



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

Teleconference Toll Free Number – 1-833-311-4101
Access Code: 2866 039 3102

Video Conference Link: [Click Here](#)
Access Code: 2866 039 3102

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.	Delegations – None
8.	Presentations/Awards/Deputations – None
9.	Mayor's Declarations – None
10.	Unfinished Business – None
11.	Consent Agenda
	Motion #25-164 – Approval of Minutes – November 18, 2025
	By-law No. 2025-105 – Amend Procedural By-law No. 2016-094 – Regular Council Meetings
12.	Staff Reports
	John Morrison, Treasurer
	Council-FIN-2025-30 – Water & Wastewater 2025 Financial Plan

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.

	David Armstrong, Manager of Public Works
	Council-RDS-2025-14 – Award of Contract – Curbside Solid Waste Collection
	Penny Kelly, Clerk / CEMC
	Council-CSC-2025-10 – Alternative Method of Voting – 2026 Municipal and School Board Election
13.	Motions (Council Direction to Staff) – None
14.	Correspondence
	1. Jeannie Catchpole & Stephen Behal – Considerations for the 2026 Municipal Budget and the Strengthening of Gananoque’s Tax Base (+Mayor Beddows’ Response)
	2. Township of Kingsville – Opposition to Consolidation of Conservation Authorities – Request for Support
	3. Office of the Deputy Inspector General – <i>Community Safety and Policing Act</i> (CSPA) – John Beddows Investigation Concluded
	4. Ministry of Solicitor General – Update to O. Reg 416/23: Oaths and Affirmations under the <i>Community Safety and Policing Act</i> (CSPA)
	5. United Counties of Leeds & Grenville – Media Release – Allocation of 637 New Child Care Spaces
	6. United Counties of Leeds & Grenville – Media Release – Update Regarding 10 Year Housing and Homeless Plan
	7. Ministry of Health – Emergency Health Services Division – Leeds & Grenville Paramedic Service
	8. Southeast Public Health – Media Release – Refocus on Rural Service Delivery
	9. Cataraqui Region – Low Water Condition Downgraded
15.	Notice Required Under the Notice By-law
	1. Public Meeting – Tuesday, December 16, 2025 at 5:00 PM – Proposed Class III Development Permit (DP2025-16) – 77 Pine Street – Two (2) Additions to Existing Building for the purpose of a Dental Clinic
	2. Public Meeting – Tuesday, December 16, 2025 at 5:00 PM – Official Plan Amendment (OPA8-25) & Proposed Class III Development Permit Application (DP2025-13) – 145 River Street (Matthews) – Fitness and Recreation Facility
16.	Committee Updates (Council Reps)
17.	Discussion of Additional Items
18.	Questions from the Media

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19.	Confirmation By-law
	By-law No. 2025-104 – Confirm the proceedings of Council for the meeting held on Tuesday, December 2, 2025
20.	Next Meeting(s): <ol style="list-style-type: none"> 1. Budget Deliberations – Thursday, December 4 and Friday, December 5, 2025 at 9:00 AM 2. Regular Council – Tuesday, December 16, 2025 at 5:00 PM
21.	Adjournment

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The Corporation of the Town of Gananoque

Land Acknowledgement Statement

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

We are grateful for the opportunity to gather here.

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



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:

#25-105 – Approval of Minutes – Approval of Minutes – November 18, 2025

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE REGULAR COUNCIL MINUTES OF TUESDAY, NOVEMBER 18, 2025.

BY-LAWS:

By-law No. 2025-105 – Amend Procedural By-law No. 2016-094 – Regular Council Meetings

BEING A BY-LAW TO AMEND THE PROCEDURAL BY-LAW NO. 2016-094, **SECTION 5, REGULAR MEETINGS, SUBSECTION 5.3.4. “TIME OF MEETING – COUNCIL”** TO REMOVE IN ITS ENTIRETY **“TUESDAY”** AND REPLACE WITH **“WEDNESDAY”**.

As presented at the Regular Council Meeting held this 2nd day of December 2025.

Approved: December 2, 2025

John S. Beddows, Mayor

Unanimous ☐ Carried ☐

Ayes _____

Nays _____

REGULAR COUNCIL MEETING MINUTES

Held on Tuesday, November 18, 2025, at 5:00 PM

Held Virtually and In-Person

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

1.	<div>Call Meeting to Order</div> <div>Mayor Beddows called the meeting to order at 5:01 PM.</div>
2.	<div>Disclosure of Pecuniary Interest & General Nature Thereof – None</div>
3.	<div>Canadian National Anthem</div> <div> <ul style="list-style-type: none"> The National Anthem was sung. </div>
4.	<div>Land Acknowledgement Statement</div> <div> <ul style="list-style-type: none"> Mayor Beddows read the Land Acknowledgement Statement. </div>
5.	<div>Public Question / Comment (Only Addressing Motion(s) or Reports on the Agenda)</div> <div> <ul style="list-style-type: none"> Members of the Public addressed Reports listed on the Agenda. </div>
6.	<div>Disclosure of Additional Items –</div> <div>1. King Street Pedestrian Bridge Removal – Councillor Osmond</div>
7.	<div>Delegations – None</div>
8.	<div>Presentations / Awards / Deputations</div> <div> <div>1. Kathrine Christensen, 1000 Islands Accommodations Partners (TIAP) – Report on Business 2025</div> <div> <ul style="list-style-type: none"> Kathrine Christensen, 1000 Islands Accommodations Partners (TIAP), appeared before Council and presented a PowerPoint presentation entitled, “1000 Islands Accommodations Partners (TIAP) – Report on Business 2025”. </div> <div> <div>Motion #25-157 – Thousand Islands Accommodations Partners (TIAP) – Report on Business</div> <div> <div>Moved By: Deputy Mayor Leakey</div> <div>Seconded By: Councillor Harper</div> </div> <div>BET IT RESOLVED THAT HE COUNCIL OF THE TOWN OF GANANOQUE RECEIVE THE THOUSAND ISLANDS ACCOMMODATIONS PARTNERS (TIAP) REPORT ON BUSINESS 2025”, FOR INFORMATION, AS PRESENTED ON TUESDAY, NOVEMBER 18, 2025.</div> <div>CARRIED – UNANIMOUS</div> </div> </div>

	<p>2. Tourism Advisory Panel (TAP) – 2025 Year-End Review – Councillor Matt Harper, TAP Chair</p> <ul style="list-style-type: none"> • Councillor Matt Harper, TAP Chair, presented to Council the “Tourism Advisory Panel 2025 Year End Review”. <p>Motion #25-158 – Tourism Advisory Panel (TAP) – 2025 Year End Review Moved By: Deputy Mayor Leakey Seconded By: Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF THE TOWN OF GANANOQUE RECEIVE THE “TOURISM ADVISORY PANEL (TAP) – 2025 YEAR END REVIEW” FOR INFORMATION, AS PRESENTED ON TUESDAY, NOVEMBER 18, 2025.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
9.	Mayor’s Declaration
	<p>1. International Day for the Elimination of Violence Against Women – Leeds Grenville Interval House (LGIH) – November 25, 2025</p> <ul style="list-style-type: none"> • Mayor Beddows proclaimed November 25th, 2025, to be observed as “International Day for the Elimination of Violence Against Women”, in the Town of Gananoque.
10.	Unfinished Business
Council-CSC-2025-08 – 2026 Council Schedule – Recognize Statutory Holidays	
	<p>Motion #2025-159 – 2026 Council Schedule – Recognize Statutory Holidays Moved By: Deputy Mayor Leakey Seconded By: Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES OPTION #4, PASS A BY-LAW TO AMEND THE PROCEDURAL BY-LAW NO. 2016-094, SECTION 5.3.4. TIME OF MEETING – COUNCIL TO REMOVE IN ITS ENTIRETY “TUESDAY” AND REPLACE WITH “WEDNESDAY”, AS PRESENTED IN COUNCIL REPORT CSC-2025-09.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
11.	Approval of Minutes – Tuesday, November 4, 2025
	<p>Motion #25-156 – Approval of Minutes – Tuesday, November 4, 2025 Moved By: Deputy Mayor Leakey Seconded By: Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE REGULAR COUNCIL MINUTES OF TUESDAY, NOVEMBER 18, 2025.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
12.	Staff Reports
Council-RDS-2025-13 – Award of Contract – Skid Steer	
	<p>By-law No. 2025-103 – Award of Contract – Skid Steer Purchase Moved By: Deputy Mayor Leakey Seconded By: Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-103, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH DOOSAN BOBCAT NORTH AMERICA INC., FOR THE PROCUREMENT OF A NEW SKID STEER WITH ATTACHMENTS TO AN UPSET LIMIT OF \$234,777.44 (EXCLUSIVE OF TOWN SHARE OF HST), AS PRESCRIBED IN THE QUOTE DATED SEPTEMBER 25, 2025, AND AS PRESENTED IN COUNCIL REPORT RDS-2025-13.</p> <p style="text-align: right;">CARRIED – 5 Ayes, 1 Nay</p>
Council-UTIL-2025-10 – 2025 Third (3rd) Quarter Water & Wastewater Reports	
	<p>Motion #2025-160 – 2025 Third (3rd) Quarter Water & Wastewater Reports Moved By: Deputy Mayor Leakey Seconded By: Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE 2025 THIRD (3RD) QUARTER WATER AND WASTEWATER REPORT FOR INFORMATION, AS PRESENTED IN COUNCIL REPORT UTIL-2025-10.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>

	2. Township of Edwardsburgh Cardinal – Ontario Community Infrastructure Fund (OCIF) – Request for Support
	<p>Motion #2025-163 – Township of Edwardsburgh-Cardinal – Ontario Community Infrastructure Fund (OCIF) – Request for Support</p> <p>Moved By: Deputy Mayor Leakey Seconded By: Councillor Harper</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE SUPPORTS THE TOWNSHIP OF EDWARDSBURGH-CARDINAL’S RESOLUTION REGARDING ONTARIO COMMUNITY INFRASTRUCTURE FUND (OCIF).</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
	3. Ministry of the Environment, Conservation and Parks (MECP) – Proposed Boundaries for the Regional Consolidation of Ontario’s Conservation Authorities
	4. United Counties of Leeds and Grenville (UCLG) – Media Release – Leeds and Grenville Selected for National Homelessness Reduction Innovation Fund
	5. Ministry of Municipal Affairs and Housing (MMAH) – <i>Fighting Delays, Building Faster Act, 2025</i> (Bill 60)
15.	Notice Required Under the Notice By-law – None
16.	Committee Updates (Council Reps)
	<ul style="list-style-type: none">• Members of Council provided their updates.
17.	Discussion of Additional Items
	1. King Street Pedestrian Bridge Site Visit – Councillor Osmond
	<ul style="list-style-type: none">• Councillor Osmond provided an update to Council.
18.	Questions from the Media – None
19.	Closed Session – None
20.	Confirmation By-law
	<p>By-law No. 2025-102 – Confirming By-law – November 18, 2025</p> <p>Moved By: Deputy Mayor Leakey Seconded By: Councillor Harper</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-102, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS REGULAR MEETING HELD ON TUESDAY, NOVEMBER 18, 2025, BE READ THREE TIMES AND FINALLY PASSED THIS 18TH DAY OF NOVEMBER, 2025.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
21.	Next Meeting(s): Tuesday, December 2, 2025 at 5:00 PM
22.	Adjournment
	<p>Moved By: Deputy Mayor Leakey</p> <p>Be it resolved that Council hereby adjourns this regular meeting of Council at 7:49 PM.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
<div><div></div><div>John S. Beddows, Mayor</div></div> <div><div></div><div>Lynsey Zufelt, Deputy Clerk</div></div>	

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2025-105

**BEING A BY-LAW TO AMEND THE PROCEDURAL BY-LAW NO. 2016-094,
SECTION 5, REGULAR MEETINGS, SUBSECTION 5.3.4. TIME OF MEETING –
COUNCIL TO REMOVE IN ITS ENTIRETY “TUESDAY” AND REPLACE WITH
“WEDNESDAY”**

WHEREAS by 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, provides that the powers of every Council are to be exercised by By-law;

AND WHEREAS the Council of the Town of Gananoque passed a Procedural By-law No. 2016-094, as amended;

AND WHEREAS on November 4, 2025, Council received Council Report-CSC-2025-08, and subsequently passed Motion #25-155, being a Motion to postpone the adoption of the 2026 Council Meeting Schedule in order to move Council meeting date to recognize statutory holidays;

AND WHEREAS on November 18, 2025, Council received Council Report-CSC-2025-09, and subsequently passed Motion #25-159, being a Motion to pass a By-law to amend the Procedural By-law No. 2016-094, **Section 5., “REGULAR MEETINGS”, Subsection 5.3.4., TIME OF MEETING – COUNCIL**, be amended to remove “TUESDAY”, replace with “WEDNESDAY”

AND WHEREAS on November 20, 2025, a Notice of Intent was published to the Town’s website advising of the Procedural By-law amendment and Council’s intent to consider this matter on Tuesday, December 2, 2025;

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

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

1. AUTHORIZATION:

1.1. That the Procedural By-law No. 2016-094, **Section 5., “REGULAR MEETINGS”** be amended as follows:

- 1.1.1. **Subsection 5.2.1., “First Council Meeting”** be amended to remove in its entirety “TUESDAY” and replace with “WEDNESDAY”.
- 1.1.2. **Subsection 5.3.4., TIME OF MEETING – COUNCIL**, be amended to removed in its entirety “TUESDAY” and replace with “WEDNESDAY”.

1.2. Apart from the above, the Procedural By-law No. 2016-094, provisions remain unchanged.

2. EFFECTIVE DATE:

2.1. This By-law shall come into full force and effect on January 1, 2026.

Read a first, second and third time and finally passed this 2nd day of December 2025.

John S. Beddows, Mayor

Penny Kelly, Clerk

(Seal)

Council Report – FIN-2025-30

Date: December 2, 2025 ☐ **IN CAMERA**

Subject: Water & Wastewater 2025 Financial Plan 2025

Author: John Morrison, Treasurer ☒ **OPEN SESSION**

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES THE WATER AND WASTEWATER FINANCIAL PLAN IN ACCORDANCE WITH ONTARIO REGULATION 453/07 AND AS PRESENTED IN REPORT COUNCIL-FIN-2025-30.

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:

Ontario Regulation 453/07 – Financial Plans, established under the *Safe Drinking Water Act*, 2002, requires municipalities operating drinking water systems to adopt Financial Plans as a condition of maintaining their Municipal Drinking Water Licence. These plans must demonstrate long-term financial sustainability and full-cost recovery for water systems.

Although the regulation applies specifically to drinking water, the same principles of lifecycle funding, full-cost accounting, and long-term infrastructure sustainability apply to wastewater services. As a result, the Town develops a combined Water and Wastewater Financial Plan to ensure that both systems remain financially stable and adequately funded over the long term.

The last Financial Plan was completed in 2020 and assumed a balanced long-term capital requirement—approximately \$1 in water spending for every \$1 in wastewater spending. Significant changes since then necessitate an updated plan.

INFORMATION/DISCUSSION:

Capital Pressures and Cost Escalation

Since 2020, the Town's water and wastewater systems have experienced significant increases in capital cost requirements. Updated forecasts indicate:

- A 34% increase in long-range capital needs.
- The Lagoon Forcemain Twinning Project has increased by \$2.1 million (29% cost escalation).
- A newly identified and unplanned emergency repair to Lagoon Cell 1, estimated at \$5.5 million, is required to maintain system integrity and regulatory compliance.

These increases shift the long-term spending balance to approximately \$3 in wastewater spending for every \$1 in water, creating financial pressure on the wastewater system and making the previous cost distribution no longer sustainable.

Required Rebalancing of Meter-Based Fixed Charges

The significant change in capital needs requires an update to the Town's fixed charges by meter size. The new equivalency factors and associated fixed charges reflect:

- The relative capacity of each meter size
- The proportional capital burden placed on the system
- The new 3:1 wastewater-to-water capital program balance

Updated fixed charges (quarterly and annual) for all meter sizes for both water and wastewater were prepared and incorporated into the Financial Plan.

One-Time Internal Transfer: \$1.7 Million (2027)

To support the wastewater system during years of elevated capital spending, the Financial Plan includes a one-time internal transfer of \$1.7 million in 2027 from the Water Reserve Fund to the Wastewater Reserve Fund.

This transfer is:

- Fully internal between two user-rate-supported systems,
- Necessary to maintain wastewater reserve adequacy during peak capital years, and
- Does not impact the Town's overall net financial assets, taxation levels, or general municipal reserves.

Both systems remain financially sustainable following the transfer.

Proposed Fixed and Consumption Charges

Revised fixed charges for all meter sizes and updated consumption rates are incorporated into the 2025–2026 forecast. Consumption charges are:

- \$2.40/m³ for Water
- \$2.95/m³ for Wastewater

See Schedule A – the assumed rate table for the Financial Plan

Average Residential Impact

Based on a standard residential user with a 5/8" meter consuming 31 m³ per quarter, the financial impact is as follows:

	2025			
	Water	Wastewater	Total	
Average Family impact				
Based on 5/8 meter				
Cubic Meters	31	31	Quarter	Annual
Fixed	\$177.73	\$ 122.41	\$300.14	\$1,200.56
Metered	\$74.40	\$74.40	\$148.80	\$595.20
Subtotal	\$252.13	\$196.81	\$448.94	\$1,795.76

	2026			
	Water	Wastewater	Total	
Cubic Meters	31	31		
Fixed	\$122.41	\$ 177.73	\$300.14	\$1,200.56
Metered	\$74.40	\$ 91.45	\$165.85	\$663.40
Subtotal	\$196.81	\$269.18	\$465.99	\$1,863.96
Increase			\$17.05	\$68.20
%			3.80%	3.80%

The Financial Plan ensures:

- Adequate reserve balances for both water and wastewater systems,
- A manageable long-term debt position,
- Compliance with O. Reg. 453/07 requirements, and
- Financial sustainability through full-cost recovery.

The one-time \$1.7 million internal transfer maintains wastewater reserve viability while keeping overall municipal net financial assets unchanged.

Public and Stakeholder Communication

The Financial Plan must be:

- Made available to the public,
- Submitted to the Ministry of the Environment, Conservation and Parks (MECP), and
- Used to support the Town's Municipal Drinking Water Licence renewal due Jan 20th, 2026.

APPLICABLE POLICY/LEGISLATION:

Safe Drinking Water Act 2002 O Reg 453/07

FINANCIAL CONSIDERATIONS:

The updated Water and Wastewater Financial Plan responds to significant capital pressures while maintaining stable and predictable user rates. The plan aligns with legislative requirements, supports the Town's asset management strategy, and ensures the long-term sustainability of the systems.

CONSULTATIONS:

David Armstrong Director of Public Works

Waterworth – a utility rate management solution consultant

ATTACHMENTS:

Schedule A – the assumed rate table for the O Reg 453/07 Financial Plan
Water & Wastewater O Reg 453/07 Financial Plan 2025

<p>APPROVAL</p>	<div data-bbox="305 157 938 205" data-label="Text"> <p>_____ John Morrison, Treasurer</p> </div> <div data-bbox="310 205 1382 304" data-label="Text"> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions follow Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> </div> <div data-bbox="310 367 938 415" data-label="Text"> <p>_____ Melanie Kirkby, CAO</p> </div>
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Schedule A - the assumed rate table for the O Ref 453/07 Financial Plan 2025**Water Rates**

		Quarterly	Annual
Meter Size	Equivalency	Equivalent Charge	
5/8 inch	1.000	\$122.41	\$ 489.64
3/4 inch	1.500	\$183.62	\$ 734.48
1 inch	2.500	\$306.03	\$ 1,224.12
1 1/2 inch	5.000	\$612.05	\$ 2,448.20
2 inch	8.000	\$979.28	\$ 3,917.12
3 inch	9.000	\$1,101.69	\$ 4,406.76
4 inch	25.000	\$3,060.25	\$ 12,241.00
rural 5/8 inch	1.000	\$306.02	\$ 1,224.08
additonal unmetered units	1.000	\$122.41	\$ 489.64
Outside area consumer charge	1.000	\$306.02	\$ 1,224.08

Cosumption Charge \$2.40

Wastewater Rates

		Quarterly	Annual
Meter Size	Equivalency	Equivalent Charge	
5/8 inch	1.000	\$177.73	\$710.92
3/4 inch	1.500	\$266.59	\$1,066.36
1 inch	2.500	\$444.33	\$1,777.32
1 1/2 inch	5.000	\$888.65	\$3,554.60
2 inch	8.000	\$1,421.84	\$5,687.36
3 inch	9.000	\$1,599.57	\$6,398.28
4 inch	25.000	\$4,443.25	\$17,773.00
rural 5/8 inch	1.000	\$444.33	\$1,777.32
additonal unmetered units	1.000	\$177.73	\$710.92
Outside area consumer charge	1.000	\$444.33	\$1,777.32

Cosumption Charge \$2.95

Sprinkler Charges- Fixed Quarterly Charge

	Equivalency	Equivalent Charge
2" Unmetered Sprinkler	1.000	97.46
4" Unmetered Sprinkler	2.389	232.86
6" Unmetered Sprinkler	3.834	373.64
8" Unmeter Sprinkler	5.223	508.99
Rural Hydrant Charge	8.839	\$861.49

Hydrant Charge

Annual User Fee to the Fire Department \$40,070



WATER & WASTEWATER
ONTARIO REGULATIONS
453/07 FINANCIAL PLAN
2025
TOWN OF GANANOQUE

DECEMBER 2ND, 2025

Table of Contents

1.	Introduction	3
1.1	Purpose	3
1.2	Background.....	3
1.2.1	Financial Plan Defined	4
1.2.2	Financial Plan Requirements – Existing System	4
1.2.3	Financial Plan Requirements – General.....	5
1.2.4	Public Sector Accounting Board (P.S.A.B.) Requirements	6
2.	Sustainable Financial Planning.....	7
2.1	Introduction	7
2.2	Sustainable Water and Sewage Systems Act.....	7
2.3	Water Opportunities Act, 2010	8
2.4	Infrastructure for Jobs and Prosperity Act (I.J.P.A.), 2015	9
2.5	Water & Wastewater Forecast.....	10
3.	Approach	11
3.1	Overview	11
3.2	Conversion Process	11
3.2.1	Calculate Tangible Capital Asset Balances	11
3.2.2	Convert Statement of Operations	12
3.2.1	Convert Statement of Financial Position	14
3.2.3	Convert Statement of Cash Flow and Net Financial Assets/Debt	14
3.2.5	Verification and Note Preparation.....	17
4.	Financial Plan.....	19
4.1	Introduction	19
4.2	Water Financial Plan	19
4.2.1	Statement of Financial Position (Table 4-1)	19
4.2.2	Statement of Operations (Table 4-2).....	20
4.2.3	Statement of Change in Net Financial Assets/Debt (Table 4-3).....	21
4.2.4	Statement of Cash Flow (Table 4-4).....	22
5	Process for Financial Plan Approval & Submission to the Province	33
6	Recommendations	34

List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
D.C.	Development Charges
F.I.R.	Financial Information Return
MECP	Ministry of the Environment, Conservation and Parks MMAH Ministry of Municipal Affairs and Housing
OCIF	Ontario Community Infrastructure Fund
O. Reg.	Ontario Regulation
PSAB	Public Sector Accounting Board
S.D.W.A.	Safe Drinking Water Act
T.C.A.	Tangible Capital Assets
W.O.A.	Water Opportunities Act

1. Introduction

1.1 Purpose

Ontario Regulation 188/07 requires municipalities to apply for and obtain a Drinking Water System Licence. As part of their overall Drinking Water Quality Management System (DWQMS), municipalities must prepare a water and wastewater financial plan as one of the five submission requirements for obtaining a municipal drinking water licence under the Safe Drinking Water Act, 2002. In general, a financial plan involves an in-depth analysis of capital and operating needs, a review of current and future demand relative to system capacity, and an assessment of available funding sources.

This report contains the detailed financial planning and forecasting related to the Municipality's water and wastewater systems. The objective of this report is to translate those findings into the prescribed reporting format for a financial plan, as defined by Ontario Regulation 453/07 (O. Reg. 453/07).

1.2 Background

The Safe Drinking Water Act, 2002 (SDWA) was enacted in December 2002 to address a number of recommendations from the Walkerton Inquiry, Part II Report. A key component of the Act is the mandatory licensing of municipal drinking water providers. Section 31(1) specifically states:

“No person shall,

- (a) establish a new municipal drinking water system or replace or carry out an alteration to a municipal drinking water system except under the authority of and in accordance with an approval under this Part or a drinking water works permit; or
- (b) use or operate a municipal drinking water system that was established before or after this section comes into force except under the authority of and in accordance with an approval under this Part or a municipal drinking water licence.”

To obtain a municipal drinking water licence, a municipality must satisfy five key requirements as set out in section 44(1):

1. Obtain a drinking water works permit.
2. Obtain acceptance of the operational plan for the system, based on the Drinking Water Quality Management Standard.
3. Achieve accreditation of the Operating Authority.

4. Prepare and provide a financial plan.
5. Obtain a permit to take water.

The preparation of a financial plan is therefore a key requirement for licensing and must be undertaken by all municipal drinking water providers.

1.2.1 Financial Plan Defined

Subsection 30 of the Act provides the following definition of financial plans:

“financial plans means financial plans that satisfy the requirements prescribed by the Minister.”

2017, c. 2, Sched. 11, s. 6(3)

At the time of writing, the **Sustainable Water and Sewage Systems Act, 2002** has been repealed (see Section 2.2 of this report). However, the standards it established continue to form the basis for the specific requirements of Section 30 as set out in **Ontario Regulation 453/07**. These requirements are examined in detail in the following sections.

1.2.2 Financial Plan Requirements – Existing System

O. Reg. 453/07 further clarifies the requirements under s. 30(1)(b) of the SDWA for **existing** municipal drinking water systems. In summary, the regulation requires that:

- The financial plan must be **approved by Council resolution** (or by the appropriate governing body);
- The financial plan must include a **statement confirming that the financial impacts have been considered** and must cover **at least a six-year period** beginning in the year the licence expires;
- The financial plan must set out **projected financial operations** for each year to which it applies, including:
 - total revenues,
 - total expenses,
 - annual surplus/deficit, and
 - accumulated surplus/deficit(i.e., the components of a *Statement of Operations* as defined by PSAB);
- The financial plan must present the **projected financial position** for each year to which it applies, itemized by:
 - total financial assets,
 - total liabilities,

- net debt,
 - non-financial assets, and
 - tangible capital assets
(i.e., the components of a *Statement of Financial Position* as defined by PSAB);
- The financial plan must include **projected gross cash receipts and payments** for each year to which it applies, itemized by:
 - operating transactions,
 - capital transactions,
 - investing transactions, and
 - financing transactions
(i.e., the components of a *Statement of Cash Flows* as defined by PSAB);
- A single financial plan may be prepared **for two or more solely owned drinking water systems**, as if they were one system;
- The financial plan must be **made available to the public upon request at no charge**;
- Where the municipality maintains a website, the financial plan must be **posted on the Internet at no charge**;
- **Public notice** must be given advising of the availability of the financial plan; and
- The financial plan must be **submitted to the Ministry of Municipal Affairs and Housing**.

1.2.3 Financial Plan Requirements – General

Because the requirement to prepare a financial plan is legislated under the Act, such a plan is **mandatory** for all municipal drinking water systems. The financial plan must cover a forecast period of **at least six years**, although longer planning horizons are encouraged. The 2025–2035 forecast period used in this financial plan therefore exceeds the minimum requirement. In accordance with subsection 3(1)1 of O. Reg. 453/07, the financial plan must be completed and **approved by resolution of Council** (or the governing body). Confirmation of this approval must be submitted at the time of municipal drinking water licence renewal, i.e., **six months prior to licence expiry**.

A copy of the approved financial plan must be submitted to the **Ministry of Municipal Affairs and Housing (MMAH)**. Submission to the **Ministry of the Environment, Conservation and Parks (MECP)** is not required; however, MECP may request the plan during its review of the licence renewal application. Financial plans may be amended, and additional information beyond the prescribed minimum requirements may be included where appropriate. The front page of the financial plan must display the **financial plan number** assigned in **Schedule A of the Municipal Drinking Water Licence**.

1.2.4 Public Sector Accounting Board (P.S.A.B.) Requirements

The components of the financial plans required under the regulation are consistent with the financial statement presentation standards set out in Section PS1200 of the Canadian Institute of Chartered Accountants' Public Sector Accounting Handbook:

“Financial statements should include a Statement of Financial Position, a Statement of Operations, a Statement of Change in Net Debt, and a Statement of Cash Flow.”

The format of the financial statements must conform to the requirements of PS1200 and PS3150 and must be prepared on a **full accrual accounting basis**. Under accrual accounting, revenues and expenses are recognized in the period in which the underlying transactions or events occur, regardless of when cash is received or paid. Because cash exchange is not required for a transaction to be recorded, this method provides a more accurate representation of the system's financial position.

The accounting treatment of **tangible capital assets** is prescribed under Section PS3150. Tangible capital assets are to be capitalized to ensure that an inventory of owned assets is maintained and that their capacity to provide future economic benefits is properly reflected.

Both the **Statement of Cash Flow** and the **Statement of Change in Net Financial Assets/Debt** are required statements.

- The *Statement of Change in Net Financial Assets/Debt* reports on whether sufficient revenues were generated during the period to cover expenses and whether adequate resources have been accumulated to support current and future activities.
- The *Statement of Cash Flow* reports on how activities were financed during the period and provides a measure of changes in cash over that period.

2. Sustainable Financial Planning

2.1 Introduction

In general, **sustainability** refers to the ability to maintain a certain position or level of service over time. While the SDWA requires that the financial plan's sustainability be declared, it does not clearly define what constitutes "sustainable." In response, the MECP released a guideline, *Towards Financially Sustainable Drinking-Water and Wastewater Systems*, which outlines possible approaches to achieving sustainability.

The Province's **Principles of Financially Sustainable Water Services** are as follows:

- **Principle #1:** Ongoing public engagement and transparency can build support for, and confidence in, financial plans and the systems to which they relate.
- **Principle #2:** An integrated approach to planning among water, wastewater, and stormwater systems is desirable given the inherent relationship among these services.
- **Principle #3:** Revenues collected for the provision of water services should ultimately be used to meet the needs of those services.
- **Principle #4:** Life-cycle planning with mid-course corrections is preferable to short-term planning, or to not planning at all.
- **Principle #5:** An asset management plan is a key input to the development of a financial plan.
- **Principle #6:** A sustainable level of revenue allows for reliable service that meets or exceeds environmental protection standards, while providing sufficient resources for future rehabilitation and replacement needs.
- **Principle #7:** Ensuring users pay for the services they receive leads to equitable outcomes and can promote conservation. In general, metering and the use of rates help ensure users pay for services consumed.
- **Principle #8:** Financial plans are "living" documents that require continuous improvement. Comparing projected financial results with actual outcomes can lead to more accurate and effective planning over time.
- **Principle #9:** Financial plans benefit from close collaboration among engineers, accountants, auditors, utility staff, and municipal council.

2.2 Sustainable Water and Sewage Systems Act

The Sustainable Water and Sewage Systems Act (SWSSA) received Royal Assent on December 13, 2002. Its primary intent was to require municipalities to undertake an assessment of the **full cost** of providing water and wastewater services. The Act identified

40 areas in which the Minister could make regulations. However, no accompanying regulations were ever issued, and the Act was subsequently repealed on December 31,

2.3 Water Opportunities Act, 2010

Since the passage of the Safe Drinking Water Act, 2002, a number of legislative changes and refinements have been introduced, including the **Water Opportunities Act (W.O.A.)**. The W.O.A. was introduced on May 18, 2010 and received Royal Assent on November 29, 2010.

The purposes of the W.O.A. are to:

- foster innovative water, wastewater and stormwater technologies, services, and practices;
- create opportunities for economic development and clean-technology jobs; and
- conserve and sustain water resources.

To support these objectives, the W.O.A. provides for the creation of performance targets (financial, operational, and maintenance-related), which may vary by service type and location, and requires the submission of **conservation and sustainability plans** for water, wastewater, and stormwater services.

The sustainability plan requirements in the W.O.A. build upon the interim financial planning provisions contained in O. Reg. 453/07 and expand them to include:

- an asset management plan for the physical infrastructure;
- a financial plan;
- a water conservation plan (for water services only);
- a risk assessment;
- a strategy for maintaining and improving the services; and
- any additional information considered advisable.

Where a board has jurisdiction over a service, the plan (and any subsequent amendments) must be **approved by the municipality** in which the municipal service is provided before it is submitted to the Minister. The Minister may also require the preparation of joint or partially joint plans.

Regulations, once fully enacted, will prescribe further details, including time periods and deadlines, required plan content, identification of portions requiring certification, any public consultation requirements, and expectations for updates and refinements.

2.4 Infrastructure for Jobs and Prosperity Act (I.J.P.A.), 2015

On June 4, 2015, the Province passed the **Infrastructure for Jobs and Prosperity Act (IIPA)**, which will, over time, require municipalities to develop and implement asset management plans for all infrastructure they own. On December 27, 2017, Ontario Regulation 588/17 was filed under the IIPA, establishing a phased approach to municipal asset management planning. The timelines for these phases were subsequently extended by Ontario Regulation 193/21, filed on March 15, 2021.

Under O. Reg. 588/17, every municipality in Ontario was required to prepare a **strategic asset management policy** by July 1, 2019. This policy must be reviewed at least every five years and updated as necessary. The regulation then sets out three implementation phases:

- **Phase 1 – Asset Management Plan for Core Assets (by July 1, 2022):**
For core assets (including water), municipalities must have:
 - an inventory of assets;
 - current levels of service measured using standard metrics; and
 - the costs required to maintain those levels of service.
- **Phase 2 – Asset Management Plan for All Assets (by July 1, 2024):**
The same requirements as Phase 1, but expanded to cover **all municipal assets**.
- **Phase 3 – Asset Management Plan with Proposed Levels of Service (by July 1, 2025):**
Building on Phases 1 and 2, municipalities must also identify:
 - proposed levels of service; and
 - lifecycle management and a supporting financial strategy.

For **water services**, which are classified as a core asset, municipalities were required to have an asset management plan addressing the related infrastructure by July 1, 2022 (Phase 1). O. Reg. 588/17 specifies that, for each asset category, the Municipality's asset management plan must include:

- the current levels of service being provided,
 - determined using prescribed qualitative descriptions and technical metrics, based on data from no more than the two calendar years preceding the year in which the information is included in the plan;
- the current performance of each asset category;
- a summary of the assets in the category;
- the replacement cost of the assets in the category;
- the average age of the assets in the category, based on the age of their components;
- available information on the condition of the assets in the category;

- a description of the Municipality’s approach to assessing asset condition, based on recognized and generally accepted good engineering practices, where appropriate; and
- the lifecycle activities required to maintain the current levels of service.

The Municipality completed a comprehensive and updated **Asset Management Plan in 2024**, which included a review of its water and wastewater infrastructure. The Municipality will need to consider the financial impacts of funding the lifecycle requirements identified in this Asset Management Plan as part of its annual budget process and longer-term financial forecasts.

2.5 Water & Wastewater Forecast

The Municipality has already undertaken comprehensive financial planning through detailed long-range **forecast modelling**. This modelling framework was designed to address “full cost” recovery principles and to reflect the guiding principles of sustainable financial planning.

As a result, the forecast modelling provides the analytical foundation for the financial plan for the Municipality’s water and wastewater systems by:

- providing a detailed assessment of current and future capital needs, including an analysis of potential funding sources;
- projecting operating costs and identifying how they will be affected by evolving infrastructure needs and system growth;
- determining the level of user rates and other revenues required to ensure that funding is both equitable and sufficient to meet system needs; and
- supporting a public process that includes consultation with key stakeholders—Municipal staff, Council, system users, and the broader public—to obtain input and foster collaboration on the long-term sustainability of the water and wastewater systems.

The results of this forecast modelling have been translated into the prescribed financial statements and schedules required under O. Reg. 453/07, forming the basis of the Municipality’s formal water and wastewater financial plan.

3. Approach

3.1 Overview

The Town's forecast modelling has been used as the basis for preparing the water and wastewater financial plans. Because the water and wastewater forecasts were developed on a modified cash basis, a conversion is required to present the financial plans on a full accrual basis for the purposes of this report.

The conversion process establishes the structure of the financial statements and the opening balances that support the forecast period. This chapter describes the conversion methodology and summarizes the key adjustments made in developing the financial plans.

Financial plans have been prepared for both water and wastewater services; however, the analysis in the remaining chapters focuses on the water system. The complete financial plan for wastewater is provided in **Appendix A**.

3.2 Conversion Process

The conversion from the existing modified cash basis financial plan to the full accrual reporting format required under O. Reg. 453/07 can be summarized in the following steps:

1. Determine tangible capital asset balances
2. Convert the Statement of Operations
3. Convert the Statement of Financial Position
4. Prepare the Statement of Cash Flow and Statement of Change in Net Financial Assets/Debt
5. Verify results and prepare accompanying notes

3.2.1 Calculate Tangible Capital Asset Balances

In calculating tangible capital asset balances, both existing assets and future purchased, developed, or contributed assets must be considered. For existing water and wastewater assets, the Municipality has compiled an inventory through its annual PSAB 3150 compliance processes. While current information often focuses on **replacement cost**, **historical cost** (the original cost to purchase, develop, or construct each asset) is required for financial reporting purposes.

Once historical cost is established, the following calculations are performed to determine the **net book value** of tangible capital assets:

- accumulated amortization up to the year prior to the first forecast year;
- amortization expense on existing assets for each year of the forecast period;
- acquisition of new assets for each year of the forecast period; and
- disposals of assets and related gains or losses for each year of the forecast period.

Future water capital needs must also be identified and quantified for the forecast period. These estimates should include assets the Municipality expects to purchase or construct, as well as assets that may be **contributed by developers or other parties** at no or partial cost. Contributed assets can represent a significant share of future infrastructure and are important to the long-term sustainability of the system, despite their non-cash nature. The financial plan may therefore need to be adjusted to properly account for these transactions.

Once the timing and value of total asset acquisitions have been determined for the forecast period, annual amortization for these assets is calculated for each year, using the same approach applied to existing assets.

After historical cost, accumulated amortization, and amortization expense have been determined as described above, the total **net book value** of tangible capital assets can be calculated and recorded on the **Statement of Financial Position**.

3.2.2 Convert Statement of Operations

A range of adjustments must be made—depending on the size and complexity of the system—to convert the financial information from a cash basis to a full accrual basis. For example, under full accrual accounting, the **principal portion** of debt repayment is no longer treated as an expense and must be removed from the Statement of Operations. Instead, principal payments are reported as a **reduction of debt liabilities** on the Statement of Financial Position.

Similarly, **transfers to and from reserves** are removed, as these transactions are reflected through changes in cash and accumulated surplus rather than as expenses or revenues.

Conversely, expenses related to **tangible capital assets**—such as amortization, write-offs, and gains or losses on disposal—are added under the accrual basis and reported on the Statement of Operations. This treatment ensures that the cost of capital assets is allocated to operations over their useful lives, providing a more accurate representation of annual operating results.

Table 3-1

Statements of Operations (Water)

		Conversion Adjustments			
Modified Cash Basis	Budget 2024	DR	CR	Full Accrual Budget 2024	Accrual Bases
Revenues					Revenues
Base Charge revenues	\$2,070,515			\$2,070,515	Base Charge revenues
Metered Charges	\$1,026,355			\$1,026,355	Metered Charges
Other revenues	\$155,930			\$155,930	Other revenues
Total Revenues	\$3,252,800			\$3,252,800	Total Revenues
Expenditures					Expenditures
Salaries & Wages	\$585,310			\$585,310	Salaries & Wages
Utilities	\$105,080			\$105,080	Utilities
Maintenance supplies & repairs	\$48,870			\$48,870	Maintenance supplies & repairs
Chemical & treatment supplies	\$66,010			\$66,010	Chemical & treatment supplies
Other Operating expenses	\$261,366			\$261,366	Other Operating expenses
Long Term Debt	\$75,649		\$44,598	\$31,051	Interest on debt
Transfers to reserves	\$2,110,515		\$2,110,515	\$0	Transfers to reserves
		\$584,332		\$584,332	Amortization
Total Expenditures	\$3,252,800			\$1,682,019	Total Expenditures
Net Expenditures	\$0			\$1,570,781	Annual Surplus (Deficit)
Change in Fund Balance	\$0	\$1,570,781		\$12,227,827	Accumulated surplus , beginning of the year
				\$13,798,608	Accumulated surplus, end of the year
		\$ 2,155,113	\$ 2,155,113		

3.2.1 Convert Statement of Financial Position

Once the Statement of Operations has been converted and the net book value of tangible capital assets has been recorded, the remaining balances on the Statement of Financial Position are determined and entered (see Figure 3-2). As noted earlier, the relevant balances from the Statement of Capital and the Statement of Reserve and Reserve Funds must be transferred to this statement.

Opening or actual balances for the remaining accounts—such as accounts receivable, inventory, accounts payable, and outstanding debt (principal only)—are then recorded and classified in accordance with the structure of the Statement of Financial Position prescribed by PS1200.

It is recognized that some balances required for the Statement of Financial Position are maintained on a **corporate, consolidated basis** and may be difficult to attribute solely to the water system. For example, accounts receivable may be managed centrally by the Finance Department. In such cases, O. Reg. 453/07 permits the exclusion of these amounts if they are not known at the time the financial plan is prepared. Further details are provided in the Financial Plan Notes in Chapter 4.

3.2.3 Convert Statement of Cash Flow and Net Financial Assets/Debt

The **Statement of Cash Flow** summarizes how the Municipality finances its activities—in other words, how the costs of providing services are recovered. This statement is derived using the comparative Statements of Financial Position, the current Statement of Operations, and other available transaction data.

The **Statement of Change in Net Financial Assets/Debt** is a complementary statement that reconciles the difference between the annual surplus or deficit from operations and the change in net financial assets/debt for the year. This is important because net debt provides an indication of future revenue requirements.

To complete the Statement of Change in Net Financial Assets/Debt, additional information is required, where applicable, on:

- gains or losses on the disposal of assets;
- asset write-downs;
- the acquisition and use of supplies inventory; and
- the acquisition and use of prepaid expenses.

Although the Statement of Change in Net Financial Assets/Debt is **not required** under O. Reg. 453/07, it has been included in this report as an additional indicator of the Municipality's long-term financial viability.

Table 3-2

Statements of Financial Position (Water)

Adjustment

Modified Cash Basis	Budget 2024	DR	CR	Full Accrual Budget 2024	Accrual Bases
Assets					Assets
Cash	\$4,889,092			\$4,889,092	Cash
Accounts Receivables	\$941,387			\$941,387	Accounts Receivables
Accounts Receivable Oher	\$0				Accounts Receivable Oher
Total Financial Assets	\$5,830,479			\$5,830,479	Total Financial Assets
Liabilities					Liabilities
Accounts Payable & Accrued Liabilities	\$618,032			\$618,032	Accounts Payable & Accrued Liabilities
Gross long Term Liabilities	\$1,006,094	\$44,598		\$961,496	Gross long Term Liabilities
Total Liabilities	\$1,624,126		\$80,131	\$80,131	Asset Retirement Obligations
Net Assets (Debt)	\$4,206,353			\$1,659,659	Total Liabilities
				\$4,170,820	Net Assets (Debt)
					Non Financial Assets
		\$9,627,788		\$9,627,788	Tangible Capital Assets
Municipal Position					
Water Reserves	\$5,167,849				
Development Charge Reserve Fund	\$0	\$5,167,849			
Amounts to be recovered	-\$961,496		\$961,496		
Total Municipal Position	\$4,206,353		\$13,798,608	\$13,798,608	Accumulated Surplus (Deficit)
		\$14,840,235	\$14,840,235		

3.2.5 Verification and Note Preparation

The final step in the conversion process is to ensure that all of the financial statements created in the preceding steps are internally consistent and in balance. The **Statement of Financial Position** summarizes the Municipality's resources and obligations at a point in time, while the **Statement of Operations** summarizes how those resources and obligations have changed over the reporting period. Accordingly, the **accumulated surplus/deficit** reported on the Statement of Financial Position must equal the accumulated surplus/deficit reported on the Statement of Operations.

The **Statement of Change in Net Financial Assets/Debt** and the Statement of Financial Position are also linked through their reporting of net financial assets/debt. On the Statement of Financial Position, net financial assets/debt is calculated as the difference between total financial assets and total liabilities. This amount should equal the net financial assets/debt reported on the Statement of Change in Net Financial Assets/Debt.

Although not part of the financial statements themselves, the **accompanying notes** are a critical component of the financial plan. They summarize the key assumptions and estimates used in preparing the plan and provide important context for interpreting the results. Some of the significant assumptions that should be addressed include the following:

a) Opening cash balances

Opening cash balances are required to complete the Statement of Cash Flow and to balance the Statement of Financial Position. Ideally, these balances should be taken directly from the Municipality's ledgers. However, where it is not possible to isolate water-only cash balances, a reasonable proxy will be required. One common approach is to estimate opening cash as the prior year's ending reserve and reserve fund balances, adjusted for accrual-based items such as accounts receivable and accounts payable, as follows:

Ending Reserve/Reserve Fund Balance
Plus: Ending Accounts Payable Balance
Less: Ending Accounts Receivable
Balance Equals: Approximate Ending
Cash Balance

b) Amortization expense

The method and timing of amortization should be consistent with the Municipality's approved amortization policy. If a formal policy is not available or is incomplete for certain

asset classes, reasonable assumptions must be established and applied consistently throughout the forecast period.

c) Accumulated amortization

Accumulated amortization is based on the total amortization recognized over the life of each asset, derived from available information on construction/acquisition dates, useful lives, and historical capitalization records.

d) Contributed assets

As noted earlier, contributed assets (e.g., infrastructure provided by developers or other parties at no or partial cost) may constitute a significant portion of the Municipality's infrastructure acquisitions. Reasonable estimates of the timing and value of such contributions may therefore be required. Where contributed assets are considered insignificant or cannot be reliably estimated, an explicit assumption of **“no contributed assets within the forecast period”** will be made.

e) Accumulated surplus

The magnitude of accumulated surplus may require additional explanation, particularly in the first year of full accrual reporting. This balance reflects the historical investment in infrastructure that has not previously been reported on a full accrual basis and has therefore accumulated to substantial levels over time. It also includes all water-related reserve and reserve fund balances.

f) Other revenues

Other revenues may include the recognition of previously deferred revenues (such as development charge revenues), accrued revenues (including developer contributions), and other minor miscellaneous revenue sources. These items should be clearly described in the notes to the financial plan.

4. Financial Plan

4.1 Introduction

The following tables present the complete financial plan for the Municipality's water system. A brief description and analysis of each table is provided below.

It is important to emphasize that this financial plan represents a **forward-looking** view of the financial position of the Municipality's water system. It is **not an audited document**¹ and incorporates various estimates and assumptions, as outlined in the *Notes to the Financial Plan* section that follows.

Corresponding tables and analysis for the Municipality's wastewater financial plan are provided in **Appendix A**.

4.2 Water Financial Plan

4.2.1 Statement of Financial Position (Table 4-1)

The **Statement of Financial Position** describes the assets, liabilities, and accumulated surplus of the Municipality's water system. A key indicator on this statement is **net financial assets (or net debt)**, defined as the difference between financial assets and liabilities. This measure provides insight into the system's *future revenue requirements*:

- A **net financial asset** position (financial assets greater than liabilities) indicates that the system has resources available to help finance future operations.
- A **net debt** position indicates that a portion of future revenues will be required to finance past transactions, in addition to ongoing operations.

As shown in Table 4-1, the Municipality's water system is projected to be in a **net financial surplus position of approximately \$5.25 million in 2025**. Over the forecast period, this net financial asset position is expected to be maintained, with a projected balance of approximately **\$5.214 million by 2035**.

Another important indicator on the Statement of Financial Position is the **tangible capital asset** balance. As noted earlier, reporting tangible capital assets is required under PS3150 and is significant from a financial planning perspective for several reasons:

- Tangible capital assets such as watermains and treatment plants are essential to the delivery of water services.
- These assets represent significant economic resources in terms of both their historical and replacement costs. As such, proactive capital asset management is critical to planning major replacements and rehabilitations.
- The ongoing maintenance and renewal needs of these assets have a lasting impact on the water system's operating budget.

In general terms, an **increase** in the tangible capital asset balance indicates that assets have been acquired, either through purchase or construction by the Municipality or through donations/contributions from third parties. A **decrease** in the balance may indicate asset disposals, write-downs, or the continued use of assets. The latter is typically reflected through **increases in accumulated amortization**, as annual amortization expenses allocate the cost of assets to operations over their useful lives.

Table 4-1 shows that tangible capital assets are expected to **increase by approximately \$2.23 million over the 10-year forecast period**. This indicates that the Municipality plans to invest in new or upgraded tangible capital assets in excess of the anticipated consumption of existing assets over the forecast period.

Note: O. Reg. 453/07 does not require the financial plan to be audited.

4.2.2 Statement of Operations (Table 4-2)

The **Statement of Operations** summarizes the revenues and expenses of the water system for each year of the forecast period. The resulting **annual surplus or deficit** indicates whether the revenues generated are sufficient to cover the expenses incurred and, in turn, whether net financial assets are being maintained or drawn down.

As shown in Table 4-2, the ratio of expenses to revenues averages approximately **77%** over the forecast period. This results in a projected **annual surplus in each year**, with the surplus growing to approximately **\$7.44 million by the end of the forecast period**. Maintaining an annual surplus is important to ensure that sufficient funds are available for non-expense items such as tangible capital asset acquisitions, transfers to reserves and reserve funds, and principal repayments on debt.

Another key indicator on this statement is the **accumulated surplus/deficit**:

- An **accumulated surplus** indicates that net resources are sufficient to support the continued provision of water services into the future.

- An **accumulated deficit** would indicate that existing resources are inadequate, and that borrowing and/or rate increases may be required to finance ongoing operations and address past shortfalls.

As indicated in Table 4-2, the financial plan anticipates adding approximately **\$7.4 million** to an opening 2024 accumulated surplus of **\$13.7 million** over the forecast period. This accumulated surplus is primarily comprised of **reserve and reserve fund balances**, as well as the value of **historical investments in tangible**

4.2.3 Statement of Change in Net Financial Assets/Debt (Table 4-3)

The Statement of Change in Net Financial Assets (Debt) shows whether revenues generated in the period were sufficient to finance operating costs and the acquisition of non-financial assets (e.g., inventory of supplies, prepaid expenses, tangible capital assets). In doing so, it explains the difference between the annual surplus/deficit and the change in net financial assets (debt) for the period.

Table 4-3 shows that in all forecast years, the annual surplus is projected to exceed tangible capital asset acquisitions (net of amortization for the year). This results in an improvement in the net financial asset (debt) position and supports a long-term strategy of funding capital asset acquisitions through accumulated surplus (i.e., reserves and reserve funds) and debenture issuance.

The overall increase in the net debt balance over the forecast period reflects the timing and scale of planned capital asset acquisitions, which are to be financed through a combination of accumulated surplus and debenture issuance. The ratio of cumulative annual surplus before amortization to cumulative tangible capital asset acquisitions is forecast to remain above the desirable threshold of 1:1, ranging from 2.27 in 2025 to 1.59 by 2035.

4.2.4 Statement of Cash Flow (Table 4-4)

The Statement of Cash Flows summarizes how the Municipality's water system is expected to generate and use cash during the forecast period. Cash transactions are classified as operating, capital, investing, and financing activities, as shown in Table 4-4.

This statement focuses on the cash effects of these transactions and therefore links cash-based and accrual-based reporting. As indicated in Table 4-4, cash generated from operations will be used to fund capital transactions (i.e., tangible capital asset acquisitions) and to build internal reserves and reserve funds over the forecast period. The financial plan projects that the cash position of the Municipality's water system will increase from a beginning balance of \$4.8 million in 2024 to approximately \$9.5 million by the end of 2035. For further discussion of projected cash balances, please refer to the Notes to the Financial Plan.

Table 4-1

Statement of Financial Position: Water Services

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Financial Assets												
Cash	\$4,889,092	\$6,019,291	\$5,136,117	\$2,801,228	\$3,559,301	\$4,790,513	\$5,551,032	\$6,467,095	\$7,151,428	\$8,010,926	\$8,520,155	\$9,502,997
Accounts Receivable	\$941,387	\$977,977	\$782,983	\$787,509	\$793,883	\$800,384	\$807,015	\$813,779	\$820,678	\$827,715	\$834,893	\$842,214
Accounts Receivable - other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Financial Assets	\$5,830,479	\$6,997,268	\$5,919,100	\$3,588,737	\$4,353,184	\$5,590,897	\$6,358,047	\$7,280,874	\$7,972,106	\$8,838,641	\$9,355,048	\$10,345,211
Liabilities												
Accounts payable and Accrued Liabilities	\$618,032	\$742,027	\$1,449,036	\$892,989	\$493,488	\$468,424	\$721,754	\$533,354	\$750,187	\$570,491	\$841,450	\$489,983
Debt (principle only)	\$961,496	\$915,451	\$867,912	\$818,830	\$768,155	\$715,835	\$661,816	\$606,042	\$548,456	\$488,999	\$427,610	\$364,225
Asset Retirement Obligations	\$80,131	\$82,235	\$84,381	\$86,570	\$88,802	\$91,080	\$93,402	\$95,772	\$98,188	\$100,653	\$103,168	\$105,732
Deferred Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Liabilities	\$1,659,659	\$1,739,713	\$2,401,329	\$1,798,388	\$1,350,445	\$1,275,339	\$1,476,973	\$1,235,168	\$1,396,831	\$1,160,143	\$1,372,228	\$959,940
Net Financial Assets(Debt)	\$4,170,820	\$5,257,555	\$3,517,771	\$1,790,349	\$3,002,739	\$4,315,558	\$4,881,074	\$6,045,707	\$6,575,275	\$7,678,498	\$7,982,820	\$9,385,271
Non-Financial Assets												
Tangible Capital Assets	\$9,627,788	\$10,121,002	\$12,699,869	\$13,521,559	\$13,095,823	\$12,565,274	\$12,761,225	\$12,350,458	\$12,553,206	\$12,173,390	\$12,566,016	\$11,858,234
Total Non Financial Assets	\$9,627,788	\$10,121,002	\$12,699,869	\$13,521,559	\$13,095,823	\$12,565,274	\$12,761,225	\$12,350,458	\$12,553,206	\$12,173,390	\$12,566,016	\$11,858,234
Accumulated Surplus (Deficit)	\$13,798,608	\$15,378,557	\$16,217,640	\$15,311,908	\$16,098,562	\$16,880,832	\$17,642,299	\$18,396,165	\$19,128,480	\$19,851,888	\$20,548,835	\$21,243,504
Financial Indicators	Total Change											
1 Increase/(Decrease) in Net Financial Assets	\$5,214,451	\$1,086,735	(\$1,739,784)	(\$1,727,422)	\$1,212,390	\$1,312,819	\$565,516	\$1,164,632	\$529,568	\$1,103,224	\$304,321	\$1,402,451
2 Increase/(Decrease) in Tanagible Capital Assets	\$2,230,446	\$493,214	\$2,578,868	\$821,690	(\$425,736)	(\$530,549)	\$195,951	(\$410,766)	\$202,748	(\$379,816)	\$392,626	(\$707,782)
3 Increase/(Decrease) in Accumalated Surplus	\$7,444,897	\$1,579,949	\$839,083	(\$905,732)	\$786,654	\$782,270	\$761,467	\$753,866	\$732,316	\$723,408	\$696,947	\$694,669

Table 4-2

Statement of Operations: Water Services

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Revenue												
Base Charge revenues	\$2,070,515	\$2,072,445	\$1,620,000	\$1,620,000	\$1,620,000	\$1,620,000	\$1,620,000	\$1,620,000	\$1,620,000	\$1,620,000	\$1,620,000	\$1,620,000
Metered Charges	\$1,026,355	\$1,161,880	\$926,300	\$926,300	\$944,826	\$963,723	\$982,997	\$1,002,657	\$1,022,710	\$1,043,164	\$1,064,028	\$1,085,308
Other revenues	\$155,930	\$145,000	\$159,239	\$174,880	\$178,378	\$181,945	\$185,584	\$189,296	\$193,082	\$196,943	\$200,882	\$204,900
Total Revenue	\$3,252,800	\$3,379,325	\$2,705,539	\$2,721,180	\$2,743,204	\$2,765,668	\$2,788,581	\$2,811,953	\$2,835,792	\$2,860,108	\$2,884,910	\$2,910,208
Expenditures												
Operating Expense	\$1,066,636	\$1,161,880	\$1,158,768	\$1,187,996	\$1,211,757	\$1,235,992	\$1,260,712	\$1,285,926	\$1,311,644	\$1,337,877	\$1,364,634	\$1,391,928
Cash Transfer to Wastewater				\$1,700,000								
Interest on debt	\$31,051	\$29,604	\$28,110	\$25,567	\$24,974	\$23,329	\$21,630	\$19,875	\$18,063	\$16,192	\$14,260	\$12,264
Amortization	\$584,332	\$607,892	\$679,578	\$713,349	\$719,819	\$724,076	\$744,772	\$752,286	\$773,769	\$782,631	\$809,068	\$811,347
Losa on Disposal of Tangible Assets												
Total Expenditures	\$1,682,019	\$1,799,376	\$1,866,456	\$3,626,912	\$1,956,550	\$1,983,397	\$2,027,114	\$2,058,087	\$2,103,476	\$2,136,700	\$2,187,962	\$2,215,539
Annual Surplus. (Deficit)	\$1,570,781	\$1,579,949	\$839,083	(\$905,732)	\$786,654	\$782,270	\$761,467	\$753,866	\$732,316	\$723,408	\$696,947	\$694,669
Accumulated surplus , beginning of the year	\$12,227,827	\$13,798,608	\$15,378,557	\$16,217,640	\$15,311,908	\$16,098,562	\$16,880,832	\$17,642,299	\$18,396,165	\$19,128,480	\$19,851,888	\$20,548,835
Accumulated surplus, end of the year	\$13,798,608	\$15,378,557	\$16,217,640	\$15,311,908	\$16,098,562	\$16,880,832	\$17,642,299	\$18,396,165	\$19,128,480	\$19,851,888	\$20,548,835	\$21,243,505
Accumulated Surplus(Deficit) Reconciliation	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Reserves: Development charges												
Cash Transfer to Wastewater				(\$1,700,000)								
Reserves: Gas Tax												
Reserves: Capital/Other	\$5,167,849	\$6,255,241	\$4,470,064	\$4,395,749	\$3,859,696	\$5,122,473	\$5,636,293	\$6,747,520	\$7,221,919	\$8,268,151	\$8,513,597	\$9,855,228
Total Reserve Balance	\$5,167,849	\$6,255,241	\$4,470,064	\$2,695,749	\$3,859,696	\$5,122,473	\$5,636,293	\$6,747,520	\$7,221,919	\$8,268,151	\$8,513,597	\$9,855,228
Debt Obligations	(\$916,898)	(\$915,451)	(\$867,912)	(\$818,830)	(\$768,155)	(\$715,835)	(\$661,816)	(\$606,042)	(\$548,456)	(\$488,999)	(\$427,610)	(\$364,225)
Unfunded Asset Retirement Obligation	(\$80,131)	(\$82,235)	(\$84,381)	(\$86,570)	(\$88,802)	(\$91,080)	(\$93,402)	(\$95,772)	(\$98,188)	(\$100,653)	(\$103,168)	(\$105,732)
Add: Tangible Capital Assets	\$9,627,788	\$10,121,002	\$12,699,869	\$13,521,559	\$13,095,823	\$12,565,274	\$12,761,225	\$12,350,458	\$12,553,206	\$12,173,390	\$12,566,016	\$11,858,234
Balance	\$13,798,608	\$15,378,557	\$16,217,640	\$15,311,908	\$16,098,562	\$16,880,832	\$17,642,299	\$18,396,164	\$19,128,480	\$19,851,888	\$20,548,835	\$21,243,504
Financial Indicators	Total Change											
1 Expense to Revenue Ratio	Average	77%	53%	69%	133%	71%	72%	73%	73%	74%	75%	76%
2 Increase/(Decrease) in Accumulated Surplus		\$7,444,896	\$1,579,949	\$839,083	(\$905,732)	\$786,654	\$782,271	\$761,467	\$753,865	\$732,316	\$723,408	\$696,947

Table 4-2

Statement of Operating Expenses: Water Services

Expenditures	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Salaries & Wages	\$585,310	\$640,537	\$658,696	\$678,457	\$692,026	\$705,867	\$719,984	\$734,384	\$749,072	\$764,053	\$779,334	\$794,921
Utilities	\$105,080	\$103,489	\$98,557	\$100,528	\$102,539	\$104,590	\$106,682	\$108,816	\$110,992	\$113,212	\$115,476	\$117,786
Maintenance supplies & repairs	\$48,870	\$48,870	\$50,770	\$51,785	\$52,821	\$53,877	\$54,955	\$56,054	\$57,175	\$58,319	\$59,485	\$60,675
Chemical & treatment supplies	\$66,010	\$66,630	\$67,000	\$68,340	\$69,707	\$71,101	\$72,523	\$73,973	\$75,452	\$76,961	\$78,500	\$80,070
Other Operating expenses	\$261,366	\$302,354	\$283,745	\$288,886	\$294,664	\$300,557	\$306,568	\$312,699	\$318,953	\$325,332	\$331,839	\$338,476
Total Operating Expenses	\$1,066,636	\$1,161,880	\$1,158,768	\$1,187,996	\$1,211,757	\$1,235,992	\$1,260,712	\$1,285,926	\$1,311,644	\$1,337,877	\$1,364,634	\$1,391,928

Table 4-3

Statement of Changes in Net Financial Assets/Debt : Water Services

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Annual Surplus Deficit	\$1,570,781	\$1,579,949	\$839,083	(\$905,732)	\$786,654	\$782,270	\$761,467	\$753,866	\$732,316	\$723,408	\$696,947	\$694,669
Amortization of tangible capital assets	\$584,332	\$607,892	\$679,578	\$713,349	\$719,819	\$724,076	\$744,772	\$752,286	\$773,769	\$782,631	\$809,068	\$811,347
Acquisition of Tangible Capital Assets	(\$814,382)	(\$1,099,002)	(\$3,256,300)	(\$1,532,850)	(\$291,850)	(\$191,250)	(\$938,400)	(\$339,150)	(\$974,100)	(\$400,350)	(\$1,199,180)	(\$101,000)
Contributed Tangible capital assets												
Increase in tangible assets for asset retirement	(\$2,063)	(\$2,104)	(\$2,146)	(\$2,189)	(\$2,233)	(\$2,277)	(\$2,323)	(\$2,369)	(\$2,417)	(\$2,465)	(\$2,514)	(\$2,565)
Loss on disposals of tangible capital assets												
Decrease in inventories												
Acquisition of prepaid expenses												
Change in net financial assets	(\$232,113)	(\$493,214)	(\$2,578,868)	(\$821,690)	\$425,736	\$530,549	(\$195,951)	\$410,766	(\$202,748)	\$379,816	(\$392,626)	\$707,782
Increase (decrease) in net financial assets	\$1,338,668	\$1,086,735	(\$1,739,784)	(\$1,727,422)	\$1,212,390	\$1,312,819	\$565,516	\$1,164,632	\$529,568	\$1,103,224	\$304,321	\$1,402,451
Net financial assets , beginning of year	\$2,832,151	\$4,170,820	\$5,257,555	\$3,517,771	\$1,790,349	\$3,002,739	\$4,315,558	\$4,881,074	\$6,045,707	\$6,575,275	\$7,678,498	\$7,982,820
Net Financial assets, end of year	\$4,170,820	\$5,257,555	\$3,517,771	\$1,790,349	\$3,002,739	\$4,315,558	\$4,881,074	\$6,045,707	\$6,575,275	\$7,678,498	\$7,982,820	\$9,385,271
Financial Indicators												
1 Acquisition of Tangible Capital Assets (Cumulative)		\$1,913,384	\$5,169,684	\$6,702,534	\$6,994,384	\$7,185,634	\$8,124,034	\$8,463,184	\$9,437,284	\$9,837,634	\$11,036,814	\$11,137,814
2 Annual Surplus/Deficit before Amortization (Cumulative)		\$4,342,954	\$5,861,616	\$5,669,233	\$7,175,705	\$8,682,052	\$10,188,291	\$11,694,442	\$13,200,527	\$14,706,566	\$16,212,581	\$17,718,597
3 Ratio of Annual Surplus before Amortization of Acquisitions of TCA's (Cumulative)		2.27	1.13	0.85	1.03	1.21	1.25	1.38	1.40	1.49	1.47	1.59

Table 4-4

Statement of Cash Flow : Water Services

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Operating Activities												
Annual Surplus/Deficit	\$1,570,781	\$1,579,949	\$839,083	(\$905,732)	\$786,654	\$782,270	\$761,467	\$753,866	\$732,316	\$723,408	\$696,947	\$694,669
Items not involving cash												
Amortization of TCA's	\$584,332	\$607,892	\$679,578	\$713,349	\$719,819	\$724,076	\$744,772	\$752,286	\$773,769	\$782,631	\$809,068	\$811,347
Change in tangible capital assets for ARO	(\$2,063)	(\$2,104)	(\$2,146)	(\$2,189)	(\$2,233)	(\$2,277)	(\$2,323)	(\$2,369)	(\$2,417)	(\$2,465)	(\$2,514)	(\$2,565)
Change is non-cash working capital												
Less: Earned Deferred Revenue												
Less: Developer Contributions												
Add: Deferred Revenue Proceeds												
Change in A/R (Increase)/Decrease	(\$6,523)	(\$36,590)	\$194,994	(\$4,527)	(\$6,374)	(\$6,501)	(\$6,631)	(\$6,764)	(\$6,899)	(\$7,037)	(\$7,178)	(\$7,321)
Change in A/P Increase/(Decrease)	\$125,000	\$123,995	\$707,009	(\$556,048)	(\$399,501)	(\$25,063)	\$253,330	(\$188,400)	\$216,833	(\$179,696)	\$270,960	(\$351,468)
Less: Interest Proceeds												
Cash Provided by Operating Transactions	\$2,271,527	\$2,273,143	\$2,418,518	(\$755,146)	\$1,098,365	\$1,472,505	\$1,750,615	\$1,308,619	\$1,713,602	\$1,316,840	\$1,767,283	\$1,144,662
Capital Activities												
Proceeds on sale of tangible capital assets												
Acquisition of tangible capital assets	(\$816,445)	(\$1,096,898)	(\$3,254,154)	(\$1,530,661)	(\$289,617)	(\$188,973)	(\$936,077)	(\$336,781)	(\$971,683)	(\$397,885)	(\$1,196,666)	(\$98,435)
Capital Transactions	(\$816,445)	(\$1,096,898)	(\$3,254,154)	(\$1,530,661)	(\$289,617)	(\$188,973)	(\$936,077)	(\$336,781)	(\$971,683)	(\$397,885)	(\$1,196,666)	(\$98,435)
Investing Activities												
Proceeds from Investments												
Less: Cash Used to Acquire Investments												
Cash Provided by (applied to) Investing Transactions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Financing Activities												
Proceeds from Debt Issue												
Less: Debt Repayment (Principal only)	(\$44,598)	(\$46,045)	(\$47,539)	(\$49,082)	(\$50,675)	(\$52,320)	(\$54,019)	(\$55,774)	(\$57,586)	(\$59,457)	(\$61,389)	(\$63,385)
Cash Applied to Financing Transactions	(\$44,598)	(\$46,045)	(\$47,539)	(\$49,082)	(\$50,675)	(\$52,320)	(\$54,019)	(\$55,774)	(\$57,586)	(\$59,457)	(\$61,389)	(\$63,385)
Increase in Cash and Cash Equivalents	\$1,410,485	\$1,130,199	(\$883,175)	(\$2,334,889)	\$758,073	\$1,231,212	\$760,519	\$916,064	\$684,333	\$859,498	\$509,229	\$982,842
Cash and Cash Equivalents, beginning of year	\$3,478,607	\$4,889,092	\$6,019,291	\$5,136,117	\$2,801,228	\$3,559,301	\$4,790,513	\$5,551,032	\$6,467,095	\$7,151,428	\$8,010,926	\$8,520,155
Cash and Cash Equivalents, end of year	\$4,889,092	\$6,019,291	\$5,136,117	\$2,801,228	\$3,559,301	\$4,790,513	\$5,551,032	\$6,467,095	\$7,151,428	\$8,010,926	\$8,520,155	\$9,502,997

Water

Notes to Financial Plan

The financial plan format used in Chapter 4 is based on the full accrual format that municipalities have used in their audited financial statements since 2009. However, the financial plan itself is **not** an audited document and relies on a number of estimates. In this regard, Section 3(2) of O. Reg. 453/07 applies.

To present a balanced financial plan for the water system in a full accrual format, certain items have been estimated because the Municipality does not maintain all financial asset and liability data separately for water. In practice, this information is usually combined with the financial assets and liabilities of other departments and services, as there is currently no requirement to disclose this data separately (unlike revenue and expenses).

For clarity, the following standards and approaches are applied in this financial plan:

- **Basis of accounting:** Full accrual basis, consistent with the format used in the Municipality's audited financial statements.
- **Consistency of policies:** Accounting policies are consistent with those used for the Municipality's annual audited financial statements.
- **Use of estimates:** Reasonable estimates and allocations are used where water-specific financial asset and liability data are not available.
- **Data limitations:** Combined municipal financial data are allocated to the water system using rational and supportable methods, recognizing that complete stand-alone balance sheet information for water is not currently maintained.
- The assumptions used in preparing the financial plan are as follows:

1. Cash, Receivables and Payables

The opening cash balance used in the financial plan has been estimated using the following relationship:

$$\begin{aligned} &\text{Ending reserve and reserve fund balance} \\ &\quad + \text{Ending accounts payable balance} \\ &\quad - \text{Ending accounts receivable balance} \\ &= \text{Approximate ending cash balance} \end{aligned}$$

This approach is used to approximate the cash position available for the water system. Receivable and payable balances have been estimated for each year of the forecast.

2. Debt

The Municipality currently has several outstanding debt obligations related to the water system.

Principal repayments over the forecast period are scheduled in accordance with the existing debt repayment schedules (as shown in the accompanying tables).

Existing Debt	
Year	Principal Payments
2024	\$44,598
2025	\$46,045
2026	\$47,539
2027	\$49,082
2028	\$50,675
2029	\$52,320
2030	\$54,019
2031	\$55,774
2032	\$57,586
2033	\$59,457
2034	\$61,389
2035	\$63,385
2036 and thereafter	\$364,225
Total	\$1,006,094

For financial reporting purposes, debt principal payments represent a decrease in debt liability, and the interest payments represent the current year's operating expense.

3. Deferred Revenue

Deferred revenue can also represent grant funding that has not been earned as revenue in any given year. For the purposes of this financial plan it is assumed any grant funding received will be earned in the year it is received

4.Tangible Capital Assets

The opening net book value of tangible capital assets includes water-related assets in the following categories:

- i. Facilities
- ii. Watermains
- iii. Valves
- iv. Hydrants
- v. Chambers
- vi. Meters

Amortization is calculated using the straight-line method, with half-year amortization applied in both:

- the year of acquisition or construction; and
- the final year of the asset's useful life.

For new acquisitions in the forecast period, asset useful lives are assumed to be consistent with the typical service lives assigned by the Municipality for each asset category and aligned with the planned replacement timing in the forecasting model.

Write-offs are assumed to be \$0 in each year of the forecast period.

Tangible capital assets are presented on a net basis. It is assumed that disposals occur when assets are replaced, unless an asset is explicitly identified as a new asset. The value of each disposal is estimated by:

- determining an approximate original acquisition or construction date; and
- deflating the current replacement cost back to that date to approximate the original historical cost.

Gains and losses on disposal are assumed to be \$0. This implies that, for all disposals, historical cost is assumed to equal accumulated amortization at the time of disposal.

Residual value is assumed to be \$0 for all assets over the forecast period.

Contributed assets, as described in Section 3.2.1, are expected to be insignificant or unknown during the forecast period and are therefore assumed to be \$0.

The balance of tangible capital assets is summarized as follows:

Tangible Capital Assets

Cost	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Balance, beginning year	\$25,713,918	\$26,530,363	\$27,631,468	\$30,889,914	\$32,424,953	\$32,719,036	\$32,912,563	\$33,853,286	\$34,194,805	\$35,171,322	\$35,574,137	\$36,775,831
Additions ARO	\$2,063	\$2,104	\$2,146	\$2,189	\$2,233	\$2,277	\$2,323	\$2,369	\$2,417	\$2,465	\$2,514	\$2,565
Additions during the year	\$814,382	\$1,099,002	\$3,256,300	\$1,532,850	\$291,850	\$191,250	\$938,400	\$339,150	\$974,100	\$400,350	\$1,199,180	\$101,000
Disposals during the year												
Balance, end of year	\$26,530,363	\$27,631,468	\$30,889,914	\$32,424,953	\$32,719,036	\$32,912,563	\$33,853,286	\$34,194,805	\$35,171,322	\$35,574,137	\$36,775,831	\$36,879,396
Amortization												
Balance, beginning year	\$16,318,243	\$16,902,575	\$17,510,467	\$18,190,045	\$18,903,394	\$19,623,213	\$20,347,289	\$21,092,061	\$21,844,347	\$22,618,116	\$23,400,747	\$24,209,816
Amortization for the year	\$584,332	\$607,892	\$679,578	\$713,349	\$719,819	\$724,076	\$744,772	\$752,286	\$773,769	\$782,631	\$809,068	\$811,347
Accumulated amortization od disposal												
Balance, end of year	\$16,902,575	\$17,510,467	\$18,190,045	\$18,903,394	\$19,623,213	\$20,347,289	\$21,092,061	\$21,844,347	\$22,618,116	\$23,400,747	\$24,209,816	\$25,021,162
Net Book Value	\$9,627,788	\$10,121,002	\$12,699,869	\$13,521,559	\$13,095,823	\$12,565,274	\$12,761,225	\$12,350,458	\$12,553,206	\$12,173,390	\$12,566,016	\$11,858,234

5. Accumulated Surplus

Opening accumulated surplus for the forecast period is reconciled as follows:

Accumulated Surplus(Deficit) Reconciliation		2024
Reserves: Development charges		
Cash Transfer to Wastewater		
Reserves: Gas Tax		
Reserves: Capital/Other		\$5,167,849
Total Reserve Balance		\$5,167,849
Debt Obligations		(\$916,898)
Unfunded Asset Retirement Obligation		(\$80,131)
Add: Tangible Capital Assets		\$9,627,788
Balance		\$13,798,608

The accumulated surplus reconciliation for all years within the forecast period is contained in Table 4-2.

The forecast also includes a one-time \$1.7 million cash transfer from the water system to the wastewater system in 2027 to support the wastewater capital program. As this is an internal transfer between rate-supported systems, it does not affect the municipality's overall net financial asset (debt) position but does impact the relative reserve and cash positions of the two systems.

6. Other Revenue

Other revenue consists of hydrant recoveries, meter sales, bulk water fees, sundry, penalties, and other miscellaneous revenues.

7. Operating Expenses

Capital expenditures for items not meeting the definition of tangible capital assets have been reclassified as operating expenses and have been expensed in the year in which they occur.

5 Process for Financial Plan Approval & Submission to the Province

As noted in Section 1.2, preparing and approving a financial plan for water assets that meets the requirements of the Safe Drinking Water Act is mandatory for municipal drinking water providers. Proof that this plan has been prepared and approved is a key requirement for obtaining a municipal drinking water licence and, once completed, the plan must be submitted to the MECP.

The process for approving, circulating, and filing the financial plan is set out in O. Reg. 453/07 and can be summarized as follows:

- 1. Council / Governing Body Approval**

The financial plan must be approved by a resolution of the municipal Council that owns the drinking water system, or by the governing body of the system owner.
(O. Reg. 453/07, section 3(1)1)

- 2. Public Notice and Accessibility**

The owner of the drinking water system must provide public notice that the financial plan is available. The plan must be:

- made available to the public upon request and at no charge, and
- posted on the municipality's website.

(O. Reg. 453/07, section 3(1)5)

- 3. Submission to Ministry of Municipal Affairs and Housing**

The owner must provide a copy of the financial plan to the Director of the Policy Branch, Ministry of Municipal Affairs and Housing.
(O. Reg. 453/07, section 3(1)6)

- 4. Proof of Compliance with the Act**

The owner must provide proof, satisfactory to the Director, that the financial plan for the system meets the requirements of the Safe Drinking Water Act.
(S.D.W.A., section 32(5)2.ii)

6 Recommendations

This report presents the water and wastewater financial plans for the Town of Gananoque in accordance with the mandatory reporting formats for water systems as detailed in O. Reg. 453/07. Council is required to pass certain resolutions regarding this plan and regulations, and it is recommended that:

1. The Town of Gananoque Water and Wastewater Financial Plan. be approved.
2. Notice of availability of the Financial Plan be advertised.
3. The Financial Plan be submitted to the Ministry of Municipal Affairs and Housing. (O. Reg. 453/07, Section 3 (1) 6) by January 20th, 2026
4. The Council Resolution approving the Financial Plan be submitted to the Ministry of the Environment, Conservation, and Parks satisfying the requirements under the Safe Drinking Water Act. (S.D.W.A. Section 32 (5) 2 i

Appendix A Wastewater Financial Plan

Statements of Operations (Wastewater)

Conversion Adjustments

\$ 1,595,543 \$ 1,595,543

36 | Page

Statements of Financial Position (Wastewater)

DR	CR
\$29,533	
	\$ 86,256
\$12,404,499	
\$ 9,023,511	
\$ 86,256	
	\$467,563
	\$ 20,989,980

Full Accrual Budget 2024	Accrual Bases
	Assets
\$8,855,390	Cash
\$773,282	Accounts Receivables
\$9,628,672	Total Financial Assets
	Liabilities
\$489,372	Accounts Payable & Accrued Liabilities
\$467,563	Gross long Term Liabilities
\$86,256	Deferred Revenue
\$1,043,191	Total Liabilities
\$8,585,481	Net Assets (Debt)
	Non Financial Assets
\$ 12,404,499	Tangible Capital Assets
\$ 20,989,980	Accumulated Surplus (Deficit)

37 | Page

Table A-3

Statement of Financial Position: Wastewater Services

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Financial Assets												
Cash	\$8,855,390	\$5,267,402	\$8,540,492	\$4,192,486	\$2,830,768	\$3,259,651	\$4,304,097	\$6,195,616	\$7,340,969	\$9,069,817	\$10,582,484	\$12,537,795
Accounts Receivable	\$773,282	\$1,163,701	\$2,130,503	\$1,897,194	\$1,164,145	\$1,173,827	\$1,183,703	\$1,193,776	\$1,204,051	\$1,214,531	\$1,225,221	\$1,236,125
Total Financial Assets	\$9,628,672	\$6,431,104	\$10,670,995	\$6,089,680	\$3,994,912	\$4,433,478	\$5,487,799	\$7,389,392	\$8,545,020	\$10,284,348	\$11,807,705	\$13,773,920
Liabilities												
Accounts payable and Accrued Liabilities	\$489,372	\$3,290,623	\$3,460,905	\$3,505,509	\$1,031,711	\$1,019,103	\$741,510	\$480,472	\$990,055	\$473,905	\$849,903	\$468,544
Existing Debt (principle only)	\$467,563	\$436,994	\$405,373	\$372,665	\$338,832	\$303,836	\$267,636	\$230,191	\$191,458	\$151,393	\$109,950	\$67,082
New Deb (principle only)	\$0	\$0	\$7,419,186	\$7,251,869	\$7,076,670	\$6,893,217	\$6,701,122	\$6,499,977	\$6,289,356	\$6,068,813	\$5,837,880	\$5,596,067
Deferred Revenue	\$86,256	\$138,802	\$191,874	\$245,477	\$299,616	\$354,296	\$409,523	\$465,302	\$521,639	\$578,539	\$636,009	\$694,053
Total Liabilities	\$1,043,191	\$3,866,419	\$11,477,338	\$11,375,520	\$8,746,829	\$8,570,452	\$8,119,790	\$7,675,942	\$7,992,508	\$7,272,650	\$7,433,741	\$6,825,745
Net Financial Assets(Debt)	\$8,585,481	\$2,564,684	(\$806,343)	(\$5,285,840)	(\$4,751,917)	(\$4,136,974)	(\$2,631,991)	(\$286,549)	\$552,512	\$3,011,698	\$4,373,965	\$6,948,175
Non-Financial Assets												
Tangible Capital Assets	\$12,404,499	\$20,640,000	\$29,202,244	\$37,662,158	\$38,518,227	\$39,270,348	\$39,129,800	\$38,164,582	\$38,688,597	\$37,611,198	\$37,625,522	\$36,449,609
Total Non Financial Assets	\$12,404,499	\$20,640,000	\$29,202,244	\$37,662,158	\$38,518,227	\$39,270,348	\$39,129,800	\$38,164,582	\$38,688,597	\$37,611,198	\$37,625,522	\$36,449,609
Accumulated Surplus (Deficit)	\$20,989,980	\$23,204,685	\$28,395,901	\$32,376,317	\$33,766,310	\$35,133,374	\$36,497,809	\$37,878,033	\$39,241,109	\$40,622,896	\$41,999,487	\$43,397,784
Financial Indicators	Total Change											
1 Increase/(Decrease) in Net Financial Assets	(\$1,637,306)	(\$6,020,797)	(\$3,371,027)	(\$4,479,497)	\$533,923	\$614,942	\$1,504,983	\$2,345,442	\$839,061	\$2,459,186	\$1,362,267	\$2,574,210
2 Increase/(Decrease) in Tanagible Capital Assets	\$24,045,110	\$8,235,501	\$8,562,243	\$8,459,914	\$856,069	\$752,121	(\$140,548)	(\$965,218)	\$524,016	(\$1,077,400)	\$14,325	(\$1,175,913)
3 Increase/(Decrease) in Accumalated Surplus	\$22,407,803	\$2,214,704	\$5,191,216	\$3,980,417	\$1,389,993	\$1,367,064	\$1,364,435	\$1,380,224	\$1,363,076	\$1,381,787	\$1,376,591	\$1,398,297

Table A-4

Statement of Operations: Wastewater Services

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Revenue												
Base Charge revenues	\$1,426,010	\$1,472,265	\$2,349,800	\$2,349,800	\$2,349,800	\$2,349,800	\$2,349,800	\$2,349,800	\$2,349,800	\$2,349,800	\$2,349,800	\$2,349,800
Metered Charges	\$978,310	\$1,104,998	\$1,176,987	\$1,447,694	\$1,476,648	\$1,506,181	\$1,536,304	\$1,567,031	\$1,598,371	\$1,630,339	\$1,662,945	\$1,696,204
Other revenues	\$171,320	\$171,320	\$171,320	\$192,320	\$196,166	\$200,090	\$204,092	\$208,173	\$212,337	\$216,584	\$220,915	\$225,334
HEWSF		\$1,272,500	\$3,663,686	\$865,798								
Cash tranfer from Water				\$1,700,000								
Total Revenue	\$2,575,640	\$4,021,083	\$7,361,793	\$6,555,612	\$4,022,614	\$4,056,071	\$4,090,196	\$4,125,004	\$4,160,508	\$4,196,722	\$4,233,661	\$4,271,338
Expenditures												
Operating Expense	\$963,374	\$1,104,998	\$1,089,057	\$1,116,881	\$1,139,220	\$1,162,005	\$1,185,245	\$1,208,949	\$1,233,128	\$1,257,791	\$1,282,947	\$1,308,605
Interest on debt	\$16,702	\$15,685	\$187,794	\$354,178	\$345,171	\$336,023	\$325,908	\$315,613	\$304,849	\$293,595	\$281,827	\$269,523
Amortization	\$495,592	\$685,696	\$893,727	\$1,104,136	\$1,148,231	\$1,190,979	\$1,214,608	\$1,220,218	\$1,259,454	\$1,263,550	\$1,292,295	\$1,294,913
Losa on Disposal of Tangible Assets												
Total Expenditures	\$1,475,668	\$1,806,379	\$2,170,577	\$2,575,195	\$2,632,621	\$2,689,007	\$2,725,761	\$2,744,780	\$2,797,432	\$2,814,935	\$2,857,069	\$2,873,041
Annual Surplus. (Deficit)	\$1,099,972	\$2,214,704	\$5,191,216	\$3,980,417	\$1,389,993	\$1,367,064	\$1,364,435	\$1,380,224	\$1,363,076	\$1,381,787	\$1,376,591	\$1,398,297
Accumulated surplus , beginning of the year	\$19,890,008	\$20,989,980	\$23,204,684	\$28,395,900	\$32,376,317	\$33,766,310	\$35,133,373	\$36,497,809	\$37,878,032	\$39,241,109	\$40,622,895	\$41,999,487
Accumulated surplus, end of the year	\$20,989,980	\$23,204,684	\$28,395,900	\$32,376,317	\$33,766,310	\$35,133,373	\$36,497,809	\$37,878,032	\$39,241,109	\$40,622,895	\$41,999,487	\$43,397,783
Accumulated Surplus(Deficit) Reconciliation												
Reserves: Development charges	\$86,256	\$138,802	\$191,874	\$245,477	\$299,616	\$354,296	\$409,523	\$465,302	\$521,639	\$578,539	\$636,008	\$694,052
Cash Transfer from Water				\$1,700,000								
Reserves: Gas Tax												
Reserves: Capital/Other	\$8,966,788	\$2,862,876	\$6,826,341	\$393,217	\$2,363,969	\$2,705,783	\$3,927,244	\$5,978,316	\$6,511,686	\$8,653,364	\$9,685,786	\$11,917,281
Total Reserve Balance	\$9,053,044	\$3,001,678	\$7,018,215	\$2,338,694	\$2,663,585	\$3,060,079	\$4,336,767	\$6,443,618	\$7,033,325	\$9,231,903	\$10,321,794	\$12,611,333
Debt Obligations & Deferred Revenue	(\$467,563)	(\$436,994)	(\$405,373)	(\$372,665)	(\$338,832)	(\$303,836)	(\$267,636)	(\$230,191)	(\$191,458)	(\$151,393)	(\$109,950)	(\$67,082)
New Debt			(\$7,419,186)	(\$7,251,869)	(\$7,076,670)	(\$6,893,217)	(\$6,701,122)	(\$6,499,977)	(\$6,289,356)	(\$6,068,813)	(\$5,837,880)	(\$5,596,067)
Add: Tangible Capital Assets	\$12,404,499	\$20,640,000	\$29,202,244	\$37,662,158	\$38,518,227	\$39,270,348	\$39,129,800	\$38,164,582	\$38,688,597	\$37,611,198	\$37,625,522	\$36,449,609
Balance	\$20,989,980	\$23,204,685	\$28,395,900	\$32,376,317	\$33,766,310	\$35,133,374	\$36,497,809	\$37,878,032	\$39,241,108	\$40,622,895	\$41,999,487	\$43,397,793
Financial Indicators												
Total Change												
1 Expense to Revenue Ratio	Average	59%	44.92%	29.48%	39.28%	65.45%	66.30%	66.64%	66.54%	67.24%	67.07%	67.48%
2 Increase/(Decrease) in Accumluted Surplus		\$22,407,813	\$2,214,705	\$5,191,215	\$3,980,418	\$1,389,992	\$1,367,064	\$1,364,435	\$1,380,223	\$1,363,076	\$1,381,787	\$1,398,306

Table A-4

Statement of Operating Expenses: Wastewater Services

Expenditures	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Salaries & Wages	\$571,780	\$610,823	\$657,796	\$677,529	\$691,080	\$704,902	\$719,000	\$733,380	\$748,048	\$763,009	\$778,269	\$793,834
Utilities	\$72,785	\$74,521	\$65,816	\$67,132	\$68,475	\$69,845	\$71,242	\$72,667	\$74,120	\$75,602	\$77,114	\$78,656
Maintenance supplies & repairs	\$12,400	\$12,600	\$11,700	\$11,934	\$12,173	\$12,416	\$12,664	\$12,917	\$13,175	\$13,439	\$13,708	\$13,982
Chemical & treatment supplies	\$104,700	\$104,700	\$70,000	\$71,400	\$72,828	\$74,285	\$75,771	\$77,286	\$78,832	\$80,409	\$82,017	\$83,657
Other Operating expenses	\$261,366	\$302,354	\$283,745	\$288,886	\$294,664	\$300,557	\$306,568	\$312,699	\$318,953	\$325,332	\$331,839	\$338,476
Total Operating Expenses	\$1,023,031	\$1,104,998	\$1,089,057	\$1,116,881	\$1,139,220	\$1,162,005	\$1,185,245	\$1,208,949	\$1,233,128	\$1,257,791	\$1,282,947	\$1,308,605

Table A-5

Statement of Changes in Net Financial Assets/Debt : Wastewater Services

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Annual Surplus Deficit	\$1,099,972	\$2,214,704	\$5,191,216	\$3,980,417	\$1,389,993	\$1,367,064	\$1,364,435	\$1,380,224	\$1,363,076	\$1,381,787	\$1,376,591	\$1,398,297
Amortization of tangible capital assets	\$495,592	\$685,696	\$893,727	\$1,104,136	\$1,148,231	\$1,190,979	\$1,214,608	\$1,220,218	\$1,259,454	\$1,263,550	\$1,292,295	\$1,294,913
Acquisition of Tangible Capital Assets	(\$971,834)	(\$8,921,197)	(\$9,455,970)	(\$9,564,050)	(\$2,004,300)	(\$1,943,100)	(\$1,074,060)	(\$255,000)	(\$1,783,470)	(\$186,150)	(\$1,306,620)	(\$119,000)
Contributed Tangible capital assets												
Increase in tangible assets for asset retirement obligations												
Loss on disposals of tangible capital assets												
Decrease in inventories												
Acquisition of prepaid expenses												
Change in net financial assets	(\$476,242)	(\$8,235,501)	(\$8,562,243)	(\$8,459,914)	(\$856,069)	(\$752,121)	\$140,548	\$965,218	(\$524,016)	\$1,077,400	(\$14,325)	\$1,175,913
Increase (decrease) in net financial assets	\$623,730	(\$6,020,797)	(\$3,371,027)	(\$4,479,497)	\$533,923	\$614,942	\$1,504,983	\$2,345,442	\$839,061	\$2,459,186	\$1,362,267	\$2,574,210
Net financial assets , beginning of year	\$7,961,751	\$8,585,481	\$2,564,684	(\$806,343)	(\$5,285,840)	(\$4,751,917)	(\$4,136,974)	(\$2,631,991)	(\$286,549)	\$552,512	\$3,011,698	\$4,373,965
Net Financial assets, end of year	\$8,585,481	\$2,564,684	(\$806,343)	(\$5,285,840)	(\$4,751,917)	(\$4,136,974)	(\$2,631,991)	(\$286,549)	\$552,512	\$3,011,698	\$4,373,965	\$6,948,175
Financial Indicators												
1 Acquisition of Tangible Capital Assets (Cumulative)		\$9,893,031	\$9,893,031	\$9,893,031	\$9,893,031	\$9,893,031	\$9,893,031	\$9,893,031	\$9,893,031	\$9,893,031	\$9,893,031	\$9,893,031
2 Annual Surplus/Deficit before Amortization (Cumulative)		\$2,281,260	\$8,366,202	\$13,450,755	\$15,988,978	\$18,547,021	\$21,126,064	\$23,726,506	\$26,349,037	\$28,994,373	\$31,663,260	\$34,356,470
3 Ratio of Annual Surplus before Amortization of Acquisitions of TCA's (Cumulative)		0.23	0.85	1.36	1.62	1.87	2.14	2.40	2.66	2.93	3.20	3.47

Table A-6

Statement of Cash Flow : Wastewater Services

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Operating Activities												
Annual Surplus/Deficit	\$1,099,972	\$2,214,704	\$5,191,216	\$3,980,417	\$1,389,993	\$1,367,064	\$1,364,435	\$1,380,224	\$1,363,076	\$1,381,787	\$1,376,591	\$1,398,297
Items not involving cash												
Amortization of TCA's	\$495,592	\$685,696	\$893,727	\$1,104,136	\$1,148,231	\$1,190,979	\$1,214,608	\$1,220,218	\$1,259,454	\$1,263,550	\$1,292,295	\$1,294,913
Change is non-cash working capital												
Developer Contributions												
Cash Transfer from Water												
Deferred Revenues	\$42,356	\$52,546	\$53,072	\$53,603	\$54,139	\$54,680	\$55,227	\$55,779	\$56,337	\$56,900	\$57,469	\$58,044
Change in A/R (Increase)/Decrease	(\$6,523)	(\$390,419)	(\$966,801)	\$233,309	\$733,050	(\$9,682)	(\$9,876)	(\$10,073)	(\$10,275)	(\$10,480)	(\$10,690)	(\$10,904)
Change in A/P Increase/(Decrease)	\$125,000	\$2,801,251	\$170,282	\$44,604	(\$2,473,798)	(\$12,608)	(\$277,594)	(\$261,038)	\$509,583	(\$516,150)	\$375,997	(\$381,359)
Less: Interest Proceeds												
Cash Provided by Operating Transactions	\$1,756,397	\$5,363,778	\$5,341,495	\$5,416,069	\$851,614	\$2,590,432	\$2,346,801	\$2,385,110	\$3,178,176	\$2,175,606	\$3,091,663	\$2,358,991
Capital Activities												
Proceeds on sale of tangible capital assets												
Acquisition of tangible capital assets	(\$971,834)	(\$8,921,197)	(\$9,455,970)	(\$9,564,050)	(\$2,004,300)	(\$1,943,100)	(\$1,074,060)	(\$255,000)	(\$1,783,470)	(\$186,150)	(\$1,306,620)	(\$119,000)
Capital Transactions	(\$971,834)	(\$8,921,197)	(\$9,455,970)	(\$9,564,050)	(\$2,004,300)	(\$1,943,100)	(\$1,074,060)	(\$255,000)	(\$1,783,470)	(\$186,150)	(\$1,306,620)	(\$119,000)
Investing Activities												
Proceeds from Investments												
Less: Cash Used to Acquire Investments												
Cash Provided by (applied to) Investing Transactions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Financing Activities												
Proceeds from Debt Issue			\$7,500,000									
Less: Debt Repayment (Principal only)	(\$29,533)	(\$30,569)	(\$31,621)	(\$32,708)	(\$33,833)	(\$34,996)	(\$36,200)	(\$37,445)	(\$38,733)	(\$40,065)	(\$41,443)	(\$42,868)
Less: Proposed Debt			(\$80,814)	(\$167,317)	(\$175,199)	(\$183,453)	(\$192,095)	(\$201,145)	(\$210,621)	(\$220,543)	(\$230,933)	(\$241,812)
Cash Applied to Financing Transactions	(\$29,533)	(\$30,569)	\$7,387,565	(\$200,025)	(\$209,032)	(\$218,449)	(\$228,295)	(\$238,590)	(\$249,354)	(\$260,608)	(\$272,376)	(\$284,680)
Increase in Cash and Cash Equivalents	\$755,030	(\$3,587,988)	\$3,273,090	(\$4,348,006)	(\$1,361,718)	\$428,884	\$1,044,445	\$1,891,520	\$1,145,352	\$1,728,848	\$1,512,667	\$1,955,311
Cash and Cash Equivalents, beginning of year	\$8,100,360	\$8,855,390	\$5,267,402	\$8,540,492	\$4,192,486	\$2,830,768	\$3,259,651	\$4,304,097	\$6,195,616	\$7,340,969	\$9,069,817	\$10,582,484
Cash and Cash Equivalents, end of year	\$8,855,390	\$5,267,402	\$8,540,492	\$4,192,486	\$2,830,768	\$3,259,651	\$4,304,097	\$6,195,616	\$7,340,969	\$9,069,817	\$10,582,484	\$12,537,795

Wastewater

Notes to Financial Plan

The financial plan format used in Chapter 4 is based on the full accrual format that municipalities have used in their audited financial statements since 2009. However, the financial plan itself is **not** an audited document and relies on a number of estimates. In this regard, Section 3(2) of O. Reg. 453/07 applies.

To present a balanced financial plan for the wastewater system in a full accrual format, certain items have been estimated because the Municipality does not maintain all financial asset and liability data separately for water. In practice, this information is usually combined with the financial assets and liabilities of other departments and services, as there is currently no requirement to disclose this data separately (unlike revenue and expenses).

For clarity, the following standards and approaches are applied in this financial plan:

- **Basis of accounting:** Full accrual basis, consistent with the format used in the Municipality's audited financial statements.
- **Consistency of policies:** Accounting policies are consistent with those used for the Municipality's annual audited financial statements.
- **Use of estimates:** Reasonable estimates and allocations are used where water-specific financial asset and liability data are not available.
- **Data limitations:** Combined municipal financial data are allocated to the water system using rational and supportable methods, recognizing that complete stand-alone balance sheet information for water is not currently maintained.
- The assumptions used in preparing the financial plan are as follows:

1. Cash, Receivables and Payables

The opening cash balance used in the financial plan has been estimated using the following relationship:

$$\begin{aligned} &\text{Ending reserve and reserve fund balance} \\ &\quad + \text{Ending accounts payable balance} \\ &\quad - \text{Ending accounts receivable balance} \\ &= \text{Approximate ending cash balance} \end{aligned}$$

This approach is used to approximate the cash position available for the water system. Receivable and payable balances have been estimated for each year of the forecast.

2. Debt

The Municipality currently has several outstanding debt obligations related to the water system. The Financial Plan will require a new debenture funding of \$7.5 million.

Principal repayments over the forecast period are scheduled in accordance with the existing debt repayment schedules (as shown in the accompanying tables).

Existing Debt		Proposed Debt	
Year	Principal Payments	Year	Principal Payments
2024	\$29,533		
2025	\$30,569		
2026	\$31,621	2026	\$80,814
2027	\$32,708	2027	\$167,317
2028	\$33,833	2028	\$175,199
2029	\$34,996	2029	\$183,453
2030	\$36,200	2030	\$192,095
2031	\$37,445	2031	\$201,145
2032	\$38,733	2032	\$210,621
2033	\$40,065	2033	\$220,543
2034	\$41,443	2034	\$230,933
2035	\$42,868	2035	\$241,812
2036 and thereafter	\$67,082	2036 and thereafter	\$5,596,067
Total	\$497,096		\$7,500,000

For financial reporting purposes, debt principal payments represent a decrease in debt liability, and the interest payments represent the current year's operating expense.

3. Deferred Revenue

Deferred revenue typically consists of wastewater development charges, which are treated as a liability for financial reporting purposes until the funds are used to construct the works for which they were collected. For the purposes of this financial plan, development charge (DC) revenue is not considered earned.

Deferred revenue can also represent grant funding that has not yet been recognized as revenue in a given year. For the purposes of this financial plan, it is assumed that any grant funding received will be fully earned in the year it is received.

4.Tangible Capital Assets

The opening net book value of tangible capital assets includes water-related assets in the following categories:

- i. Wastewater mains;
- ii. Manholes; and
- iii. Land.

Amortization is calculated using the straight-line method, with half-year amortization applied in both:

- the year of acquisition or construction; and
- the final year of the asset's useful life.

For new acquisitions in the forecast period, asset useful lives are assumed to be consistent with the typical service lives assigned by the Municipality for each asset category and aligned with the planned replacement timing in the forecasting model.

Write-offs are assumed to be \$0 in each year of the forecast period.

Tangible capital assets are presented on a net basis. It is assumed that disposals occur when assets are replaced, unless an asset is explicitly identified as a new asset. The value of each disposal is estimated by:

- determining an approximate original acquisition or construction date; and
- deflating the current replacement cost back to that date to approximate the original historical cost.

Gains and losses on disposal are assumed to be \$0. This implies that, for all disposals, historical cost is assumed to equal accumulated amortization at the time of disposal.

Residual value is assumed to be \$0 for all assets over the forecast period.

Contributed assets, as described in Section 3.2.1, are expected to be insignificant or unknown during the forecast period and are therefore assumed to be \$0.

The balance of tangible capital assets is summarized as follows:

Tangible Capital Assets

Cost	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Balance, beginning year	\$21,274,949	\$22,246,783	\$31,167,980	\$40,623,950	\$50,188,000	\$52,192,300	\$54,135,400	\$55,209,460	\$55,464,460	\$57,247,930	\$57,434,080	\$58,740,700
Additions during the year	\$971,834	\$8,921,197	\$9,455,970	\$9,564,050	\$2,004,300	\$1,943,100	\$1,074,060	\$255,000	\$1,783,470	\$186,150	\$1,306,620	\$119,000
Disposals during the year												
Balance, end of year	\$22,246,783	\$31,167,980	\$40,623,950	\$50,188,000	\$52,192,300	\$54,135,400	\$55,209,460	\$55,464,460	\$57,247,930	\$57,434,080	\$58,740,700	\$58,859,700
Amortization												
Balance, beginning year	\$9,346,692	\$9,842,284	\$10,527,980	\$11,421,706	\$12,525,842	\$13,674,073	\$14,865,052	\$16,079,660	\$17,299,878	\$18,559,333	\$19,822,882	\$21,115,178
Amortization for the year	\$495,592	\$685,696	\$893,727	\$1,104,136	\$1,148,231	\$1,190,979	\$1,214,608	\$1,220,218	\$1,259,454	\$1,263,550	\$1,292,295	\$1,294,913
Accumulated amortization od disposal												
Balance, end of year	\$9,842,284	\$10,527,980	\$11,421,706	\$12,525,842	\$13,674,073	\$14,865,052	\$16,079,660	\$17,299,878	\$18,559,333	\$19,822,882	\$21,115,178	\$22,410,091
Net Book Value	\$12,404,499	\$20,640,000	\$29,202,244	\$37,662,158	\$38,518,227	\$39,270,348	\$39,129,800	\$38,164,582	\$38,688,597	\$37,611,198	\$37,625,522	\$36,449,609

5. Accumulated Surplus

Opening accumulated surplus for the forecast period is reconciled as follows:

Accumulated Surplus(Deficit) Reconciliation	
Reserves: Development charges	\$86,256
Cash Transfer from Water	
Reserves: Gas Tax	
Reserves: Capital/Other	\$8,966,788
Total Reserve Balance	\$9,053,044
Debt Obligations & Deferred Revenue	(\$467,563)
New Debt	
Add: Tangible Capital Assets	\$12,404,499
Balance	\$20,989,980

The accumulated surplus reconciliation for all years within the forecast period is contained in Table A-4

The forecast also includes a one-time \$1.7 million cash transfer from the water system to the wastewater system in 2027 to support the wastewater capital program. As this is an internal transfer between rate-supported systems, it does not affect the municipality's overall net financial asset (debt) position but does impact the relative reserve and cash positions of the two systems.

6. Other Revenue

Other revenue consists of hydrant recoveries, meter sales, bulk water fees, sundry, penalties, and other miscellaneous revenues.

7. Operating Expenses

Capital expenditures for items not meeting the definition of tangible capital assets have been reclassified as operating expenses and have been expensed in the year in which they occur.

Report Council– RDS-2025-14

Date: December 2, 2025 ☐ **IN CAMERA**

Subject: Award of Contract – Curbside Solid Waste Collection

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. 2025-106, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH ENVIRONMENTAL 360 SOLUTIONS LTD., FOR THE CURBSIDE COLLECTION OF RESIDENTIAL SOLID WASTE FOR A PERIOD OF FIVE (5) YEARS, AS PRESCRIBED IN TENDER SUBMISSION DATED NOVEMBER 6, 2025, AND AS PRESENTED IN REPORT COUNCIL RDS-2025-14.

STRATEGIC PLAN COMMENTS:

Sector 2 – Environment and Infrastructure – Strategic Initiative #1 – Recognize the global climate crisis and actively position Gananoque to address this reality.

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

BACKGROUND:

The current contract for residential curbside collection of solid waste with Waste Connections of Canada (WC) is expiring on December 31, 2025. The town has been under contract with WC since 2019 for the curbside collection of both solid waste and recycling. Curbside recycling in Gananoque switched to full producer responsibility in March 2025 and is now being completely funded and managed through Circular Materials Ontario (CMO), with Emterra Environmental handling the physical collection of these materials.

INFORMATION/DISCUSSION:

The Town released Tender ENV-2025-01 on October 14, 2025, and subsequently closed on November 6, 2025. The last contract extension with the current contractor was deliberately extended through the end of 2025 to position the town to seek competitive pricing for these services. At the time of closing there were four (4) submissions received as outlined in the comprehensive chart below:

Company	Curbside Collection Price Per Stop	Curbside Collection Disposal Rate	8-Yard Bin	6-Yard Bin	30-Yard Bin Lift	30-Yard Bin Disposal	Leaf & Yard Waste Price Per Stop
<u>Emterra Environmental</u>	\$2.96	\$136.00	\$134.52	\$120.25	\$556.37	\$350.00	Not submitted
2024 Costs	\$323,232.00	\$108,936.00	\$6,995.04	\$6,253.00	\$6,766.44	\$8,771.00	
2023 Costs	"	\$115,323.92	"	"	"	\$8,302.00	
2022 Costs	"	\$118,957.84	"	"	"	\$9,947.00	
<u>Environmental 360 Solutions Ltd.</u>	\$1.40	\$115.00	\$48.00	\$36.00	\$225.00	\$115.00	\$16.00
2024 Costs	\$152,880.00	\$92,115.00	\$2,496.00	\$1,872.00	\$2,700.00	\$2,881.90	
2023 Costs	"	\$97,516.55	"	"	"	\$2,727.80	
2022 Costs	"	\$100,589.35	"	"	"	\$3,268.30	
<u>Waste Connections of Canada Inc.</u>	\$1.25	\$165.52	\$80.00	\$60.00	\$360.00	\$130.00	Not submitted
2024 Costs	\$136,500.00	\$130,178.52	\$4,160.00	\$3,120.00	\$4,320.00	\$3,257.80	
2023 Costs	"	\$137,812.01	"	"	"	\$3,083.60	
2022 Costs	"	\$142,154.62	"	"	"	\$3,694.60	
<u>Waste Management of Canada Corp.</u>	\$8.50	\$125.00	\$65.00	\$48.00	\$425.00	\$125.00	Not submitted
2024 Costs	\$928,200.00	\$100,125.00	\$3,380.00	\$2,496.00	\$5,100.00	\$3,132.50	
2023 Costs	"	\$105,996.25	"	"	"	\$2,965.00	
2022 Costs	"	\$109,336.25	"	"	"	\$3,552.50	

Costs for the years 2022, 2023, and 2024 were calculated based on tonnages, stops, and lifts for the above items in each correlating year

Blue highlighted values are the submitted price from each proponent

Further to the above chart, outlined below is a simplified outline of the anticipated total costs for the first year of the contract (2026).

Company	Anticipated 2026 Costs (based on 2024 service)
<i>Emterra Environmental</i>	\$460,953.48
<i>Environmental 360 Solutions</i>	\$256,144.90
<i>Waste Connections of Canada</i>	\$281,536.32
<i>Waste Management</i>	\$1,042,433.50

Environmental 360 Solutions was the only proponent to submit a price for the provisional item of completing the spring and fall collection of leaf and yard waste

For context to the above charts, the tonnage for solid waste collected, bag tag revenue, and year-end actual costs are illustrated in the below chart:

Year	2022	2023	2024	2025 (forecast)
Curbside Collection (T)	874.69	847.97	801.00	780.00
Roll-off Collection (T)	28.42	23.72	25.06	24.00
Bag Tag Sales	N/A	\$237,625.00	\$237,850.00	\$193,600.00
Year-End Actual Costs	N/A	\$195,802.00	\$225,569.00	\$192,321.33

APPLICABLE POLICY/LEGISLATION:

Procurement By-law No. 2015-087

Resource Recovery and Circular Economy Act, 2016

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:

The submitted amount by Environmental 360 Solutions will be entered to match the draft 2026 budget. The annual unit cost increase year-over-year for this contract will increase by Consumer Price Index (CPI) on each April 1st. The adjustment will be equal to the percentage change (up or down) from the previous year of the average annual “Special Aggregates: All-Items Excluding Energy” CPI for Ontario as published by Statistics Canada for the preceding year (November to November).

Environmental 360 Solutions Ltd. offered a complete submission with exceptional technical specifications meeting the criteria of the town, as well as the lowest price from all of the proponents. They received positive references from nearby municipalities, and their main facility is located in Westbrook, Ontario, located 28 minutes from Gananoque. Based on the information compiled in this report, town staff are recommending awarding this contract to Environmental 360 Solutions Ltd.

CONSULTATIONS:

Charles Fromentin, Public Works Technologist

Michelle Jones, Public Works Technical Assistant

Chris Angelo, CAO, City of Quinte West

Albert Paschkowiak, Env. Services & Sustainability Supervisor, Prince Edward County

ATTACHMENTS:

Proposal Evaluation Breakdown from ENV-2025-01

Public Works Technologist Review and Recommendation Letter for Tender ENV-2025-01

Draft By-law No. 2025-106

<p>APPROVAL</p>	<div data-bbox="305 205 928 247"> <p>_____ David Armstrong, Manager of Public Works</p> </div> <div data-bbox="305 317 1451 436"> <p>_____ John Morrison, Treasurer Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> </div> <div data-bbox="305 499 928 541"> <p>_____ Melanie Kirkby, CAO</p> </div>
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Memo

To: David Armstrong
Public Works Manager

From: Charles Fromentin, C. Tech
Public Works Technologist

Date: November 26, 2025

Re: ENV-2025-01 Curbside Collection Service for Residential Solid Waste for the Town of Gananoque

Summary

The Public Works Department has completed its review of the documentation submitted in support of awarding the contract for ENV-2025-01 *Curbside Collection Service for Residential Solid Waste*. The following updated evaluation results and recommendations are provided for Council's consideration. Should clarification be required, please contact the undersigned.

A total of four (4) submissions were received in response to the call for tenders. All proposals were evaluated in accordance with the criteria outlined in the tender documents. The initial scoring results were as follows:

- Emterra Environmental.....89 / 100
- Environmental 360 Solutions.....86 / 100
- Waste Connections of Canada Inc.....92 / 100
- Waste Management of Canada Corp.....88 / 100

While E360 submitted the overall lowest bid, their proposal initially received the lowest technical evaluation score. Waste Connections of Canada Inc. achieved the highest technical score, primarily due to being the only proponent to explicitly address the requirement for smaller collection vehicles capable of servicing the Town's narrow alleys.

Updated Scoring and Rationale

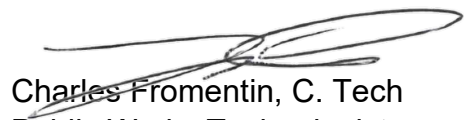
Following the receipt of **new information**, including reference checks, additional clarification from proponents, and **subsequent internal meetings**, the evaluation team re-examined and updated the scoring. Based on this additional information, **E360's technical score improved**, and their combined financial and technical score now places **E360 as the top-ranked proponent** overall.

- Emterra Environmental.....89 / 100
- Environmental 360 Solutions.....91 / 100
- Waste Connections of Canada Inc.....87 / 100
- Waste Management of Canada Corp.....88 / 100

Recommendation

Given the updated evaluation results and E360's position as the highest-scoring and lowest-cost compliant bid, **it is now recommended that the contract for ENV-2025-01 Curbside Collection Service for Residential Solid Waste be awarded to E360.**

Their revised evaluation reflects a strong value proposition, competitive pricing, and satisfactory confirmation of service capability based on reference verification and clarifications received.



Charles Fromentin, C. Tech
Public Works Technologist
pwtech@gananoque.ca
613.382.2149 ext. 1623

ENV-2025-01

12.0 EVALUATION OF PROPOSALS

The following scoring system will be used to evaluate each accepted Proposal:

TECHNICAL PROPOSAL (must include but not limited to the following)

TECHNICAL PROPOSAL (Must include but not limited to the following)	SCORING
DESCRIPTION	
1. Company Capabilities and Credentials <ul style="list-style-type: none"> ➤ Company Profile ➤ Experience ➤ References ➤ Certificates of Approval 	15
2. Human Resources Requirements <ul style="list-style-type: none"> ➤ Organizational/Staffing Plan ➤ Health and Safety Plan/Policy ➤ Training Plan 	3
3. Facilities/Equipment Requirements <ul style="list-style-type: none"> ➤ Facilities ➤ Vehicles and Equipment 	10
4. Implementation/Operational Requirements <ul style="list-style-type: none"> ➤ Start-Up Plan ➤ Operating Plan 	3
5. QA/QC/Communication/Contingency Plan <ul style="list-style-type: none"> ➤ Communication Plan ➤ Quality Control/Quality Assurance Plan ➤ Complaints Management Plan ➤ Business Interruption/Contingency Plan 	4
6. Environmental Considerations	10
7. Accessibility for Ontarians with Disabilities Act (AODA), 2005, c.11 and the Ontarians with Disabilities Act, 2001, S.O. c.32, section 13 as stated in Section C. 3.0	5
*Subtotal #1-#5 (see Note below)	<hr/> 50
PRICE PROPOSAL	<hr/> 50
TOTAL SCORE	<hr/> 100

***Note:** Proponents must score a minimum of 35 out of the possible 50 points in the Technical Proposal for their Tender to be considered further. Those that meet this requirement will have their Price Proposal evaluated.

Price will be evaluated by giving the lowest priced bid a score of 50 and bids higher than the lowest will be given correspondingly lower points such that a bid twice as high as the lowest would receive

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2025-106

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH ENVIRONMENTAL 360 SOLUTIONS LTD., FOR THE CURBSIDE COLLECTION OF RESIDENTIAL SOLID WASTE FOR A PERIOD OF FIVE (5) YEARS

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 Report Council RDS-2025-14, and concurred with the recommendation to authorize the Mayor and Clerk to sign an Agreement with Environmental 360 Solutions Ltd., for the curbside collection of residential solid waste for a period of five (5) years, as prescribed in Tender submission dated November 6, 2025;

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

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

1. **AUTHORIZATION:**
 - 1.1 That the Mayor and Clerk are hereby authorized to sign an Agreement with Environmental 360 Solutions Ltd., for the curbside collection of residential solid waste for a period of five (5) years, as prescribed in Tender submission dated November 6, 2025.
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 2nd day of December 2025.

John S. Beddows, Mayor

Penny Kelly, Clerk

(Seal)

Council Report – CSC-2025-10

Date: December 2, 2025

☐ **IN CAMERA**

Subject: Alternative Method of Voting – 2026 Municipal and School Board Election

Author: Penny Kelly, Clerk / CEMC

☒ **OPEN SESSION**

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-107, BEING A BY-LAW TO AUTHORIZE THE USE OF ALTERNATIVE VOTING METHODS FOR THE 2026 MUNICIPAL AND SCHOOL BOARD ELECTION, AS PRESENTED IN COUNCIL REPORT CSC-2025-10.

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-108, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH INTELIVOTE SYSTEMS INC. (ISI), FOR THE SUPPLY OF INTERNET AND TELEPHONE VOTING SYSTEM FOR THE 2026 MUNICIPAL ELECTION AT AN ESTIMATED COST OF \$12,180, BEING DEPENDENT ON THE ACTUAL FINAL ELECTION COUNT FOR THE 2026 MUNICIPAL AND SCHOOL BOARD ELECTION, AS PRESENTED IN COUNCIL REPORT CSC-2025-10.

STRATEGIC PLAN COMMENTS:

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

BACKGROUND:

The Clerk's Department has started preparing for the 2026 Municipal and School Board Elections which will take place on October 26, 2026. As a requirement under Section 11 of the *Municipal Elections Act* (MEA), the Clerk is responsible for running the election. In 2021 Council passed a By-law authorizing an alternative method of voting for the 2022 Municipal Election.

Internet voting has become a more modern, accessible and efficient method over the past elections and more municipalities across Ontario are choosing this method.

The deadline to pass a by-law to allow internet voting is May 1, 2026, however, staff are seeking early approval to secure a vendor in time, as demand is high and options are limited.

INFORMATION/DISCUSSION:

Municipalities within United Counties of Leeds and Grenville have previously worked together to facilitate a joint procurement with Intelivote Services Inc. (ISI) to administer internet and telephone voting. In 2025, eleven (11) municipalities within UCLG have received a proposal from ISI for the upcoming 2026 election. Following review of the proposal the UCLG Clerks are jointly recommending to its Councils to sole source ISI for the upcoming 2026 Municipal and School Board Election. (Please note, Intelivote System Inc., has been UCLG's service provider since the 2014 Municipal and School Board Election. As well, in previous elections years, a joint RFP process was undertaken and each time the contract for services was awarded to Intelivote Systems Inc.)

This joint endeavour for these services will provide benefits of costs savings for all municipalities (total of 37%) to proceed together instead of conducting an RFP process alone. By joining with the ten (10) other municipalities, a cost savings of approximately \$3,100 will be realized for the Town of Gananoque.

Should Council wish to issue an RFP for electronic voting systems it is anticipated that there will be additional costs for staff resources, training, and the savings of a joint procurement with the other ten (10) municipalities will not be realized.

This alternative voting process provides a greater opportunity and more flexibility for voters to cast their ballot anywhere within North America 24/7 by using any device connected to the internet or touch-tone telephone to cast their electronic ballot. Should access to telephone or internet be unavailable to voters, or if they require assistance, they are encouraged to attend the Help Centre/Voting Place located in the Town Hall, Council Chambers.

Staff recommend that a By-law be passed authorizing the use of the alternative voting method, and; authorize the Mayor and Clerk to sign an Agreement with Intelivote Systems Inc., for the supply of the voting system for the 2026 Municipal and School Board Election at an estimated cost of \$12,180.

Voter turnout results from 2022 (Alternative Method of Voting):

The number of Eligible Voters was 4,429. The number of votes cast using the alternative voting method was 2,060 (46.51%). Election results were published within 30 minutes of voting closure.

APPLICABLE POLICY/LEGISLATION:

*Municipal Act, and;
Municipal Elections Act*

FINANCIAL CONSIDERATIONS:

As part of the annual operating budget, in non-election years, \$5,202 is put into an election reserve. In the election year, the balance to fund the election should equal the same amount, so that the election is equally funded each year. Over the four (4) years a total of \$29,478 is available to fund the election to support the cost of the municipal election.

These costs include access to the voter lists, the ability to make corrections, Voter Instruction Letter production and postage, Election Official(s) training, mail out and equipment. The total cost of the 2022 election was \$22,933.95. The cost for the 2026 election will be funded from the election reserve which has a balance of \$25,250.00.

CONSULTATIONS:

United Counties of Leeds and Grenville Clerks

ATTACHMENTS:

Draft By-law Nos. 2025-107 and 108

APPROVAL	<div data-bbox="293 1171 878 1213"><hr/></div> <div data-bbox="293 1178 660 1213">Penny Kelly, Clerk / CEMC</div> <div data-bbox="293 1318 1105 1360"><hr/></div> <div data-bbox="293 1318 639 1352">John Morrison, Treasurer</div> <div data-bbox="293 1352 1451 1436">Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</div> <div data-bbox="293 1497 878 1539"><hr/></div> <div data-bbox="293 1503 581 1537">Melanie Kirkby, CAO</div>
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THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2025-107

BEING A BY-LAW TO AUTHORIZE THE USE OF ALTERNATIVE VOTING METHODS
FOR THE 2026 MUNICIPAL AND SCHOOL BOARD ELECTION

WHEREAS by 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, provides that the powers of every Council are to be exercised by By-law;

AND WHEREAS the *Municipal Elections Act* (MEA), as amended, governs the process for a municipal election. Councils are required to pass a by-law authorizing the use of alternative methods of voting prior to May 1 in the year of the election (May 1, 2026).

AND WHEREAS the Council of the Town of Gananoque received Report Council-CSC-2025-10, and concurs with the recommendation to pass a By-law to authorize the use of alternative voting methods for the 2026 Municipal and School Board Election;

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

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

- 1. **AUTHORIZATION:**
 - 1.1. That the 2026 Municipal and School Board Election shall be conducted by the use of alternative voting methods.
- 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 2nd day of December, 2025.

John S. Beddows, Mayor

Penny Kelly, Clerk

(Seal)

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2025-108

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH INTELIVOTE SYSTEMS INC., FOR THE SUPPLY OF INTERNET AND TELEPHONE VOTING SYSTEM FOR THE 2026 MUNICIPAL AND SCHOOL BOARD ELECTION

WHEREAS by 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, provides that the powers of every Council are to be exercised by By-law;

AND WHEREAS the *Municipal Elections Act* (MEA), as amended, governs the process for a municipal election. Councils are required to pass a by-law authorizing the use of alternative methods of voting prior to May 1 in the year of the election (May 1, 2026);

AND WHEREAS the Council of the Town of Gananoque passed By-law No. 2025-107, being a By-law to authorize the use of alternative voting methods for the 2026 Municipal and School Board Election;

AND WHEREAS the Council of the Town of Gananoque received Report Council-CSC-2025-10, and concurs with the recommendation to pass a By-law to authorize the Mayor and Clerk to sign an Agreement with Intelivote Systems Inc., for the supply of Internet and Telephone Voting System at an estimated cost of \$12,180, being dependent on the actual final election count for the 2026 Municipal and School Board Election;

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

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

1. **AUTHORIZATION:**

1.1. That the Mayor and Clerk are hereby authorized to sign an Agreement with Intelivote Systems Inc., for the supply of Internet and Telephone Voting System at an estimated cost of \$12,180, being dependent on the actual final election count for the 2026 Municipal and School Board Election.
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 2nd day of December 2025.

John S. Beddows, Mayor

Penny Kelly, Clerk

(Seal)

From: [Jeannie Catchpole](#)
To: [John Beddows](#); [Melanie Kirkby](#); [Penny Kelly](#); cbrown@gananque.ca; [David Osmond](#); [Matt Harper](#); [Patrick Kirkby](#); [Anne-Marie Koiner](#); [Vicki Leakey](#)
Subject: Subject: Considerations for the 2026 Municipal Budget and the Strengthening of Gananogue's Tax Base
Date: November 21, 2025 1:32:53 PM

Dear Mayor of Gananogue, Members of Council, and Municipal Staff,

Thank you for the opportunity to speak and provide public input. The following remarks are offered in good faith, and are intended as public commentary, opinion, and fair comment in response to the Town's request for community feedback during the 2026 Budget process.

As Council begins preparing the 2026 Municipal Budget, we urge serious consideration of several interconnected issues that directly affect the strength, fairness, and long-term sustainability of Gananogue's tax base.

A growing concern is the deliberate vacancy and neglect of commercial properties within the Town. Long-term unoccupied buildings reduce economic activity, limit available housing and business opportunities, and place disproportionate financial pressure on property owners who actively maintain and invest in their buildings. Intentional vacancy—whether due to speculation or neglect—shifts the burden of supporting municipal services onto responsible taxpayers.

Many municipalities have implemented vacancy taxes and improved property standards to encourage responsible stewardship. We encourage Council to pursue a comprehensive strategy that includes economic development, improved standards, and fair taxation measures to ensure all property owners participate equitably in the wellbeing of our community.

While a vacancy tax or similar policy tool may be helpful, it must be part of a broader economic and structural strategy. Effective implementation requires a stronger municipal economic development function. Gananogue urgently needs a qualified and proactive economic development department to attract new residents, support business creation, grow tourism, and expand the commercial base. Without this, taxation strategies alone will not stabilize or grow municipal revenue.

We also recommend a review of the current BIA structure and its outdated relevance. Many BIA members view the levy as a detrimental form of double taxation, with no measurable economic benefit. As the Town examines its 2026 fiscal priorities, this structure must be reassessed for fairness, accountability, and present-day relevance. We believe it should be shelved.

Gananogue's stagnant population growth, combined with increasing service responsibilities downloaded from the Province, is creating fiscal pressure that will only intensify. For the Town to remain viable long-term—and to take that viability seriously during Gananogue's multi-faceted economic and political crisis—immediate exploration of amalgamation with neighbouring jurisdictions to the east and west, including the Township, the Islands, and Kingston, *must* form part of the 2026 strategic planning and budgeting conversation.

If Council is unwilling or unable to act decisively on this matter, then the Town should consider new leadership approaches or partnerships to ensure meaningful economic jurisdictional and political progress. Again, the viability of the town depends on it.

This is not a criticism of individuals, but a call for responsible governance and regional cooperation during a critical period for Gananoque.

Thank you for giving these matters your careful consideration as you develop the 2026 Budget.

Sincerely,

Steve Behal & Jeannie Catchpole
130 King St. E Gananoque, Ontario

From: John Beddows <jbeddows@gananoque.ca>

Sent: Friday, November 21, 2025 3:17 PM

To: Jeannie Catchpole <jeanniecatchpole3@gmail.com>; Melanie Kirkby <MKirkby@gananoque.ca>; Penny Kelly <clerk@gananoque.ca>; cbrown@gananoque.ca; David Osmond <dosmond@gananoque.ca>; Matt Harper <mharper@gananoque.ca>; Patrick Kirkby <pkirkby@gananoque.ca>; Anne-Marie Koiner <amkoiner@gananoque.ca>; Vicki Leahey <vleahey@gananoque.ca>

Subject: Re: Subject: Considerations for the 2026 Municipal Budget and the Strengthening of Gananoque's Tax Base

Good afternoon Ms. Catchpole, Mr. Behal,

Thank you very much for your thoughtful comments and suggestions in your source e-mail. I appreciate your long-term view on issues and the encouragement to explore new approaches.

I am holding a public information and consultation meeting on Monday, November 24th at the Royal Canadian Legion, 55 King Street East, between 6pm and 8pm. The meeting will begin with a framing discussion on the factors that have driven the drafting process for the 2026 Town budget, and the outcomes. My intent is to enable me to receive comments and critique in time to inform the final version of the draft that is put before Council at our meetings of 4 and 5 December.

I prepared a background document with that frames the main challenges along with some specific questions on which I hope to get public input and posted on my Mayor of Gananoque group page on facebook at:

<https://www.facebook.com/groups/698412641756539>

Link to the specific post is here

at: <https://www.facebook.com/photo/?fbid=1915718792708457&set=pcb.1369704131294050>

I hope that there will be many other issues brought forward by residents in the discussions as well.

I hope to see and hear from you on the evening of next Monday, November 24th and I invite you to please spread the word about the meeting.

Thank you,

John S. Beddows, CD1

Mayor

The Corporation of the Town of Gananoque

30 King St. E., Gananoque ON, K7G 1E9

613-382-2149 Ext. 1119

Fax: 613-382-8587



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca

November 19, 2025

Honourable Doug Ford, Premier of Ontario
Via Email: premier@ontario.ca

Public Input Coordinator
Via Email: ca.office@ontario.ca

Dear Premier Ford,

Re: Opposition to Proposed Consolidation of Conservation Authorities

Please be advised that at its Regular Meeting held Monday, November 17, 2025, the Council of the Corporation of the Town of Kingsville passed the following resolution respecting the matter referenced in the above subject line:

195-11172025

Moved By: Councillor Neufeld

Seconded By: Councillor Patterson

Whereas the Conservation Authorities Act, 1990 (the "Act"), originally enacted in 1946, was established to allow municipalities to form conservation authorities that are equipped to develop and deliver local, watershed-based conservation, restoration and natural resource management programs on behalf of the province and municipalities;

And whereas there are thirty-six (36) conservation authorities in Ontario, each of which is distinct and reflects the unique environmental, geographic and community needs of its watershed;

And whereas on October 31, 2025, the Minister of the Environment, Conservation and Parks announced the Government's intention to introduce legislation which would amend the Act to create the Ontario Provincial Conservation Agency and consolidate Ontario's 36 conservation authorities into seven (7) regional conservation authorities.

Now therefore be it resolved that the Council of the Corporation of the Town of Kingsville:

- Wishes to formally state that it opposes the consolidation of Ontario's conservation authorities without knowing the full financial and operational impact to municipalities and the conservation authorities; and,

- Directs the Acting Clerk to forward a copy of this resolution to the Honourable Doug Ford, Premier of Ontario, the Honourable Minister of the Environment, Conservation and Parks, Todd McCarthy, the Honourable Rob Flack, Minister of Municipal Affairs and Housing, Anthony Leardi, MPP, Essex, Lisa Gretzky, MPP Windsor West, Andrew Dowie, MPP Windsor-Tecumseh, Trevor Jones, MPP Chatham-Kent-Leamington, AMCTO, AMO and all Ontario Municipalities.

Carried.

Please accept this correspondence as an official confirmation of Council's decision with respect to the same. Any questions may be directed to the undersigned.

Sincerely,



Angela Toole
Acting Manager of Municipal Governance/Clerk
519-733-2305 ext. 223
atoole@kingsville.ca

cc. Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks
Honourable Rob Flack, Minister of Municipal Affairs and Housing
Anthony Leardi, MPP, Essex
Lisa Gretzky, MPP, Windsor West
Andrew Dowie, MPP, Windsor-Tecumseh
Trevor Jones, MPP, Chatham-Kent-Leamington
Essex Region Conservation Authority
Conservation Ontario
AMCTO
AMO
All Ontario Municipalities



**Inspectorate
of Policing**

**Service d'inspection
des services policiers**

**Office of the Deputy
Inspector General**

777 Bay St.
7th Floor, Suite 701
Toronto ON M5G 2C8

**Bureau du sous-inspecteur
général**

777, rue Bay
7^e étage, bureau 701
Toronto ON M5G 2C8

Via email jbeddows@gananoque.ca

November 24, 2025

John Beddows
Gananoque Police Service Board
340 Herbert St,
Gananoque, On
K7G 1R1

Dear Mr. Beddows,

I write to advise you that the investigation into your conduct as a board member has concluded, and no further investigative steps will be taken. As a result, the conditions previously imposed by me under section 122 of the *Community Safety and Policing Act* (CSPA) are lifted, and you may now resume exercising your powers and performing your duties as a board member.

While the investigative process is at an end, the Inspector General is presently reviewing the Findings Report and your submissions to make a final determination about whether you committed misconduct, and, if so, whether a Measure will be imposed. After the Inspector General makes this determination, his decision and the Findings Report will be provided to you and published on the Inspectorate of Policing website, as required by the CSPA.

Yours truly,

Joseph Maiorano
Deputy Inspector General of Policing of Ontario
Inspectorate of Policing

cc. Mr. Lee, Loopatra Nixon LLP - cleee@LN.law
Christine Milks, Chair, Gananoque Police Service Board - cmmilks@gmail.com
Rhonda Robeson, Board Secretary, Gananoque Police Service Board - rrobeson@gananoquepolice.com

Strategic Policy Division
Office of the Assistant Deputy Minister

Division des politiques stratégiques
Bureau du sous-ministre adjoint

25 Grosvenor Street, 9th Floor
Toronto ON M7A 1Y6

25, rue Grosvenor, 9^e étage
Toronto ON M7A 1Y6

DATE: November 19, 2025

MEMORANDUM TO: Heads of Municipal Council

FROM: Melissa Kittmer
Assistant Deputy Minister, Strategic Policy Division

SUBJECT: Update to Ontario Regulation 416/23: Oaths and Affirmations under the *Community Safety and Policing Act, 2019* (CSPA)

I am writing to inform you of an important update to **Ontario Regulation 416/23: Oaths and Affirmations** under the *Community Safety and Policing Act, 2019* (CSPA), which affects the oath or affirmation that police service board and detachment board members must take before exercising their powers or performing their duties.

Following a public posting on the Ontario Regulatory Registry from June 30 to August 14, 2025, the regulation has been amended to update the wording of the oath/affirmation. Board members will now swear to discharge their duties “according to law and any rules, procedures and by-laws of the board,” aligning the wording with other provisions of the CSPA and responding to feedback received from stakeholders.

The updated oath reads as follows:

“I solemnly swear (affirm) that I will uphold the Constitution of Canada, which recognizes and affirms Aboriginal and treaty rights of Indigenous peoples, and that I will, to the best of my ability, discharge my duties as a member of the (insert name of police service board, OPP detachment board, or First Nation OPP board as applicable) faithfully, impartially and according to law and any rules, procedures and by-laws of the board. So help me God. (Omit this line in an affirmation.)”

This amendment is effective as of **October 31, 2025**. As of this date, all new board members who have not yet taken their oath or affirmation of office are required to take the

updated oath before exercising their powers or performing the duties of a member of the board. Current members who have already taken their oath are not affected.

This information is being shared to support police service boards, O.P.P. detachment boards, and municipal councils in preparing for this change and ensuring that onboarding materials and board procedures are updated as needed. If you are not a member of a police service board, we kindly ask that you share this information with your board chair.

If you or your administrative staff require additional information or assistance, please contact **Nicole Rogers**, Manager, Community Safety Policy Unit, at nicole.rogers@ontario.ca.

Thank you for your continued leadership and commitment to effective police governance and community safety in Ontario.

Best regards,



Melissa Kittmer
Assistant Deputy Minister
Strategic Policy Division
Ministry of the Solicitor General

CC: Sheela Subramanian, Director, Community Safety and Intergovernmental Policy
Branch
Nicole Rogers, Manager, Community Safety Policy Unit

MEDIA RELEASE

FOR IMMEDIATE RELEASE

November 18, 2025

Leeds and Grenville Announces Allocation of 637 New Child Care Spaces

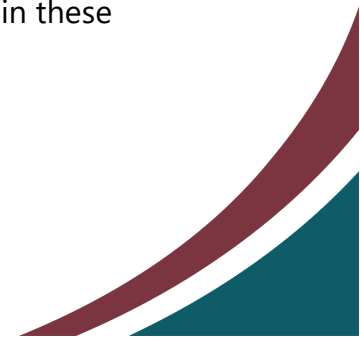
The United Counties of Leeds and Grenville is pleased to announce that all 637 Canada-Wide Early Learning and Child Care (CWELCC) Directed Growth Strategy spaces allocated to the region by the Ontario government have now been approved, and construction and program development are underway.

This initiative is being funded by the Government of Canada and Government of Ontario, under the Canada-Wide Early Learning and Child Care Agreement, which supports the creation of affordable, high-quality licensed child care across the province. All 637 new spaces are expected to be operational by December 31, 2026, representing a major step forward in expanding affordable, high-quality licensed child care for families across Leeds and Grenville. This initiative builds on the success of earlier phases and reflects the Counties' ongoing commitment to creating accessible, equitable, and sustainable child care opportunities in communities across the region.

Building on the success of Phase 1, the Counties have approved Phase 2 of the YMCA of Eastern Ontario's child care project in Gananoque, which will add 49 new infant, toddler, and preschool spaces at the 400 Stone Street location. In addition, the Gananoque and District Co-Operative Nursery School has been approved to open 10 new full-time toddler spaces and will transition to full-day, year-round operations for both its existing preschool program and new toddler program beginning in 2026.

Several other communities across Leeds and Grenville will also benefit from the expansion of the CWELCC system. Spencerville and Cardinal will see the very first licensed toddler and preschool spaces being opened in their communities.

In Spencerville, Bells Corners Nursery School will operate 39 toddler and preschool spaces, while in Cardinal, the YMCA of Eastern Ontario will operate 42 new infant, toddler, and preschool spaces, bringing much-needed licensed child care closer to families in these growing areas.

A decorative graphic in the bottom right corner consisting of overlapping curved shapes in maroon and teal colors.

November 18, 2025

In Athens, an innovative partnership between the United Counties of Leeds and Grenville and Kampus Kids Early Learning Centre will create 60 new infant, toddler, and preschool spaces, along with 15 school-age spaces, as part of the redevelopment of a portion of Maple View Lodge. This project will form part of a larger initiative to reimagine the campus of care model, pairing the newly built G. Tackaberry and Family Home with a new rural child care centre to provide families with access to a continuum of high-quality services within their own community.

In Kemptville, Madison Montessori Academy will expand its existing program to add 99 new toddler, preschool, and kindergarten spaces. In addition, Centre éducatif Cœur des Jeunes recently added 13 Francophone toddler and preschool spaces at the Kemptville Campus, with an additional 10 infant spaces scheduled to open at this site in early 2026, further strengthening child care options in one of the region's fastest-growing communities.

In the northern part of the Counties, Lombardy will see 13 new kindergarten spaces become CWELCC-supported, operated by Centre éducatif Les Petits Trésors, expanding access to affordable early learning opportunities for families in that area.

In addition to centre-based programs, several new licensed home child care providers under contract with the YMCA of Eastern Ontario will be adding new spaces in Spencerville, Athens, Tincap, and Brockville. These home-based providers will further enhance the flexibility and accessibility of licensed child care for families, particularly in smaller or rural communities.

When complete, these projects will result in 637 new affordable, licensed child care spaces across Leeds and Grenville, all operational by December 31, 2026. This total includes the 280 CWELCC spaces already opened or near completion in Gananoque, Kemptville, Brockville, Prescott, and Portland, demonstrating the commitment of all levels of government to expanding access to licensed child care throughout the region.

-30-

Media inquiries:

John Kalivas, Communications Coordinator
United Counties of Leeds and Grenville
25 Central Avenue W., Suite 100, Brockville, ON, K6V 4N6
613-342-3840 ext. 2454 or John.Kalivas@uclg.on.ca

MEDIA RELEASE

FOR IMMEDIATE RELEASE

November 20, 2025

United Counties of Leeds and Grenville Announces Update Regarding 10-Year Housing and Homelessness Plan

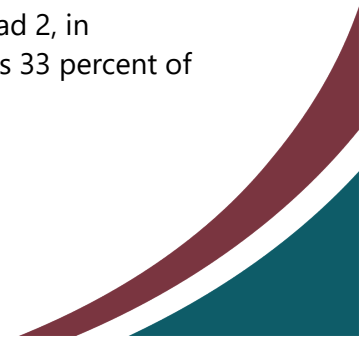
The United Counties of Leeds and Grenville has approved the 2025–2035 Housing and Homelessness Plan (HHP), a strategic framework designed to meet the evolving housing needs of our communities. The HHP was formally recommended by the Leeds Grenville Joint Services Committee (JSC), which includes all Members of Counties Council and the Mayors of the City of Brockville, Town of Gananoque, and Town of Prescott.

The Cooperative Care Centre (CCC) has played an important role in delivering emergency shelter services in Leeds and Grenville. We extend our appreciation to CCC staff for their dedication in serving some of the most vulnerable members of our community. As the Counties moves forward with the implementation of the HHP, Counties Council has decided to continue to provide the full amount of funding which would have funded the CCC up to March 31, 2026, though the final payment will occur in 2025. Counties staff will continue to work collaboratively with the CCC to ensure a smooth transition to those experiencing homelessness.

Homelessness remains a difficult and deeply personal reality for many individuals and families across our region. The Counties are reaffirming their commitment to supporting those most affected and ensuring that every resident has access to safe, stable, and dignified housing.

"I want to thank the Cooperative Care Centre for its dedication and commitment to serving some of the most vulnerable members of our community. Their efforts have made a meaningful difference during a time of great need," said Warden Corinna Smith-Gatcke. "As we move forward, Council is confident in the 2025–2035 Housing and Homelessness Plan as a long-term solution to address housing challenges in Leeds and Grenville. This plan reflects our shared commitment to creating safe, stable, and supportive housing options for residents, and we look forward to working with our partners to make these goals a reality".

A key component of the HHP is the expansion of permanent supportive housing. The Counties will prioritize the creation of 150 new supportive housing units over the next ten years, providing stable housing with integrated supports for individuals with complex needs. As part of this commitment, staff have implemented an additional 24 supportive housing units at 1805 County Road 2, in Brockville. With this project, the Counties will achieve 49 units in the first year, which is 33 percent of the overall goal.

A decorative graphic in the bottom right corner consisting of overlapping curved shapes in maroon and teal colors.

November 20, 2025

The HHP also introduces measures to improve service delivery and cost efficiency. Supported by funding from the Ministry of Municipal Affairs and Housing, this approach ensures a financially sustainable model for long-term service delivery.

This plan reflects a strong commitment to serving the community and creating new, supportive spaces for residents. It includes clear goals and indicators to track progress and ensure accountability. With collaboration from community partners and service providers, the Counties are confident this plan will lead to meaningful improvements in housing outcomes and help build a more inclusive and resilient region.

If you or someone you know is experiencing homelessness or housing insecurity in Leeds and Grenville, please reach out to our Integrated Program Delivery Department. We are here to listen and help connect you with the supports and services you need. Contact us at 613-342-3840 ext. 2119, or visit <https://www.leedsgrenville.com/en/services/homelessness.aspx> for more information.

-30-

Media inquiries:

John Kalivas, Communications Coordinator
United Counties of Leeds and Grenville
25 Central Avenue W., Suite 100, Brockville, ON, K6V 4N6
613-342-3840 ext. 2454 or John.Kalivas@uclg.on.ca

Ministry of Health
Assistant Deputy Minister
Emergency Health Services Division

5700 Yonge Street
6th Floor
Toronto ON M2M 4K5
Tel.: 647-919-6921
www.Ontario.ca/health

Ministère de la Santé
Sous-ministre Adjoint
Division des services de santé d'urgence

5700 Yonge Street
6^e étage
Toronto ON M2M 4K5
Tel.: 647-919-6921
www.Ontario.ca/sante



eApprove 182-2025-1077

October 15, 2025

Al Horseman
Chief Administrative Officer
The County of Leeds and Grenville
Leeds and Grenville Paramedic Service
25 Central Avenue West Suite 100
Brockville, Ontario
K6V 4N6

Dear Al Horseman:

**Re: Ministry of Health Agreement with The County of Leeds and Grenville
Effective the 11th day of February 2014 (the “Agreement”)**

I am pleased to advise you that the Ministry of Health will provide The County of Leeds and Grenville for Leeds and Grenville Paramedic Service up to **\$25,000** in one-time funding with respect to Mental Health Supports for Public Safety Personnel (MHS4PSP) Grant Program 2025-26.

The MHS4PSP Grant Program is part of Ontario’s plan to help public safety organizations provide access to specialized mental health services for first responders and public safety personnel, including paramedics and ambulance communications officers.

MHS4PSP Grant Program funding must be used to support your Paramedic Service accessing the Warrior Health MHS4PSP Program as outlined in your application. This will bring the total maximum funding available under the Agreement for the 2025 calendar year up to **\$10,608,461**.

Funding for MHS4PSP for the 2025 calendar year must be expended by March 31, 2026. This one-time exception does not alter the province’s rights under your agreement (Article 13) pertaining to actions that may be taken at the end of a funding year with respect to funds. If you are unable to spend the allocation by this date, please immediately notify the ministry.

Your grant will be adjusted in your electronic transfer payments and provided in semi-monthly payments in the middle and the end of each month. It is also essential that you manage costs within your approved budget.

Recipients must report back to the Province per the timeline specified in the agreement, to be provided by the Ministry. Additional performance measures and/or activity reporting may be required. All terms and conditions contained in the Agreement remain in full force and effect.

We appreciate your cooperation with the ministry in managing your funding as effectively as possible. You are expected to adhere to our reporting requirements, particularly for in-year service and financial reporting, which is expected to be timely and accurate

Should you require any further information or clarification, please contact the following:

Regional Financial Contacts	Olufunke Ruth Ajayi, Senior Financial Analyst 437-870-8067 Olufunkeruth.Ajayi@ontario.ca
Program Inquiry	Joanne Kim, Senior Policy Consultant 437-898-9764 Joanne.Kim4@ontario.ca

Sincerely,



Susan Picarello
Assistant Deputy Minister
Emergency Health Services Division

Enclosure

- c: Corinna Smith-Gatcke, Warden, The United Counties of Leeds and Grenville
Jeff Carss, Chief, Leeds and Grenville Paramedic Service
Helder Marcos, Director (A), Financial Management Branch, Ministry of Health
Raymond Dinshaw, Director, Fiscal Oversight and Performance Branch, Ministry of Health
Alison Blair, Associate Deputy Minister, Health Integration and Partnerships, Ministry of Health
James Romain, Director (A), Emergency Health Program Management and Delivery Branch, Ministry of Health
Adam Langley, Director (A), Emergency Health Regulatory and Accountability Branch, Ministry of Health
Donald Pierce, Senior Field Manager (A), Central East Field Office, Emergency Health Program Management and Delivery Branch, Ministry of Health

From: [Communications](#)
Subject: Media Release: Southeast Public Health to refocus rural service delivery
Date: November 21, 2025 1:10:58 PM
Attachments: [thumbnail_image001.png](#)

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Southeast Public Health

Media release

For immediate release
November 21, 2025

Over the last several months, Southeast Public Health (SEPH) has been critically assessing the best way to serve the southeast region as a unified agency.

Among activities like merging teams across the region and harmonizing our programming, the agency has also been looking at the best way forward to continue providing core, mandated public health services across our new region, especially to rural areas.

“The merger has given us time and funding to truly look at how we were delivering programs and services as legacy agencies, and to find new and innovative ways to provide programs and services together, as Southeast Public Health,” said Dr. Piotr Oglaza, Medical Officer of Health and CEO of SEPH.

Through this process, a comprehensive assessment of SEPH office locations, service usage, and occupancy costs was undertaken. Community needs, evolution of service delivery models, and workforce preservation were also evaluated. The findings from this assessment indicated that several leased office locations were being underutilized, and that cost savings from terminating these leases could be reinvested back into the agency to fund new and effective ways of offering programs and services. This approach will protect core public health programs and services while enhancing the long-term sustainability of our agency.

Following this assessment, the decision was made to relinquish leases for offices within proximity (50 km or less) to offices owned in Belleville, Kingston, Brockville, and Smiths Falls as of March 1, 2026.

The affected office locations are as follows:

- Almonte
- Gananoque
- Kemptville
- Napanee
- Perth

- Picton
- Trenton

Operations will also discontinue at the office owned in Cloyne on March 1, 2026, where the space has been underutilized as it is not conducive to facilitating SEPH programs and services. Operations will continue in the leased office in Bancroft, due to its significant distance from the four owned offices.

In the coming months, we will introduce rural service strategies that will employ evidence-based ways of delivering services to rural communities that leverage existing community strengths and resources, while focusing on key areas like connectivity and integration of programs and services across southeast region.

“I want to assure you that we remain fully committed to the health and well-being of our rural communities,” said Dr. Oglaza. “The decision to close these offices was aimed at optimizing operations while continuing to serve the community’s needs.”

Staff will work closely with our partners to continue delivering essential public health programs and services in these areas. There are no permanent employee positions being eliminated due to these changes.

-30-

Media contact:

Communications@SoutheastPH.ca

Disclaimer: This is intended for the addressee indicated above. It may contain information that is privileged, confidential, or otherwise protected from disclosure under The Municipal Freedom of Information and Privacy Protection Act. Any review, dissemination, or use of its contents by persons other than the addressee is strictly prohibited. If you have received this in error, please notify us by reply-email and delete the original message immediately.

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News Release

For immediate release
November 19, 2025



Low Water Condition Downgraded to Level 2 for Cataraqui Region

Kingston ON – Today Cataraqui Conservation and the Low Water Response Team has downgraded the Level 3 Low Water Condition to a Level 2 Low Water Condition for the area extending from Napanee to Brockville and north to Newboro. The previous Level 3 Low Water Condition was announced in early September following a very dry July and August.

“The month of October brought with it a normal amount of rainfall across the region, just under 100 mm, which has started to alleviate some of the dry conditions we have been experiencing. Stream flows in some creeks have recovered to within their normal range for this time of year, while others remain lower than normal but are showing signs of a gradual recovery.” Explained Cataraqui Conservation’s Watershed Conservation Technician, Nick Sterling.

“Precipitation received during the first half of November and a normal forecast for the remainder of the month suggests that conditions should continue to improve in the Cataraqui Region.”

Low water conditions are based upon precipitation and stream flow indicators, as determined by Cataraqui Conservation and the Cataraqui Region Low Water Response Team as part of the province-wide Ontario Low Water Response Program.

A Level 2 Low Water Condition is the second of three levels and suggests a potentially serious water supply problem. A Level 1 ‘Minor’ is the first indication of a potential water supply problem, and a Level 3 ‘Severe’ indicates a failure of the water supply to meet demand.

Residents on groundwater systems or that draw from inland lakes or streams are asked to voluntarily conserve water by following water conservation practices:

- Reduce non-essential water uses.
- Limiting outside watering of plants and lawns. If you must water your lawn, early morning or later evening watering reduces evaporation.
- **Note that lawns naturally become dormant during times of low water and will recover quickly.** Lawns that have turned brown from the drought are not “dead”, the grass has just gone dormant from lack of water. When rainfall returns, the grass will come out of dormancy and perk back up.
- Limit washing vehicles, driveways, and sidewalks. Use a pail of soapy water to wash your car and rinse off quickly with a hose.
- Repair leaky plumbing or fixtures to help curtail water wastage.

Recreational boaters are encouraged to exercise extra caution when out on area lakes as low water conditions may expose shoals or other obstructions not visible during normal water level conditions.

Cataraqui Conservation

2069 Battersea Rd., Glenburnie ON, K0H 1S0 • info@crca.ca • 613-546-4228 • CataraquiConservation.ca



If a water well supply becomes low or dry, well owners are encouraged to review the Ontario Government's "Managing your well in times of drought" publication (<https://www.ontario.ca/page/managing-your-water-well-times-water-shortage>), and contact a local licensed water well contractor (<https://www.ontario.ca/page/find-licenced-well-contractors>) to assess the well and provide recommended solutions.

Municipalities may invoke water use bylaws and residents should find out what bylaws are in effect in their municipalities regarding water use as well as outdoor fires.

To help Cataraqi Conservation staff track the spread and seriousness of low water impacts on the region, we are asking for help from the public in collecting this information. If residents have a low water concern, please let us know by filling in this quick online form: <https://survey123.arcgis.com/share/7955b90fe7814d0bbef6f9b870ec6da9>

Cataraqi Conservation will continue to monitor water levels and will provide updates as conditions change.

Media contact for more information:

Krista Fazackerley, Communications & Education Supervisor
(613) 546-4228 ext. 243
kfazackerley@crca.ca

Municipalities contact for more information:

Nick Sterling, Watershed Conservation Technician
(613) 328-5438
nsterling@crca.ca

DEVELOPMENT PERMIT APPLICATION – CLASS III

File No. **DP2025-16**

APPLICANT: **CATARAQUI CONSTRUCTION**

OWNER: **772663 ONTARIO LIMITED**

The property municipally and legally described as

77 PINE STREET

PLAN 86 LOTS 11 12 PT LOTS; 10 13 PT MARKET SQ BLK O AND; RP 28R1143 PARTS 1 AND 2
Town of Gananoque

has applied to the Town of Gananoque for a Development Permit for
TWO ADDITIONS TO THE EXISTING BUILDING FOR THE PURPOSES OF THE DENTAL CLINIC

COMMENT DEADLINE: WEDNESDAY DECEMBER 3, 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. (email)
() Hydro One Inc. (email)
() South East Health Unit (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 – B Keyes
() Superintendent of Roads - B Webb
() Superintendent of Utilities- M. Hoult
() Public Works – C. Fromentin
() Utilities – C Brennan
() Utility Administrator – T Vandusen

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: _____

Please Return to:

Trudy Gravel, Assistant Planner
613-382-2149 ext. 1129
assistantplanner@gananoque.ca
30 King Street East, Box 100
Gananoque, ON K7G 2T6

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, DECEMBER 9, 2025 at 6:00 P.M.** via **TELECONFERENCE*** and **IN-PERSON** in the TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 KING STREET EAST to consider and provide a recommendation to Council on the Development Permit application below.

AND TAKE FURTHER NOTICE that the Council for the Corporation of the Town of Gananoque will hold a Public Meeting on **TUESDAY, DECEMBER 16, 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 following application.

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

File No. **DP2025-16**

APPLICANT: **CATARAQUI CONSTRUCTION**
OWNER: **772663 ONTARIO LIMITED**

The property municipally and legally described as

77 PINE STREET

PLAN 86 LOTS 11 12 PT LOTS; 10 13 PT MARKET SQ BLK O AND; RP 28R1143 PARTS 1 AND 2
Town of Gananoque

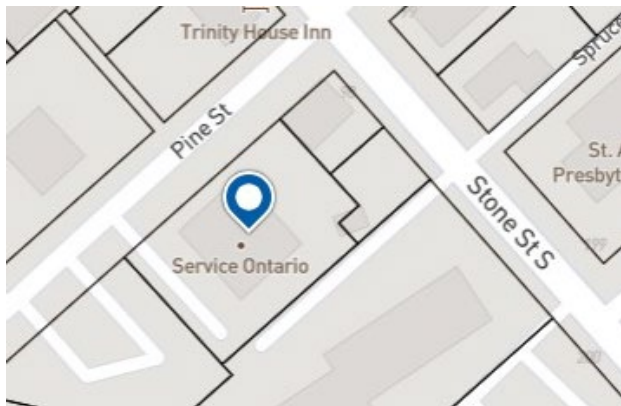
has applied to the Town of Gananoque for a Development Permit for

TWO ADDITIONS TO THE EXISTING BUILDING FOR THE PURPOSES OF THE DENTAL CLINIC

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 14TH day of **NOVEMBER, 2025**

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

Site Plan





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

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

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

ALL applications require the following:

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

CONTACT INFORMATION

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

Name of Applicant: Ruan Hall Cataraqui Construction	Complete Address including Postal Code: 1399 Tamarack Street Kingston K7M 7J2	Phone: 613 484 7937
	E-mail: cataraquiconstruction@gmail.com	
Name of Property Owner (if different than applicant): 772663 Ontario Limited	Complete Address including Postal Code: 529 Palace Road Kingston ON K7K 4T6	Phone: 613 544 4445
	E-mail: orthodvs@kos.net	
Architect/Designer/Planner: SZA Shoalts and Zaback Architects Ltd	Complete Address including Postal Code: Suite 206 4 Cataraqui Street Kingston K7K 1Z7	Phone: 613 539 2927
	E-mail: gshoalts@szarch.com	
Engineer: Omar Atrach, P. Eng.	Complete Address including Postal Code: 2431 Middle Road, Kingston ON K7L 4V3	Phone: 613 484 0633
	E-mail: omar.atrach@yahoo.com	
Land Surveyor: Hopkins Chitty Land Surveyors Inc.	Complete Address including Postal Code: 1224 Gardiners Road, Suite 102 Kingston ON K7P 0G2	Phone: 613 384 9266
	E-mail: aferguson@hopkinschitty.com>	

PROPERTY

Street or Property Address (if applicable): 77 Pine Street	Roll Number (if known): 081400002043301	
LEGAL DESCRIPTION		
Lot/Con/Plan: Plan 86 Lots 10 13 Market Sq Blk 0 and RP 28R1143 Parts 1 and 2		
Frontage (m/ft): 171.67ft	Depth (m/ft): @115ft	Lot Area: 0.42ac

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: ***Submitted***
- 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: ***In progress, will follow***
- 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: ***Included on submitted Architectural Site Plan***
- 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: ***In progress, will follow***
- 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: ***In progress, will follow***
- 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: *Submitted*
The proposed additions and renovations will significantly improve the appearance of the building and its fit within the character of the Lowertown Heritage Area. The principal facades will be clad with a red clay brick which is similar to the brick of the adjacent heritage buildings. The streetscape and landscaping will also improve the fit within the neighbourhood.

- 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: *Archaeologist has been engaged. Their report will follow. We believe no zoning relief is required. Therefore, a land use planning report is not required*

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

NOTES TO OWNER/APPLICANT:

- ~~Applications may be subject to any Town incurred costs over and above the fees set out (See By-law 2016-047) being a by-law to establish general fees and rates for various services provided by the municipality). This is in the form of a deposit fee in the amount of \$2,000 payable to the Town of Gananoque for peer reviews of various studies as outlined in the application.~~
- ~~Catarauqui 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): <i>Dental Clinic and Rental Office Suites</i>	
Length of time the existing use of the subject lands have continued: <i>Unknown an addition was completed in 1991</i>	
Has the property been designated as a Heritage Site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the property presently under a Site Plan/Development Permit Agreement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the property ever been subject of an application under Section 34 (Zoning), 41 (Site plan) or 45 (Minor Variance) of the Planning Act?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has the property ever been subject of an application under Section 70.2 (Development Permit By-law) of the Planning Act?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If the property has been subject of applications under the Planning Act noted above, provide the file number(s) and the status of the application? No	

Proposed Use(s): <i>Continuation of the existing uses. The additions are needed for functional improvements to the dental office.</i>	
Is the Use permitted or permitted subject to criteria as set out in the development permit by-law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How has the applicable criteria have been addressed? <i>The proposed additions and renovations will significantly improve the appearance of the building and the fit within the character of the Lowertown Heritage Area. The principal facades will be clad with a red clay brock which is similar to the brick on the adjacent heritage</i>	
Is/Are variation(s) requested?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, what variation is requested and why? N.A.	
Demonstrate how the proposed variation meets the criteria as set out in the development permit by-law. N.A.	

Abutting Land Use(s) – east, west, north, south:
North: Funeral Home and Apartments in former house East: Apartments in former Post Office and Fromer Clock Tower South: Apartment Building. West: Municipal Parking Lot

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

Plan Details: Please ensure that measurements are consistent with plan			
<input type="checkbox"/> Residential	<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Employment Lands/ Industrial	<input type="checkbox"/> Institutional
Building Coverage: 24% (%) 426.6 (sq.m)		Landscape Coverage: 26.8 (%) 468.93 (sq.m)	
Building Height:	No. of Storeys: 1	No. of Units: 2	Storage of Garbage: Screened Garbage Container

Parking Area:	Existing Parking Surface <input checked="" type="checkbox"/> Paved 996.82 M2 <input type="checkbox"/> Gravel <input type="checkbox"/> Permeable Parking Area <input type="checkbox"/> Other			
	Proposed Parking Surface: <input checked="" type="checkbox"/> Paved 853.06M2 <input type="checkbox"/> Gravel <input type="checkbox"/> Permeable Parking Area <input type="checkbox"/> Other			
	# of Existing Parking Spaces 17	# of New Parking Spaces 18	# of Accessible Parking Spaces 2	Total # of Parking Spaces 20
	Dimension of Parking Spaces (m/ft): 2.7M x 6M		Dimensions of Accessible Parking Spaces (m/ft): 2.7 x 6 M plus 1.5M space on each side	

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

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

Water Access (where access to the subject land is by water only)	
Docking Facilities (specify)	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)	Concrete block walls, precast concrete roof slabs	N.A
Date Constructed:	Unknown, an addition was constructed in 1991	
Front Line Setback:	4.53M	
Rear Lot Line Setback:	8.123M	
Side Lot Line Setback:	12.588M	
Side Lot Line Setback:	17.225M	
Height:	4M	
Dimensions:	Varies, Refer to the Site Plan	
Floor Area:	349.4 M2	

PROPOSED BUILDINGS:		Building 1 - Primary	Building 2 - Accessory
Type of Structure (ie: wood concrete)		<i>Wood frame additions</i>	<i>N.A</i>
Proposed Date of Construction:		<i>Mid-January 2026</i>	
Front Line Setback:		4.53M	
Rear Lot Line Setback:		8.123M	
Side Lot Line Setback:		12.588M	
Side Lot Line Setback:		15.537M	
Height:		Generally 4M, 6.2M at new lobby	
Dimensions:		Varies, Refer to the Site Plan	
Floor Area:		416.6 M2	
Attached Additional Page, if necessary			

AUTHORIZATION BY OWNER

I/We, the undersigned being the registered owner(s) of the subject lands, hereby authorize RUAN HALL (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.

Darryl Smith

Owner Name (Please Print)

Darryl Smith

Signature of Owner

Kelly Crawford

Owner Name (Please Print)

Kelly Crawford

Signature of Owner Date

Signature of Witness (not applicant)

CONSENT BY OWNER

I/We, Darryl Smith / Kelly Crawford (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.

Darryl Smith

Signature of Owner

Kelly Crawford

Signature of Owner

Signature of Witness (not applicant)

Date

DECLARATION OF APPLICANT

(Print) I, RUAN HALL of the CITY of KINGSTON in the Province of ONTARIO solemnly declare that:

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

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

Declared/Sworn before me at

Town of Gananoque
this 5th day of November,
2025

for the Corporation of the
Town of Gananoque.

Expires August 6, 2027.

Signature of a Commissioner, etc

[Signature]
Signature of Applicant

Office Use Only:		Roll No: <u>020 43301</u>
Official Plan Designation: <u>Lowertown</u>	Development Permit Designation: <u>Lowertown - Mixed Use</u>	Other:
Access (Entrance Permits etc):	Water and Sewer Hookup (Permits etc):	Other:
Other Concurrent Applications:	<input type="checkbox"/> Cash-in-Lieu of Parking <input type="checkbox"/> condo Approval <input type="checkbox"/> Consent/ Severance	<input type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Subdivision Approval
Date Application Received: <u>November 5/25</u>	Date Application Deemed Complete: <u>November 13, 2025</u>	Fees Received: <u>\$3900 - 1900 + 2000 deposit -</u>

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
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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.

X I/We, Darryl Smith/Kelly Crawford of the _____ of _____ in the _____ of _____ 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.

X Darryl Smith/Kelly Crawford
Print Name—Owner/Applicant

[Signature]
Signature—Owner/Applicant

X Nov. 4/25
Date

[Signature]
Manager of Planning/Development or his/her designate

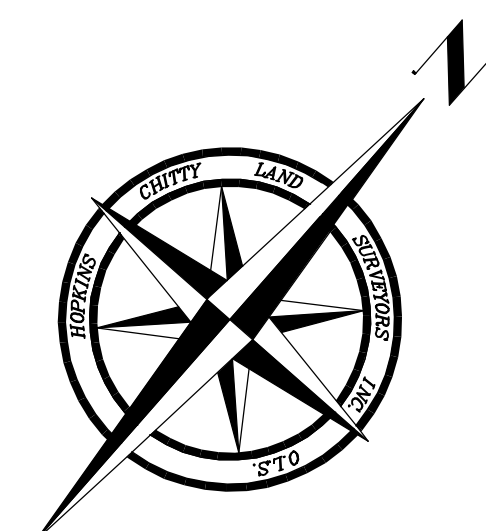
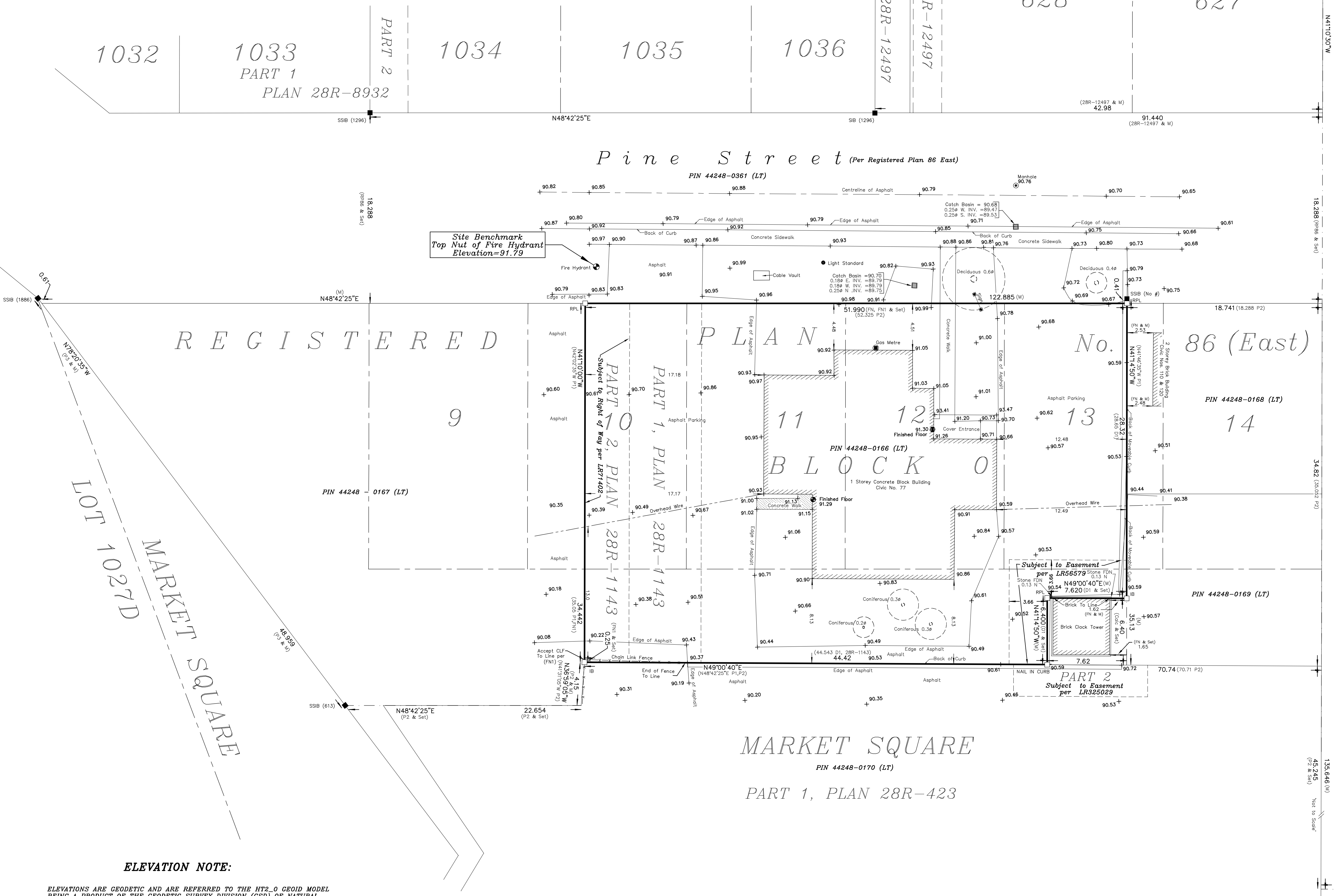
PLAN of SURVEY of
LOTS 11 & 12, Part of LOTS 10 & 13 and Part of MARKET SQUARE
BLOCK 'O', REGISTERED PLAN 86 (EAST OF THE GANANOQUE RIVER)
TOWN OF GANANOQUE

COUNTY of LEEDS

SCALE=1:200



HOPKINS CHITTY LAND SURVEYORS INC.
-2025-



BEARING NOTE:
BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 18, NAD83 (CSRS) (2010)
FOR BEARING COMPARISONS, A ROTATION OF 0°28'25" CLOCKWISE WAS APPLIED TO BEARINGS ON (P1) AND (P2).
DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.998696.
DISTANCES AND ELEVATIONS SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

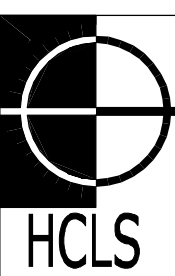
- LEGEND:**
- SSIB'S PLANTED DUE TO INSUFFICIENT OVERBURDEN
 - denotes Planted Survey Monument
 - Found Survey Monument
 - SSIB Short Standard Iron Bar
 - IB Iron Bar
 - RB Rock Bar
 - RPL Rock Plug
 - (WIT) Witness
 - (M) Measured
 - SM Original Stone Monument
 - (OU) Origin Unknown
 - (1296) Ronald H. Smith - O.L.S.
 - (1641) Collett, Jordan & Wiseman - O.L.S.
 - (1886) Hopkins Chitty Land Surveyors Inc. - O.L.S.
 - (P1) Reference Plan 28R-1143
 - (P2) Reference Plan 28R-423
 - (P3) Plan by (1886) dated June 24, 2022
 - (D1) Instrument No. LR56579
 - (FN) Field Notes by (1296) dated May 13, 1985
 - (FN1) Field Notes by (1296) dated July 16, 1986

SURVEYOR'S CERTIFICATE:
I CERTIFY THAT:
1. This Survey and Plan are correct and in accordance with the SURVEYS ACT, the SURVEYORS ACT, and the REGULATIONS made under them.
2. The SURVEY was completed on the 16th day of October, 2025.

DATE: OCTOBER 16, 2025
PHIL W. CHITTY - O.L.S.

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-120799

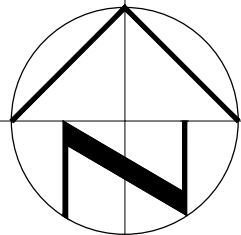
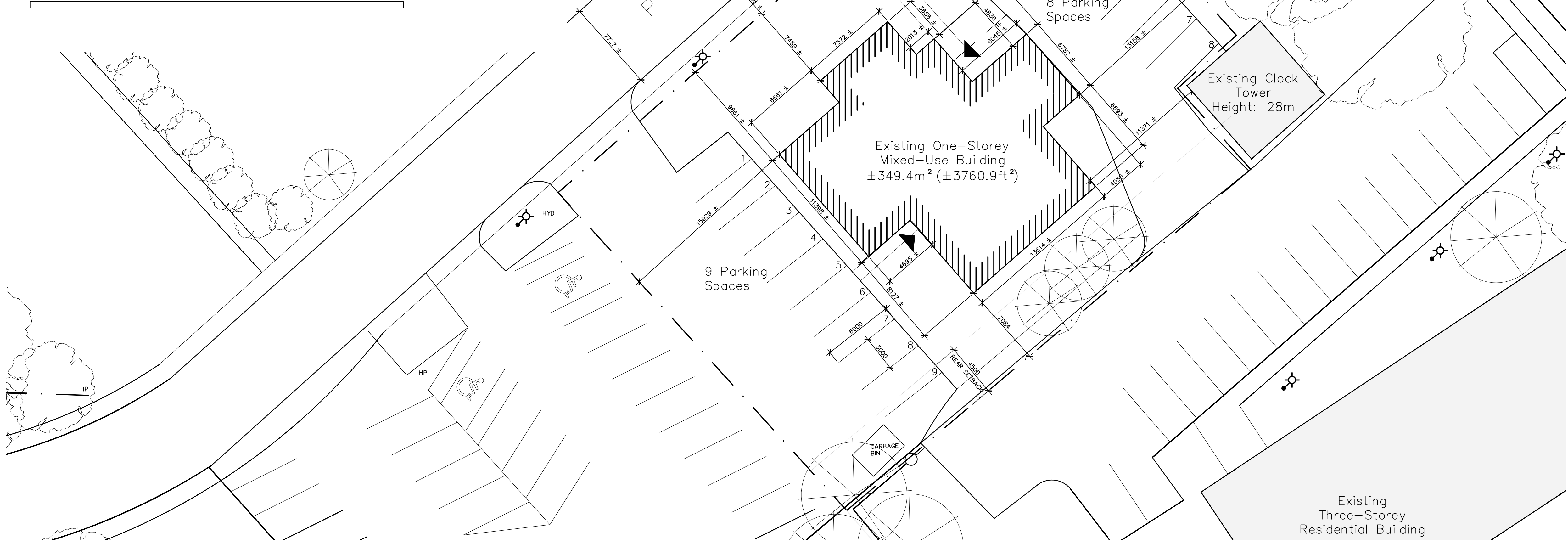
Party Chief: TJ	Instrument: CH	Checked By: PWC	Plan By: PWC/FP
HOPKINS CHITTY LAND SURVEYORS INC. Ontario Land Surveyors www.hopkinschitty.com			
1224 GARDINERS ROAD, SUITE 102 KINGSTON, ONTARIO K7P-0G2 Tel: (613) 384-9266 Fax: (613) 384-3513		PROJECT No. 2025-0583 LOTS 10 TO 13, MARKET SQUARE BLOCK 'O', REGISTERED PLAN 86 TOWN OF GANANOQUE	



ELEVATION NOTE:
ELEVATIONS ARE GEODETIC AND ARE REFERRED TO THE HT2.0 GEOD MODEL BEING A PRODUCT OF THE GEODETIC SURVEY DIVISION (GSD) OF NATURAL RESOURCES CANADA, DERIVED FROM RTN OBSERVATIONS. THE ELEVATIONS ARE REFERRED TO A SITE BENCHMARK BEING THE TOP OF NUT OF FIRE HYDRANT NEAR THE NORTHWEST CORNER OF THE SUBJECT LANDS HAVING AN ELEVATION OF 91.79 (CGVD28).

SITE STATISTICS			
LOWERTOWN - MIXED USE			
CLAUSE FROM GANANOQUE ZONING BY-LAWS	PROVISION	COMPLIANCE: EXISTING (NOTE: ALL COMPLIANCES ARE PLUS/MINUS)	COMPLIANCE: PROPOSED
4.1	PERMITTED USES	THERE IS AN EXISTING ONE-STORY BUILDING AT THE CENTRE OF THE PROPERTY WHICH CONTAINS A DENTAL CLINIC AND RENTAL OFFICE SPACE.	
3.32.	PARKING REQUIREMENTS:	THE CURRENT BUILDING, UNDER 'GENERAL BUSINESS' USE, WOULD REQUIRE 17 PARKING SPACES BASED ON 1 SPACE PER 20 SQ.M./ GROSS FLOOR AREA. THERE ARE CURRENTLY 17 REGULAR SPACES WITHIN THE PROPERTY LINES.	THE PROPOSED BUILDING, UNDER 'GENERAL BUSINESS' USE, WOULD ADD 3 SPACES. 1 PER 20 SQ.M. OF THE PROPOSED ADDITION. WE ARE PROVIDING 20 PARKING SPACES INCLUDING COMPLETE BARRIER FREE PARKING SPACES.
4.2	LOT COVERAGE: 75% MAXIMUM	19.1%	24.4%
4.2	MINIMUM LOT AREA: 232 sq.m. (2,497 sq ft.)	349.4 sq.m.	NO CHANGE
4.2	MINIMUM LOT FRONTAGE: 7.5 m (24.6 ft)	51.3 m	NO CHANGE
4.2	MINIMUM FRONT YARD SETBACK DEPTH: 0 m	4.534 m	4.534 m
4.2	MINIMUM INTERIOR SIDE YARD SETBACK DEPTH: 0 m	12.588 m	12.588 m
4.2	MINIMUM EXTERIOR SIDE YARD SETBACK DEPTH: 0 m	17.205 m	15.537 m
4.2	MINIMUM REAR YARD SETBACK DEPTH: 4.5 m (14.8 ft)	8.125 m	6.833 m
4.2	MAXIMUM BUILDING HEIGHT: 12.0 m (39.4 ft)	4 m	6.2 m

SITE AREAS	EXISTING	PROPOSED	
ASPHALT	±996.82m² (±10729.79ft²)	±853.06m² (±9182.26ft²)	-143.76m² (-1547.53ft²)
CONCRETE SIDEWALK	±35.67m² (±383.95ft²)	±129.78m² (±1396.94ft²)	+94.11m² (+1012.99ft²)
SUBTOTAL:	±1032.49m² (±11113.63ft²)	±982.84m² (±10579.20ft²)	-56.23m² (-605.29ft²)
LANDSCAPING	±365.38m² (±3932.91ft²)	±339.15m² (±3650.58ft²)	-26.23m² (-282.33ft²)
BUILDING AREA	±349.4m² (±3760.9ft²)	±426.9m² (±4591.9ft²)	+77.2m² (+830.97ft²)
TOTAL	±1748.71m² (±18822.98ft²)	NO CHANGE	



Project North
Certificate of Practice Number: 2438
4 Cataract Street, Suite 206, Kingston, ON
tel: 613-541-0776 fax: 613-541-0804
mail@szaarch.com www.szaarch.com

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- Legend:
- FIRE ACCESS ROUTE
 - PROPOSED ADDITION
 - EXISTING TO REMAIN
 - GRAVEL PAVEMENT
 - LANDSCAPING (CONIFEROUS AND DECIDUOUS TREES)
 - LIGHT STANDARD
 - INTERNATIONAL SYMBOL OF ACCESSIBILITY
 - CATCH BASIN
 - HYDRO POLE
 - FIRE HYDRANT
 - MANHOLE COVER
 - SETBACK
 - PROPERTY LINE
 - FENCE LINE
 - EXISTING TO REMAIN

3	SUBMITTED FOR DEVELOPMENTAL REVIEW	2025-11-04
2	FOR REVIEW	2025-10-28
1	FOR REVIEW	2025-10-14
Revision	Description	Date

Project: Addition and Renovation

Location:
77 Pine Street
Gananoque, Ontario

Client:
772663 Ontario Limited

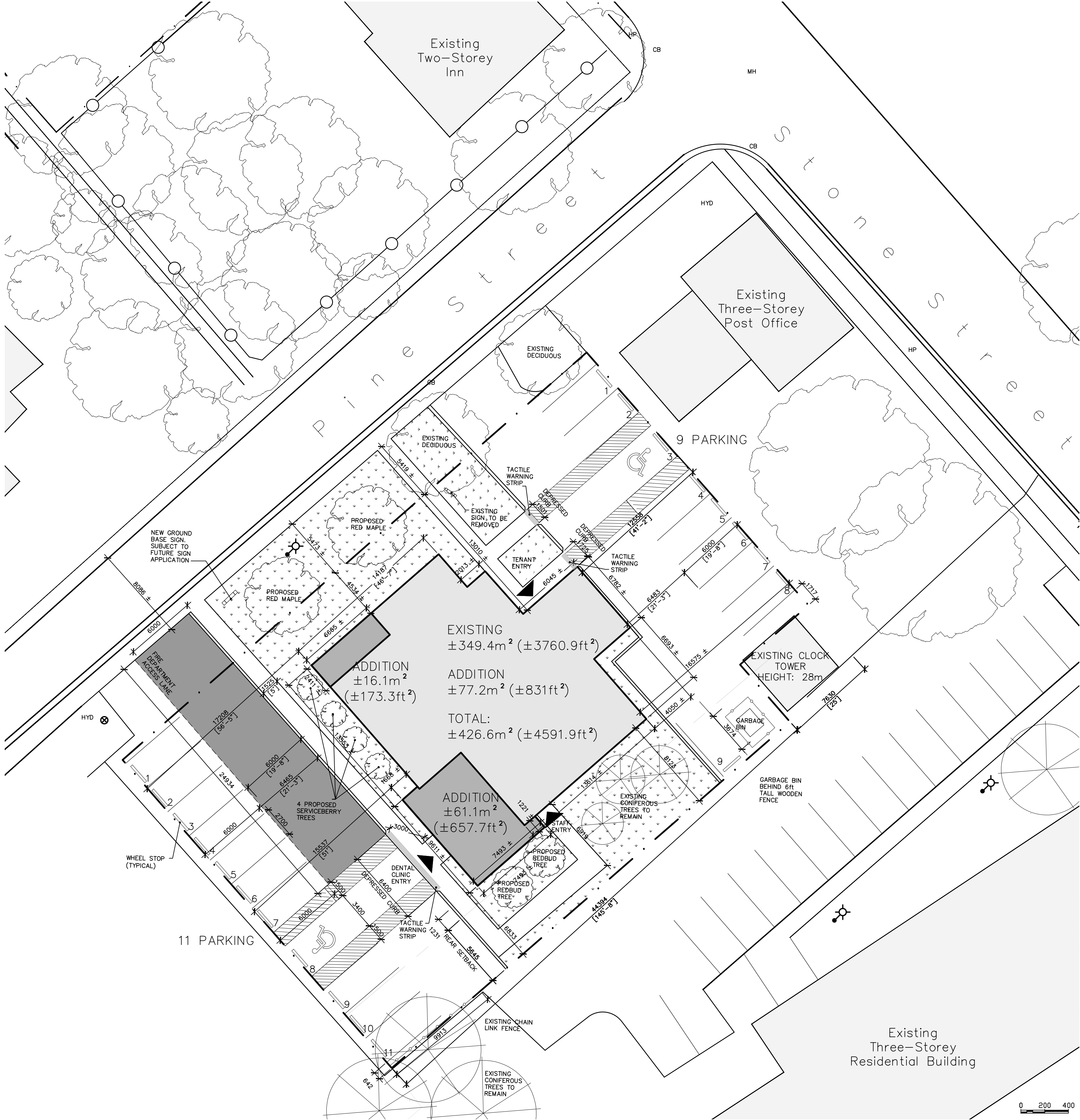
Drawing:
Existing Site Plan

Drawn by DQ	Date 01 April 2021
File Name 21015-A020-Site Plan	Scale
Client Project # 21015	Drawing Number A020

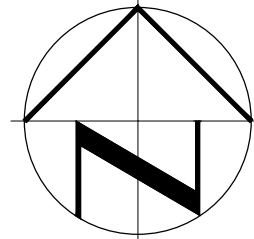
SITE STATISTICS			
LOWERTOWN - MIXED USE			
CLAUSE FROM GANANOQUE ZONING BY-LAWS	PROVISION	COMPLIANCE: EXISTING (NOTE: ALL COMPLIANCES ARE PLUS/MINUS)	COMPLIANCE: PROPOSED
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BUILDING AREA	±349.4m² (±3760.9ft²)	±426.6m² (±4591.9ft²)	+77.2m² (+830.97ft²)
TOTAL	±1748.71m² (±18822.96ft²)	NO CHANGE	

PROPOSING THE ADDITION OF 8 TREES: 2 RED MAPLE, 4 SERVICEBERRY AND 2 REDBUD



1 Site Plan
A021 1:200



Project North
Certificate of Practice Number: 2438
4 Cataragui Street, Suite 206, Kingston, ON
tel: 613-541-0776 fax: 613-541-0804
mail@szaarch.com www.szaarch.com
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- Legend:
- FIRE ACCESS ROUTE
 - PROPOSED ADDITION
 - EXISTING TO REMAIN
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 - LIGHT STANDARD
 - INTERNATIONAL SYMBOL OF ACCESSIBILITY
 - CATCH BASIN
 - HYDRO POLE
 - FIRE HYDRANT
 - MANHOLE COVER
 - SETBACK
 - PROPERTY LINE
 - FENCE LINE
 - EXISTING TO REMAIN

3	SUBMITTED FOR DEVELOPMENT PERMIT	2025-11-04
2	FOR REVIEW	2025-10-28
1	FOR REVIEW	2025-10-14
Revision	Description	Date

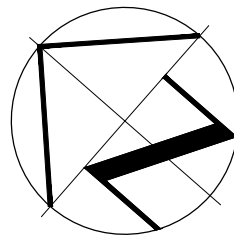
Project
Addition and Renovation

Location
77 Pine Street
Gananoque, Ontario

Client
772663 Ontario Limited

Drawing
Proposed Site Plan

Drawn by CH	Date 2025-10-14
File Name 21015-A020-Site Plan	Scale 1:200
Client Project # 21015	Drawing Number A021



2	SUBMITTED FOR DEVELOPMENT PERMIT	2025-11-04
1	FOR REVIEW	2025-10-14
Revision	Description	Date

Project
Addition and Renovation

Location
77 Pine Street
Gananoque, Ontario

Client
772663 Ontario Limited

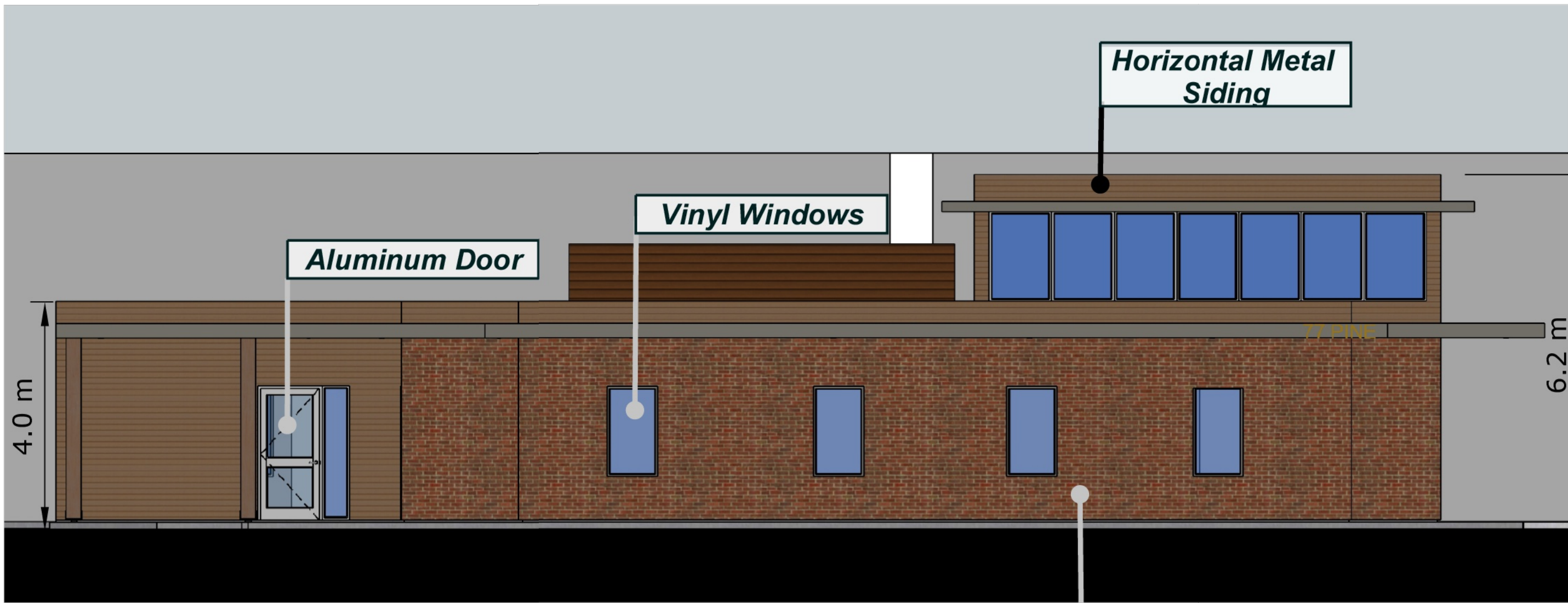
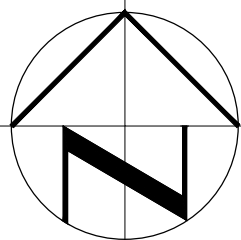
Drawing
Existing Plan

Drawn by CS	Date 2024-01-17
File Name 21015-A100	Scale 1:50
Client Project # 21015	Drawing Number A100

Project #
21015

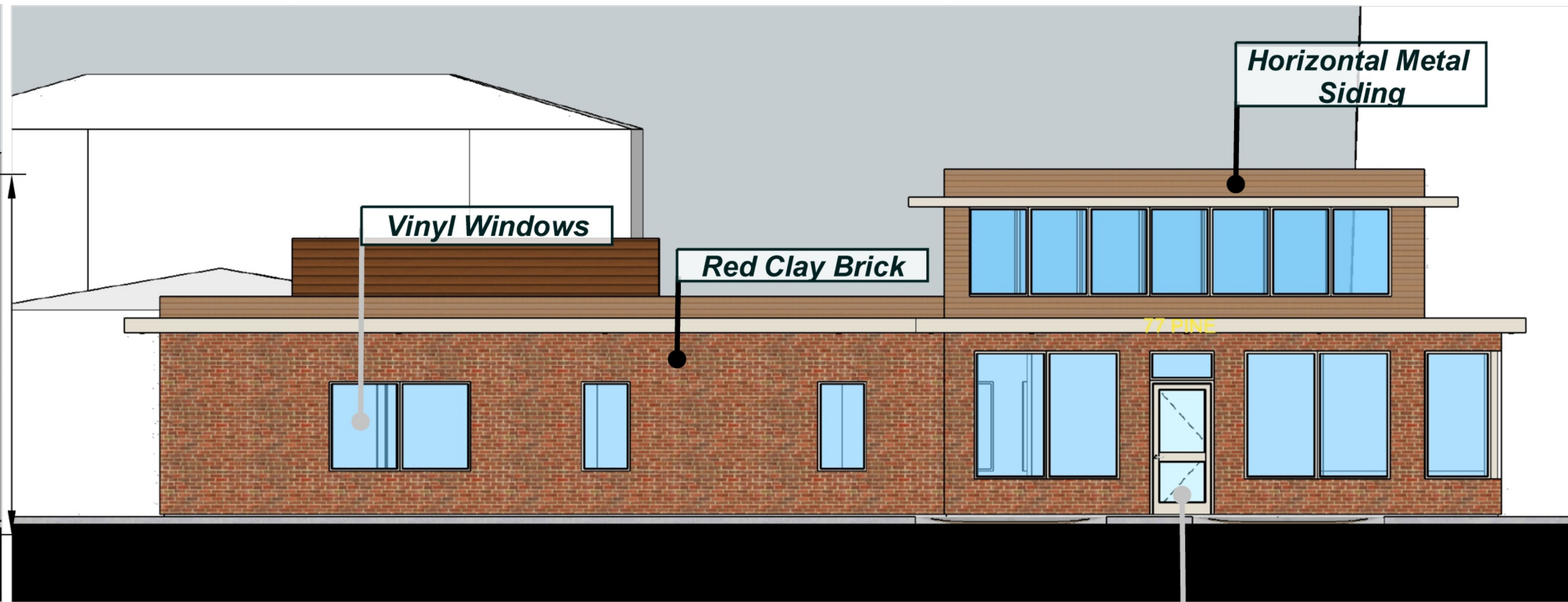
Revision #
1

A100



1 North Elevation
A200 3/32" = 1'-0" (1:128)

Red Clay Brick -
Similar to adjacent
historical clay bricks



2 West Elevation
A200 3/32" = 1'-0" (1:128)

Aluminum Door



3 South Elevation
A200 3/32" = 1'-0" (1:128)

Horizontal Metal
Siding



4 East Elevation
A200 3/32" = 1'-0" (1:128)

Horizontal Metal
Siding

Aluminum Door

All lights are
downlights located in
overhead

3	SUBMITTED FOR DEVELOPMENT PERMIT	2025-11-04
2	FOR REVIEW	2025-10-28
1	FOR REVIEW	2025-10-14

Project Description Date
Addition and Renovation

Location
77 Pine Street
Gananoque, Ontario

Client
772663 Ontario Limited

Drawing
Proposed Elevations

Drawn by CH	Date 2025-10-14
File Name 21015-A020-Site Plan	Scale 1:200
Client Project # 21015	Drawing Number A200





77 Pine Street - Renders



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Omer Altrach
 0. M. ATRACH
 90353905
 13.11.2025
 PROVINCE OF ONTARIO
 LICENSED PROFESSIONAL ENGINEER

Drawn by	CH	Date	2003-10-14
Per Name	21015-A020-056 Plan	Scale	1/200
Draw Project #		Drawing Number	A021
Project #	21015	Revision #	1

OFFICIAL PLAN AMENDMENT & DEVELOPMENT PERMIT APPLICATION – CLASS III

File No. **OPA8-25/DP2025-13**

OWNER: **AGNES & HARRIE TIEKEN**

APPLICANT: **BETHANIE MATTHEWS**

The property municipally and legally described as

145 RIVER STREET

PLAN 86 PT LOT 476 PT LOT;477 PT LOT 478 PT LOT 479 RP;28R8089 PART 1
TOWN OF GANANOQUE

has applied to the Town of Gananoque for an Official Plan Amendment (File No. OPA8-25) from
**RESIDENTIAL TO RESIDENTIAL EXCEPTION DESIGNATION
TO PERMIT A FITNESS AND RECREATION FACILITY**

AND

has applied to the Town of Gananoque for a Development Permit (File No. DP2025-13) to
**REDESIGNATE THE PROPERTY FROM RESIDENTIAL TO RESIDENTIAL EXCEPTION (R-XX) TO PERMIT A
FITNESS AND RECREATION FACILITY**

Note: Applications OPA8-25 and DP2025-13 are concurrent. DP2025-13 will be a condition for final approval of
Official Plan Amendment application OPA8-25

COMMENT DEADLINE: WEDNESDAY DECEMBER 3, 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.(email)
() Hydro One Inc. (email)
() South East Health Unit (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 – B Keyes
() Superintendent of Roads - B Webb
() Superintendent of Utilities- M. Hoult
() Public Works – C. Fromentin
() Utilities – C Brennan
() Utility Administrator – T Vandusen

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: _____

Please Return to:

Trudy Gravel, Assistant Planner
613-382-2149 ext. 1129
assistantplanner@gananoque.ca
30 King Street East, Box 100
Gananoque, ON K7G 2T6

NOTICE OF PUBLIC MEETING (PREVIOUSLY DEFERRED) Proposed Official Plan Amendment and Class III Development Permit

TAKE NOTICE THAT the Town is in receipt of a complete application for a proposed Official Plan Amendment, pursuant to Section 21 and a Development Permit pursuant to Section 70.2 of the Planning Act, R.S.O. 1990.

Planning Advisory Committee for the Town of Gananoque will hold a Meeting on **TUESDAY, DECEMBER 9, 2025 at 6:00 P.M.** in the **TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 King Street East, Gananoque** to provide recommendations to Council on the concurrent applications below.

AND FURTHER TAKE NOTICE that the Council for the Corporation of the Town of Gananoque will hold a Public Meeting on **TUESDAY, DECEMBER 16, 2025 at 5:00 P.M.** at the **TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 King Street East, Gananoque** to consider the following applications:

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

File No. **OPA8-25/DP2025-13**

OWNER: **AGNES & HARRIE TIEKEN**
APPLICANT: **BETHANIE MATTHEWS**

The property municipally and legally described as

145 RIVER STREET

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AND

has applied to the Town of Gananoque for a Development Permit (File No. DP2025-13) to
**REDESIGNATE THE PROPERTY FROM RESIDENTIAL TO RESIDENTIAL EXCEPTION (R-XX) TO PERMIT A
FITNESS AND RECREATION FACILITY**

Note: Applications OPA8-25 and DP2025-13 are concurrent. DP2025-13 will be a condition for final approval of Official Plan Amendment application OPA8-25

Additional information in relation to the proposed **Official Plan Amendment** and **Development Permit** is available in-person for inspection between 8:30am - 4:30pm at the Town of Gananoque, 30 King Street East, Gananoque Ontario or on the Town website at <https://www.gananoque.ca/town-hall/meetings>, or by emailing assistantplanner@gananoque.ca or by calling Trudy Gravel 613-382-2149 ext. 1129.

Official Plan

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town before the proposed Official Plan is adopted, the person or public body is not entitled to appeal the decision of the Town to the Ontario Land Tribunal.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town before the proposed Official Plan is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal, unless in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party. If you wish to be notified of the decision of the Corporation of the Town of Gananoque in respect to this proposed **Official Plan Amendment** and related amendments, you must make a written request to the Clerk for the Town of Gananoque, 30 King Street East, Gananoque, Ontario K7G 1E9, or by email to clerk@gananoque.ca.

Development Permit By-law

If you wish to provide comment or input in respect of the proposed **Development Permit** 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 14th day of NOVEMBER 2025



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

RESIDENTIAL ZONE

MINIMUM LOT FRONTAGE	464 m
MINIMUM LOT AREA	464 m ²
MINIMUM LOT DEPTH	120 m
MINIMUM EXTERIOR SIDE YARD	4.50 m
MINIMUM INTERIOR SIDE YARD	1.20 m
MINIMUM BUILDING HEIGHT	20.16 m
MAXIMUM BUILDING HEIGHT	0.00 m

STEP STATISTICS

LOT AREA	632.89 m ²
LOT AREA	2630.73 m ²
GRAVEL AREA	1838.62 m ²
LANDSCAPED AREA	186.29 m ²

PROPOSED	EXISTING
53.04 m	53.04 m
632.82 m ²	632.82 m ²
20.16 m	20.16 m
0.00 m	0.00 m

EXISTING INFRASTRUCTURE NOTES:

- ALL EXISTING PLANT OR UNDERGROUND INFRASTRUCTURE SHALL BE REMOVED AND REPLACED WITH NEW INFRASTRUCTURE.
- THE LOCATION OF EXISTING UNDERGROUND INFRASTRUCTURE SHALL BE DETERMINED BY THE CONTRACTOR AND NOTED ON THE DRAWING.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL EXISTING UNDERGROUND INFRASTRUCTURE WITHIN THE LIMITS OF THIS CONTRACT.
- WHEN UNDERGROUND INFRASTRUCTURE IS ENCOUNTERED THAT IS NOT IDENTICAL TO THE INFORMATION PROVIDED BY THE CONTRACTOR, THE CONTRACTOR SHALL STOP WORK AND NOTIFY THE ENGINEER IMMEDIATELY. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL EXISTING UNDERGROUND INFRASTRUCTURE WITHIN THE LIMITS OF THIS CONTRACT.
- IF ANY UNDERGROUND INFRASTRUCTURE IS FOUND TO BE IN THE PROPOSED CONSTRUCTION AREA, THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL EXISTING UNDERGROUND INFRASTRUCTURE WITHIN THE LIMITS OF THIS CONTRACT.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL EXISTING UNDERGROUND INFRASTRUCTURE WITHIN THE LIMITS OF THIS CONTRACT.

- NOTES: EROSION & SEDIMENT CONTROL**
- IN ACCORDANCE WITH BEST MANAGEMENT PRACTICES FOR EROSION & SEDIMENT CONTROL, THE FOLLOWING MEASURES SHALL BE INSTALLED UNDER THE LIDS OF EXISTING AND NEW MANHOLE STRUCTURES, "ULTRA DRAIN GUARD" OR ADJACENT MUNICIPAL STRUCTURES, "ULTRA DRAIN GUARD" OR "ULTRA DRAIN GUARD" SHALL BE INSTALLED AT LOCATIONS AS SHOWN ON THE DRAWING.
 - INSPECTED DAILY AND AFTER EVERY RAIN EVENT BY THE CONTRACTOR. REPAIR OR REPLACE AS REQUIRED UNTIL ALL SEDIMENTS THAT BREACH Silt Barriers ARE REMOVED AND THE CONSTRUCTION IS COMPLETE AND GROUND COVER HAS ESTABLISHED.
 - CONTRACTOR SHALL MAINTAIN Silt Barriers AND Silt Pits AND SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL EXISTING UNDERGROUND INFRASTRUCTURE WITHIN THE LIMITS OF THIS CONTRACT.
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LEGEND

- EXISTING TOPO GRADE
- PROPOSED GRADE
- STORM SEWER
- WATERMAIN
- BELL UNDERGROUND
- CABLE UNDERGROUND
- ELECTRICAL UNDERGROUND
- UTILITY POLE
- UTILITY PEG
- PROPERTY BAR FOUND
- ROAD SIGN
- FENCE
- TREELINE
- TREE
- PROPERTY BOUNDARY
- EXISTING BUILDING
- EXISTING BUILDING TO BE REMOVED
- PROPOSED BUILDING

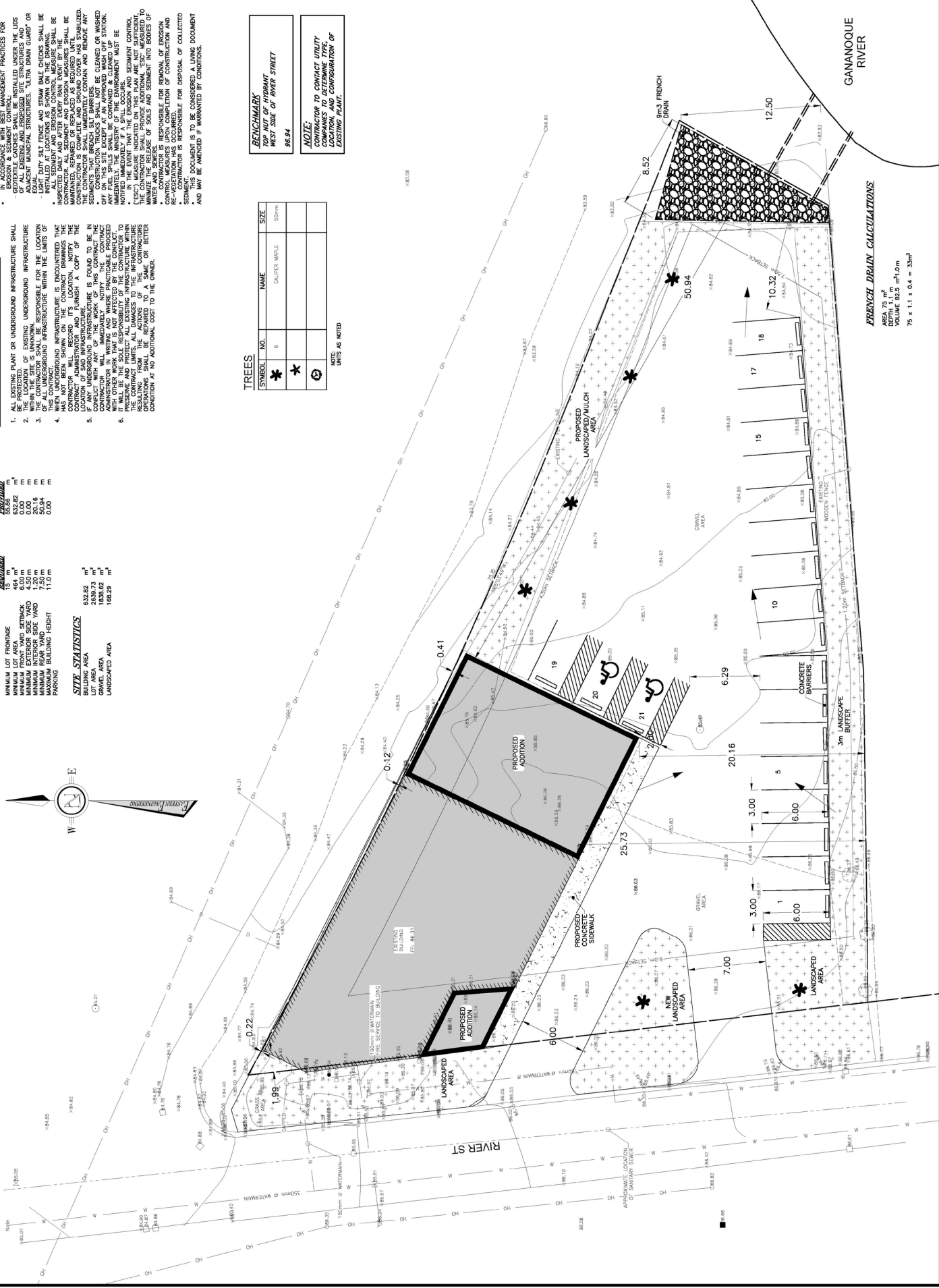
TREES

SYMBOL	NO.	NAME	SIZE
*	6	CAULIFER MAPLE	50mm
*			
*			

NOTE: UNITS AS NOTED

BENCHMARK
TOP NUT OF HYDRANT
WEST SIDE OF RIVER STREET
96.94

NOTE:
CONTRACTOR TO CONTACT UTILITY COMPANIES TO DETERMINE LOCATION AND CONFIGURATION OF EXISTING PLANT.



FRENCH DRAIN CALCULATIONS

AREA 75 m²
DEPTH 1.1 m
VOLUME 82.5 m³
75 x 1.1 x 0.4 = 33m²

C1

Client	BC	Project No.	07
Contractor	AP	Contract No.	
Owner	BC	Date	2025-1-7
Design No.	AP	Design No.	

GAN FITNESS

SITE PLAN

EASTERN ENGINEERING GROUP INC.
CONSULTING ENGINEERS
Apex Building
207-100 Stouffville Blvd.
Stouffville, ON M9B 5B9
Telephone: (913) 345-0400
Facsimile: (913) 345-0500
www.easterneng.com



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No.	Rev.	Date	Description
2	BAC	2025-07-04	TOWN COMMENTS
1	CJ	2025-04-22	TOWN COMMENTS
0	BC	2025-01-29	SITE PLAN

**APPLICATION FOR OFFICIAL PLAN AMENDMENT**To amend the Official Plan under Sections 17 of the *Planning Act*

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.**

- ☐ Complete application form signed including declaration of applicant
- ☐ Copy of the deed of property or offer to purchase and sale
- ☐ Application fee in the amount of \$1,600 (Fifteen Hundred Dollars) payable to the Town of Gananoque
- ☐ Deposit fee in the amount of \$2,000 (Two Thousand Dollars) payable to the Town for any peer reviews of various studies (By-law 2016-047). The owner/applicant is responsible for all peer review fees that the Town incurs in this regard and may be subject to additional invoicing.
- ☐ One scaled copy, one reduced 11 x 17 copy and one digital of the most recent survey of the subject property
- ☐ One scaled copy, one reduced 11 x 17 copy and one digital showing the boundaries and dimensions of the subject land as well as the area of the lands that are subject to the amendment. Plans are to be in a standard scale format (1:250 1:500)
- ☐ Official Plan Amendments may be subject to review and a separate cheque payable to the Cataraqui Region Conservation Authority. The Town of Gananoque recommends that you consult with a Conservation Authority Officer prior to making application

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: Bethanie Matthews	Complete Address including Postal Code: 343 Georgiana St, Gananoque, On, K7G1N1	Phone: 613 929 9927
	E-mail: ganfitness@outlook.com	
Name of Property Owner (if different than applicant): Agnes Tieken	Complete Address including Postal Code: 215 Marble Rock Rd, Gananoque K7G2v4	Phone: 6133286653
	E-mail: tieken_ned@kingston.net	
Land Surveyor:	Complete Address including Postal Code:	Phone:
	E-mail:	

PROPERTY INFORMATION

Street or Property Address (if applicable): 145 River St, Gananoque, Ontario	Roll Number (if known): 081400001036800
---	--

LEGAL DESCRIPTION

Part of Lot 13, Concession 1, Town of Gananoque in the United Counties of Leeds and Grenville			
Frontage (m/ft): 55.9	Depth (m/ft):	Lot Area: 2640m2	

Current Official Plan Designation:	Residential
------------------------------------	-------------

Proposed Official Plan Designation:	Residential Exception
-------------------------------------	-----------------------

Official Plan Policy (Existing):	The proposed amendment: <input checked="" type="checkbox"/> Changes, a policy in the Official Plan <input type="checkbox"/> Replaces, a policy in the Official Plan <input type="checkbox"/> Deletes, a policy in the Official Plan
----------------------------------	--

Description of affected property:
 The property is located on the east side of River Street and abuts the Gananoque Waterfront Trail along the northern property line. The site has an area of approximately 2,640 square metres, with approximately 55.9 metres of frontage along River Street, and approximately 14.9 metres of frontage along the Gananoque River. The site is currently developed with a one-storey commercial building located in the northwest corner abutting River Street and the Gananoque Waterfront Trail. The commercial building was previously occupied by a retail use. The balance of the site is gravelled and the east portion of the site slopes towards the Gananoque River. Vehicular and pedestrian access to the site is provided from River Street. Vehicular parking spaces are provided to the south and east of the existing commercial building.

Official Plan Policy (Addition):
 The proposed amendment adds the following policy to the official plan if applicable (add additional sheet if further space is needed):
 official plan section 3.2 Planning WHERE WE LIVE PLANNING SUSTAINABLE RESIDENTIAL NEIGHBORHOODS 3.2.2.1 Permitted Uses (Residential)
 "Permitted residential uses shall include the full range of dwelling types from low density single detached dwellings to high density apartment dwellings. In addition uses which complement residential neighborhoods may also be permitted. These could include home occupation uses, institutional uses such as schools, nursing homes, group homes and churches, open space uses such as parks and community centres, neighbourhood commercial uses such as convenience stores, community-oriented fitness and recreation facilities, licensed daycares and bed and breakfast establishments. Non-residential uses which are permitted in a residential area shall be subject to Site Plan Control. Particular attention will be required to ensure that non-residential uses are compatible with the neighborhood in terms of architectural design and intensity of use."

If the proposed amendment changes, replaces, deletes or adds a policy, state the purpose of the proposed official plan amendment:

The purpose of this amendment is to add a site-specific Residential Exception to permit a community oriented, fitness and recreation facility

Effect of Proposed Amendment on Designation:	<input checked="" type="checkbox"/> Changes, a designation of the Land Use Schedule of the Office Plan <input type="checkbox"/> Replaces, a designation of the Land Use Schedule of the Office Plan
--	--

Name the designation proposed:

Residential Exception - 145 River Street,
to permit a Community Oriented Fitness and Recreation Facility as a neighbourhood commercial use.

Is the subject property currently the subject of any other application under the Planning Act such as a Development Permit, Consent or Approval of a Plan of Subdivision/Condominium? ☒ Yes ☐ No

If Yes, please provide the file number of each application, and its status (add additional sheet if further space is needed):

1. Type of Application	Official Plan Amendment
Application File #	OPA8-25
Status of Application	deferred
2. Type of Application	Development Permit
Application File #	DP2025-13
Status of Application	deferred

Text – Proposed Amendment

State the text of the proposed amendment if a policy in the official plan is being changed, replaced or deleted, or if a policy is being added to the official plan (add additional sheet if further space is needed):

see attached

Where the proposed amendment changes or replaces a schedule in the official plan, attach the proposed schedule and the text that accompanies the schedule.

AUTHORIZATION BY OWNER

I/We, the undersigned being the registered owner(s) of the subject lands, hereby authorize

Bethanie Matthews (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.

Agnes Tieken

Owner Name (Please Print)

Signature of Owner

Signature of Witness (not applicant)

Owner Name (Please Print)

Signature of Owner

Date

CONSENT BY OWNER

I/We, Agnes Tieken, (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)_____
Date**DECLARATION OF APPLICANT**

(Print) I, Bethanie Matthews of the Town of Gananoque in the province of Ontario solemnly declare that:

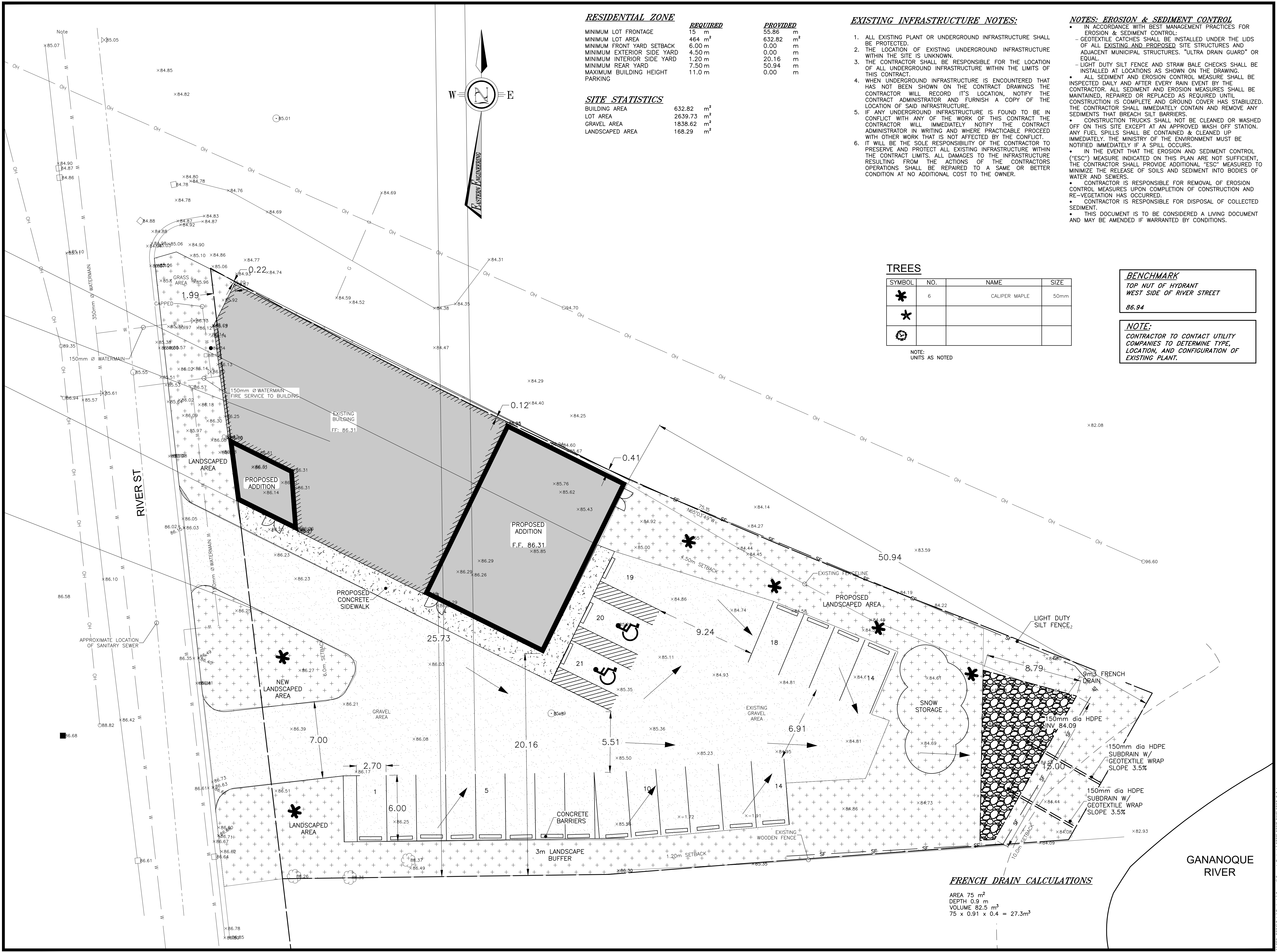
All of the above statements contained in the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of *The Canada Evidence Act*.

Declared/Sworn before me at

Town of Gananoquethis 18th day of November, 2025for the Corporation of the Town of GananoqueSignature of a Commissioner, etc_____
Signature of Applicant

Office Use Only:		Roll No: 081400001036800
Official Plan Designation: Residential	Development Permit Designation: Residential	Other:
Access (Entrance Permits etc):	Water and Sewer Hookup (Permits etc):	Other:
Other Concurrent Applications:		
<input type="checkbox"/> Cash-in-Lieu of Parking	<input type="checkbox"/> Condominium Approval	<input type="checkbox"/> Consent/Severance
<input checked="" type="checkbox"/> Development Permit Approval	<input type="checkbox"/> Official Plan Amendment	<input type="checkbox"/> Subdivision Approval
Date Application Received: <u>November 13, 2025</u>	Date Application Deemed Complete: <u>November 13, 2025</u>	Fees Received: <u>\$1600 September 3, 2025</u>

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



LEGEND

- EXISTING TOPO GRADE
- PROPOSED GRADE
- EXISTING GRADE
- STORM SEWER
- SANITARY SEWER
- WATERMAIN
- BELL UNDERGROUND
- GAS UNDERGROUND
- CABLE UNDERGROUND
- ELECTRICAL UNDERGROUND
- OVERHEAD UTILITIES
- UTILITY POLE
- UTILITY ANCHOR
- UTILITY PEDISTAL
- PROPERTY BAR FOUND
- ROAD SIGN
- FENCE
- TREELINE
- TREE
- PROPERTY BOUNDARY
- EXISTING BUILDING
- EXISTING BUILDING TO BE REMOVED
- PROPOSED BUILDING

No.	By	Date	Revisions
4	CAJ	2025-11-25	TOWN COMMENTS
3	CAJ	2025-11-19	TOWN COMMENTS
2	BAC	2025-07-04	TOWN COMMENTS
1	CJ	2025-04-22	TOWN COMMENTS
0	BC	2025-01-29	SITE PLAN

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Drawings are not to be scaled.

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Facsimile: (613) 345-0008
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Project Title: **GAN FITNESS**

Drawing Title: **SITE PLAN**

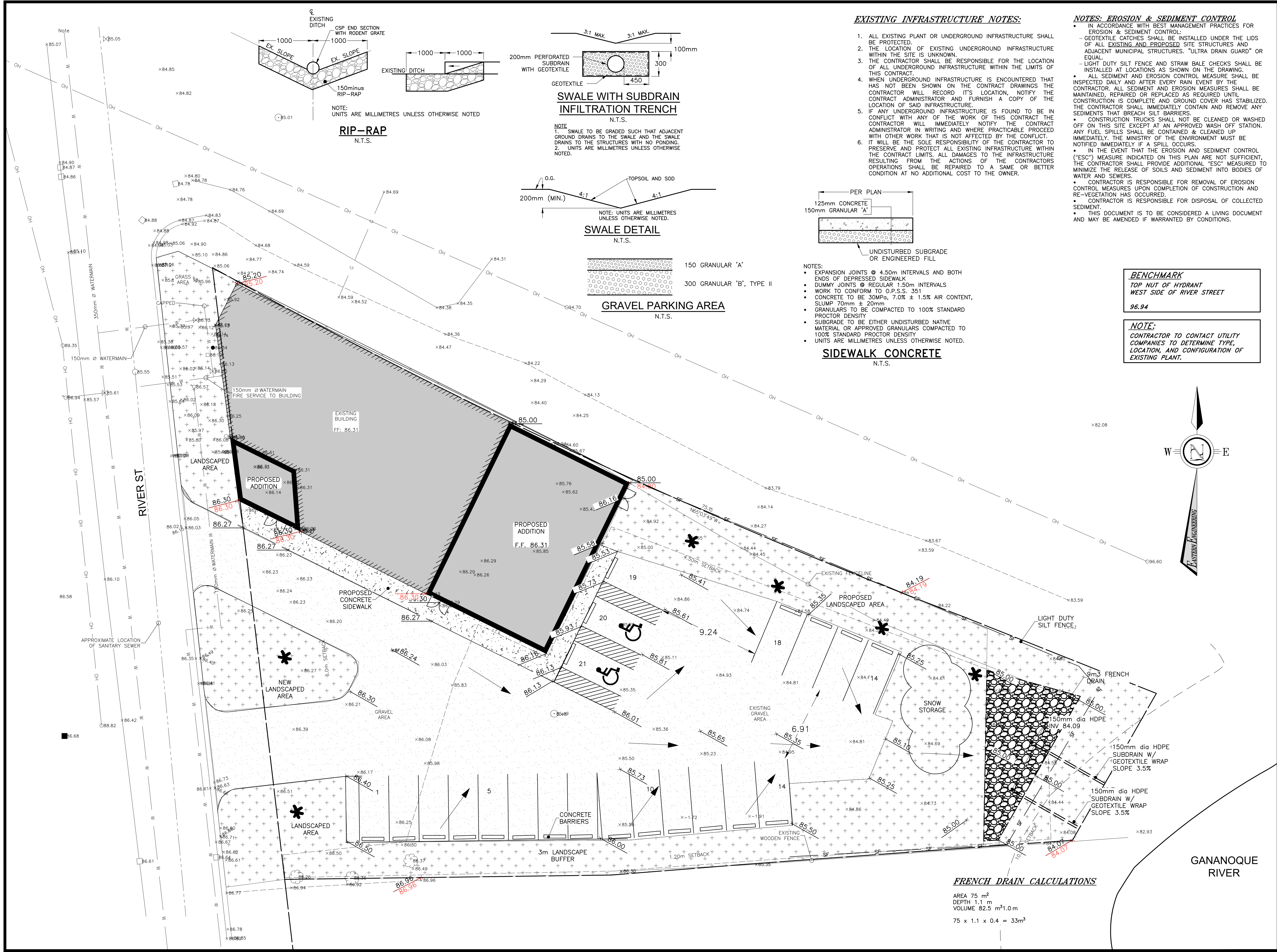
Design	Checked	Approved	Project No.
BC	AP	CAJ	9027

Drawn	Checked	Date	Contract No.
BC	AP	2025-1-7	

Scale: 0 3.0 6.0
Horizontal: 150

C1

UNITS EQUAL METRES UNLESS OTHERWISE NOTED
File No.: 9027 C13.dwg



EXISTING INFRASTRUCTURE NOTES:

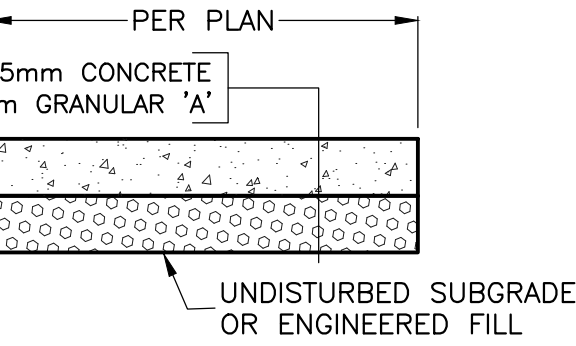
1. ALL EXISTING PLANT OR UNDERGROUND INFRASTRUCTURE SHALL BE PROTECTED.
2. THE LOCATION OF EXISTING UNDERGROUND INFRASTRUCTURE WITHIN THE SITE IS UNKNOWN.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UNDERGROUND INFRASTRUCTURE WITHIN THE LIMITS OF THIS CONTRACT.
4. WHEN UNDERGROUND INFRASTRUCTURE IS ENCOUNTERED THAT HAS NOT BEEN SHOWN ON THE CONTRACT DRAWINGS THE CONTRACTOR WILL RECORD IT'S LOCATION, NOTIFY THE CONTRACT ADMINISTRATOR AND FURNISH A COPY OF THE LOCATION OF SAID INFRASTRUCTURE.
5. IF ANY UNDERGROUND INFRASTRUCTURE IS FOUND TO BE IN CONFLICT WITH ANY OF THE WORK OF THIS CONTRACT THE CONTRACTOR WILL IMMEDIATELY NOTIFY THE CONTRACT ADMINISTRATOR IN WRITING AND WHERE PRACTICABLE PROCEED WITH OTHER WORK THAT IS NOT AFFECTED BY THE CONFLICT.
6. IT WILL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO PRESERVE AND PROTECT ALL EXISTING INFRASTRUCTURE WITHIN THE CONTRACT LIMITS. ALL DAMAGES TO THE INFRASTRUCTURE RESULTING FROM THE ACTIONS OF THE CONTRACTORS OPERATIONS SHALL BE REPAIRED TO A SAME OR BETTER CONDITION AT NO ADDITIONAL COST TO THE OWNER.

NOTES: EROSION & SEDIMENT CONTROL

- IN ACCORDANCE WITH BEST MANAGEMENT PRACTICES FOR EROSION & SEDIMENT CONTROL:
 - GEOTEXTILE CATCHES SHALL BE INSTALLED UNDER THE LIDS OF ALL EXISTING AND PROPOSED SITE STRUCTURES AND ADJACENT MUNICIPAL STRUCTURES. "ULTRA DRAIN GUARD" OR EQUAL.
 - LIGHT DUTY SILT FENCE AND STRAW BALE CHECKS SHALL BE INSTALLED AT LOCATIONS AS SHOWN ON THE DRAWING.
 - ALL SEDIMENT AND EROSION CONTROL MEASURES SHALL BE INSPECTED DAILY AND AFTER EVERY RAIN EVENT BY THE CONTRACTOR. ALL SEDIMENT AND EROSION MEASURES SHALL BE MAINTAINED, REPAIRED OR REPLACED AS REQUIRED UNTIL CONSTRUCTION IS COMPLETE AND GROUND COVER HAS STABILIZED. THE CONTRACTOR SHALL IMMEDIATELY CONTAIN AND REMOVE ANY SEDIMENTS THAT BREACH SILT BARRIERS.
 - CONSTRUCTION TRUCKS SHALL NOT BE CLEANED OR WASHED OFF ON THIS SITE EXCEPT AT AN APPROVED WASH OFF STATION. ANY FUEL SPILLS SHALL BE CONTAINED & CLEANED UP IMMEDIATELY. THE MINISTRY OF THE ENVIRONMENT MUST BE NOTIFIED IMMEDIATELY IF A SPILL OCCURS.
 - IN THE EVENT THAT THE EROSION AND SEDIMENT CONTROL ("ESC") MEASURE INDICATED ON THIS PLAN ARE NOT SUFFICIENT, THE CONTRACTOR SHALL PROVIDE ADDITIONAL "ESC" MEASURED TO MINIMIZE THE RELEASE OF SOILS AND SEDIMENT INTO BODIES OF WATER AND SEWERS.
 - CONTRACTOR IS RESPONSIBLE FOR REMOVAL OF EROSION CONTROL MEASURES UPON COMPLETION OF CONSTRUCTION AND RE-VEGETATION HAS OCCURRED.
 - CONTRACTOR IS RESPONSIBLE FOR DISPOSAL OF COLLECTED SEDIMENT.
 - THIS DOCUMENT IS TO BE CONSIDERED A LIVING DOCUMENT AND MAY BE AMENDED IF WARRANTED BY CONDITIONS.

BENCHMARK
TOP NUT OF HYDRANT
WEST SIDE OF RIVER STREET
96.94

NOTE:
CONTRACTOR TO CONTACT UTILITY COMPANIES TO DETERMINE TYPE, LOCATION, AND CONFIGURATION OF EXISTING PLANT.

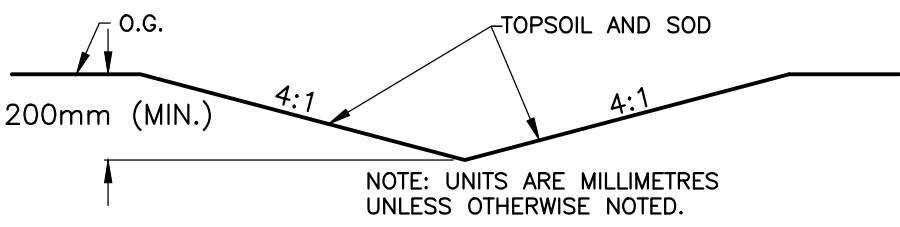


- NOTES:
- EXPANSION JOINTS @ 4.50m INTERVALS AND BOTH ENDS OF DEPRESSED SIDEWALK
 - DUMMY JOINTS @ REGULAR 1.50m INTERVALS
 - WORK TO CONFORM TO O.P.S.S. 351
 - CONCRETE TO BE 30MPa, 7.0% ± 1.5% AIR CONTENT, SLUMP 70mm ± 20mm
 - GRANULARS TO BE COMPACTED TO 100% STANDARD PROCTOR DENSITY
 - SUBGRADE TO BE EITHER UNDISTURBED NATIVE MATERIAL OR APPROVED GRANULARS COMPACTED TO 100% STANDARD PROCTOR DENSITY
 - UNITS ARE MILLIMETRES UNLESS OTHERWISE NOTED.

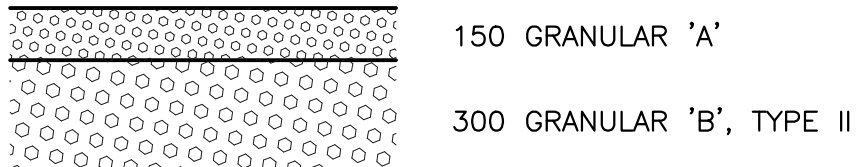
SIDEWALK CONCRETE
N.T.S.

SWALE WITH SUBDRAIN INFILTRATION TRENCH
N.T.S.

NOTE:
1. SWALE TO BE GRADED SUCH THAT ADJACENT GROUND DRAINS TO THE SWALE AND THE SWALE DRAINS TO THE STRUCTURES WITH NO PONDING.
2. UNITS ARE MILLIMETRES UNLESS OTHERWISE NOTED.



SWALE DETAIL
N.T.S.

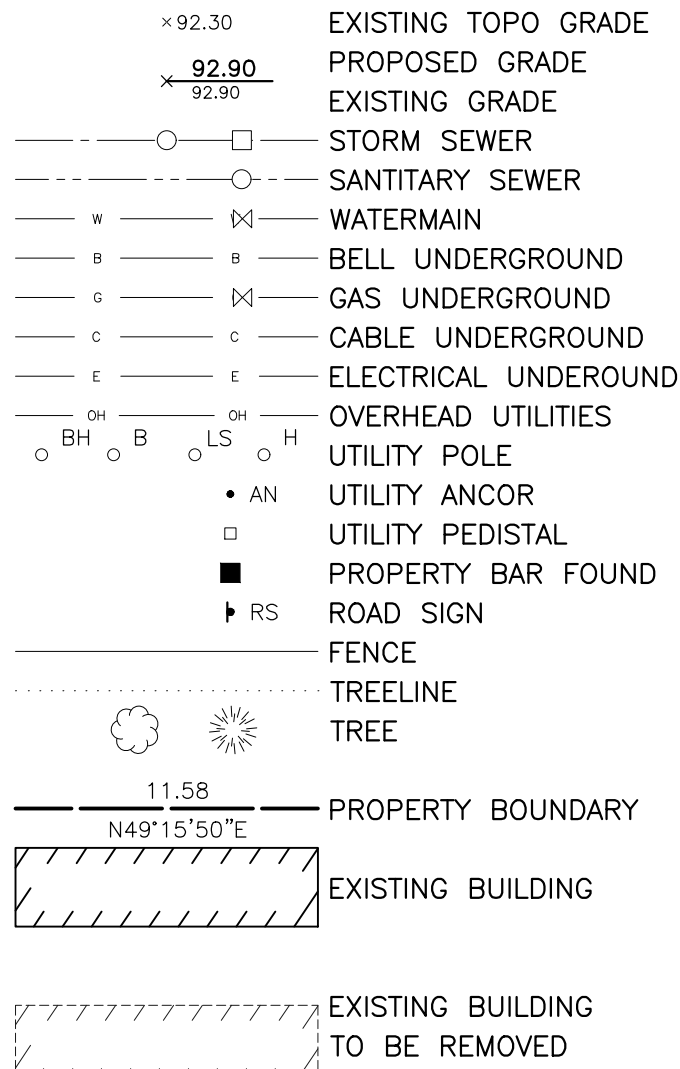


GRAVEL PARKING AREA
N.T.S.

FRENCH DRAIN CALCULATIONS

AREA 75 m²
DEPTH 1.1 m
VOLUME 82.5 m³1.0 m
75 x 1.1 x 0.4 = 33m³

LEGEND



No.	By	Date	Revisions
3	CAJ	2025-11-19	TOWN COMMENTS
2	BAC	2025-07-04	TOWN COMMENTS
1	CJ	2025-04-22	TOWN COMMENTS
0	BC	2025-01-29	SITE PLAN

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www.EastEng.com

GAN FITNESS

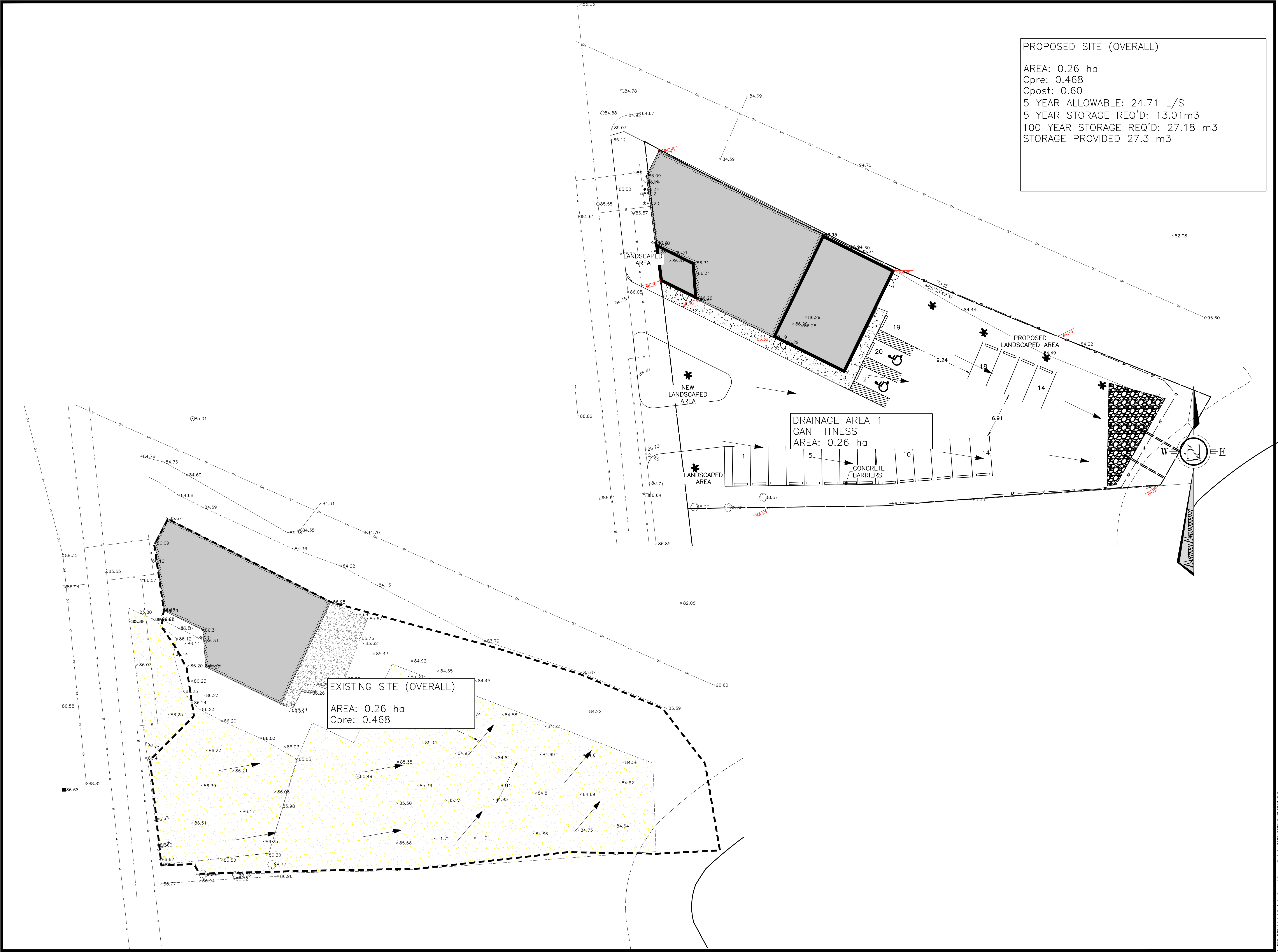
GRADING PLAN

Design: BC	Checked: AP	Approved: CAJ	Project No.: 9027
Drawn: BC	Checked: AP	Date: 2025-1-7	Contract No.: .

Scale: 0 3.0 6.0
Horizontal: 150

C2

UNITS EQUAL METRES UNLESS OTHERWISE NOTED
File No.: 9027 C13.dwg



PROPOSED SITE (OVERALL)

AREA: 0.26 ha
Cpre: 0.468
Cpost: 0.60
5 YEAR ALLOWABLE: 24.71 L/S
5 YEAR STORAGE REQ'D: 13.01m3
100 YEAR STORAGE REQ'D: 27.18 m3
STORAGE PROVIDED 27.3 m3

LEGEND

- EXISTING TOPO GRADE
- PROPOSED GRADE
- EXISTING GRADE
- STORM SEWER
- SANITARY SEWER
- WATERMAIN
- BELL UNDERGROUND
- GAS UNDERGROUND
- CABLE UNDERGROUND
- ELECTRICAL UNDERGROUND
- OVERHEAD UTILITIES
- UTILITY POLE
- UTILITY ANCOR
- UTILITY PEDISTAL
- PROPERTY BAR FOUND
- ROAD SIGN
- FENCE
- TREELINE
- TREE

11.58
N49°15'50"E

PROPERTY BOUNDARY

EXISTING BUILDING

EXISTING BUILDING TO BE REMOVED

PROPOSED BUILDING

No.	By	Date	Revisions
4	CAJ	2025-11-25	TOWN COMMENTS
3	CAJ	2025-11-19	TOWN COMMENTS
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Project Title:

GAN FITNESS

Drawing Title:

DRAINAGE AREA PLAN

Design	Checked	Approved	Project No.
BC	AP	CAJ	9027

Drawn	Checked	Date	Contract No.
BC	AP	2025-1-7	.

Scale:

0 3.0 6.0

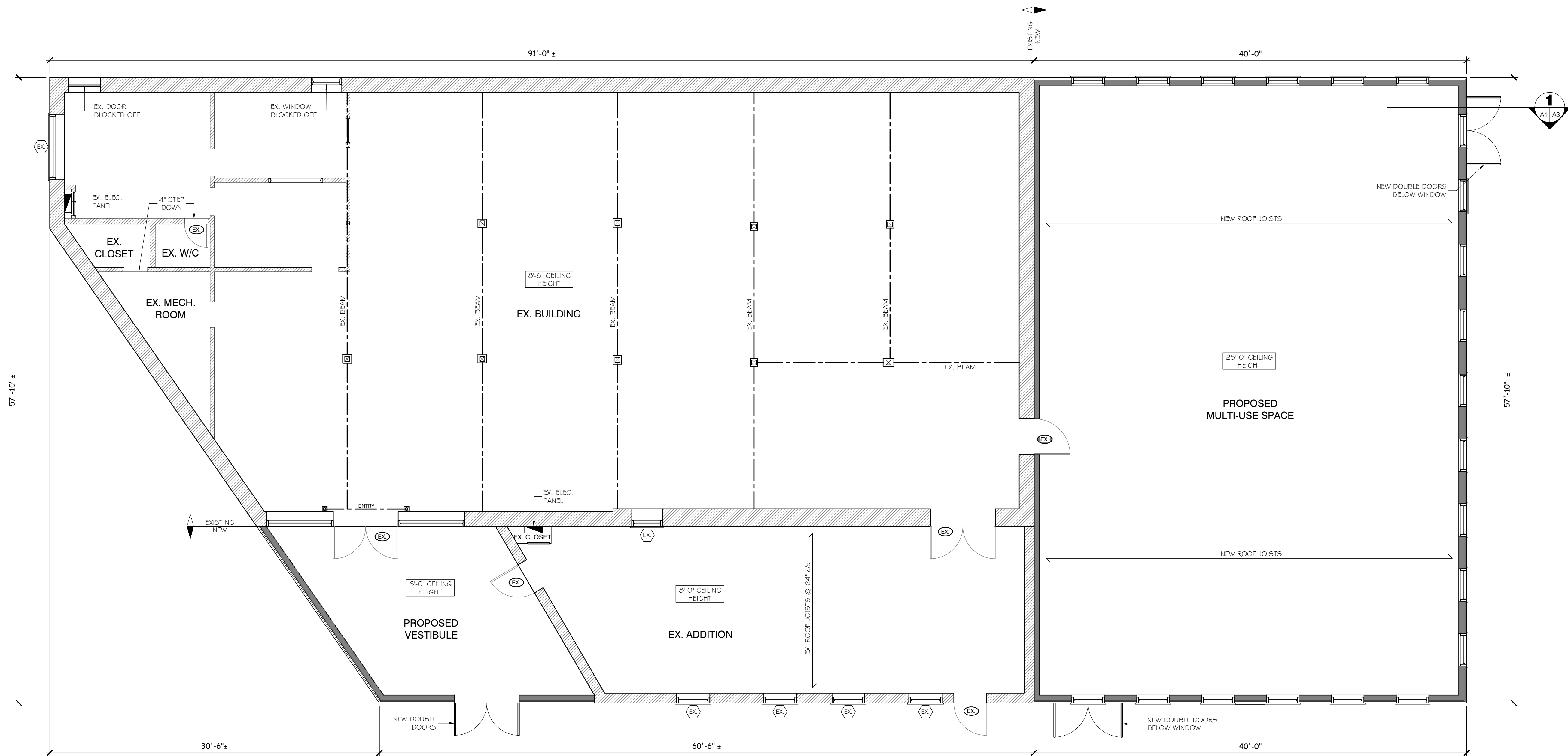
Horizontal: 150

UNITS EQUAL METRES UNLESS OTHERWISE NOTED

File No.: 9027 C3.dwg

C3

LEP-0224 Data Projects Current Projects 0020, 0027, 0030, 0037, C3.dwg



EX. MAIN FLOOR PLAN
SCALE: 3/8" = 1'-0"

REFER TO SITE PLAN
FOR ALL DIMENSIONS

GENERAL NOTES

1. CONTRACTOR TO VERIFY ALL DIMENSIONS PRIOR TO START OF CONSTRUCTION.
2. ALL WORK TO BE DONE IN ACCORDANCE WITH THE 2024 ONTARIO BUILDING CODE.
3. THE CONTRACTOR SHALL REPORT ANY DISCREPANCIES FROM THESE PLANS TO THE DESIGNER FOR REVIEW AND/OR APPROVAL.
4. THE CONTRACTOR IS RESPONSIBLE FOR THE SAFEGUARDING AND LOCATING OF EXISTING UTILITIES AND STRUCTURES ON SITE.
5. INSTALL PRE-MANUFACTURED COMPONENTS AS PER THE MANUFACTURER'S RECOMMENDATIONS AND SPECIFICATIONS.
6. WHERE NOT NOTED ON DRAWINGS, SPACING ON FRAMING MEMBERS TO BE TO THE LATEST EDITION OF THE ONTARIO BUILDING CODE.
7. ALL WOOD FRAMING LUMBER SHALL BE GRADE-STAMPED AS SPF No. 2 OR BETTER WITH A MOISTURE CONTENT OF 19% OR LESS AT TIME OF CONSTRUCTION.
8. CONSULT WINDOW AND/OR DOOR SUPPLIER FOR THE REQUIRED ROUGH OPENING SIZES PRIOR TO START OF CONSTRUCTION.
9. HEATING, COOLING, PLUMBING AND ELECTRICAL DESIGN SERVICES SHALL BE SUPPLIED BY OTHERS & INSTALLATION SHALL BE AS PER THE ONTARIO BUILDING CODE.
10. ALL FINISH SPECIFICATIONS TO BE APPROVED BY OWNER.
11. SHOP DRAWINGS TO BE PROVIDED BY MANUFACTURER FOR REVIEW.

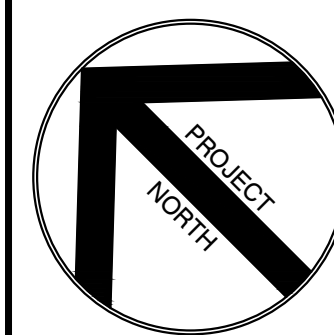
NEW / EXISTING WALLS LEGEND	
	EXISTING WALLS TO REMAIN
	NEW WALLS

2	AGP	2025-09-02	FOR REVIEW
0	AD	2025-04-28	ISSUED FOR CLIENT REVIEW
No.	By	Date	Revisions

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DRAWINGS ARE NOT TO BE SCALED



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Project Title:

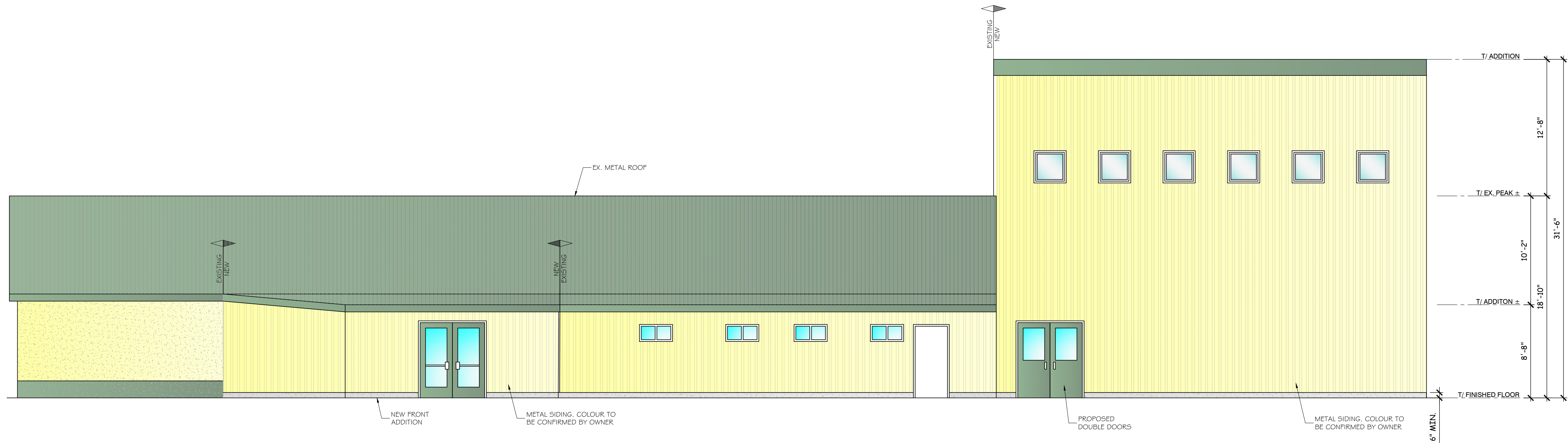
GANANOQUE FITNESS

145 River Street, Gananoque, ON

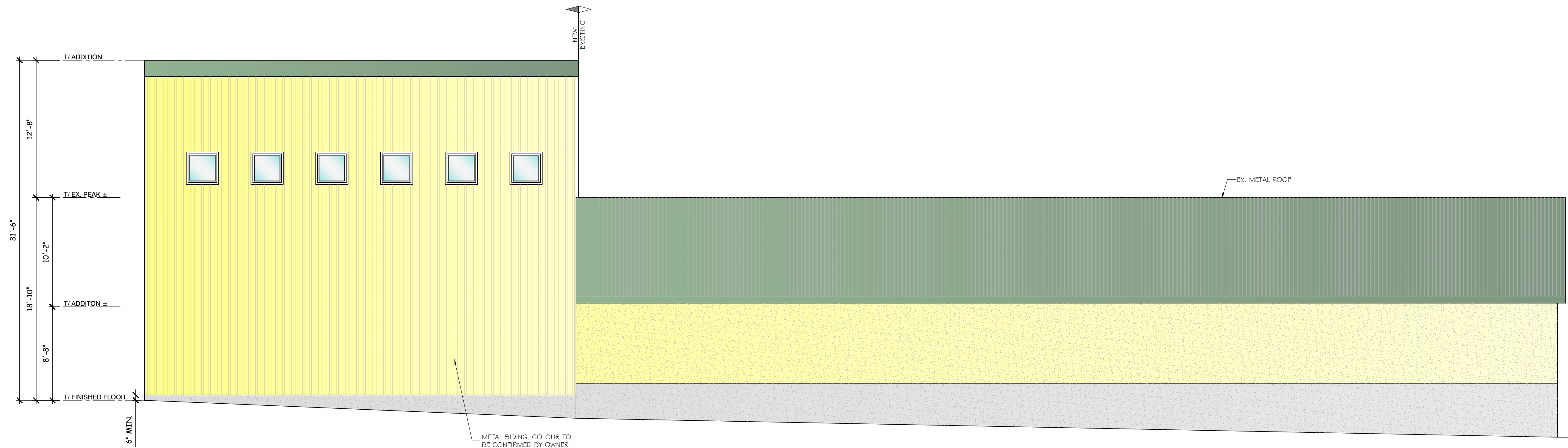
Drawing Title:

MAIN FLOOR PLAN

Design:	Checked:	Approved:	Project No.: 9027
Drawn: AD	Checked:	Date: 2025-04-17	Contract No.: 9027-1
Scale:	Drawing No.: A1		
Horizontal: AS SHOWN		Vertical: AS SHOWN	
REV. DATE: 5/1/2025			



SOUTH-WEST ELEVATION
SCALE: $\frac{3}{8}" = 1'-0"$



NORTH-EAST ELEVATION
SCALE: $\frac{3}{8}" = 1'-0"$

GENERAL NOTES

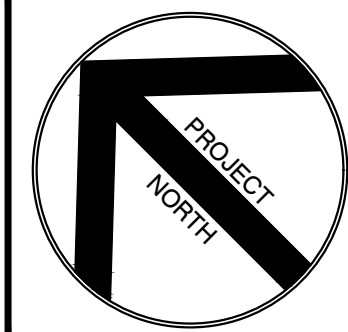
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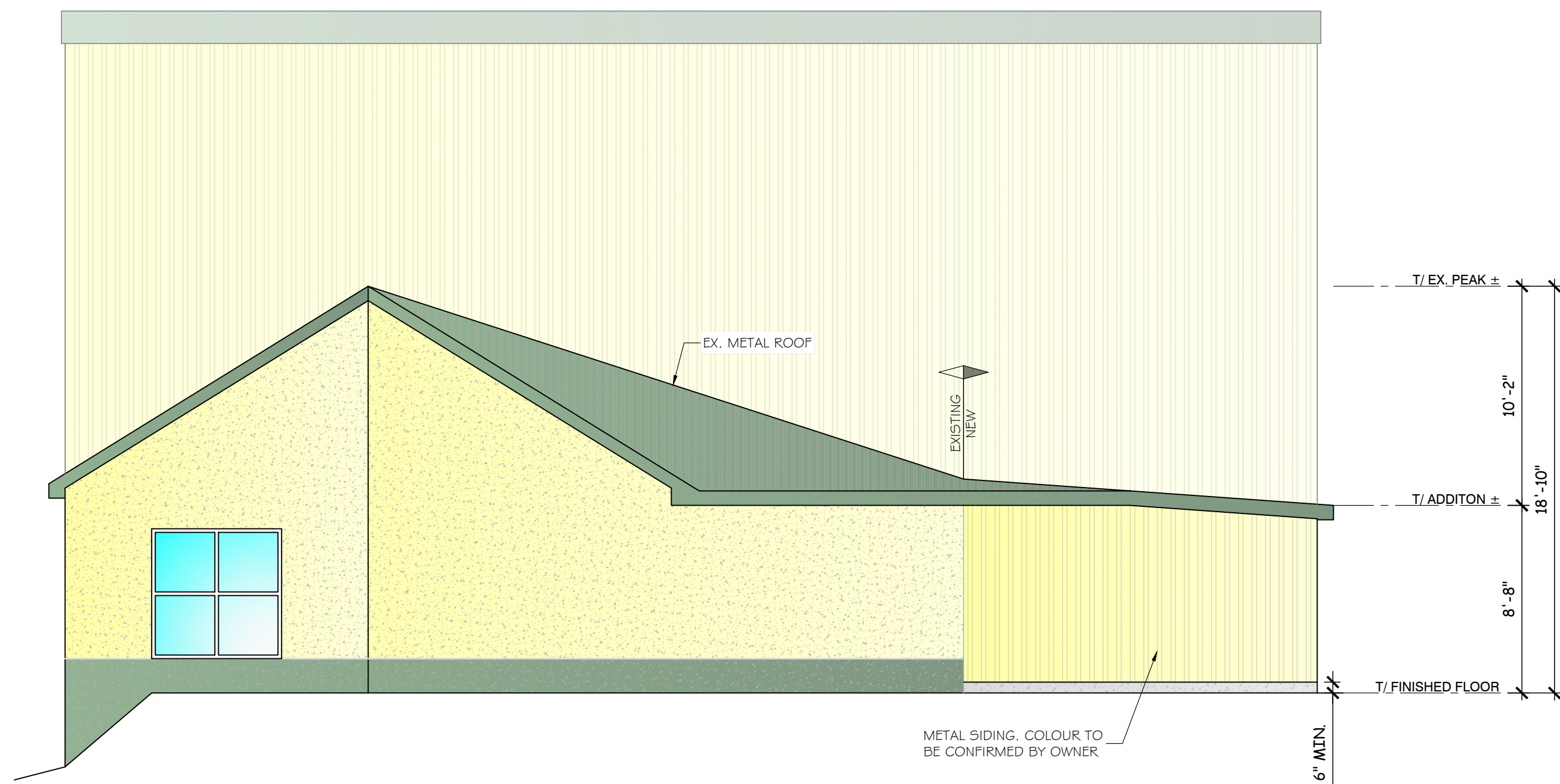
GANANOQUE FITNESS

145 River Street, Gananoque, ON

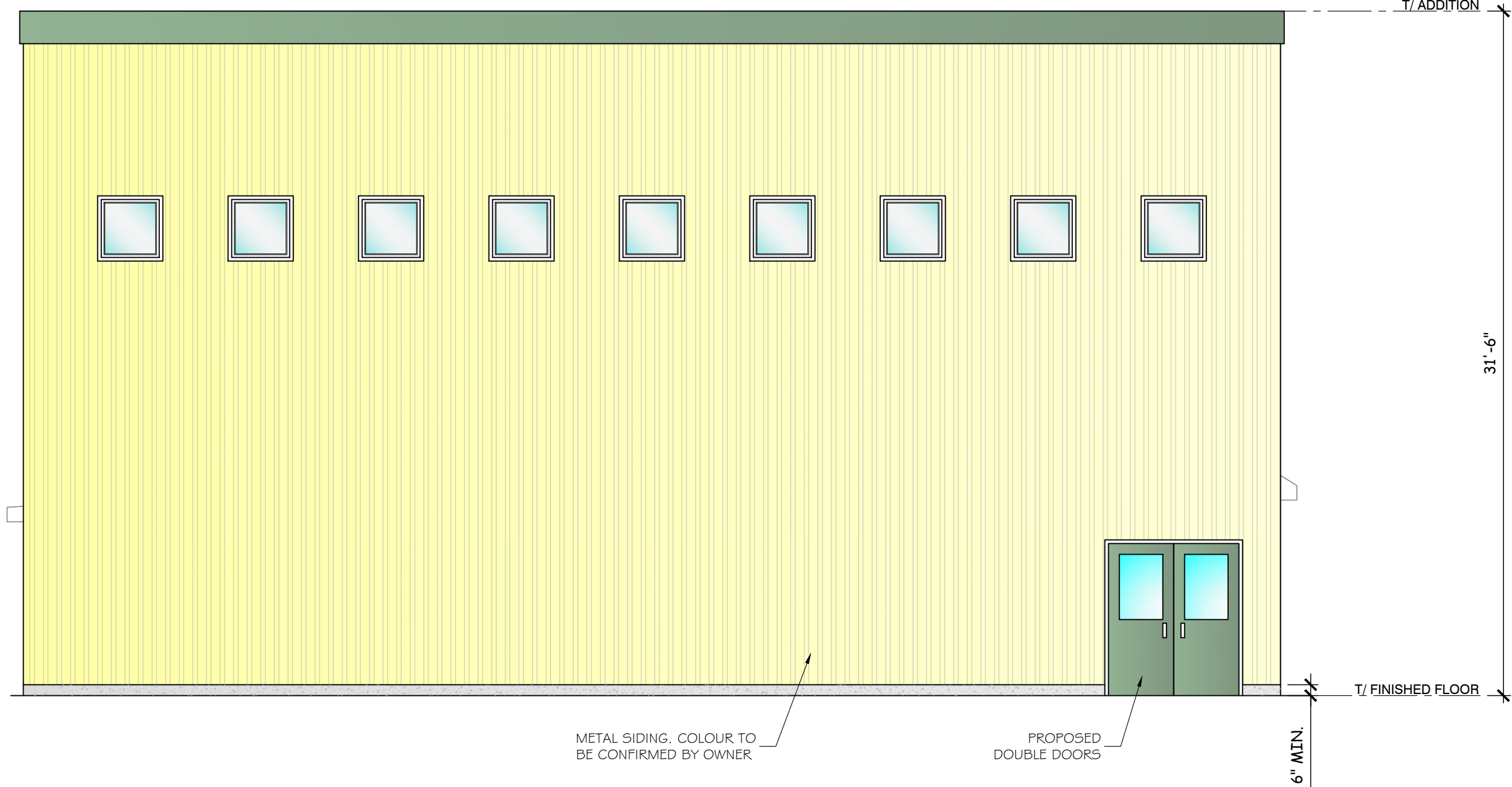
Drawing Title:

ELEVATIONS

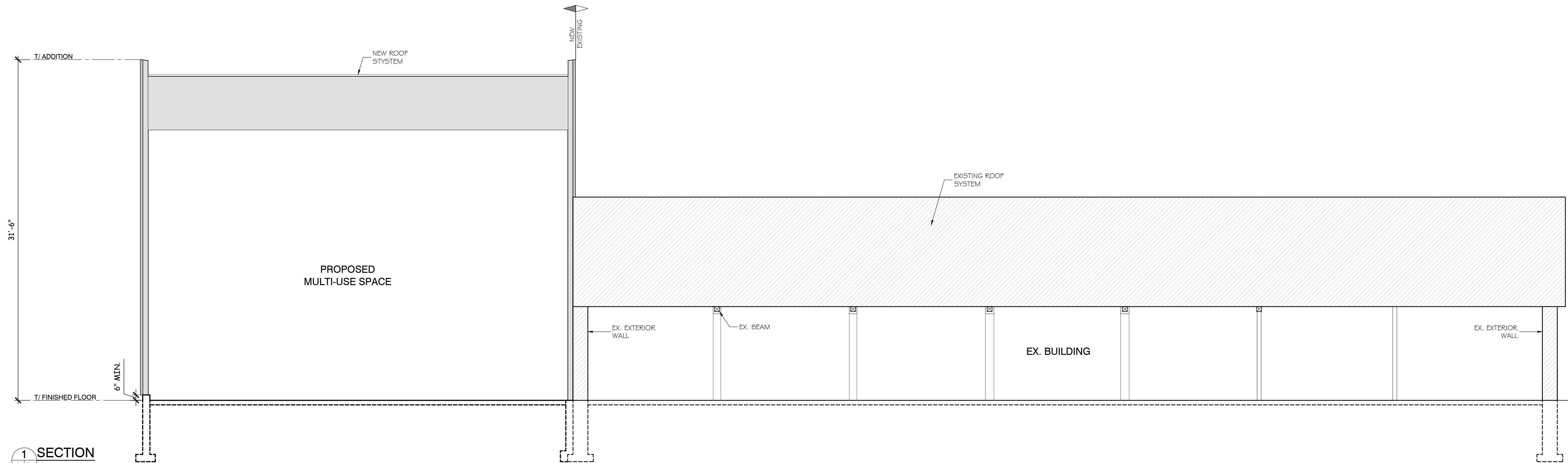
Design:	Checked:	Approved:	Project No.: 9027
Drawn: AD	Checked:	Date: 2025-04-17	Contract No.: 9027-1
Scale:	Drawing No.: A2		
Horizontal: AS SHOWN			REV. DATE: 5/1/2025
Vertical: AS SHOWN			



NORTH-WEST ELEVATION
SCALE: $\frac{3}{8}" = 1'-0"$



SOUTH-EAST ELEVATION
SCALE: $\frac{3}{8}" = 1'-0"$



1 SECTION
A1 A3 / SCALE: $\frac{3}{8}" = 1'-0"$

GENERAL NOTES

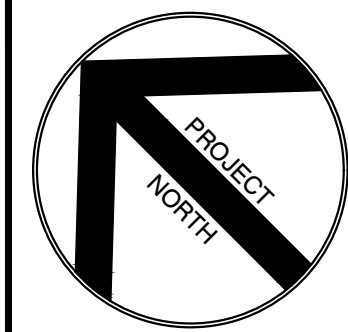
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Project Title:

GANANOQUE FITNESS

145 River Street, Gananoque, ON

Drawing Title:

**ELEVATIONS
& SECTION**

Design:	Checked:	Approved:	Project No. : 9027
Drawn: AD	Checked:	Date: 2025-04-17	Contract No. : 9027-1
Scale:		Drawing No. :	
 Horizontal: AS SHOWN		 REV. DATE 5/1/2025	
 Vertical: AS SHOWN			

PLANNING RATIONALE REPORT

Official Plan Amendment and Development Permit (Zoning) Amendment

Fitness and Recreation Centre, being Gan Fitness

145 River St, Gananoque, Ontario

Date: November 6, 2025

Table of Contents

- 1.0 Introduction and Purpose of this Amended Rationale
 - 2.0 Site and Context Overview
 - 3.0 Policy Justification: Conformity with the Gananoque Official Plan
 - 4.0 Compatibility and Site Analysis
 - 5.0 Develop Permit (Zoning) Rationale
 - 6.0 Conclusion
-

1.0 Introduction and Purpose of this Planning Rationale

This document serves as an Planning Rationale prepared in support of an application for a **Official Plan Amendment and Development Permit (Zoning) Amendment** to introduce a **Residential Designation, site-specific discretionary use**— Fitness and Recreation Centre (the “Proposed Centre”)—at **145 River St, Gananoque, Ontario**.

This rationale is submitted subsequent to an earlier application that proposed a General Commercial rezoning. While staff and the Planning Committee were strongly supportive of the proposed business activities and recognized the site’s suitability for a recreation facility, there was a clear directive to maintain the existing Residential Zoning designation.

The purpose of this new application and rationale is to respond directly to this feedback by demonstrating that the proposed use can be permitted as a site-specific exception to the

residential zone, thereby fulfilling the following critical planning objectives without necessitating a full commercial designation. It aligns with the objectives outlined in the Town's Official Plan and Zoning By-law by fostering community well-being, promoting active living, enhancing land-use compatibility, and revitalizing an underutilized site.

The subsequent application has site-plans, stormwater reports, elevation drawings and the Cataraquoi Conservation Authority have already submitted comments on the proposed centre and additions, all which are still valid for this application.

An Official Plan Amendment and Development Permit (Zoning) Amendment is proposed to change the site from Residential – legal non-conforming (flea market) to a Residential – Exception to allow a fitness and recreation center.

Gan Fitness is an established local business dedicated to improving the holistic health and wellness of the Gananoque community. We are far more than a traditional fitness facility; we operate as a vital piece of local social infrastructure—a Community Health Hub—that currently delivers critical services despite significant operational challenges.

Gan Fitness is not to be equated with the large, impersonal, high-volume fitness chains typically found in regional power centers. Our proposal represents a model of local commercial use that functions as a piece of essential social infrastructure, deeply complementing the surrounding residential neighborhood.

Despite our current location being on the second story of an industrial building, down a dead-end road lacking sidewalks or streetlights, we have fostered an inclusive and robust community presence:

- **Serving Diverse Demographics:** We currently offer dedicated fitness classes for adults, specialized sport-specific training for local youth teams, and essential fitness programs tailored for older adults.
- **Essential Developmental Services Support:** We actively partner with and provide a supportive space for developmental service groups, including Ventures Group Home and Community Living. We offer a safe location for these organizations to bring their clients and provide specialized training and support to facilitate their engagement in physical activity, ensuring these vulnerable residents remain active and supported right here in Gananoque.
- **Community Engagement & Economic Showcasing:** Beyond our facility walls, we proudly run yearly community-wide events, such as the Amazing Race Gananoque. This event is designed to showcase the community, drive local engagement, and highlight many of the town's local businesses.

The proposed relocation and new facility are driven by the vision to create a permanent,

inclusive, and highly accessible location to expand our role as a health hub:

- **Expanded Recreational Opportunities:** The new space will allow us to introduce dedicated structured and drop-in recreation, including popular activities like basketball, volleyball, and pickleball, transforming the facility into a recreational resource for all ages.
- **Strategic Youth Development Partnerships:** We will partner directly with local youth organizations, such as the Canoe Club, basketball and soccer clubs and youth hockey teams, providing them with a dedicated, safe, indoor space to conduct on and off-season strength training and skill development.
- **Addressing Local Childcare Gaps:** We will offer affordable summer youth fitness programs scheduled before and after local day camps. This structured offering is specifically designed to help local families manage childcare issues and transition schedules during the summer months.
- **Health and Fitness Programming:** We will continue to expand our offering of fitness programs and specialized classes (Yoga, Pilates, Personal Training) to meet the full spectrum of community wellness needs, ensuring Gananoque residents do not have to travel out of town for high-quality health resources.

The new location will not only resolve the accessibility and safety issues of our current industrial site but will dramatically increase our capacity to deliver these essential, community-specific social services, solidifying Gan Fitness as a cornerstone of public health and social connection in the residential area.

In essence, the proposed Gan Fitness is an essential local service whose operational scale and specialized programming are directly tailored to meet the social, health, and economic needs of its immediate community, making it the ideal form of local commercial use for this site.

2.0 Site and Context Overview

The site at 145 River St is uniquely positioned to serve as a local amenity anchor for the surrounding residential area.

Detail	Description
Municipal Address	145 River St, Gananoque, ON

Official Plan Designation	Residential
Proposed Official Plan Designation	Residential Exception
Existing Development Permit (Zoning)	Residential (Flea Market enjoys legal non-confirming)
Proposed Development Permit (Zoning)	Residential Exception to permit Fitness and Recreation Centre, Community Oriented
Site Character	Located in a predominantly residential area with neighbourhood commercial uses to the south (Bed and Breakfast) and open space uses to the east and north.

The proposed development will consist of two additions to the existing one-storey commercial building and the establishment of a fitness and recreation centre in the adaptively reused space. As noted by Staff at the Planning Advisory Meeting on October 28th, 2025: **“Staff appreciate that this specific property given the size, the existing building and flexibility for an addition, provides for an ideal building for the proposed use.”**

3.0 Policy Justification: Conformity with the Gananoque Official Plan

The proposal is assessed under the Official Plan's Residential Designation and is designed to leverage the Plan's guiding principles for healthy community development.

3.1 Overarching Vision and Guiding Principles (OP Section 2.0)

OP Section & Principle	Rationale for Conformity (The Proposed Centre)
2.1 Our Vision is to preserve and enhance	The low-impact, one-storey building

<i>the Town's unique "small town" heritage, preserve our historic and environmental character, and provide a high quality of life through a sustainable development pattern.</i>	maintains the existing character of the building and neighbourhood. Reuse of the existing commercial site demonstrates efficient and sustainable land-use planning. The gym is consistent with other health and well-being uses in the area (e.g., Gananoque Canoe Club across the river).
<i>2.2 (2) The waterfront will be maintained and improved as a community focal point and will be enhanced through balanced, sustainable public and private development which creates an attractive, accessible and useable waterfront for both local residents and visitors.</i>	Set back approx 56 meters from the Gananoque River. It supports recreational amenity by connecting to the Gananoque Trails and River access, promoting walking, running, kayaking, and biking for residents.
<i>2.2 (4) While striving to maintain historical, architectural character and uniqueness, we are committed to intensifying and enhancing the quality of our residential neighborhoods through a range of housing options, densities, and transitions from adjoining land uses</i>	Site changes are concentrated on the eastern portion of the site, furthest from residential uses. A 3-meter landscape buffer will be provided along the southern lot line to ensure appropriate transition.
<i>2.2 (7) We are committed to increasing the diversity of arts, cultural and recreational opportunities.</i>	The proposed Gan Fitness directly supports this by providing inclusive, year-round fitness and social opportunities. It features design elements (no stairs/multiple levels) for accessibility, particularly for seniors, and offers much-needed youth programming.
<i>2.2 (8) We will protect our natural environment.</i>	The proposed development is adequately separated from the Gananoque River, protecting the natural environment. The proposed stormwater management measures will ensure no negative impacts to groundwater or surface water. The proposed development represents the adaptive reuse and modest expansion of the existing building, minimizing land

	consumption, and thereby protecting the environment.
<p>2.3 1. Future development shall occur in the Town's Settlement area. The Town shall ensure that development makes efficient use of land and resources for the purposes of economical service and infrastructure provision, freight supportive and active transportation, efficient energy promotion, and climate change mitigation and adaptation.</p> <p>2 Future development shall be encouraged within the built up area. The Town shall endeavor to set minimum targets for intensification and redevelopment within the built up area.</p> <p>4. It is the intent of this Plan to achieve an increase in the density and intensity of land use through the use of compact form, a mix of land uses, and redevelopment or re-use of existing vacant or underutilized buildings and properties. This intensification is encouraged in the Settlement Area in accordance with the policies of this Plan. In particular, intensification is encouraged on sites: a. that are no longer viable for the purpose for which they were intended such as former commercial, industrial and institutional sites; b. where the present use is maintained and the additional of residential uses can be achieved in a safe and complementary manner; and c. with suitable existing or planned infrastructure and public service facilities.</p>	<p>The development is within the Town's Settlement Area. Repurposing an existing structure significantly reduces the carbon footprint compared to new construction and supports the Town's goal for intensification and re-use of underutilized buildings.</p> <p>For the expansion, incorporate energy-efficient lighting, modern HVAC systems, and water-saving features, aligning the project with contemporary sustainability standards.</p>

3.2 Residential Designation Policies (OP Section 3.2)

OP Section & Policy	Rationale for Conformity (Non-Residential Component)
<p>3.2.1 Goal: 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.</p>	<p>The facility meets the present and future social and economic needs by serving a diverse cross-section (seniors, youth, families). It functions as an essential non-residential neighbourhood component that supports local economic activity.</p>
<p>3.2 (4) Ensure that residential intensification, infilling and redevelopment within existing neighbourhoods is compatible with existing and planned character;</p>	<p>The fact that the building is already commercial means that a non-residential use is <i>part of the established and existing character</i> of the surrounding residential area. The neighborhood has already adjusted to a commercial presence here. Residential intensification guidelines encourage services and amenities that support residents within walking distance, and a fitness and recreation center provides a valuable local community-oriented service that promotes that residents work, live and play close to home.</p>
<p>3.2 (7) Promote the design of complete streets to reduce the need to drive and encourage walking, cycling, and active transportation;</p>	<p>The site is directly beside the Gananoque Trail System, strongly encouraging members to walk, cycle, or use other non-automotive forms of transportation.</p>
<p>3.2 (8) Permit a range of activities in residential areas including home-based</p>	<p>The proposed Gan Fitness is designed to operate as an essential community</p>

<p><i>businesses, local commercial, bed and breakfasts, Heritage Tourist Inn group homes, churches, schools, community facilities and open space.</i></p>	<p>resource, reducing isolation for seniors, providing safe recreational space for youth, and retaining local economic activity. Through collaboration, such as with seniors' groups, the facility will offer tailored fitness and recreation—including group classes, indoor pickleball, and dedicated space for local walk or kayak clubs—to reduce isolation and support active aging. Simultaneously, it will provide a much-needed recreational space for youth to engage in physical activity, sport, and mental wellness through dedicated programming and organized drop-in sessions. Crucially, the addition of a new, high-quality fitness facility strengthens Gananoque's attractiveness to new residents and visitors. As prospective homeowners and renters increasingly seek communities that prioritize health, wellness, and quality of life, the Centre provides a significant amenity. This local presence reduces the necessity for current residents to commute to Kingston or Brockville for their exercise needs, thereby retaining both economic activity and vital community relationships within Gananoque. By serving a diverse cross-section of residents, including seniors, rehabilitation clients, and families, the facility ensures a multi-generational improvement in quality of life.</p>
<p>3.2.2.1 Permitted Uses:</p> <p><i>Uses which complement residential neighbourhoods are also permitted, subject to the Development Permit By-law. These include home-based businesses or home industry uses, institutional uses such as schools, nursing homes, group homes and churches, open space uses such as parks and community centres, neighbourhood</i></p>	<p>Gan Fitness fundamentally will complement a residential neighborhood by acting as a health-focused community hub that enhances the quality of life, sustainability, and economic value of the area.</p> <p>Gan Fitness is fundamentally distinct from the large, corporate-owned fitness chains often associated with regional commercial</p>

commercial uses such as convenience stores, licensed daycares and bed and breakfast establishments.

centers. Our model functions as a true piece of local commercial, social infrastructure that is essential to the immediate residential neighborhood, rather than an amenity attracting regional traffic.

Key Differentiating Factors:

- **Tailored to the Local Community (Scale and Retention):** Unlike high-volume chain gyms that rely on oversubscription and high attrition, Gan Fitness is sized specifically to serve the population of Gananoque. Our business relies on member retention and fostering a supportive, less intimidating environment, not volume sales. This results in fewer peak-hour pressures and a more stable, predictable operational tempo that is compatible with a residential setting.
- **Personalized, Relational Service:** Our staff and trainers are neighbors and community members. This ensures a level of personalized attention and accountability that is impossible in an impersonal, large-scale franchise. We are positioned to offer specialized programs—such as focused fitness for seniors, accessible youth training, and unique local classes—that cater directly to the specific public health needs of this community.
 - **Deep Community Inclusion:** We are positioned to offer dedicated, accessible fitness opportunities for group homes and developmental service groups, such as Community Living or

	<p>Ventures Group Homes. This commitment ensures that vulnerable residents receive necessary recreational services locally, preventing the need for costly and inconvenient travel to larger municipalities like Kingston or Brockville.</p> <ul style="list-style-type: none">- Family and Youth Support: To directly address local family needs, we will offer structured youth fitness programs, camps, and activities before and after school hours. This serves as a vital component of childcare support for local families and instills lifelong health habits in the town's youth.- Fostering Social Cohesion: Gan Fitness will act as a true community hub by hosting teen and adult recreational opportunities, including organized leagues and drop-in times for popular activities like basketball, volleyball, and pickleball. This diversification of offerings creates organic social connections, reduces isolation, and makes the facility an attractive venue for multi-generational community activity. <ul style="list-style-type: none">● Improves Resident Health and Wellness: It provides the necessary infrastructure for physical activity, which is a key component of public health.
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	<p>Easy, local, access encourages residents—particularly seniors, youth, and families—to stay active.</p> <ul style="list-style-type: none"> • Supports Walkability and Active Transportation: Placing a gym within or adjacent to a residential area drastically reduces reliance on private vehicles for daily needs, encouraging walking or biking, which is key to creating a complete, sustainable community. • Enhances Property Value and Attractiveness: Proximity to high-quality amenities, especially those centered on health and lifestyle, is a major factor for prospective residents, increasing demand and stabilizing/boosting local property values. • Retains Local Spending: By offering a needed service locally, it prevents residents from traveling to other municipalities (like Kingston or Brockville) for exercise, directly keeping spending and economic activity within the town. <p>In essence, a well-planned gym functions as an essential piece of social infrastructure that supports municipal policy goals related to health, sustainability, and economic growth, making it a perfect fit for a residential area.</p>
<p>3.2.2.2 Non-Residential Uses- Local commercial uses such as small local retail plazas and convenience stores, schools,</p>	<p>Given the site's existing commercial use, the proposed change represents a</p>

<p><i>places of worship and community facilities are permitted in the Residential Policy Area. Existing non-residential uses shall be designated in the Development Permit By-Law. All new non-residential uses shall be subject to a Development Permit By-Law . Proposed nonresidential uses shall be reviewed to ensure compatibility with the existing and planned character, scale and adequate servicing. Proponents shall provide sufficient evidence to ensure that new development will not result in increased neighborhood traffic, noise or other emissions and will contribute to quality of life for local residents.</i></p>	<p>continuation rather than an intensification of activity. The anticipated traffic generation from a gym of this scale would be modest, particularly when compared to the peak, weekend operations of the flea market.</p> <p>Parking can be effectively managed within the site's capacity, and noise levels from indoor fitness activities will be negligible to adjacent properties. Also, moving the gym closer to the interior of the Town from its current location, will encourage members to walk or use alternative, non-automotive forms of transportation.</p>
<p><i>3.2.2.3 Waterfront Residential Development</i> <i>Residential development along the waterfront is permitted within the Residential Policy Area provided that waterfront development meets all relevant policies of this plan, including Lowertown Policies, Rural and Open Space policies, and Natural and Human Made Hazard Policies, as well as the provisions of the implementing Development Permit By-Lawhigh water mark Development Permit By-Law.</i></p>	<p>The Cataraqui Conservation Authority provided comments with regards to natural hazards under O.Reg 41/24. The CRCA does not object to the application.</p>

Development Criteria (Section 5.4.4 OP)

The proposed Gan Fitness redevelopment satisfies all relevant criteria outlined in Section 5.4.4 of the Official Plan, confirming the compatibility and appropriateness of the proposal for the site.

I. Access, Infrastructure, and Safety

Criteria	Compliance and Justification

1. Provision of Safe Access	Access is provided from River Street, identified as a local collector road on Schedule H of the OP.
2. Adequate Off-Street Parking	21 on-site parking spaces are provided, including two barrier-free space, located to the side and rear of the existing building, accessed from River Street.
3. Barrier-Free Access	Two barrier-free parking space is designated as required by the Development Permit By-law. Building additions will comply with the Ontario Building Code for full accessibility.
4. Emergency Vehicle Access	The proposed site layout meets all minimum standards to ensure the safe and efficient maneuvering of emergency vehicles for public and private property protection.
5. Availability of Municipal Services	No changes or upgrading to municipal services (water, sewer, fire, police, roads) are required for the building, thereby minimizing unnecessary infrastructure costs for the Town.
16. Physical Suitability of the Land	The site is physically suitable, offering adequate lot area and topography, sufficient access to River Street, municipal services, and adequate off-site parking to support the proposed commercial sports and recreation establishment.

II. Environmental, Stormwater, and Heritage Protection

Criteria	Compliance and Justification
6. Adequate Drainage/Stormwater Management	The Stormwater Management Report confirms that adequate drainage, stormwater management, and erosion control measures are planned or present on the site.

11. Protection of the Environment	The project avoids air, soil, or water pollution through the adaptive reuse of an existing commercial building. The SWM Report confirms no adverse impact on the Gananoque River will result.
12. Preservation of Trees	The subject site does not currently contain trees. The proposal enhances the site by planning the addition of six 50 mm caliper maple trees along the north lot line and River Street frontage.
14. Protection of Natural Resource Values	The development is sufficiently set back approximately 56 metres from the Gananoque River and will not pose adverse impacts to groundwater or surface water, preserving the natural heritage value of the watershed.
15. Conserving Cultural Heritage Resources	No cultural heritage resources are identified on or in proximity to the site as confirmed by the Town's Municipal Register.

III. Aesthetic, Landscaping, and Safety Enhancements

Criteria	Compliance and Justification
8. Landscaping, Privacy, and Setbacks	The 56 m setback from the Gananoque River, coupled with proposed landscaping and the French drain, ensures adequate separation from natural features and development constraints (noise/vibration).
9. Adequate Exterior Lighting	Sufficient exterior lighting will be provided for both the building and the parking area to enhance safety and usability after dark.
10. Control of Signs	Any on-site signage will be scaled appropriately to be in character

and Advertising	with the intended use and surrounding neighborhood.
17. Safety and Security Criteria	The development incorporates sufficient lighting, clear signage, and clear lines of sight. The adaptive reuse and complementary mix of uses (commercial, residential, open space) are appropriately located. Pedestrian routes will be provided within the site to ensure accessibility and safety near the building and parking areas.

4.0 Compatibility and Site Analysis

This section analyzes the site-specific measures taken to ensure the commercial use operates harmoniously within the surrounding Residential neighbourhood.

4.1 Land Use and Aesthetic Compatibility

- **Controlled Use:** The site-specific zoning will permit **only** a Fitness and Recreation Centre, avoiding the possibility of higher-impact commercial uses, thereby providing regulatory certainty to the neighbourhood.
- **Scale and Massing:** The building maintains its low, single-storey profile, respecting the scale of the surrounding residential buildings.
- **Built Form Transition:** The most significant changes (additions) are concentrated on the **eastern portion of the site**, furthest from the residential properties to the south.

4.2 Transportation, Parking, and Access

- **Traffic Generation:** Traffic is expected to be lower than the former flea market, with demand spread throughout the day, minimizing peak congestion.
- **Parking Provision:** The site will provide adequate on-site parking for the proposed additions. 21 spaces, including 2 barrier-free parking spaces are included. This capacity will be sufficient to accommodate staggered member use.
- **Active Transportation:** Direct proximity to the Gananoque Trail System is a major mitigating factor, promoting active transportation and reducing reliance on vehicular trips

4.3 Environmental and Operational Mitigation

Concern	Mitigation Measure
Waterfront Protection	The approx 56 meter setback from the Gananoque River and a dedicated stormwater management plan ensure compliance with Conservation Authority requirements.
Noise	All high-impact activities will occur within the fully enclosed, insulated building. All mechanical equipment will meet Municipal Noise By-law requirements.
Light Pollution	All exterior lighting will be full cut-off (down-lit) and fully shielded to prevent light spillage onto adjacent residential properties.
Hours of Operation	The site-specific zoning will cap daily hours of operation (e.g., 5:00 AM – 930 PM) to limit late-night traffic and activity in the residential area.
Landscaping	A 3-meter wide landscape buffer with evergreen and deciduous plants will be implemented along the southern property line to screen and provide transition to the residential neighborhood.

5.0 Development Permit (Zoning)

Provision Category	Requirement (single detached)	Requirements (Duplex)	Apartment	PROPOSAL
1. Lot Area (minimum)	464 sq m	557 sq m	930 sq m	2640 sq m
2. Lot Coverage (maximum)	35%	35%	35%	24%
3. Lot Frontage (minimum)	15 metres	18m	24 m	55.9m
4. Front Yard Setback (minimum)	6.0 m	6 m	6m	0m
5. Exterior Side Yard Setback (minimum)	4.5 m	4,5 m	4.5m	0m

6. Interior Side Yard (minimum)	1.2 m	1.2m	1.2m	20.1 m
7. Rear Yard Depth (minimum)	7.5 m	7.5m	6.5m	56m
8. Building Height (maximum)	11.0 m	11.0 m	20 m	9.6m

Site Planning and Justification for Zoning Amendments

The proposed Gan Fitness redevelopment is being handled in a technically sound manner that respects the site's history while significantly improving its overall aesthetic and functionality. Crucially, the following three zoning amendments are **technical in nature** and are required primarily to recognize the existing footprint of the building and the current condition of the site.

1. Minimum Setback Amendments (Front and Interior Side Yards)

Amendment Request	Required Setback (Residential)	Existing Condition	Justification and Proposal

Front Yard Setback (River Street)	6m	0 m	The amendment recognizes the existing 0-metre setback of the current building. It allows for a small addition to the front of the building to establish a proper, accessible new entrance . This is a technical amendment to permit the building's continued use and necessary accessibility improvements.
Interior Side Yard Setback (North Lot Line)	1.2 m	0 m	The amendment recognizes the existing 0-metre setback from the north lot line. It will allow for a necessary addition to the rear of the building (away from River Street) for improved operational space. This is a technical amendment to allow the building's continued location and functional expansion.

2. Landscaped Open Space Reduction Justification

The proposed design uses significantly **less coverage** than the zoning maximum, ensuring the facility remains low-density with ample space for parking, buffering, and landscaping, thereby preventing the site from appearing crowded or overbuilt. It is requested to recognize the existing condition of the site, where a portion of the front yard along River Street and the eastern area (near the Gananoque River) is **currently gravelled**, rather than landscaped open space.

- Recognition of Existing Condition: This amendment is purely to recognize the existing gravelled condition of the site. It does not permit the expansion of any existing non-landscaped area, nor does it require the removal of any existing vegetation, as none is currently present.
- Stormwater Management: The accompanying Stormwater Management Report confirms that the implementation of recommended measures, including the installation of a French drain in the eastern portion of the site, will ensure stormwater flows are maintained to pre-development levels. This negates any potential adverse effects of the gravelled area on runoff.
- Aesthetic Impact: The front yard extending toward the Gananoque River is located to

the rear of the existing commercial building, meaning impacts on neighborhood character are not anticipated.

3. Proposed Site Improvements (Net Benefit)

The redevelopment incorporates significant improvements that result in a net benefit to the streetscape and the residential neighborhood:

- **Net Increase in Landscaping:** A 3-metre wide landscape strip is proposed along the south lot line, resulting in a net increase in landscaped open space on the overall site.
- **Enhanced Streetscape:** Six 50 mm caliper maple trees are proposed for planting—two along the River Street frontage and four along the north property line adjacent to the Waterfront Trail—to ensure an attractive and green streetscape.
- **Parking Provision:** 21 on-site parking spaces are proposed, including two barrier-free spaces, which will be appropriately located east of the proposed addition.
- **Pedestrian Safety:** A concrete pedestrian walkway is proposed along the south side of the building, providing a separated, safe path of travel from the accessible parking area to the main entrance.

6.0 Conclusion

Summary of Justification

This Planning Rationale has demonstrated conclusively that the application for a site-specific discretionary use for the Community-Oriented, Fitness and Recreation Centre at 145 River Street represents an ideal planning solution for the Town of Gananoque.

The proposal achieves full conformity with the Town's Official Plan objectives for health, efficiency, and community well-being, all while respecting the Committee's direction to maintain the underlying Residential Zoning fabric. The comprehensive compatibility controls—including the commitment to 24% lot coverage (well below the 35% maximum), the provision of 21 on-site parking spaces, and the proposed net increase in landscaping—ensure the use will be low-impact and seamlessly integrated into the neighborhood.

By adaptively reusing a functionally-obsolete commercial building, Gan Fitness will:

- Function as a vital Community Health Hub, not a generic commercial gym, offering specialized, inclusive programs for seniors, youth, and developmental service groups.
- Support municipal sustainability goals by promoting walkability and active transportation through its interior location.
- Deliver lasting economic, health, and social benefits to the Town, filling the void left by past recreational facility closures and ensuring local spending remains in Gananoque.

The proposed rezoning to allow a gym at 145 River Street represents a thoughtful, well-aligned, and community-enhancing use of the site. It meets all key planning criteria related to land-use compatibility, accessibility, efficient use of existing services, and direct support for community well-being. This project is a necessary and highly desirable investment in the social infrastructure of the neighborhood.

**GAN FITNESS
145 RIVER STREET
GANANOQUE, ON**

STORMWATER MANAGEMENT REPORT



**EASTERN ENGINEERING GROUP INC.
APEX BUILDING
100 STROWGER BLVD, SUITE 207
BROCKVILLE, ON
K6V 5J9**

MARCH 2025

REVISION RECORD					
REV	DESCRIPTION	PREPARED BY			
0	PEER REVIEW COMMENTS	CJ	2025-11-19		
1					
2					
3					

1.0 PROJECT BACKGROUND

The project involves a new addition to the existing building at 145 River Street and revision to the site with additional gravel parking area. The building expansion is 210 m² at the rear of the building and a new entry addition of 31 m². The gravel parking area is 1167 m².

The report is a summary of data, calculations, design and support documentation required for the stormwater management of the site.

2.0 LOCATION

The property is located at current 145 River Street, Gananoque.

3.0 SERVICING

The existing building is serviced via municipal sanitary and water from the adjacent streets. There will be no increase or change in servicing for the building. The existing water is a 150mm dia service to the property for fire protection.

The existing sanitary location could not be confirmed but there is an existing service to the building draining by gravity to the Town infrastructure.

4.0 DRINKING WATER SOURCE PROTECTION

As per Cataraqui Region Conservation Authority, portions of the site are in an area identified as a significant groundwater recharge area (SGRA) and Highly Vulnerable Aquifer (HVA). As mandated by the Clean Water Act (2006), the Source Protection Plan identifies significant activities that are considered to be drinking water threats.

A review of the proposed use of the site confirms that the activities planned on the site will not be a threat or risk to the groundwater. There will be no chemical handling or storage of any

items listed in the Cataraqui Source Protection Plan. The proposed use of the site is a fitness centre.

5.0 EXISTING CONDITIONS

The area being redeveloped currently does not have any stormwater management facilities in place. The existing parking lot drains easterly towards the Gananoque River on the site. There is no controlled outlet currently.

The intent of the stormwater management plan presented herein is to mitigate any negative impact that the proposed development will have on the Town sewer system and neighbouring properties.

6.0 SEDIMENT AND EROSION CONTROL PLAN

To control sediment and erosion during construction the following shall be adhered to:

1. Before proceeding with any area grading the silt fence must be constructed where indicated.
2. Silt control fence shall be installed where shown and maintained until the completion of the landscaping.
3. Catchbasin silt traps are to be installed at all catchbasins off site where runoff can drain.
4. Accumulated silt to be removed off site prior to removal of the silt control fence.
5. Contractor to clean adjacent roads on a regular basis to the satisfaction of the Town.
6. The silt fence must be inspected weekly and immediately after rainfall events for rips or tears, broken stakes, blow outs (structural failure) and accumulation of sediment. The silt fence must be fixed and/or replaced immediately when damaged. Sediment must be removed from silt fence when accumulation reaches 50% of the height of the fence.
7. Upon completion of landscaping all sediment and erosion control measures shall be removed.
8. No construction activity or machinery shall be beyond the silt fence.
9. All earth or topsoil stockpiles shall be surrounded with a sediment control fence.

The Contractor shall be responsible for monitoring and maintaining the sediment and erosion control facilities until re-vegetation is complete.

The Sediment and Erosion Control Plan shall be considered a ‘living document’ that may need to be changed or adjusted during the life of the project to be effective.

7.0 PROPOSED STORMWATER MANAGEMENT DESIGN

The stormwater management for the new commercial development and parking area will be done via grading and use of low impact development to contain and treat stormwater runoff before leaving the site.

The intent of stormwater management is to limit the Post-development drainage runoff to the 5 year Pre-development conditions. The existing site has no stormwater management in place with no storm sewers. The proposed works will contain all runoff on the parking area.

The proposed SWM facilities are shown on the C1. Storage will be provided on site for the 2 through 5 year events, using infiltration trench and surface.

8.0 QUALITY– BEST MANAGEMENT PRACTICES

The site is less than 2 ha, using the Stormwater design manual, Section 4.1.1, and will be treated as a smaller developed area and recommend Lot Level and Conveyance Controls should be allowed for the site.

The flow from the site will follow natural drainage paths towards the east and Gananoque River. To help with water quality, Best Management Practices and Low Impact Development strategies are addressed by the rural nature of the development which includes the following factors:

Infiltration

Designing water flow paths in a longer shape will help with the removal of sediment and keeping temperature of the water lower. The flow path from the parking area to the infiltration trench is a low sloped gravel area. The gravel will and infiltration area allow for infiltration.

Preserve areas of undisturbed soil and vegetation

Areas that can retain their natural soils and current conditions should be included in the planning. The area of undeveloped treed area at the east end will be preserved to accommodate all runoff from the site.

Lot level Controls

At the lot level, the effects of runoff reduction measures are enhanced by minimizing lot grades to promote natural infiltration. Due to the natural topography or relief of the site, the existing grading of the entire site will be maintained and thus allowing natural filtration and absorption to continue while maintaining base flows and reducing TSS levels.

Conveyance Control

The use of low gradient grassed areas where possible is one of the best conveyance controls available.

Treatment Method

The treatment method will be best management practices included an infiltration area outside the floodplain setback. This also acts as a large buffer strip between the gravel parking area and the Gananoque river.

Treatment Area

This area has been designed and grades so all new surfaces drain to the grass areas around the development. The parking area is graded to flow to the grass swales and infiltration areas. The intent of the design is to provide a normal level of protection as defined by the MOE Stormwater Management Planning and Design Manual, March 2003 for the area being developed into a storage area.

9.0 LOW IMPACT DEVELOPMENT

As the practice of SWM has evolved, increasing emphasis has been placed on treating the runoff as close as possible to the source using a sequence of treatment methods called a “treatment train approach” and Best Management Practices. As a result, Low Impact Development (LID) approaches were established to mimic the existing natural hydrologic environment and to allow the rainwater to infiltrate, filter, and evaporate close to the source. Typical LID practices include rainwater harvesting, green roofs, downspout disconnection,

soak-away pits, infiltration trenches and chambers, bio-retention, vegetated filter strips, enhanced grass swales, and permeable pavements.

Based on the type of proposed development the LID features for the site, downspout disconnection involves directing the runoff from roof leader downspouts to a pervious area, which drains away from the building. This gives an opportunity for the runoff to infiltrate before it reaches the Gananoque River.

Additionally, grass swales will be implemented in line before the infiltration area on the site to provide quality control of stormwater. It will be constructed at gentle gradient to promote absorption and infiltration, as well as providing some opportunity for particle filtration.

The gradient of the system will be enough to ensure the continuous flow of stormwater, minimizing standing water. Outlet flow controls will be provided to attenuate the flows and meet the quantity control objectives. Details regarding the outlet controls are included in this report, with the placement, sizing, and elevations.

10.0 QUANTITY – PRE-DEVELOPMENT

The site will be considered a treed area prior to the parking lot expansion. The runoff coefficient for the existing areas are calculated using the areas and assumed C for the lands.

The C_{avg} for the 5 year Pre- are calculated as follows:

Runoff Coefficient Calculation:			
PRE DEVELOPMENT			
Surface	C	Area (m2)	Area (ha)
Gravel	0.60	383.000	0.04
Grass	0.35	1863.100	0.19
Asphalt/Concrete	0.90	0.00	0.00
Building	0.90	393.61	0.04
Pasture Lands	0.28	0.00	0.00
Average C = 0.468284016		SUM:	0.26

POST DEVELOPMENT			
Surface	C	Area (m2)	Area (ha)
Gravel	0.60	1167.00	0.12
Grass	0.35	779.00	0.08
Asphalt/Concrete	0.90	0.00	0.00
Building	0.90	632.82	0.06
Pasture Lands	0.28	0.00	0.00
Average C = 0.60		SUM:	0.26

C_{pre} was calculated to be 0.47. C_{post} is 0.66

Drainage Area for Qpre					
Pre Runoff C =	0.468284016				
Area =	0.264	ha			
5 YEAR					
Time (min)	mm*ha/hr to L/s	C	I (mm/hr)	A (ha)	Q (L/s)
5	2.78	0.47	155.10	0.264	53.299
10	2.78	0.47	95.50	0.264	32.818
15	2.78	0.47	71.90	0.264	24.708
20	2.78	0.47	58.63	0.264	20.147
25	2.78	0.47	50.16	0.264	17.238

The allowable flow from the full site based on the pre-development 5 year storm event is **24.708 L/s**.

The water quantity objective for the storage area is to not exceed the existing stormwater flows from this area. The flow is limited to the pre-development runoff rates. Please note that it is widely recognized that the rationale method typically overestimates peak runoff flows and as a result is an extremely conservative prediction method. Any facilities that are sized using results from the rationale method are expected to function in “real world” conditions.

11.0 QUANTITY - POST DEVELOPMENT

The post development flows are calculated using Modified Rationale method for various times and rainfall intensities, to determine the stormwater storage requirements for each area.

11.1 Drainage Area 1

The post development runoff coefficient is 0.60 for 5 year event. The rainfall intensity is taken using tables from rainfall intensity of the property is calculated from the IDF curves available at MTO IDF Curve Finder, and the rainfall intensity values for Gananoque.

POST DEVELOPMENT			
Surface	C	Area (m2)	Area (ha)
Gravel	0.60	1167.00	0.12
Grass	0.35	779.00	0.08
Asphalt/Concrete	0.90	0.00	0.00
Building	0.90	632.82	0.06
Pasture Lands	0.28	0.00	0.00
Average C =		SUM:	0.26

The allowable release rate from Drainage Area 1 is 24.708 L/s (5 year).

Drainage Area for Qpost								
Post								
Runoff C =		0.66						
Area =		0.26		ha				
5 YEAR						Allowable Release		
			I					Storage
Time (min)	mm*ha/hr to		(mm/hr	A (ha)	Q (L/s)	Allowed	Net	Reqd
	L/s	C)			Discharge	Runoff	(m3)
5	2.78	0.598	155.10	0.264	68.075	24.708	43.367	13.010
10	2.78	0.598	95.50	0.264	41.916	24.708	17.208	10.325
15	2.78	0.598	71.90	0.264	31.557	24.708	6.849	6.165
20	2.78	0.598	58.63	0.264	25.732	24.708	1.024	1.229
25	2.78	0.598	50.16	0.264	22.016	24.708	-2.692	-4.038
100 YEAR						Allowable Release		
			I					Storage
Time (min)	mm*ha/hr to		(mm/hr	A (ha)	Q (L/s)	Allowed	Net	Reqd
	L/s	C)			Discharge	Runoff	(m3)
5	2.78	0.598	259.00	0.264	113.677	24.708	88.969	26.691
10	2.78	0.598	159.50	0.264	70.006	24.708	45.298	27.179
15	2.78	0.598	120.20	0.264	52.757	24.708	28.049	25.244
20	2.78	0.598	97.65	0.264	42.860	24.708	18.152	21.782
25	2.78	0.598	83.55	0.264	36.670	24.708	11.962	17.943
30	2.78	0.598	74.00	0.264	32.479	24.708	7.771	13.988

Therefore, based on Modified Rationale Method, the storage requirement for Drainage Area 1 for 5 year storm event is 13.01 m³ and for the 100 year storm is 27.18 m³. The storage will be in an underground infiltration trench.

11.0 STORAGE PROVIDED

The stormwater storage requirements for the new development for the commercial building is 27.18 m³. The site storage requirements are achieved with the use of an infiltration trench at the east end of the gravel areas. The area of the French drain is 75 m². The volume is calculated by area x depth (0.91) x 40% voids in clear stone for 27.3 m³.

Outlet control is achieved with use of subdrains from the infiltration area to the slope at the river edge. The subdrain will be 100mm dia which will drain the infiltration area during large storm events. Each subdrain is sloped to allow for 12 L/s in full flow velocity.

12.0 WINTER OPERATION

During the winter months, snow will be stored in areas designated as snow storage area. If accumulation is above normal, snow will be removed from the site and parking lot. Regular maintenance of the parking lot in spring to remove accumulated sand will be required.

13.0 MAINTENANCE

Refer to Appendix A for Maintenance Procedures.

Prepared by:

Eastern Engineering Group Inc.

100 Strowger Boulevard, Suite 207

Brockville, ON K6V 5J9

Colin A. Jardine, P. Eng

November 19, 2025



MAINTENANCE PROCEDURES

APPENDIX A

Maintenance procedure:

a. Basin Berm Grass Cutting

A regularly scheduled program of mowing and trimming of the grass at SWMFs during the growing season will help to maintain a tightly knit turf and will also help to prevent diseases, pests, and the intrusion of weeds. The actual mowing requirements of an area should be tailored to the specific site conditions, grass type, and seasonal variations in the climate. In general, grass should not be allowed to grow more than 1 to 2 inches between cuttings. Allowing the grass to grow more than this amount prior to cutting it may result in damage to the grass growing points and limit its continued healthy growth. At a minimum, once per month (if needed) mow the side slopes and berm area of the basin.

b. Grass Maintenance

Grassed areas require periodic fertilizing, de-thatching, and soil conditioning in order to maintain healthy growth. Additionally, provisions should be made to re-seed and re-establish grass cover in areas damaged by sediment accumulation, storm water flow, or other causes.

c. Vegetative Cover

Trees, shrubs, and ground cover require periodic maintenance, including fertilizing, pruning, and pest control in order to maintain healthy growth.

d. Removal and Disposal of Trash and Debris

A regularly scheduled program of debris and trash removal from SWMFs will reduce the change of outlet structures, trash racks, and other components becoming clogged and inoperable during storm events. Additionally, removal of trash and debris will prevent possible damage to vegetated areas and eliminate potential mosquito breeding habitats. Disposal of debris and trash must comply with all local, county, state, and federal waste flow control regulations. Only suitable disposal and recycling sites should be utilized.

e. Sediment Removals and Disposal

Accumulated sediment should be removed before it threatens the operation or storage volume of a SWMF. Disposal of sediment must comply with all local, county, state, and federal regulations. Only suitable disposal sites should be utilized. The sediment removal program in infiltration facilities must also include provisions for monitoring the porosity of the sub-base, and replacement or cleansing of the

pervious materials as necessary. Agencies such as the Ministry of the Environment, Conservation and Parks should be contacted for information on disposal regulations.

f. Infiltration Trench and Storm basin Maintenance

A program of monitoring the proper functioning of the infiltration basin should be established. Silt and or sediment accumulation, vegetative growth, and animal populations should be monitored on a regular basis. The timely removal of silt or sediment accumulation, proper mowing of grass and observation of animal damage can prevent more serious problems from occurring. Raking or tilling by light equipment can assist in maintaining infiltration capacity and break up clogged surfaces.

As a minimum, four (4) times per year (quarterly): Inspect for clogging and excessive debris and sediment accumulation. Remove sediment (if needed) when basin is completely dry.

As a minimum, two (2) times per year: Inspect for signs of damage to structures, repair eroded areas, check for signs of petroleum contamination, and remediate.

As a minimum, once per year: Inspect basin for unwanted tree growth, remove and replace as necessary any areas of damaged vegetation.

After every storm exceeding one (1) inch of rainfall, inspect and, if necessary, remove and replace damaged vegetation areas to restore the original infiltration rate.

g. Inspection

Regularly scheduled inspections of the SWMF should be performed by qualified inspectors. The primary purpose of the inspections is to ascertain the operational condition of embankments, outlet structure, and other safety-related aspects. Inspections will also provide information on the effectiveness of regularly scheduled preventative and aesthetic maintenance procedures and will help to identify where changes are warranted. Finally, the facility inspections should be used to determine the need for and timing of corrective maintenance procedures. In addition to regularly scheduled inspections, an informal inspection should be performed during every visit to a SWMF by maintenance or supervisory personnel.

h. Reporting

The recording of all maintenance work and inspections provides valuable data on the facility condition. Along with the written reports, a chain of command for reporting and solving maintenance problems and addressing maintenance needs should be established. All inspection reports and records shall be retained for a minimum of five (5) years.

i. Structural Repairs

Structural damage to outlet and inlet structures and headwalls from vandalism, flood events, or other causes must be repaired promptly. At a minimum, once per month (if needed) stabilize eroded banks and repair erosion at structures. Equipment, material, and personnel must be available to perform these repairs on short notice. The analysis of structural damage and the design and performance of structural repairs shall only be undertaken by qualified personnel.

j. Embankment and Slope Repairs

Damage to basin embankments, and side slopes as well as stone forebay embankment must be repaired promptly. At a minimum, once per month (if needed) stabilize eroded banks and replace stone. Typical problems include settlement, scouring, cracking, sloughing, seepage and rutting. Equipment, materials and personnel must be available to perform these repairs on short notice. The immediacy of the repairs will depend upon the nature of the damage and its effects on the safety and operation of the facility. The analysis of damage and the design and performance of geotechnical repairs should only be undertaken by qualified personnel.

k. Dewatering

It may be necessary to remove ponded water from within a malfunctioning Infiltration Basin SWMF. This ponding may be the result of a blocked principal outlet (detention facility), inoperable low-level outlet (retention facility), loss of infiltration capacity (infiltration facility), or poor bottom drainage. Portable pumps may be necessary to remove the ponded water temporarily until a permanent solution can be implemented.

l. Erosion Repair

Vegetative cover or other protective measures are necessary to prevent the loss of soil from the erosive forces of wind and water. Where a re-seeding program has not been effective in maintaining a non-erosive vegetative cover, or other factors have exposed soils, to erosion, corrective steps should be initiated to prevent further loss of soil and any subsequent danger to the stability of the facility. Soil loss can be controlled by a variety of materials and methods, including riprap, gabion lining, sod, seeding, concrete lining, and re-grading. The Ministry of the Environment, Conservation and Park can provide assistance in recommending materials and methodologies to control erosion.

m. Elimination of Trees, Brush, Roots, and Animal Burrows

Large roots can impair the stability of dams, embankments and side slopes and animal burrows. Burrows can present a safety hazard for maintenance personnel. Trees and brush with extensive woody root systems should be completely removed from dams and embankments to prevent their destabilization and the creation of

seepage routes. Roots should also be completely removed to prevent their decomposition within the dam or embankment. Root voids and burrows should be plugged by filling with material similar to the existing material, and capped just below grade with stone, concrete, or other material. If plugging of the burrows does not discourage the animals from returning, further measures should be taken to either remove the animal population or to make critical areas of the facility unattractive to them.

n. Snow and Ice Removal

Accumulations of snow and ice can threaten the functioning of SWMF, particularly at inlets, outlets, and emergency spillways. Providing the equipment, materials, and personnel to monitor and remove snow and ice from these critical areas is necessary to assure the continued functioning of the facility during the winter months.

File: 9027

November 19, 2025

Town of Gananoque
30 King Street East
Gananoque, Ontario
K7G 1E9

Re: Peer Review and CRCA comments
Gan Fitness Centre

Please find below our responses to the comments from the above submission:

Jewell Engineering Comments September 12, 2025

SWM Report Comments:

- 1) The site area is shown as 2,640m², of which 383m² is gravel, 1,863m² is grassed and 394m² is covered by buildings. Post-Development conditions will increase the gravel area to 1,839m², buildings to 633m² and reduce landscaped areas to 168m². Overall, the runoff coefficient is expected to increase from 0.47 to 0.66. The site plan drawings show proposed concrete sidewalk that does not appear to be included in the surface coverage calculations. This should be reviewed.
The areas have been updated with setback requirements by CRCA comments.
- 2) Report page 7? (pages are not numbered), section 10.1 states that the post-development runoff coefficient is 0.80 for the 5 year event. This is assumed to be a typo – the chart following that statement shows the calculation of 0.66.
Updated typo and numbered pages for clarity.
- 3) The water quality treatment Section 8.0 refers to lot level and conveyance controls, as well as BMPs and LIDs. This section introduces a list of measures that are stated to be addressed by the ‘rural nature of the development’. Many of the measures appear to be carry overs from another report. Please review the description of each measure that is being used and make sure they apply. As an example, the conveyance control subsection promotes the ‘low gradient grassed areas’ as ‘one of the best conveyance controls available’ but the design does not appear to include any. For clarity, this describes the grassed bottoms and side slopes and their benefit as filters and for promotion of infiltration.
Report was updated. New sections added.
- 4) Water quality is intended to achieve Normal treatment levels. The measures referenced to achieve Normal are mostly not present. How will the site achieve Normal targets? If the site is relying on the north landscaped area – consider that the grading of this area shows that any flow from this area would drain northeast to the trail. It would not direct drainage to the French drain. A portion of the parking lot will drain to the landscaped area and not the French drain (see existing grade)

84.52m will drain to 84.19m. The 84.61m and 84.58m closer to the French drain will obstruct drainage to the French drain. If the site is relying on the south landscaped area – no part of the site will drain to it. Do not suggest that the gravel parking lot is the BMP that is relied on for quality control. What remains then is the French drain area that appears only to be sized for quantity controls.

Grading has been revised so all water on the parking area site is directed to the infiltration area. The north area is not part of the property and water is now directed away from the property line.

- 5) Section 10 calculates the storage requirements as 15m³ for the 5-yr and 31.4m³ for the 100-yr. Section 11 references the storage requirements as 33m³. This is assumed to mean ‘storage provided’
Report has been updated and typo fixed.
- 6) Section 12 describes how the site will perform in the winter. It references the catch basins, manholes, ditches and swales. None of these features are proposed.
Report has been updated.
- 7) Section 16 references the maintenance requirements. The section appears to offer no specific instruction on maintenance. Instead it appears to instruct the owner to develop a maintenance plan. Provide maintenance instruction for the French drain.
Maintenance procedures included in appendix.
- 8) Review the section numbering (sections 13 to 15?).
Corrected numbering.
- 9) Quantity storage is stated to be achieved using the infiltration trench. However, reliance on an infiltration trench requires that the designer also verify that the infiltration technology will empty within 48 to 72 hours. What soil conditions are present? What groundwater conditions? What is the depth to bedrock?
Infiltration trench acts as storage and infiltration. The volume is achieved for the 100 year storm event at 5 year release rate. It is expected that stormwater will infiltrate when possible and flow through the control subdrains in larger events to the Gananoque River.

Drawing Comments:

- 10) The existing conditions drawing appears to show the existing sidewalk area extends to the limits of the proposed building. The existing gravel area appears to cover significantly more of the site than is listed in the SWM report tables. Conversely, the coverage of the landscaped areas appears to be much less in existing conditions. The drawing also appears to show proposed features such as the “new landscaped area”, Proposed Landscaped / Mulch Area”, “gravel area” and grading. Please clearly display the actual existing conditions on the C0 dwg.
The Existing conditions plan has been updated.
- 11) The Site Plan drawing (C1) shows four proposed trees. Some of these appear to be proposed within the gravel area. Is this intended? The concrete sidewalk is all shown to be proposed. Please confirm how much sidewalk exists and how much will be added.
Trees have been relocated outside the gravel area. The existing sidewalk will be replaced with new addition and a new sidewalk.
- 12) The grading plan suggests that the grassed area in the front of the building likely drains toward River Street.

- The area is uncontrolled and not being changed. Existing conditions maintained.*
- 13) Similarly, the “proposed landscaped / mulch area” appears to drain to the trail – not to the “french drain” area.
Modified grading to keep water on site.
- 14) How does the current building drain? It appears the north half of the building drains offsite to the trail and would not stay within the property limits. This also affects the overall SWM calculations. Drainage from the roof over the new extension should be clearly explained and any instruction on roof drains should be noted on the drawings.
Roof drains will be directed to the parking lot. Any new runoff from the addition will be sloped to the parking lot. Existing drainage on existing roof is not being modified. Building was constructed on the property line not allowing any modifications on Town property.
- 15) The position of the existing building with respect to the property line is dimensioned on the site plan, except along the frontage of River Street. Here the existing building appears to encroach onto the ROW.
Correct, existing conditions.
- 16) Correct the BM elevation to 86.94m.
Corrected typo
- 17) Please identify the materials proposed for the ‘french drain’.
Detail added to C2.
- 18) Please provide a cross-section showing how the French drain will be constructed. The site plan indicates some double dashed lines extending from the French drain to the river. Are these piped outlets / sub drains? How will these be terminated at the river? What sediment and erosion controls will be proposed here?
Added silt fence along east edge of construction. Details of drain added. Rip Rap with silt fabric wrapped.
- 19) Will the landscape buffers be created with a certain depth of topsoil and seed? Or sod?
Any modified areas outside the property will be reinstated with topsoil and seed.
- 20) Will the existing fence in the north landscaped area be removed and replaced along the property line?
Yes, fence will be left in place. Moved or relocated as necessary.
- 21) Will the French drain be constructed inside or outside of the fenced area?
French drain area relocated outside 10m setback. Will be constructed around the fence.
- 22) There is a proposed elevation of 86.50m in the middle of the south entrance. It does not seem to fit with the surrounding existing grades. Please review.
Grades updated.
- 23) Show the proposed finished floors on the site plan drawing. Show the locations of the entrances. Show the sidewalk elevation at the entrances. What is the elevation difference between the sidewalks and the gravel?
Sidewalk is flush with gravel. Grades added.
- 24) Show proposed elevations around the extension. Existing grades are 84.96m to 85.20m in this area. Is a sidewalk required here for accessibility?
Doors proposed added to drawing.

1. Encroachment of material and grading is not permitted within/below the 83.3 m flood plain. The proposed “French Drain” will need to be revised so that it is entirely outside this elevation and no changes are made in the flood plain.
Please revise the drawings to demonstrate this.
Revised location of the infiltration French drain. Top of basin area is 85.00 and bottom is at 84.09m.
2. **Please confirm the distance from the French Drain area to the toe of the shoreline slope.** This feature and associated placement of material and grading will need to be at least 10 metres from the toe.
Moved outside the 10 metre setback and labelled setback.
3. Please confirm if existing trees and vegetation along the shoreline slope will be retained and what, if any, removals will occur.
Only works in the setback are the subdrains shown. No removal of vegetation is proposed.
4. As is standard, Cataraqui Conservation requests that drainage area maps be provided in the SWM Report for both predevelopment and post development conditions. **Please revise.**
The drainage area plans are added.
5. Cataraqui Conservation guidelines require quantity control be provided for the minor through regulatory return periods (2 year through 100 year), it hasn’t been demonstrated that control will be achieved up to the 100-year predevelopment allowable release rate. **Please revise.**
Quantity control done with use of subdrains.
6. On-site stormwater storage should be provided for the 5 through the 100-year events, it is not clear if this is the case. **Please address.**
On site quantity control with the use of French drain for the 100 year storm.
7. Please indicate on the plans and in the report where surface storage will occur.
Please revise.
Revised to remove surface storage.
8. In response to comment 1, above, if the storage capacity/function of the French Drain is reduced due to revisions to get it outside the flood plain, the designer will need to modify this area so that necessary capacity is still provided. **Please address.**
Storage is achieved.
9. Calculations should be provided within the report to prove the underground infiltration trench and surface storage will provide sufficient storage for up to the 100-year event. **Please revise.**
Dimensions added to report for calculations of storage volume. 75m² x 0.91m deep with 40% voids.
10. Please illustrate the location and type of erosion and sediment controls in the drawings.
Added silt fence to drawing
11. **Please indicate the location of snow storage for the site on the drawings.**
Snow storage added to plan.

Yours truly,

EASTERN ENGINEERING GROUP INC.

A handwritten signature in black ink, appearing to read 'C Jardine', written in a cursive style.

Colin Jardine, P. Eng.

OFFICIAL PLAN AMENDMENT & DEVELOPMENT PERMIT APPLICATION – CLASS III

File No. **OPA8-25/DP2025-13**

OWNER: **AGNES & HARRIE TIEKEN**

APPLICANT: **BETHANIE MATTHEWS**

The property municipally and legally described as

145 RIVER STREET

PLAN 86 PT LOT 476 PT LOT;477 PT LOT 478 PT LOT 479 RP;28R8089 PART 1
TOWN OF GANANOQUE

has applied to the Town of Gananoque for an Official Plan Amendment (File No. OPA8-25) from
**RESIDENTIAL TO RESIDENTIAL EXCEPTION DESIGNATION
TO PERMIT A FITNESS AND RECREATION FACILITY**

AND

has applied to the Town of Gananoque for a Development Permit (File No. DP2025-13) to
**REDESIGNATE THE PROPERTY FROM RESIDENTIAL TO RESIDENTIAL EXCEPTION (R-XX) TO PERMIT A
FITNESS AND RECREATION FACILITY**

Note: Applications OPA8-25 and DP2025-13 are concurrent. DP2025-13 will be a condition for final approval of
Official Plan Amendment application OPA8-25

COMMENT DEADLINE: WEDNESDAY DECEMBER 3, 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.(email)
() Hydro One Inc. (email)
() South East Health Unit (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 – B Keyes
() Superintendent of Roads - B Webb
() Superintendent of Utilities- M. Hoult
() Public Works – C. Fromentin
() Utilities – C Brennan
() Utility Administrator – T Vandusen

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: _____

Please Return to:

Trudy Gravel, Assistant Planner
613-382-2149 ext. 1129
assistantplanner@gananoque.ca
30 King Street East, Box 100
Gananoque, ON K7G 2T6

NOTICE OF PUBLIC MEETING (PREVIOUSLY DEFERRED) Proposed Official Plan Amendment and Class III Development Permit

TAKE NOTICE THAT the Town is in receipt of a complete application for a proposed Official Plan Amendment, pursuant to Section 21 and a Development Permit pursuant to Section 70.2 of the Planning Act, R.S.O. 1990.

Planning Advisory Committee for the Town of Gananoque will hold a Meeting on **TUESDAY, DECEMBER 9, 2025 at 6:00 P.M.** in the **TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 King Street East, Gananoque** to provide recommendations to Council on the concurrent applications below.

AND FURTHER TAKE NOTICE that the Council for the Corporation of the Town of Gananoque will hold a Public Meeting on **TUESDAY, DECEMBER 16, 2025 at 5:00 P.M.** at the **TOWN OF GANANOQUE COUNCIL CHAMBERS, 30 King Street East, Gananoque** to consider the following applications:

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

File No. **OPA8-25/DP2025-13**

OWNER: **AGNES & HARRIE TIEKEN**
APPLICANT: **BETHANIE MATTHEWS**

The property municipally and legally described as

145 RIVER STREET

PLAN 86 PT LOT 476 PT LOT;477 PT LOT 478 PT LOT 479 RP;28R8089 PART 1
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has applied to the Town of Gananoque for an Official Plan Amendment (File No. OPA8-25) from
**RESIDENTIAL TO RESIDENTIAL EXCEPTION DESIGNATION
TO PERMIT A FITNESS AND RECREATION FACILITY**

AND

has applied to the Town of Gananoque for a Development Permit (File No. DP2025-13) to
**REDESIGNATE THE PROPERTY FROM RESIDENTIAL TO RESIDENTIAL EXCEPTION (R-XX) TO PERMIT A
FITNESS AND RECREATION FACILITY**

Note: Applications OPA8-25 and DP2025-13 are concurrent. DP2025-13 will be a condition for final approval of Official Plan Amendment application OPA8-25

Additional information in relation to the proposed **Official Plan Amendment** and **Development Permit** is available in-person for inspection between 8:30am - 4:30pm at the Town of Gananoque, 30 King Street East, Gananoque Ontario or on the Town website at <https://www.gananoque.ca/town-hall/meetings>, or by emailing assistantplanner@gananoque.ca or by calling Trudy Gravel 613-382-2149 ext. 1129.

Official Plan

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town before the proposed Official Plan is adopted, the person or public body is not entitled to appeal the decision of the Town to the Ontario Land Tribunal.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town before the proposed Official Plan is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal, unless in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party. If you wish to be notified of the decision of the Corporation of the Town of Gananoque in respect to this proposed **Official Plan Amendment** and related amendments, you must make a written request to the Clerk for the Town of Gananoque, 30 King Street East, Gananoque, Ontario K7G 1E9, or by email to clerk@gananoque.ca.

Development Permit By-law

If you wish to provide comment or input in respect of the proposed **Development Permit** 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 **14th** day of **NOVEMBER 2025**



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



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

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

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

ALL applications require the following:

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

CONTACT INFORMATION		
Municipal Freedom of Information and Protection of Privacy Act – Personal Information on this form is collected under authority of The Planning Act and will be used to process this application.		
Name of Applicant: Bethanie Matthews	Complete Address including Postal Code: 343 Georgiana St, Gananoque, On, K7G1N1	Phone: 613 929 9927
	E-mail: ganfitness@outlook.com	
Name of Property Owner (if different than applicant): Agnes Tieken	Complete Address including Postal Code: 215 Marble Rock Rd, Gananoque, On, K7G 2V4	Phone: 613 328 6653
	E-mail:	
Architect/Designer/Planner:	Complete Address including Postal Code:	Phone:
	E-mail:	
Engineer: Eastern Enginnering	Complete Address including Postal Code: 207-100 Stowger Blvd Brockville, On, K6V 5J9	Phone: 6133450400
	E-mail: baiello@easteng.com / cjardine @easteng.com	
Land Surveyor:	Complete Address including Postal Code:	Phone:
	E-mail:	

PROPERTY			
Street or Property Address (if applicable): 145 River St, Gananoque, Ontario, K7G2P8		Roll Number (if known): 081400001036800	
LEGAL DESCRIPTION			
Lot/Con/Plan: Part of Lot 13, Concession 1, Town of Gananoque in the United Counties of Leeds and Grenville			
Frontage (m/ft): 55.9	Depth (m/ft):	Lot Area: 2640m2	

SUBMISSION REQUIREMENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

NOTES TO OWNER/APPLICANT:

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

Existing Use(s):

Flea Market

Length of time the existing use of the subject lands have continued: 30 Years

Has the property been designated as a Heritage Site? ☐ Yes ☒ NoIs the property presently under a Site Plan/Development Permit Agreement? ☐ Yes ☒ NoHas the property ever been subject of an application under Section 34 (Zoning), 41 (Site plan) or 45 (Minor Variance) of the Planning Act? ☒ Yes ☐ NoHas 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?

by-law 1997-025 passed to
remove the holding symbol**Proposed Use(s):**

Residential Exception to permit a community oriented Fitness and Recreation Facility, including fitness facilities, exercise classes, sports gymnasium and range of complimentary recreational uses -- being Gan Fitness

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?

Residential Exception Discretionary Use Required

Is/Are variation(s) requested? ☒ Yes ☐ No

If yes, what variation is requested and why?

seeking designation to comply

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

see attached planning report

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

East - Gananoque River

West - Residential

North - Open Space

South - Residential and Neighbourhood Commercial

Is the Development to be phased?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What is the anticipated date of construction?	Jan 1, 2026
Is the land to be divided in the future?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there any easements, right-of-ways or restrictive covenants affecting the subject land?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, please provide details (and copies of covenants with application submission).	

Plan Details: Please ensure that measurements are consistent with plan			
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Employment Lands/ Industrial	<input type="checkbox"/> Institutional
Building Coverage: 24 (%) 633 (sq.m)		Landscape Coverage: 7 (%) 169 (sq.m)	
Building Height: 9.6m	No. of Storeys: 1	No. of Units: 1	Storage of Garbage: indoor

Parking Area:	Existing Parking Surface			
	<input type="checkbox"/> Paved <input checked="" type="checkbox"/> Gravel <input type="checkbox"/> Permeable Parking Area <input type="checkbox"/> Other			
	Proposed Parking Surface:			
	<input type="checkbox"/> Paved <input checked="" type="checkbox"/> Gravel <input type="checkbox"/> Permeable Parking Area <input type="checkbox"/> Other			
	# of Existing Parking Spaces 0, scattered	# of New Parking Spaces 19	# of Accessible Parking Spaces 2	Total # of Parking Spaces 21
	Dimension of Parking Spaces (m/ft): 3m x 6m		Dimensions of Accessible Parking Spaces (m/ft): 3m x 6m with 1.5m access aisle	

LOADING SPACES, if applicable:	Number of Loading Spaces: 0	Dimensions of Loading Spaces (m/ft):
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Heritage Tourist Inn/Bed and Breakfast/Short Term Accommodation*:		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is this an application for a Heritage Tourist Inn?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Number of Guest Rooms:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6
NOTE: A Heritage Tourist Inn will require a Heritage Resource Assessment evaluating the heritage significance of the property including a description of historic features is required with the submission of this application.			
Is this an application for a Bed and Breakfast?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Number of Guest Rooms:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Is this an application for a Short Term Accommodation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Number of Guest Rooms:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3

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

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

EXISTING BUILDINGS:		Building 1 - Primary	Building 2 - Accessory
	Type of Structure (ie: wood concrete)	concrete	
	Date Constructed:	n/a	
	Front Line Setback:	0m	
	Rear Lot Line Setback:	56m	
	Side Lot Line Setback:	0m (north)	
	Side Lot Line Setback:	20.1m (south)	
	Height:	7.6 m	
	Dimensions:		
Floor Area:	392 sq.m		

Back Addition

Front Addition

PROPOSED BUILDINGS:		Building 1 - Primary	Building 2 - Accessory
	Type of Structure (ie: wood concrete)	wood/concrete	wood/concrete
	Proposed Date of Construction:	jan 2027	jan 2026
	Front Line Setback:	0m	0m
	Rear Lot Line Setback:	50.9m	56m
	Side Lot Line Setback:	0m (north)	0m
	Side Lot Line Setback:	20.1m (south)	20.1m
	Height:	9.6m	7.6m
	Dimensions:		
	Floor Area:	633 sq.m	413 sq m
Attached Additional Page, if necessary			

AUTHORIZATION BY OWNER

I/We, the undersigned being the registered owner(s) of the subject lands, hereby authorize Bethanie Matthews (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.

Agnes Teiken

Owner Name (Please Print)

Owner Name (Please Print)

Signature of Owner

Signature of Owner

Signature of Witness (not applicant)

Date

CONSENT BY OWNER

I/We, Agnes Teiken, (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)

Date

DECLARATION OF APPLICANT

(Print) I, Bethanie Matthews of the Town of Gananoque in the province of Ontario solemnly declare that:

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

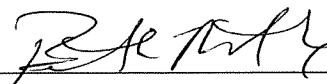
All of the above statements contained in the application are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under Oath and by virtue of *The Canada Evidence Act*.

Declared/Sworn before me at

Town of Gananoquethis 13th day of November, 2025.

Brenda Lene Geurkink-Guy,
Commissioner, etc.
Province of Ontario,
for the Corporation of the
Town of Gananoque.

Expires August 6, 2027.
Signature of a Commissioner, etc



Signature of Applicant

Office Use Only:		Roll No: 0814000001036800
Official Plan Designation: Residential	Development Permit Designation: Residential	Other:
Access (Entrance Permits etc):	Water and Sewer Hookup (Permits etc):	Other:
Other Concurrent Applications:	<input type="checkbox"/> Cash-in-Lieu of Parking <input type="checkbox"/> condo Approval <input type="checkbox"/> Consent/ Severance	<input checked="" type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Subdivision Approval
Date Application Received: November 13, 2025	Date Application Deemed Complete: November 13, 2025	Fees Received: \$1900 September 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

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, _____ of the _____ of _____ in the _____ of _____ solemnly declare that:

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

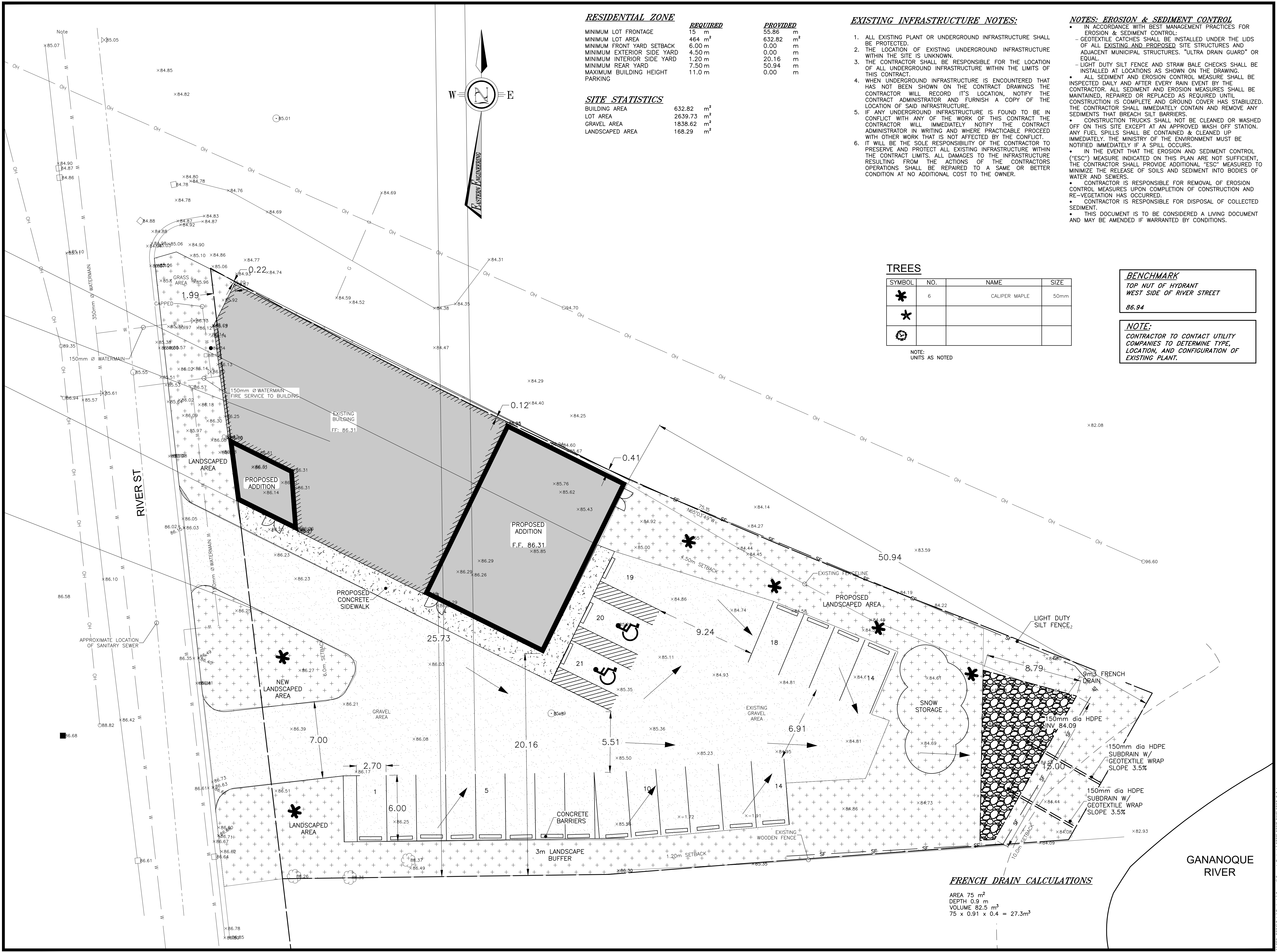
Furthermore, I accept the Town's peer review process whereby I agree to provide the Town of Gananoque with a deposit in the amount of \$2,000 (two thousand dollars) in order to conduct any necessary peer review(s) as deemed by the Town or preparation of legal agreements including registration in the 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.

awm TIEKEN
Print Name - Owner/Applicant

Signature - Owner/Applicant

Date

Manager of Planning/Development or his/her designate



LEGEND

- EXISTING TOPO GRADE
- PROPOSED GRADE
- EXISTING GRADE
- STORM SEWER
- SANITARY SEWER
- WATERMAIN
- BELL UNDERGROUND
- GAS UNDERGROUND
- CABLE UNDERGROUND
- ELECTRICAL UNDERGROUND
- OVERHEAD UTILITIES
- UTILITY POLE
- UTILITY ANCHOR
- UTILITY PEDISTAL
- PROPERTY BAR FOUND
- ROAD SIGN
- FENCE
- TREELINE
- TREE
- PROPERTY BOUNDARY
- EXISTING BUILDING
- EXISTING BUILDING TO BE REMOVED
- PROPOSED BUILDING

No.	By	Date	Revisions
4	CAJ	2025-11-25	TOWN COMMENTS
3	CAJ	2025-11-19	TOWN COMMENTS
2	BAC	2025-07-04	TOWN COMMENTS
1	CJ	2025-04-22	TOWN COMMENTS
0	BC	2025-01-29	SITE PLAN

All drawings, specifications and related documents are the copyright property of the Engineer and must be returned upon request. Reproduction of drawings, specifications, and related documents in part or whole is forbidden without the Engineers' written permission.

The contractor must check and verify all dimensions on the job prior to start of construction.

Drawings are not to be scaled.

EASTERN ENGINEERING GROUP INC.
CONSULTING ENGINEERS
Apex Building
207 - 100 Stronger Blvd.
Brockville, Ont. K6V 5J9
Telephone: (613) 345-0400
Facsimile: (613) 345-0008
www.EastEng.com

Project Title: **GAN FITNESS**

Drawing Title: **SITE PLAN**

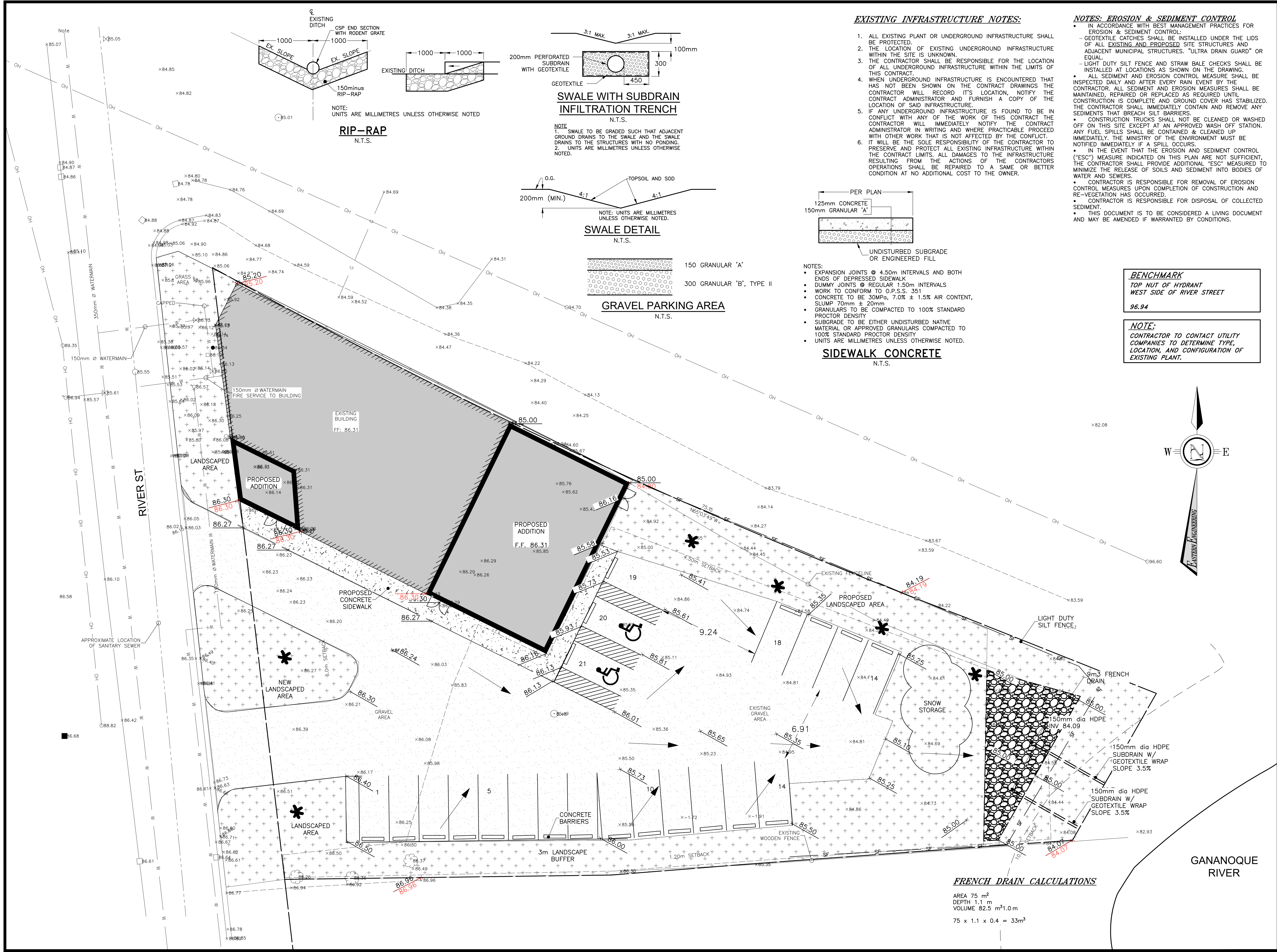
Design	Checked	Approved	Project No.
BC	AP	CAJ	9027

Drawn	Checked	Date	Contract No.
BC	AP	2025-1-7	

Scale: 0 3.0 6.0
Horizontal: 150

C1

UNITS EQUAL METRES UNLESS OTHERWISE NOTED
File No.: 9027 C13.dwg



EXISTING INFRASTRUCTURE NOTES:

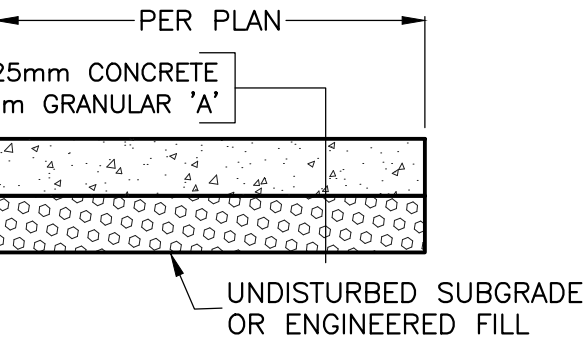
1. ALL EXISTING PLANT OR UNDERGROUND INFRASTRUCTURE SHALL BE PROTECTED.
2. THE LOCATION OF EXISTING UNDERGROUND INFRASTRUCTURE WITHIN THE SITE IS UNKNOWN.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UNDERGROUND INFRASTRUCTURE WITHIN THE LIMITS OF THIS CONTRACT.
4. WHEN UNDERGROUND INFRASTRUCTURE IS ENCOUNTERED THAT HAS NOT BEEN SHOWN ON THE CONTRACT DRAWINGS THE CONTRACTOR WILL RECORD IT'S LOCATION, NOTIFY THE CONTRACT ADMINISTRATOR AND FURNISH A COPY OF THE LOCATION OF SAID INFRASTRUCTURE.
5. IF ANY UNDERGROUND INFRASTRUCTURE IS FOUND TO BE IN CONFLICT WITH ANY OF THE WORK OF THIS CONTRACT THE CONTRACTOR WILL IMMEDIATELY NOTIFY THE CONTRACT ADMINISTRATOR IN WRITING AND WHERE PRACTICABLE PROCEED WITH OTHER WORK THAT IS NOT AFFECTED BY THE CONFLICT.
6. IT WILL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO PRESERVE AND PROTECT ALL EXISTING INFRASTRUCTURE WITHIN THE CONTRACT LIMITS. ALL DAMAGES TO THE INFRASTRUCTURE RESULTING FROM THE ACTIONS OF THE CONTRACTORS OPERATIONS SHALL BE REPAIRED TO A SAME OR BETTER CONDITION AT NO ADDITIONAL COST TO THE OWNER.

NOTES: EROSION & SEDIMENT CONTROL

- IN ACCORDANCE WITH BEST MANAGEMENT PRACTICES FOR EROSION & SEDIMENT CONTROL:
 - GEOTEXTILE CATCHES SHALL BE INSTALLED UNDER THE LIDS OF ALL EXISTING AND PROPOSED SITE STRUCTURES AND ADJACENT MUNICIPAL STRUCTURES. "ULTRA DRAIN GUARD" OR EQUAL.
 - LIGHT DUTY SILT FENCE AND STRAW BALE CHECKS SHALL BE INSTALLED AT LOCATIONS AS SHOWN ON THE DRAWING.
 - ALL SEDIMENT AND EROSION CONTROL MEASURES SHALL BE INSPECTED DAILY AND AFTER EVERY RAIN EVENT BY THE CONTRACTOR. ALL SEDIMENT AND EROSION MEASURES SHALL BE MAINTAINED, REPAIRED OR REPLACED AS REQUIRED UNTIL CONSTRUCTION IS COMPLETE AND GROUND COVER HAS STABILIZED. THE CONTRACTOR SHALL IMMEDIATELY CONTAIN AND REMOVE ANY SEDIMENTS THAT BREACH SILT BARRIERS.
 - CONSTRUCTION TRUCKS SHALL NOT BE CLEANED OR WASHED OFF ON THIS SITE EXCEPT AT AN APPROVED WASH OFF STATION. ANY FUEL SPILLS SHALL BE CONTAINED & CLEANED UP IMMEDIATELY. THE MINISTRY OF THE ENVIRONMENT MUST BE NOTIFIED IMMEDIATELY IF A SPILL OCCURS.
 - IN THE EVENT THAT THE EROSION AND SEDIMENT CONTROL ("ESC") MEASURE INDICATED ON THIS PLAN ARE NOT SUFFICIENT, THE CONTRACTOR SHALL PROVIDE ADDITIONAL "ESC" MEASURED TO MINIMIZE THE RELEASE OF SOILS AND SEDIMENT INTO BODIES OF WATER AND SEWERS.
 - CONTRACTOR IS RESPONSIBLE FOR REMOVAL OF EROSION CONTROL MEASURES UPON COMPLETION OF CONSTRUCTION AND RE-VEGETATION HAS OCCURRED.
 - CONTRACTOR IS RESPONSIBLE FOR DISPOSAL OF COLLECTED SEDIMENT.
 - THIS DOCUMENT IS TO BE CONSIDERED A LIVING DOCUMENT AND MAY BE AMENDED IF WARRANTED BY CONDITIONS.

BENCHMARK
TOP NUT OF HYDRANT
WEST SIDE OF RIVER STREET
96.94

NOTE:
CONTRACTOR TO CONTACT UTILITY COMPANIES TO DETERMINE TYPE, LOCATION, AND CONFIGURATION OF EXISTING PLANT.



- NOTES:
- EXPANSION JOINTS @ 4.50m INTERVALS AND BOTH ENDS OF DEPRESSED SIDEWALK
 - DUMMY JOINTS @ REGULAR 1.50m INTERVALS
 - WORK TO CONFORM TO O.P.S.S. 351
 - CONCRETE TO BE 30MPa, 7.0% ± 1.5% AIR CONTENT, SLUMP 70mm ± 20mm
 - GRANULARS TO BE COMPACTED TO 100% STANDARD PROCTOR DENSITY
 - SUBGRADE TO BE EITHER UNDISTURBED NATIVE MATERIAL OR APPROVED GRANULARS COMPACTED TO 100% STANDARD PROCTOR DENSITY
 - UNITS ARE MILLIMETRES UNLESS OTHERWISE NOTED.

SIDEWALK CONCRETE
N.T.S.

FRENCH DRAIN CALCULATIONS

AREA 75 m²
DEPTH 1.1 m
VOLUME 82.5 m³ 1.0 m
75 x 1.1 x 0.4 = 33m³

LEGEND

- EXISTING TOPO GRADE
- PROPOSED GRADE
- EXISTING GRADE
- STORM SEWER
- SANITARY SEWER
- WATERMAIN
- BELL UNDERGROUND
- GAS UNDERGROUND
- CABLE UNDERGROUND
- ELECTRICAL UNDERGROUND
- OVERHEAD UTILITIES
- UTILITY POLE
- UTILITY ANCHOR
- UTILITY PEDISTAL
- PROPERTY BAR FOUND
- ROAD SIGN
- FENCE
- TREELINE
- TREE
- PROPERTY BOUNDARY
- EXISTING BUILDING
- EXISTING BUILDING TO BE REMOVED
- PROPOSED BUILDING

No.	By	Date	Revisions
3	CAJ	2025-11-19	TOWN COMMENTS
2	BAC	2025-07-04	TOWN COMMENTS
1	CJ	2025-04-22	TOWN COMMENTS
0	BC	2025-01-29	SITE PLAN

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Drawings are not to be scaled.

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Brockville, Ont. K6V 5J9

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GAN FITNESS

GRADING PLAN

Design:	Checked:	Approved:	Project No.:
BC	AP	CAJ	9027

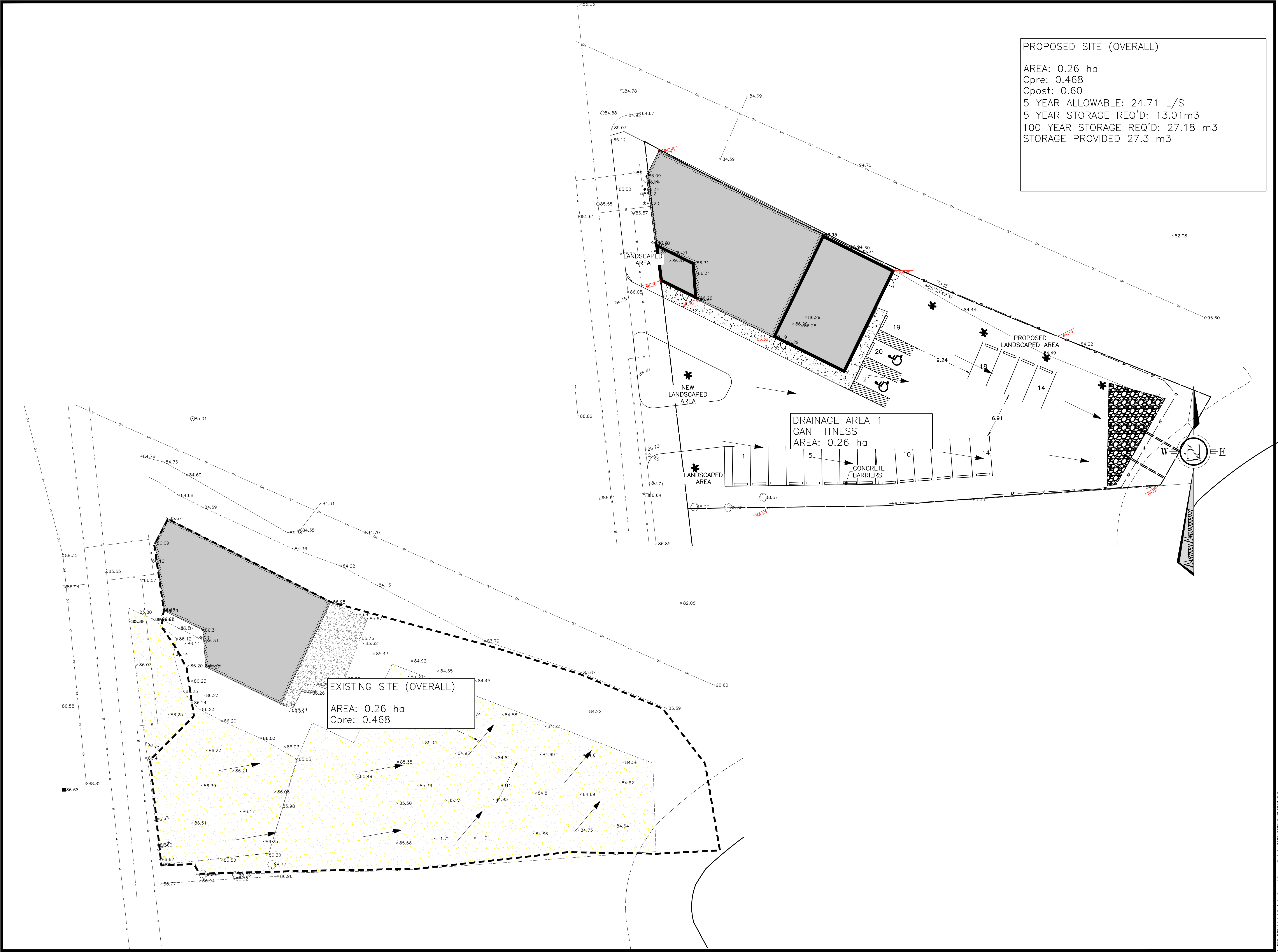
Drawn:	Checked:	Date:	Contract No.:
BC	AP	2025-1-7	

Horizontal: 150

C2

UNITS EQUAL METRES UNLESS OTHERWISE NOTED

File No.: 9027 C13.dwg



PROPOSED SITE (OVERALL)

AREA: 0.26 ha
Cpre: 0.468
Cpost: 0.60
5 YEAR ALLOWABLE: 24.71 L/S
5 YEAR STORAGE REQ'D: 13.01m3
100 YEAR STORAGE REQ'D: 27.18 m3
STORAGE PROVIDED 27.3 m3

LEGEND

- EXISTING TOPO GRADE
- PROPOSED GRADE
- EXISTING GRADE
- STORM SEWER
- SANITARY SEWER
- WATERMAIN
- BELL UNDERGROUND
- GAS UNDERGROUND
- CABLE UNDERGROUND
- ELECTRICAL UNDERGROUND
- OVERHEAD UTILITIES
- UTILITY POLE
- UTILITY ANCOR
- UTILITY PEDISTAL
- PROPERTY BAR FOUND
- ROAD SIGN
- FENCE
- TREELINE
- TREE

11.58
N49°15'50"E

PROPERTY BOUNDARY

EXISTING BUILDING

EXISTING BUILDING TO BE REMOVED

PROPOSED BUILDING

No.	By	Date	Revisions
4	CAJ	2025-11-25	TOWN COMMENTS
3	CAJ	2025-11-19	TOWN COMMENTS
2	BAC	2025-07-04	TOWN COMMENTS
1	CJ	2025-04-22	TOWN COMMENTS
0	BC	2025-01-29	SITE PLAN

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Project Title:

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Drawing Title:

DRAINAGE AREA PLAN

Design	Checked	Approved	Project No.
BC	AP	CAJ	9027

Drawn	Checked	Date	Contract No.
BC	AP	2025-1-7	.

Scale:

0 3.0 6.0

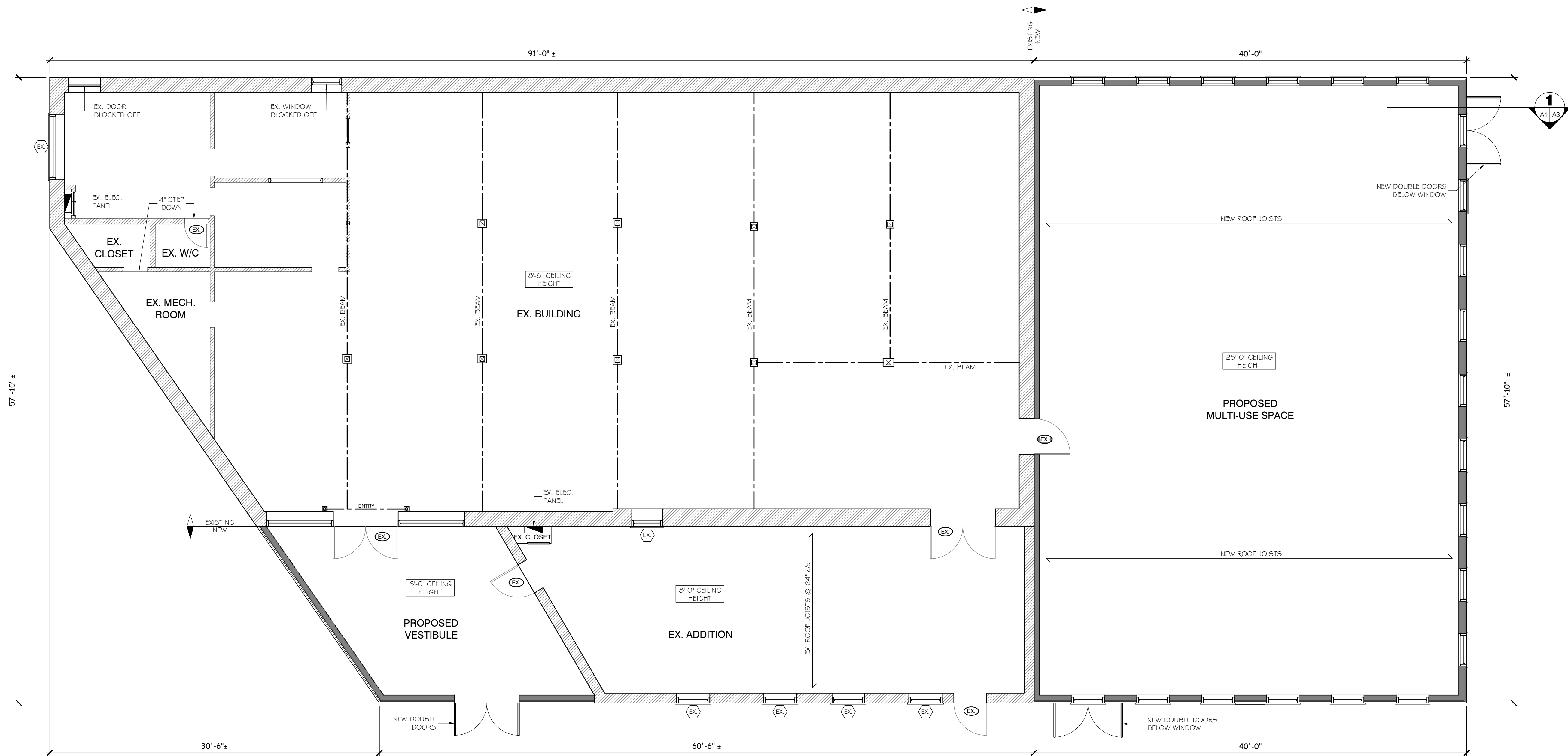
Horizontal: 150

UNITS EQUAL METRES UNLESS OTHERWISE NOTED

File No.: 9027 C3.dwg

C3

LEP-0224 Data Projects Current Projects 0020, 0027, 0030, 0037, C3.dwg



EX. MAIN FLOOR PLAN
SCALE: 3/8" = 1'-0"

GENERAL NOTES

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11. SHOP DRAWINGS TO BE PROVIDED BY MANUFACTURER FOR REVIEW.

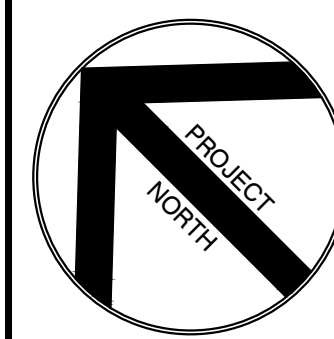
NEW / EXISTING WALLS LEGEND	
	EXISTING WALLS TO REMAIN
	NEW WALLS

2	AGP	2025-09-02	FOR REVIEW
0	AD	2025-04-28	ISSUED FOR CLIENT REVIEW
No.	By	Date	Revisions

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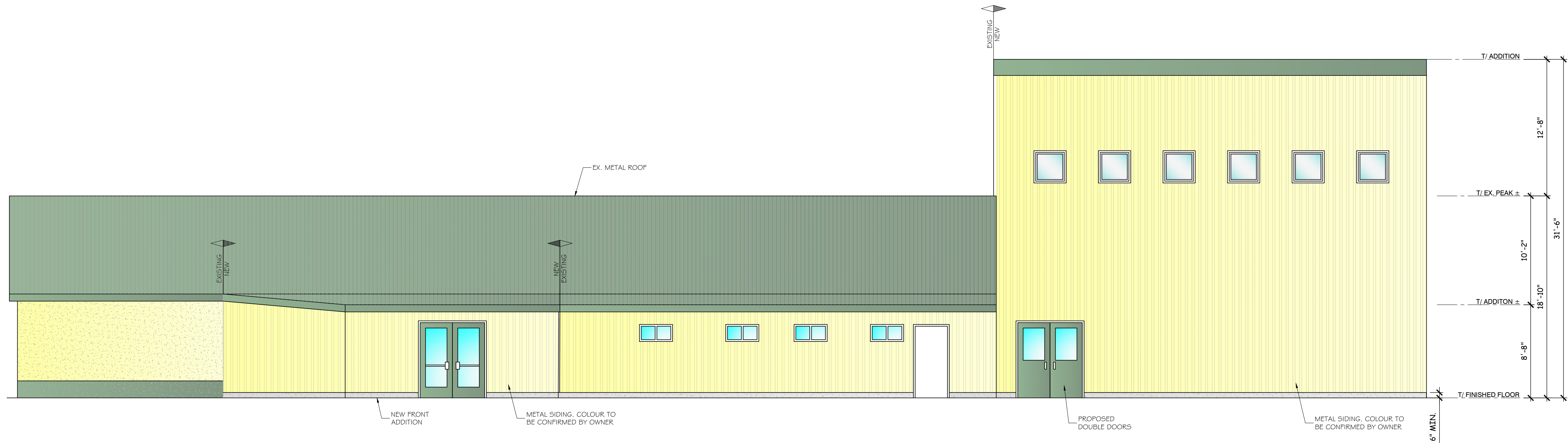
GANANOQUE FITNESS

145 River Street, Gananoque, ON

Drawing Title:

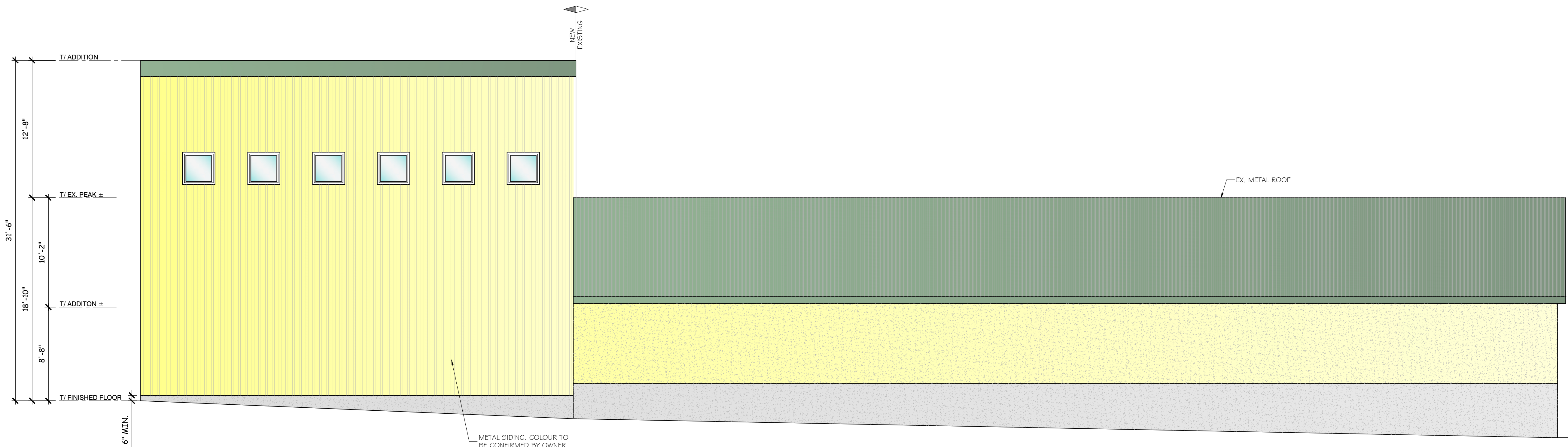
MAIN FLOOR PLAN

Design:	Checked:	Approved:	Project No.: 9027
Drawn: AD	Checked:	Date: 2025-04-17	Contract No.: 9027-1
Scale:	Drawing No.: A1		
Horizontal: AS SHOWN		Vertical: AS SHOWN	
REV. DATE: 5/1/2025			



SOUTH-WEST ELEVATION

SCALE: $\frac{3}{8}'' = 1'-0''$



NORTH-EAST ELEVATION

SCALE: $\frac{3}{8}'' = 1'-0''$

GENERAL NOTES

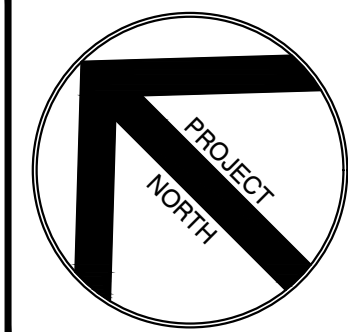
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0	AD	2025-04-28	ISSUED FOR CLIENT REVIEW
No.	By	Date	Revisions

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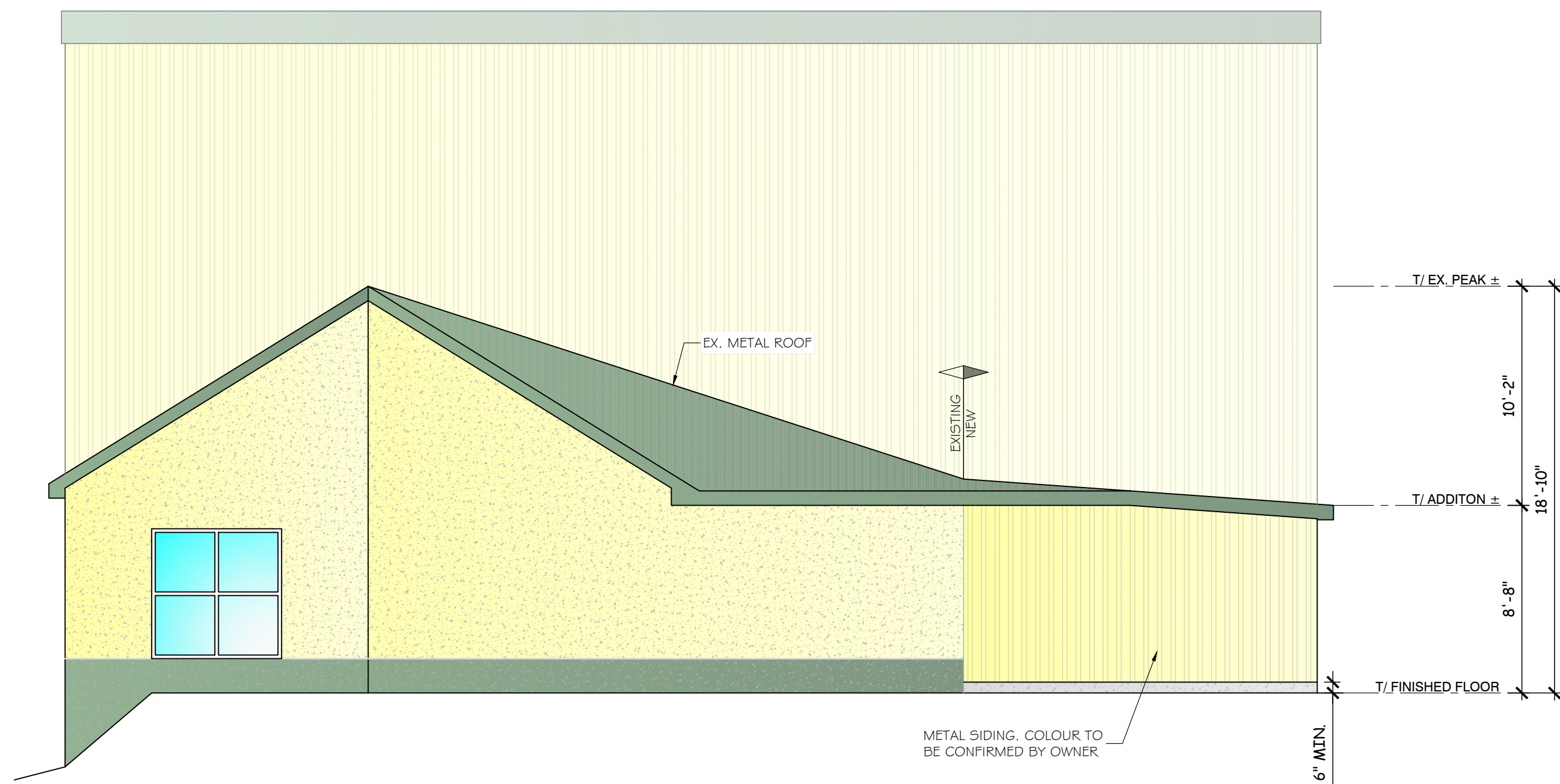
Project Title:

GANANOQUE FITNESS
145 River Street, Gananoque, ON

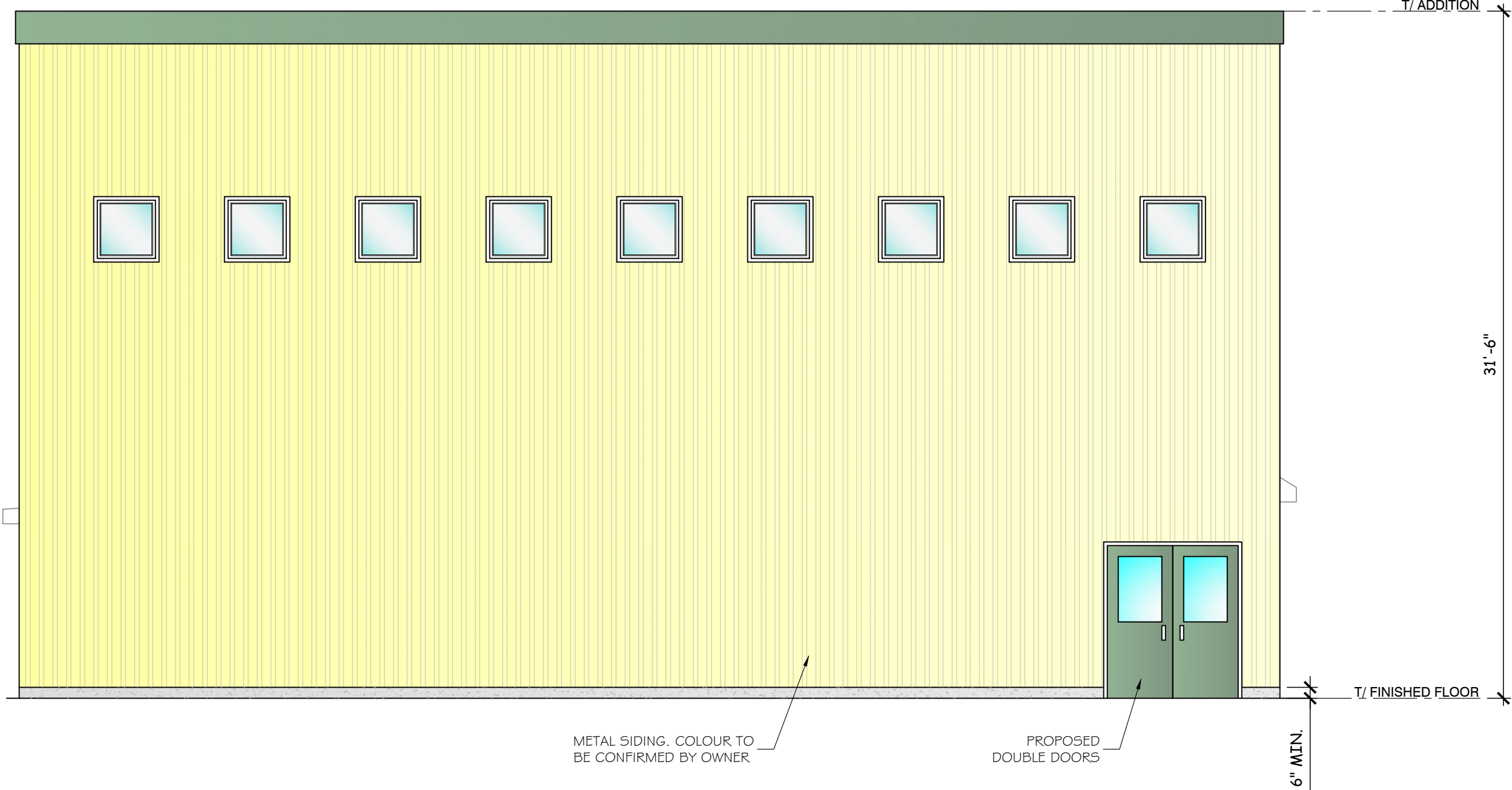
Drawing Title:

ELEVATIONS

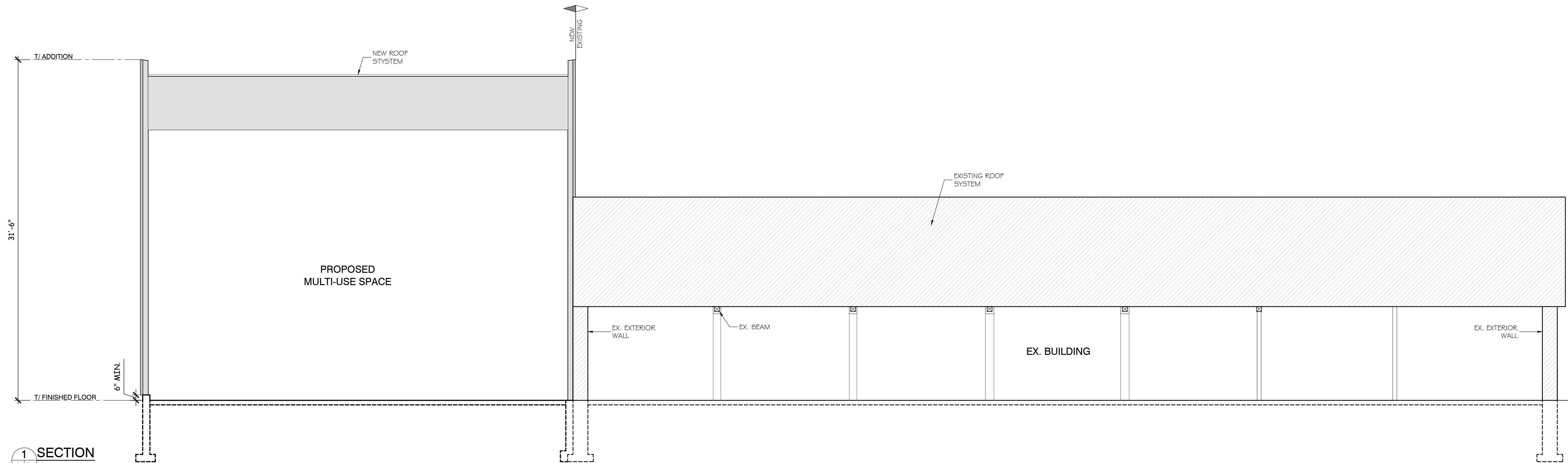
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Drawn: AD	Checked:	Date: 2025-04-17	Contract No.: 9027-1
Scale:	Drawing No.: A2		
Horizontal: AS SHOWN			Vertical: AS SHOWN
REV. DATE: 5/1/2025			



NORTH-WEST ELEVATION
SCALE: $\frac{3}{8}" = 1'-0"$



SOUTH-EAST ELEVATION
SCALE: $\frac{3}{8}" = 1'-0"$



1 SECTION
A1 A3 / SCALE: $\frac{3}{8}" = 1'-0"$

GENERAL NOTES

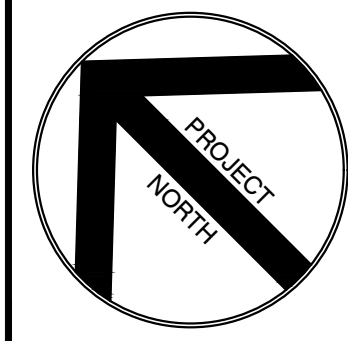
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Project Title:

GANANOQUE FITNESS

145 River Street, Gananoque, ON

Drawing Title:

**ELEVATIONS
& SECTION**

Design:	Checked:	Approved:	Project No. : 9027
Drawn: AD	Checked:	Date: 2025-04-17	Contract No. : 9027-1
Scale:		Drawing No.:	
<div><div></div><div>Horizontal: AS SHOWN</div></div> <div><div></div><div>Vertical: AS SHOWN</div></div>		<div>A3</div> <div>REV. DATE 5/1/2025</div>	

**GAN FITNESS
145 RIVER STREET
GANANOQUE, ON**

STORMWATER MANAGEMENT REPORT



**EASTERN ENGINEERING GROUP INC.
APEX BUILDING
100 STROWGER BLVD, SUITE 207
BROCKVILLE, ON
K6V 5J9**

MARCH 2025

REVISION RECORD					
REV	DESCRIPTION	PREPARED BY			
0	PEER REVIEW COMMENTS	CJ	2025-11-19		
1					
2					
3					

1.0 PROJECT BACKGROUND

The project involves a new addition to the existing building at 145 River Street and revision to the site with additional gravel parking area. The building expansion is 210 m² at the rear of the building and a new entry addition of 31 m². The gravel parking area is 1167 m².

The report is a summary of data, calculations, design and support documentation required for the stormwater management of the site.

2.0 LOCATION

The property is located at current 145 River Street, Gananoque.

3.0 SERVICING

The existing building is serviced via municipal sanitary and water from the adjacent streets. There will be no increase or change in servicing for the building. The existing water is a 150mm dia service to the property for fire protection.

The existing sanitary location could not be confirmed but there is an existing service to the building draining by gravity to the Town infrastructure.

4.0 DRINKING WATER SOURCE PROTECTION

As per Cataraqui Region Conservation Authority, portions of the site are in an area identified as a significant groundwater recharge area (SGRA) and Highly Vulnerable Aquifer (HVA). As mandated by the Clean Water Act (2006), the Source Protection Plan identifies significant activities that are considered to be drinking water threats.

A review of the proposed use of the site confirms that the activities planned on the site will not be a threat or risk to the groundwater. There will be no chemical handling or storage of any

items listed in the Cataraqui Source Protection Plan. The proposed use of the site is a fitness centre.

5.0 EXISTING CONDITIONS

The area being redeveloped currently does not have any stormwater management facilities in place. The existing parking lot drains easterly towards the Gananoque River on the site. There is no controlled outlet currently.

The intent of the stormwater management plan presented herein is to mitigate any negative impact that the proposed development will have on the Town sewer system and neighbouring properties.

6.0 SEDIMENT AND EROSION CONTROL PLAN

To control sediment and erosion during construction the following shall be adhered to:

1. Before proceeding with any area grading the silt fence must be constructed where indicated.
2. Silt control fence shall be installed where shown and maintained until the completion of the landscaping.
3. Catchbasin silt traps are to be installed at all catchbasins off site where runoff can drain.
4. Accumulated silt to be removed off site prior to removal of the silt control fence.
5. Contractor to clean adjacent roads on a regular basis to the satisfaction of the Town.
6. The silt fence must be inspected weekly and immediately after rainfall events for rips or tears, broken stakes, blow outs (structural failure) and accumulation of sediment. The silt fence must be fixed and/or replaced immediately when damaged. Sediment must be removed from silt fence when accumulation reaches 50% of the height of the fence.
7. Upon completion of landscaping all sediment and erosion control measures shall be removed.
8. No construction activity or machinery shall be beyond the silt fence.
9. All earth or topsoil stockpiles shall be surrounded with a sediment control fence.

The Contractor shall be responsible for monitoring and maintaining the sediment and erosion control facilities until re-vegetation is complete.

The Sediment and Erosion Control Plan shall be considered a ‘living document’ that may need to be changed or adjusted during the life of the project to be effective.

7.0 PROPOSED STORMWATER MANAGEMENT DESIGN

The stormwater management for the new commercial development and parking area will be done via grading and use of low impact development to contain and treat stormwater runoff before leaving the site.

The intent of stormwater management is to limit the Post-development drainage runoff to the 5 year Pre-development conditions. The existing site has no stormwater management in place with no storm sewers. The proposed works will contain all runoff on the parking area.

The proposed SWM facilities are shown on the C1. Storage will be provided on site for the 2 through 5 year events, using infiltration trench and surface.

8.0 QUALITY– BEST MANAGEMENT PRACTICES

The site is less than 2 ha, using the Stormwater design manual, Section 4.1.1, and will be treated as a smaller developed area and recommend Lot Level and Conveyance Controls should be allowed for the site.

The flow from the site will follow natural drainage paths towards the east and Gananoque River. To help with water quality, Best Management Practices and Low Impact Development strategies are addressed by the rural nature of the development which includes the following factors:

Infiltration

Designing water flow paths in a longer shape will help with the removal of sediment and keeping temperature of the water lower. The flow path from the parking area to the infiltration trench is a low sloped gravel area. The gravel will and infiltration area allow for infiltration.

Preserve areas of undisturbed soil and vegetation

Areas that can retain their natural soils and current conditions should be included in the planning. The area of undeveloped treed area at the east end will be preserved to accommodate all runoff from the site.

Lot level Controls

At the lot level, the effects of runoff reduction measures are enhanced by minimizing lot grades to promote natural infiltration. Due to the natural topography or relief of the site, the existing grading of the entire site will be maintained and thus allowing natural filtration and absorption to continue while maintaining base flows and reducing TSS levels.

Conveyance Control

The use of low gradient grassed areas where possible is one of the best conveyance controls available.

Treatment Method

The treatment method will be best management practices included an infiltration area outside the floodplain setback. This also acts as a large buffer strip between the gravel parking area and the Gananoque river.

Treatment Area

This area has been designed and grades so all new surfaces drain to the grass areas around the development. The parking area is graded to flow to the grass swales and infiltration areas. The intent of the design is to provide a normal level of protection as defined by the MOE Stormwater Management Planning and Design Manual, March 2003 for the area being developed into a storage area.

9.0 LOW IMPACT DEVELOPMENT

As the practice of SWM has evolved, increasing emphasis has been placed on treating the runoff as close as possible to the source using a sequence of treatment methods called a “treatment train approach” and Best Management Practices. As a result, Low Impact Development (LID) approaches were established to mimic the existing natural hydrologic environment and to allow the rainwater to infiltrate, filter, and evaporate close to the source. Typical LID practices include rainwater harvesting, green roofs, downspout disconnection,

soak-away pits, infiltration trenches and chambers, bio-retention, vegetated filter strips, enhanced grass swales, and permeable pavements.

Based on the type of proposed development the LID features for the site, downspout disconnection involves directing the runoff from roof leader downspouts to a pervious area, which drains away from the building. This gives an opportunity for the runoff to infiltrate before it reaches the Gananoque River.

Additionally, grass swales will be implemented in line before the infiltration area on the site to provide quality control of stormwater. It will be constructed at gentle gradient to promote absorption and infiltration, as well as providing some opportunity for particle filtration.

The gradient of the system will be enough to ensure the continuous flow of stormwater, minimizing standing water. Outlet flow controls will be provided to attenuate the flows and meet the quantity control objectives. Details regarding the outlet controls are included in this report, with the placement, sizing, and elevations.

10.0 QUANTITY – PRE-DEVELOPMENT

The site will be considered a treed area prior to the parking lot expansion. The runoff coefficient for the existing areas are calculated using the areas and assumed C for the lands.

The C_{avg} for the 5 year Pre- are calculated as follows:

Runoff Coefficient Calculation:			
PRE DEVELOPMENT			
Surface	C	Area (m2)	Area (ha)
Gravel	0.60	383.000	0.04
Grass	0.35	1863.100	0.19
Asphalt/Concrete	0.90	0.00	0.00
Building	0.90	393.61	0.04
Pasture Lands	0.28	0.00	0.00
Average C = 0.468284016		SUM:	0.26

POST DEVELOPMENT			
Surface	C	Area (m2)	Area (ha)
Gravel	0.60	1167.00	0.12
Grass	0.35	779.00	0.08
Asphalt/Concrete	0.90	0.00	0.00
Building	0.90	632.82	0.06
Pasture Lands	0.28	0.00	0.00
Average C = 0.60		SUM:	0.26

C_{pre} was calculated to be 0.47. C_{post} is 0.66

Drainage Area for Qpre					
Pre Runoff C =	0.468284016				
Area =	0.264	ha			
5 YEAR					
Time (min)	mm*ha/hr to L/s	C	I (mm/hr)	A (ha)	Q (L/s)
5	2.78	0.47	155.10	0.264	53.299
10	2.78	0.47	95.50	0.264	32.818
15	2.78	0.47	71.90	0.264	24.708
20	2.78	0.47	58.63	0.264	20.147
25	2.78	0.47	50.16	0.264	17.238

The allowable flow from the full site based on the pre-development 5 year storm event is **24.708 L/s.**

The water quantity objective for the storage area is to not exceed the existing stormwater flows from this area. The flow is limited to the pre-development runoff rates. Please note that it is widely recognized that the rationale method typically overestimates peak runoff flows and as a result is an extremely conservative prediction method. Any facilities that are sized using results from the rationale method are expected to function in “real world” conditions.

11.0 QUANTITY - POST DEVELOPMENT

The post development flows are calculated using Modified Rationale method for various times and rainfall intensities, to determine the stormwater storage requirements for each area.

11.1 Drainage Area 1

The post development runoff coefficient is 0.60 for 5 year event. The rainfall intensity is taken using tables from rainfall intensity of the property is calculated from the IDF curves available at MTO IDF Curve Finder, and the rainfall intensity values for Gananoque.

POST DEVELOPMENT			
Surface	C	Area (m2)	Area (ha)
Gravel	0.60	1167.00	0.12
Grass	0.35	779.00	0.08
Asphalt/Concrete	0.90	0.00	0.00
Building	0.90	632.82	0.06
Pasture Lands	0.28	0.00	0.00
Average C =		0.60	SUM: 0.26

The allowable release rate from Drainage Area 1 is 24.708 L/s (5 year).

Drainage Area for Qpost								
Post Runoff C = 0.66 Area = 0.26 ha								
5 YEAR						Allowable Release		
Time (min)	mm*ha/hr to L/s	C	I (mm/hr)	A (ha)	Q (L/s)	Allowed Discharge	Net Runoff	Storage Reqd (m3)
5	2.78	0.598	155.10	0.264	68.075	24.708	43.367	13.010
10	2.78	0.598	95.50	0.264	41.916	24.708	17.208	10.325
15	2.78	0.598	71.90	0.264	31.557	24.708	6.849	6.165
20	2.78	0.598	58.63	0.264	25.732	24.708	1.024	1.229
25	2.78	0.598	50.16	0.264	22.016	24.708	-2.692	-4.038
100 YEAR						Allowable Release		
Time (min)	mm*ha/hr to L/s	C	I (mm/hr)	A (ha)	Q (L/s)	Allowed Discharge	Net Runoff	Storage Reqd (m3)
5	2.78	0.598	259.00	0.264	113.677	24.708	88.969	26.691
10	2.78	0.598	159.50	0.264	70.006	24.708	45.298	27.179
15	2.78	0.598	120.20	0.264	52.757	24.708	28.049	25.244
20	2.78	0.598	97.65	0.264	42.860	24.708	18.152	21.782
25	2.78	0.598	83.55	0.264	36.670	24.708	11.962	17.943
30	2.78	0.598	74.00	0.264	32.479	24.708	7.771	13.988

Therefore, based on Modified Rationale Method, the storage requirement for Drainage Area 1 for 5 year storm event is 13.01 m³ and for the 100 year storm is 27.18 m³. The storage will be in an underground infiltration trench.

11.0 STORAGE PROVIDED

The stormwater storage requirements for the new development for the commercial building is 27.18 m³. The site storage requirements are achieved with the use of an infiltration trench at the east end of the gravel areas. The area of the French drain is 75 m². The volume is calculated by area x depth (0.91) x 40% voids in clear stone for 27.3 m³.

Outlet control is achieved with use of subdrains from the infiltration area to the slope at the river edge. The subdrain will be 100mm dia which will drain the infiltration area during large storm events. Each subdrain is sloped to allow for 12 L/s in full flow velocity.

12.0 WINTER OPERATION

During the winter months, snow will be stored in areas designated as snow storage area. If accumulation is above normal, snow will be removed from the site and parking lot. Regular maintenance of the parking lot in spring to remove accumulated sand will be required.

13.0 MAINTENANCE

Refer to Appendix A for Maintenance Procedures.

Prepared by:

Eastern Engineering Group Inc.

100 Strowger Boulevard, Suite 207

Brockville, ON K6V 5J9

Colin A. Jardine, P. Eng

November 19, 2025



MAINTENANCE PROCEDURES

APPENDIX A

Maintenance procedure:

a. Basin Berm Grass Cutting

A regularly scheduled program of mowing and trimming of the grass at SWMFs during the growing season will help to maintain a tightly knit turf and will also help to prevent diseases, pests, and the intrusion of weeds. The actual mowing requirements of an area should be tailored to the specific site conditions, grass type, and seasonal variations in the climate. In general, grass should not be allowed to grow more than 1 to 2 inches between cuttings. Allowing the grass to grow more than this amount prior to cutting it may result in damage to the grass growing points and limit its continued healthy growth. At a minimum, once per month (if needed) mow the side slopes and berm area of the basin.

b. Grass Maintenance

Grassed areas require periodic fertilizing, de-thatching, and soil conditioning in order to maintain healthy growth. Additionally, provisions should be made to re-seed and re-establish grass cover in areas damaged by sediment accumulation, storm water flow, or other causes.

c. Vegetative Cover

Trees, shrubs, and ground cover require periodic maintenance, including fertilizing, pruning, and pest control in order to maintain healthy growth.

d. Removal and Disposal of Trash and Debris

A regularly scheduled program of debris and trash removal from SWMFs will reduce the change of outlet structures, trash racks, and other components becoming clogged and inoperable during storm events. Additionally, removal of trash and debris will prevent possible damage to vegetated areas and eliminate potential mosquito breeding habitats. Disposal of debris and trash must comply with all local, county, state, and federal waste flow control regulations. Only suitable disposal and recycling sites should be utilized.

e. Sediment Removals and Disposal

Accumulated sediment should be removed before it threatens the operation or storage volume of a SWMF. Disposal of sediment must comply with all local, county, state, and federal regulations. Only suitable disposal sites should be utilized. The sediment removal program in infiltration facilities must also include provisions for monitoring the porosity of the sub-base, and replacement or cleansing of the

pervious materials as necessary. Agencies such as the Ministry of the Environment, Conservation and Parks should be contacted for information on disposal regulations.

f. Infiltration Trench and Storm basin Maintenance

A program of monitoring the proper functioning of the infiltration basin should be established. Silt and or sediment accumulation, vegetative growth, and animal populations should be monitored on a regular basis. The timely removal of silt or sediment accumulation, proper mowing of grass and observation of animal damage can prevent more serious problems from occurring. Raking or tilling by light equipment can assist in maintaining infiltration capacity and break up clogged surfaces.

As a minimum, four (4) times per year (quarterly): Inspect for clogging and excessive debris and sediment accumulation. Remove sediment (if needed) when basin is completely dry.

As a minimum, two (2) times per year: Inspect for signs of damage to structures, repair eroded areas, check for signs of petroleum contamination, and remediate.

As a minimum, once per year: Inspect basin for unwanted tree growth, remove and replace as necessary any areas of damaged vegetation.

After every storm exceeding one (1) inch of rainfall, inspect and, if necessary, remove and replace damaged vegetation areas to restore the original infiltration rate.

g. Inspection

Regularly scheduled inspections of the SWMF should be performed by qualified inspectors. The primary purpose of the inspections is to ascertain the operational condition of embankments, outlet structure, and other safety-related aspects. Inspections will also provide information on the effectiveness of regularly scheduled preventative and aesthetic maintenance procedures and will help to identify where changes are warranted. Finally, the facility inspections should be used to determine the need for and timing of corrective maintenance procedures. In addition to regularly scheduled inspections, an informal inspection should be performed during every visit to a SWMF by maintenance or supervisory personnel.

h. Reporting

The recording of all maintenance work and inspections provides valuable data on the facility condition. Along with the written reports, a chain of command for reporting and solving maintenance problems and addressing maintenance needs should be established. All inspection reports and records shall be retained for a minimum of five (5) years.

i. Structural Repairs

Structural damage to outlet and inlet structures and headwalls from vandalism, flood events, or other causes must be repaired promptly. At a minimum, once per month (if needed) stabilize eroded banks and repair erosion at structures. Equipment, material, and personnel must be available to perform these repairs on short notice. The analysis of structural damage and the design and performance of structural repairs shall only be undertaken by qualified personnel.

j. Embankment and Slope Repairs

Damage to basin embankments, and side slopes as well as stone forebay embankment must be repaired promptly. At a minimum, once per month (if needed) stabilize eroded banks and replace stone. Typical problems include settlement, scouring, cracking, sloughing, seepage and rutting. Equipment, materials and personnel must be available to perform these repairs on short notice. The immediacy of the repairs will depend upon the nature of the damage and its effects on the safety and operation of the facility. The analysis of damage and the design and performance of geotechnical repairs should only be undertaken by qualified personnel.

k. Dewatering

It may be necessary to remove ponded water from within a malfunctioning Infiltration Basin SWMF. This ponding may be the result of a blocked principal outlet (detention facility), inoperable low-level outlet (retention facility), loss of infiltration capacity (infiltration facility), or poor bottom drainage. Portable pumps may be necessary to remove the ponded water temporarily until a permanent solution can be implemented.

l. Erosion Repair

Vegetative cover or other protective measures are necessary to prevent the loss of soil from the erosive forces of wind and water. Where a re-seeding program has not been effective in maintaining a non-erosive vegetative cover, or other factors have exposed soils, to erosion, corrective steps should be initiated to prevent further loss of soil and any subsequent danger to the stability of the facility. Soil loss can be controlled by a variety of materials and methods, including riprap, gabion lining, sod, seeding, concrete lining, and re-grading. The Ministry of the Environment, Conservation and Park can provide assistance in recommending materials and methodologies to control erosion.

m. Elimination of Trees, Brush, Roots, and Animal Burrows

Large roots can impair the stability of dams, embankments and side slopes and animal burrows. Burrows can present a safety hazard for maintenance personnel. Trees and brush with extensive woody root systems should be completely removed from dams and embankments to prevent their destabilization and the creation of

seepage routes. Roots should also be completely removed to prevent their decomposition within the dam or embankment. Root voids and burrows should be plugged by filling with material similar to the existing material, and capped just below grade with stone, concrete, or other material. If plugging of the burrows does not discourage the animals from returning, further measures should be taken to either remove the animal population or to make critical areas of the facility unattractive to them.

n. Snow and Ice Removal

Accumulations of snow and ice can threaten the functioning of SWMF, particularly at inlets, outlets, and emergency spillways. Providing the equipment, materials, and personnel to monitor and remove snow and ice from these critical areas is necessary to assure the continued functioning of the facility during the winter months.

File: 9027

November 19, 2025

Town of Gananoque
30 King Street East
Gananoque, Ontario
K7G 1E9

Re: Peer Review and CRCA comments
Gan Fitness Centre

Please find below our responses to the comments from the above submission:

Jewell Engineering Comments September 12, 2025

SWM Report Comments:

- 1) The site area is shown as 2,640m², of which 383m² is gravel, 1,863m² is grassed and 394m² is covered by buildings. Post-Development conditions will increase the gravel area to 1,839m², buildings to 633m² and reduce landscaped areas to 168m². Overall, the runoff coefficient is expected to increase from 0.47 to 0.66. The site plan drawings show proposed concrete sidewalk that does not appear to be included in the surface coverage calculations. This should be reviewed.
The areas have been updated with setback requirements by CRCA comments.
- 2) Report page 7? (pages are not numbered), section 10.1 states that the post-development runoff coefficient is 0.80 for the 5 year event. This is assumed to be a typo – the chart following that statement shows the calculation of 0.66.
Updated typo and numbered pages for clarity.
- 3) The water quality treatment Section 8.0 refers to lot level and conveyance controls, as well as BMPs and LIDs. This section introduces a list of measures that are stated to be addressed by the ‘rural nature of the development’. Many of the measures appear to be carry overs from another report. Please review the description of each measure that is being used and make sure they apply. As an example, the conveyance control subsection promotes the ‘low gradient grassed areas’ as ‘one of the best conveyance controls available’ but the design does not appear to include any. For clarity, this describes the grassed bottoms and side slopes and their benefit as filters and for promotion of infiltration.
Report was updated. New sections added.
- 4) Water quality is intended to achieve Normal treatment levels. The measures referenced to achieve Normal are mostly not present. How will the site achieve Normal targets? If the site is relying on the north landscaped area – consider that the grading of this area shows that any flow from this area would drain northeast to the trail. It would not direct drainage to the French drain. A portion of the parking lot will drain to the landscaped area and not the French drain (see existing grade)

84.52m will drain to 84.19m. The 84.61m and 84.58m closer to the French drain will obstruct drainage to the French drain. If the site is relying on the south landscaped area – no part of the site will drain to it. Do not suggest that the gravel parking lot is the BMP that is relied on for quality control. What remains then is the French drain area that appears only to be sized for quantity controls.

Grading has been revised so all water on the parking area site is directed to the infiltration area. The north area is not part of the property and water is now directed away from the property line.

- 5) Section 10 calculates the storage requirements as 15m³ for the 5-yr and 31.4m³ for the 100-yr. Section 11 references the storage requirements as 33m³. This is assumed to mean ‘storage provided’
Report has been updated and typo fixed.
- 6) Section 12 describes how the site will perform in the winter. It references the catch basins, manholes, ditches and swales. None of these features are proposed.
Report has been updated.
- 7) Section 16 references the maintenance requirements. The section appears to offer no specific instruction on maintenance. Instead it appears to instruct the owner to develop a maintenance plan. Provide maintenance instruction for the French drain.
Maintenance procedures included in appendix.
- 8) Review the section numbering (sections 13 to 15?).
Corrected numbering.
- 9) Quantity storage is stated to be achieved using the infiltration trench. However, reliance on an infiltration trench requires that the designer also verify that the infiltration technology will empty within 48 to 72 hours. What soil conditions are present? What groundwater conditions? What is the depth to bedrock?
Infiltration trench acts as storage and infiltration. The volume is achieved for the 100 year storm event at 5 year release rate. It is expected that stormwater will infiltrate when possible and flow through the control subdrains in larger events to the Gananoque River.

Drawing Comments:

- 10) The existing conditions drawing appears to show the existing sidewalk area extends to the limits of the proposed building. The existing gravel area appears to cover significantly more of the site than is listed in the SWM report tables. Conversely, the coverage of the landscaped areas appears to be much less in existing conditions. The drawing also appears to show proposed features such as the “new landscaped area”, Proposed Landscaped / Mulch Area”, “gravel area” and grading. Please clearly display the actual existing conditions on the C0 dwg.
The Existing conditions plan has been updated.
- 11) The Site Plan drawing (C1) shows four proposed trees. Some of these appear to be proposed within the gravel area. Is this intended? The concrete sidewalk is all shown to be proposed. Please confirm how much sidewalk exists and how much will be added.
Trees have been relocated outside the gravel area. The existing sidewalk will be replaced with new addition and a new sidewalk.
- 12) The grading plan suggests that the grassed area in the front of the building likely drains toward River Street.

- The area is uncontrolled and not being changed. Existing conditions maintained.*
- 13) Similarly, the “proposed landscaped / mulch area” appears to drain to the trail – not to the “french drain” area.
Modified grading to keep water on site.
- 14) How does the current building drain? It appears the north half of the building drains offsite to the trail and would not stay within the property limits. This also affects the overall SWM calculations. Drainage from the roof over the new extension should be clearly explained and any instruction on roof drains should be noted on the drawings.
Roof drains will be directed to the parking lot. Any new runoff from the addition will be sloped to the parking lot. Existing drainage on existing roof is not being modified. Building was constructed on the property line not allowing any modifications on Town property.
- 15) The position of the existing building with respect to the property line is dimensioned on the site plan, except along the frontage of River Street. Here the existing building appears to encroach onto the ROW.
Correct, existing conditions.
- 16) Correct the BM elevation to 86.94m.
Corrected typo
- 17) Please identify the materials proposed for the ‘french drain’.
Detail added to C2.
- 18) Please provide a cross-section showing how the French drain will be constructed. The site plan indicates some double dashed lines extending from the French drain to the river. Are these piped outlets / sub drains? How will these be terminated at the river? What sediment and erosion controls will be proposed here?
Added silt fence along east edge of construction. Details of drain added. Rip Rap with silt fabric wrapped.
- 19) Will the landscape buffers be created with a certain depth of topsoil and seed? Or sod?
Any modified areas outside the property will be reinstated with topsoil and seed.
- 20) Will the existing fence in the north landscaped area be removed and replaced along the property line?
Yes, fence will be left in place. Moved or relocated as necessary.
- 21) Will the French drain be constructed inside or outside of the fenced area?
French drain area relocated outside 10m setback. Will be constructed around the fence.
- 22) There is a proposed elevation of 86.50m in the middle of the south entrance. It does not seem to fit with the surrounding existing grades. Please review.
Grades updated.
- 23) Show the proposed finished floors on the site plan drawing. Show the locations of the entrances. Show the sidewalk elevation at the entrances. What is the elevation difference between the sidewalks and the gravel?
Sidewalk is flush with gravel. Grades added.
- 24) Show proposed elevations around the extension. Existing grades are 84.96m to 85.20m in this area. Is a sidewalk required here for accessibility?
Doors proposed added to drawing.

1. Encroachment of material and grading is not permitted within/below the 83.3 m flood plain. The proposed “French Drain” will need to be revised so that it is entirely outside this elevation and no changes are made in the flood plain.
Please revise the drawings to demonstrate this.
Revised location of the infiltration French drain. Top of basin area is 85.00 and bottom is at 84.09m.
2. **Please confirm the distance from the French Drain area to the toe of the shoreline slope.** This feature and associated placement of material and grading will need to be at least 10 metres from the toe.
Moved outside the 10 metre setback and labelled setback.
3. Please confirm if existing trees and vegetation along the shoreline slope will be retained and what, if any, removals will occur.
Only works in the setback are the subdrains shown. No removal of vegetation is proposed.
4. As is standard, Cataraqui Conservation requests that drainage area maps be provided in the SWM Report for both predevelopment and post development conditions. **Please revise.**
The drainage area plans are added.
5. Cataraqui Conservation guidelines require quantity control be provided for the minor through regulatory return periods (2 year through 100 year), it hasn’t been demonstrated that control will be achieved up to the 100-year predevelopment allowable release rate. **Please revise.**
Quantity control done with use of subdrains.
6. On-site stormwater storage should be provided for the 5 through the 100-year events, it is not clear if this is the case. **Please address.**
On site quantity control with the use of French drain for the 100 year storm.
7. Please indicate on the plans and in the report where surface storage will occur.
Please revise.
Revised to remove surface storage.
8. In response to comment 1, above, if the storage capacity/function of the French Drain is reduced due to revisions to get it outside the flood plain, the designer will need to modify this area so that necessary capacity is still provided. **Please address.**
Storage is achieved.
9. Calculations should be provided within the report to prove the underground infiltration trench and surface storage will provide sufficient storage for up to the 100-year event. **Please revise.**
Dimensions added to report for calculations of storage volume. 75m² x 0.91m deep with 40% voids.
10. Please illustrate the location and type of erosion and sediment controls in the drawings.
Added silt fence to drawing
11. **Please indicate the location of snow storage for the site on the drawings.**
Snow storage added to plan.

Yours truly,

EASTERN ENGINEERING GROUP INC.

A handwritten signature in black ink, appearing to read 'C Jardine', written in a cursive style.

Colin Jardine, P. Eng.

