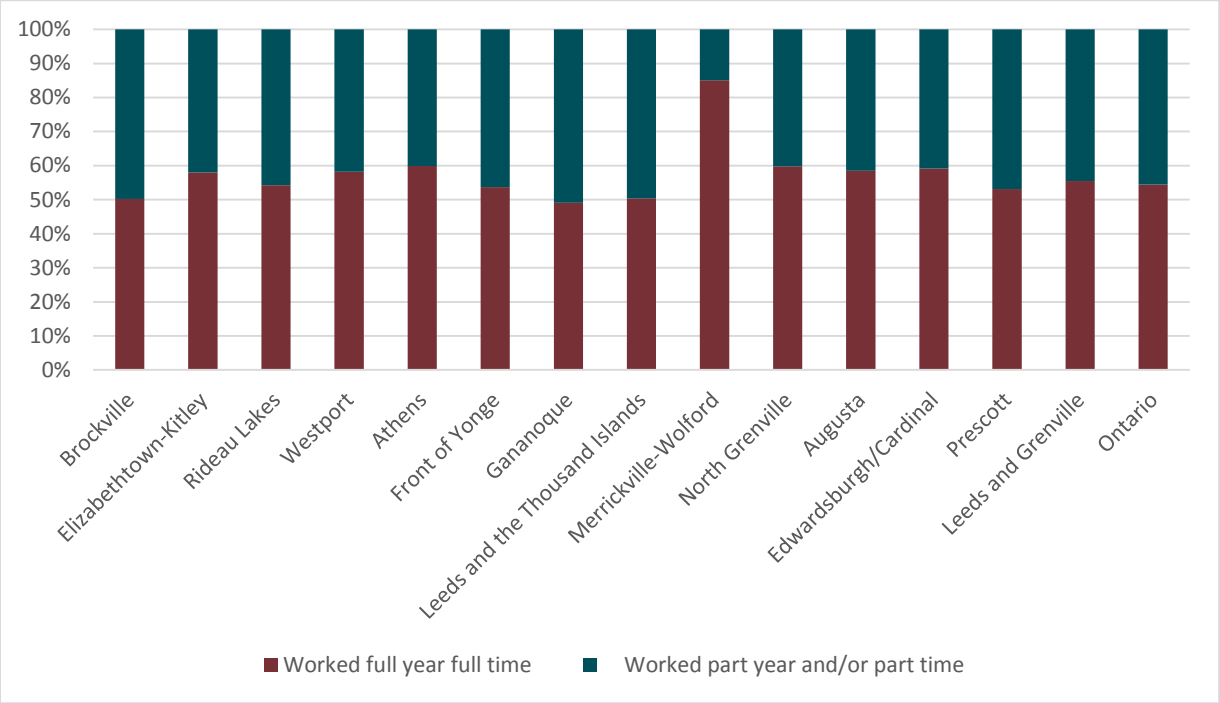
Source: Statistics Canada 2016, 2021 Census

Work-Force data refers to whether a person aged 15 years and over was employed, unemployed or not in the labour force during the week of Sunday, May 2 to Saturday, May 8, 2021. Counts of individuals working Full-Time or Part-Time in the Workforce may not equal total Work-Force Participation counts as it refers to a 49- week period, in which the individual had employment.

Workforce that is Working Full or Part-Time

Of those that are employed, Merrickville-Wolford has the highest proportion of its workers working full-time (85.07%), followed by the Athens (59.93%), and North Grenville (59.81%). Gananoque has the greatest proportion of its workforce working part-year and/or part-time (50.92%). See Figure 11 for further information regarding workforce participation municipalities in Leeds and Grenville.

Figure 11: Proportion of Participants in the Workforce Working Full-time or Part-Year and/or Part-time, by Municipality in Leeds and Grenville



Source: Statistics Canada 2021 Census

Work-Force data refers to whether a person aged 15 years and over was employed, unemployed or not in the labour force during the week of Sunday, May 2 to Saturday, May 8, 2021. Counts of individuals working Full-Time or Part-Time in the Workforce may not equal total Work-Force Participation counts as it refers to a 49- week period, in which the individual had employment

Section Highlights

- Leeds and Grenville has experienced a number of plant closures over the past 20 years, having a considerable impact on the local economy, but has added approximately 855 manufacturing jobs since 2018.
- Labour-force participation has decreased slightly in 2021, as compared to participation in 2016, while the Province of Ontario has experienced an increase during this period.
- A decrease to "work-force" age population is having an impact on Work-Force participation numbers in Municipalities not previously identified.
- Front of Yonge and Augusta's labour market moved in a positive direction from 2016-2021, experiencing decreases in unemployed persons, while all other Municipalities have experienced increases in unemployed persons during the same period.
- Leeds and Grenville's increase of unemployed persons (32.53%) from 2016-2021 was significantly less than Ontario's (71.16%) for the same period. The number of employed persons in Ontario decreased by 119,255 even though there were more persons

participating in the workforce. While there was a decrease of 1,445 persons employed and a decrease of 165 persons participating in the workforce in Leeds and Grenville.

- Gananoque has the greatest proportion of its workforce working part-time or part-year, as compared to other municipalities within Leeds and Grenville.

Income

Leeds and Grenville overall saw a 19.64% increase in the median after-tax household income from 2015 to 2020, with all municipalities seeing an increase. Prescott experienced the largest increase out of all of Leeds and Grenville (30.4%), followed by Westport (26.6%), and Brockville (23.9%).

While Prescott experienced the largest increase in median after-tax household income, they still remain as the municipality with the lowest median after-tax household income at $55,600, followed by Brockville and Westport with $57,600 and Gananoque with $59,600. North Grenville remains as the highest median household income in Leeds and Grenville in 2020 at $92,000 up from $77,279 in 2015. Augusta has the next highest median after-tax income at $84,000, followed by Elizabethtown-Kitley with $81,000, Leeds and the Thousand Islands with $79,000 and Merrickville-Wolford with$78,500. See Table 5 for further information on the median household income in all municipalities in Leeds and Grenville.

Table 5: Median After-Tax Total Household Income of Municipalities in Leeds and Grenville 2015-2020 and 2010-2020

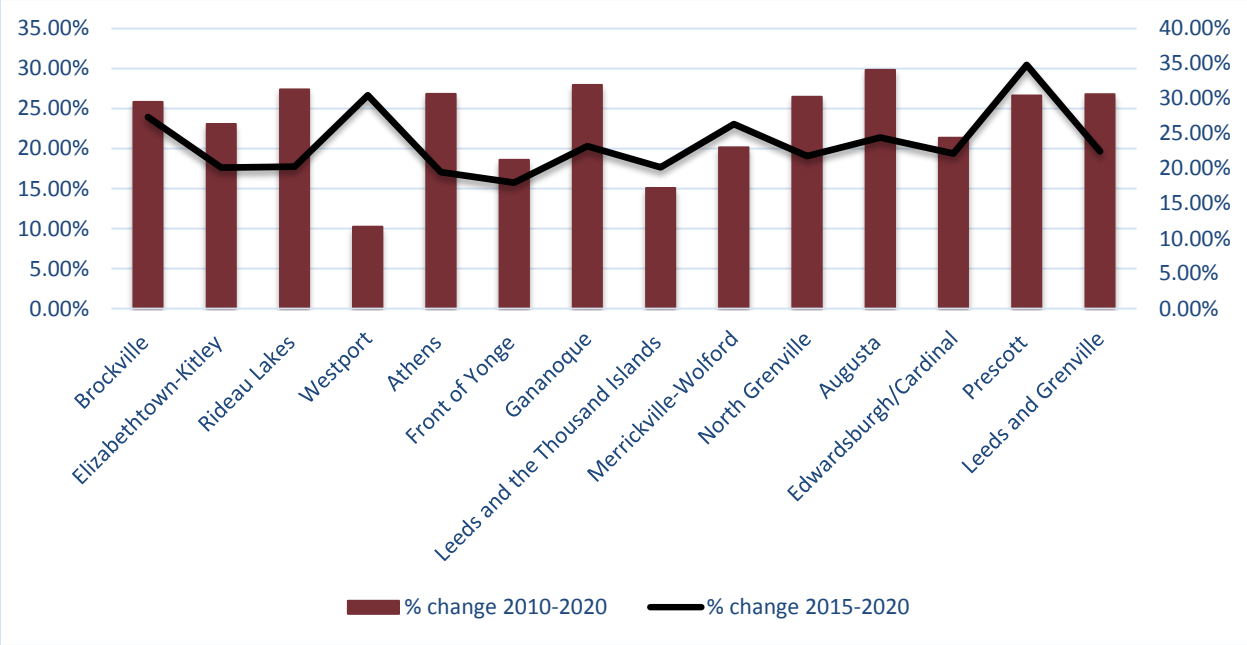
Municipality	2015	2020	% change 2015-2020	2010	2020	% change 2010-2020
Brockville	$46,473	$57,600	23.94%	$44,464	$57,600	29.54%
Elizabethtown-Kitley	$68,873	$81,000	17.61%	$64,090	$81,000	26.38%
Rideau Lakes	$63,264	$74,500	17.76%	$56,737	$74,500	31.31%
Westport	$45,483	$57,600	26.64%	$51,574	$57,600	11.68%
Athens	$63,648	$74,500	17.05%	$57,012	$74,500	30.67%
Front of Yonge	$64,811	$75,000	15.72%	$61,841	$75,000	21.28%
Gananoque	$49,536	$59,600	20.32%	$45,173	$59,600	31.94%
Leeds & 1,000 Islands	$67,152	$79,000	17.64%	$67,395	$79,000	17.22%
Merrickville-Wolford	$63,795	$78,500	23.05%	n/a	$78,500	23.05%*
North Grenville	$77,279	$92,000	19.05%	$70,622	$92,000	30.27%
Augusta	$69,212	$84,000	21.37%	$62,646	$84,000	34.09%
Edwardsburgh/Cardinal	$62,405	$74,500	19.38%	$59,885	$74,500	24.41%
Prescott	$42,624	$55,600	30.44%	n/a	$55,600	30.44%*
Leeds and Grenville	$60,596	$72,500	19.64%	$55,502	$72,500	30.63%

Source: Statistics Canada 2011, 2021 Census, 2016 NHS

**Prescott and Merrickville Wolford does not have data available for 2010 and only reflect a change from 2015 to 2020.*

Some Municipalities have experienced a greater increase in median after-tax income over the last ten years than others. Augusta has experienced the greatest increase to the median after-tax income with 10.48% form 2010-2015 and an additional increase of 21.37% from 2015-2020. Westport has seen the lowest increase to the median after-tax income after having a decrease of -11.81% from 2010-2015 even with reporting an increase in 2015-2020 of 26.64%. Figure 12 illustrates the changes over the last decade to median after-tax income.

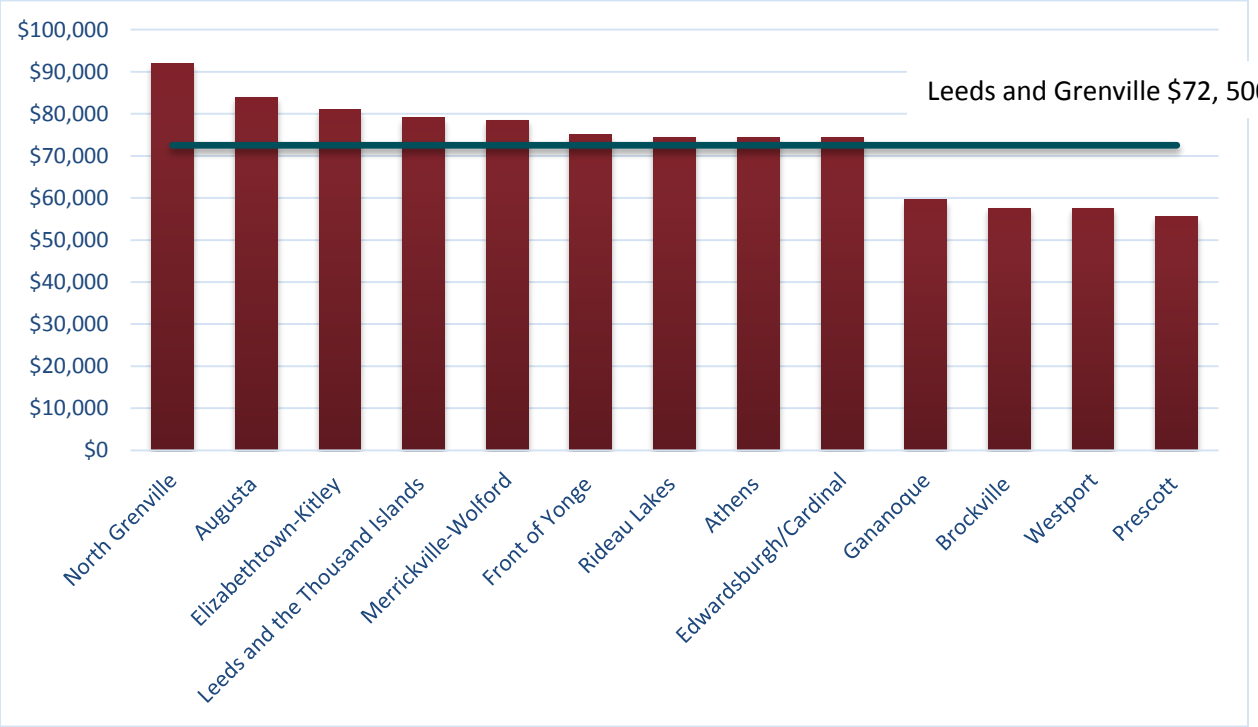
Figure 12: Median After-Tax Total Household Income of Municipalities in Leeds and Grenville 2015-2020 and 2010-2020



Source: Statistics Canada 2011, 2021 Census, 2016 NHS

Percentage of change over time in median after-tax income can illustrate the trend within the municipality however, the dollar amounts for each municipality will assist in understanding the demographics from an income perspective. Figure 13, provides the median after-tax income from greatest to lowest, highlighting the Municipalities that are above and below the median after-tax income of $72,500 for Leeds and Grenville.

Figure 13: Median After-Tax Total Household Income of Municipalities in Leeds and Grenville 2020

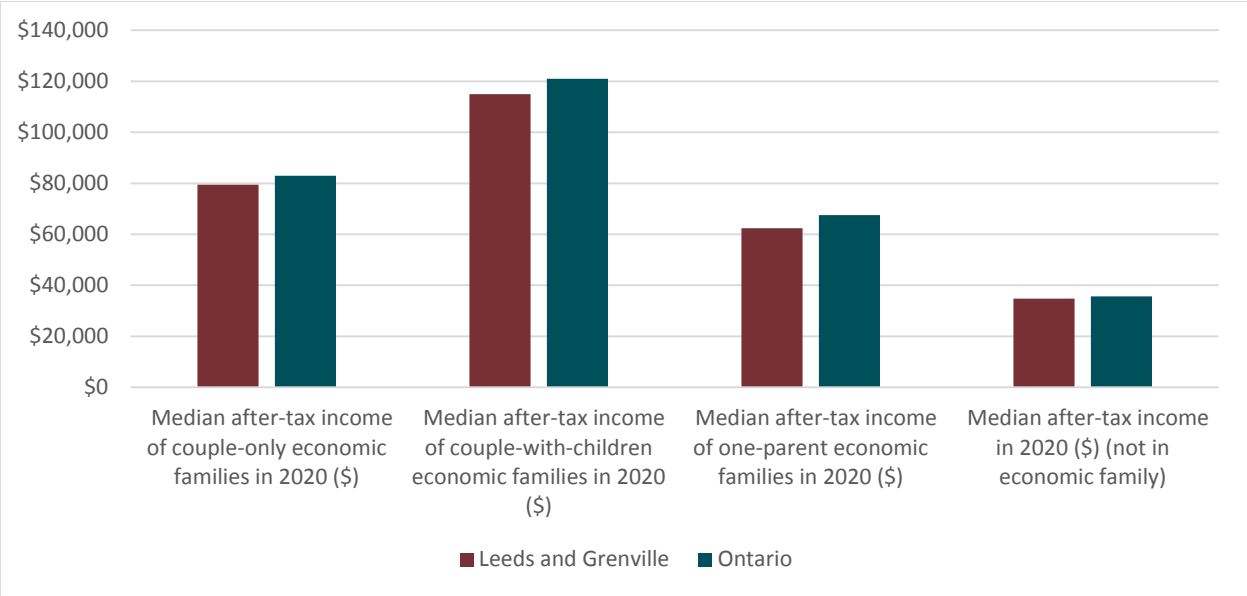


Source: Statistics Canada Census, 2021

Income by Census Family Type

Person's not in a census family (single persons), and lone-parent families were worse off financially when compared to all other family types in Leeds and Grenville. The median after-tax income of single persons was $62,400, and lone parent families were $34,800 in Leeds and Grenville. Couples with children reported the highest median after-tax income of $115,000, followed by persons in couple's families without children at $79,500. The median after-tax income by family type in Leeds and Grenville follow a similar pattern to the Province, as illustrated in Figure 14. All family types have a median after-tax income less than Ontario.

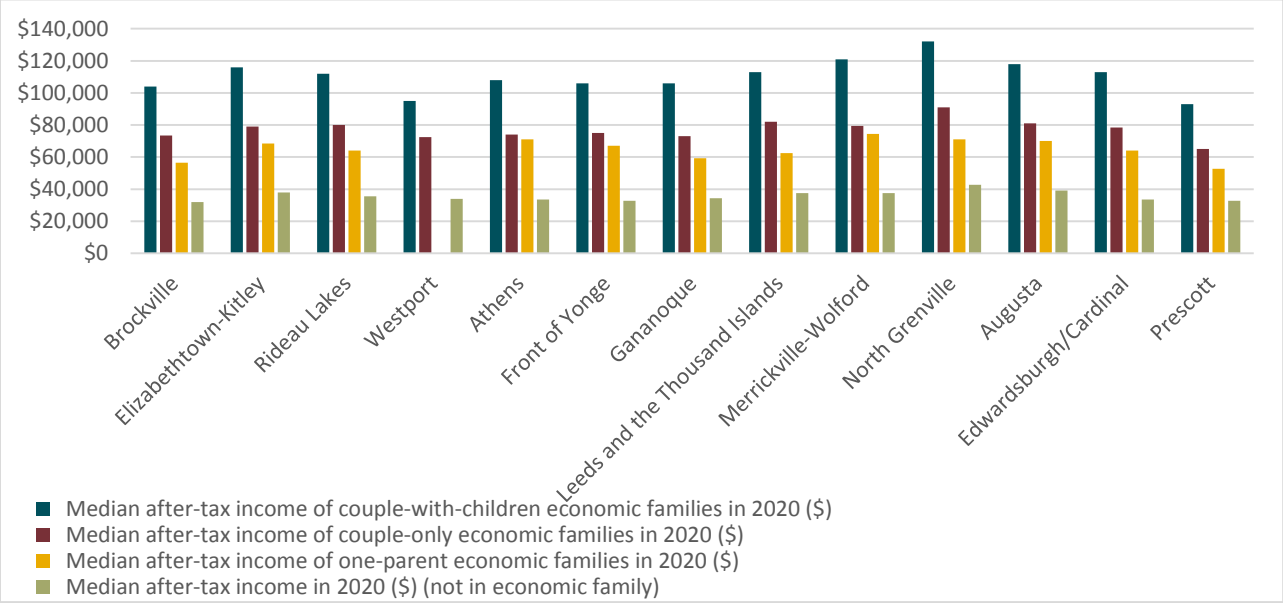
Figure 14: Median Income by Census Family Type, in Ontario and Leeds and Grenville, 2020



Source: Statistics Canada Census, 2021

Figure 15 below provides additional information about Census families living within municipalities in Leeds and Grenville. Couple-only census families living in North Grenville ($91,000) reported the highest median after-tax income across Leeds and Grenville, as well as the only municipality with higher after-tax income than reported for Ontario ($83,000) while Prescott reported the lowest median after-tax income with $65,000 followed by Westport with $72,500. North Grenville ($132,000) also reported the highest median after-tax income for couples with children census families, and were the only municipality higher than income reported for Ontario ($121,000) while Prescott reported the lowest median after-tax income with $93,000 followed by Westport with $95,000. Merrickville-Wolford ($74,500), North Grenville ($71,000), Athens ($71,000), Augusta ($70,000) and Elizabethtown-Kitley ($68,500) all reported higher after-tax income for one-parent census families than Ontario ($67,500) while Prescott reported the lowest median after-tax income with $52,800, followed by Brockville with $56,400. Single persons living in North Grenville ($42,800), Augusta ($39,200), Elizabethtown-Kitley ($38,000), Merrickville-Wolford ($37,600) and Leeds and the Thousand Islands ($37,600) all reported higher median after-tax income than Ontario ($35,600) while singles living in Brockville ($32,000), Front of Yonge ($32,800) and Prescott ($32,800) reported the lowest.

Figure 15: Median Income by Census Family Type of Municipalities in Leeds and Grenville 2020



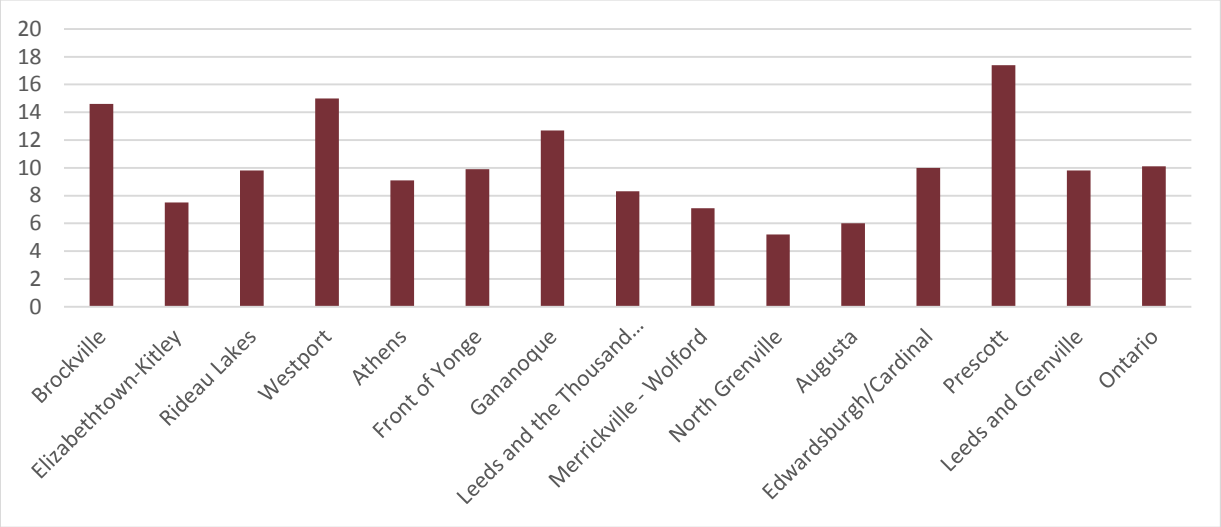
Source: Statistics Canada Census, 2021

Low Income

Statistics Canada has determined that for a one-person household, the after-tax low-income measure (LIM-AT) was $26, 503 in 2020. For larger households this amount was adjusted upward by multiplying it by the square root of household size. Persons in a private household with after-tax income below this threshold were considered to be in low-income. Falling below the low-income line is not a measure of poverty, but indicates that a person is substantially worse off than others. According to Statistics Canada, Leeds and Grenville had slightly less persons living in low-income in 2020 as compared to the Province of Ontario.

The Town of Prescott has the highest rate of low-income persons in their municipality as compared to the other lower-tier municipalities in Leeds and Grenville (17.4%); the City of Brockville has the second highest incidence (14.6%), followed by Gananoque (12.7%). The Municipality of North Grenville has the lowest incidence of low-income persons in Leeds and Grenville (5.2%), followed by Augusta (6%), and Merrickville-Wolford (7.1%). Further information on the incidence of low-income persons in municipalities within Leeds and Grenville is illustrated in Figure 16.

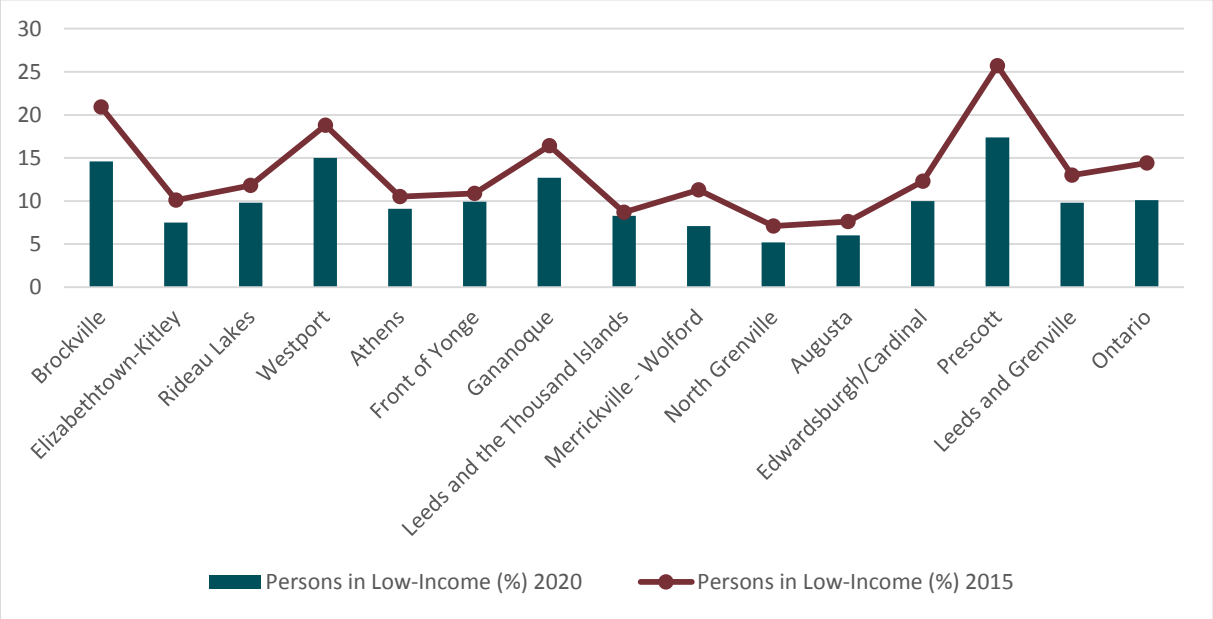
Figure 16: Percentage of Persons in Low-Income of Municipalities in Leeds and Grenville, Ontario 2020



Source: Statistic Canada Census, 2020

In 2015 the after-tax low-income measure (LIM-AT) was $22,460 and all the municipalities in Leeds and Grenville were experiencing higher percentages of Persons in Low Income, meaning more people fell below $22, 460 than are now falling below the 2020 adjusted amount of $26, 503. Merrickville-Wolford had 37.17% fewer persons in low income in 2020 compared to 2015, followed by Prescott with 32.30% and Brockville 30.14%. This trend is also being reported by the Province with 29.86% fewer persons in low income in 2020 compared to 2015. Figure 17 illustrates the decrease for each Municipality from 2015 – 2020.

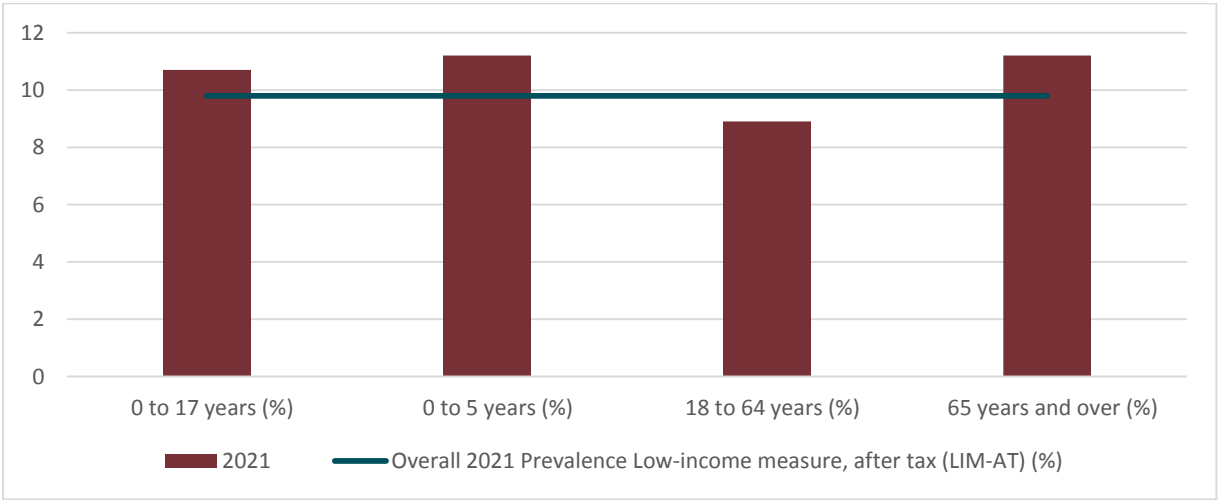
Figure 17: Percentage of Persons in Low-Income of Municipalities in Leeds and Grenville, Ontario 2015 and 2020



Source: Statistic Canada Census, 2016, 2021

Per the Statistics Canada 2021 Census data, Figure 18 illustrates the low-income distribution of population in Leeds and Grenville across Census age sub groups. Unlike previous Census data, in 2021 persons 65 years and older are now part of the largest cohort of low-income persons in Leeds and Grenville, together with children aged 0 to 5 at 11.2%.

Figure 18: Percentage of Persons in Low-Income by Census Age Groups, Leeds and Grenville, 2021

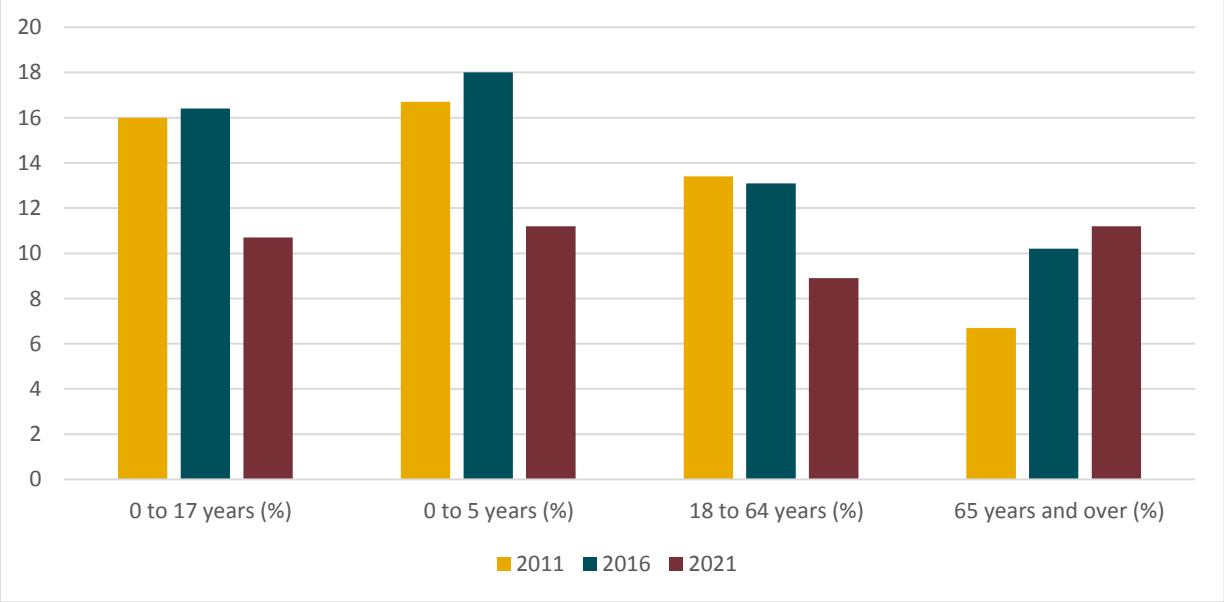


Source: Statistic Canada Census 2021

Incidence of Low-Income Over Time

The age-group data for low-income in the 2011 and 2021 differs from that of the 2016 Census; children in the 2011 and 2021 census include persons less than 18 years of age, while children in the 2016 Census include persons 19 and under. Adults in the 2011 and 2021 Census include persons aged 18 to 64, while adults in the 2016 Census are persons aged 20-64. Regardless of the age group differences, in 2021 the percentages of persons in low-income has significantly decreased from previously reported Census data, suggesting that there are fewer persons in Leeds and Grenville living in low income in age groups; excluding persons 65 years and over. However, consideration must be given to the data reported in Table 6 - Prevalence of and Median Income from COVID-19 Income and Support Benefits and Earning Replacement Benefits, Canada, Ontario, Leeds and Grenville, 2020 to understand the decrease in percentages. On average, persons who were eligible received $8000 compared to eligible seniors who received a one-time payment of $500. Future data will be required to accurately reflect the trend for low-income in Leeds and Grenville, but the increase of low-income persons 65 and older could be representative of what would be for other age groups without the COVID-19 relief funds.

Figure 19: Percentage of Persons in Low-Income by Census Age Groups, Leeds and Grenville, 2011, 2016, 2021



Source: Statistic Canada Census, 2016, 2021 and 2011 NHS
**Note: Children in the 2011 and 2021 census include persons less than 18 years of age, while children in the 2016 Census include persons 19 and under.*
***Note: Adults in the 2011 and 2021 Census include persons aged 18 to 64, while adults in the 2016 Census are persons aged 20-64.*

COVID-19 Benefits

For the 2021 Census, the reference period for income data is the calendar year 2020. Statistics Canada produces additional reports focusing on a selected geographic area, presenting data highlights for each of the major releases of the 2021 Census. The Focus on Geography Series provided additional analysis of COVID-19 Income, Support and Earning Replacement Benefits which describes the percentage of individuals with COVID-19 related benefits and the median benefits provided. On average, 22.8% of individuals in Leeds and Grenville received a type of COVID-19 benefit for an average amount of $8,050. Fewer individuals in Leeds and Grenville received benefits as compared to Ontario and Canada, the median benefits received were on average less than Ontario ($8,350) and Canada ($8,500). Table 6 provides additional details for each Municipality. Also during this time Seniors received an automatic one time payment of $300 for seniors eligible for Old Age Security pension and $200 for seniors eligible for the Guaranteed Income Supplement. If the individual was eligible for both programs they received a total of $500.

Table 6: Prevalence of and Median Income from COVID-19 Income and Support Benefits and Earning Replacement Benefits, Canada, Ontario, Leeds and Grenville, 2020

Municipality	Percent with COVID-19 emergency and recovery benefits	Median COVID-19 emergency and recovery benefits	Percent with earning replacement benefits	Median earning replacement benefits
Canada	27.6	$8,000	31.2	$8,700
Ontario	28.2	$8,000	31	$9,000
Leeds and Grenville	21.1	$8,000	24.5	$8,100
Brockville	21.8	$8,000	24.6	$9,500
Elizabethtown-Kitley	20.5	$8,000	24.1	$8,000
Rideau Lakes	20.6	$8,000	23.8	$8,200
Westport	24.1	$8,000	26.7	$9,300
Athens	21.8	$8,000	25.3	$8,400
Front of Yonge	22.2	$7,250	27.4	$8,000
Gananoque	26.7	$8,000	29.5	$10,000
Leeds & the 1,000 Islands	21.4	$8,000	25.3	$8,500
Merrickville-Wolford	20.7	$7,000	23.7	$8,000
North Grenville	19	$7,500	22.5	$8,000
Augusta	20.5	$8,000	24.4	$8,000
Edwardsburgh/Cardinal	20.4	$8,000	24	$8,000
Prescott	21.7	$8,000	25	$8,000

Source: Statistics Canada. 2022. Focus on Geography Series. 2021 Census

Social Assistance

Housing affordability is particularly difficult for individuals and families on social assistance. Since October 2018 the maximum shelter allowance for single individuals on Ontario Works (OW) remains at $390 per month, while Ontario Disability Support Program (ODSP) increased in September 2022 to $522– well below market rent levels. Those individuals in receipt of assistance who are not accessing rent-geared-to-income accommodation clearly face limited options with respect to securing suitable accommodation that they can afford.

In 2020 and 2021 Ontario Works caseloads in Leeds and Grenville averaged approximately 1000 households while individuals were receiving COVID-19 related benefits and in 2022 there was an average of 1,168 households in receipt of Ontario Works assistance; a significant decrease from pre-pandemic numbers of 1,555 households reported in 2018. The majority of individuals in receipt of Ontario Works are singles (62%) followed by sole support parents (30%). Of the 1,168 households there were a total of 2,046 members, representing approximately 1.9% of all individuals living in Leeds and Grenville. The age groupings reported from the Ontario Works database does not allow for census comparisons however, it does provide case demographics including: number of adults (1,257) dependent adults (49), children 0 to 6 (312), 7 to 12 (261) and teens 13 to 17 years of age (167).

As described in Table 7, the majority of households in receipt of Ontario Works assistance were residing in the City of Brockville (47.5%), followed by the Town of Prescott (9.6%), and Town of Gananoque (7.3%).

Table 7: Geographical Distribution of Ontario Works Program Recipients in Leeds and Grenville, December 2022

Municipality	#	%
Brockville	555	47.5%
Gananoque	85	7.3%
Prescott	112	9.6%
Athens	30	2.6%
Augusta	11	0.9%
Edwardsburgh/Cardinal	66	5.7%
Elizabethtown-Kitley	55	4.7%
Front of Yonge	35	3.0%
Leeds and the Thousand Islands	44	3.8%
Merrickville and Wolford	26	2.2%

North Grenville	71	6.1%
Rideau Lakes	68	5.8%
Westport	10	0.9%

Source: Ministry of Children, Community and Social Services, 2022

Section Highlights

- The Town of Prescott had the lowest median household income in Leeds and Grenville in 2020, followed by the City of Brockville, and Westport.
- Prescott also had the highest rate of low-income persons, compared to other lower-tier municipalities in Leeds and Grenville. Westport had the second highest incidence of low-income persons, followed by The City of Brockville.
- In 2020, 10,005 persons, or 9.8%, were in low-income, while in 2015, 13% of the persons in Leeds and Grenville lived in low-income.
- Children (0-5) and Seniors (65 and older) had the highest rates of low-income compared to other age groups in Leeds and Grenville.
- Persons living in couple families with children had a higher median after-tax income, with only Prescott and Westport reporting an amount less than $100,000.
- Persons not in an economic family (singles) reported the lowest median after-tax income.
- 1 in 5 persons received COVID -19 emergency and recovery benefits and/or earning replacement benefits in 2020 which influenced data reported for low income.
- As to be expected, Ontario Works program recipients are living in higher populated municipalities with additional services including, Brockville (47.5%), Prescott (9.6%), Gananoque (7.3%) and Kemptville (6.1%).

Housing Affordability

Overview

The following section reviews the rental housing market in Leeds and Grenville. It examines current rental costs throughout Leeds and Grenville, and the need and use of rent-geared-to-income housing.

Rental housing fulfills a number of roles in the housing market. For single individuals it can provide a flexible form of accommodation that supports an active and mobile lifestyle. For seniors unable to cope with the day-to-day upkeep of detached homes, rental housing offers relief from the burden of maintenance and repair, and greater potential for social interaction with neighbors. For

persons with physical disabilities, modest unit sizes, elevators, the lack of stairs, and other advantages can often better meet their needs than detached homes. For students who face a temporary living situation in a new community, short-term rental housing presents an ideal option.

What is considered "affordable" rental housing? In Ontario's 2020 Provincial Policy Statement, affordable is defined as the least expensive of the income-based definition and a market cost-based definition:

1. Housing for which annual accommodation costs or rent does not exceed 30 percent of gross annual household income for low and moderate income households, or
2. Housing for which the purchase price is at least 10 percent below the average in the regional market area (ownership); housing for which the rent is at or below the average in the regional market area (renting).

Beyond these lifestyle advantages, however, perhaps the main role of rental housing in any community is its affordability relative to most forms of homeownership. Homeownership may be out of reach for many with household incomes not keeping pace with rising rates. Rental dwellings in most cases tend to require lower monthly payments than the principal, interest, taxes, utilities and maintenance costs associated with homeownership. There is also no need to pay down-payments (other than first and last month's rent), legal and closing fees, land transfer tax, and other costs associated with the purchase of a home. Further, subsidized rental housing that is provided is geared to 30% of household income, providing a fully affordable form of accommodation for households that are low-income.

For these and related reasons, it is critical that all communities provide a sufficient range of rental housing to meet the needs of the local population, and that this supply expand as the population grows. It is also important that this supply consist primarily of permanent, purpose-built rental housing in order to ensure the stability and security of tenants. Below we assess the ability of the Leeds and Grenville rental market to meet the current and future needs of the population.

Proportion of Renter and Owner Households in Leeds and Grenville

Table 8 shows trends in rental tenure for Leeds and Grenville between 2001 and 2021. As shown, the proportion of households renting has remained fairly consistent during this time period, between 21% and 22.9%. Prior to 2001 the percentage of renter households in Leeds and Grenville reached a high of 26.6% in 1986.

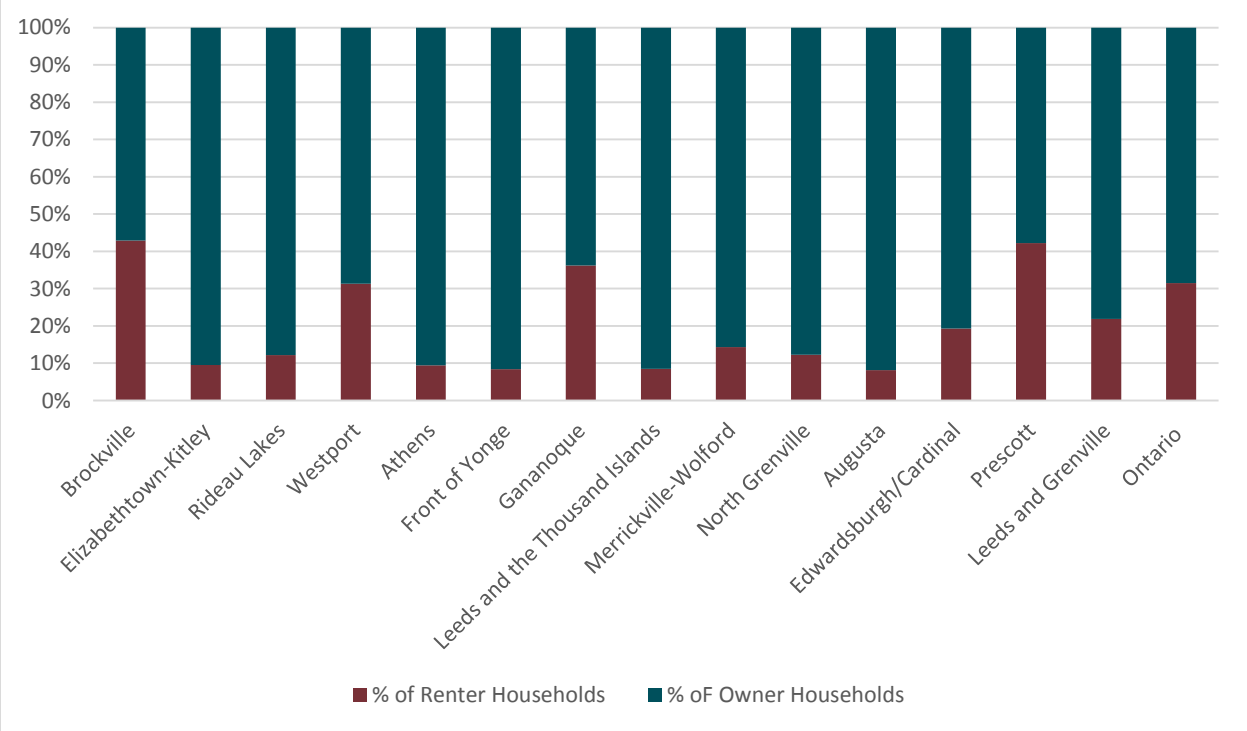
Table 8: Number of Private Renter Households in Leeds and Grenville (2001-2021)

2001		2006		2011		2016		2021	
#	%	#	%	#	%	#	%	#	%
8,775	22.90%	8,395	21.00%	8,645	21.00%	9,400	22.00%	9,770	21.90%

Source: Statistics Canada, 1986, 2001, 2006, 2016, 2021 Census, 2011 National Household Survey

As described below in Figure 20, Leeds and Grenville in general has a greater proportion of owner households (78%) than renters compared to the Province of Ontario (68.4%). Rural municipalities within Leeds and Grenville in particular are predominately owner households, such as Augusta (92%), Front of Yonge (91.6%), and Leeds and the Thousand Islands (91.6%). The Town of Prescott, City of Brockville, and Town of Gananoque continue to have a higher percentage of renter households, at 42.8%, 42%, and 36%.

Figure 20: Proportion of Private Renter and Owner Households by Tenure in 2021 in Leeds and Grenville and Ontario



Source: Statistics Canada Census 2021

Shelter Cost in Leeds and Grenville

What is observed in the City of Brockville, as described in Table 9 below, is that rents continue to rise each year. Rents have risen by 21.8% on average over the period reviewed. Three-bedroom units experienced the greatest increase in cost from 2017-2022, with a 23.7% increase. From $886 in 2017 to $1,161 in 2021.

Table 9: Average Market Rents, City of Brockville, 2017-2022

Number of Bedrooms	2017	2018	2019	2020	2021	2022
Bachelor	$608	$620	$633	$752	$766	$757
1 Bedroom	$761	$761	$786	$872	$872	$912
2 Bedroom	$874	$879	$912	$972	$1022	$1,144
3+ Bedroom	$920	$886	$926	$961	$1148	$1,161
Average Rent	$821	$833	$859	$929	$984	$1.065

Source: CMHC Housing Market Portal 2018-2022

The Leeds and Grenville Housing Department completed a Rental Housing Survey in the Spring of 2021 to obtain a snapshot of rental costs in Leeds and Grenville to assist in completing information that is not available for all municipalities from the CMHC survey, as CMHC only collects data for Leeds and Grenville on private rental units that contain three units or more in the City of Brockville and the Municipality of North Grenville. The Alternate Average Market Rents for 2022 were approved by Ministry of Municipal Affairs and Housing (MMAH) (see Table 10) and are current. Average market rents are used for Affordable Housing Programs and Homelessness Prevention Programs that are delivered by the Community and Social Services Department. The rents listed in Table 10 are considered to be the most accurate representation of the rental market for Leeds and Grenville when compared to the limited information from CMHC that is listed in Table 9.

Table 10: United Counties of Leeds and Grenville Alternate Average Market Rents, 2022

Room	Bachelor	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedrooms
$631	$961	$1,125	$1,315	$1,561	$2,290

Source: Leeds Grenville Rental Market Study 2022, Ministry of Municipal Affairs and Housing (MMAH) approved rates 2022

Alternate Average Market Rents have increased on average approximately 31% over a 5-year period from 2018-2022 as shown in Table 11. The most significant increase in rental amounts were in Four+ bedroom at 48.6%.

Table 11: United Counties of Leeds and Grenville Alternate Average Market Rents, 2018-2022

Year	Room	Bachelor	One Bedroom	Two Bedroom	Three Bedroom	Four+ Bedroom
2018	n/a	$655	$765	$909	$1,071	$1,175
2019	$527	$775	$855	$950	$1,100	$1,227
2020	$575	$825	$911	$1,100	$1,350	$1,600
2021	$623	$950	$1,112	$1,299	$1,542	$2,263
2022	$631	$961	$1,125	$1,315	$1,561	$2,290

Source: Leeds Grenville Alternative Average Market Rent Report 2018, 2019, 2021, 2022 AAMR Approved Rates

Not only have market rent rates increased, but the cost of utilities has increased significantly, further adding to the difficulties that low-income residents face in finding affordable rent. Using the widely-accepted guideline of spending a maximum of 30% of total before-tax household income on rent finds that average rents for one-bedroom units are affordable to households with annual incomes of at least $45,000, which is an increase from $30,600 in 2018; average two-bedroom units require incomes of at least $52,600, which is an increase from $36,360 in 2018; average three-bedroom units require incomes of at least $42,840, which is an increase from $42,920 in 2018; and a four plus bedroom requires income of at least $91,600, which is an increase from $47,000 in 2018. In 2021 there were 11,450 households (25.67%) in Leeds and Grenville with incomes below $45,000, and 6,015 (13.5%) of households with an annual after-tax income of less than $60,000; as such, many renter households are facing serious affordability difficulties.

The current rental market data collected by the Housing Department discovered rental prices are higher than the CMHC Housing Market Portal amounts in Table 9. Results from on-going search of on-line rental listings collected from November 2022 to January 2023 (268 rental units), Table 12 represents a snapshot of the costs leading to affordability challenges for renters in Leeds and Grenville.

Table 12: Leeds and Grenville Average Rent - Rental Market Study November 2022 – January 2023

Room	Bachelor	1 Bedroom	2 Bedroom	3 Bedroom	4+ Bedrooms
$890	$1,158	$1,473	$1,761	$2,005	$2,464

Source: Leeds and Grenville Housing Department

Based on the average rental prices listed in Table 12, households renting a bachelor apartment would require a monthly income of $3,860 to be considered "affordable" *(spending 30% of income or less on shelter)* while a household renting a 3-bedroom would require a monthly amount of $6,683.

Shelter Cost Spending in Leeds and Grenville

According to the 2021 Census conducted by Statistics Canada, homeowners in Leeds and Grenville are faring better than renters; 10.7% of homeowners versus 35.2 % of renters are paying 30% or more of total household income on shelter costs. Leeds and Grenville at 10.7% has significantly fewer homeowners paying 30% or more compared to 17.7% for Ontario. Leeds and Grenville renters (35.2%) are comparable to the 38.4% of renters in Ontario paying 30% or more of their total household income on shelter costs.

As described in Table 13, the greatest proportion of renters within a municipality paying 30% or more of total income on shelter costs within Leeds and Grenville are in Westport (40.9%), followed by Front of Yonge (38.9%), and Brockville (38.3%).

The Athens has the lowest proportion of its renters paying 30% or more on shelter costs (17.4%), followed by Rideau Lakes (23%%), and Elizabethtown-Kitley (24.6%).

The average monthly shelter costs for renters living in Leeds and Grenville in 2021 was $1,036. North Grenville reported the highest average rent at $1,348, followed by Augusta with $1,100, Elizabethtown-Kitley with $1,048 and Gananoque also with $1,048. Athens and Leeds and the Thousand Islands reported the lowest average monthly shelter costs with $840 respectively.

Table 13: Shelter Cost Spending in Leeds and Grenville, Renter Households 2021

Municipality	Total - Tenant households in non-farm, non-reserve private dwellings	# of Tenant Households Spending 30% or More of Household Total Income on Shelter Costs	% of tenant households spending 30% or more of its income on shelter costs	Average monthly shelter costs for rented dwellings ($)
Brockville	4565	1,748	38.3%	1,014
Elizabethtown-Kitley	350	86	24.6%	1,048
Rideau Lakes	565	130	23%	996
Westport	110	45	40.9%	940
Athens	115	20	17.4%	840

Front of Yonge	90	35	38.9%	1,020
Gananoque	930	342	36.8%	1,048
Leeds and the Thousand Islands	340	85	25%	840
Merrickville and Wolford	185	60	32.4%	1,010
North Grenville	865	321	37.1%	1,348
Augusta	240	65	27.1%	1,100
Edwardsburgh/Cardinal	600	182	30.3%	1,020
Prescott	795	310	39%	962
Leeds and Grenville	9745	3,430	35.2%	1,036

Sources: Statistics Canada Census 2021

Section Highlights

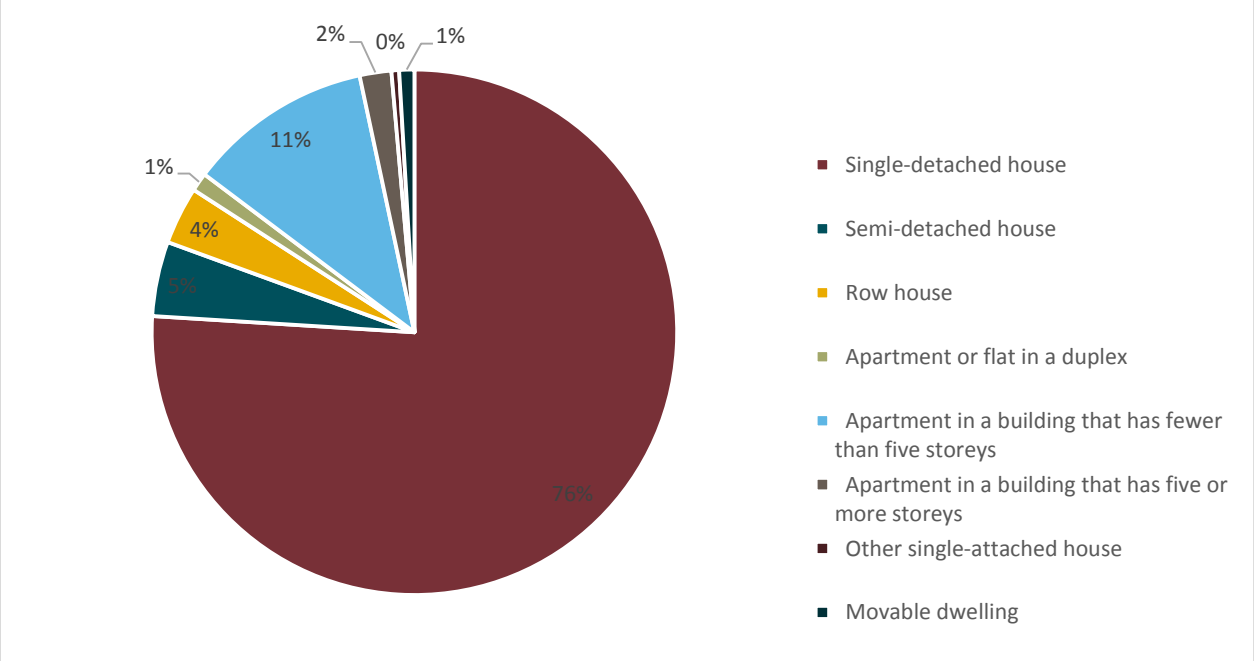
- Brockville has the greatest number of renter households (1,748) spending 30% or more of household total income on shelter costs in Leeds and Grenville, followed by Gananoque, which has 342, and North Grenville which has 321 households contributing to affordability challenges.
- Westport and Front of Yonge have the greatest proportion of its renters paying 30% or more of their household income on rent with 40.9% and 38.9%, the total number of households represented is 45 and 35.
- North Grenville has the highest average rental costs in Leeds and Grenville at $1,348, an increase from $1,072 in 2016, however, proportionately less households in 2021 (37.1%) are spending 30% or more on shelter costs compared to 2016 (41.2%),
- Local level data collection for available rental units in Leeds and Grenville are continuing to rise and averages are much higher than data reported in Statistics Canada for Average Monthly Shelter Costs – 2021.

Private Housing Stock Supply

The majority of housing stock in Leeds and Grenville are single detached houses (75%), followed by apartment buildings that have five or fewer storeys (11.39%). Within Leeds and Grenville the Township of North Grenville holds the majority of single detached houses (5,790), followed by the City of Brockville (5,055), and the Township of Rideau Lakes (4,315). Brockville holds 2,950 units of apartment buildings that have five or fewer storeys, followed by Gananoque which has 650 units, and Prescott with 345 units.

Due to the rural nature and lower housing densities in Leeds and Grenville, single-family homes make up the greater proportion of housing in all municipalities. Many municipalities in Leeds and Grenville lack diversity of housing stock, the majority of housing being single-family homes, which reduces the options available to a renter, especially for a single person or couple without children.

Figure 21: Proportion of Occupied Private Dwellings by Structural Type in Leeds and Grenville, 2021

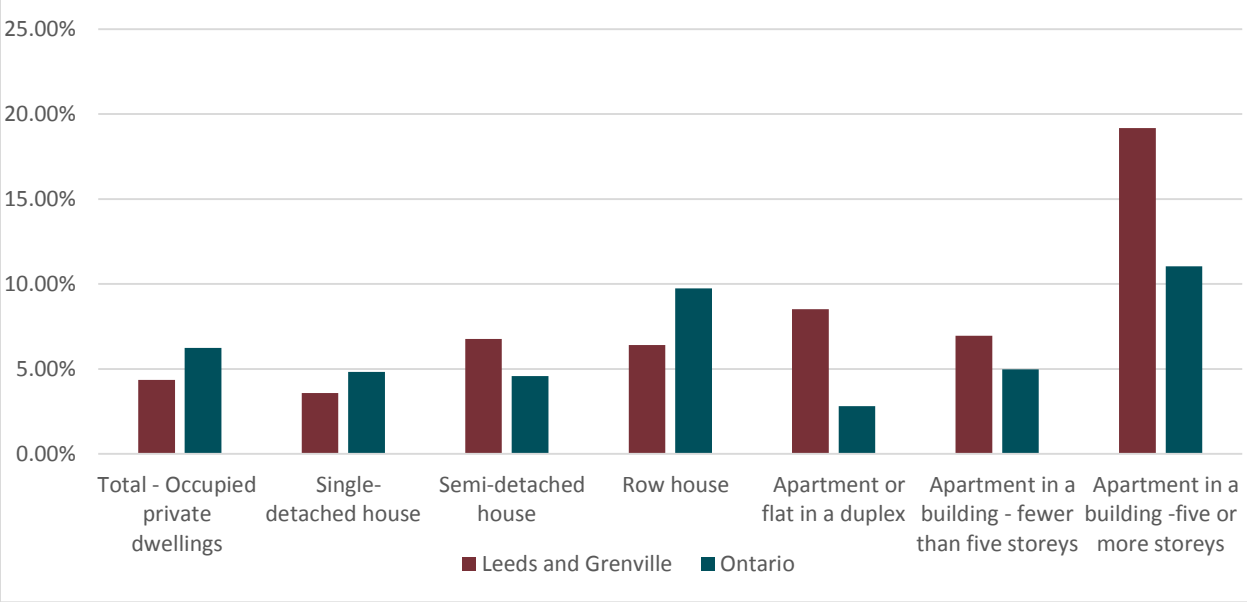


Source: Statistics Canada Census 2021

The composition of occupied private dwellings by structure type has not experienced significant changes over the past ten years; according to Statistics Canada, Leeds and Grenville has remained on par overall with the province of Ontario with a few exceptions (see Figure 22). While the province experienced 6.23% growth in the number of total private dwellings from 2016-2021, Leeds and Grenville's number of dwellings only grew by 4.36%. However, Leeds and Grenville

experienced a growth of 19.2% in dwellings/apartments in buildings with five or more storeys at a rate higher than Ontario (11%).

Figure 22: Percentage of Change from 2016 to 2021 of Occupied Private Dwellings by Structural Type in Leeds and Grenville, and Ontario



Source: Statistics Canada Census 2016, 2021

Private Rental Housing Supply Unit Types

According to Canada Mortgage and Housing Corporation (CMHC), the majority of rental units in Brockville are two-bedroom units (65%), followed by one-bedroom units (26.9%), see Table 14. Three-bedroom and bachelor units comprise the remaining 8% of rental housing in Brockville. Rental housing supply information for the other municipalities in Leeds and Grenville is not available from CMHC.

Table 14: Number of Private Apartments in Brockville, by Bedroom Type, 2022

Year 2022	Bachelor	One Bedroom	Two Bedroom	Three Bedroom	Total
Number of Units	79	573	1,388	91	2,121
Percentage of All Unit Types	3.7%	26.9%	65.1%	4.3%	100.0%

Source: Canada Mortgage and Housing Corporation Housing Market Portal, January 2023

Private Apartment Availability

According to CMHC, Brockville has been experiencing a fluctuating vacancy rate for private apartments over the past four years, depending upon the unit size. The lowest vacancy rates reported in 2020 are likely as a result of COVID-19 pandemic restrictions and/or lock-downs limiting evictions and rental opportunities.

Table 15: Private Apartment Availability Rates in Brockville from 2019-2022*

Year	Bachelor	One Bedroom	Two Bedroom	Three + Bedroom	Total
2019	2.7	3	3.6	0	3.4
2020	No data*	1.5	1.6	0	1.8
2021	0	No data*	2.6	No data*	2.5
2022	No data*	1.5	2.6	0	2.3

Source: Canada Mortgage and Housing Corporation Housing Market Portal, January 2023
**CMHC does not have sufficient data for*

Subsidized Housing Supply

While private market rental housing represents the bulk of rental housing in the United Counties, there is also a significant supply of subsidized housing accommodating a range of household types.

The following tables outlines the supply of subsidized housing in the United Counties of Leeds and Grenville, which includes public housing, non-profit and co-operative housing and rent supplement units. Most of the units are occupied by rent-geared-to-income tenants. These units represent approximately eleven percent of the entire rental housing supply of Leeds and Grenville.

Table 16: Mandated Rent-Geared-to-Income, Rent Supplement Housing Supply* in Leeds and Grenville, 2022

Municipality	% of RGI Housing	# of Units	Unit Summary				
			Bachelor	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom
Brockville	48%	471	28	238	101	98	6
Prescott	17%	165	4	83	25	45	8
Gananoque	10%	102	0	76	13	12	1
Edwardsburgh/ Cardinal	5%	54	0	54	0	0	0

Merrickville - Wolford	4%	40	0	40	0	0	0
North Grenville	4%	44	0	35	9	0	0
Rideau Lakes	5%	47	0	30	9	8	0
Westport	2%	21	0	21	0	0	0
Front of Yonge	2%	17	0	17	0	0	0
Leeds and the Thousand Islands	2%	16	0	16	0	0	0
Athens	1%	7	0	7	0	0	0
Augusta	0%	0	0	0	0	0	0
Elizabethtown-Kitley	0%	1	0	0	0	1	0
Leeds and Grenville		985	32	617	157	164	15

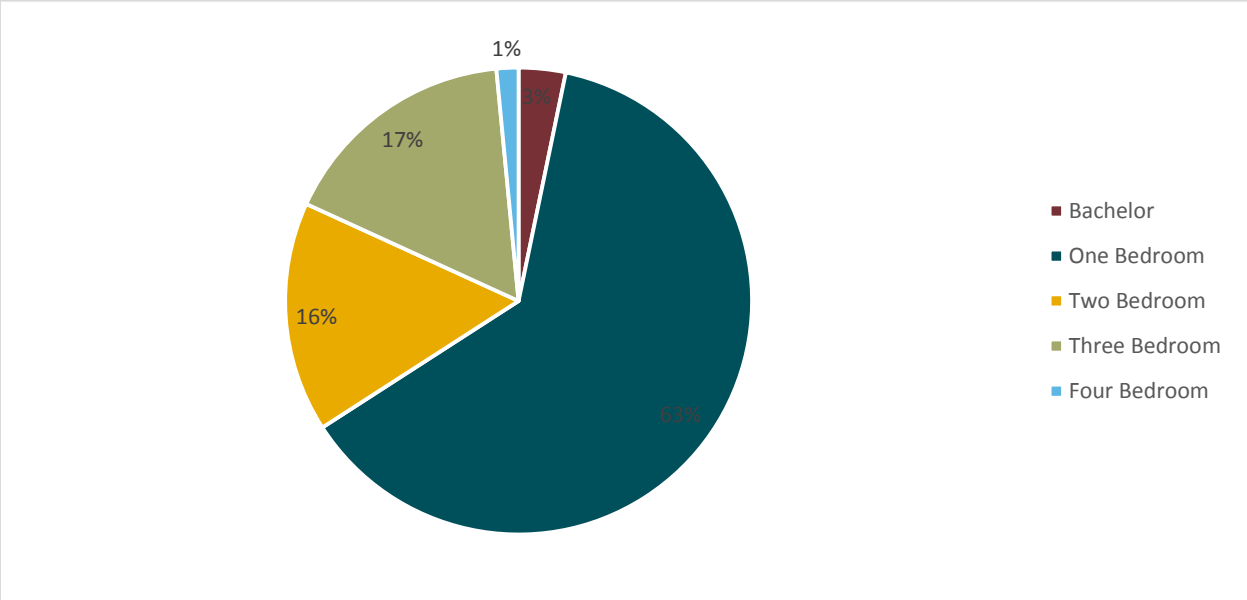
Source: United Counties of Leeds and Grenville Housing Department, November 2022
Note: Table reflects legislated service levels for the United Counties of Leeds and Grenville and includes public housing, rent supplements, non- profit and co-operative housing rent-geared-to-income units.

Social Housing is concentrated in the three partner municipalities of Leeds and Grenville, where 75.0% is held in Brockville, Prescott and Gananoque; Brockville holds 48% of all housing in the United Counties, Prescott retains 17%, and Gananoque maintains 10%.

RGI Unit Types

One-bedroom units are the dominant rent-geared-to-income unit type in Leeds and Grenville (60.9%), followed by three-bedroom units (16.2%), two-bedroom units (15.5%), bachelor units (3.2%), and four-bedroom units (1.5%), see Figure 23. The majority of one-bedroom rent-geared-to-income units are held in Brockville (39%), followed by Prescott (14.6%), and Gananoque (12.3%). The majority of two-bedroom units are also found in Brockville (64%), followed by Prescott (16%), and Gananoque (8.2%). Three-bedroom units are also concentrated in Brockville, which holds 59.7% of this unit type, followed by Prescott, holding 27.4%, and Gananoque 7.3%. Brockville and Prescott have rent-geared-to-income bachelor units, and four-bedroom units are only found in Prescott, Brockville and Gananoque.

Figure 23: Summary of Rent-Geared-to-Income, Rent Supplement Units by Unit Type in Leeds and Grenville, 2022



Source: United Counties of Leeds and Grenville Housing Department, November 2022
Note: Table reflects legislated service levels for the United Counties of Leeds and Grenville and includes public housing, rent supplements, non- profit and co-operative housing rent-geared-to-income units..

Other Types Rent-Geared-to-Income Housing recipient

In addition to the mandated number of units that the United Counties of Leeds and Grenville is required to provide under the *Housing Services Act, 2011*, there are also a significant number of federally funded housing projects and rent supplement units located in Leeds and Grenville.

Rent supplement units are portable and can be located wherever there is a need identified in Leeds and Grenville. While the rent supplement numbers are counted in Table 16 totals and displayed in Figure 22, a detailed summary of the current locations are shown in Tables 17.

Table 17: Rent Supplement Units in Leeds and Grenville, 2022

Municipality	Number of Units				
	Total	Bachelor	1 Bed	2 Bed	3 Bed
Brockville	57	4	22	27	4
Kemptville	15	0	6	4	5
North Augusta	1	0	0	0	1
Prescott	10	0	4	6	0
Smiths Falls	1	0	0	0	1
Total	84	4	32	37	11

*Source: United Counties of Leeds and Grenville Housing Department, *Note: numbers included in Table 16 counts*

Public, Non-Profit and Cooperative Housing Market Rent Units

Publicly owned housing and a number of the non-profit and co-operative housing providers offer market rent units that are not restricted to persons waiting on the Social Housing Registry and are available to be rented by the general public. Typically, the monthly unit rental amounts are low to moderate as compared to similar units in the area. The non-profit and cooperative housing providers maintain their own waiting lists for the market units. There are approximately 204 market rent units located in the communities of Brockville, Prescott, Gananoque, Kemptville, Athens, Elgin and Portland.

The majority of the market rent units (87%) are located in buildings that have a senior's mandate, such as units managed by the Athens Non Profit Housing Corporation, Gananoque Housing Incorporated, Marguerita Residence Corporation, and South Crosby Non-Profit Housing Corporation.

Housing Allowance

An alternative to the traditional "bricks and mortar" rent-geared-to-income housing are the Housing Allowance and Portable Housing Benefit programs that are offered by the United Counties of Leeds and Grenville's Housing Department. The Ontario Priorities Housing Initiative (OPHI) Housing Allowance, is a monthly benefit intended to support eligible households renting accommodations within the United Counties of Leeds and Grenville. This program provides a flat-rate benefit based upon eligible unit size that is paid directly to the recipient and is portable, see Table 18 for benefit amounts. This program is intended for recipients that are suitably housed, but require some financial assistance for their accommodations to be affordable. It helps to meet the needs of low-income rural residents to remain in their community where there may be little or no social housing units located there, or where there are lengthy waitlists. Currently there are 38 active households in Leeds and Grenville receiving this benefit.

Table 18: Housing Allowance Benefit Flat-Rate

Bachelor	One Bedroom	Two Bedrooms	Three + Bedrooms
$150	$220	$240	$260

ByName List Housing Allowance

The ByName List Housing Allowance is a new program available to individuals and households on the ByName List who are one of the four Provincial Homelessness Prevention Program's priority populations. Priority populations include those that are chronically homeless, youth (16-25 yrs), Indigenous and/or transitioning from a provincial institution. This Housing Allowance for

individuals on the ByName List provides ongoing monthly payment provided directly to Landlord's to subsidize rent. An individual/couple may receive up to $300/month with an additional $50/month for each dependent identified. Applications for this program are available through case managers assisting participants on the ByName List to find housing

Canada-Ontario Housing Benefit (COHB)

The Canada-Ontario Housing Benefit (COHB) is a federal-provincial housing allowance program to provide another option for rent-geared-to-income assistance. The COHB is intended to assist individuals with their monthly costs while having the flexibility to choose where they live, including applying the benefit to a new unit if a person moves within Ontario. The COHB benefit differs from the flat rate funding model and is based on 80% of the Average Market Rent for the Area (per unit size), less 30% of Adjusted Family Net Income. Currently there are 38 active households in Leeds and Grenville receiving this benefit.

Affordable Housing Units

Several units/projects were created that provide Affordable housing to low-income households in Leeds and Grenville. Households must be under Leeds Grenville's Household Income Limits (HILs) to be eligible for an Affordable Housing unit. Rents are calculated at 80% of the average market rent of the geographic area. Currently there are forty-nine Affordable units, with an additional twelve units for a project added in 2023 at St. Vincent De Paul Apartments.

The majority of Affordable Housing units in Leeds and Grenville are mandated for seniors (70%), with the remainder designated for persons with a developmental disability (approximately 28%), and the remaining 2% for low-income households. See Table 19 for additional information regarding Affordable Housing projects in Leeds and Grenville.

Table 19: Affordable Housing Supply in Leeds and Grenville, 2022

Housing Provider	One Bed Units	Two Bed Units	Three Bed Units	Mandate
Elgin Senior Housing Board	12	0	0	Seniors, partially modified
Community Involvement Legacy Homes (throughout Leeds)	0	6	0	Persons with developmental disabilities
Oxford Mills - Private Landlord	0	2	0	Seniors
United Counties of Leeds and Grenville (Prescott)	0	2	0	Seniors, partially modified

Marguerita Residence Corporation (Wall Street Village)	*16 **	0	0	Seniors
Marguerita Residence Corporation (St Vincent Project - added in 2023)	12			Seniors
North Grenville Community Living	3	7	1	Persons with developmental disabilities, low-income, families
Total	43	17	1	

*Source: United Counties of Leeds and Grenville Housing Department, * these are not an additional 16 units but are included in the 30 RGI units reported in Table 16 (Brockville count) and shown in Figure 23*

Housing Mandate

As described in Table 20, the United Counties of Leeds and Grenville has the following Rent-Geared-to-Income and Rent Supplement units: 414 adult units, 277 family units and 262 units that have a senior's only mandate.

Adults

- According to Statistics Canada, there are approximately 8,165 adults in the United Counties of Leeds and Grenville that are low-income.
- Approximately 44% of rent-geared-to-income social housing units in Leeds and Grenville are available for adult singles or couples. Adult units are currently available in most lower-tier municipalities within Leeds and Grenville.

Families

- There are approximately 1,845 low-income children residing in the United Counties of Leeds and Grenville.
- Approximately 30% of public housing units are available for families, ranging from two to four-bedroom units.
- Family units are only located in Brockville, Prescott, Gananoque, Rideau Lakes, and North Grenville.

Seniors

- There are approximately 2,935 low-income seniors residing in Leeds and Grenville.
- Currently 27% of all RGI housing in Leeds and Grenville is designated for seniors, and overall there is a 11.2% prevalence of low-income seniors in the County.

- Additional RGI housing units are available to seniors throughout Leeds and Grenville not included in current mandated services levels
- Seniors' units are currently located in Brockville, Gananoque, Athens, and Leeds and the Thousand Islands, with the majority (73%) located in Brockville.

Table 20: United Counties of Leeds and Grenville's Social Housing Supply by Mandate

	Adult		Seniors		Family	
	# of Units	% of Municipalities Units	# of Units	% of Municipalities Units	# of Units	% of Municipalities Units
Brockville	91	22.86%	149	67.42%	174	59.39%
Gananoque	51	12.81%	26	11.76%	25	8.53%
Prescott	82	20.60%	0	0.00%	77	26.28%
Athens	0	0.00%	7	3.17%	0	0.00%
Augusta	0	0.00%	0	0.00%	0	0.00%
Edwardsburgh/ Cardinal	54	13.57%	0	0.00%	0	0.00%
Elizabethtown-Kitley	0	0.00%	0	0.00%	0	0.00%
Front of Yonge	17	4.27%	0	0.00%	0	0.00%
Leeds and the Thousand Islands	0	0.00%	16	7.24%	0	0.00%
Merrickville Wolford	40	10.05%	0	0.00%	0	0.00%
North Grenville	35	8.79%	0	0.00%	0	0.00%
Rideau Lakes	7	1.76%	23	10.41%	17	5.80%
Westport	21	5.28%	0	0.00%	0	0.00%

United Counties of Leeds and Grenville	398	43.64%	221	24.23%	293	32.13%

Source: United Counties of Leeds and Grenville Housing Department, 2022
Note: Table includes public housing, non- profit and co-operative housing rent-geared-to-income units in Leeds and Grenville.
Note: Percentages for each municipality is the number of units in each municipality divided by the total number of units for each group expressed as a percentage.

Emergency, Transitional and Special Needs Housing

Additional funding from the Homelessness Prevention Program, the United Counties of Leeds and Grenville is home to emergency shelters with spaces that are suitable for youth, adults or families. The shelters are self-contained units located in Brockville, Prescott, and Kemptville. These shelters meet a short-term need while the household may access services, and search for more permanent housing. Supports from Ontario Works Contingency Case Managers are offered to households staying in shelters managed by the Counties. Connect Youth Inc. staff manage and support youth staying in youth shelters. In addition to short term shelters the Cooperative Care Centre located in Brockville can assist 19 persons supported through the Homelessness Prevention Program funds.

The Social Services Relief Fund capital funding was used to create Pixie Place in 2022; an 8-unit affordable housing building in Brockville for those experiencing homelessness, addiction and mental health issues. Pixie Place is currently supported by Lanark, Leeds and Grenville Addictions and Mental Health who provide their services to tenants. Pixie Place is not considered to be transitional housing and there are no limits to the length of stay for tenants.

There is one transitional housing unit as well as one emergency unit in Leeds and Grenville that is intended for youth and young adults exiting the care of Family and Children's Services of Lanark, Leeds and Grenville. Tenants staying in transitional housing are provided with supports to assist them on their path to independence including securing long-term housing. In addition there are 10 spaces at Interval House, located in Brockville mandated to support women and children fleeing from domestic abuse.

There are a number of Affordable Housing units in Leeds and Grenville, as described in Table 19, that are specifically for persons with developmental disabilities. This housing is operated by local non-profit community living organizations that assist households with securing supports to live independently in an Affordable Housing unit.

ByName List

A ByName List is a real-time list of people experiencing homelessness in our community. Created in 2021, it includes a robust set of data points that support coordinated access and prioritization at a household level, and an understanding of homeless inflow and outflow at a system level. This real-time actionable data supports triage to services, system performance evaluation, and advocacy. In addition to a coordination of services approach active individuals on the ByName List are supported by caseworkers to actively assist with housing searches; a Housing Support Allowance may be available to eligible individuals who secure housing.

As of January 31, 2023, there were 100 active persons on the ByName List, 84 of those are considered to be experiencing "chronic" homelessness, where they have experienced homelessness for more than six months; and 79 of the 100 are within the City of Brockville. Many individuals on the ByName List are currently in emergency shelters (47%), while others are in precarious housing situations including:

- "hidden homeless" (*couch surfing*) (29%)
- Absolute homeless *(living outdoors, vehicle)* (18%)
- Other *(temporarily unknown or in public institution)* (6%)

Section Highlights

- A variety of types of social housing is available throughout Leeds and Grenville, ranging from adult, senior or family units in public, non-profit or co-operative housing. Other types of housing offered include Affordable, emergency, transitional/supportive and special needs housing.
- Addition of a ByName List in 2021 to assist with measuring homelessness and provide a coordinated service approach for persons experiencing homelessness.
- Adults under the age of 65 remain the largest group of low-income persons in need of affordable housing, followed by children under the age of 18. Lone-parent and single person family types have the highest incidence of low-income in Leeds and Grenville.

Social Housing Demand

Demand for Subsidized Housing in Leeds and Grenville

Table 21 summarizes the demand for the various sized units throughout Leeds and Grenville. The majority of applicants waiting to be housed are requesting one-bedroom units, and units in the separated municipalities of Brockville, Prescott, or Gananoque, which is where the majority of social housing is located. Two- and three-bedroom units in the separated municipalities are the

next most popular request, followed by bachelor units. Larger unit sizes, such as four-bedroom units have a very small demand compared to other unit types.

Table 21: Social Housing Waitlists by City/Town and Unit Size in Leeds and Grenville, 2022

Municipality	Bachelor	One Bedroom	Two Bedroom	Three Bedroom	Four Bedroom
Brockville - (Public & NP)	46	266	149	131	35
Rideau Lakes - Delta (NP)		2	1	12	
Rideau Lakes - Elgin – Pineview (NP)	6	15	6	10	6
Rideau Lakes - Elgin – Rideau Lakes Senior 60+ (NP)		4			
Gananoque - (Public & NP)	1	29	10	13	1
Gananoque Senior (NP)	1	7			
Leeds and Thousand Island - Lansdowne		2			
Front of Yonge - Mallorytown		14			
Rideaul Lakes - Portland (NP)		2	1	12	
Westport		16			
Prescott	4	77	30	17	6
Edwardsburg/Cardinal - Cardinal		12			
North Grenville - Kemptville		95	2		
North Grenville - Oxford Mills			2		
Merrickville/Wolford - Merrickville		40			
Edwardsburg/Cardinal - Spencerville		18			
Total	**58**	**599**	**201**	**195**	**48**

Source: United Counties of Leeds and Grenville Housing Department.
NP indicates a Non-Profit or Cooperative Housing Provider.
Note: Applicants waiting for RGI Units - Public Housing and Rent Supplement, Leeds Grenville; Applicants may select one or more municipalities.

The demand for housing within each municipality is described in Table 22 below. The table shows that the demand for housing peaked in 2016 at 890 applications. Since January 2020, if applicants on the waitlist are offered a unit and refused they are removed from the waitlist unless there are extenuating circumstances; as such, there appears to be fewer households on the waitlist when in

actuality applicants may be selecting fewer units at time of application. The average number of applications (850) received from 2016-2018 reduced to 587 in 2021-2022. Brockville, Prescott, Gananoque, and Kemptville units continue to receive the greatest number of applicants.

Table 22: Total Applications by Municipality in Leeds and Grenville, 2016-2022

Municipality	2016	2017	2018*	2019	2020	2021	2022	Average
Brockville	359	285	317	288	288	259	249	292.14
Cardinal	33	31	53	12	9	16	12	23.71
Delta	6	9	4	5	10	5	6	6.43
Elgin	40	53	47	29	40	24	30	37.57
Gananoque	85	70	81	56	75	61	55	69.00
Kemptville	80	66	67	54	61	66	73	66.71
Lansdowne	7	4	12	3	5	0	3	4.86
Mallorytown	34	25	28	7	7	12	15	18.29
Merrickville	30	47	30	24	13	14	24	26.00
Oxford Mills	n/a	n/a	n/a	0	0	3	2	1.25
Portland	15	23	12	6	17	5	8	12.29
Prescott	142	136	144	67	81	85	74	104.14
Spencerville	31	28	29	13	8	20	21	21.43
Westport	28	24	33	18	13	16	17	21.29
Total	**890**	**801**	**857**	**857**	**857**	**586**	**589**	776.71

Source: Social Housing Registry.
Table does not include waitlist data for Federal providers (Athens Non- Profit Housing Corporation, Marguerita/Maryanna Residence, and Gananoque Housing Inc.), or Affordable Housing Providers.
**Statistics for 2018- 2022 are from January 1 to October 31 of the year.*
Note: Applicants may select more than one municipality on their application.

Waitlist Demographics

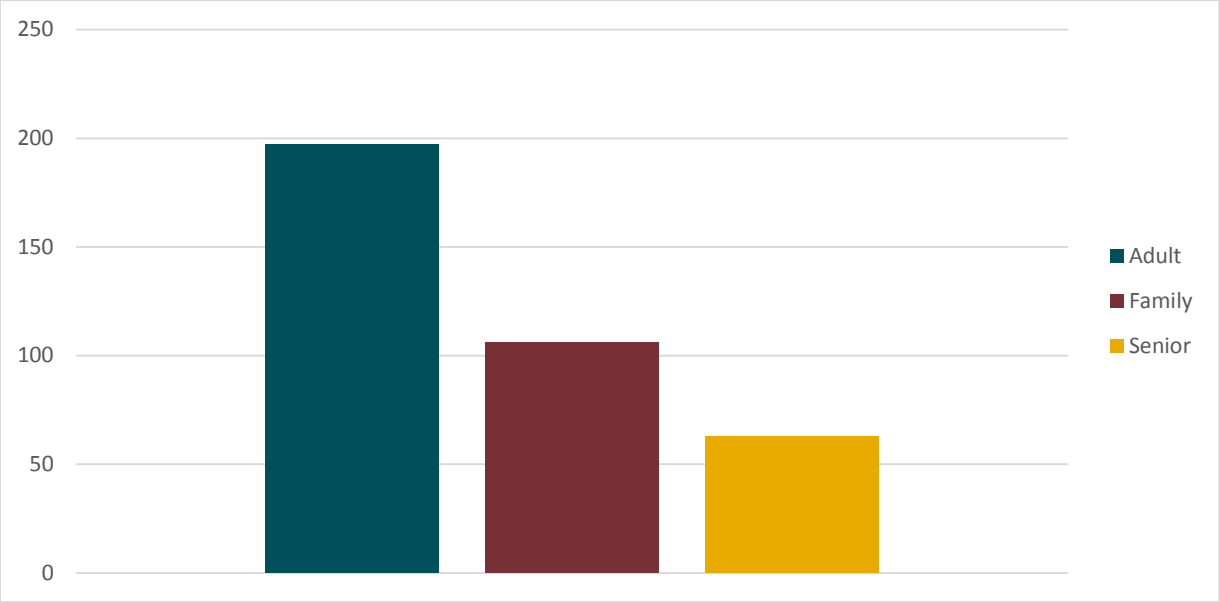
Although there are 589 applicants for units described in Table 22, there are only 367 individual households on the centralized waitlist because applicants are able to select multiple units/municipalities. The majority of households applying for a unit presently live within Leeds and Grenville (87%) there are a few applicants from neighbouring communities including Ottawa, Cornwall, Smiths Falls and Kingston.

As of October 2022 there were 13 eligible Special Priority Status households on the waitlist, while an additional 6 were housed in 2022.

As shown in Figure 24, the majority of individual households are adults (197) followed by family households (106) and senior households (63). The majority of adult and senior households are

single without spouses requiring either a bachelor or 1 bedroom units in adult and senior only buildings.

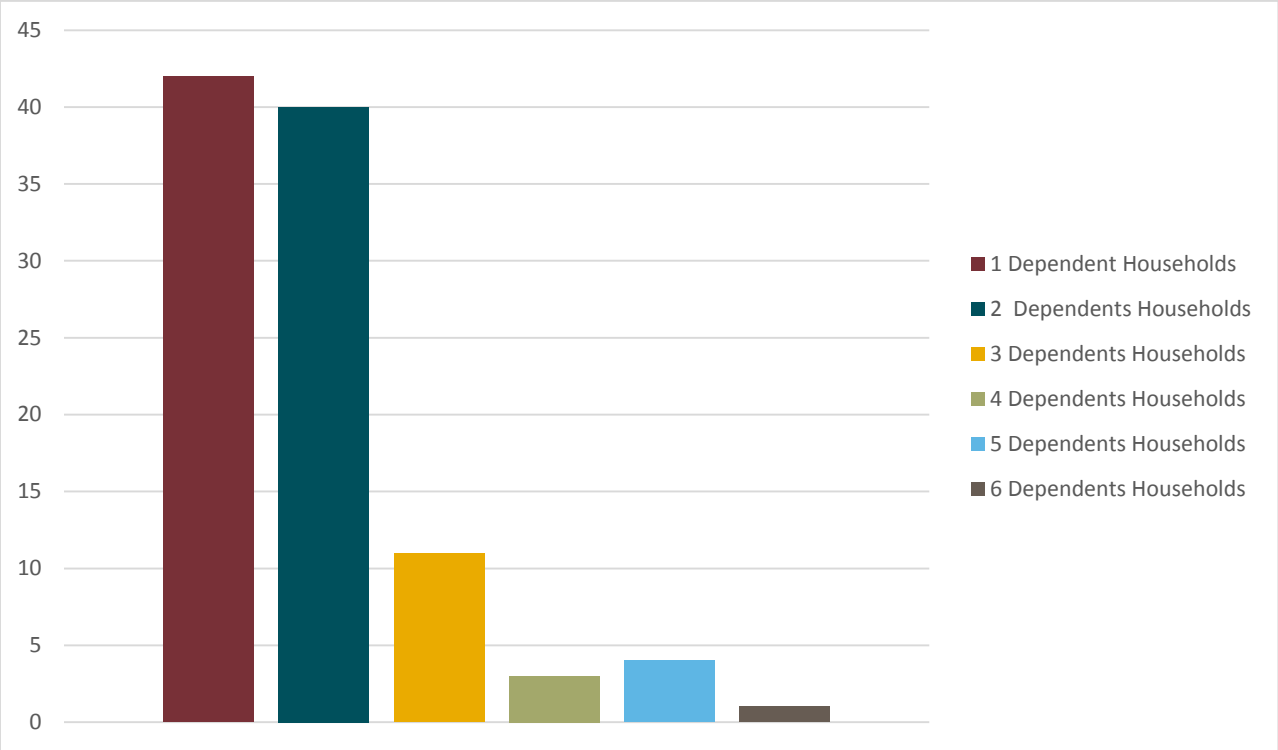
Figure 24: Individual Households on the Social Housing Registry Waitlist 2022



Source: Social Housing Registry 2022.

Of the individual households who indicated on their application that they have 1 or more dependents the majority have two or fewer, with the remaining number of households reporting 3 or more dependents was only 19%. Figure 25 illustrates the need for unit sizes of 2 bedrooms or less based on the current waitlist household data.

Figure 25: Individual Households with Dependents on the Social Housing Registry Waitlist 2022



Source: Social Housing Registry 2022.

The following Tables 23 and 24 describe the number of applications, units, vacancies, and unit turnover rate by property in Leeds and Grenville.

One-bedroom units at 11 Hastings Drive in Brockville have the longest waitlist of all social housing unit types, yet there has only been one vacancy in 2022 of 47 one-bedroom units at the complex. Similarly, one-bedroom units at 55 Reynolds Drive in Brockville maintain the second longest waitlist with 111 applications; four units vacated out of nineteen units from January to November 2022. One-bedroom units at 200 Bridge St, Kemptville have the third longest waitlist, with 51 applicants currently waiting for one of the 35 units; in 2022 neither locations in Kemptville (200 Bridge St or 201 Prescott St) had any vacancies. In 2022, ten additional one-bedroom units were added in Kemptville at 15 Water Street. In total there were 51 one-bedroom vacancies throughout Leeds and Grenville in 2022,

Table 23: Subsidized Housing Supply and Waitlist for Apartment Buildings by Geographic Location and Unit Size, Leeds and Grenville, 2022

Apartment Buildings					
Property		**Unit Size**	**# of Units**	**Vacancies***	**Waitlist****
Brockville	11 Hastings Dr.	1 Bedroom	47	1	112
	55 Reynolds Dr.	1 Bedroom	19	4	111
	55 Reynolds Dr.	Bachelor	22	1	34
	80 Water St.	Bachelor	1	0	12
	80 Water St.	1 Bedroom	80	10	13
	10 & 11 Charlotte Place (NP)	1 Bedroom	67	8	17
	42 Liston Ave (NP)	1 Bedroom	1	2	
Cardinal	240 Helen St.	1 Bedroom	39	6	12
Elgin	Maple Ave. (NP)	1 Bedroom	8	1	27
Gananoque	150 Stone St.	1 Bedroom	50	5	28
	150 Stone St.	2 Bedroom	1	0	1
	Emma St. (NP)	1 Bedroom	8	2	7
Kemptville	200 Bridge St.	1 Bedroom	35	0	51
	201 Prescott Street	1 Bedroom	4	0	44
	15 Water Street **new**	1 Bedroom	10		
Lansdowne	43 Centre St.	1 Bedroom	16	2	2
Mallorytown	3 Miller Dr.	1 Bedroom	17	1	14

Merrickville	**105 Lewis St.**	1 Bedroom	20	0	19
	318 Brock St.	1 Bedroom	20	1	21
Portland	**Campbell St. (NP)**	1 Bedroom	11	1	2
Prescott	**275 Water St.**	1 Bedroom	50	6	34
	275 Water St.	2 Bedroom	1	1	2
	503 Fort Town Dr.	1 Bedroom	24	0	23
	523 Hyde St.	1 Bedroom	3	0	28
	523 Hyde St.	Bachelor	4		15
Spencerville	**33 Bennett St.**	1 Bedroom	15	1	18
Westport	**56 Bedford St.**	1 Bedroom	21	1	16

Source: Social Housing Registry, November 2022.
Table does not include waitlist data for Federal providers (Athens Non- Profit Housing Corporation, Marguerita/Maryanna Residence (including Wall Street Village), Gananoque Housing Inc.), Rent Supplement Agreements with Non-Profit Housing Providers (Margeurita/Maryanna Residence, SCNPH) or Affordable Housing Providers. (NP: Non-Profit or Cooperative Housing Provider).
**Vacancies are for the period of January 1, 2022 through October 31, 2022*
** *Waitlist as of October 31, 2022.*
Note: An applicant may wait on several waitlists if multiple properties were selected.

As described below in Table 24, two-bedroom units at 42 Liston Ave, managed by Shepard's Green Cooperative in Brockville maintains the longest waitlist for family units in the Counties Social Housing, having 52 applicants currently waiting for one of the 11 units to become available. Unit turnover at this complex is very low having only two vacancies reported in 2022.

Applications for two-bedroom units remain strong, another non-profit property managed by Brockville Municipal Housing has the second longest waitlist with 33 waiting for one of the 30 unit, followed by Social Housing at Bisley/Salisbury/Reynolds with 30 on the waitlist for four units.

Brighton Crescent units has the longest waiting list for a three-bedroom family unit in Brockville, with 26 applicants waiting for one of the 32 three-bedroom units, followed by

Bisley/Salisbury/Reynolds units with 25 on the list for only 11 units. These two-bedroom family units located in Brockville had no vacancies reported in 2022. The third longest waitlist for a three-bedroom unit, located at Peden Boulevard, with 22 households waiting for 1 unit to become available also did not have any reported vacancies in 2022.

Four-bedroom units continue to have lowest waiting lists with the longest waitlist having only 15 families for 1 of the two units at Brighton Crescent.

The waitlist trend has changed slightly over time with two-bedroom units still have the longest waiting list for a family units with at total of 240 waiting to be housed; the demand for three-bedroom units has levelled out since the increase in numbers in 2018, now with only 125 families; and there remains little demand for one of the fifteen four-bedroom units with only 29 families waiting.

Table 24: Subsidized Housing Supply and Waitlist for Family Units by Geographic Location and Unit Size, Leeds and Grenville, 2022

Property		Unit Size	# of Units	Vacancies	Waitlist
Brockville	Bartholomew St.	2 Bedroom	16	1	21
	Bartholomew St.	3 Bedroom	11	2	12
	Bisley/Salisbury/Reynolds	2 Bedroom	4	1	30
	Bisley/Salisbury/Reynolds	3 Bedroom	11	0	25
	Brighton Cres.	2 Bedroom	6	0	28
	Brighton Cres.	3 Bedroom	32	0	26
	Brighton Cres.	4 Bedroom	2	0	15
	Glengarry Road	2 Bedroom	6	0	21
	Glengarry Road	3 Bedroom	10	2	11
	Glengarry Road	4 Bedroom	4	0	8
	Peden Blvd.	3 Bedroom	1	0	22
	12 Central Ave. (NP)	2 Bedroom	30		33
	12 Central Ave. (NP)	3 Bedroom	19		
	42 Liston Ave. (NP)	2 Bedroom	11	2	52
	42 Liston Ave. (NP)	3 Bedroom	10	0	
Delta	Delta Park Rd. (NP)	3 Bedroom	2	0	6
Elgin	Maple Avenue (NP)	2 Bedroom	8	2	27
	Maple Avenue (NP)	3 Bedroom	4		

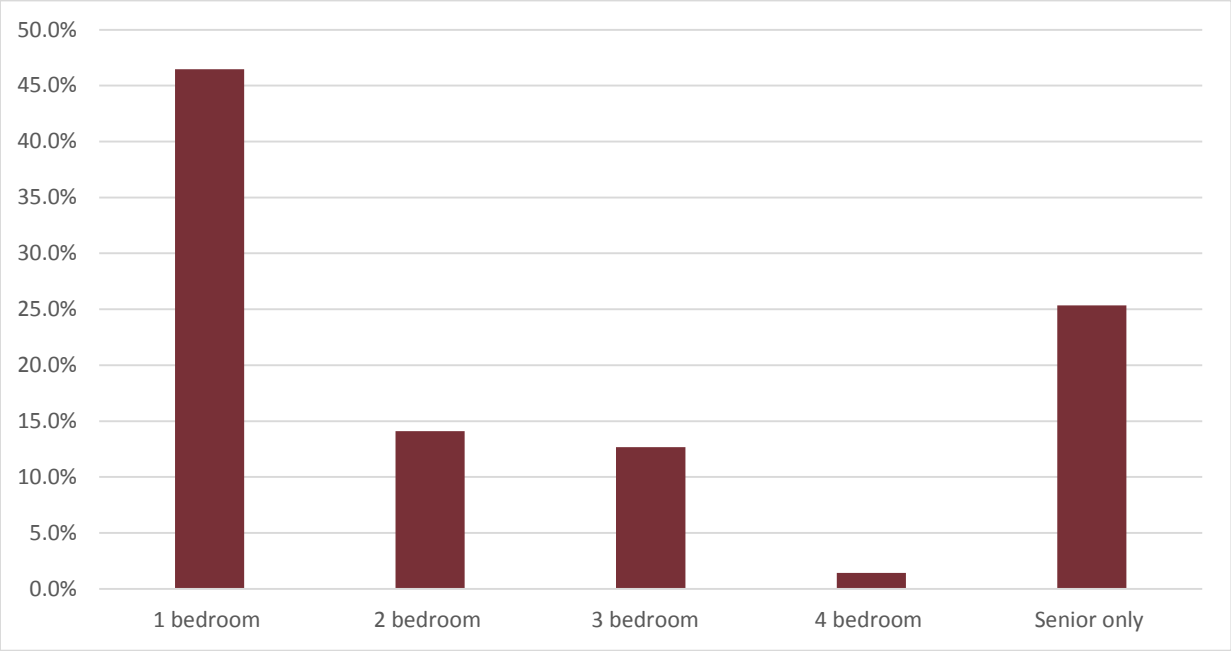
Gananoque	**Victoria Ave. (NP)**	2 Bedroom	12	1	
	Victoria Ave. (NP)	3 Bedroom	12		
	Victoria Ave. (NP)	4 Bedroom	1		
Portland	**Harlem R. (NP)**	3 Bedroom	2		6
	5 Campbell St. (NP)	1 Bedroom	11		
Prescott	**Boundary/Churchill**	2 Bedroom	5	1	14
	Boundary/Churchill	3 Bedroom	8	1	7
	Churchill Affordable	2 Bedroom	2	0	
	Edward	3 Bedroom	2	0	6
	Fort Town Families	2 Bedroom	8	1	14
	Fort Town Families	3 Bedroom	18	2	4
	Fort Town Families	4 Bedroom	8	0	6
	Roberta/Victor Rd	2 Bedroom	3	0	Units Marked for Sale upon vacancy
	Roberta/Victor Rd	3 Bedroom	4	1	
	Victor Cres.	3 Bedroom	5	1	

Source: Social Housing Registry, November 2022.
Table does not include waitlist data for Federal projects (Athens Non- Profit Housing Corporation, Marguerita/Maryanna Residence, and Gananoque Housing Inc.), or Affordable Housing Providers.
**Data not available from non-profit provider at the time the report was written. (NP: Non-Profit or Cooperative Housing Provider).*
**Vacancies are for the period of January 1, 2022 through October 31, 2022*
***Waitlist as of October 31, 2022*
Note: An applicant may wait on several waitlists if multiple properties were selected.

Housing Unit Turnover

In 2022 there were 71 vacancies reported from January to October. Almost half of all unit vacancies in 2022 were 1-bedroom units (46.5%), followed by senior only units with 25.4% and two-bedroom units with 14.1%. (Figure 24) Unit turnover has an impact on the wait times illustrated in Figure 26, where households are waiting the longest for four-bedroom units due to the lowest turnover rate.

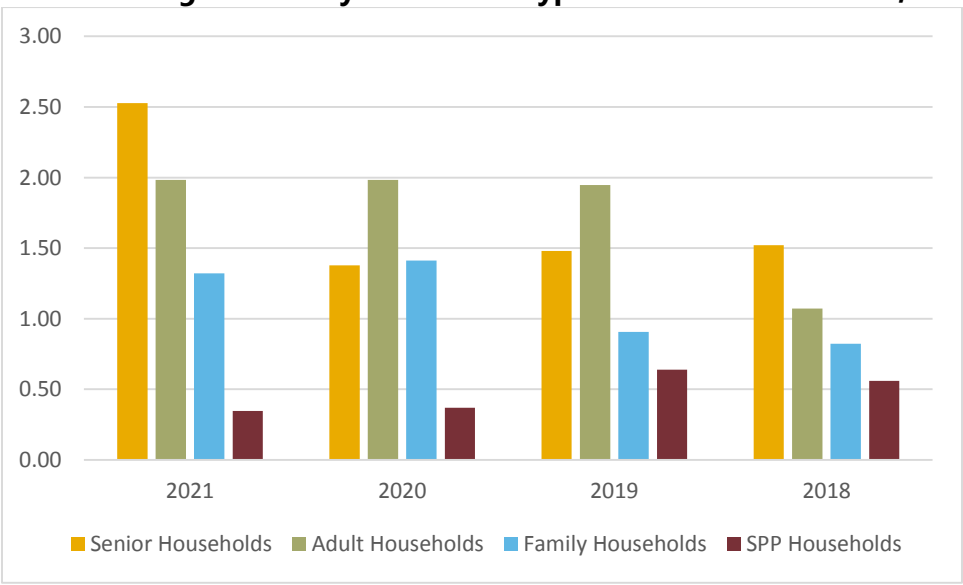
Figure 26: Unit Turnover by Size in Leeds and Grenville, 2022



Source: Social Housing Registry, United Counties of Leeds and Grenville 2022

As described in Figure 27, of the applicants who were housed from 2018-2021, average wait-times were approximately 1.5 years; Special Priority Placement (SPP) households waited the least amount of time (0.5 years on average), followed by family households that waited an average of slightly longer than 12 months Adults and seniors waited the longest, on average for 1.5 years as the majority required one-bedroom unit.

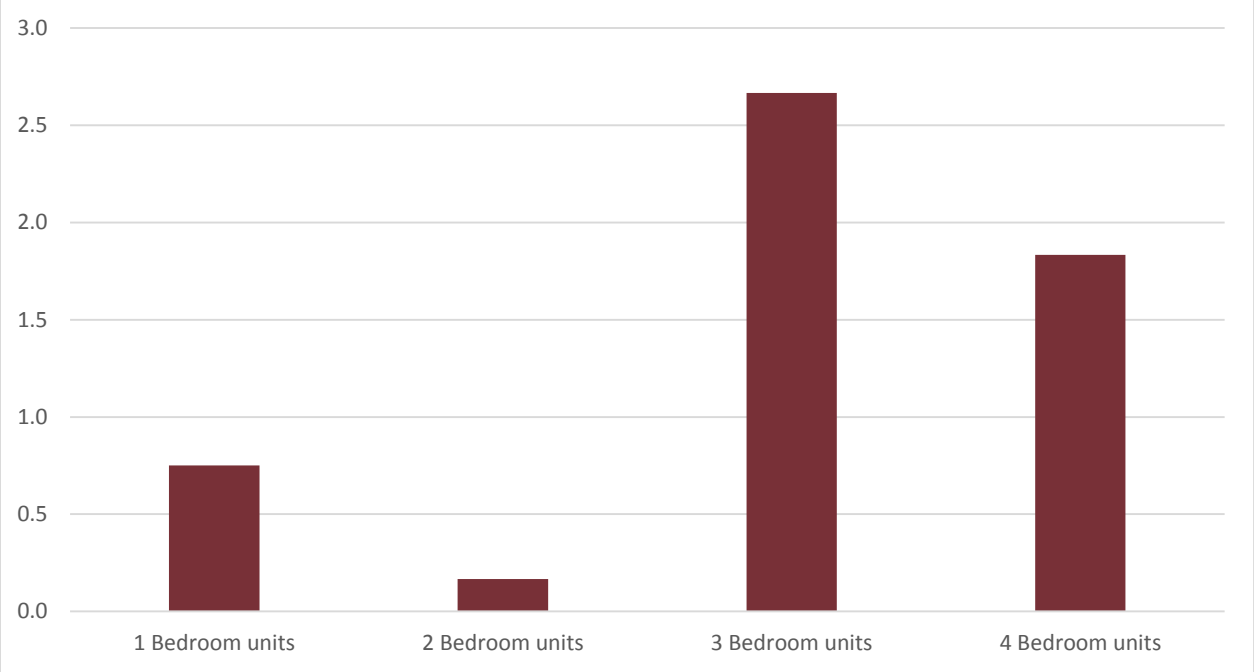
Figure 27: Time Waiting in Years by Household Type in Leeds and Grenville, 2018-2021



Source: Social Housing Registry, 2018-2021

In 2022 the waitlist reporting changed slightly to track wait times by unit size rather than household type (senior, adult, family). Figure 28 further illustrates how long individuals waited before they were housed in 2022. Households waited the longest for 3-bedroom units to become available as there were only 8 units vacated in 2022. Those housed in two-bedroom units in 2022 were deemed Special Priority Placement (SPP) and do not reflect the typical wait time for those units. Overall on average households waited less than 1.5 years when housed in 2022.

Figure 28: Time Waiting in Years by Unit Type in Leeds and Grenville, 2022



*Source: Social Housing Registry, 2022 *no data available for Bachelor units due to no vacancies in 2022*

Section Highlights

- The majority of applicants are requesting one-bedroom units, and units in the separated municipalities of Brockville, Prescott, or Gananoque, which is also where the majority of social housing is held.
- The majority of applicants are single adults and seniors.
- Many applicants have selected multiple building locations on their applications in order to secure housing quicker.
- Unit turnover at most housing complexes is very low, resulting in slower movement on the waitlist.
- Turnover of units vary by size with 4-bedroom family units having the lowest turnover.

Regional Summary

Sub-Region 1 (Brockville & Area) - Brockville, Elizabethtown-Kitley

Brockville

Brockville is the most populous municipality in Leeds and Grenville; having 22,116 residents, or 21% of the population, and 46% of the social housing in Leeds and Grenville. While Brockville does hold the majority of rent-geared-to-income housing in Leeds and Grenville, the population's need for affordable housing extends beyond the supply. A significant portion of Brockville's renting population is having affordability difficulties; 1,748 or 38.3% of renters in Brockville are currently paying 30% or more of household total income on shelter costs. Brockville also has the longest waitlists in public housing for both family units and adult units; 55 Reynolds Drive has approximately 111 applicants waiting, 112 applicants waiting for a unit at 11 Hastings Drive, and 17 are waiting on the list at Legion Village (seniors). The longest waiting lists for family units are two-bedroom units; Bisley/Salisbury/Reynolds has the longest family unit waitlist with 30 applicants, followed by Brighton Crescent that has 25 applicants. Three-bedroom units at Bisley/Sailsbury/Reynolds, Brighton Cres and Peden Boulevard have a combined 73 applicants for 44 units.

According to Statistics Canada, Brockville has the second highest incidence of low-income as compared to other municipalities within Leeds and Grenville; approximately 14.6% of the city's population is low-income. The low-income rate for persons under 18 years of age was 18% compared to 13.9% for persons aged 18 to 64, and 14.2% for persons 65 and over in 2020. The highest low income rate was for persons 0 to 5 years. Persons living in lone-parent economic families had a lower median-after-tax income reporting $56,400 compared to $104,000 couple-with-children economic families in 2020. While singles in Brockville reported the lowest median-after-tax income of $32,000.

Key Highlights

- Children, lone-parent families, and single adults under the age of 65 have the highest incidence of low-income in Brockville as compared to other populations.
- The City of Brockville holds the largest proportion of Social Housing in the Counties; having a total of 451 units for adults, families and seniors.
- One bedroom units in Brockville have the longest waiting lists for all of the locations.
- Median-after-tax household income increased by 23% from 2015 to 2020, increasing from $46,473 to $57,600.
- Brockville welcomed Leclerc in 2022, which included the addition of approximately 200 jobs after the closing of Proctor and Gamble Inc, in 2019. As well, 3M Canada added over

100 to their workforce from 2018-2021, both aided in offsetting the loss to the local job market and economy in Brockville and the surrounding area.

Elizabethtown-Kitley

Elizabethtown-Kitley Township is the fifth largest municipality in Leeds and Grenville, with a population of 9,545. According to Statistics Canada there was a decrease in population from 9,631 households in 2016 to 9,545 in 2021. Elizabethtown-Kitley had the third highest median after-tax household income in Leeds and Grenville in 2020, at $81,00, which was a 17.6% increase from 2015.

According to the Statistics Canada Census in 2021, 86 households or 24.6% of renters in Elizabethtown-Kitley are spending 30% or more of household total income on shelter costs. This is a decrease from the 168 households paying 30% or more on shelter costs in 2016. Rents are the third highest in the Counties costing an average of $1,048 per month. Currently there are no social housing units located in the municipality. According to Statistics Canada:

- In 2020, approximately 7.5% were in low-income, while in 2015, 10.1% of the persons in Elizabethtown-Kitley lived in low-income.
- The low-income rate for persons 65 and over was 8.7%, compared to 7.9 for persons under 18 years of age and 7.9% for persons 18 to 64 years.
- Persons living in lone-parent economic families had a lower median-after-tax income reporting $68,500 compared to $116,000 couple-with-children economic families in 2020. While singles in Elizabethtown-Kitley reported one of the highest median-after-tax income in Leeds and Grenville at $38,000.

Key Highlight

- Elizabethtown-Kitley is the fifth largest municipality within Leeds and Grenville, and had the second highest percentage of growth in 0-9 population in 2021.
- The Median age of Elizabethtown-Kitley's population is 51.2 years, slightly higher than Leeds and Grenville (50.8) and has 8.6% of the population for persons 65 years and older.
- Only 9.5% of residents are renters in the municipality, and 90.55% are homeowners. While average monthly rents in this municipality are the third highest in Leeds and Grenville, it is likely that other factors such as a higher household income, fewer individuals living in low income, only 4.7% of Ontario Works caseload (55 benefit units) is contributing to this municipality's ability to afford housing overall.

Sub-Region 2 (North Leeds)- Rideau Lakes, Westport

Rideau Lakes

After Westport, Rideau Lakes Township has the second highest median age of population in Leeds and Grenville, at 55.6 years which is slightly higher than the reported 53 years in 2016. Rideau Lakes has the third largest population of persons aged 65+ in Leeds and Grenville (2,195), and has experienced a decline in population of persons ages 5 to 24 and 45 to 64 years.

While average rents are low compared to other municipalities, at approximately $996 per month, renters are still having difficulty affording their monthly housing costs in Rideau Lakes Township; 23% of renters (or 130 households) in Rideau Lakes are spending 30% or more of household total income on shelter costs.

The current compliment of social housing in this municipality is located in Delta, Elgin, and Portland and serves adults, families and seniors.

Key Highlights

- Waitlists for social housing in Rideau Lakes are relatively low but increasing for some units; 27 applicants are waiting for a one-bedroom unit in Elgin, only 2 applicants are waiting for a one-bedroom in Portland, 6applicants are waiting for a three-bedroom unit in Delta, and 27 applicants are waiting for the two and three-bedroom units in Elgin.
- 12.2% percent of Leeds and Grenville's seniors' population resides in the Township of Rideau Lakes. Currently the township has 23 units that are designated for seniors.
- Rideau Lakes is a geographically large and primarily rural township containing a number of villages, which can make planning for the delivery of social housing challenging.

Westport

With a median age of 59.6 years the population in Westport is aging faster than any other municipality in Leeds and Grenville. According to Statistics Canada, there has been little household change in Westport; with the number of households remaining constant at 320 for ten years from 2001-2011, before decreasing to 300 households in the 2016 Census; a slight increase to 335 households was reported in 2021. Despite having one of the lowest average monthly rental cost in all of Leeds and Grenville at $940, Westport has the highest percentage of tenant households spending more than 30% of their income on rent (40.9%). Due to the small population in Westport this 40.9% represents 45 households. The waitlist for the one public housing building in Westport is moderate with approximately 16 applicants waiting for one of the 21 units to become available.

Key Highlights

- Westport's population is aging at a rate faster than all other municipalities in Leeds and Grenville. In 2021 the median age of the population in Westport was aged 59.6, as compared to Leeds and Grenville, which was 50.8 years.
- Westport has the second lowest median-after-tax income of municipalities in Leeds and Grenville, which was reported by Statistics Canada in 2020 as $57,600, well below the reported $72,500 for Leeds and Grenville.
- Waitlists are moderate at the 21-unit adult building in Westport.

Sub-Region 3 (South Leeds) - Athens, Front of Yonge, Gananoque, Leeds and the Thousand Islands

Athens

Athens median age of 50.8 years is the same as the average for all of Leeds and Grenville and has one of the lowest distributions of persons age 65 and older (2.6%). Athens also has the lowest average monthly rents in Leeds and Grenville, reported by Statistics Canada in 2020 as $840. Few renters are having affordability difficulties, with only 20 renter households that reported spending 30% or more of monthly income on shelter costs in the 2020 Census. All rent-geared-to-income housing available in this municipality is designated for seniors, for a total of 7 RGI units with an additional 13 market rent units managed at this location by Athens and District Housing.

Key Highlights

- According to Statistics Canada, 10.5%, of the persons in Athens lived in low-income in 2021, which is slightly lower than the average rate in Leeds and Grenville overall (13.1%).
- There were very few households receiving Ontario Works benefits in 2022 (30).
- The Median-after-tax income for this municipality ($74,500) is slightly above the average for Leeds and Grenville ($72,500); increased from the $63,648 reported in 2015.
- The majority of households in this municipality are homeowners (90.5%), with only 9.5% renting.

Front of Yonge

After Westport, Front of Yonge Township is the second smallest municipality in Leeds and Grenville with 2,595 residents and has decreased since 2,803 reported in 2006. The median age of population is aging faster than the province; Front of Yonge's median age was 51 in 2021 which

is on par with Leeds and Grenville average age of 50.8 years. Front of Yonge has a relatively low rate of low-income at 9.9%. The median after-tax household income in 2020 was $75,000, which was above the average for Leeds and Grenville. The average rents in the municipality were moderate in 2020 at $1,020 per month and up slightly from $947 in 2015, while approximately 39% of renters, or thirty-five households reported spending 30% or more of their income on rent in 2020.

Key Highlights

- There is one 17 unit rent-geared-to-income apartment building comprised of one-bedroom units located in the village of Mallorytown. There are currently 14 applicants on the waitlist and only one household vacated a unit in 2022.
- Persons living in Front of Yonge were the third highest percentage to receive COVID-19 Emergency and Recovery (22.2%) and/or Earning Replacement (27.4%) benefits in 2020.

Gananoque

Gananoque holds the third largest supply of rent-geared-to-income units in the United Counties, having a total of 102 units that are divided between adults (51 units), families (25 units), and seniors (26 units). According to the 2021 Census, there are 342 households, or 30.3% of renters, having affordability problems in Gananoque, spending 30% or more of household total income on shelter costs. The average rental costs in 2020 were reported as third highest in Leeds and Grenville at $1048 monthly, slightly higher when compared to Leeds and Grenville in general, which were an average of $1036 per month.

According to Statistics Canada:

- In 2020, 665 persons, or 12.7%, were in low-income, decreased from 2015 where 16.4% of the population in Gananoque lived in low-income.
- Persons living in Gananoque were the highest percentage to receive COVID-19 Emergency and Recovery (26.7%) and/or Earning Replacement (29.5%) benefits in 2020, and on average received more when compared to other municipalities in Leeds and Grenville.
- The low-income rate for persons 65 and over was 15.2%, compared to 13.8% for persons under 18 years of age, followed by 11.2% for persons aged 18 to 64 in 2020.
- Persons living in lone-parent economic families had a lower median after-tax income at $59,200 compared to average for Leeds and Grenville ($62,400), while singles living in Gananoque reported only a slightly lower median after-tax income when compared to Leeds and Grenville average.

Key Highlights

- Cardinal Health, one of the top five largest employer in Leeds and Grenville is located in the Town of Gananoque. The Shorelines Casino 1000 Islands is another large employer that is located in the Town of Gananoque, together employing a total of approximately 826 individuals.
- Gananoque has a considerable supply of rental housing that is available for a variety of populations (adults, families, and seniors).
- A substantial portion of children and sole support families are living in low-income in Gananoque. However, waitlists remain relatively low for family units, with less than ten households per bedroom type waiting for one of the 30 family units.
- Ganaoque has the third lowest median after-tax total household income for 2020 with $59,600 compared to the average in Leeds and Grenville ($72,500), however that is an increase from $49,536 reported in 2015.
- There were approximately 85 households receiving Ontario Works benefits in 2022.

Leeds and the Thousand Islands

Leeds and the Thousand Islands is the fourth largest municipality in Leeds and Grenville, and has one 16 unit seniors designated social housing building. The waitlist for the seniors building is low, with approximately 2 households waiting. The majority of households in the municipality were homeowners (91.4%) in 2021; monthly rents are the lowest in Leeds and Grenville at $840 in 2020, however approximately 25% of renters (85 households) were paying 30% or more of their income on rent.

According to Statistics Canada:

- In 2020, 795 persons or 8.3% were low-income based on low-income measure after-tax compared to 815 persons or 8.7% reported in 2015.
- The low-income prevalence for persons 65 and over was 9.7% compared to 8.8% for persons under 18 years of age and 7.5% for persons 18 to 64 years of age.
- Persons living in lone-parent economic families reported the median after-tax income to be the same as the average for Leeds and Grenville at $62,400 and slightly lower than Ontario ($67,500), singles living in Leeds and the Thousand Islands had a slightly higher median after-tax income than the average single living in Leeds and Grenville reporting $37,600 compared to $34,800.

Key Highlights

- The only rent-geared-to-income housing in the municipality is a 16 unit seniors mandated building located in Lansdowne that maintains a low waiting list.

- Leeds and the Thousand Island has 2,625 or 9.5% of all population for persons 65 and older in Leeds and Grenville, fourth among municipalities.
- The median after-tax total household income is higher than the average for Leeds and Grenville at $79,000 compared to $72,500, fourth among municipalities.

Sub-Region 4 (North Grenville) - North Grenville, Merrickville-Wolford

Municipality of North Grenville

The Municipality of North Grenville, with a population of 17,964 in 2021, is the second largest municipality in Leeds and Grenville after Brockville. It is also the second highest growing municipality in Leeds and Grenville after Brockville (21.25%) experiencing 17.26% growth from 2016-2021 Census. Having the youngest median age at 45 years, North Grenville continues to age slower than other municipalities in Leeds and Grenville. However because of the large population size, North Grenville has the second highest number of persons aged 65 and older with 3,830 or 13.8% of seniors in all of Leeds and Grenville. According to Statistics Canada as of 2020, North Grenville continues to have the highest median after-tax household income, as compared to the other municipalities in Leeds and Grenville, at $92,000, which was also a 19.% increase from $77,279 reported in 2015. North Grenville has the lowest prevalence of low-income in Leeds and Grenville, which was at 5.2% in 2020. According to Statistics Canada:

- The low-income prevalence for persons under 18 years of age was 5.2%, compared to 4.8% for persons aged 18 to 64, and 6.3% for persons 65 and over in 2015.
- Persons living in lone-parent economic families reported the second highest median after-tax income at $71,000, only neighbouring Merrickville-Wolford was higher at $74,500; singles living in North Grenville reported the highest median after-tax income of all municipalities in Leeds and Grenville at $42,800.

Key Highlights

- In 2020, 37.1% of renters (321 households) were paying more than 30% or more of their household income on rent. North Grenville had the highest average monthly rent in Leeds and Grenville in 2020 at $1,348 per month up from $1,100 reported in 2015.
- Slightly more than 13% percent of the senior's population in Leeds and Grenville resides in North Grenville, while still having the youngest median age among all municipalities at 45 years.
- Currently 11% of the Counties social housing supply is located in North Grenville, with 49 units located in Kemptville. 10 new one-bedroom rent-geared-to-income units (RGI) were added at Water Street in 2022.

Merrickville-Wolford

Merrickville is steadily growing; from 2001 to 2021 Merrickville grew by 17.8%, while many of the other municipalities in Leeds and Grenville (with the exception of North Grenville) were growing more modestly. Like other municipalities in Leeds and Grenville, Merrickville is also aging at a rate faster than the average for Leeds and Grenville (50.8 years), having a median age of population that is 54.4 years, third oldest population among municipalities. In 2020, 210 persons, or 7.1%, of the persons in Merrickville-Wolford were considered low-income on the low-income measure after-tax (LIM-AT) compared to 9.8% for Leeds and Grenville. 60 renter households reported in the 2021 Census that they were spending more than 30% of household income on monthly rent, while average monthly shelter costs were moderate for Leeds and Grenville at $1,010.

Key Highlights

- Merrickville has two 20-unit rent-geared-to-income adult buildings and maintains a healthy waitlist of approximately 40 applicants, reporting only one vacancy in 2022.
- Merrickville-Wolford has less than 3% of the senior population for Leeds and Grenville.
- Approximately 86% of households in Merrickville-Wolford are owner household, while the remaining 14% are renters.

Sub-Region 5 (South Grenville) – Augusta, Edwardsburg/Cardinal, Prescott

Augusta

Augusta's 2020 median-after-tax income increased by 21.7% from the 2016 Census completed by statistics Canada, from $69,212 to $84,000, placing the median after-tax income for residents of Augusta Township well above the 2020 average median-after-tax income in Leeds and Grenville ($72,500). According to Statistics Canada:

- In 2020, 440 persons or 6.0% were in low-income, while in 2015, 7.6% of the persons in Augusta lived in low-income.
- The low-income rate for persons 65 and older was 7.3% compared to persons under 18 years of age was 6.2%, and 5.4% for persons aged 18 to 64.
- Persons living in lone-parent economic families had a higher median-after-tax than most municipalities and higher than reported for Leeds and Grenville ($62,400) at $70,000, as well singles in Augusta reported one of the highest median-after-tax income in Leeds and Grenville at $39,200.

There are 2715 owner households, and 2405 renter households in Augusta; approximately 65 renter households (27% of renters) are having difficulty affording their monthly rent in this municipality. Average monthly rents in 2021 were $1,100 in Augusta, which according to Statistics

Canada was the second highest in Leeds and Grenville at the time. Currently there is no subsidized housing located in this municipality.

Key Highlights

- With only 65 renter households paying 30% or more of total monthly income on rent, relatively few renters are having affordability difficulties in this municipality.
- Augusta continues to have the second highest median-after-tax household income of Municipalities in Leeds and Grenville in 2020, which was $84,000.
- There currently are no social housing units located in the Township of Augusta.

Edwardsburg/Cardinal

With a population of approximately 7,505, the Township of Edwardsburg/Cardinal is home to two public housing buildings:

- 39 unit one-bedroom adult building in Cardinal, and
- 15 unit one-bedroom adult building in Spencerville.

Currently the waitlist numbers for each building is considered low in comparison to other one-bedroom waitlists throughout Leeds and Grenville with 12 applicants waiting to be housed in Cardinal and 18 in Spencerville. The vacancies in 2022 for Cardinal were high for the 39 bedroom unit in comparison to other areas with a total of 6, while Spencerville only had one vacancy during the same reporting period.

According to Statistics Canada:

- In 2020, 750 persons, or 10%, were in low-income based on the low-income measure after tax (LIM-AT), which has remained fairly consistent over the years, where in 2015, 12.3% of the persons in Edwardsburgh/Cardinal lived in low-income.
- The low-income prevalence for persons under 18 years of age was 10.6%, compared to 8.6% for persons aged 18 to 64, and 13.3% for persons 65 and over in 2015.
- Edwardsburgh/Cardinal had the second youngest population at 48.4 years old, two years older than reported for persons living in North Grenville.

Key Highlights

- A number of major employers are located within Edwardsburgh/Cardinal including Giant Tiger Distribution Centre and Ingredion Canada, combining to employ 710 persons as reported in 2021.
- Approximately 80% of the 3,140 total households in Edwardsburgh/Cardinal are owned.

- 30.3% of renters (182 households) reported in 2020 that they were spending 30% or more of their income on shelter costs, average monthly shelter costs reported were $1,020.
- Edwardsburgh/Cardinal reported a median after-tax household income of $74, 500 which is the fifth lowest in Leeds and Grenville, however it is still higher than the Leeds and Grenville average of $72,500.

Town of Prescott

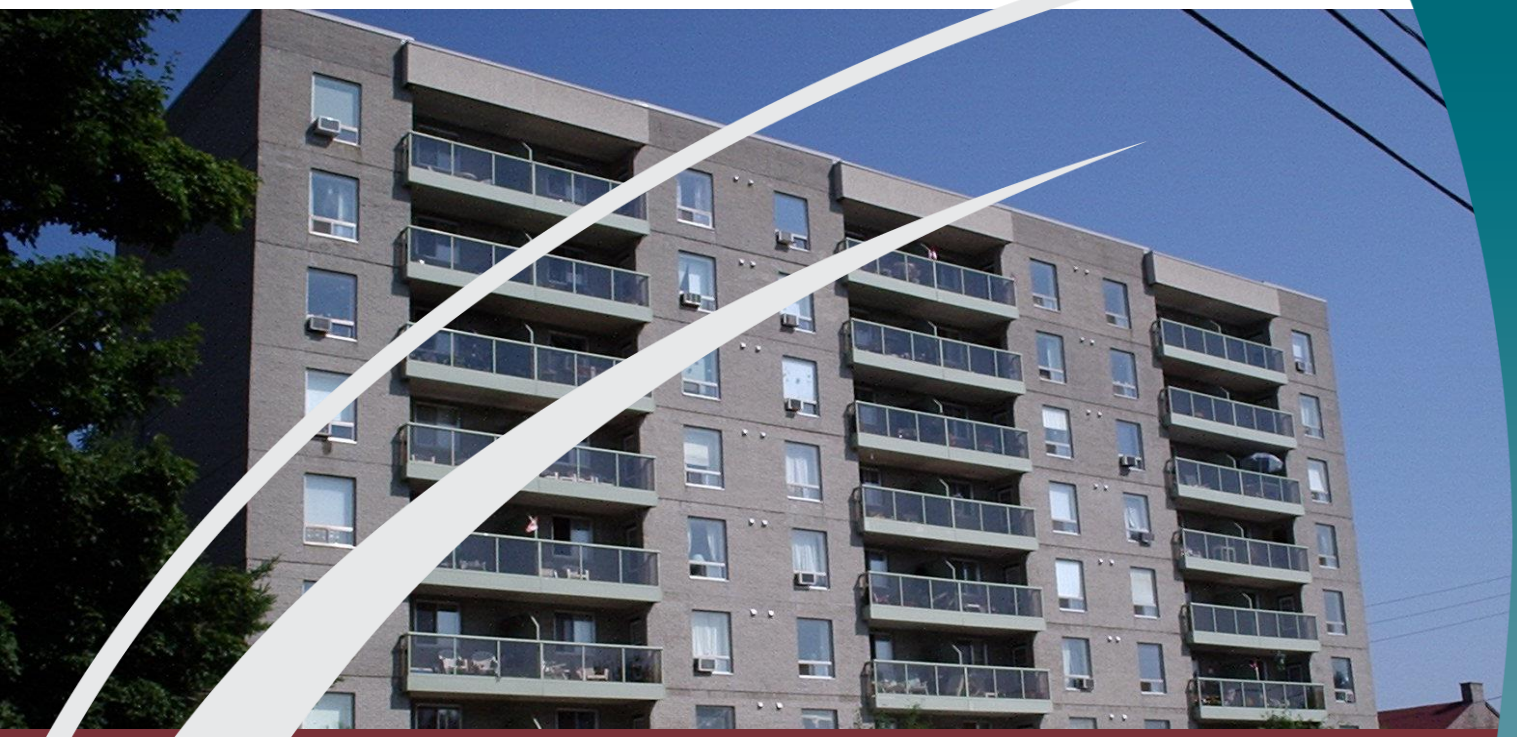
With a population of 4,078, approximately one in five persons in Prescott is living in low-income. According to Statistics Canada, 695 persons, or 17.4%, of the persons in Prescott lived in low-income in 2020, which is the highest rate in Leeds and Grenville. Prescott currently holds the second largest portion of social housing in Leeds and Grenville, which is comprised of the following units:

- 82 adult units (bachelor, one and two bedroom), and
- 63 family units (two, three and four bedroom).

Waiting lists are longest for one-bedroom units, which is consistent across Leeds and Grenville with 85 applicants currently waiting to be housed with7 vacancies reported in 2022. Two- and three-bedroom units have lower waiting lists, with 28 applicants waiting for two-bedroom units and 17 for three-bedroom. Like one-bedroom units there were only 7 vacancies in 2022. Approximately 42% of all households in Prescott are renters which is second in Leeds and Grenville, slightly fewer than Brockville.

Key Highlights

- A significant portion of renter households (39% or 310 households) are paying greater than 30% of their monthly income on shelter costs, with average monthly shelter costs at $962
- Prescott reported the lowest median after-tax total household income of all municipalities with $55,600.
- The second highest municipality for Ontario Works cases are in Prescott with 112 benefit units.
- A number of major employers are located within or in close proximity to Prescott including Kriska Transportation, Prysmian Group and Giant Tiger Distribution Centre.
- Prescott population is the fourth youngest of all municipalities at 49.6 years old.



2024-2025 Alternate Average Market Rents for Leeds & Grenville

April 2024

where **lifestyle**
grows good **business**

Tables

Table 1 CMHC Private Apartment Rents ($) for Brockville, Western Ottawa Surrounding Areas, 2023, Fall 2023

Table 2 Leeds and Grenville 2023-2024 Rental Market Study

Table 3 Number of Private Apartment Units in the Universe by Bedroom Type in Brockville from 2019-2023

Table 4 Alternate Average Market Rents in Leeds and Grenville 2019-2023

Table 5 Alternate Average Market Rent Percentage Change from 2018-2023

Table 6 Ontario's Provincial Rent Increase Guideline from 2020-2024

Table 7 2025 Recommended Alternative Average Market Rent Table for Leeds and Grenville's Subregions

Table 8 Canada-Ontario Housing Benefit Rents in Leeds and Grenville, 2024

Figures

Figure 1 Geographic Location of Rental Listings Reviewed in Leeds and Grenville

Figure 2 Leeds and Grenville Subregions

Introduction

A rent survey is conducted by the Community Housing Department on an annual basis to verify the current rental housing market for asking-rents in the various geographic regions in Leeds and Grenville. This survey is reviewed with the Average Market Rent (AMR) tables available for certain regions in Leeds and Grenville from Canada Mortgage and Housing Corporation (CMHC). The Counties as Service Manager for community housing is required to use the CMHC-based rent tables for certain provincially-funded housing programs, unless an alternate is requested if the Service Manager is of the opinion that the CMHC AMR's do not reflect the actual rents in the local market area or where it is not available.

Canada Mortgage and Housing Corporation Average Market Rent Survey

Canada Mortgage and Housing Corporation (CMHC) conducts an annual rental market survey in urban areas with populations of 10,000 or greater. The survey targets privately initiated rental structures with at least three rental units, which have been on the market for at least three months. The survey collects rent levels, turnover, and vacancy unit data for all sampled structures. Presently, the CMHC average market rent table for Leeds and Grenville (Table 1), is based upon data from the City of Brockville.

The Municipality of North Grenville is surveyed by CMHC with its data included with the City of Ottawa's, but in the most recent survey there was insufficient data to produce a rent table for North Grenville for 2023. Due to the lack of rental data for that area, CMHC has used the Western Ottawa Surrounding Areas for CMHC programs in the Municipality of North Grenville.

Table 1: Canada Mortgage and Housing Corporation Private Apartment Rents ($) for Brockville, Western Ottawa Surrounding Areas, 2023

	Bachelor	One Bedroom	Two Bedroom	Three + Bedroom
Brockville	$872	$965	$1,185	$1,284
Western Ottawa Surrounding Areas	$1,765	$2,064	$2,710	No data

Source: CMHC Housing Market Information Portal (January 2024)

The CMHC survey has some limitations in Leeds and Grenville; the survey is based upon data only from the City of Brockville, and does not include rental information from the eleven other municipalities in Leeds and Grenville. The Municipality of North Grenville is

surveyed by CMHC with its data included with the City of Ottawa's, but there usually is insufficient data to produce a rent table for North Grenville.

The rents used to calculate the average market rent (AMR) in the CMHC survey include the rents of sitting tenants and the asking rent for vacant units. As most units surveyed are occupied, the majority of unit rents in the survey will be that of sitting tenants, which are protected by the provincial rent guideline increase. Because the majority of rents included in CMHC's survey are "rent-controlled", the AMR table does not provide an accurate picture of the average asking price of units, presenting a limitation when using the CMHC AMR for certain housing policies.

Local Survey

A local housing survey was conducted by the United Counties of Leeds and Grenville, Community Housing Department to determine the average market rents for rented dwellings throughout Leeds and Grenville. Websites such as Kijiji, advertising rental units in Leeds and Grenville were reviewed for the period November 2023 to January 2024. The data collected was compiled, and is summarized in Table 2 below.

Table 2: Leeds and Grenville 2023-2024 Rental Market Study

	Room	Bachelor	One Bedroom	Two Bedroom	Three Bedroom	Four+ Bedroom
Average	$793	$1,201	$1,576	$1,937	$2,243	$2,867
Median	$750	$1,199	$1,500	$1,800	$2,250	$3,150
Mode	$800	$1,299	$1,400	$1,800	$2,500	$2,100
Highest	$1,200	$1,299	$3,500	$3,500	$4,800	$3,500
Lowest	$450	$950	$950	$1,395	$1,275	$2,100

Source: Leeds and Grenville Community Housing Department

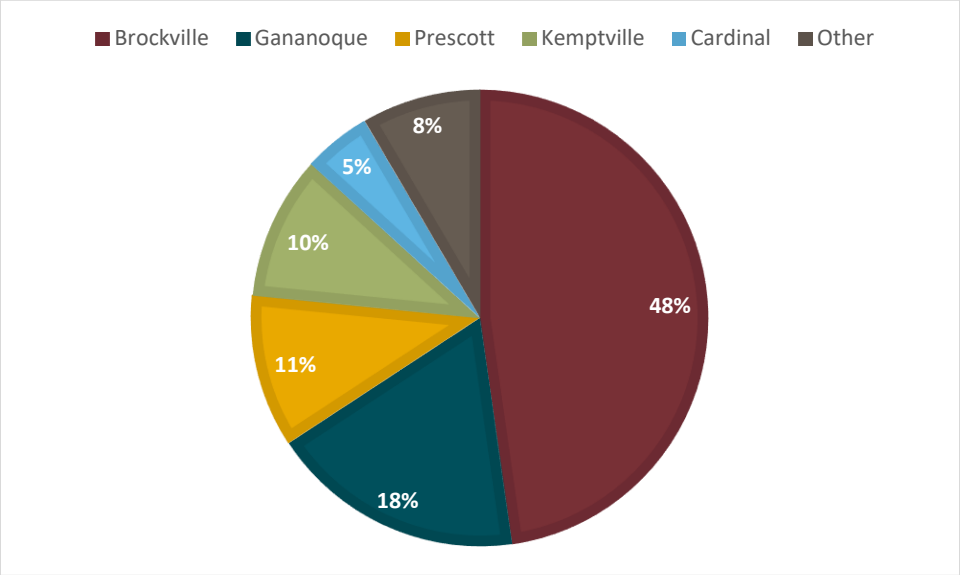
Listings by Unit Type

The majority of rental listings reviewed for the Leeds Grenville rental survey (table 2) were for two-bedroom units (143), followed by one-bedroom units (71), and bachelor units (52); there were also listings reviewed for 43 three-bedroom units, and 15 shared accommodations/rooms, and only six listings for units that have four bedrooms.

Listings by Town/City

The majority of listings reviewed were for unit rentals located in Brockville (159), followed by Gananoque (60), Prescott (36), and Kemptville (34), which are illustrated in Figure 1.

Figure 1: Geographic Location of Rental Listings Reviewed in Leeds and Grenville



Source: The United Counties of Leeds and Grenville Community Housing Department

Regional Rental Market

The geographic areas of the United Counties of Leeds and Grenville are reported within under the following sub-regions. See Figure 2 below. For detailed rent tables by sub-region, refer to **Appendix A – Regional Rental Market in Leeds and Grenville**.

Sub-Region 1: Brockville and Area City of Brockville, Township of Elizabethtown-Kitley

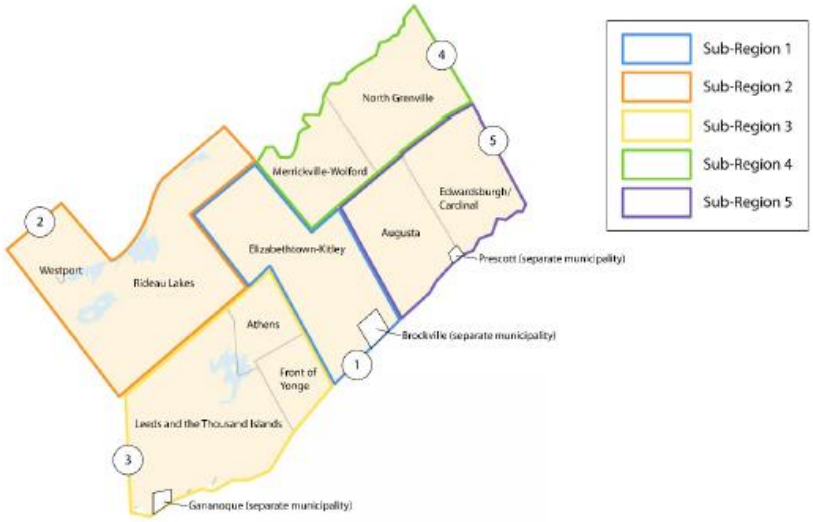
Sub-Region 2: North Leeds The Township of Rideau Lakes, Village of Westport

Sub-Region 3: South Leeds Town of Gananoque, Township of Leeds and the Thousand Islands, Township of Front of Yonge, Township of Athens

Sub-Region 4: North Grenville The Municipality of North Grenville, Village of Merrickville-Wolford

Sub-Region 5: South Grenville Town of Prescott, Township of Augusta, Township of Edwardsburgh-Cardinal

Figure 2: Leeds and Grenville Subregions



Number of Rental Housing Units in Leeds Grenville

According to Statistics Canada's Census of the Population, in 2020 there were 9,770 renter households in Leeds and Grenville, and 34,850 owner households. Canada Mortgage and Housing Corporation collects data on the number of apartments in regions surveyed; in Leeds and Grenville, this information is collected for Brockville.

The number of private apartments in Brockville has remained relatively stable over the past five years. As seen in table four, the majority of private apartments in Brockville are two-bedroom apartments (1,313), followed by one-bedroom apartments (506), three-bedroom apartments (95), and bachelor units (76). The overall number of residential rental units in Brockville has been decreasing over the past three years.

Table 3: Number of Private Apartment Units in the Universe by Bedroom Type in Brockville from 2019 to 2023

Unit Type	2019	2020	2021	2022	2023
Bachelor	87	80	79	79	76
One Bedroom	571	574	569	573	506
Two Bedroom	1,346	1,354	1,401	1,388	1,313
Three Bedroom	94	93	93	91	95
Total	2,098	2,101	2,142	2,131	1,990

Source: Canada Mortgage and Housing Corporation

Because there are far less three-bedroom, four-bedroom and bachelor units available than other bedroom types, it may be more difficult to find an affordable unit of these types when needed. Tenants searching for a one or two-bedroom apartment may have more affordable options available to choose from. In particular, two-bedroom apartments comprise approximately 66% of the rental housing supply in Brockville, which may allow for a greater quantity of lower priced units in the market. The number of private apartments has not increased or decreased significantly over the past five years, however the overall number has been slowly decreasing overall.

Vacancy Rates

When vacancy rates are stable, rents tend to be stabilized as well. Data from CMHC for vacancy rates in 2023 for Leeds and Grenville was limited to two-bedroom units in Brockville, which was relatively high at 5.0, compared to the national average that according to CMHC had a record low vacancy rate of 1.5%. Information for Leeds and Grenville's neighbors had a rock-bottom vacancy rate of 0.8% in Kingston and 0.6% in Ottawa, which was lower than the national average.

Rent Trends Over Time

The alternate average market rents (AAMR) in Leeds Grenville (see table 4), have usually increased yearly for most bedroom sizes from 2019 to present. The greatest increase over five years was seen in the four+ bedroom size, increasing by 91.28% from $1,227 rent per month in 2019, to $2,347 per month in 2023. The smallest increase, while still significant, was for bachelor apartments, which increased by 36.39% from $775 per month in 2019, to $1,057 in 2023.

Table 4: Alternate Average Market Rents in Leeds and Grenville 2019 to 2023

Year	Bachelor	One Bedroom	Two Bedroom	Three Bedroom	Four+ Bedroom
2019	$775	$855	$950	$1,100	$1,227
2020	$825	$911	$1,100	$1,350	$1,600
2021	$950	$1,112	$1,299	$1,542	$2,263
2022	$961	$1,125	$1,315	$1,561	$2,290
2023	$1,057	$1,237	$1,446	$1,717	$2,347

Source: Leeds Grenville Housing Department Rental Market Survey 2019-2023

Table 5: Alternate Average Market Rent Percentage Change from 2018-2023

Year	Bachelor	One Bedroom	Two Bedroom	Three Bedroom
2018 - 2019	18.32%	11.76%	4.51%	2.71%
2019-2020	6.45%	6.55%	22.73%	30.40%
2020-2021	13.16%	18.08%	15.32%	12.45%
2021-2022	1.14%	1.16%	1.22%	1.22%
2022-2023	9.99%	9.96%	9.96%	9.99%
2019-2023	36.39%	44.68%	52.21%	56.09%

Source: Leeds Grenville Housing Department Rental Market Survey 2017-2023

Provincial Rent Increase

Annually the province sets the allowable percentage that rent can be increased by landlords for the following year for rent controlled units. While the rent increase guideline applies to the majority of rental households covered by the *Residential Tenancies Act*, it does not apply to rental units occupied for the first time after November 15, 2018, vacant residential units, or community housing units. The rent increase guideline is based on the Ontario Consumer Price Index (CPI) published by Statistics Canada. The allowable rent increase guideline set by the Province for 2024 is 2.5%. A five-year history of provincial rent increases from 2020-2024 is provided in Table 6, below.

Table 6: Ontario's Provincial Rent Increase Guideline from 2020 - 2024

Year	Guideline (%)
2024	2.5
2023	2.5
2022	1.2
2021	0.0
2020	2.2

Source: www.Ontario.ca

Recommendation

An alternative average market rent table for Leeds Grenville's subregions is suggested (see Table 7) as a result of factoring the prices of rents listed, vacancy rates, number of listings/universe of bedroom types, the mode cost, the average cost, and the real world availability of rents. There were insufficient listings of a consistent price available for four-bedroom units; the recommended average market rent uses the 2023 alternate average

market rent increased by the allowable provincial rent increase. Some subregions had insufficient listings to produce an average rent for the bedroom-type, and the County average rent was used (indicated in shaded cells in table 7).

Table 7: 2025 Recommended Alternative Average Market Rent Table for Leeds and Grenville's Subregions

	Room	Bachelor	One Bedroom	Two Bedroom	Three Bedroom	Four + Bedroom
CMHC 2023 AMR	-	$872	$965	$1,185	$1,284	$1,284
Average of All Regions	$793	$1,201	$1,576	$1,937	$2,243	$2,406
Brockville and Area • City of Brockville • Twp of Elizabethtown-Kitley	$750	$1,250	$1,553	$1,892	$1,992	$2,406
North Leeds • Twp of Rideau Lakes • Village of Westport	$793	$1,201	$1,576	$1,937	$2,243	$2,406
South Leeds • Town of Gananoque • Twp of Leeds and Thousand Islands	$767	$1,201	$1,595	$2,110	$2,243	$2,406
North Grenville • Mun of North Grenville • Village of Merrickville-Wolford	$1,000	$1,201	$1,576	$1,864	$2,402	$2,406

South Grenville • Town of Prescott • Twp of Augusta • Twp of Edwardsburg-Cardinal	$827	$1,201	$1,573	$1,813	$2,243	$2,406

Source: Leeds Grenville Community Housing Department

Due to the significant difference in the rents in the subregions in Leeds and Grenville, and CMHC's lack of data for all locations where rental housing is present in Leeds and Grenville, the alternate average market rent (AAMR) table for Leeds Grenville by subregion (Table 7) is suggested for use by Canada-Ontario Community Housing Initiative/Ontario Priorities Housing Initiative and their legacy programs, Community Housing Programs, and Community Homelessness Prevention Initiative Programs to maintain consistency with program delivery criteria.

The Canada-Ontario Housing Benefit must use the current CMHC Average Market Rents (Table 8); the Service Manager may only submit a local rental market survey when the data is not available from CMHC.

Table 8: Canada-Ontario Housing Benefit Rent Table for Leeds and Grenville, 2024

Housing Program	Bachelor	One Bedroom	Two Bedroom	Three Bedroom	Four+ Bedroom
Canada-Ontario Housing Benefit	$872	$965	$1,185	$1,284	$1,284

Source: Canada Mortgage and Housing Corporation, January 2024

Appendices

Appendix A – Regional Rental Market in Leeds and Grenville

Defining What is Affordable Housing in The United Counties of Leeds and Grenville

where **lifestyle**
grows good **business**

www.leedsgrenville.com

The purpose of this report is to review options, and recommend a definition to be used for Affordable Housing capital and operating programs funded and/or delivered by The United Counties of Leeds and Grenville, Community and Social Services Division. This information may also be taken into consideration by local municipalities in Leeds and Grenville when setting targets and creating programs for affordable housing initiatives in their community that are municipally-funded.

Review of Standard Definitions of Affordable Housing

The United Counties of Leeds and Grenville, Community Housing Programs

Under the *Housing Services Act, 2011*, The United Counties of Leeds and Grenville, as Service Manager for community housing programs, is required to have a plan to address housing and homelessness. The Housing and Homelessness Plan (HHP) defines affordable housing in Leeds and Grenville as:

a) Housing which would have a market price or rent that would be affordable to those households within the lowest 35 percent of the income distribution (35th percentile) for The United Counties of Leeds and Grenville. Housing that is "affordable" is defined as:

   i. **Affordable Rental Housing** is housing where the monthly rent costs (excluding utilities) do not exceed 30 percent of the gross monthly household income.

   ii. **Affordable Ownership Housing** is housing where the monthly housing expenses (including mortgage principle, interest and property tax, but excluding insurance and utilities) do not exceed 30 percent of gross monthly household income.

b) For the purposes of participating in the Canada/Ontario Affordable Housing Program, the definition of "affordable housing" shall be municipal housing project facilities in which the average rent for each unit size, exclusive of utilities, parking, telephone, cable and other related fees, is less than or equal to the most recently released average CMHC rent for The United Counties of Leeds and Grenville for that unit size.

Federally and Provincially Funded Programs

The Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priorities Housing Initiative (OPHI) 2022/2023 Program Guidelines define affordability of rents as having rents that are at or below 80% of the Canada Mortgage and Housing Corporation (CMHC) Average Market Rent at the time of occupancy. If the CMHC average rents are not available for certain communities, or in the opinion of the Service Manager, do not reflect the actual average market rents in the local market area, the Service Manager may request an alternative average market rent by submitting a business case.

Canada Mortgage and Housing Corporation (CMHC)

According to Canada Mortgage and Housing Corporation (CMHC), housing is considered "affordable" if it costs less than 30% of a household's before-tax income.

CMHC conducts an annual rental market survey in all urban areas with populations of 10,000 or greater. The survey targets privately initiated rental structures with at least three rental units, which have been on the market for at least three months. The survey collects rent levels, turnover, and vacancy unit data for all sampled structures.

The CMHC survey has some limitations; it is based upon data only from the City of Brockville, and does not include rental information from the eleven other municipalities in Leeds and Grenville. The Municipality of North Grenville is surveyed by CMHC with its data included with the City of Ottawa, but there usually is insufficient data to produce a rent table for North Grenville.

Table 1: CMHC's 2023 Average Market Rent (AMR) for Brockville

CMHC	Bachelor	One Bedroom	Two Bedroom	Three Bedroom
AMR	$872	$965	$1,185	$1,284
80%	$698	$772	$948	$1,027

Source: 2023 Rental Market Survey (RMS), Canada Mortgage and Housing Corporation

The rents used to calculate the Average Market Rent (AMR) in the CMHC survey include the rents of sitting tenants, and the asking rent for vacant units. As most units surveyed

are occupied, the majority of unit rents in the survey will be that of sitting tenants, which are protected by the provincial rent guideline increase. Due to the majority of rents included in CMHC's survey being "rent-controlled", the AMR table does not provide an accurate picture of the average asking price of units, presenting a limitation when using the AMR for certain housing policies.

CMHC's January 2023 Rental Market Report has recognized the disparity in what rents are that are included in the AMR table, and has provided average rents for both non-turnover units, and turn-over two-bedroom units for the larger centers (i.e. the Census Metropolitan Area or CMA's). The report states that the average growth in the price of rent for two-bedroom rental units that turned over to a new tenant in 2022 was 18% in CMA's in Canada. As this information is not available in the CMHC report for Leeds and Grenville, when looking to the data of its closest neighbours for comparison, the growth in asking rents in the City of Kingston was 21.6%, and it was 17% in the City of Ottawa. Using the City of Kingston to illustrate further, the average rent of a two-bedroom sized non-turnover unit in 2022 was $1,402, and $1,612 for a turn-over unit. As a result of the practice of landlords inflating the asking price of a unit being turned over, the AMR can present an inaccurate and unrealistic expectation of the average asking price for renters searching for a new unit.

The United Counties of Leeds and Grenville's Alternate Average Market Rent

The Ministry of Municipal Affairs and Housing (MMAH) provides an Allowable Rent Table annually that is based upon the CMHC AMR rent table (see Table 1 - CMHC's 2023 Average Market Rent (AMR) for Brockville). The rent table is used to set the maximum rents for the rental and supportive housing component of the Canada-Ontario Community Housing Initiative, the Ontario Priorities Housing Initiative, and their legacy programs. The Counties, as Service Manager for community housing, is required to use the CMHC-based rent tables for certain provincially-funded housing programs, unless an alternate is requested if the Service Manager is of the opinion that the CMHC AMR's do not reflect the actual AMR's in the local market area.
In recent years, The Counties has been approved for an Alternate Average Market Rent Table because the CMHC AMR table does not reflect the entire service area (i.e. Leeds and Grenville), as the City of Brockville and the Municipality of North Grenville are the only municipalities surveyed, and data is only published for Brockville.

Table 2: 2024 Alternate Average Market Rent (AAMR) for The United Counties of Leeds and Grenville with the Annual Income Required to be Affordable

	Bachelor	One Bedroom	Two Bedroom	Three Bedroom	4+ Bedroom
AAMR	$1,057	$1,237	$1,446	$1,717	$2,347
80%	**$846**	**$990**	**$1,157**	**$1,374**	**$1,878**
Minimum Income Percentile	30th	35th	45th	55th	65th
Annual Income Required	$33,840	$39,600	$46,280	$54,960	$75,120

Source: The United Counties of Leeds and Grenville

Limitations of Using Market-Based Rent Tables

A criticism of using the market-based rent tables to set rents for Affordable Housing is that the rents are "unaffordable" to low-to-moderate income households. In some cases, tenants residing in provincially-funded Affordable Housing units in Leeds and Grenville have accessed operating funding (i.e. Housing Allowances) to make their rent more affordable. When taking the current AAMR table for Leeds and Grenville into consideration, renters residing in a four-bedroom unit size would require a household income in the 65th income percentile to afford the affordable rents.

The rental survey conducted by the Community Housing Department has observed the same trend of elevated asking rents for turn-over units that was experienced in the CMA's in Canada, as reported in CMHC's January 2023 Rental Market Report. The average increase in asking price for renting a vacant unit from 2022 to 2023 in Leeds and Grenville was somewhat lower than the national average, but still at a significant increase of 8.48%. Bachelor sized units through three-bedroom units all increased in the asking-price of rent by approximately ten percent, while four-bedroom sized units had the smallest increase in rent (2.49%). This increase in asking rents will have a significant impact on affordability for low-to-moderate income households searching for affordable accommodations.

Alternate Approaches to Determining an Affordable Rent Table

As average rents have increasingly been outpacing household incomes, an approach examining an income-based average market rent table has been undertaken. The current Provincial Policy Statement (PPS) states that affordable rental housing should be

affordable to households with the lowest 60 percent of the income distribution for renter households, and affordable ownership should be affordable to the lowest 60 percent of the income distribution for the regional market area. In 2023/2024 the annual household income for renters in the 60th income percentile in Leeds and Grenville is $64,200, and the maximum affordable rent is $1,610 per month.

A single person working full-time and earning minimum wage in Ontario might have a gross annual income of approximately $32,240, which is below the 30th income percentile. A household with two income earners working full-time may potentially earn a gross household income of approximately $64,480, which places this household at the 60th income percentile for Leeds and Grenville.

For those on fixed incomes, such as a senior in receipt of Old Age Security, in some cases annual incomes may be less than $20,429. The maximum a single person may typically receive from the Ontario Disability Support Program is approximately $1,228 per month, or $14,736 per year. Household incomes that are below the 30th income percentile will have difficulty affording the rents in Table 2, and may be best served by rent-geared-to-income housing that charges approximately 30% of household income for rent, or in the case of those in receipt of social assistance benefits, a flat-rate.
As described in Table 3, affordable rents (i.e. rent that does not exceed 30% of household income) for The United Counties of Leeds and Grenville are based upon the household income for the lowest 30th percentile of renters to determine affordability for a bachelor unit, up to the 60th income percentile of renters for units that are four-bedroom or greater.

Table 3: Affordable Rents Based Upon Income Percentiles for The United Counties of Leeds and Grenville (2024)

	Bachelor	One Bedroom	Two Bedroom	Three Bedroom	4+ Bedroom
Percentile	**30th**	**40th**	**50th**	**60th**	**60th**
Max Rent Based on Income	$910	$1,100	$1,330	$1,610	$1,610
Annual Income	$36,500	$44,500	$53,200	$64,200	$64,200

Sources: Provincial Policy Statement Income Tables (2023), and The United Counties of Leeds and Grenville

Affordable Housing Deficit in Leeds and Grenville

According to the Housing Assessment Resource Tools (HART), which defines the affordable housing deficit in a community, which is based upon the 2021 Census of the Population; there are 2,205 households in Leeds and Grenville that cannot afford to pay more than $1,025 on monthly shelter costs, 600 households that cannot afford to pay more than $410 per month, and 105 households that cannot afford to pay more than $1,640 per month in shelter costs.

According to the HART, the greatest affordable housing deficit in Leeds and Grenville is experienced by one-person households, which is 2,005 households. There are also 700 two-person households in need, 165 three-person households, and 40 four-person households.

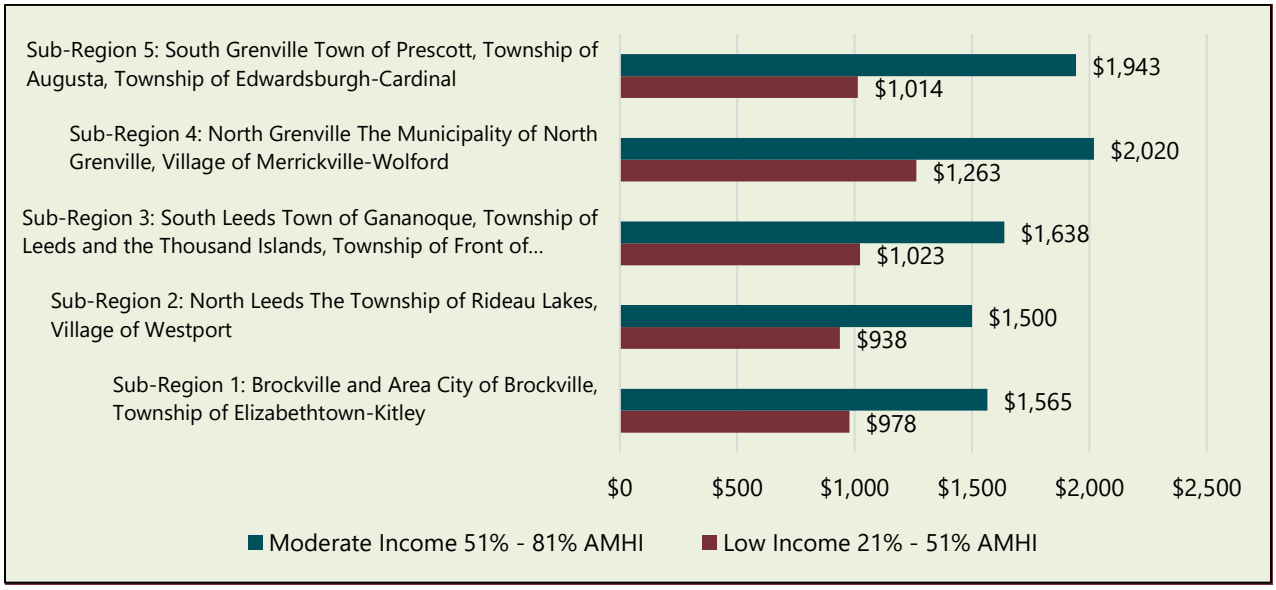
Table 4: Affordable Housing Deficit in Leeds and Grenville

Max. Affordable Shelter Cost	One Person Household	Two Person Household	Three Person Household	Four Person Household	Five+ Person Household	Total Households
Very Low Income ($410)	530	70	0	0	0	600
Low Income ($1,025)	1,475	560	130	40	0	2,205
Moderate Income ($1,640)	0	70	35	0	0	105

Source: Housing Assessment Resource Tool

The following figure provides the range of shelter costs that low-to-moderate income households in that municipality, according to the Area Median Household Income (AMHI). Low-income is defined as 21% to 50% of the AMHI, and moderate income is defined as 51% to 80% of the AMHI.

Figure 1: 2021 Affordable Housing Deficit for Low-and-Moderate Income Households by Subregion in Leeds and Grenville



Source: Housing Assessment Resource Tools

The majority of low-income households experiencing affordable housing deficit in Leeds and Grenville are located in Brockville and area (54.2%), and can afford to pay no greater than $978 per month towards accommodation costs. The North Grenville subregion has 375 low-income households (17% overall) experiencing an affordable housing deficit, who cannot afford to pay more than $1,263 per month in accommodation costs. The South Grenville region has the third highest low-income population experiencing an affordable housing deficit, where 260 households (11.79% overall) cannot afford to pay more than $1,014 per month towards shelter costs. A summary of the Affordable Housing Deficit for all municipalities in Leeds and Grenville is included as an appendix.

Table 5: Population of the 2021 Affordable Housing Deficit in Leeds and Grenville by Subregion of Low-and-Moderate Income Households

Region	Low-Income 21% - 51% AMHI	Moderate-Income 51% - 81% AMHI
Sub-Region 1: Brockville and Area - City of Brockville, Township of Elizabethtown-Kitley	1,195	75
Sub-Region 2: North Leeds - The Township of Rideau Lakes, Village of Westport	185	0

Sub-Region 3: South Leeds - Town of Gananoque, Township of Leeds and the Thousand Islands, Township of Front of Yonge, Township of Athens	165	0
Sub-Region 4: North Grenville - The Municipality of North Grenville, Village of Merrickville-Wolford	375	20
Sub-Region 5: South Grenville - Town of Prescott, Township of Augusta, Township of Edwardsburgh-Cardinal	260	20

Source: Housing Assessment Resource Tool

Leeds and Grenville Affordable Rental Housing Household Income Limits

The affordable rents based upon income percentiles outlined in Table 3 would be affordable to households applying for an Affordable Housing in a unit that would have received capital funding from the province, through The United Counties as Leeds and Grenville, as Service Manager. The Household Income Limits (HILs) range from $43,200 for a bachelor unit, to $71,400 for a four-bedroom unit. Unit rents must not exceed the allowable rent table for the duration of the affordability-period, which are reviewed by The Counties and updated annually. It should be noted that if Leeds and Grenville's alternate average market rent table was changed to a maximum rent according to income percentiles, there may potentially be undesirable financial implications for affordable housing providers. It may be necessary for housing providers to reduce the number of Affordable Housing units being offered in a proposed housing project so as to remain financially viable. Existing affordable housing projects that received capital funding through Investment in Affordable Housing (IAH) and legacy programs, specify the use a market-based rent table in their funding agreements; it can be encouraged, but not required for these housing projects to use income-based rents.

Housing providers that use an income-based rent table may necessitate inflating their market rents to subsidize the lower-cost affordable units. However, the households that reside in the "affordable" units will be better able to afford their rents if they were based on income percentiles, than the average market rents.

Land-Use Planning

It is not the scope of this report to recommend land-use planning definitions, however, as the definitions used by land-use planning can impact the development of new Affordable Housing units, they are included in this review as an overall discussion of the standards used in Leeds and Grenville. The current Provincial Policy Statement (PPS), 2020, issued under section 3 of *The Planning Act* came into effect on May 1, 2020. The PPS provides policy direction on matters of provincial interest related to land use planning and development, including a definition of affordable housing. This definition is also what appears in The Counties' Official Plan.

On April 10, 2024, the most recent release of the Proposed Provincial Planning Statement (PPS) was issued for review and comment until May 12, 2024. It has updated the existing Affordable Housing definition for owner and renter households for land-use planning purposes. The Proposed PPS states that:

> "Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by: a) establishing and implementing minimum targets for the provision of housing that is affordable to low and moderate income households, and coordinating land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs;…"

This statement directs planning staff to set targets for the provision of housing that is affordable for low-to-moderate income households, and to coordinate land-use planning and planning for housing with the housing service manager to meet housing affordability needs in the service area. The Ministry of Municipal Affairs and Housing provides Affordable Housing Prices and Rent Tables annually related to the provision of an adequate support of affordable housing for households.

Development Charges

When the Ontario government announced the *More Homes Built Faster Act, 2022*, it included amendments to the *Development Charges Act, 1997*, that exempts Affordable and Attainable Housing units from development charges as an incentive to increase the number of affordable (and attainable) units built. While some of the local municipalities

in The Counties are subject to Development Charges (DC), at the current time, The Counties does not have Development Charges, but is proceeding with a DC study.

Units must be subject to agreements that provide for them to remain as affordable residential units for 25 years. Units must also be sold or rented on an arm's length basis. Including the minimum affordable rents used for the exemption of development charges is relevant to this review, in that the rents used will be a factor in the creation of new purpose-built affordable housing units in Leeds and Grenville.

Under the *Development Charges Act*, for rental housing, a unit would be considered affordable when the rent is at or below the lesser of:

- Income-based rent: Rent that is equal to 30% of gross annual household income for a household at the 60th percentile of the income distribution for renter households in the local municipality; and
- Market-based rent: Average market rent of a unit of the same unit type in the local municipality.

Table 6: Affordable Residential Rental Housing Units for Leeds and Grenville for the Purposes of the *Development Charges Act*, effective June 1, 2024

Municipality	Bachelor	One Bedroom	Two Bedroom	Three+ Bedroom
Municipalities in Leeds and Grenville (excluding the City of Brockville)	$872	$965	$1,208	$1,284
City of Brockville	$872	$965	$1,185	$1,284

Source: Affordable Residential Units for the Purposes of the *Development Charges Act, 1997* Bulletin, Ministry of Municipal Affairs and Housing

The income-based rent table is different in the *Development Charges Act* than The Counties Affordable Housing Definition because the *Development Charges Act* Affordable Housing rent table is based-upon the CMHC average market rent table, which in 2024 only has rental information for units located in the City of Brockville, and includes unit rents in rent-controlled units which do not accurately reflect the current rental unit market conditions, making rents seem lower than what are actually available in the community. As the unit rents in the CMHC rent table are lower than the income-based table, the DC Affordable Rents fully comprise the rent table.

Under the *Development Charges Act* for ownership housing to be affordable, a unit would be considered affordable when the purchase price is at or below the lesser of:

- Income-based purchase price: A purchase price that would result in annual accommodation costs equal to 30% of a household's gross annual income for a household at the 60th percentile of the income distribution for all households in the local municipality; and
- Market-based purchase price: 90% of the average purchase price of a unit of the same unit type in the local municipality.

A table is provided by the Ministry of Municipal Affairs and Housing bulletin, which provides an Affordable Purchase Price for each lower-tier and separated municipality in Leeds and Grenville, for detached, semi-detached, row/townhouse, and condominium apartments. Affordable house prices listed in the table range from $260,500 in Prescott, to $452,700 in North Grenville.

Summary

The *National Housing Strategy Act* declares that the right to adequate housing is a fundamental human right, and that housing policies should be focused on improving housing outcomes for persons in greatest need. Moving towards an income-based rent table would reflect a human rights-based approach to the development of housing policies and programs delivered by the Community and Social Services Division, ensuring that affordable housing is actually affordable to low-and moderate-income households in Leeds and Grenville.

The Proposed Provincial Policy Statement is recommending that the lesser of the below market rents/ownerships housing costs, or no greater than 30% of the income of low-to-moderate income households, be paid toward housing costs for a housing unit (whether rental or ownership housing) to be considered as "Affordable", whichever is lower.

Households in Leeds and Grenville that are very low income (20% or under of the Area Median Household Income [AMHI]) are outside of the income range targeted for "Affordable Housing" units and are best served by the deeper subsidy of rent-geared-to-income units provided by the Community Housing Department, the rent supplement program, or the federal-provincial Canada-Ontario Housing Benefit (COHB).

Households that HART identifies as low-income and moderate-income fall within the "Affordable" income range (i.e. can afford monthly shelter costs between $1,025 and $1,640), and are in-line with the maximum rents outlined in the Provincial Policy Statement Housing Table for 2024, which is to a maximum cost of $1,610.

It is recommended that the Affordable Housing definitions established in the future Affordable Residential Units bulletin of the Municipal Affairs and Housing be reviewed with the market rents and home prices, and the lower of be implemented once released by the Province of Ontario.

Table 8 proposes a maximum Affordable Housing rent table based upon the lesser of the 30 percent of the 60th percentile of gross annual incomes for renter households in the local municipality or the average market rents for the service area.

Table 8: Proposed 2024/2025 Affordable Housing Maximum Rent for The United Counties of Leeds and Grenville, Effective June 1, 2024

	Bachelor	One Bedroom	Two Bedroom	Three + Bedroom
Income-Based Affordable Rent	$910	$1,110	$1,330	$1,610
Income and Percentile Needed to be Affordable	30th $36,500	40th $39,600	50th $53,200	60th $64,200

Sources: The Provincial Policy Statement - Housing Table, and The United Counties of Leeds and Grenville, Community Housing Department

Affordable Home Ownership

The Provincial Policy Statement, 2020 (PPS), defines "affordable" ownership housing as, the least expensive of:

a) Housing for which the purchase price results in annual accommodation costs which do not exceed thirty percent of gross annual household income for low-and-moderate income households; or

b) Housing for which the purchase price is at least ten percent below the average purchase price of a resale unit in the regional market area.

The current household income percentiles and maximum house price that is considered "affordable" according to the PPS are defined in Table 8.

Table 9: Leeds and Grenville Household Incomes and Affordable House Prices, 2023

Income Percentile	Household Income	Maximum House Purchase Price
30th	$62,400	$195,500
60th	$111,200	$348,500

Source: Ministry of Municipal Affairs and Housing Provincial Policy Statement – Housing Table

A recent change to the *Development Charges Act, S.O. 1997* that was brought about from the *More Homes Built Faster Act, S.O, 2022,* defines affordable ownership housing as it relates to exemption from development charges, as the price of the residential unit is no greater than 80 percent of the average purchase price, as communicated by the Ministry of Municipal Affairs and Housing.

The Ontario Priorities Housing Initiative (OPHI) Home Ownership Program that is delivered by The United Counties of Leeds and Grenville provides down-payment assistance to low-to-moderate income households for the purchase of a house. The maximum eligible resale price of a home is currently $470,000, and is geared to households with incomes of $97,000.

Where public funding is provided to assist in the construction of ownership housing, consideration should be given to ensuring that housing will be affordable to the low-to-moderate income households in Leeds and Grenville.

Recommendations

Where an income-based rent table is suggested, an assessment should take place annually to ensure that the combination of the *lower of* the market-based asking rents table and income-based rent table for a bedroom size are used. For example, as described in Table 10, the AAMR rent listed for all bedroom sizes, except for four-bedroom units, is lower than the income-based rent described in Table 8 for the same unit size. In these instances, the lower rent will be used in the final affordable housing

rent table released for use by staff, housing providers, and other stakeholders in the service area.

Except for the three-bedroom unit size in Brockville and Area, the Income-Based rent table is the lower-of the rents that are 80% of the average market in the sub-regions in Leeds and Grenville.

Table 10: Proposed 2024/2025 AAMR Rent Table for the Subregions in Leeds and Grenville

80% of the AAMR	Brockville & Area	North Leeds	South Leeds	North Grenville	South Grenville	All Regions	Income Based Rent
Bachelor	$1,000	$961	$961	$961	$961	$961	$910
One Bedroom	$1,242	$1,261	$1,276	$1,261	$1,258	$1,261	$1,110
Two Bedroom	$1,514	$1,550	$1,688	$1,491	$1,450	$1,550	$1,330
Three Bedroom	$1,594	$1,794	$1,794	$2,402	$1,794	$1,794	$1,610
Four Bedroom	$1,882	$1,882	$1,882	$1,882	$1,882	$1,882	$1,610

Source: Community Housing Department, United Counties of Leeds and Grenville

It is recognized that there are limitations to the creation of a County-specific definition, as funding flowed through The United Counties of Leeds and Grenville may use a different definition of "Affordable Housing" that is tied to the funding. In such cases, the definition required by the funding source will be used. Where the definition used by the funding source is less affordable to low-to-moderate income households in Leeds and Grenville than The Counties definition, and an alternative is allowable, The County definition should be considered a part of a greater program evaluation that includes an assessment of the overall financial feasibility of the project or program.

In general, it is being recommended that capital funding program criteria be set as equal to or lower than the income-based rent table to ensure that Affordable Housing units created are affordable to low-to-moderate income households. An income-based maximum rent table should lessen the need for tenants residing in affordable housing units from accessing and stacking operating funding programs, such as housing

allowances, to better afford their units. This approach will leave housing allowances available to those residing in market units in the community.

Operating funding programs (e.g. housing allowances), where an alternate rent table is allowable, an assessment should take place during program development as to which rent table would provide the greatest benefit or subsidy to the recipients of the program. As a general rule, the market-based table should be used when considering what the average asking rents are in the market.

In regards to affordable home ownership, should any rent-to-own program funding become available in Leeds and Grenville, consideration should be given to construct homes that are affordable to households in the 30th to 60th income percentiles, which presently would have a resale value of approximately $195,500 to $348,500. For market-based programs, such as down-payment assistance for homeownership, consideration should be given to whether the maximum allowable house price is appropriate, to ensure that the program is applicable to home for sale at a modest price that are available in the community.

Income Categories and Affordable Shelter Costs, 2021

Income categories are determined by their relationship with each geography's Area Median Household Income (AMHI). The following table shows the range of household incomes, and affordable housing costs that make up each income category, in 2020 dollar values. It also shows total households that fall within each category.

	Low Income 21% - 51% AMHI	Low Income 21% - 51% AMHI	Low Income 21% - 51% AMHI	Moderate Income 51% - 81% AMHI	Moderate Income 51% - 81% AMHI	Moderate Income 51% - 81% AMHI
	Area Median Household Income (AMHI)	Affordable Housing Costs by AMHI	Household within the AMHI Category	Area Median Household Income (AMHI)	Affordable Housing Costs by AMHI	Household within the AMHI Category
United Counties of Leeds and Grenville	$16, 400 - $41, 000	$1,025	2,205	$41, 000 - $65,600	$1,640	105
Brockville	$12, 900 - $32, 250	$806	1,090	$32, 250 - $51,600	$1,290	75
Gananoque	$13,500 - $33, 750	$843	115	$33,750 - $54, 000	$1,350	0
Prescott	$12,080 - $30, 200	$755	170	$30, 200 - $48,320	$1,208	20
Athens	$17,800 - $45, 500	$1,112	0	$45,500 - $71,200	$1,780	0
Augusta	$19,000 - $48,000	$1,200	90	$48,000- $76,800	$2,880	0
Edwardsburgh / Cardinal	$17,400 - $43, 500	$1,087	0	$43, 500 - $69,600	$1,740	0
Elizabethtown -Kitley	$18,400 - $46,000	$1,150	105	$46,000 - 73, 600	$1,840	0
Front of Yonge	$16,000 - $40,000	$1,000	20	$40,000 - $64,000	$1,600	0
Leeds and Thousand Islands	$18,200 - $45,500	$1,137	30	$45,500 - $72,800	$1,820	0
Merrickville-Wolford	$18,800 - $47,000	$1,175	15	$47,000 - $75, 200	$1,880	0
North Grenville	$21,600 - $54,000	$1,350	360	$54,000 - $86,400	$2,160	20

Rideau Lakes	$16,800 - $42,000	$1,050	145	$42,000 - $67,200	$1,680	0
Westport	$13,200 - $33,000	$825	40	$33,000 - $52,800	$1,320	0

Source: Housing Assessment Resource Tools

Affordable Ownership Housing Units for Leeds and Grenville for the Purposes of the *Development Charges Act*, effective June 1, 2024

Municipality	Affordable purchase price of a detached house	Affordable purchase price of a semi-detached house	Affordable purchase price of a row/ townhouse	Affordable purchase price of a condominium apartment
Athens	$348,500	$306,000	$348,500	$348,500
Augusta	$395,200	$306,000	$351,000	$387,000
Brockville	$274,900	$274,900	$274,900	$274,900
Edwardsburgh-Cardinal	$366,500	$306,000	$351,000	$366,500
Elizabethtown-Kitley	$380,900	$306,000	$351,000	$380,900
Front of Yonge	$334,100	$306,000	$334,100	$334,100
Gananoque	$283,800	$283,800	$283,800	$283,800
Leeds and the Thousand Islands	$373,700	$306,000	$351,000	$373,700
Merrickville-Wolford	$391,600	$306,000	$351,000	$387,000
North Grenville	$452,700	$405,000	$450,000	$333,000
Prescott	$260,500	$260,500	$260,500	$260,500
Rideau Lakes	$352,100	$306,000	$351,000	$352,100
Westport	$274,900	$274,900	$274,900	$274,900

Source: Affordable Residential Units for the Purposes of the *Development Charges Act, 1997* Bulletin, Ministry of Municipal Affairs and Housing

Logic Model and Key Performance Indicators (KPIs) 2025-2035 Housing & Homelessness Plan

The United Counties of Leeds and Grenville **2025 to 2035 Housing and Homelessness Plan (HHP): United in Housing Solutions for All** is centered on the following Strategic Goals:

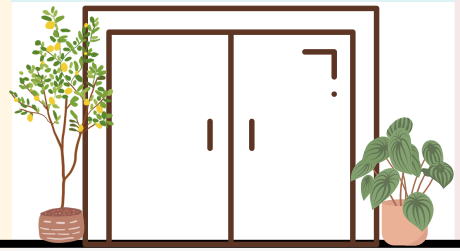
Strategic Goal 1. Provide and Promote

Strategic Goal 2. Preventing homelessness

Strategic Goal 3. Ending homelessness

This **Logic Model House** represents the desired outcomes that result from the HHP. It highlights what UCLG aims to complete in support of individuals, households, and communities to ensure everyone's access to safe, secure, suitable, affordable, and sustainable housing.

Long Term Outcome 1 (LTO 1).
To deliver and support equitable access to safe, secure, suitable, sustainable housing that is affordable, evidence-based and reflects the changing needs of the community.

Medium Term Outcome (MTO) 1. Provide and promote a supply of community and nonmarket housing to ensure an adequate supply and choice of housing for low- and moderate-income households.	**MTO 2. Preventing** homelessness and maintaining housing stability and sustainability.	**MTO 3. Ending** homelessness by supporting and housing persons that do not have a home.
Short Term Outcome (STO) 1.1 The continued provision of community housing that meets the current and future needs of Leeds and Grenville.	**STO 2.1** People at-risk of homelessness are connected to appropriate supports to remain housed.	**STO 3.1** The provision of varying levels of supportive housing to house persons that are homeless.
STO 1.2 Accelerate the timely access to subsidized housing and affordable housing options.	**STO 2.2** Maintaining housing stability through the provision of financial supports.	**STO 3.2** The provision of emergency shelter options to provide short-term housing, while working on a longer-term solution for the individual according to their needs.
STO 1.3 Facilitate and increase the supply of housing options that are affordable to low- and moderate-income households.		**STO 3.3** Increase community outreach to provide supports to the unhoused.

SEASONSVA

HHP 2025-2035 Key Performance Indicators (KPIs) per Outcome

Outcome 1: Long-term Outcome (LTO) 1
- **KPI 1.1** # of housing options that is safe, secure, suitable, sustainable, evidence-based and reflects the needs of Leeds and Grenville
- **KPI 1.2** # of units available, per type, as a percentage of UCLG population
- **KPI 1.3** # of individuals and/or households supported by CSS's housing and IPD dpts.
- **KPI 1.4** Elapsed time from request to access housing and homelessness-related supports to accessing them

Outcome 2. Medium-term Outcome (MTO) 1
- **KPI 2.1** # and types of community and nonmarket housing available
- **KPI 2.2** # of low- and moderate-income households accessing community and nonmarket housing
- **KPI 2.3** Elapsed time from request to access community and nonmarket housing to accessing them
- **KPI 2.3** Cost per individual per program type

Outcome 3. Short-term Outcome (STO) 1.1
- **KPI 3.1** # of community housing units and percent change
- **KPI 3.2** # of households accessing community housing over time
- **KPI 3.3** % of UCLG owned buildings that are in good condition

Outcome 4. STO 1.2
- **KPI 4.1** Elapsed time from request to subsidized housing to accessing subsidized housing
- **KPI 4.2** # of households accessing subsidized housing and percent change
- **KPI 4.3** Length of time household is on the waitlist to access UCLG affordable housing
- **KPI 4.4** # of households accessing UCLG affordable housing options and percent change

Outcome 5. STO 1.3
- **KPI 5.1** # of housing options that are affordable to low- and moderate-income households and percent change
- **KPI 5.2** # of increase of units related to Service Level Standards
- **KPI 5.3** # of low- and moderate-income households accessing housing options that are affordable as a percentage of counties population

Outcome 6. Medium-term Outcome (MTO) 2
- **KPI 6.1** # of people and/or # of households supported who were at-risk of homelessness
- **KPI 6.2** Amount of financial supports provided to maintain housing stability and sustainability ($)
- **KPI 6.3** # of people supported who remained housed for 6 months, and 1 year
- **KPI 6.4** Elapsed time from request to access supports to accessing them
- **KPI 6.5** Cost per individual per program type

Outcome 7. Short-term Outcome (STO) 2.1
- **KPI 7.1** # of people and/or # of households supported who were at-risk of homelessness
- **KPI 7.2** Length of time supported individuals/households engage with the Homelessness Prevention Program
- **KPI 7.3** Length of time supported individuals/households receive the Homelessness Prevention Benefit and the Ontario Works Discretionary Benefit

Outcome 8. STO 2.2
- **KPI 8.1** # of people and/or # of households accessing HPP towards housing stability
- **KPI 8.2** Amount of financial supports provided to maintain housing stability

Outcome 9. Medium-term Outcome (MTO) 3
- **KPI 9.1** # of individuals exiting homelessness
- **KPI 9.2** # of individuals in the BNL and percent change over time
- **KPI 9.3** Homelessness recidivism rate per program type
- **KPI 9.4** Elapsed time from request to access supports per program type
- **KPI 9.5** Cost per individual per program type

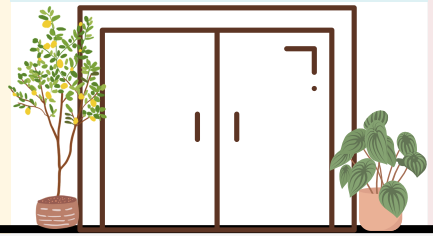
Outcome 9. Short-term Outcome (STO) 3.1
- **KPI 10.1** # of supportive housing options available for unhoused individuals
- **KPI 10.2** # of unhoused individuals accessing supportive housing

Outcome 11. STO 3.2
- **KPI 11.1** # of emergency shelter options providing short-term housing
- **KPI 11.2** # of individuals accessing emergency shelter options
- **KPI 11.3** # of longer-term solutions identified to meet the needs of individuals who accessed short-term emergency shelter options
- **KPI 11.4** # of individuals linked to other resources from emergency shelters

Outcome 12. STO 3.3
- **KPI 12.1** # of community outreach initiatives to unhoused individuals
- **KPI 12.2** # of unhoused individuals accessing services after a community outreach event

Action Planning and Timelines 2025-2035 Housing & Homelessness Plan

Long Term Outcome 1 (LTO 1).
To deliver and support equitable access to safe, secure, suitable, sustainable housing that is affordable, evidence-based and reflects the changing needs of the community.

Medium Term Outcome (MTO) 1. Provide and promote a supply of community and nonmarket housing to ensure an adequate supply and choice of housing for low- and moderate-income households.	**MTO 2. Preventing** homelessness and maintaining housing stability and sustainability.	**MTO 3. Ending** homelessness by supporting and housing persons that do not have a home.
Short Term Outcome (STO) 1.1 The continued provision of community housing that meets the current and future needs of Leeds and Grenville.	**STO 2.1** People at-risk of homelessness are connected to appropriate supports to remain housed.	**STO 3.1** The provision of varying levels of supportive housing to house persons that are homeless.
STO 1.2 Accelerate the timely access to subsidized housing and affordable housing options.	**STO 2.2** Maintaining housing stability through the provision of financial supports.	**STO 3.2** The provision of emergency shelter options to provide short-term housing, while working on a longer-term solution for the individual according to their needs.
STO 1.3 Facilitate and increase the supply of housing options that are affordable to low- and moderate-income households.		**STO 3.3** Increase community outreach to provide supports to the unhoused.

The United Counties of Leeds and Grenville **2025 to 2035 Housing and Homelessness Plan (HHP): United in Housing Solutions for All** is centered on the following Strategic Goals:

Strategic Goal 1. Provide and Promote

Strategic Goal 2. Preventing homelessness

Strategic Goal 3. Ending homelessness

This **Logic Model House** (see image on the right) represents an overview of the desired outcomes that result from the various initiatives and actions within the 2025-2035 HHP. These actions,, including their timelines, are listed in the pages that follow.

SEASONOVA

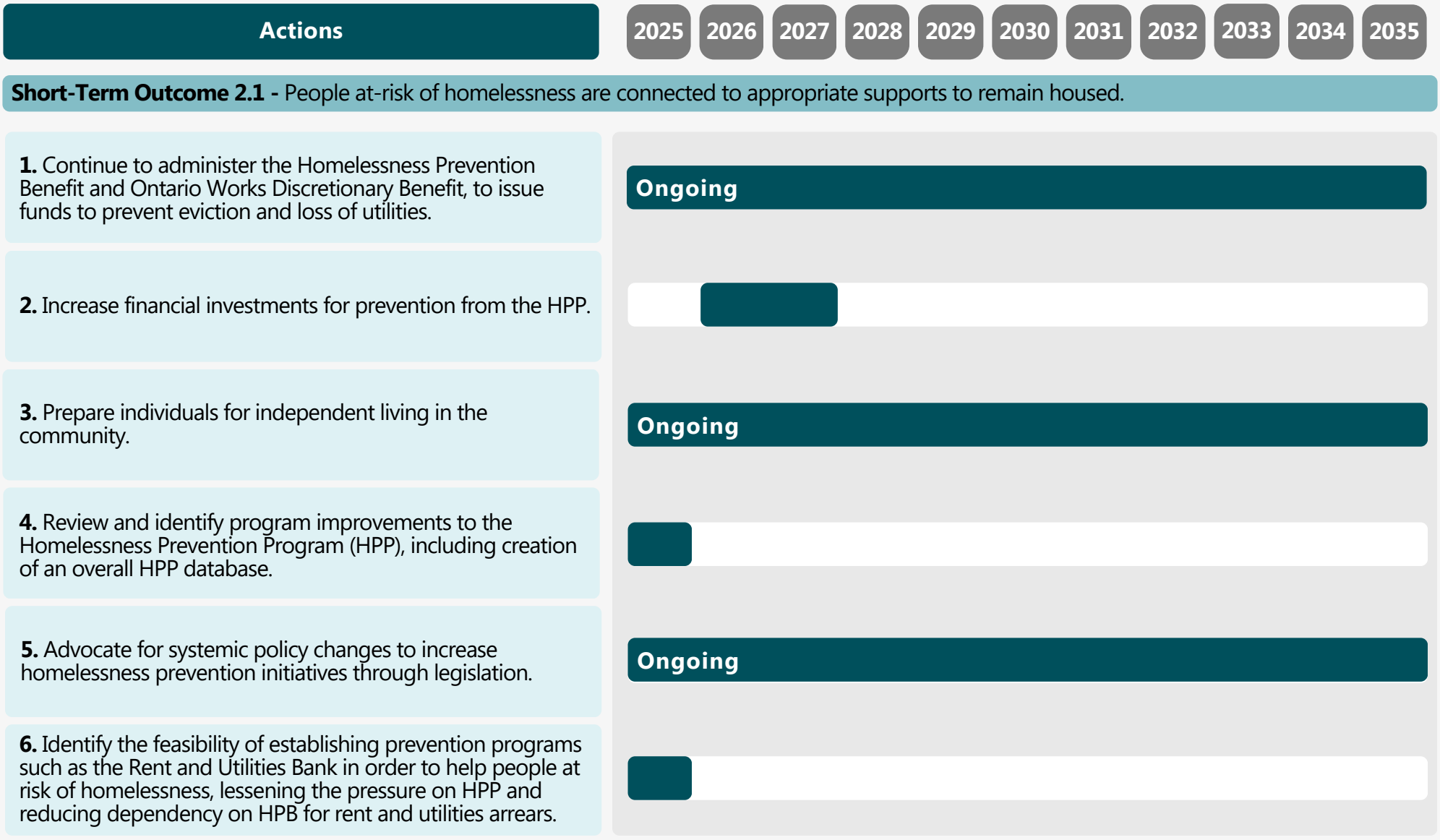
Medium-Term Outcome 1. Provide and promote a supply of community and nonmarket housing to ensure an adequate supply and choice of housing for low- and moderate-income households.

Actions	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Short-Term Outcome 1.1 - The continued provision of community housing that meets the current and future needs of Leeds and Grenville.											
1. Continue to invest in current community housing assets through asset management planning to ensure the longevity of community housing properties.											
2. Continue to invest in community housing assets by supporting community housing providers with repair funding opportunities.											
3. Continue to engage with non-profit and co-operative housing providers to support the continued provision of rent-geared-to-income (RGI) units as part of Service Level Standards.											
4. Enhance contributions to the housing amortization reserves to address future needs.											
5. Advocate for changes to systemic policies to improve community housing through legislation.											
Short-Term Outcome 1.2 Accelerate the timely access to subsidized housing and affordable housing options.											
6. Assess the feasibility of a municipally-funded rent supplement program, to increase the number of subsidized housing units to reduce wait times.											
7. Review and implement the selected recommendations of the feasibility report, to increase the number of subsidized housing units to reduce wait times.	Annually										
8. Review the annual market rental increases to RGI units to match private market rates, to increase the number of subsidized housing units to reduce wait times.	Annually										

Actions	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Short-Term Outcome 1.3 - Facilitate and increase the supply of housing options that are affordable to low- and moderate-income households.											
9. Continue to administer and explore potential improvements in the administration of the Affordable Home Ownership Program.											
10. Provide data and information required to develop an evidence-based business case for new community and affordable housing.		Annually									
11. Refer land developers and non-profit housing providers to project funding and financing programs to develop new community and affordable housing units.	Annually										
12. Support the development of subsidized and affordable housing units through the Leeds and Grenville Affordable Housing Development Lab.	Completed										
13. Review the effectiveness of the provincially funded Secondary Suite Programs to create affordable additional residential units (ADU).											
14. Continue to fund the Leeds and Grenville Landlord Secondary Suite program to create affordable ADUs in existing residential rental units.											
15. Identify solutions to barriers to rural housing development to encourage rapid housing development across the counties.											
16. Based on data, establish unit size, tenant, and geographical targets for new RGI, affordable, supportive and transitional housing, with an annual review mechanism.											
17. Review the Community Housing portfolio for sustainability to implement a mixed income model and reinvest into nonmarket housing options.											
18. Maximize governmental housing initiatives to align with the UCLG's HHP Plan.											

SEASONOVA

Medium-Term Outcome 2. Preventing homelessness and maintaining housing stability and sustainability.



Actions	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Short-Term Outcome 2.2 - Maintaining housing stability through the provision of financial supports.											
7. Continue to partner and develop service agreements with community agencies to ensure those vulnerable to homelessness are supported in their efforts to remain and/or secure housing, including provincially mandated priority populations.	**Ongoing**										
8. Review and match people and/or households at-risk of homelessness to appropriate programs funded provincially or federally.	**Ongoing**										
9. Administer the Ontario Priorities Housing Initiative – Ontario Renovates Component.	**Annually**										

SEASONOVA

Medium-Term Outcome 3. Ending homelessness by supporting and housing persons that do not have a home.

Actions	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Short-Term Outcome 3.1 - The provision of varying levels of supportive housing to house persons that are homeless.											
1. Continue the community-based supportive housing in collaboration with community partners.	Ongoing										
2. Create 50 units every three years, for a total of 150 units by 2035, conditional on federal and provincial investment.											
3. Create 25 Supportive Housing cabins.											
4. Administer HPP funding for community-based programming, including youth and individuals involved in the justice system.											
Short-Term Outcome 3.2 The provision of emergency shelter options to provide short-term housing, while working on a longer-term solution for the individual according to their needs.											
5. Administer provincial funding for varying levels of emergency shelter spaces.	Ongoing										
6. Develop a consistent emergency shelter model across the counties, including a centralized database.											
7. Increase the number of transitional-supportive housing units and beds available in the counties.	Ongoing										

Actions	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035

Short-Term Outcome 3.3 - Increase community outreach to provide supports to the unhoused.

8. Continue to maintain the ByName List (BNL) to accurately track and identify service needs for the unhoused population across the counties.

9. Evaluate the BNL process to ensure coordinated access to available housing and resources to support the unhoused population.

10. Coordinate community outreach efforts to support unhoused populations.

11. Integrate Annual Housing Report to annual HHP 2025-2035 report.

12. Explore community engagement opportunities to coordinate community wide effort to reduce homelessness across the counties.

Ongoing

SEASONOVA

United in Housing Solutions for All

Leeds Grenville

Accomplishments
2014-2024 Housing & Homelessness Plan

The United Counties of Leeds and Grenville **2014 to 2024 Housing and Homelessness Plan (HHP)** was centered on the vision of a community that encourages and supports access to safe, secure, suitable, and affordable housing.

This plan strived to be flexible, and reflect the changing needs of the local communities, through three goals:

Goal 1. Maintain

Goal 2. Enhance

Goal 3. Involve

Goal 1. Maintain current affordable housing services and programs.

Between 2012 to 2024,
169 low-income families
by way of a forgivable loan with first-time home purchases through the **Home Ownership Program**

Between 2012 to 2024,
246 homeowners
were provided financial assistance by way of a forgivable loan for major home repairs through the **Ontario Renovates Program**

Between 2019 and 2024,
1,002 housing allowances
were provided through three programs:

- **468** Ontario Priorities Housing Initiatives (OPHI)
- **174** Canada Ontario Housing Benefit (COHB)
- **360** Affordable Housing Program (IAH)

Between 2017 and 2024, **5 non-profit providers** reached the End of Mortgage and 10 Year Agreements were negotiated that kept **116 RGI units** in the social housing system

In 2019, **Affordable Housing units** were created in the Town of Kemptville through an agreement with North Grenville Community Living till 2038

SEASONOVA

United in Housing Solutions for All

Leeds Grenville

Goal 2. Enhance services to reflect the changing needs of the community.

Between 2018 and 2024, approximately **3,454 households** were served through the **Homelessness Prevention Program**

Between 2020 and 2024, **1,752 households** stayed at Emergency Shelters for a total of **10, 857 nights**

Between 2020 and 2022, the **ByName List (BNL)** and a **BNL Assessment** was conducted monthly to record the number of actively homeless persons, including all homeless and all chronically homeless people

Between 2023 and 2024, **616 households** received **Community Outreach and Support Services** and **$749, 081** were issued on Emergency Shelter solutions

Between 2022 and 2024, **830 Emergency Vouchers** were issued

Between 2020 and 2021, **17 Community Partners** were assisted with **$1,397,700** used through the Social Service Relief Fund Phase One

Goal 3. Involve all stakeholders in the development and implementation of the plan.

In March 2019, the **Housing and Homelessness Plan Public Meeting** for the general public and community agencies to provide input into the Ten-Year Plan Update

In 2023-24, the **Leeds and Grenville Affordable Housing Summit** was attended by **170 participants**

Between 2022-23, **information sessions** were initiated with municipal councils about affordable housing and housing programs

The Leeds and Grenville Housing Table was established to improve service integration, to promote positive development in the housing and homelessness situation and improve client service

30 June 2025

My name is David Watts and I purchased a house at 312 North St last summer. After some renos I moved in to it during the winter. I am new to Gan and at the time I thought that North St was a quiet little neighbourhood street. After living there for a few months, the reality of my street showed itself.

I think that there are several issues that need to be addressed regarding my section of North St. Most of them are regarding safety and some are just about traffic flow and how the street is actually used.

Please click on this link to highlight the area in question.

https://maps.app.goo.gl/pBLgVmPzKFyZifSm8

Here is a list of things that I have observed regarding this street.

1) Major east-west street heavily travelled during the day.
2) Excessive speed is prevalent in 50% of the vehicles.
3) No Large Truck signs at each end are ignored
4) St Joseph Catholic Shool right around corner
5) Carveth Care home around the other corner
6) NO SIDEWALKS!
7) Parking is allowed on both sides of the road.
8) Electrical business run from home garage has employees park along road monday to Friday
9) Major route for fire and police emergencies from their stations
10) Major route for ambulance from Carveth

Here are my concerns and in some cases, recommendations, to alleviate some of these.

This road is used by children going to school and people taking Carveth patients for a walk. It is also used by many seniors using walkers or chairs by themselves. Why are there no sidewalks on this section of North St? The sections on each end have at least one sidewalk with one end having two. Why do we get none? For a section of road used by children and seniors, it makes no sense to me that we have no sidewalks.

Those other sections also have No Parking on one side of the road. Why do we have parking anywhere, especially given that there are no sidewalks. Not only does this force pedestrians to use the road with traffic, but it has also led to some close calls I have witnessed regarding traffic and pedestrians. I have pictures to back this up. I have one with trucks parked on each side of the road across from each other with two wheelchair bound people being pushed in opposite directions. They had to use the middle of the road and stop traffic. Does this sound like a safe situation? Also, similar situations like this happen with school children.

Why is an electrical business allowed to operate on a town street and allow its employees, usually 4 or 5, to park their trucks on people's front yards? Many neighbours have resorted to leaving notes on windshields asking them to not park on their lawn and kill their grass. If there were sidewalks, they couldn't park on the lawns because of the curbs.

I understand and totally support people running small businesses from their home, within reason. I actually did that in Kingston and had no issues. People don't mind an occasional customer dropping by for a short period of time to do business. Monday to Friday , 8 am to 5pm is too much. Is there a town bylaw that deals with this? There has to be some common sense applied. Many neighbours feel the same way and have actually asked the owner about this and was told that they need to live with it.

I suggest that NO Parking be allowed on either side of the street from 8am to 5pm Monday to Friday. If you feel that No Parking on either side at all, that would be fine too but I don't feel it is needed when traffic is less on weekends or evenings. This NEEDS to be enforced as well. Like I said, the No Trucks signs are a waste of time.

Another issue with the parking of vehicles is that the Fire and Police sometimes scream down this street to get to their call. Parking makes the street a one lane street at best and this past winter, I have watched Fire trucks do the slalom course to get through my street. With any snow banks, the parking then becomes fully on the street (not on the grass) and this makes it a one lane street at best. This past winter was difficult to maneuver on this street, especially trying to navigate the vehicles parked on the road.

I have realized that this road is used a lot at all hours of the day. I have seen vehicles go by my house, which is in the middle of the street, at 80 kms/hr! I don't how they got to that speed from a dead stop but you would be amazed at the speed of some of the vehicles. I thought that if you made this section of the street a ONE WAY heading west, it would reduce traffic by approximately 50%. This would affect the people that live on the street but it would be a small inconvenience to calm the traffic problems.

I think that the town should seriously look at this problem and come up with a common sense solution ASAP. If you deal with it now, you may avoid a problem when a child or senior gets hit because of poor management on this street. I can't believe that it has been like this forever with nothing done about it.

I moved to Gan knowing only one person that lived here. I like living here because it has most everything I need and is easy to get around in. The traffic jams are far less than Kingstons! The tourists will take a while to get used too though! I was mildly shocked at how much property taxes and the water bills are but I guess there is a price to live anywhere. I have learned that if you know the right people you can get things done, or not done, depending on your need. It seems like most people know everyone so I am at a definite disadvantage there. You can look at my assessment of North St as unbiased and with no outside influence. I would also like to consider it a common sense look at it.

I will leave this with all Council members to look at. What you do with it is up to you. Hopefully you will do something with a positive impact .I thank you for your time and consideration of this matter. If you have any other questions, please feel free to contact me.

Sincerely

Dave Watts
312 North St

From: Donna Campbell
Sent: July 8, 2025 11:25 AM
To: Clerks
Cc: CRCA
Subject: Draft Cataraqui Conservation 2026 Fee Schedule - posted for comment until August 10, 2025

Municipal CAOs and Clerks, Cataraqui Region,

A **draft Cataraqui Conservation 2026 Fee Schedule** has been posted on our website for your review and comment.

Here is a direct link to the document Budget and Financial Statements.

The draft 2026 Fee Schedule lists all of the user fees charged by the Cataraqui Conservation and indicates the current approved amount for 2025 and the proposed amount for 2026. Planning and permitting fees are proposed proactively pending direction of the provincial government regarding the current freeze on these fees for the third year in a row, subject to end December 31, 2025.

If your municipality has comments on any of the items on the proposed 2026 fee schedule, please send them via return email to dcampbell@crca.ca on or before**, August 10, 2025.**

Comments will be considered by the Conservation Authority Board before the Fee Schedule is finalized.

If you have any related questions, please contact:

- David Ellingwood, General Manager at (613)546-4228 ext. 248 or dellingwood@crca.ca
- Cheryl Rider, Supervisor, Finance at (613) 546-4228 ext. 225 or crider@crca.ca

bcc: Cataraqui Conservation Board Members

Thanks,
Donna Campbell
Assistant, Chair & General Manager

2069 Battersea Rd., Glenburnie, ON K0H 1S0
Phone: (613) 546-4228 ext. 229, Toll Free for Area code (613): 1-877-956-2722
Fax: (613) 547-6474
Web: www.CataraquiConservation.ca

Please consider the environment before printing this email

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

2026 Fee Schedule - Draft for Public Review (June 25, 2025)

All prices include applicable tax, unless otherwise noted

*Tax exempt

**HST extra

Effective date for all fee is January 1, 2026 , unless otherwise noted

Fee Category	Approved 2025 Fee Amount	Proposed 2026 Fee amount	$ Change 2025 to 2026	% Change 2025 to 2026	Notes
Conservation Areas					
Conservation Area Fees & Permits					Return to Top
Group (25+) and Special Event					Management has discretion to waive fees for partners/members on case by case basis
Group - 25 to 50 people		$150.00	$0.00	0.0%	New
Group - 50 to 100 people		$300.00	$0.00	0.0%	New
Group - 100 to 200 people		$600.00	$0.00	0.0%	New
Group - 200+ people		see notes	$0.00	0.0%	New - Additional approvals. Contact staff.
Permits for Businesses (for-profit) Running Events/Programs					
Permit - Application Fee (1 to 20 people)		$50.00	$0.00	0.0%	New - includes application processing and covers 1-20 participant fees.
Permit - Application (price above) & Participant Fee (over 20 people)		$2.00	$0.00	0.0%	New - includes $50 application fee plus $2 per person over 20 people.
Small Group Permits - Non-Profit, Community, Indigenous					
Small Group Permit - contact staff		$2.00	$0.00	0.0%	New - contact staff for pricing. Staff has discretion to waive fees on a case by case basis. Indigenous bookings would be free of charge.
Scientific Permit					
Scientific Permit	$25.00	$25.00	N/A	N/A	
Little Cataraqui Creek Conservation Area					Return to Top
Day Passes					
Vehicle (maximum fee)	$15.00	$12.00	-$3.00	-20.0%	
Adult (per person)	$5.00	$5.00	$0.00	0.0%	
Child (per person)	$3.50	$3.50	$0.00	0.0%	
Annual Pass					
Annual Pass	$90.00	$90.00	$0.00	0.0%	

2026 Fee Schedule - Draft for Public Review (June 25, 2025)

All prices include applicable tax, unless otherwise noted

*Tax exempt

**HST extra

Effective date for all fee is January 1, 2026 , unless otherwise noted

Fee Category	Approved 2025 Fee Amount	Proposed 2026 Fee amount	$ Change 2025 to 2026	% Change 2025 to 2026	Notes
Replacement Annual Pass	$20.00	$20.00	$0.00	0.0%	
Facility Renal Fees					
Outdoor Centre - Little Cataraqui Creek Conservation Area					
Event Room Rentals: Friday Evening, Saturday & Sunday					
West Hall & Kitchen - Full Day	$670.00	$670.00	$0.00	0.0%	8:30am to 4:30 pm
West Hall & Kitchen - Half Day	$425.00	$425.00	$0.00	0.0%	8:30am to 12:30pm / or / 12:30 to 4:30pm
West Hall & Kitchen - Evening	$540.00	$540.00	$0.00	0.0%	5:00 to 9:00pm
East Hall - Full Day	$610.00	$610.00	$0.00	0.0%	8:30am to 4:30pm
East Hall - Half Day	$365.00	$365.00	$0.00	0.0%	8:30am to 12:30pm / or / 12:30 to 4:30pm
East Hall - Evening	$490.00	$490.00	$0.00	0.0%	5:00 to 9:00pm
Meeting Room Rentals: Monday to Friday					
West or East Hall - Half Day	$175.00	$175.00	$0.00	0.0%	8:30am to 12:30pm / or / 12:30 to 4:30pm
West or East Hall - Full Day	$245.00	$245.00	$0.00	0.0%	8:30am to 4:30pm
West or East Hall - Evening	$245.00	$245.00	$0.00	0.0%	5:00 to 9:00pm
West or East Hall - Full Day & Evening	$425.00	$425.00	$0.00	0.0%	8:30am to 9:00pm
West or East Hall - Afternoon & Evening	$400.00	$400.00	$0.00	0.0%	12:30 to 9:00pm
Room Rentals - Other Items					
Kitchen per day (Monday - Friday)	$60.00	$60.00	$0.00	0.0%	
Additional Time (per hour)	$70.00	$70.00	$0.00	0.0%	
Booking Deposit		$150.00	$0.00	0.0%	New
Cancellation Fee	$60.00	$60.00	$0.00	0.0%	
Beverages (for Room Rentals)					
Coffee Pot	$11.50	$11.50	$0.00	0.0%	
Tea (per cup)	$1.55	$1.55	$0.00	0.0%	
Juice	$1.75	$1.75	$0.00	0.0%	

2026 Fee Schedule - Draft for Public Review (June 25, 2025)

All prices include applicable tax, unless otherwise noted

*Tax exempt

**HST extra

Effective date for all fee is January 1, 2026 , unless otherwise noted

Fee Category	Approved 2025 Fee Amount	Proposed 2026 Fee amount	$ Change 2025 to 2026	% Change 2025 to 2026	Notes
Bottled Water	$1.55	$1.55	$0.00	0.0%	
Pop	$1.55	$1.55	$0.00	0.0%	
Equipment (for Room Rentals)					
LCD Projector	$60.00	$60.00	$0.00	0.0%	
Flipchart (each)	$17.50	$17.50	$0.00	0.0%	
Big Screen TV with HDMI Hookup	$25.00	$25.00	N/A	N/A	
Concessions					
Pop & Water	$2.25	$2.25	$0.00	0.0%	Based on consumer pricing and market increases
Juice	$2.25	$2.25	$0.00	0.0%	
Coffee/Tea/Hot Chocolate (per cup)	$2.25	$2.25	$0.00	0.0%	
Snacks - Chips/Chocolate Bar	$2.25	$2.25	$0.00	0.0%	
Cataraqui Conservation Programs & Events					
Speical Event Fee (Registration + Gate Fee)					
Adult	$5.25	$5.25	$0.00	0.0%	
Child	$3.75	$3.75	$0.00	0.0%	
Family (per vehicle)	$0.00	$18.00	$18.00	0.0%	*New*
Group Rate - Per Person (20+ people)	$4.75	$4.75	$0.00	0.0%	
Military Member	$0.00	$3.75	$3.75	0.0%	*New*
Annual Pass Holder	$0.00	$0.00	$0.00	0.0%	
Maple Madness Program					
Maple Madness Concession Sales					
Pancake - single	$2.50	$2.50	$0.00	0.0%	
Pancake - double	$5.00	$5.00	$0.00	0.0%	
Pancake - triple	$7.50	$7.50	$0.00	0.0%	
Beverages (Coffee, Tea, Juice, Water, Pop)	$2.25	$2.25	$0.00	0.0%	
Chips/Chocolate Bar	$2.25	$2.25	$0.00	0.0%	

2026 Fee Schedule - Draft for Public Review (June 25, 2025)

All prices include applicable tax, unless otherwise noted

*Tax exempt

**HST extra

Effective date for all fee is January 1, 2026 , unless otherwise noted

Fee Category	Approved 2025 Fee Amount	Proposed 2026 Fee amount	$ Change 2025 to 2026	% Change 2025 to 2026	Notes
Granola Bar	$1.50	$1.50	$0.00	0.0%	
Maple Syrup Sales					Based on supplier rates
*Maple Syrup - 1 Litre	$27.00	$27.00	$0.00	0.0%	
*Maple Syrup - 2 Litres	$53.00	$53.00	$0.00	0.0%	
*Maple Syrup - 4 Litres	$70.00	$70.00	$0.00	0.0%	
*Maple Syrup - 500 ML can	$22.00	$22.00	$0.00	0.0%	
*Maple Syrup - 500 ML glass	$17.00	$17.00	$0.00	0.0%	
*Maple Syrup - 250 ML	$13.00	$13.00	$0.00	0.0%	
*Maple Syrup - 50 ML Leaf	$5.50	$5.50	$0.00	0.0%	
Maple Product Sales					
Maple Candy - 3 Piece Bag	$3.25	$3.25	$0.00	0.0%	
Maple Candy - 10 Piece Tray	$10.00	$10.00	$0.00	0.0%	
Maple Butter	$13.00	$13.00	$0.00	0.0%	
Maple Dip	$4.00	$4.00	$0.00	0.0%	
Lollipop	$3.00	$3.00	$0.00	0.0%	
Cataraqui Conservation Merchandise**					** HST extra (pricing subject to vendor pricing)
Water Bottle - 17 oz	$20.00	$20.00	$0.00	0.0%	
Ball Cap	$22.00	$22.00	$0.00	0.0%	
Canvas Tote Bag - 12 oz	$8.00	$8.00	$0.00	0.0%	
Hoodie - Adult	$51.25	$51.25	$0.00	0.0%	
Hoodie - Youth	$47.00	$47.00	$0.00	0.0%	
T-Shirt - Adult	$25.00	$25.00	$0.00	0.0%	
T-Shirt - Youth	$17.00	$17.00	$0.00	0.0%	
Maple Madness Mug	$15.00	$15.00	$0.00	0.0%	
Winter Recreation Program					
Ski Equipment Rental Fees					

2026 Fee Schedule - Draft for Public Review (June 25, 2025)

All prices include applicable tax, unless otherwise noted

*Tax exempt

**HST extra

Effective date for all fee is January 1, 2026 , unless otherwise noted

Fee Category	Approved 2025 Fee Amount	Proposed 2026 Fee amount	$ Change 2025 to 2026	% Change 2025 to 2026	Notes
Snowshoe Rental (per pair)	$15.00	$15.00	$0.00	0.0%	
Ski Rental - full set	$22.50	$22.50	$0.00	0.0%	
Ski Lesson Fees					
Ski/Snowshoe Lesson (per person)	$25.00	$25.00	$0.00	0.0%	

2026 Fee Schedule - Draft for Public Review (June 25, 2025)

All prices include applicable tax, unless otherwise noted

*Tax exempt

**HST extra

Effective date for all fee is January 1, 2026 , unless otherwise noted

Fee Category	Approved 2025 Fee Amount	Proposed 2026 Fee amount	$ Change 2025 to 2026	% Change 2025 to 2026	Notes
Development Review (Planning & Permits)					
Permit Fees					Return to Top
*Group 1 - Routine / Letter of Permission	$200.00	$210.00	$10.00	5.0%	
*Group 2 - Small buildings, site alteration, grading, shoreline work	$445.00	$465.00	$20.00	4.5%	Based on cost of living and market trends
*Group 3 - Larger buildings, site alteration, grading, shoreline work	$910.00	$950.00	$40.00	4.4%	
*Group 4 - Very large buildings, multiple residential development	$1,685.00	$1,755.00	$70.00	4.2%	
*Permit Hearing Administration Fee	$500.00	$500.00	$0.00	0.0%	To support administration
*Permit Amendments - Administrative (i.e. permit extension)	$100.00	$100.00	$0.00	0.0%	To support administration
*Permit Amendments - Other (more substantive changes)	50% original fee	50% original fee			
*Retroactive Permit (permit issued after completion of work)	100% surcharge	100% surcharge			
*Permits issued within one year of a Planning Act approval	50% of fee	50% of fee			
*Minister's Zoning Orders	100% surcharge	100% surcharge	N/A	N/A	Plus legal fees
Plan Review Fees [1, 2]					Return to Top
*Official Plan Amendment - Minor [4]	$755.00	$785.00	$30.00	4.0%	
*Official Plan Amendment - Major [6]	$1,255.00	$1,305.00	$50.00	4.0%	
*Zoning By-Law Amendment	$445.00	$465.00	$20.00	4.5%	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with an Official Plan Amendment or Site Plan Control application.
*Consent (per lot)	$445.00	$465.00	$20.00	4.5%	Fees for the review of applications required to fulfill a condition of consent approval are waived.
*Minor Variance	$445.00	$465.00	$20.00	4.5%	The fee for a Minor Variance application is waived when submitted concurrently with a Site Plan Control application.
*Development Permit - Minor [4]	$445.00	$465.00	$20.00	4.5%	Development permit fees are only applicable in the Town of Gananoque where a development permit system is employed.
*Development Permit - Standard [5]	$1,315.00	$1,370.00	$55.00	4.2%	
*Development Permit - Major [6]	$2,440.00	$2,540.00	$100.00	4.1%	
*Site Plan Control - Minor [4]	$445.00	$465.00	$20.00	4.5%	
*Site Plan Control - Standard [5]	$1,315.00	$1,370.00	$55.00	4.2%	

2026 Fee Schedule - Draft for Public Review (June 25, 2025)

All prices include applicable tax, unless otherwise noted

*Tax exempt

**HST extra

Effective date for all fee is January 1, 2026 , unless otherwise noted

Fee Category	Approved 2025 Fee Amount	Proposed 2026 Fee amount	$ Change 2025 to 2026	% Change 2025 to 2026	Notes
*Site Plan Control - Major [6]	$2,440.00	$2,540.00	$100.00	4.1%	
*Plan of Subdivision / Condominium - Draft Plan Approval	$3,290.00	$3,420.00	$130.00	4.0%	
*Plan of Subdivision / Condominium - Final Plan Approval	$1,210.00	$1,260.00	$50.00	4.1%	
*Plan of Subdivision / Condominium - Resubmission	$830.00	$865.00	$35.00	4.2%	Resubmission of lapsed Draft Plan Approval, or Amendment.
Plan Review Fees - Frontenac Islands (last updated in 2021)					Return to Top
*Official Plan Amendment - Minor [4]	$890.00	$925.00	$35.00	3.9%	
*Official Plan Amendment - Major [6]	$1,360.00	$1,415.00	$55.00	4.0%	
*Zoning By-Law Amendment	$535.00	$555.00	$20.00	3.7%	The fee for a Zoning By-law Amendment application is waived when submitted concurrently with an Official Plan Amendment or Site Plan Control application.
*Consent (per lot)	$535.00	$555.00	$20.00	3.7%	Fees for the review of applications required to fulfill a condition of consent approval are waived.
*Minor Variance	$535.00	$555.00	$20.00	3.7%	The fee for a Minor Variance application is waived when submitted concurrently with a Site Plan Control application.
*Site Plan Control - Minor [4]	$535.00	$555.00	$20.00	3.7%	
*Site Plan Control - Standard [5]	$1,900.00	$1,980.00	$80.00	4.2%	
*Site Plan Control - Major [6]	$2,705.00	$2,815.00	$110.00	4.1%	
*Plan of Subdivision / Condominium - Draft Plan Approval	$3,675.00	$3,825.00	$150.00	4.1%	
*Plan of Subdivision / Condominium - Final Plan Approval	$1,360.00	$1,415.00	$55.00	4.0%	
*Plan of Subdivision / Condominium - Resubmission	$920.00	$960.00	$40.00	4.3%	

Notes for Plan Review Fees:

(1) Generally, fees for the review of an application and supporting reports are to be received before formal written comments will be provided.

(2) Plan review fees may be reduced with the approval of the General Manager, Manager, Watershed Planning & Engineering or Supervisor, Development Review.

(3) Significant amendments to an application or a resubmission within a period of 2 years will be charged a review fee of 50 percent of the current fee. A resubmission after 2 years will be considered a new application and will be subject to the full current fee.

(4) "Minor" refers to applications that are generally minor in nature (e.g. single family residential).

(5) "Standard" refers to applications that are generally larger in scale than minor applications (e.g. small commercial, less than 0.8 hectares, additions up to 200 square metres).

(6) "Major" refers to applications that are major development projects (e.g. multiple residential, industrial).

2026 Fee Schedule - Draft for Public Review (June 25, 2025)

All prices include applicable tax, unless otherwise noted

*Tax exempt

**HST extra

Effective date for all fee is January 1, 2026 , unless otherwise noted

Fee Category	Approved 2025 Fee Amount	Proposed 2026 Fee amount	$ Change 2025 to 2026	% Change 2025 to 2026	Notes
Property Inquiry Fees					Return to Top
Brief Realty, Property or Development Inquiry - no inspection	$85.00	$85.00	$0.00	0.0%	Property inquiries include information pertaining to planning related matters and Ontario Regulation 148/06.
Brief Realty, Property or Development Inquiry - with inspection	$250.00	$250.00	$0.00	0.0%	
*Standard Realty, Property or Development Inquiry – no inspection	$210.00	$210.00	$0.00	0.0%	
*Standard Realty, Property or Development Inquiry – with inspection	$385.00	$385.00	$0.00	0.0%	
Technical Report Review Fees [1, 2]					Return to Top
Engineering submissions are prepared by qualified professionals in the fields of civil engineering, water resources engineering, geotechnical engineering, coastal engineering and/or hydrogeology. Environmental submissions are prepared by an environmental consultant with relevant experience in wetland, wildlife habitat, and woodland ecology and species at risk. Cataraqui Conservation review involves evaluation of these submissions in consideration of applicable guidelines and legislation. Normal Review (30 days) •Flood plain hydrology analysis •Geotechnical (unstable soils and slopes) •Stormwater management •Environmental impact analysis (EIA) •Environmental impact statements (EIS) •Sediment and erosion control plans •Wetland hydrologic impact analysis					
*Brief [3]	$420.00	$435.00	$15.00	3.6%	
*Standard [4]	$970.00	$1,010.00	$40.00	4.1%	
*Major [5]	$1,555.00	$1,620.00	$65.00	4.2%	
*Resubmissions / Revisions (applied after first resubmission)	50% surcharge	50% surcharge			

Notes for Technical Fees:

(1) These fees are not subject to taxation.

(2) The applicable report fee includes the review of one resubmission. A 50% surcharge is applied for additional submissions.

(3) Brief Reports are typically those prepared in the form of a letter of opinion generally relating to the development of a single residential lot.

(4) Standard Reports are typically those prepared for smaller scale subdivisions, commercial, industrial, or institutional developments.

(5) Major Reports are typically those prepared for larger scale subdivisions, commercial, industrial, or institutional developments, or may include the integrated assessment of multiple topics.

2026 Fee Schedule - Draft for Public Review (June 25, 2025)

All prices include applicable tax, unless otherwise noted

*Tax exempt

**HST extra

Effective date for all fee is January 1, 2026 , unless otherwise noted

Fee Category	Approved 2025 Fee Amount	Proposed 2026 Fee amount	$ Change 2025 to 2026	% Change 2025 to 2026	Notes
Education Programs					
Forest Therapy Program Fees					Return to Top
Forest Therapy - Group Walk (per participant)	$22.00	$22.00	$0.00	0.0%	
Forest Therapy - Virtual Walk (per participant)	$12.00	$12.00	$0.00	0.0%	
Forest Therapy - Minimum Fee (per group walk)	$110.00	$110.00	$0.00	0.0%	
Forest Therapy - Private Walk (one participant)	$125.00	$125.00	$0.00	0.0%	
Education Program Fees					Return to Top
The following fees are effective September 1, 2026:					All student fees listed below are for municipalities participating in Category 3 - Locally Supported Services. For municipalities who do not sign on to these programs, all education-based programming fees noted below will be doubled.
*Student Program Fee (per student)	$10.00	$10.00	$0.00	0.0%	
*Student Program Fee - Maple Madness (per student)	$10.00	$10.00	$0.00	0.0%	
*Student Program Fee - Virtual Program (per student)	$3.00	$3.00	$0.00	0.0%	
*Student Program Fee - School Yard & Greenspace visit (half day	$140.00	$140.00	$0.00	0.0%	Plus mileage
*Student Program Fee - School Yard & Greenspace visit (full day	$280.00	$280.00	$0.00	0.0%	Plus mileage
*Student Program - Minimum Fee (per booking)	$120.00	$120.00	$0.00	0.0%	
*Student Program - Cancellation Fee (per booking)	$50.00	$50.00	$0.00	0.0%	
*PA Day Program Fee (per student)	$45.00	$50.00	$5.00	11.1%	
*Early/Home Learners Nature Program Fee (per student)	$8.00	$8.00	$0.00	0.0%	
Education Ski Rental (full set, per student)	$10.00	$10.00	$0.00	0.0%	
The following fees are effective September 1, 2025:					
Adult Program Fee (per person)	$10.00	$10.00	$0.00	0.0%	
Adult Program Fee - Virtual Program (per person)	$5.00	$5.00	$0.00	0.0%	
Adult Program Fee - Greenpace visit	$141.25	$141.25	$0.00	0.0%	
Adult Program - Minimum Fee (per booking)	$141.25	$141.25	$0.00	0.0%	
Adult Program - Cancellation Fee (per booking)	$50.00	$50.00	$0.00	0.0%	

2026 Fee Schedule - Draft for Public Review (June 25, 2025)

All prices include applicable tax, unless otherwise noted

*Tax exempt

**HST extra

Effective date for all fee is January 1, 2026 , unless otherwise noted

Fee Category	Approved 2025 Fee Amount	Proposed 2026 Fee amount	$ Change 2025 to 2026	% Change 2025 to 2026	Notes
Nature Explorers Camp Fees					Return to Top
*Regular Week (participation fee, per student)	$250.00	$260.00	$10.00	4.0%	
*Short Week (participation fee, per student)	$200.00	$210.00	$10.00	5.0%	
Late Pick-Up Fee ($5 charge for 5 minutes)	$5.00	$5.00	$0.00	0.0%	

2026 Fee Schedule - Draft for Public Review (June 25, 2025)

All prices include applicable tax, unless otherwise noted

*Tax exempt

**HST extra

Effective date for all fee is January 1, 2026 , unless otherwise noted

Fee Category	Approved 2025 Fee Amount	Proposed 2026 Fee amount	$ Change 2025 to 2026	% Change 2025 to 2026	Notes
Forestry Programs					
****Tree and Shrub Sales**					Return to Top
**Tree and Shrub Sales Administration Fee (per order)	$25.00	$25.00	$0.00	0.0%	There is a minimum order of 500 seedlings and individual species can be ordered in multiples of 50.
**Seedling (surcharge per tree seedling)	$0.15	$0.15	$0.00	0.0%	Plus nursery price per tree seedling (sold in bundles of 50)
**Shrub (surcharge per shrub)	$0.15	$0.15	$0.00	0.0%	Plus nursery price per tree seedling (sold in bundles of 50)
****Tree Planting Agreements**					Return to Top
**Seedling (surcharge per tree, planting sites 1-2 hectares)	$0.20	$0.20	$0.00	0.0%	
**Seedling (surcharge per tree, planting sites than 2-4 hectares)	$0.15	$0.15	$0.00	0.0%	
**Seedling (surcharge per tree, planting sites greater than 4 hectares less than 8)	$0.10	$0.10	$0.00	0.0%	New
**Seedling (surcharge per tree, planting sites greater than 8 hectares)	$0.05	$0.05	$0.00		New
Product/Service					
Staff Time (Hourly Rate)					
Adminstrative Rate	$77.00	$79.00	$2.00	2.6%	
Technical Rate	$92.00	$95.00	$3.00	3.3%	
Professional Rate	$108.00	$110.00	$2.00	1.9%	
Management Rate	$138.00	$140.00	$2.00	1.4%	
Finance Administration Fees					
Not Sufficient Funds (NSF) Cheque Fee	$31.00	$33.00	$2.00	6.5%	
Information Requests					
Geospatial Data Sales					Return to Top
Record Search or Data Compilation (per half hour)	$70.00	$70.00	$0.00	0.0%	
Remote Sensing - DRAPE Aerial Photographs (per 1 km^2 tile)	$55.00	$55.00	$0.00	0.0%	These fees are regulated by the Province of Ontario
Remote Sensing - LiDAR Topographic Data and derivatives (per 1 km^2 tile)	$145.00	$145.00	$0.00	0.0%	
Municipal Freedom of Information and Protection of Privacy Act Administration Fees					Return to Top

2026 Fee Schedule - Draft for Public Review (June 25, 2025)

All prices include applicable tax, unless otherwise noted

*Tax exempt

**HST extra

Effective date for all fee is January 1, 2026 , unless otherwise noted

Fee Category	Approved 2025 Fee Amount	Proposed 2026 Fee amount	$ Change 2025 to 2026	% Change 2025 to 2026	Notes
*Access Request Fee (per application)	$5.00	$5.00	$0.00	0.0%	These fees are regulated by the Province of Ontario
*Record Search & Compilation Fee (per 15 minutes)	$7.50	$7.50	$0.00	0.0%	
*Printing & Photocopying Fee (per page)	$0.20	$0.20	$0.00	0.0%	
*Storage Device (each)	$10.00	$10.00	$0.00	0.0%	
*Shipping Costs	actual cost	$0.00			

Ministry of Emergency Preparedness and Response

25 Morton Shulman Ave,
Toronto, ON M3M 0B1

Ministre de la Protection civile et de l'Intervention en cas d'urgence

25, av. Morton Shulman,
Toronto, ON M3M 0B1

Ontario

June 30, 2025

Town of Gananoque

Dear Penny Kelly - CEMC:

Emergency Management Ontario (EMO) is proud to support your efforts to deliver on our common mission to ensure Ontarians are safe, practiced and prepared before, during and after emergencies.

The Emergency Management and Civil Protection Act (EMCPA) requires each municipality to develop and implement an Emergency Management (EM) program that includes:

- Municipal hazard and identification risk assessment;
- Municipal critical infrastructure list;
- Municipal emergency plan;
- Program By-law;
- Annual Review;
- Annual training;
- Annual exercise;
- Public education program;
- An Emergency Operations Center;
- A Community Emergency Management Coordinator;
- An Emergency Management Program Committee;
- A Municipal Emergency Control Group (MECG) and;
- An Emergency Information Officer.

Emergency Management Ontario (EMO) assists municipalities by making available our Field Officers and other resources to provide advice and guidance, deliver training, participate in exercises, and other advisory services including annually advising municipalities on achieving their EMCPA requirements.

Thank you for sharing your EM program related information and the effort undertaken to do so. Upon review of the documentation submitted, EMO is pleased to advise that our assessment indicates that your municipality has satisfied all thirteen (13) program elements required under the EMCPA 2024.

Congratulations on your municipality's efforts in meeting your EMCPA requirements in 2024.

You may also be interested in learning of the following information for further context:

- 423 of 444 municipalities sought EMO's advice on their progress to meet their EMCPA requirements in 2024, of which 418 were advised they appeared to satisfy their EMCPA requirements.
- Of the 5 municipalities who were advised they did not appear to meet all 13 program elements required under the EMCPA, the most prevalent reasons were:
    - Not conducting an annual exercise as prescribed;
    - CEMC did not complete training;
    - Not completing the annual MECG training; and/or
    - Not completing an annual review of their EM program.

There is nothing more important than the safety and wellbeing of our families and loved ones, and the importance of ensuring that your municipality is as prepared as possible for any potential emergency cannot be understated.

Once again, EMO is here to assist municipalities in achieving their EMCPA requirements. For further information or if you have any questions or concerns about this letter, please contact our Field Officer assigned to your Sector; their contact information is below.

Name: James Brown
Email: james.r.brown@ontario.ca
Phone: 613-242-4189

Sincerely,

Heather Levecque
Assistant Deputy Minister, Operations Division
Ministry of Emergency Preparedness and Response

cc: Mayor John Beddows

July 7, 2025

Re: Start of Construction & schedule
MTO 2025-4012

Louis W. Bray Construction Limited has been retained by the Ministry of Transportation to perform construction work on Hwy. 401 at the county road 32 underpass under contract number 2022-4009. This is a 1-year project that involves the rehabilitation of the county road 32 underpass with work including concrete repairs to the underside soffits, removal & replacement of steel beam guide rail on Hwy. 401, removal & replacement of a breakaway sign on Hwy. 401 and asphalt placement on top of the county road 32 structure.

Please be advised that construction activities for this project will commence on or about July 20, 2025 and will be completed by November 14, 2025.

The following changes to traffic flow are anticipated:

ON RAMPS & HWY. 401

- From approximately July 20, 2025 to September 30, 2025, there will be nightly ramp closures (from approximately 7pm to 6am) of both the NS-E Ramp (East Bound on-ramp) and the NS-W Ramp (West Bound on-ramp). These ramps will never be closed at the same time and advanced notification signs will be posted in advance of any closures.

- During these nightly ramp closures, Hwy. 401 will be reduced to 1 though lane in either the East Bound or West Bound directions - only 1 direction will be affected at a time. The Hwy. 401 off ramps (E-NS & W-NS) will remain open at all times.

COUNTY ROAD 32

- From approximately October 1, 2025 to October 31, 2025, there will be daily lane closures (from approximately 7am to 5pm) on top of the County Road 32 structure to facilitate the asphalt replacement operation. Advance notification signs will be posted in advance of any lane closures. At least 1 lane of traffic will remain open at all times on the structure.

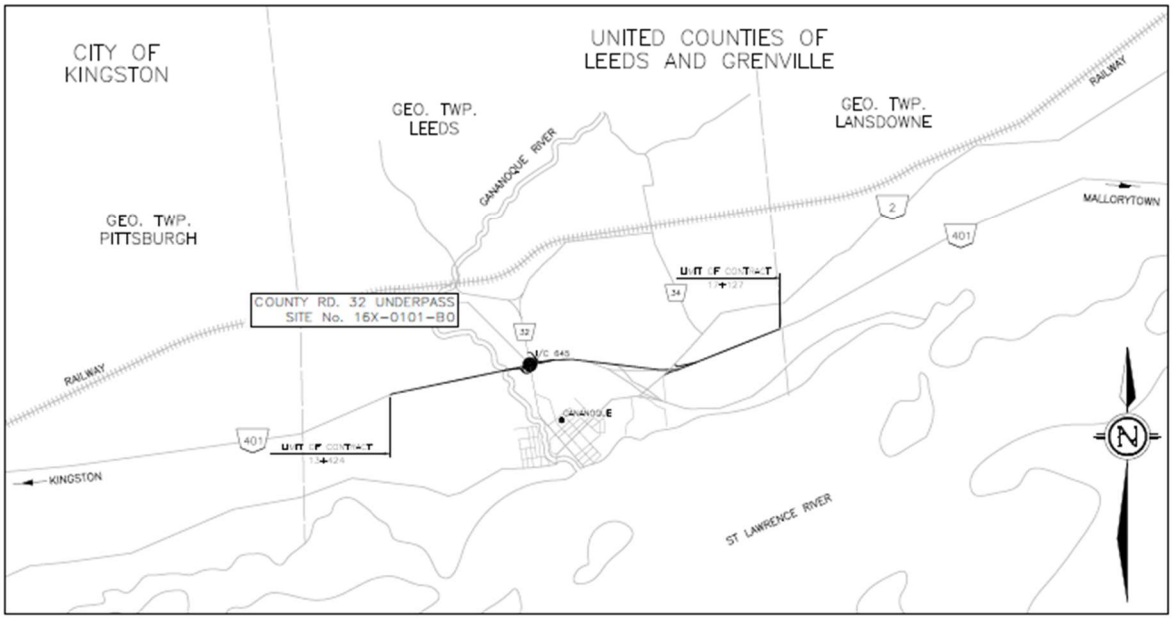
EMERGENCY CONTACTS

Should there be an emergency or a need to contact Louis W. Bray Construction for any reason, please see the contact list below:

- Kevin Currier - Site Superintendent - [redacted]
- Robert Marcoux - Site Foreman - [redacted]
- Mark Butzer - Project Manager - [redacted]

The Contract Administrator for the project is ASF Associated INC. The contact information for the Contract Administrator is:

Amin Farsoodeh
[redacted]


CITY OF
KINGSTON
UNITED COUNTIES OF
LEEDS AND GRENVILLE
GEO. TWP.
LEEDS
GEO. TWP.
LANSDOWNE
GEO. TWP.
PITTSBURGH
GANANOQUE RIVER
RAILWAY
MALLORYTOWN
2
401
COUNTY RD. 32 UNDERPASS
SITE No. 16X-0101-B0
32
34
RAILWAY
401
KINGSTON
GANANOQUE
ST LAWRENCE RIVER
N

Key Plan

June 27, 2025

Connecting Today.
Powering Tomorrow.

Independent Electricity System Operator
1600-120 Adelaide Street West
Toronto, ON M5H 1T1
t 416.967.7474
www.ieso.ca

Dear Members of Council,

Re: Update from IESO on LT2 Procurement Process

Please accept this letter to be shared with relevant staff and members of your Council to help municipalities prepare as the Independent Electricity System Operator (IESO) launches the Long-Term 2 (LT2) procurement. The IESO recognizes the importance of collaborative efforts between stakeholders and communities to advance Ontario's energy infrastructure while meeting municipal planning goals and is committed to keeping municipalities informed as work progresses. This letter aims to provide a fact-based view of the province's growing need for electricity, the important role that securing new electricity infrastructure plays in ensuring Ontario continues to have a reliable, affordable and sustainable electricity system today and into the future and offers a suite of online resources to support municipalities through the procurement process.

The IESO works at the heart of Ontario's electricity system. We maintain reliability by overseeing the operation of the grid in real time – 24 hours a day, 7 days a week. We also conduct ongoing planning and procurement processes to ensure Ontario's electricity system has the infrastructure and tools in place to meet our needs 20-years into the future.

The growth of Ontario's electricity system must accelerate at an unprecedented pace. The IESO forecasts annual electricity demand to grow 75 per cent by 2050 due to economic growth, electrification, and evolving technologies. To ensure reliable and affordable electricity is available where and when it is needed, the IESO is moving forward with ambitious plans to build a significant amount of new supply and transmission infrastructure, as well as to expand energy efficiency programs.

To address Ontario's growing electricity needs, the IESO has initiated several electricity supply acquisition mechanisms, including the LT2 procurement process. The LT2 Request for Proposal (RFP) seeks to procure new supply resources and will include multiple proposal submission windows, that will be run on approximately an annual basis. The LT2 RFP will take an "all of the above" approach to eligibility and may see wind, solar, bioenergy, energy storage, combined heat and power, hydroelectric and natural gas projects come forward under the first submission window. Successful projects will be awarded a 20-year contract term.

Municipalities play a critical role in Ontario's energy transition and local decisions are shaping the future of Ontario's electricity system. Municipal governments determine whether their community will be a willing host of electricity projects by issuing a Municipal Support Confirmation (MSC) and oversee local development approvals. The MSC does not guarantee that the project will be awarded an IESO contract and does not supersede any applicable permits or approvals under applicable Laws and Regulations. If you would like more information, you can review our LT2 RFP webpage.

While the IESO always encourage developers to conduct early engagement with communities, for the LT2 RFP, the IESO is empowering municipalities to determine the appropriate levels of engagement required in their communities. Each community in Ontario is unique and should be engaged in a manner that works best for their community members. This means that municipalities will be able to determine minimum engagement standards that developers must meet, as part of their issuance of an MSC.

To help inform discussions, the IESO is sharing the following resources:

- The Annual Planning Outlook Engagement webpage which provides IESO's forecast of Ontario's electricity system needs out to 2050.
- A dedicated community engagement webpage which provides key information to aid municipal decision-making.

While the IESO is responsible for planning the system and executing the procurement process, other Ministries and government authorities are responsible for overseeing environmental assessment processes and setting standards for the safe maintenance and operation of electrical equipment. As part of the IESO's contracts, proponents are required to obtain and comply with all relevant permits and processes. Additional resources include:

- Ontario Ministry of the Environment, Conservation and Park's (MECP) Location/Site Considerations Checklist for Renewable Energy Projects.
- MECP's Technical Guide to Renewable Energy Approvals which provides information on land use planning, siting considerations and decommissioning.
- To support the completion and review of the Agricultural Impact Assessment requirements the Ontario Ministry of Agriculture, Food, and Agribusiness has published guidelines documents here: OMAFA Guidelines for the LT2 AIA Component One Requirement.
- The Ontario Association of Fire Chiefs, the Canadian Renewable Energy Association and Energy Storage Canada released the Solar Electricity and Battery Storage Systems Safety Handbook for Firefighters.
- A toolkit created by the Association of Municipalities of Ontario (AMO) to guide municipalities on the development of electricity projects.
- The Ontario government requires all renewable energy proposals to acquire Renewable Energy Approvals before moving forward with development. More information on the approval process can be found via the link above.
- More information about wind turbine noise can be found on Health Canada's page.

The current electricity system will not meet electricity demand projected for 2050. Ontario requires more electricity, and we must work together to secure it. Municipalities like yours are

key partners in Ontario's energy transition and local decisions play a critical role in shaping the province's electricity system. Municipalities determine whether they are willing hosts for new supply resources and are therefore essential to securing the energy resources needed to meet Ontario's growing electricity needs. For this reason, it is essential that municipalities remain engaged and informed in the procurement process. To stay up to date please subscribe here.

The IESO is committed to continuing our engagement with municipalities as work progresses, and we welcome your feedback and involvement in these important matters.

If you would like more information, please email our Regional and Community Engagement team at communityengagement@ieso.ca.

Sincerely,

Carla Y. Nell

Executive Vice-President, Corporate Relations, Engagement and Strategy, IESO

AMO Association of Municipalities of Ontario

ANNUAL REPORT | 2024

Contents

3 Message from the AMO President

4 The Value of AMO Membership

5 Message from the Executive Director

6 2024 Annual Conference

8 AMO's Centres

9 Highlights of AMO's Work in 2024

14 AMO Board of Directors

16 Message from the Secretary-Treasurer

17 Financial Statements

Message from the AMO President

I am so proud and grateful to have been elected as your AMO President at the 2024 Annual Conference in Ottawa. I want to congratulate all my colleagues who were elected to the AMO Board of Directors. It is such a privilege to serve as AMO President with a tremendous group of talented, engaged, and energetic leaders. I also want to thank everyone who put their names forward to serve on the AMO Board – it shows how important our association and our sector are that so many want to be involved in AMO's work.

2024 was a very productive year for AMO: we celebrated our 125th anniversary as an association; we launched a new brand and visual identity; we signed a new 10-year, $10 billion agreement with the federal government for the Canada Community-Building Fund; and we persuaded the province to walk back elements of Bill 23 and restored about $2 billion of annual infrastructure funding.

Of course, we are now all aware of the drama unfolding to the south of our border. As our political and economic context evolves rapidly, AMO's work in 2024 shows the importance of a meaningful partnership between Ontario's municipalities, the province, and the federal government. Every municipality has challenges, and all orders of government need to work together to face them head on. Communities form the foundation of the provincial and national economies – when local communities succeed, Ontario and Canada succeed.

For more than a year, AMO has been calling on the province to sit down with us to talk about outdated fiscal arrangements and innovative ways to fund the infrastructure that underpins the Ontario economy. AMO's call for this conversation has been supported by councils in every part of the province. Our residents are concerned about their quality of life, public safety, and what the future will bring. But there is a real opportunity to build a prosperous and sustainable future for this province if municipalities, Ontario, and the Government of Canada work together as partners.

All of AMO's work is made possible through your active membership with AMO. I also want to thank AMO staff who continue to provide incredible advice and resources to the Board and AMO's member municipalities. The work of AMO staff ensures that AMO continues to be one of the most influential advocacy organizations in the country.

Robin Jones

President, AMO
Mayor, Village of Westport

The Value of AMO Membership

Ontario's 444 municipalities work together through AMO to achieve shared goals and meet common challenges.

AMO works to make municipal governments stronger and more effective.

AMO represents you and the collective voice of municipal government in Ontario, and ensures we are all heard loud and clear.

AMO provides municipal elected officials with the tools to succeed through our policy development, advocacy, membership programs, conferences, and educational programming.

Our members take advantage of educational programming which includes workshops such as enhanced councillor and land use training, negotiating conflict, Indigenous-municipal community building, and many others focused on building essential skills and knowledge for elected municipal officials.

AMO also provides business services that help municipalities. LAS (Local Authority Services) supplies many cost-saving programs and services designed to support municipalities. We also advance municipal employer interests in the OMERS Pension Plan as your sponsor representative through MEPCO (the Municipal Employer Pension Centre of Ontario). We ensure that your voice influences the governance and the administration of the $138 billion OMERS pension plan.

AMO's website had over **1,167,000** pageviews in 2024.

Subscription to the weekly AMO Watchfile is currently at **8,800**.

Communicating with our members and keeping everyone up to date is just part of the value-added benefit of an AMO membership.

Message from the Executive Director

In 2024, AMO continued to modernize and evolve to meet the needs of our members – Ontario's municipalities. I am thankful to work with the AMO staff who support Ontario's communities with the challenges they face. My colleagues deliver programs, services, events, and education with creativity and dedication as they advocate for municipal interests and develop initiatives that benefit municipal councils and employees in their mandates to residents.

As part of our modernization efforts, AMO unveiled a new brand and visual identity at the 2024 AMO Annual Conference, which coincided with AMO's 125th anniversary. Once again, AMO's Annual Conference shows that AMO unifies the sector with one voice. It is an important platform for municipal, provincial, and federal representatives to demonstrate partnership and develop solutions in service of Ontarians across the province.

However, AMO is much more than the Annual Conference. In 2024, AMO worked throughout the year on priorities that matter to our members – housing, homelessness, infrastructure, and reconciliation with our Indigenous communities. AMO is also advancing work on strengthening local democracies and supporting municipal staff recruitment and retention. That is in addition to all the events, education, and other programs AMO delivers to members. There are ways to engage with AMO throughout the year, and I encourage you to do so.

I am also grateful to work with the exceptional group of municipal council members and municipal public servants who make up our Board of Directors. Like you, they are community leaders who care deeply about their residents, communities, and the province and who volunteer their time to support AMO's work on behalf of the municipal sector. They are strong advocates for our sector, and provide meaningful intelligence to AMO staff to inform the work of the association.

I want to thank all our members for your support. I also want to thank the many extraordinary municipal public servants who work with AMO staff to ensure our advocacy, member and business services reflect the best knowledge of your priorities, challenges, and aspirations. I am proud of the significant role AMO has in shaping public policy and supporting members and we are committed to maintaining that role for AMO and the municipal sector.

Brian Rosborough
Executive Director

2024 Annual
Conference

AMO Annual Conference 2024, Plenary Presentation, "Thinking Differently about Infrastructure"

AMO membership engagement continued to grow in 2024 as the AMO Conference in the City of Ottawa broke a number of records.

- A record **3,300** registered participants
- A new record of **700** delegation meetings between municipal leaders and Cabinet members and opposition party members
- A record number of candidates to serve on AMO's Board with elections for President and for every Caucus
- Main stage plenary content including the Honourable Elizabeth Dowdeswell, Lieutenant Governor of Ontario, Ontario Regional Chief Abram Benedict, Premier Doug Ford, our 5th Women's Leadership Forum, and Wednesday programming dedicated to housing and infrastructure.
- **14** concurrent sessions and six study tours on topics such as the Provincial Policy Statement and Building Code, Indigenous guidance and expectations on land use planning, access to health services, recreation infrastructure, partnering with urban Indigenous organizations, and more.

AMO's Centres

AMO's Enterprise Centre works closely with LAS and ONE Investment to build strategic relationships with partners where there is shared value – the partner succeeds in achieving business goals while AMO/LAS maximizes benefits to members. The Enterprise Centre is led by Judy Dezell.

AMO's Finance and Operations Centre is responsible for managing AMO and AMO-related organizations' accounting, financial systems, risk management, information technology, human resources, website management, information systems and data management. Information is disseminated to AMO membership and the public-at-large via our websites and other digital channels by leveraging our membership database and other tools. The Finance and Operations Centre is led by Afshin Majidi.

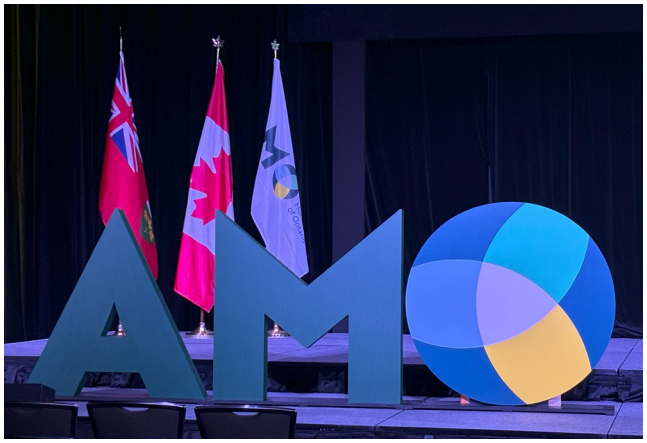
AMO's Membership Centre supports AMO's membership through the development and delivery of events and educational workshops. The Membership Centre also oversees the management and delivery of the Canada Community-Building Fund (CCBF) to Ontario's municipalities. The Membership team leads several AMO Board initiatives including increasing diversity on municipal councils, enhancing understanding and engagement in municipal governance, and approaches to local democracy through the Healthy Democracy Project. The Centre also provides secretariat and conference delivery services for ROMA, the rural section of AMO. The Membership Centre is led by Petra Wolfbeiss.

AMO's Policy Centre conducts research, government relations, policy analysis, and advocacy to ensure that provincial policies and programs respect municipal authority. The Policy Centre is led by Lindsay Jones.

Highlights of AMO's Work in 2024

Brand & Visual Identity

In 2023, AMO undertook work to refresh our brand framework and visual identity. The goal of this project was to support the modernization of the organization and continue to engage our members in AMO's advocacy, programs, and events. AMO's new visual identity began roll-out in 2024 and was fully launched at AMO's 125th anniversary at the Annual Conference in August 2024.



Social and Economic Prosperity Review

In 2023, AMO launched a comprehensive campaign to invite the provincial government to the table to work with municipalities to fix broken provincial-municipal fiscal arrangements.

Municipalities across Ontario are facing increasingly complex challenges, such as tackling homelessness and climate change, without the financial tools to solve them. Building the infrastructure needed to fund unprecedented growth requires new ways of thinking about funding and financing.

In 2024, AMO executed a multi-pronged advocacy and government relations strategy, including presentations to the legislature, submissions and presentations to multiple Ministers, and securing almost 200 resolutions in support of a review. Concrete actions to address broken fiscal arrangements were a core element of a non-partisan public affairs campaign in the lead up to the January 2025 provincial election designed to encourage Ontarians to focus on questions relating to communities and quality of life.

Municipal-Indigenous Relations

AMO continues to strengthen and deepen relationships between municipal and Indigenous organizations and leaders.

In 2024, AMO launched the development of its first-ever Indigenous Reconciliation Action Plan to set out how AMO will advance reconciliation as an organization, and through support to its members. In addition to significant policy and research groundwork, widespread engagement took place with municipalities and Indigenous partners across the province with the support of a First Nations owned and operated consultancy. AMO is well-positioned to launch the Indigenous Reconciliation Action Plan in 2025 – the 10th anniversary of the Truth and Reconciliation Commission Report.

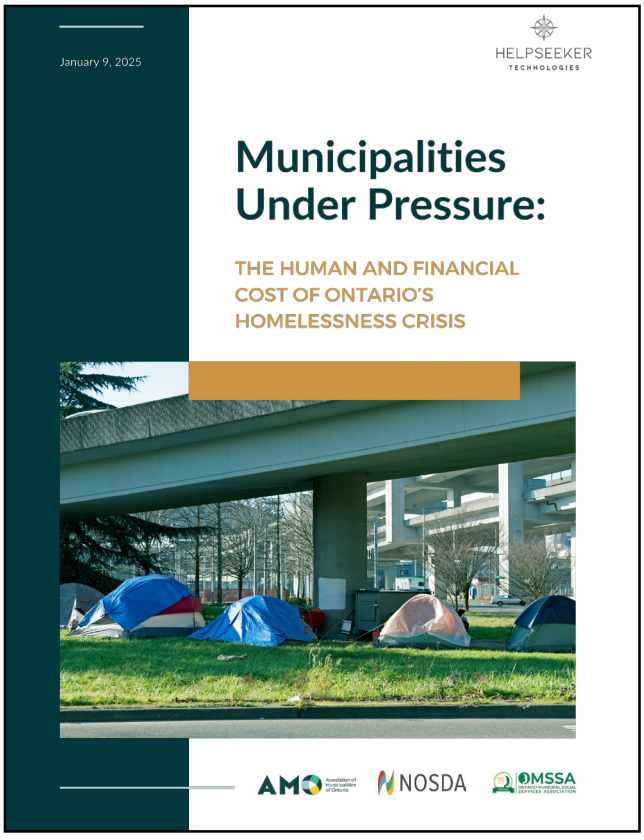
AMO continues its work with key partners at AMO's Indigenous Advisory Council, with the Kee:Way Committee of the Chiefs of Ontario and others to address joint municipal-Indigenous priorities such as land-use planning and gender-based violence.

Homelessness

AMO continues to be at the forefront of the conversation homelessness and its devastating impacts on families and communities.

In 2024 AMO released policy papers on Homeless Encampments and the Opioid Crisis, outlining the nuanced municipal perspective on these complex and sensitive issues. These papers were developed in collaboration with partners from health, justice, emergency response, and social services sector. These papers and the accompanying advocacy resulted in almost $550 million in provincial investments to create 28 Homelessness and Addiction Recovery Treatment Hubs.

Over the course of 2024, AMO completed a ground-breaking research study that reveals the unprecedented and growing toll of homelessness on individuals, families, communities, and governments. It outlines the risk of inaction and how we can work together toward a solution. The study was conducted by HelpSeeker Technologies, in partnership with AMO, the Ontario Municipal Social Services Association (OMSSA) and the Northern Ontario Service Deliverers Association (NOSDA). AMO's study received wide-spread media attention across the province for its unprecedented approach and the depth and breadth of its data. AMO provided briefings on findings to provincial and federal ministries, opposition parties, Senators, and think tanks.



Housing and Municipal Infrastructure

In 2024, AMO continued to make progress on securing infrastructure funding for municipalities to support housing and growth. Key accomplishments included:

- Successfully securing the walk-back of key elements of Bill 23, including changes to development charges that reinstates an estimated $2 billion in municipal revenues over 10 years;
- Securing an additional $1.6 billion in municipal infrastructure funding, including favourable design parameters across a range of infrastructure programs;
- Advocating for greater access to housing-related infrastructure funding for smaller municipalities and securing the roll-out of Building Faster Fund monies for small, rural and northern municipalities;
- Releasing a backgrounder on Municipal Services Corporations and the potential benefits and risks of their application to municipal water and wastewater systems;
- Securing more than $350 million in at-risk National Housing Strategy funding in the context of faltering federal-provincial relations; and,
- Successfully pressuring the federal government to change program conditions for the Canada Housing Infrastructure Fund related to development charges freeze requirements and ineligibility of upper-tier municipal governments.

AMO facilitated conversations between provincial and municipal staff to inform the design of programs and hosted webinars for municipalities to better understand program details and support successful applications for provincial programs.

Water and Wastewater

Safe and reliable water and wastewater systems are critical to the health of Ontario's growing population. But Ontario's municipalities, which own almost all the province's water and wastewater systems, face major concerns in operating, maintaining and/or expanding them. In 2024, the LAS Board asked if it would be feasible for LAS to offer a water and wastewater utility model to the municipal sector. To develop the feasibility study, LAS convened an expert panel comprising members with experience in water and wastewater, municipal finance, economics, legal issues and public-sector governance. After consultations with municipalities and other key stakeholders, the expert panel concluded that yes, LAS should take the next step required by the Municipal Act and build a business case to create a joint municipal services corporation for water and wastewater. Work on the business case will start in 2025 with eight interested municipalities.

Canada-Community Building Fund

2024 was the first year of the renewed 10-year Canada Community Building Fund (CCBF) agreement. Agreements were signed with all municipalities and AMO transferred nearly $725 million in 2024, which included $10.5 million in surplus administration fees. Funds are transferred on behalf of the federal government in support of critical infrastructure projects. Municipalities receiving CCBF funds through AMO have invested more than $10 billion into nearly 15,000 local projects. Through its CCBF team, AMO also delivers programming that helps the municipal sector make progress in asset management planning, to better inform Councils in identifying infrastructure investment priorities. A commitment to improve

housing supply and affordability was added to the agreement in 2024. AMO is working with municipalities to leverage the CCBF to support housing investments where it makes sense to do so.

AMO Education and Events

AMO continues to evolve its educational programming for its members with more than a dozen offerings aimed at various aspects of municipal leadership. AMO has custom-designed workshops with subject matter experts on topics ranging from land use planning, navigating conflict, communications, strategic planning and community engagement, Indigenous community engagement and much more.

AMO is committed to supporting and advancing our members leadership skills and will continue to develop workshops that meet the emerging needs and realities of local leadership.

AMO also supported the Rural Ontario Municipal Association (ROMA) and Ontario Small Urban Municipalities (OSUM) in developing and delivering their annual conferences.

AMO hosted a two-day housing forum on innovation and funding solutions for municipalities.

Healthy Democracy Project

AMO's Healthy Democracy Project promotes the value and importance of municipal governments in Ontario and Canada's political system and identifies ways that AMO can provide support and resources to candidates that will diversify municipal councils and enhance understanding and encourage participation in municipal government.

In fall 2024, AMO held its inaugural Healthy Democracy Forum drawing more than 155 participants. In addition to municipal Council members, participants included municipal staff, youth and youth serving organizations, municipal organizations and dozens of related sector organizations. The forum included a session dedicated to engaging youth in local democracy and included a report coauthored by AMO and Apathy is Boring on findings and strategies designed for municipalities to engage youth.

In 2024, AMO also released its Municipal Rep Day Program that supports elected officials and teachers to engage youth in learning and discussion on municipal governance.

To support AMO members, a Democratic Solutions Bank has been developed that houses all kinds of innovation and strategies for AMO members to consider in their local engagement work.

Healthy Democracy Forum, 2024

Workforce Development Project

The Workforce Development Project supports Ontario's municipalities and AMO by identifying workforce trends, challenges, and opportunities across the municipal sector. The goal is to ensure municipalities have the talent and skills they need to deliver vital services and infrastructure Ontarians rely on.

In 2024, AMO advanced this work with the release of *Careers that build communities: AMO's Municipal Workforce Development Project Roadmap*. The roadmap is informed by the Municipal Employee Survey, which gathered input from more than 30 municipal CAOs and HR professionals, as well as nearly 2,400 municipal employees. It identifies five key priorities to strengthen municipal workforce capacity through improved recruitment, retention, and talent development. To support this, AMO began work on a public affairs campaign designed to shine light on careers in local government. AMO is also expanding partnerships with post-secondary institutions and professional associations to support this work through joint research, advocacy, and programming.

AMO's Municipal Workforce Development Project Roadmap

ONE Investment

As former AMO President Roger Anderson once said, "all municipalities face the same challenges, the difference between the largest and the smallest municipality is the number of zeros." In 2024, municipalities across Ontario faced double digit property tax increases – while new revenue streams remained elusive.

In 2024, interest in the prudent investor standard through ONE Investment's Joint Investment Board (ONE JIB) was strong. The Region of Durham, Municipalities of Clarington and Red Lake, and Township of Central Frontenac joined an existing group of 11 municipalities to employ a long-term investment strategy as a small way to help fund local infrastructure needs. Collectively these 15 municipalities have $2.2 billion invested in long-term investment strategies to help finance, in part, their local asset management needs. Looking ahead, the pipeline of interest for prudent investor is strong.

Municipal Risk and Insurance

In mid-2022, LAS started a five-year project to gather risk data. 2024 marked the second full year of the project. The data will help inform inter-governmental dialogue on municipal insurance costs, coverage, and liability issues, including joint and several liability. The goal is also to identify and discuss gaps in data that need to be resolved to better understand and disseminate the underlying factors driving municipal insurance challenges.

AMO Board of Directors

The governing body of the Association is the Board of Directors, elected every two years. The Board is comprised of elected and non-elected municipal representatives from across Ontario.

***Indicates member of the AMO Executive Committee**

AMO Board of Directors (as of this Report)

Robin Jones*
President
Mayor, Village of Westport

Dan Chapman
Secretary-Treasurer
CAO, City of Kitchener

Colin Best*
Past-President
Councillor, Region of Halton

Trevor Wilcox*
Past Secretary-Treasurer
General Manager, Corporate Performance, County of Simcoe

Association Française des Municipalités de l'Ontario (AFMO)

Michelle Boileau
Maire/Mayor, Ville de/City of Timmins

County Caucus

Aina DeViet*
Chair, County Caucus
Councillor, Middlesex County

Diane Ballantyne
Councillor, County of Wellington

Bonnie Clark
Chair, EOWC
Warden, County of Peterborough

Barbara Dobreen
Councillor, County of Grey

Amy Martin
Chair, WOWC
Mayor, Norfolk County

Meighan Wark
CAO, Huron County

Large Urban Caucus

Dorothy McCabe*
Chair, Large Urban Caucus
Mayor, City of Waterloo

Angela Caputo
Councillor, City of Sault Ste. Marie

Anna Hopkins*
Chair, Large Urban Caucus
Councillor, City of London

Matt Gaskell
CAO, Town of Whitby

Cam Guthrie
Mayor, City of Guelph

Kieran McKenzie
Councillor, City of Windsor

Marianne Meed Ward
Chair, OBCM
Mayor, City of Burlington

Northern Caucus

Rick Dumas*
Chair, NW Caucus
President, NOMA
Mayor, Town of Marathon

Danny Whalen*
Chair, NE Caucus
President, FONOM
Councillor, City of Temiskaming Shores

Sally Hagman
Mayor, Town of Blind River

Fred Mota
Mayor, Municipality of Red Lake

Kristen Oliver
Councillor, City of Thunder Bay

Roger Sigouin
Maire/Mayor, Ville de/Town of Hearst

Regional and Singer Tier Caucus

Riley Brockington*
Chair, Regional & Single Tier Caucus
Councillor, City of Ottawa

Marilyn Crawford
Regional Councillor, Town of Ajax

Tammy Hwang
Councillor, City of Hamilton

Tom Mrakas
Councillor, Region of York

Rhonda Mulcahy
Councillor, Region of Durham

Karen Redman
Chair, MARCO
Chair, Region of Waterloo

Paul Vincente
Councillor, Region of Peel

Rural Caucus

Christa Lowry*
Chair, Rural Caucus
Chair, ROMA
Mayor, Municipality of Mississippi Mills

Nicole Martin
CAO, Township of Amaranth

Dane Nielsen
Deputy Mayor, Municipality of Grey Highlands

Natasha Salonen
Mayor, Township of Wilmot

Nathan Townend
Warden, County of Lennox & Addington

Small Urban Caucus

Lynn Dollin*
Chair, Small Urban Caucus
Mayor, Town of Innisfil

Deb Doherty
Councillor, Town of Collingwood

Cheraldean Duhaney
Councillor, Town of Bradford West Gwillimbury

Jamie McGarvey
Chair, OSUM
Mayor, Town of Parry Sound

Sharmila Setaram
Councillor, City of Welland

Amanpreet Singh Sidhu
CAO, City of Orillia

Toronto Caucus

Chris Moise*
Chair, Toronto Caucus
Councillor, City of Toronto

Paul Ainslie
Councillor, City of Toronto

Rachel Chernos Lin
Councillor, City of Toronto

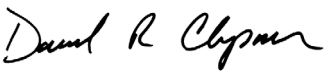
Josh Matlow
Councillor, City of Toronto

Message from the Secretary-Treasurer

I am pleased to report that the Association continues to be in good financial shape. A copy of the audited financial statements for the year ending December 31, 2024, follows this message.

AMO continues to have a strong and consistent membership base. In 2024, AMO had a membership of 420 municipal members - representing 95% of all municipalities. Our membership is strengthened by 40 organizations that are Partners, Associates, Districts and Affiliates. We are pleased to have a working relationship with these unique members as we advance the interests of municipal government.

It has been a privilege to serve AMO as Secretary Treasurer. On behalf of the AMO Board of Directors, I want to express thanks to AMO's members and partners for their commitment to the financial sustainability of AMO and the important work it does. I also want to acknowledge the important work of AMO staff in the successful administration of the organization.



Dan Chapman
Secretary-Treasurer
Chief Administrative Officer

Financial Statements

Association of Municipalities of Ontario
Financial Statements
For the year ended December 31, 2024

Contents

Independent Auditor's Report	**19 - 20**
Financial Statements	
Statement of Financial Position	**21**
Statement of Operations	**22**
Statement of Changes in Net Assets	**23**
Statement of Cash Flows	**24**
Notes to Financial Statements	**25 - 36**

Tel: 289 881 1111
Fax: 905 845 8615
www.bdo.ca

BDO Canada LLP
360 Oakville Place Drive, Suite 500
Oakville ON L6H 6K8 Canada

Independent Auditor's Report

To the Directors of Association of Municipalities of Ontario

Opinion

We have audited the financial statements of Association of Municipalities of Ontario ("AMO"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of AMO as at December 31, 2024, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of AMO in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing AMO's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate AMO or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing AMO's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

Auditor's Responsibilities for the Audit of the Financial Statements (continued)
As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of AMO's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on AMO's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause AMO to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants
Oakville, Ontario
June 21, 2025

Association of Municipalities of Ontario
Statement of Financial Position

December 31	2024	2023
Assets		
Current		
Cash	**$ 429,829**	$ 546,902
Accounts receivable (Note 3)	**877,112**	791,612
Investments (Note 4)	**18,117,090**	25,109,039
Prepaid expenses	**995,078**	676,931
	20,419,109	27,124,484
Investment in LAS	**-**	100
Long-term investments (Note 5)	**615,181**	536,120
Property and equipment (Note 6)	**1,578,102**	1,650,388
	$ 22,612,392	$ 29,311,092
Liabilities and Net Assets		
Current		
Accounts payable and accrued liabilities (Note 7)	**$ 1,177,098**	$ 1,653,962
Deferred revenue	**276,787**	185,902
Deferred contributions - projects (Note 8)	**311,177**	538,424
Deferred rent	**145,127**	-
Current portion of lease inducement (Note 16)	**59,200**	-
	1,969,389	2,378,288
Deferred contributions - other	**38,727**	55,150
Long-term portion of lease inducement (Note 16)	**473,600**	-
	2,481,716	2,433,438
Net assets		
Restricted funds	**5,331,973**	12,866,666
General funds - unrestricted	**9,540,985**	9,061,884
Investment in LAS	**-**	100
Conference self-insurance reserve	**1,035,000**	868,000
Training reserve	**170,616**	170,616
Invested in capital assets reserve	**1,578,102**	1,650,388
Stabilization reserve	**2,474,000**	2,260,000
	20,130,676	26,877,654
	$ 22,612,392	$ 29,311,092

On behalf of the Board:

_____ Director

_____ Director

The accompanying notes are an integral part of these financial statements.

Association of Municipalities of Ontario
Statement of Operations

For the year ended December 31

	Canada Community-Building Fund	Other Restricted	Unrestricted	2024 Total	2023 Total
Revenue					
Membership fees	$ -	$ -	$ 2,422,722	$ 2,422,722	$ 2,326,156
Conferences and seminars	-	-	3,376,975	3,376,975	2,926,960
Investment income (Note 17)	-	-	773,768	773,768	798,666
Administration and occupancy (Note 3)	-	-	5,785,221	5,785,221	5,482,365
Other income	-	-	728,561	728,561	1,906,659
Funds received					
Canada Community-Building	716,710,255	-	-	716,710,255	706,833,942
Municipal Asset Management Program	-	35,962	-	35,962	144,922
Community School Alliance (Note 8)	-	250	-	250	11,750
Continuous Improvement Fund Project (CIF) (Note 8)	-	-	-	-	203,699
Waste Diversion Project (Note 8)	-	174,720	-	174,720	337,973
Interest earned on funds received	2,068,902	-	-	2,068,902	1,440,057
	718,779,157	210,932	13,087,247	732,077,336	722,413,149
Expenditures					
General - Administration	-	-	1,866,642	1,866,642	1,607,598
Policy - Administration	2,687,146	-	2,136,067	4,823,213	4,306,370
Corporate services - Administration	-	-	5,764,589	5,764,589	5,742,913
- Conference, seminars and membership centre	-	-	2,532,134	2,532,134	1,852,160
Funds distributed					
Canada Community-Building	713,126,704	-	-	713,126,704	703,300,350
Municipal Asset Management Program	-	35,962	-	35,962	144,922
Community School Alliance (Note 8)	-	250	-	250	11,750
Continuous Improvement Fund Project (CIF) (Note 8)	-	-	-	-	203,699
Waste Diversion Project (Note 8)	-	174,720	-	174,720	337,973
	715,813,850	210,932	12,299,432	728,324,214	717,507,735
Excess of revenue over expenditures	$ 2,965,307	$ -	$ 787,815	$ 3,753,122	$ 4,905,414

The accompanying notes are an integral part of these financial statements.

Association of Municipalities of Ontario
Statement of Changes in Net Assets

For the year ended December 31							**2024**	2023
	Restricted Fund	**Unrestricted Funds**	**Conference Self-Insurance Reserve**	**Training Reserve**	**Invested in Capital Assets**	**Stabilization Reserve**	**Total**	Total
Balance, beginning of year	**$ 12,866,666**	**$ 9,061,984**	**$ 868,000**	**$ 170,616**	**$ 1,650,388**	**$ 2,260,000**	**$ 26,877,654**	$ 21,972,240
Excess of revenue over expenditures for the year	**2,965,307**	**787,815**	**-**	**-**	**-**	**-**	**3,753,122**	4,905,414
Disbursement of surplus (Note 11)	**(10,500,000)**	**-**	**-**	**-**	**-**	**-**	**(10,500,000)**	**-**
Transfers (Note 2)	**-**	**(308,814)**	**167,000**	**-**	**(72,286)**	**214,000**	**(100)**	-
Balance, end of year	**$ 5,331,973**	**$ 9,540,985**	**$ 1,035,000**	**$ 170,616**	**$ 1,578,102**	**$ 2,474,000**	**$ 20,130,676**	$ 26,877,654

The accompanying notes are an integral part of these financial statements.

Association of Municipalities of Ontario
Statement of Cash Flows

For the year ended December 31	2024	2023
Cash provided by (used in)		
Operations		
Excess of revenue over expenditures	**$ 3,753,122**	$ 4,905,414
Adjustment required to reconcile excess of revenue over expenditures with net cash provided by operating activities		
Amortization of property and equipment	**265,744**	29,089
Loss on disposal of capital assets	**-**	1,289
Unrealized gain on long-term investments	**(79,061)**	(59,927)
Lease inducement	**(59,202)**	-
Changes in non-cash working capital balances		
Accounts receivable	**(85,500)**	(156,174)
Prepaid expenses	**(318,147)**	(176,219)
Accounts payable and accrued liabilities	**(476,864)**	(375,212)
Deferred revenue	**90,885**	(12,925)
Deferred contributions - projects	**(227,247)**	(492,929)
Deferred contributions - other	**(16,423)**	(8,097)
Deferred rent	**145,127**	-
	2,992,434	3,654,309
Investing activities		
Disbursement of surplus (Note 11)	**(10,500,000)**	-
Purchase of property and equipment	**(193,458)**	(1,626,012)
Redemption of investments	**15,211,000**	5,590,391
Purchase of investments	**(8,219,051)**	(7,644,472)
	(3,701,509)	(3,680,093)
Financing activity		
Lease inducement	**592,002**	-
Decrease in cash during the year	**(117,073)**	(25,784)
Cash, beginning of year	**546,902**	572,686
Cash, end of year	**$ 429,829**	$ 546,902

The accompanying notes are an integral part of these financial statements.

Association of Municipalities of Ontario
Notes to Financial Statements

December 31, 2024

1. Basis of Presentation

Association of Municipalities of Ontario ("AMO") is a not-for-profit organization incorporated, without share capital, under Letters Patent on May 11, 1990 under the Corporations Act (Ontario). The mandate of AMO is to promote, support and enhance strong and effective municipal government in Ontario.

As a not-for-profit organization, AMO is exempt from income taxes provided certain requirements of the Income Tax Act (Canada) are met.

2. Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. Accounting standards for not-for-profit organizations require entities to select policies appropriate for their circumstances from choices provided in the specific standards. The following are details of the choices selected by AMO and applied in these financial statements.

Funds

The Restricted fund represents the Canada Community-Building Fund which has specific external restrictions placed on its use by the funder.

The General funds account for AMO's operations and reports unrestricted and externally restricted resources without a specific fund that are not included in the Restricted funds.

The Conference Self-Insurance Reserve was set up to maintain an annual AMO conference self-insurance reserve at 80% of the AMO conference annual costs. The reserve will be adjusted annually based on the budget for the year. The Board approved a transfer of $167,000 from the Unrestricted Fund to the Conference Self-Insurance Reserve (2023 - $177,000).

The Training Reserve covers the cost of the development of in-person and online/virtual courses.

The Stabilization Reserve covers for a maximum of six months any costs incurred. Stabilization reserve allows for additional flexibility for the board to ensure continued operations in case of significant interruptions, difficult economic conditions, or in meeting unforeseen obligations. The reserve will be adjusted annually based on the current budget for the year. The Board approved a transfer of $214,000 (2023 - $243,000) from General funds - Unrestricted to the Stabilization Reserve.

The Invested in Capital Assets fund represents funds invested in capital assets and is adjusted annually with net increases and decreases in capital expenditures and amortization.

December 31, 2024

2. Significant Accounting Policies (continued)

Use of Estimates
The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the year. Actual results could differ from those estimates.

Financial Instruments
Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial instruments are reported at cost or amortized cost less impairment, except long-term investments, which are measured at fair value. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs incurred on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each statement of financial position date and charged to the financial instrument for those measured at amortized cost.

Revenue Recognition
AMO follows the restricted fund method for all externally restricted contributions. Under the restricted fund method, externally restricted contributions of the restricted funds are recognized as revenue in the year of receipt. Externally restricted contributions of the general funds are deferred until the year in which the related expenses are incurred.

Unrestricted contributions are recognized as revenue when the amount is reasonably estimated and collection is reasonably assured.

Membership and administration and occupancy fees are recognized as revenue in the period to which the fees relate.

Conferences and seminar revenue is recognized in the period in which the event occurs, or the service is provided.

Fees received in advance of the period to which they relate are recorded as deferred revenue in the statement of financial position.

Investment income is recognized as revenue in the period it is earned. Realized and unrealized gains and losses on long-term investments are included in investment income in the period they arise.

Due to the difficulty in determining the fair value of materials and services contributed to AMO, they are not recognized in the financial statements.

December 31, 2024

2. Significant Accounting Policies (continued)

Property and Equipment
Property and equipment are recorded at cost less accumulated amortization. Amortization is provided on a straight-line basis over the assets' estimated useful lives as follows:

Computer hardware	-	4 years straight-line
Furniture and fixtures	-	5 years straight-line
Leasehold improvements	-	10 years straight-line

Long-lived assets are subject to impairment when events or changes in circumstances indicate that the carrying amount exceeds their fair value. When the carrying amount exceeds the fair value, an impairment loss is recognized as the amount equal to the excess.

Cloud Computing Arrangements
AMO applies the simplification approach to account for expenditures in cloud computing arrangements. The expenditures in the arrangements are treated as supply of services and recognized as an expense as incurred.

Pension
AMO makes contributions on behalf of its employees to Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer pension plan. The Plan is a defined benefit plan which specifies the amount of retirement benefit to be received by the employees based on the length of service and rates of pay. The plan has net assets of $138.2 billion per 2024 annual report. The actuarially determined deficit of the OMERS plan on a going concern basis at December 31, 2024 was $4.3 billion (2023 - $7.6 billion). As the amount AMO is obligated to contribute under the Plan is not quantifiable, the accounting, presentation and disclosures that would otherwise be required are not determinable. Due to this fact, AMO follows the standards for a defined contribution plan, the details of which are disclosed in Note 13.

Operating and Overhead Expenditures
Certain operating and overhead expenditures are allocated to other expenditure categories based upon reasonable estimates of staff time or costs incurred (Note 14).

December 31, 2024

3. Related Party Transactions

Included in accounts receivable are amounts due from related parties as follows:

	2024	2023
LAS (Note 9(a))	**$ 565,116**	$ 408,445
MEPCO (Note 9(b))	**34,459**	26,364
ROMA (Note 10)	**11,065**	-

These amounts are unsecured, repayable on demand and are non-interest bearing.

Included in administration and occupancy fees are administration and occupancy fees charged to:

	2024	2023
LAS (Note 9(a))	**$ 1,095,668**	$ 1,055,232
MEPCO (Note 9(b))	**471,274**	452,074
ROMA (Note 10)	**138,798**	130,070

These transactions are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

4. Investments

	2024	2023
One Investment High Interest Savings Account (HISA) bearing interest at bank prime rate less 1.675% (2023 - bank prime rate less 1.735%).	**$ 18,117,090**	$ 25,109,039

5. Long-term Investments

AMO holds long-term investments in the following pooled funds:

	2024	2023
ONE Canadian Equity Portfolio	**$ 408,939**	$ 339,186
ONE Canadian Corporate Bond Portfolio	**101,560**	97,097
ONE Canadian Government Bond Portfolio	**104,682**	99,837
	$ 615,181	$ 536,120

December 31, 2024

6. Property and Equipment

	2024		2023	
	Cost	**Accumulated Amortization**	Cost	Accumulated Amortization
Computer hardware	**$ 424,278**	**$ 219,572**	$ 1,595,304	$ 1,368,350
Furniture and fixtures	**401,241**	**78,951**	319,044	-
Leasehold improvements	**1,166,910**	**115,804**	1,104,390	-
	$ 1,992,429	**$ 414,327**	$ 3,018,738	$ 1,368,350
Net book value		**$ 1,578,102**		$ 1,650,388

In 2023, $1,423,434 of furniture and fixtures and leasehold improvements were not amortized as they were not yet in use.

7. Accounts Payable and Accrued Liabilities

Included in accounts payable and accrued liabilities are amounts receivable/payable to the government of $58,172 payable (2023 - $72,451 receivable).

8. Deferred Contributions - Projects

Deferred contributions – projects are amounts received from parties to carry out specific projects. Funds are recognized as revenue in the period in which the related expenses are incurred. If amounts are not expended, amounts may be refundable.

	Balance beginning of year	Received/ returned/ reallocated in the year	Disbursed and/or recognized in the year	Balance end of year
Community School Alliance	**$ 59,529**	**$ (17,222)**	**$ 250**	**$ 42,057**
Continuous Improvement Fund project (CIF)	**35,055**	**(35,055)**	**-**	**-**
Waste Diversion Project	**243,840**	**-**	**174,720**	**69,120**
Waste Diversion Project Wind-up	**200,000**	**-**	**-**	**200,000**
2024	**$ 538,424**	**$ (52,277)**	**$ 174,970**	**$ 311,177**
2023	$ 1,031,353	$ 60,493	$ 553,422	$ 538,424

9. Subsidiaries and Controlled Entities

(a) Local Authority Services ("LAS")

LAS is a not-for-profit organization and is exempt from income taxes, provided certain requirements of the Income Tax Act (Canada) are met. LAS is a wholly owned subsidiary of AMO. The mandate of LAS is to work with municipalities, their agencies, boards and commissions, as well as other organizations of Ontario's broader public sector to assist them in reducing their expenditures and to increase their levels of non-tax revenues through the principle of joint or cooperative procurement efforts.

LAS has not been consolidated in AMO's financial statements. Financial statements of LAS are available on request. A financial summary of LAS as at December 31, 2024 and 2023 and for the years then ended is as follows:

	2024	2023
Financial position		
Total assets	**$ 18,120,507**	$ 16,848,631
Total liabilities	**11,922,055**	11,085,100
Net assets	**$ 6,198,452**	$ 5,763,531
Results of operations		
Total revenue	**$ 13,324,502**	$ 10,180,580
Total expenditures	**12,889,581**	10,108,567
Excess of revenue over expenditures	**$ 434,921**	$ 72,013
Cash provided by (used in)		
Operating activities	**$ 878,873**	$ 277,428
Investing activities	**(273,992)**	(3,180)
Net change in cash	**$ 604,881**	$ 274,248

9. Subsidiaries and Controlled Entities (continued)

(b) Municipal Employer Pension Centre Ontario ("MEPCO")

MEPCO is a not-for-profit organization and is exempt from income taxes, provided certain requirements of the Income Tax Act (Canada) are met. AMO is the only member of MEPCO and therefore indirectly controls MEPCO through its membership. The mandate of MEPCO is to fulfill the obligations of the Association and others under the Ontario Municipal Employees Retirement Systems Act, 2006.

MEPCO has not been consolidated in AMO's financial statements. Financial statements of MEPCO are available on request. A financial summary of MEPCO as at December 31, 2024 and 2023 and for the years then ended is as follows:

	2024	2023
Financial position		
Total assets	**$ 1,219,942**	$ 1,225,846
Total liabilities	**118,777**	104,746
Net assets	**$ 1,101,165**	$ 1,121,100
Results of operations		
Total revenue	**$ 724,589**	$ 720,532
Total expenditures	**744,524**	627,131
Excess (deficiency) of revenue over expenditures	**(19,935)**	$ 93,401
Cash provided by (used in)		
Operating activities	**$ 22,052**	$ 112,389
Investing activity	**(62,135)**	(48,665)
Net change in cash	**$ (40,083)**	$ 63,724

December 31, 2024

10. Affiliate

Rural Ontario Municipal Association ("ROMA")

ROMA is a not-for-profit organization and is exempt from income taxes, provided certain requirements of the Income Tax Act (Canada) are met. A number of AMO's Board members serve on ROMA's Board of Directors. ROMA brings the rural perspective to the policy work of AMO, focusing on matters which affect rural communities so that they are brought to the attention of provincial and federal governments.

ROMA has not been consolidated in AMO's financial statements. Financial statements of ROMA are available on request. A financial summary of ROMA as at December 31, 2024 and 2023 and for the years then ended is as follows:

	2024	2023
Financial position		
Total assets	**$ 2,100,653**	$ 1,756,460
Total liabilities	**1,235,919**	1,131,587
Net assets	**$ 864,734**	$ 624,873
Results of operations		
Total revenue	**$ 1,384,678**	$ 1,088,634
Total expenditures	**1,144,817**	953,962
Excess of revenue over expenditures	**$ 239,861**	$ 134,672
Cash provided by (used in)		
Operating activities	**$ 349,607**	$ 377,065
Investing activity	**(324,674)**	(371,618)
Net change in cash	**$ 24,933**	$ 5,447

December 31, 2024

11. Restricted Funds

Canada Community-Building Fund (formerly Federal Gas Tax Program)

In 2005, the Government of Canada, the Province of Ontario, AMO and the City of Toronto signed an agreement for federal investment in municipal infrastructure. Since that time, AMO has administered the fund on behalf of the federal government for all municipalities except Toronto. The agreement resulted in federal funds of $1.453 billion flowing to municipalities from 2005 to 2010. In 2009, the agreement was extended with an additional $2.361 billion of funds flowing to municipalities over the period 2010-2014. As part of the extended agreement, the administration fee was reduced to 0.5% from 1% to better reflect the related costs.

In 2014, the program was made permanent using a ten-year agreement model with a midterm review. $3.849 billion flowed to municipalities in Ontario for 2014-2018 based on 2011 population data with AMO continuing to receive up to 0.5% of the amounts it received to administer the funds. In 2014, the AMO Board of Directors decided to establish a restricted reserve to hold $5,000,000 for wind up of the program and to distribute the balance of $15,692,043 in surplus administration funds to all municipalities AMO administers funds. In 2018, allocations of $4.231 billion for 2019-2023 were confirmed to flow to Ontario municipalities based on 2016 population data.

In 2019, there was a one-time doubling of funds by the Government of Canada. Also in 2019, AMO distributed $12,044,284 in surplus administration fees according to the established allocation model.

In 2021, there was another one-time doubling of the funds. As with the prior top-up, AMO did not take an administration fee. Also, in 2021 the program name was changed from Federal Gas Tax to the Canada Community-Building Fund. This was done to reflect the program's evolution over time and the fact that funds do not come directly from federal gas tax revenues.

In 2024, the program was renewed for ten years with a review in 2027. $4,701,000 was confirmed to flow for 2024-2028 based on the 2021 population data. Also in 2024, AMO distributed $10,500,000 in surplus administration funds according to the established allocation model.

12. Capital Disclosures

The capital structure of AMO consists of restricted and unrestricted net assets. The Association manages its capital and makes adjustments to it in light of economic conditions and the risk characteristics of the underlying assets.

AMO’s main objective when managing capital is to safeguard its ability to continue as a going concern, so that it can continue to provide the appropriate level of services to the municipalities of Ontario. AMO is subject to externally imposed capital requirements for the Canada Community-Building program and the restricted funds included in the General funds. These funds are invested and administered according to these requirements.

13. Pension Plan

AMO contributed $701,025 (2023 - $630,490) to OMERS during the year. Of the amount contributed, $203,367 (2023 - $179,618) related to employees who worked for AMO's subsidiary, LAS.

14. Allocation of Expenses

Salaries and benefits are allocated based on the percentage of time spent by staff for each program. Expenses such as rent and information technology costs are allocated based on the percentage of the work performed for each program.

Expenses allocated to various funds were as follows:

	2024			
	Canada Community Building Program	**CIF**	**Municipal Asset Management Program**	**Waste Diversion Project**
Salaries and benefits	**$ 1,411,467**	**$ -**	**$ 6,354**	**$ -**
Administration expenses	**291,293**	**-**	**-**	**-**
	$ 1,702,760	**$ -**	**$ 6,354**	**$ -**

	2023			
	Canada Community Building Program	CIF	Municipal Asset Management Program	Waste Diversion Project
Salaries and benefits	$ 1,212,975	$ 70,980	$ 65,341	$ 169,857
Administration expenses	333,623	-	-	-
	$ 1,546,598	$ 70,980	$ 65,341	$ 169,857

15. Commitments

The future minimum total annual payments under the terms of the operating lease for equipment and office space base rent for the next five years and thereafter are as follows:

2025	$ 344,316
2026	350,375
2027	342,738
2028	348,797
2029	353,124
Thereafter	1,621,947
	$ 3,361,297

16. Lease Inducement

A lease inducement was received as part of the lease agreement for the office space. It is to be applied towards the actual cost of construction of leasehold improvements within the premises. The total inducement received of $592,002 is being amortized on a straight-line basis over the term of the lease of 10 years.

17. Investment Income

	2024	2023
Interest income	**$ 694,707**	$ 738,739
Unrealized change in market value	**79,061**	59,927
	$ 773,768	$ 798,666

18. Financial Instruments Risks

Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows from a financial instrument will fluctuate because of market changes in interest rates. AMO is exposed to interest rate risk on its investments. This risk has not changed from the prior year.

Liquidity risk

Liquidity risk is the risk that AMO will encounter difficulty in meeting the obligations associated with its financial liabilities. AMO is exposed to this risk mainly in respect of its accounts payable and accrued liabilities. AMO reduces exposure to liquidity risk by ensuring that it maintains adequate cash reserves to pay its creditors. The risk has not changed from the prior year.

December 31, 2024

18. Financial Instruments Risks (continued)

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. AMO's main credit risks relate to its accounts receivable and investments. Based on creditworthiness of AMO's counter parties, no allowance for doubtful accounts is required. The risk has not changed from the prior year.

Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. AMO is exposed to other price risk through its investments in pooled funds.

It is management's opinion that AMO is not exposed to significant interest rate, liquidity, credit, or other price risk arising from its financial instruments. The risk has not changed from the prior year.

19. Comparative Figures

Certain comparative figures have been reclassified to conform with the financial statement presentation adopted in the current year.

Association of Municipalities of Ontario (AMO)
155 University Ave., Suite 800, Toronto, ON M5H 3B7

Telephone direct:	416-971-9856
Fax:	416-971-6191
Toll-free in Ontario:	1-877-4-AMO-LAS (1-877-426-6527)
E-mail:	amo@amo.on.ca
Website:	www.amo.on.ca

Ministry of Energy and Mines

Office of the Minister

77 Grenville Street, 10th Floor
Toronto ON M7A 2C1
Tel.: 416-327-6758

Ministère de l'Énergie et des Mines

Bureau du ministre

77, rue Grenville, 10e étage
Toronto ON M7A 2C1
Tél. : 416-327-6758

Ontario

MC-994-2025-921S

June 2025

To Ontario's Energy Community:

I'm proud to share that our government has released Ontario's first-ever Integrated Energy Plan: *Energy for Generations: Ontario's Integrated Plan to Build the Strongest Economy in the G7*.

This Plan lays out a clear path to ensure Ontario families, businesses and communities have the affordable, secure, reliable and clean energy they need – not just today, but for decades to come.

Ontario is growing fast. People are coming here to build their lives, invest in growing industries and create good jobs. That growth is driving record demand for electricity and continued demand for fuels – from homes and transit, to factories, farms and data centres.

This Plan responds with action. It advances the largest expansion of nuclear generation on the continent, accelerates transmission development, maintains access to natural gas and other fuels, and embraces new solutions like distributed energy resources, hydrogen, battery storage and carbon capture. It ends siloed planning by bringing electricity, fuels and natural gas under one co-ordinated vision.

At every step, the focus is on building a more competitive, self-reliant and affordable energy future – while keeping costs down.

Thank you for the role you play in shaping Ontario's energy future. Together, we're building an energy system that will power our economy, support our communities, and provide for our children and grandchildren for generations to come.

Sincerely,

Stephen Lecce
Minister

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

DEVELOPMENT PERMIT APPLICATION – CLASS III

File No. **DP2025-10** OWNERS/APPLICANT**:** **Ryan Chartrand/Angela Vernelli**

The property municipally and legally described as

116-118 King Street East

PLAN 86 W PT LOT 13 RP;28R11120 PARTS 1 AND 2

TOWN OF GANANOQUE

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

PERMIT ONE SHORT-TERM ACCOMMODATION RENTAL IN THE UPPER STOREY OF THE COMMERCIAL BUILDING

COMMENT DEADLINE: WEDNESDAY, JULY 16, 2025

Circulation:

( ) Bell Canada (email)
( ) Canada Post (email)
( ) Cataraqui Region Conservation Authority (email)
( ) Cogeco (email)
( ) Eastern Ontario Catholic District School (email)
( ) Eastern Ontario Power (email)
( ) Enbridge Pipelines Inc.
( ) Hydro One Inc. (email)
( ) Leeds, Grenville & District Health Unit (email)
( ) Leeds Grenville Paramedic Services (email)
( ) Ministry of Transportation (email)
( ) Ontario Municipal Property Assessment (email)
( ) Ontario Power Generation Inc. (email)
( ) St Lawrence Parks Commission (email)
( ) Union Gas (email)
( ) Upper Canada District School Board (email)
( ) Other: _____

Town of Gananoque (email)
( ) Mayor and Council
( ) CAO and Sr Management Team
( ) Chief Building Official
( ) Community Safety Officer
( ) Deputy Fire Chief
( ) Superintendent of Utilities
( ) Superintendent of Roads

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

□ No Comment

□ Comments _____

_____

_____

Signature: _____

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

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

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 22, 2025 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.

AND TAKE FURTHER NOTICE that the Council for the Corporation of the Town of Gananoque will hold a Public Meeting on **TUESDAY, AUGUST 12, 2025 at 5:00 P.M.** via **TELECONFERENCE*** and **IN-PERSON** in the TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 KING STREET EAST to consider the application.

*The **TOLL-FREE PHONE NUMBER** and **ACCESS CODE** will be found on the meeting agenda, posted to the Town website at https://www.gananoque.ca/town-hallpublic-meetings/planning-advisory-committee-meeting-july-22-2024 prior to the meeting.

File No. **DP2025-10** OWNERS/APPLICANT**:** **Ryan Chartrand/Angela Vernelli**

The property municipally and legally described as

116-118 King Street East

PLAN 86 W PT LOT 13 RP;28R11120 PARTS 1 AND 2

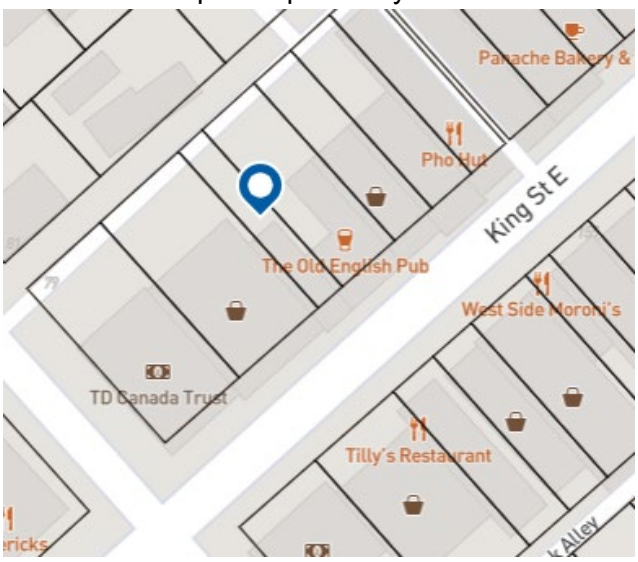
TOWN OF GANANOQUE

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

PERMIT ONE SHORT-TERM ACCOMMODATION RENTAL IN THE UPPER STOREY OF THE COMMERCIAL BUILDING

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

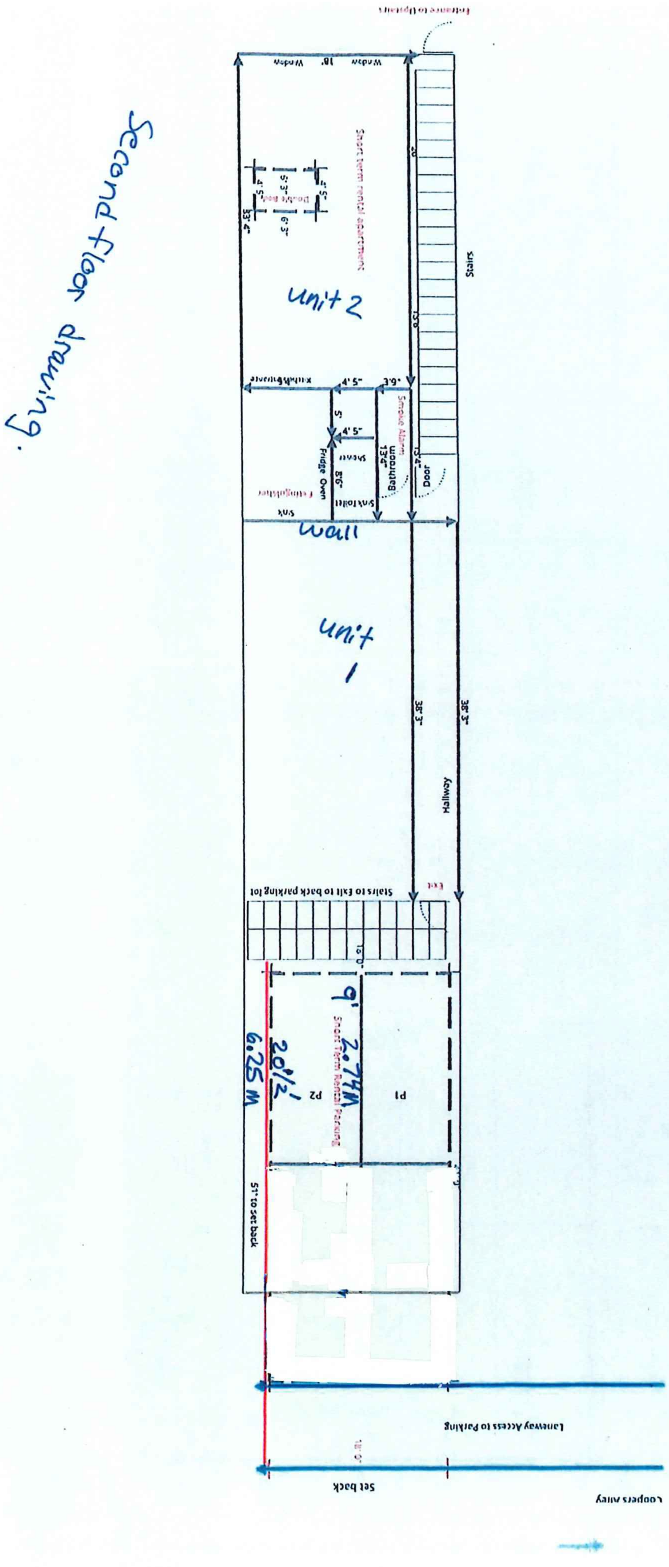
If you wish to provide comment or input you may do so at the public meeting or in writing prior to the meeting. **Note**: Only the applicant of a development permit has a right to appeal a decision or non-decision on an application to the Ontario Land Tribunal where the application meets the requirements established through the official plan and development permit by-law.



DATED this 4TH day of **JULY 2025**

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

Site Plan


Second floor drawing.
Window
Stairs
unit 2
Wall
unit 1
Hallway
Stairs to exit to back parking lot
Exit
Door
Bathroom
Fridge Oven
Sink
Toilet
Smoke Alarm
Short Term Rental Parking
P1
P2
9'
20'1/2
6.25 M
2.74M
Lanway Access to Parking
Set back
Cooper's alley

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

DP 2025 / 10

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

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

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

ALL applications require the following:

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

CONTACT INFORMATION Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of The Planning Act and will be used to process this application.		
Name of Applicant: Ryan Chartrand	Complete Address including Postal Code: 116 King Street East, Gananoque, ON, K7G1G2	Phone: (613) 453-9936
	E-mail: ryan@groundedhealthcompany.com	
Name of Property Owner (if different than applicant): Angela Vernelli	Complete Address including Postal Code: 162 Wellington St. Gananoque ON K7G 1B7	Phone:
	E-mail:	
Architect/Designer/Planner:	Complete Address including Postal Code:	Phone:
	E-mail:	
Engineer:	Complete Address including Postal Code:	Phone:
	E-mail:	
Land Surveyor: R.G. Bennett Surveying Ltd.	Complete Address including Postal Code: 46 Wall St. Brockville, Ontario K6V 4S1	Phone: (613) 498-3218
	E-mail:	

PROPERTY			
Street or Property Address (if applicable): 116-118 King St. E. Gananoque K7G 1G2		Roll Number (if known): 081400001501300.0000	
LEGAL DESCRIPTION			
Lot/Con/Plan: Plan 86 W Pt Lot 13 RP28R1120 Parts 1 & 2			
Frontage (m/ft): 5.89 m / 19.33 ft	Depth (m/ft): 36.90m / 121.08 ft	Lot Area: 217.34 sq/m or 2,340 sq/ft	

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.

[x] **Site Plan**(s) including scaled accurate measurements of:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Existing Use(s): Vacant Ground floor location. Second Floor Unit 2 1 bedroom Yoga & Personal Training Studio		
Length of time the existing use of the subject lands have continued: 3 years		
Has the property been designated as a Heritage Site?	☐ Yes	☒ No
Is the property presently under a Site Plan/Development Permit 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
Has the property ever been subject of an application under Section 70.2 (Development Permit By-law) of the Planning Act?	☐ Yes	☒ No
If the property has been subject of applications under the Planning Act noted above, provide the file number(s) and the status of the application?		

Proposed Use(s):

The apartment will be used for guests spending a couple of days/nights. They will have exclusive access to the space during the time of their rental. Second Floor unit 2 1 bedroom

Is the **Use** permitted or permitted subject to criteria as set out in the development permit by-law?	☒ Yes	☐ No
How has the applicable criteria have been addressed? completed application, attached purchase and sale agreement, attached survey		
Is/Are variation(s) requested?	☐ Yes	☒ No
If yes, what variation is requested and why?		
Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law. completed application, attached purchase and sale agreement, attached survey		

Abutting Land Use(s) – east, west, north, south:

East: Churchhills and addition to the Old English Pub
West: Mega Dollar: Dollar Store
North: no abutting land use
South: no abutting land use

Is the Development to be phased?	☐ Yes ☒ No
What is the anticipated date of construction?	No construction
Is the land to be divided in the future?	☐ Yes ☒ No
Are there any easements, right-of-ways or restrictive covenants affecting the subject land?	☐ Yes ☒ No
If yes, please provide details (and copies of covenants with application submission).	

Plan Details: Please ensure that measurements are consistent with plan			
☒ Residential	☒ Commercial	☐ Employment Lands/ Industrial	☐ Institutional
Building Coverage: 100 (%) 217 (sq.m)		Landscape Coverage: ____ (%) ____ (sq.m)	
Building Height:	No. of Storeys: 2	No. of Units: 3	Storage of Garbage: 1

Parking Area:	Existing Parking Surface ☒ Paved ☐ Gravel ☐ Permeable Parking Area ☐ Other			
	Proposed Parking Surface: ☐ Paved ☐ Gravel ☐ Permeable Parking Area ☐ Other			
	# of Existing Parking Spaces: 2	# of New Parking Spaces: 0	# of Accessible Parking Spaces: 0	Total # of Parking Spaces: 2
	Dimension of Parking Spaces (m/ft): 9 ft wide x 20.5 ft long		Dimensions of Accessible Parking Spaces (m/ft): N/A	

LOADING SPACES, if applicable:	Number of Loading Spaces:	Dimensions of Loading Spaces (m/ft):
N/A	0	0

Heritage Tourist Inn/Bed and Breakfast/Short Term Accommodation*:	[x] Yes	[ ] No
Is this an application for a Heritage Tourist Inn?	[ ] Yes	[x] No
Number of Guest Rooms:	[ ] 1 [ ] 2	[ ] 3 [ ] 4 [ ] 5 [ ] 6
NOTE: A Heritage Tourist Inn will require a Heritage Resource Assessment evaluating the heritage significance of the property including a description of historic features is required with the submission of this application.		
Is this an application for a Bed and Breakfast?	[ ] Yes	[x] No
Number of Guest Rooms:	[ ] 1 [ ] 2	[ ] 3
Is this an application for a Short Term Accommodation?	[x] Yes	[ ] No
Number of Guest Rooms:	[x] 1 [ ] 2	[ ] 3

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

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

EXISTING BUILDINGS:	Building 1 - Primary	Building 2 - Accessory
Type of Structure (ie: wood concrete)	Brick	
Date Constructed:	1930	
Front Line Setback:	2.87 ft.	
Rear Lot Line Setback:	20 ft.	
Side Lot Line Setback:	1.15 ft.	
Side Lot Line Setback:	1.15 ft.	
Height:	36 ft.	
Dimensions:	19.33 ft x 121.08	
Floor Area:	2686 sq/ft	

PROPOSED BUILDINGS:		Building 1 - Primary	Building 2 - Accessory
	Type of Structure (ie: wood concrete)	N / A	N / A
	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			

AUTHORIZATION BY OWNER

I/We, the undersigned being the registered owner(s) of the subject lands, hereby authorize Ryan Chartrand (print name) to be the applicant in the submission of this application. Furthermore, I/we, being the registered owner(s) of the subject lands, hereby authorize Town of Gananoque members of Council, Committee of Council and Municipal Staff, to enter upon the property for the purposes of conducting a site inspection with respect to the subject application.

Ryan Chartrand	
Owner Name (Please Print)	Owner Name (Please Print)
Signature of Owner	Signature of Owner
* Signature of Witness (not applicant)	June 30, 2025 Date

CONSENT BY OWNER

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

Signature of Owner	Signature of Owner
* Signature of Witness (not applicant)	June 30, 2025 Date

DECLARATION OF APPLICANT

(Print) I, Ryan Chartrand of the Town of Gananoque in the County of Leeds solemnly declare that:

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

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

Declared/Sworn before me at the Town of Gananoque this 30th day of June, 2025.

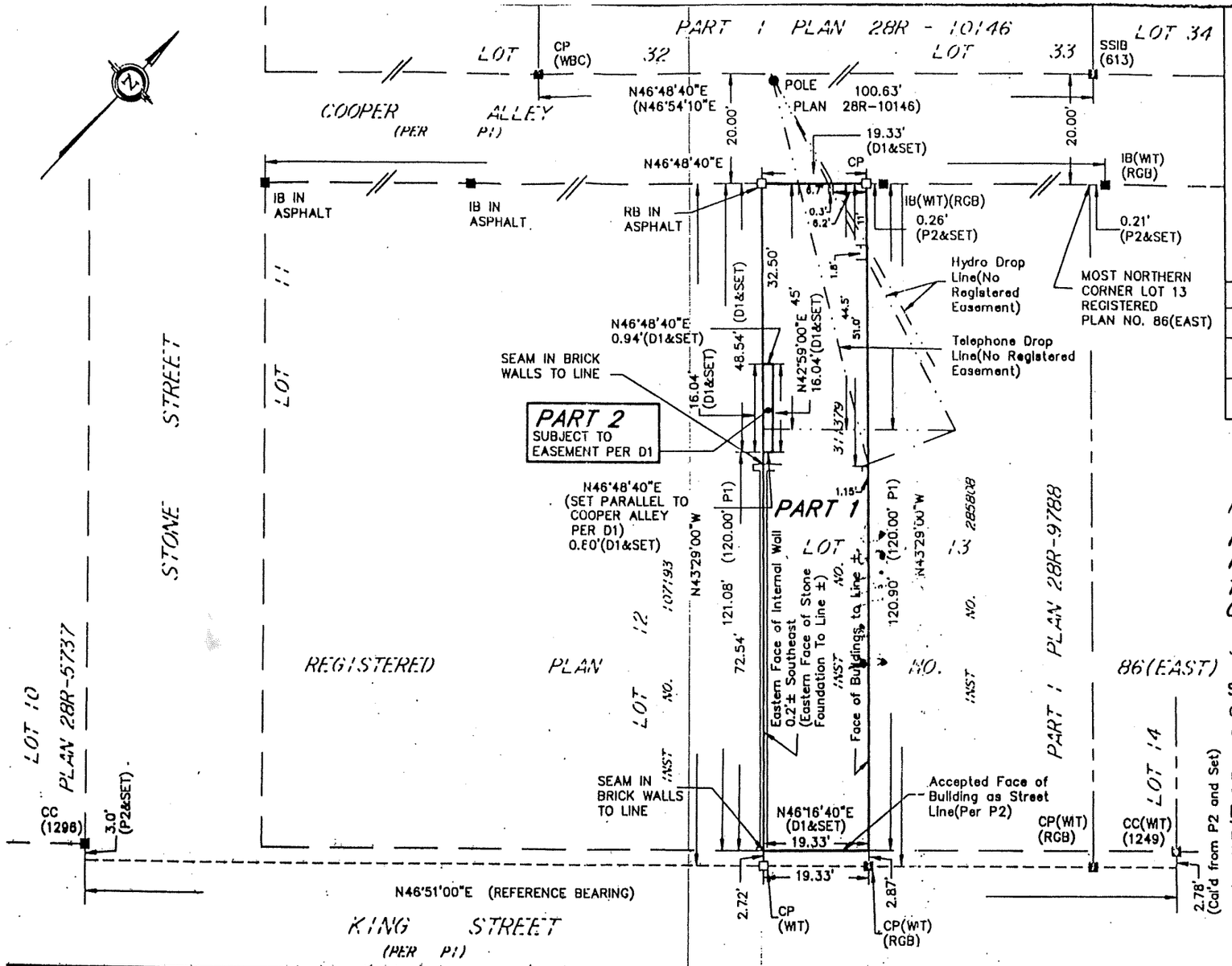
Commissioner
Town of Gananoque
Penny Kelly, Clerk-CEMC

Signature of a Commissioner, etc

Signature of Applicant

Office Use Only:		Roll No: 0814000015011300
Official Plan Designation: General Commercial	Development Permit Designation: Commercial Traditional Core	Other:
Access (Entrance Permits etc):	Water and Sewer Hookup (Permits etc):	Other:
Other Concurrent Applications: ☐ Cash-in-Lieu of Parking	☐ condo Approval ☐ Consent/ Severance	☐ Official Plan Amendment ☐ Subdivision Approval
Date Application Received: June 30, 2025	Date Application Deemed Complete: July 3, 2025	Fees Received: $1900 July 3, 2025

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



I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT.

June 26, 2001

R. G. BENNETT
ONTARIO LAND SURVEYOR

PLAN 28R-11120

RECEIVED AND DEPOSITED

July 31, 2001

LAND REGISTRAR FOR THE REGISTRY DIVISION OF LEEDS NO. 28.

SCHEDULE

PART	LOT	REGISTERED PLAN	INST NO.	COMMENTS
1	13	86(EAST)	311379	
2	13	86(EAST)	311379	SUBJECT TO EASEMENT PER INST NO. 311379

PLAN OF SURVEY OF

PART OF LOT 13
REGISTERED PLAN NO. 86(EAST)
TOWN OF GANANOQUE
County of Leeds

SURVEYED BY R. G. BENNETT, O.L.S.

SCALE 1" = 20'

0 5 10 15 20 40 60 80 ft.

IMPERIAL

DISTANCES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048.

BEARING NOTE

BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE TRAVERSE LINE SHOWN ON PLAN 28R-9788 ALONG KING STREET, HAVING A BEARING OF N46°51'00"E.

NOTE

TOTAL AREA OF PARTs 1 AND 2 IS 0.054 ACRE.

LEGEND & NOTES : (IF APPLICABLE)

■	DENOTES FOUND MONUMENTS
□	DENOTES SET MONUMENTS
IB	DENOTES IRON BAR
SIB	DENOTES STANDARD IRON BAR
SSIB	DENOTES SHORT STANDARD IRON BAR
CC	DENOTES CUT CROSS
N&W	DENOTES NAIL & WASHER
WIT	DENOTES WITNESS
RB	DENOTES ROCK BAR

OU	DENOTES ORIGIN UNKNOWN
MEAS.	DENOTES MEASURED
PROP	DENOTES PROPORTIONED
P1	DENOTES REGISTERED PLAN NO. 86(EAST)
P2	DENOTES PLAN 28R-9788
P3	DENOTES INST NO. 311379

I HEREBY CERTIFY THAT :

1. THIS PLAN AND SURVEY ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, SURVEYORS ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 28th DAY OF MAY, 2001.

DATED : June 26/01

R.G. BENNETT
ONTARIO LAND SURVEYOR

FROM THE OFFICE OF

R. G. BENNETT SURVEYING LTD.
ONTARIO LAND SURVEYOR

BROCKVILLE , ONTARIO (613)498-0298 FAX (613)498-3218

SCALE:	FIELD WORK:	DRAWN :	CHECKED :	ACAD FILE	JOB NO.	REF. NO.
1"=20'	R.G.B.	D.G.	R.G.B.	RGBD897	1064	1064

Second floor drawing.