THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

REGULAR COUNCIL MEETING AGENDA
Held on Tuesday, December 16, 2025, at 5:00 PM
In-Person Town Hall Council Chambers 2nd Floor

Teleconference Toll Free Number – 1-833-311-4101
Access Code: 2631 774 1482

Video Conference Link: Click Here
Access Code: 2631 774 1482

1.	**Call Meeting to Order**
2.	**Disclosure of Pecuniary Interest & General Nature Thereof**
3.	**Canadian National Anthem**
4.	**Land Acknowledgement Statement**
5.	**Public Question/Comment** (Only Addressing Motion(s) or Reports on the Agenda)
6.	**Disclosure Additional Items**
7.	**Public Meeting**
	1. Proposed Class III Development Permit DP2025-16 – 77 Pine Street (+Ref. Report Council-PD-2025-19)
	2. Proposed Official Plan Amendment and Class III Development Permit OPA8-25 / DP2025-13 – 145 River Street (+Ref. Report Council-PD-2025-20)
8.	**Presentations/Awards/Deputations**
	1. Cataraqui Conservation – David Ellington, General Manager – Bill 68 and Proposed Conservation Authority Consolidations
9.	**Delegations** – None
10.	**Mayor's Declarations** – None

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

11.	**Unfinished Business**
	David Armstrong, Manager of Public Works
	Council-RDS-2025-15 – Garden Street – Speed Limit, Speed Bumps and Stop Sign
12.	**Motion #25-184 – Approval of Minutes – December 2nd, 4th/5th and 8th, 2025**
13.	**Staff Reports**
	Penny Kelly, Clerk / CEMC
	Council-CSC-2025-11 – 2022 to 2027 Multi-Year Accessibility Plan Review
	Council-CSC-2025-12 – Emergency Management Program and Emergency Response Plan Review
	David Armstrong, Manager of Public Works
	Council-RDS-2025-16 – Award of Contract – Town Gates Repair and Maintenance
14.	**Motions** (Council Direction to Staff) – None
15.	**Correspondence**
	1. Municipality of North Grenville – Elect Respect Pledge – Resolution of Support
	2. United Counties of Stormont, Dundas & Glengarry – Conservation Authorities Amalgamation – Request for Support
	3. Association of Municipalities of Ontario (AMO) Communications – Help Us Advocate for Strong OMERS Governance
	4. Office of the Solicitor General – 2026 Ontario Provincial Police (OPP) Annual Billing Statements
16.	**Notice Required Under the Notice By-law** – None
17.	**Committee Updates** (Council Reps)
18.	**Discussion of Additional Items**
19.	**Questions from the Media**
20.	**Confirmation By-law**
	By-law No. 2025-111 – Confirm the proceedings of Council for the meeting held on Tuesday, December 16, 2025
21.	**Next Meeting(s):** 1. Special Council – Tuesday, December 16, 2025 at 7:00 PM – Budget Deliberations 2. Regular Council – Wednesday, January 14, 2026 at 5:00 PM
22.	**Adjournment**

The Corporation of the Town of Gananoque

Land Acknowledgement Statement

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

We are grateful for the opportunity to gather here.

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

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

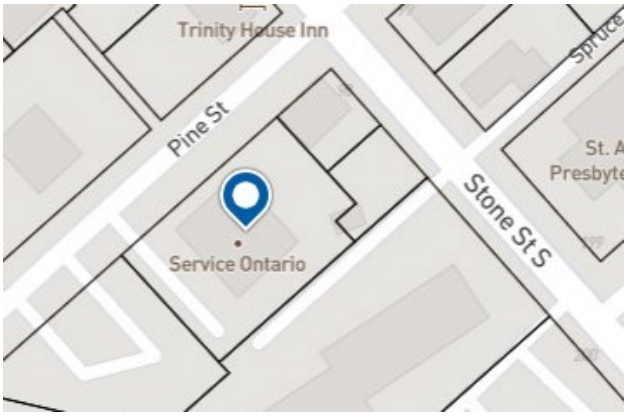
77 PINE STREET

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


Pine Street
Stone Street
Existing
Three–Storey
Post Office
9 PARKING
11 PARKING
EXISTING
±349.4m² (±3760.9ft²)
ADDITION
±16.1m²
(±173.3ft²)
ADDITION
±77.2m² (±831ft²)
TOTAL:
±426.6m² (±4591.9ft²)
ADDITION
±61.1m²
(±657.7ft²)
EXISTING CLOCK
TOWER
HEIGHT: 28m
NEW GROUND
BASE SIGN,
SUBJECT TO
FUTURE SIGN
APPLICATION
PROPOSED
RED MAPLE
EXISTING
DECIDUOUS
EXISTING
SIGN, TO BE
REMOVED
TACTILE
WARNING
STRIP
TENANT
ENTRY
STAFF
ENTRY
DENTAL
CLINIC
ENTRY
4 PROPOSED
SERVICEBERRY
TREES
PROPOSED
REDBUD
TREE
EXISTING
CONIFEROUS
TREES TO
REMAIN
GARBAGE
BIN
GARBAGE BIN
BEHIND 8M
TALL WOODEN
FENCE
WHEEL STOP
(TYPICAL)
REAR SETBACK
EXISTING CHAIN
LINK FENCE
EXISTING
CONIFEROUS
Existing
Three–Storey
Residential Building

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Council Report – PD-2025-19

Date: December 16, 2025 ☐ **IN CAMERA**

Subject: Development Permit (DP2025-16) – 77 Pine Street (772663 Ontario Limited)

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

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES DEVELOPMENT PERMIT DP2025-16 (772663 ONTARIO LIMITED) AT 77 PINE STREET TO CONSTRUCT TWO (2) ADDITIONS TO THE BUILDING SUBJECT TO THE FOLLOWING CONDITIONS:

- OWNER OBTAIN APPROVALS FROM PUBLIC WORKS/UTILITIES DEPARTMENT FOR WATER AND SEWER SERVICES IN ACCORDANCE WITH THE URBAN SERVICE REQUIREMENTS;
- OWNER OBTAIN APPROVALS FROM PUBLIC WORKS/UTILITIES FOR COMPLIANCE WITH THE BACKFLOW PREVENTION PROGRAM;
- OWNER SUBMIT AND MEET ALL REQUIREMENTS OF THE ARCHEOLOGICAL ASSESSMENT AS PER THE MINISTRY BEFORE LAND DEVELOPMENT CAN PROCEED.
- THE OWNER ENTER INTO A DEVELOPMENT PERMIT AGREEMENT WITHIN ONE YEAR OF THE NOTICE OF DECISION OR THE APPROVAL MAY LAPSE; AND
- THE OWNER FULFILL ALL CONDITIONS WITHIN ONE YEAR OF THIS APPROVAL OR THE APPLICATION WILL LAPSE.

AS RECOMMENDED BY THE PLANNING ADVISORY COMMITTEE (PAC) AND AS PRESENTED IN COUNCIL REPORT-DP-2025-18.

STRATEGIC PLAN COMMENTS:

Strategic Initiative #4 Actively work to retain existing Gananoque businesses and encourage job growth and expansion opportunities.
Sector #6: Governance – Strategic Initiative #4 - Town Council will ensure openness and transparency in its operations.

BACKGROUND:

The owners of the property at 77 Pine Street have applied for a development permit application to construct two additions to the existing building which consists of a dental clinic and professional offices. The proposed additions will expand the area of the dental clinic including a separate entrance and expanding within the building itself. The site works will include revamping of the parking lot area and increased landscaping.

Refer to Planning Report meeting date of December 9, 2025 attached for complete background and review of the application before Council.

INFORMATION/DISCUSSION:
At the meeting of December 9, 2025 Planning Advisory Committee (PAC) considered the following application at 77 Pine Street.

The committee was wholly in favour of the application noting that the elevations considered the neighbourhood and that the existing building is deserving of a facelift.

It is noted that a condition of approval is an Archeological Assessment which cannot be undertaken until the Spring of 2026. Correspondence was received from the retained archaeologist citing winter conditions. This is due to the known proximity of a former Blockhouse on the Pine Street parking lot.

PAC-COA-PSC Motion #2025-42 – DP2025-16 – 116-118 King Street
Moved by: Anne-Marie Koiner **Seconded by:** Kathy Warren

THAT PLANNING ADVISORY COMMITTEE recommends to Council that they have no objection to Development Permit DP2025-16 (772663 Ontario Limited) at 77 Pine Street to construct two additions to the existing building subject to the following conditions:

- Owner obtain approvals from Public Works/Utilities Department for water and sewer services in accordance with the Urban Service Requirements;
- Owner obtain approvals from Public Works/Utilities for compliance with the Backflow Prevention program;
- Owner submit and meet all requirements of the Archeological Assessment as per the Ministry before land development can proceed.
- The Owner enter into a Development Permit Agreement within one year of the Notice of Decision or the approval may lapse; and
- The Owner fulfill all conditions within one year of this approval or the application will lapse.

- **CARRIED**

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

APPLICABLE POLICY/LEGISLATION:
Planning Act, Provincial Policy Statement, Official Plan, Development Permit By-law

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:
n/a

CONSULTATIONS:

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

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

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

ATTACHMENT 1 - Staff report to PAC, Application, Drawings, Background Information

PLANNING REPORT

TO: PLANNING ADVISORY COMMITTEE

FROM: PLANNING AND DEVELOPMENT

MEETING DATE: TUESDAY, DECEMBER 9, 2025

SUBJECT: DP2025-16 – 77 PINE STREET
CLASS III DEVELOPMENT PERMIT

Background:

Property: 77 PINE STREET

Legal Description: PLAN 86 LOTS 11 12 PT LOTS; 10 13 PT MARKET SQ BLK O AND; RP 28R1143 PARTS 1 AND 2

Official Plan: LOWERTOWN

Development Permit: LOWERTOWN MIXED USE

Lot Coverage: 75% MAXIMUM

Purpose and Effect:
The request is construct two additions to the existing single storey commercial building located at 77 Pine Street to provide additional space for the existing dental clinic. A single storey addition i(16.1m^2) is proposed at the northwest corner and a two storey addition(61.1m$^{2)}$ at the southwest corner of the building. The parking lot is proposed to be reconfigured along the west side of the property.

Background:
The subject property has a frontage of 122.9m along Pine Street and a depth of 28.32m along the eastern interior lot line and 34.4m along the western interior lot line. The building contains a dental clinic and professional offices. The property is adjacent the clock tower at the southeast corner, the former post office building to the east, a municipal parking lot to the west, three storey apartment building to the south and apartment building to the north.



View of the front of the existing building along Pine Street

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

2.1 Planning for People and Homes

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

2.3 Settlement Areas and Settlement Area Boundary Expansions

2.3.1 General Policies for Settlement Areas
Settlement areas shall be the focus of growth and development.

3. Planning authorities shall support general *intensification* and *redevelopment* to support the achievement of *complete communities.*

2.4 Strategic Growth Areas

2.4.1 General Policies for Strategic Growth Areas

1. Planning authorities are encouraged to identify and focus growth and development in *strategic growth areas.*

2. To support the achievement of *complete communities*, a range and mix of *housing options, intensification* and more mixed-use development, *strategic growth areas* should be planned:
a) to accommodate significant population and employment growth;
b) as focal areas for education, commercial, recreational, and cultural uses

3. Planning authorities should:
c) permit *development* and *intensification* in *strategic growth areas* to support the achievement of *complete communities* and a *compact built form;*

2.8 Employment

1. Planning authorities shall promote economic development and competitiveness by:
   a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;
   d) encouraging *intensification* of employment uses and compatible, compact, mixed-use development to support the achievement of *complete communities*

COMMENT:
The proposal is in keeping with the direction of the Province for an expansion to the existing dental clinic within a settlement area and complete community. The property is located within an existing serviced built-up neighbourhood and the property has existing municipal services provided to the site.



Southwest corner of the building with a two-storey addition

***OFFICIAL PLAN*:**
The Town of Gananoque Official Plan is an essential planning document which is designed to manage future growth, development and change in the Town. The Official Plan provides a framework which will guide land use decisions within the Town's boundaries. The Official Plan was adopted by By-law 2009-39 on September 15, 2009.

The property is located in the Lowertown designation of the Official Plan.

3.1 Our Heritage – Planning Lowertown
3.1.1. Create a vibrant, year-round, mixed-use Lowertown neighbourhood on an active waterfront where people live, work and play.

Objectives in regards to the application include:
3. Protect and enhance existing viable businesses in a mixed use setting
6. Protect and enhance existing recreation, tourism and cultural uses in a mixed use setting
8. Enhance vehicular and pedestrian circulation and orientation
9. Encourage appropriate cultural activities and facilities

3.1.2.3 Development and Re-Development Policies
All of the Lowertown designation is considered to be a mixed use development area and provides for a range of permitted uses including tourism, service, arts and cultural uses.

4.0 Making it Work – Our Infrastructures
Section 4.0 indicates that any infrastructure related to the construction and maintenance shall be taken into consideration when reviewing applications. Infrastructure considers roads, bridges, water and sewer, stormwater management, transportation etc.

5.4.4 Development Criteria
Councils shall consider development criteria when reviewing the compatibility and appropriateness of any new development or redevelopment, when considering amendments to the Zoning By-law (Development Permit By-law).

5.9 Economic Development
Council's intent is to recognize that the economic base of the Town is dependent upon a mix of commercial, service industries, manufacturing activities and tourism.
This is achieved by:
1. To sustain and to build on the existing strength of the commercial, industrial and tourism sectors of the economy.

COMMENT:
The proposal is consistent with the overall intent, goals and objectives of the Lowertown designation of the Official Plan as it provides for two additions to an existing dental clinic that will enhance the existing viable business in a mixed use setting. Existing landscaping will be protected and additional landscaping will be provided on the property to enhance the existing site. Walkway connections have been provided from the barrier free parking spaces to the building to provide for safe access into the building. The property has existing municipal services to the site.

An Archeological Study was requested due to the lands being adjacent a known historical property being the Blockhouse. The Phase I of the study has not been received to date. The archeological is required to be completed by a qualified person. Should the Phase I indicate that further Phases are required, it would be required prior to any works occurring on the site. As of this report, the applicant does not anticipate this to be completed until Spring 2026.

Development criteria will be addressed within the Development Permit By-law review.

DEVELOPMENT PERMIT:
The property is designated Lowertown Mixed Use in the Development Permit By-law. The Lowertown enjoys a rich cultural heritage and it is the intention of the by-law to provide for an increased level of exterior design and to enhance both private and public realms within the Lowertown designation.

Section 4.0 Lowertown Mixed Uses

The Development Permit By-law provides for a variety of residential and non-residential uses that include retail, clinic and office uses for the purposes of a mixed use and livable community.

Section 4.1 Site Provisions

According to Municipal Property Assessment Corporation records, the building was constructed around 1975. According to Town records, applications for an expansion to a medical clinic were undertaken in 1988 and 1991.

Section 3.0 General Provisions

Section 3.32 Parking and Storage of Vehicles

- Clinic - 6 spaces per doctor, there are two doctors in the clinic and a total of 12 parking spaces are required for the dental clinic which has a floor area of 323.2m^2
- Professional office use – 1 space per 20m^2 of gross floor area, the total tenant area is 103.4m^2 and the total required number of tenant parking spaces is 6 parking spaces
- A total of 18 parking spaces are required for the two additions
- The proposal includes a total of 20 parking spaces including 2 barrier free spaces

Barrier Free Parking

One barrier-free parking space shall be provided for every 20 standard parking spaces and shall be included in the total number of parking spaces required. The parking spaces include concrete curb stops.



Arial view of 77 Pine Street

Site Provisions (4.2)

The following site provisions are based on the permitted non-residential uses

Site Provision	Requirements	Existing/Proposed
Lot Area	232 m^2	349.4 m^2
Lot Coverage (maximum)	75%	19.1% existing 24.4% proposed
Lot Frontage	7.5 m	51.3 m

Front Yard Setback	0m	4.5m n/c
Exterior Yard Setback	0m	n/a
Interior Side Yard (east)	0m	12.6m
Interior Side Yard (west)	0m	17.2m existing 15.5m proposed
Rear Yard Depth	4.5m	6.8m
Building Height (max)	12m	4m existing 6.2m proposed

Section 4.5 Design Criteria
The objective within the Lowertown Mixed Use designation is to recognize the historical, architectural character and unique streetscape this distinctive area of Town enjoys.

Within the design criteria the following is summarized:

- Architectural interest through the use of exterior cladding materials that compliment the cultural heritage of the area is encouraged.
- Façade details that provide for varied materials and details that add to the pedestrian and public experience.
- Garbage enclosures – fencing and screening
- Soft landscape materials
- Pedestrian access

COMMENT:
The request for the proposed additions are to provide additional floor area for the dental clinic area of the building at 77 Pine Street. Architectural interest is provided in the exterior cladding materials that compliment the cultural heritage of the area with the use of red clay bricks similar to the historic brick used on the adjacent buildings and horizontal metal siding. The exterior of the second storey addition will consist mainly of glass.

Exterior lighting will be located in the soffits of the overhangs to ensure the light is directed downwards only.

A new walkway will be installed along the west and south sides of the building. A separate entrance is being proposed to the dental clinic. The entry to the professional offices will remain. Existing sidewalks are located along both sides of Pine Street and an existing light standard is located at the front of the property.

The proposal includes the addition of 3 parking spaces including 2 barrier free parking spaces for a total of 20. Painted walkways with proper tactile strips are extended from the barrier free spaces to the entrances of the building. The parking will be realigned at the west side of the property and curb stops will be provided for each parking space. Staff recommend that parking space 9 be removed as it would not function with the garbage enclosure.

The site contains existing landscaping consisting of trees along the front of the property and shrubs along the rear of the property. Additional landscaping will be provided at the front of the property along Pine Street and along the west side of the building and rear of the building.

A fenced garbage enclosure will be located in the southeast corner. The existing garbage storage bin will be removed from the site. The existing sign will be removed and a new ground sign will be located in the front yard.

CIRCULATION TO AGENCIES

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

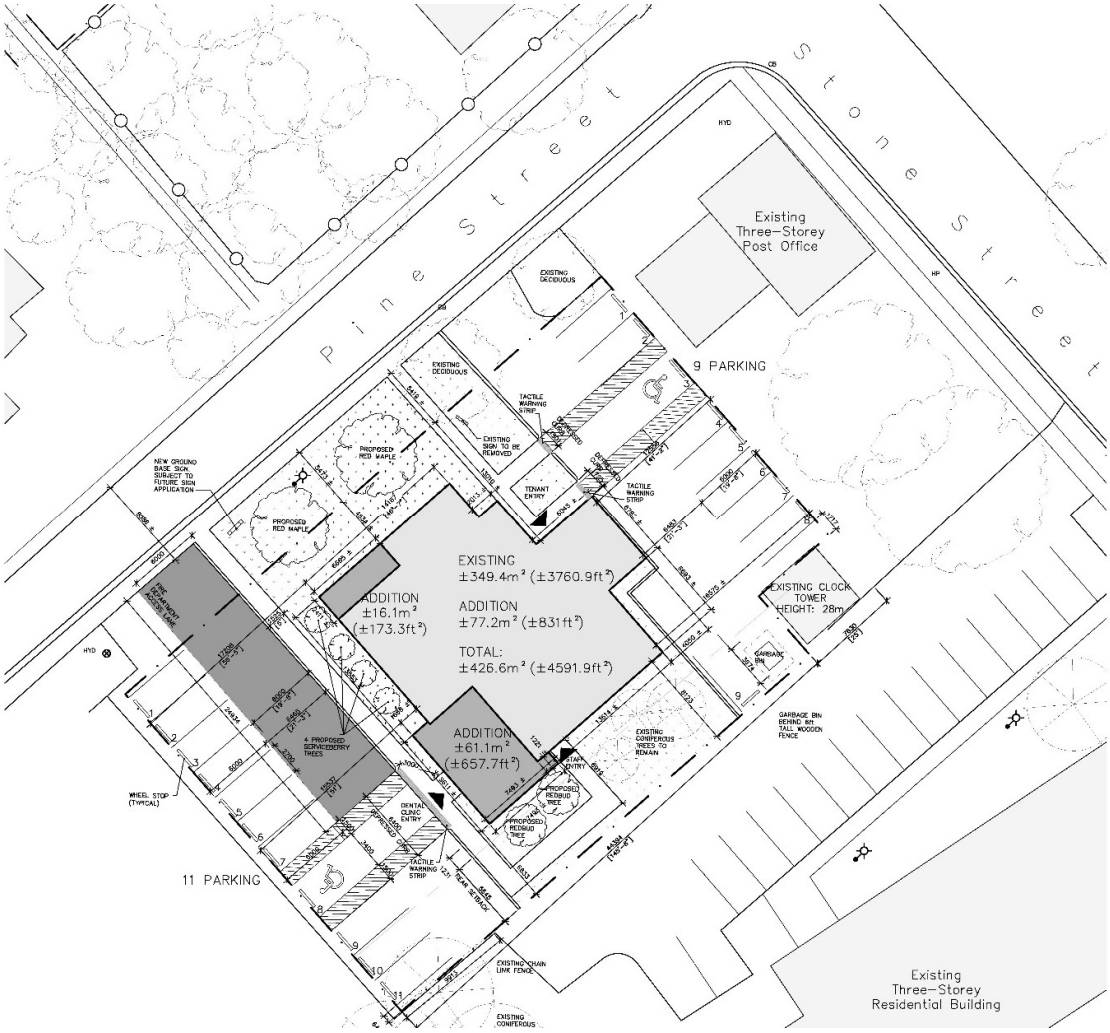
CAO	
Chief Building Official	
CRCA	The CRCA has no comment
School Boards: CDSBEO/UCDSB Health Unit: South East Health Unit	
Utilities/Public Works: Bell Canada/ Canada Post/ Cogeco/Enbridge Gas/ Eastern Ontario Power/Hydro One (OPG)	
EMS: Fire/LG Paramedic/Police	
Public Works, Water/Sewer Utilities	
St. Lawrence Parks Commission/ MTO/ Other Commenting Agencies	
Neighbourhood: Posting and 120m Circulation	No comments were received from the public

Staff have no objection to Development Permit DP2025-16 (772663 Ontario Limited) at 77 Pine Street to construct two additions to the existing building subject to the following conditions:

- Owner obtain approvals from Public Works/Utilities Department for water and sewer services in accordance with the Urban Service Requirements;
- Owner obtain approvals from Public Works/Utilities for compliance with the Backflow Prevention program;
- Owner submit and meet all requirements of the Archeological Assessment as per the Ministry before land development can proceed.
- The Owner enter into a Development Permit Agreement within one year of the Notice of Decision or the approval may lapse; and
- The Owner fulfill all conditions within one year of this approval or the application will lapse.

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

Site Plan of 77 Pine Street



THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

DP 2025/16

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***

- ☐ Air, Noise or Vibration Study
- ☐ Archaeological Study ***In progress, will follow***
- ☐ Drainage and/or stormwater management report
- ☐ Environmental Impact Assessment for a natural heritage feature or area
- ☐ Erosion and Sediment Control Plan
- ☐ Geotechnical Study and Hydrogeological Study
- ☐ Heritage Resource Assessment/Study
- ☐ Hydrogeology/Groundwater Study
- ☐ Phase I Environmental, investigation if required
- ☐ Form 1's – Record of Future Alteration (Water, Sewer and Storm)
- ☐ Sanitary System Design & sufficient capacity
- ☐ Servicing Options Report
- ☐ Source Water Protection – Risk Management Assessment
- ☐ Sun/Shady Study
- ☐ Traffic Study
- ☐ Vegetation Inventory/Preservation
- ☐ Visual Impact Assessment
- ☐ Water Distribution System & sufficient capacity
- ☐ Wave Uprush Study
- ☐ Supporting Land Use Planning Report ***N.A.***
- ☐ 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): ***Dental Clinic and Rental Office Suites***		
Length of time the existing use of the subject lands have continued: ***Unknown an addition was completed in 1991***		
Has the property been designated as a Heritage Site?	☐ Yes	☒ **No**
Is the property presently under a Site Plan/Development Permit Agreement?	☐ Yes	☒ **No**
Has the property ever been subject of an application under Section 34 (Zoning), 41 (Site plan) or 45 (Minor Variance) of the Planning Act?	☐ Yes	☒ **No**
Has the property ever been subject of an application under Section 70.2 (Development Permit By-law) of the Planning Act?	☐ Yes	☒ **No**
If the property has been subject of applications under the Planning Act noted above, provide the file number(s) and the status of the application? **No**		

Proposed Use(s): ***Continuation of the existing uses. The additions are needed for functional improvements to the dental office.***		
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? ***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***		
Is/Are variation(s) requested?	☐ Yes	☒ **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?	☐ Yes	☒ No
What is the anticipated date of construction?		
Is the land to be divided in the future?	☐ Yes	☒ No
Are there any easements, right-of-ways or restrictive covenants affecting the subject land?	☐ Yes	☒ No
If yes, please provide details (and copies of covenants with application submission).		

Plan Details: Please ensure that measurements are consistent with plan

☐ Residential	☒ Commercial	☐ Employment Lands/ Industrial	☐ Institutional
Building Coverage: 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 ☒ Paved 996.82 M2 ☐ Gravel ☐ Permeable Parking Area ☐ Other			
	Proposed Parking Surface: ☒ Paved 853.06M2 ☐ Gravel ☐ Permeable Parking Area ☐ 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):

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

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

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

EXISTING BUILDINGS:	Building 1 - Primary	Building 2 - Accessory
Type of Structure (ie: wood concrete)	***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)	***Wood frame additions***	***N.A***
Proposed Date of Construction:	***Mid-January 2026***	
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	Kelly Crawford
Owner Name (Please Print)	Owner Name (Please Print)
Signature of Owner	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.

Signature of Owner	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

Brenda Jessie Geurkink-Guy, a 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: 020 43301
Official Plan Designation: Lowertown.	Development Permit Designation: Lowertown - Mixed Use	Other:
Access (Entrance Permits etc):	Water and Sewer Hookup (Permits etc):	Other:
Other Concurrent Applications: ☐ Cash-in-Lieu of Parking	☐ condo Approval ☐ Consent/ Severance	☐ Official Plan Amendment ☐ Subdivision Approval
Date Application Received: November 5/25.	Date Application Deemed Complete: November 13, 2025	Fees Received: $3900 - 1900 + 2000 deposit -

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

December 04, 2025

Ruan Hall
Cataraqui Construction
1929135 Ontario Inc.
1399 Tamarac St
Kingston, Ontario K7M7J2

Re: Stage 1 Archaeological Assessment of 77 Pine Street, Part Lots 10, 11, 12, 13, East of the Gananoque River, Registered Plan 86, Town of Gananoque.

As per the proposal provided November 18, 2025 please take note of the following factors affecting the completion of the Stage 1 assessment. A Stage 1 assessment includes a standard property inspection. As per the Ontario Ministry of Citizenship and Multiculturalism's Standards and Guidelines (2011) no archaeological field studies can take place during periods of frozen or snow covered ground (Standard 1.2, Section 2). As we have now entered the winter weather conditions I will not be able to complete the Stage 1 assessment until the spring weather has arrived. Thanks for your understanding.

If you have any questions please contact me at 613-530-7944.

Regards,

Michael Berry, PhD, CAHP
Abacus Archaeological Services
www.abacusarchaeology.ca
abacusarchservices@gmail.com

PLAN of SURVEY of

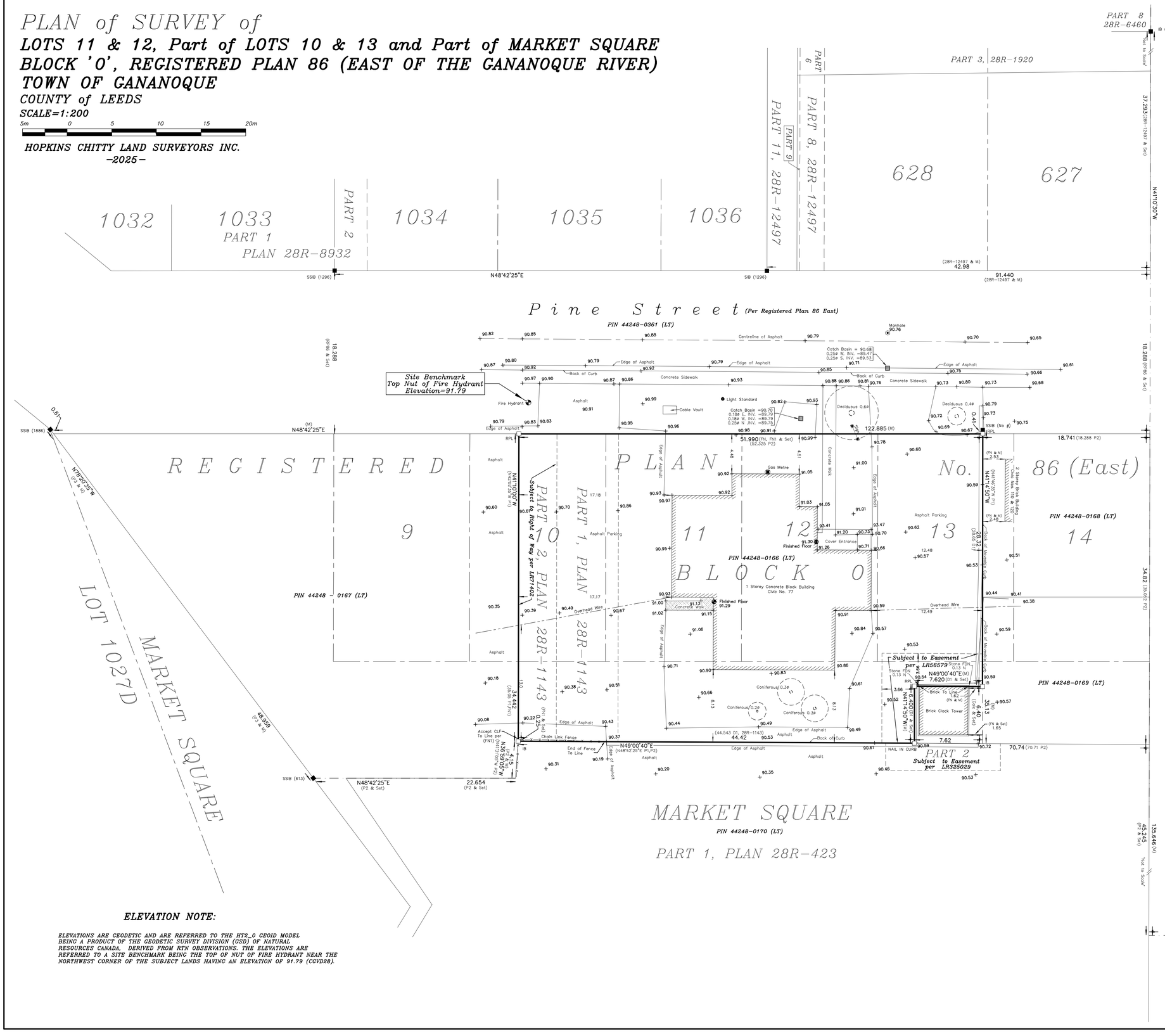
LOTS 11 & 12, Part of LOTS 10 & 13 and Part of MARKET SQUARE BLOCK 'O', REGISTERED PLAN 86 (EAST OF THE GANANOQUE RIVER) TOWN OF GANANOQUE

COUNTY of LEEDS

SCALE=1:200

5m 0 5 10 15 20m

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 0.999696.

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
SIB	"	Standard Iron Bar
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. LR66579
(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

ELEVATION NOTE:

ELEVATIONS ARE GEODETIC AND ARE REFERRED TO THE HT2_0 GEOID 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).

Party Chief: TJ	Instrument: CH	Checked By: PWC	Plan By:PWC/FF

HOPKINS CHITTY LAND SURVEYORS INC.
Ontario Land Surveyors
www.hopkinschitty.com
1224 GARDINERS ROAD, SUITE 102
KINGSTON, ONTARIO K7P-0C2
Tel (613) 384-9266
Fax (613) 384-3513

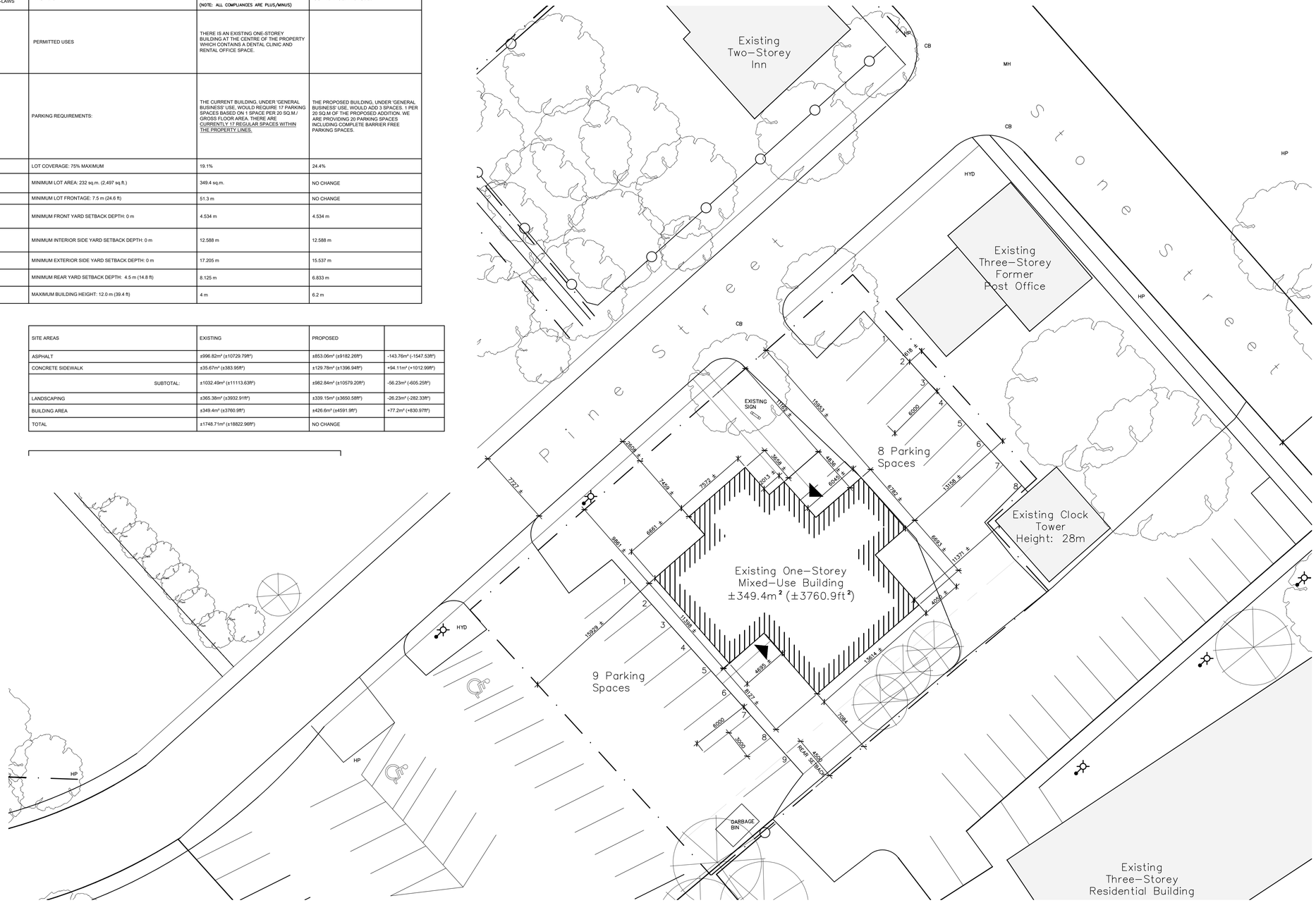
PROJECT No. 2025-0583
LOTS 10 TO 13, MARKET SQUARE
BLOCK 'O', REGISTERED PLAN 86
TOWN OF GANANOQUE

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-STOREY 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 (-605.25ft²)
LANDSCAPING	±365.38m² (±3932.91ft²)	±339.15m² (±3650.58ft²)	-26.23m² (-282.33ft²)
BUILDING AREA	±349.4m² (±3760.9ft²)	±426.6m² (±4591.9ft²)	+77.2m² (+830.97ft²)
TOTAL	±1748.71m² (±18822.96ft²)	NO CHANGE	



1 / A020 Site Plan
1:200

sza
Shoalts and Zaback Architects Ltd

Project North

Certificate of Practice Number: 2438

4 Cataraqui Street, Suite 206, Kingston, ON K7K 1Z7
tel. 613 541 0776 fax. 613 541 0804
mail@szarch.com www.szarch.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
- CB — CATCH BASIN
- HP — HYDRO POLE
- HYD — FIRE HYDRANT
- MH — MANHOLE COVER
- SETBACK
- PROPERTY LINE
- FENCE LINE
- EX — EXISTING TO REMAIN

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

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 #	Drawing Number
Project # 21015 / Revision # 1	A020

D:\SZA Projects\2021 - 21 Pine St, Gana & Kitchen\1 Design\21015-A020-Site Plan.dwg

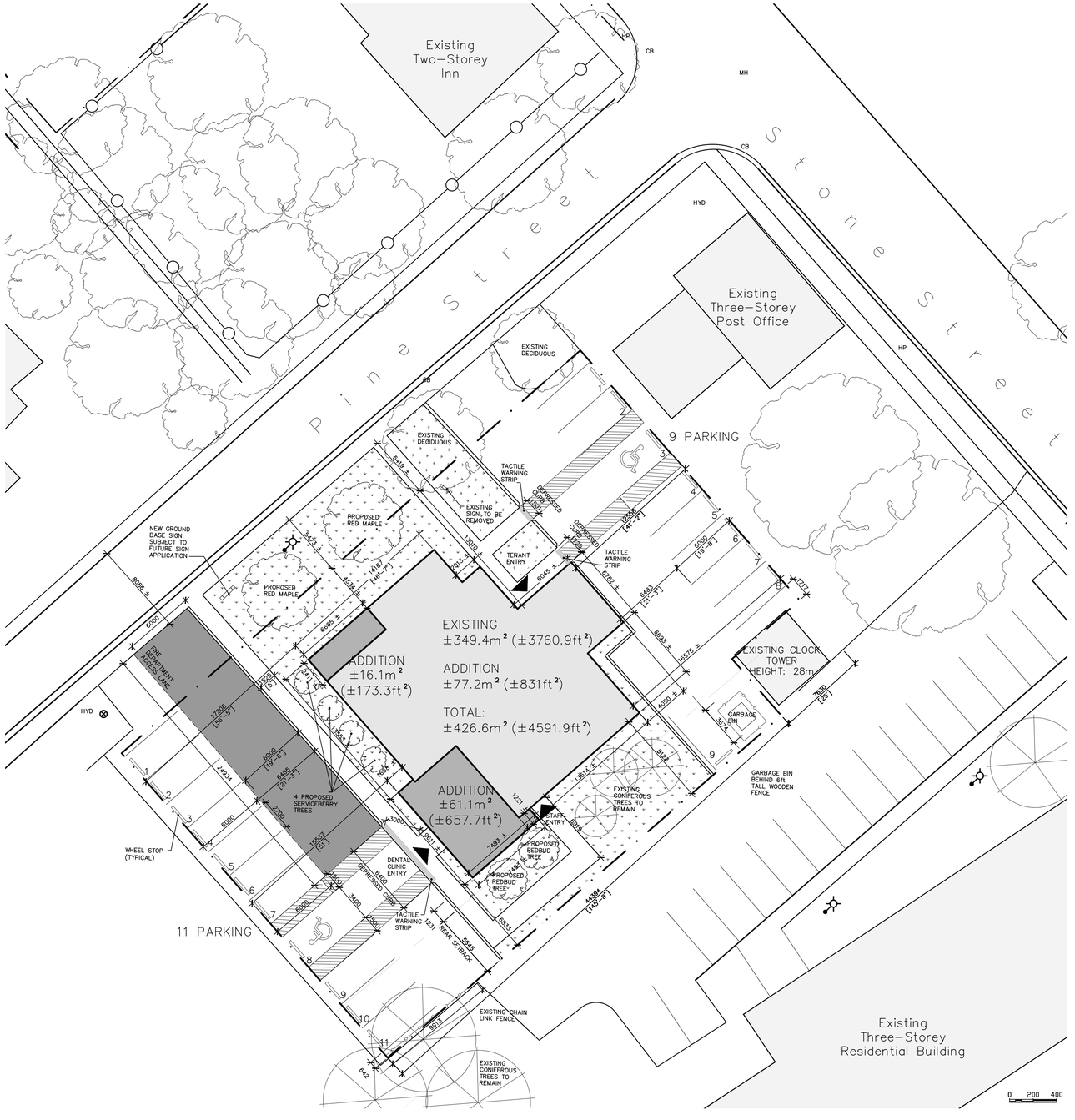
SITE STATISTICS

LOWERTOWN – MIXED USE

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4.2	LOT COVERAGE: 75% MAXIMUM	19.1%	24.4%
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4.2	MINIMUM LOT FRONTAGE: 7.5 m (24.6 ft)	51.3 m	NO CHANGE
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TOTAL	±1748.71m² (±18822.96ft²)	NO CHANGE	

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



1 A021 Site Plan

1:200

sza

Shoalts and Zaback Architects Ltd

4 Cataraqui Street, Suite 206, Kingston, ON K7K 1Z7
tel. 613 541 0776 fax. 613 541 0804
mail@szarch.com www.szarch.com

Project North

Certificate of Practice Number: 2438

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- PROPOSED ADDITION
- EXISTING TO REMAIN
- GRAVEL PAVEMENT
- LANDSCAPING (CONIFEROUS AND DECIDUOUS TREES)
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Revision	Description	Date
3	SUBMITTED FOR DEVELOPMENT PERMIT	2025-11-04
2	FOR REVIEW	2025-10-28
1	FOR REVIEW	2025-10-14

Project
Addition and Renovation

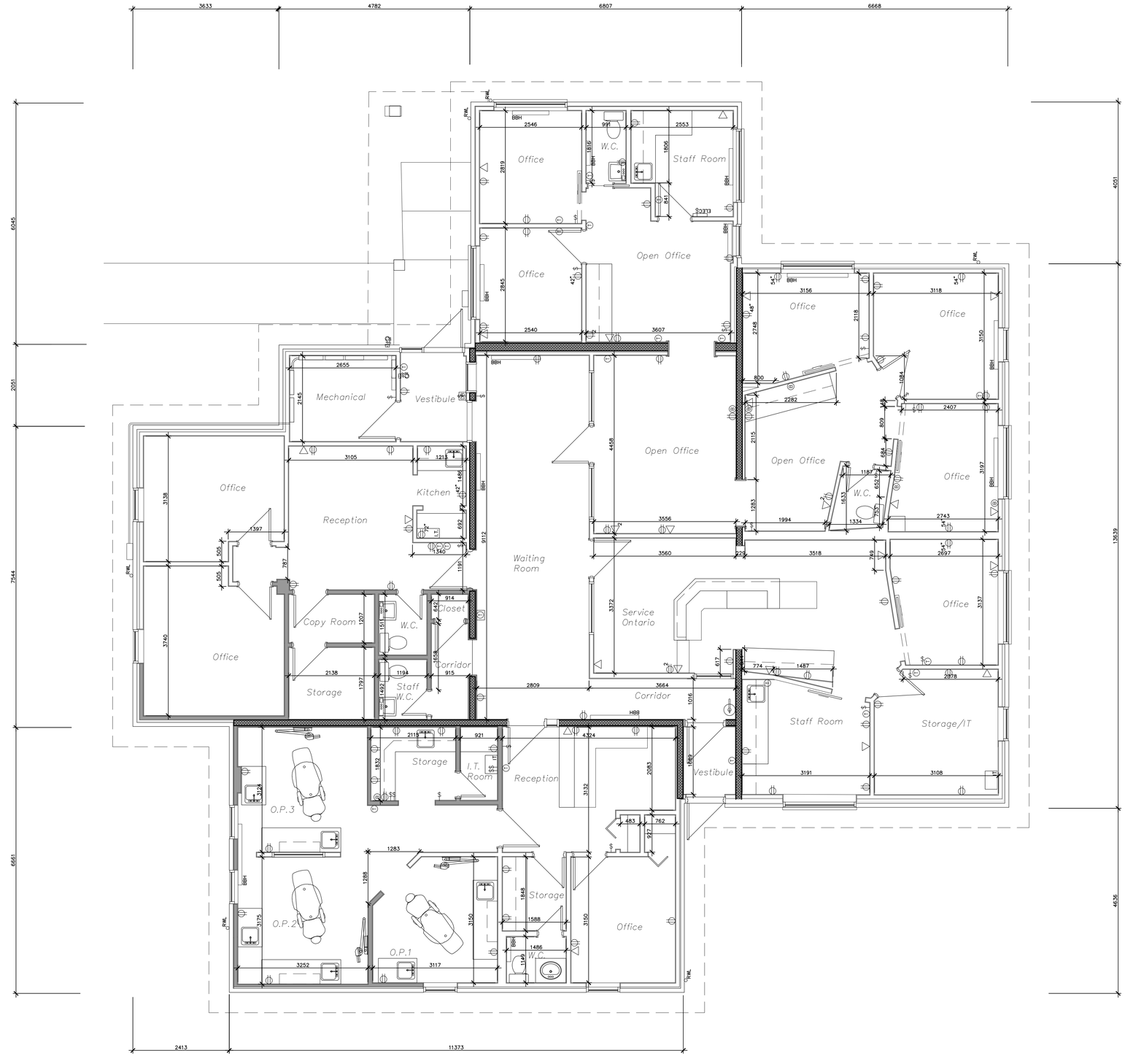
Location
77 Pine Street
Gananoque, Ontario

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 #	Drawing Number
Project # 21015 / Revision # 1	A021

Autodesk Docs://21015 - 77 Pine St, Addition & Reno/21015-A020-Site Plan.rvt



1 A100 Existing Plan
1:50

sza
Shoalts and Zaback Architects Ltd

Project North

Certificate of Practice Number: 2438

4 Cataraqui Street, Suite 206, Kingston, ON K7K 1Z7
tel. 613 541 0776 fax. 613 541 0804
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Revision	Description	Date
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1	FOR REVIEW	2025-10-14

Project
Addition and Renovation

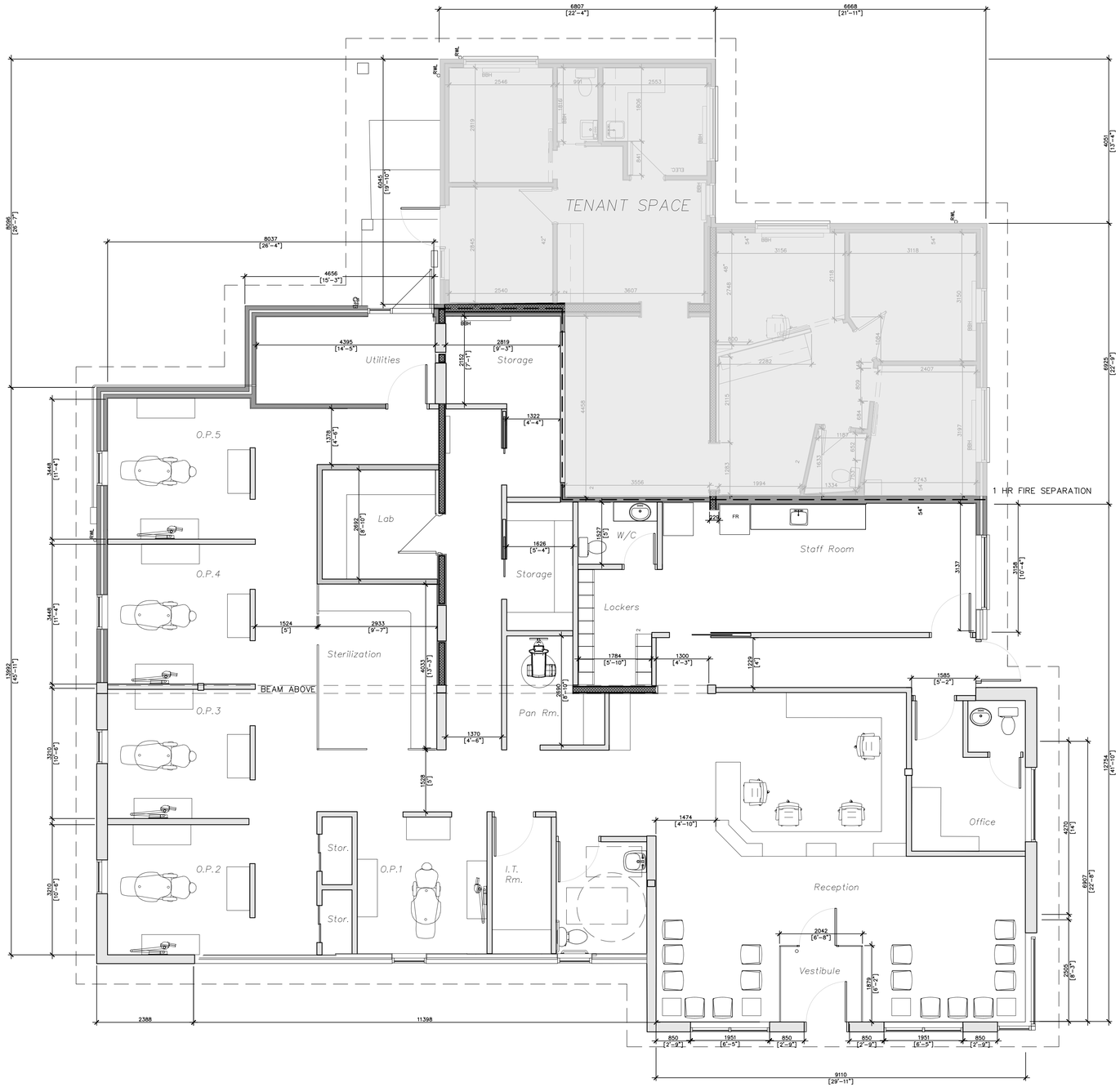
Location
77 Pine Street
Gananoque, Ontario

Client
772663 Ontario Limited

Drawing
Existing Plan

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

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1 A101 Proposed Plan
1:50

sza
Shoalts and Zaback Architects Ltd

Project North

Certificate of Practice Number: 2438

4 Cataraqui Street, Suite 206, Kingston, ON K7K 1Z7
tel. 613 541 0776 fax. 613 541 0804
mail@szarch.com www.szarch.com

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Legend:

1 HR FIRE SEPARATION

TENANT SPACE

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

Project
Addition and Renovation

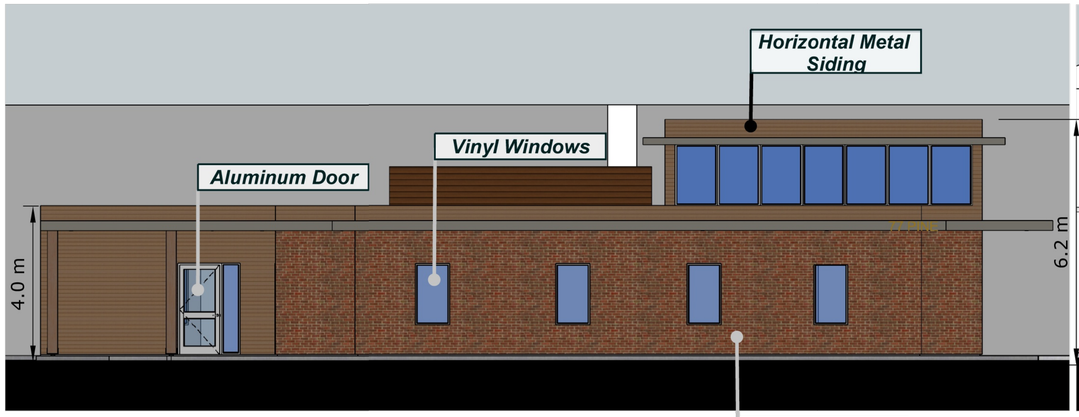
Location
77 Pine Street
Gananoque, Ontario

Client
772663 Ontario Limited

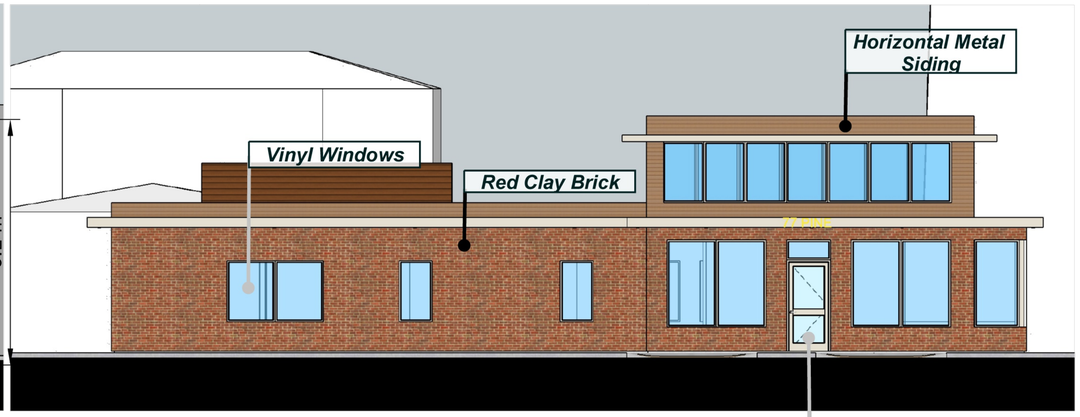
Drawing
Proposed Plan: Ground Floor

Drawn by: CH	Date: 2025-09-29
File Name: 21015-A100	Scale: 1:50
Client Project #	Drawing Number: A101
Project # 21015 / Revision # 1	

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



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



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



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

All lights are downlights located in overhead

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

Project
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 #	Drawing Number: A200
Project # 21015 / Revision # 1	

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11/4/2025 8:39:34 AM









77 Pine Street - Renders 01 of 02
Shoalts and Zaback Architects Ltd. sza
21015_77PineSt 2025-11-04





77 Pine Street - Renders







77 Pine Street - Existing Condition

Shoalts and Zaback Architects Ltd.

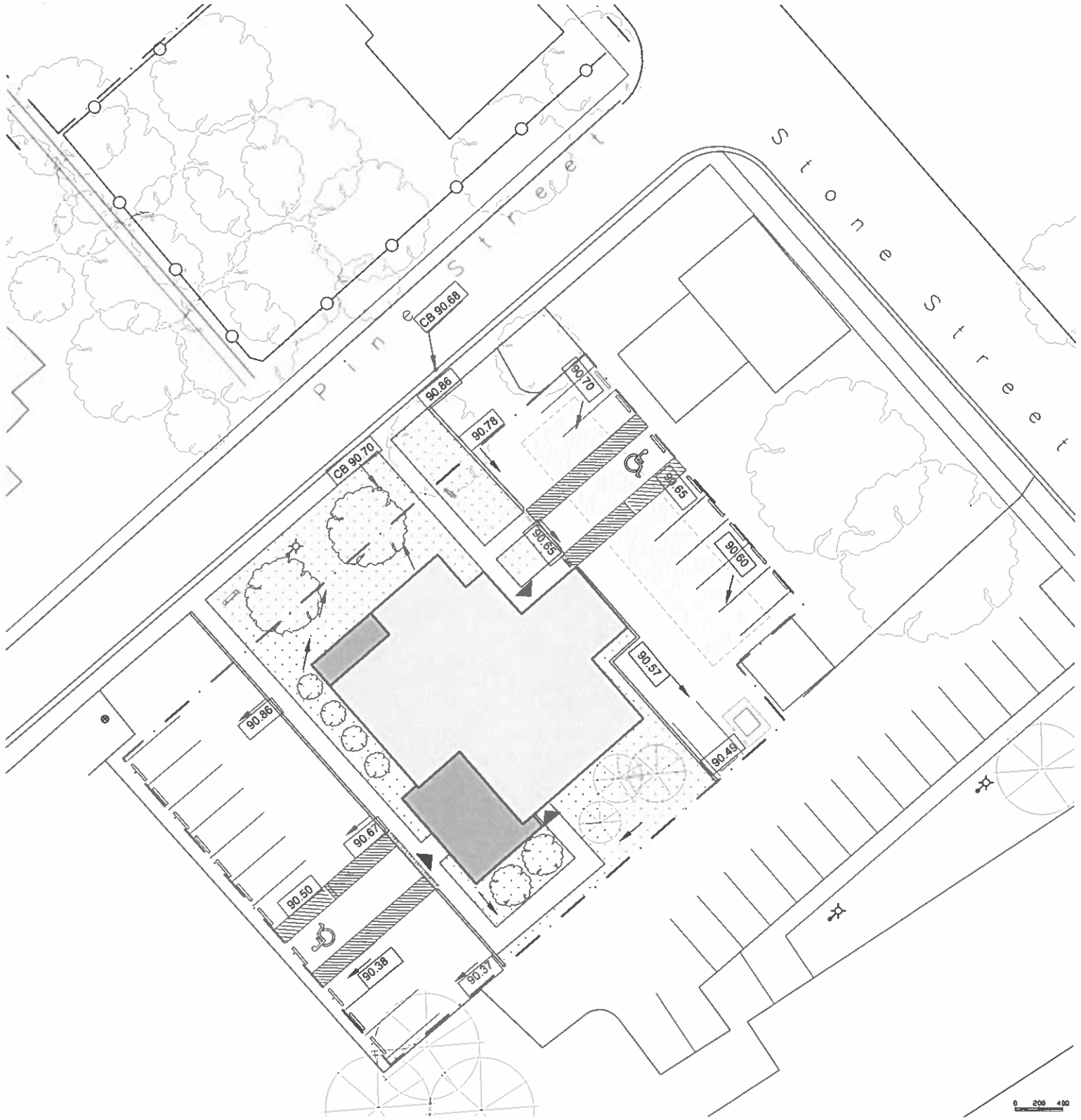
sza

Civil Engineer Notes:

1. FIX BROKEN ASPHALT NORTH OF BUILDING
2. ELEVATE ASPHALT WEST OF CLOCK TOWER TO PREVENT WATER PONDING
3. ALL OF ASPHALT ELEVATIONS (EXCEPT NOTE 2) ARE EXISTING ELEVATIONS AS PER PLAN OF SURVEY DRAWING

Legend:

- FIRE ACCESS ROUTE
- FIX PAVEMENT
- PROPOSED ADDITION
- EXISTING TO REMAIN
- GRAVEL PAVEMENT
- LANDSCAPING (CONIFEROUS AND DECIDUOUS TREES)
- LIGHT STANDARD
- INTERNATIONAL SYMBOL OF ACCESSIBILITY
- CB — CATCH BASIN
- HP — HYDRO POLE
- HYD — FIRE HYDRANT
- MH — MANHOLE COVER
- SETBACK
- PROPERTY LINE
- FENCE LINE
- EX — EXISTING TO REMAIN



1 / A021 Civil Site Plan
1:200

sza
Shoalts and Zaback Architects Ltd

Project North

Certificate of Practice Number 2438

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Omar Atrach Civil Engineer

LICENSED PROFESSIONAL ENGINEER
Omar Atrach
O. M. ATRACH
90353905
13.11.2025
PROVINCE OF ONTARIO

Revision	Description	Date
4	SUBMITTED FOR DEVELOPMENT PERMIT	2025-11-12
3	SUBMITTED FOR DEVELOPMENT PERMIT	2025-11-04
2	FOR REVIEW	2025-10-28
1	FOR REVIEW	2025-10-14

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 #	Drawing Number
Project # 21015 / Revision # 1	A021

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Council Report – PD-2025-20

Date: December 16, 2025 ☐ **IN CAMERA**

Subject: Official Plan Amendment and Class III Development Permit OPA8-25 / DP2025-13 – 145 River Street

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

RECOMMENDATION:
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PROVIDES THAT THEY HAVE NO OBJECTIONS TO THE REDESIGNATION OF THE PROPERTY AT 145 RIVER STREET (OPA8/2025) TO A SITE-SPECIFIC DESIGNATION WITH RESTRICTIVE CONTROLS ON THE PERMITTED USE, MAXIMUM BUILDING SIZE, AND ENHANCED LANDSCAPING TO HELP MAINTAIN THE RESIDENTIAL CHARACTER OF THE NEIGHBOURHOOD;

AND FURTHER THAT THE FOLLOWING SHALL APPLY TO AN OFFICIAL PLAN (OP):

- THE SUBJECT LANDS (OPA8-2025) ON SCHEDULE B RESIDENTIAL POLICY AREA OF THE OFFICIAL PLAN BE DESIGNATED RESIDENTIAL EXCEPTION AND THE FOLLOWING SHALL APPLY:
  - SITE SPECIFIC - LOCAL COMMERCIAL SHALL BE PERMITTED ON THE SUBJECT LANDS AND RESTRICTED TO A PRIVATE COMMUNITY FITNESS FACILITY WITH NO ACCESSORY USES.
  - NO ACTIVITIES RELATED TO THE BUSINESS ARE PERMITTED OUTSIDE THE PARAMETERS OF THE BUILDING.
  - NO OUTSIDE STORAGE SHALL BE PERMITTED.
  - NO BACKLIT, FLASHING, ILLUMINATED SIGNAGE.

AND FURTHER PASS BY-LAW NO. 2025-113 TO REDESIGNATE THE LANDS AT 145 RIVER STREET FROM RESIDENTIAL-TO-RESIDENTIAL EXCEPTION.

AS RECOMMENDED BY THE PLANNING ADVISORY COMMITTEE AND AS PRESENTED IN REPORT COUNCIL-PD-2025-20.

RECOMMENDATION:
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PROVIDES THAT THEY HAVE NO OBJECTION TO THE REDESIGNATION OF THE PROPERTY AT 145 RIVER STREET (DP2025-15) TO A SITE-SPECIFIC DESIGNATION WITH RESTRICTIVE CONTROLS ON THE PERMITTED USE, MAXIMUM BUILDING SIZE, AND ENHANCED LANDSCAPING TO HELP MAINTAIN THE RESIDENTIAL CHARACTER OF THE NEIGHBOURHOOD;

AND FURTHER THAT THE FOLLOWING SHALL APPLY TO THE DEVELOPMENT PERMIT:

- THE SUBJECT LANDS (DP2025-13) WITHIN THE DEVELOPMENT PERMIT BY-LAW BE DESIGNATED RESIDENTIAL EXCEPTION AND THE FOLLOWING SHALL APPLY:
  - PRIVATE COMMUNITY FITNESS FACILITY SHALL MEAN "*A PRIVATELY OWNED AND OPERATED FACILITY THAT OFFERS RECREATIONAL OPPORTUNITIES INCLUDING A FITNESS CENTRE EXCLUSIVELY TO ITS MEMBERSHIP OR NON-PROFIT ORGANIZATIONS WITHIN THE COMMUNITY*"
  - RESIDENTIAL EXCEPTION R-XX, SPECIAL CONDITIONS IN THE AGREEMENT AND NOTES ON THE SITE PLAN INCLUDE:
    - THE USE BE IDENTIFIED AS A DISCRETIONARY USE, SPECIFIC TO THE SUBJECT PROPERTY.
    - NO OUTSIDE STORAGE SHALL BE PERMITTED.
    - NO ACTIVITIES RELATED TO THE BUSINESS ARE PERMITTED OUTSIDE THE PARAMETERS OF THE BUILDING.
    - NO BACKLIT, FLASHING, ILLUMINATED SIGNAGE.

- SITE PLAN SHALL BE AMENDED TO REFLECT:
  - 1.5M PAVED APRON BE INCORPORATED AT THE ENTRANCE OF THE PROPERTY.
  - AREA ALONG NORTH SIDE OF PROPERTY SHALL BE LANDSCAPED, NOT MULCHED. ALL OTHER AREAS NOT UTILIZED FOR THE BUILDING OR PARKING SHALL BE LANDSCAPED.
  - TREE TYPES BE IDENTIFIED WITH A MINIMUM 70MM CALIPER.
  - PARKING LOT LIGHTING.

- ELEVATION PLAN SHALL BE AMENDED TO REFLECT FAÇADE MATERIALS AND COLOURS THAT COMPLEMENT THE RESIDENTIAL AREA NOT THE EXISTING BUILDING, INCLUDING BUT NOT LIMITED TO ARCHITECTURAL FEATURES SUCH AS SIZE OF WINDOWS, AWNINGS OR CANOPIES.
- ALL FINAL PLANS BE SUBMITTED AND APPROVED TO THE SATISFACTION OF THE TOWN AND CRCA;
- THE OWNER SATISFY ALL REQUIREMENTS WITH REGARDS TO STORMWATER MANAGEMENT TO THE SATISFACTION OF THE TOWN AND THE CRCA;
- THE DEVELOPMENT PERMIT IS SUBJECT TO THE OFFICIAL PLAN AMENDMENT APPROVAL AND APPEALS BEING EXHAUSTED;
- ALL COSTS ASSOCIATED WITH FULFILLING THE CONDITIONS OF THIS DECISION ARE BORNE BY THE OWNER, AND;
- THE OWNER ENTERS INTO AN AGREEMENT WITH THE TOWN WITHIN ONE (1) YEAR OF APPROVAL.

AS RECOMMENDED BY THE PLANNING ADVISORY COMMITTEE AND AS PRESENTED IN REPORT COUNCIL-PD-2025-20.

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

BACKGROUND:
A Public Meeting was scheduled for November 4, 2025 for the property at 145 River Street. The application was for an Official Plan Amendment to redesignate the lands from Residential to General Commercial Exception and a Development Permit to a site specific Progressive Commercial designation.

At the meeting of October 28, 2025 Planning Advisory Committee considered the two applications, hearing from the applicants and a number of individuals in support of the applications. Staff identified that they could not support the application to designate the lands from Residential to Commercial given the surrounding area being residential and open space. Additional concerns were set out in the report on the proposed use and whether it is fitting to permit a private community fitness centre in this area, appreciating that the physical site may be suitable for that use.

Excerpt from the Planning Report to PAC October 28, 2025 meeting:

Staff are of the opinion that the proposed change to General Commercial does not represent sound land use planning, as the intent of the designation provides for significantly greater flexibility in terms of its uses and it is not a natural extension of the commercial area given the surrounding residential neighbourhood and open space.

Staff do not recommend approval of the lands to be designated General Commercial under Section 3.3. Although the request is site specific, this can broaden future proposed changes of a general commercial nature for the following reasons:

- *The General Commercial designation is along an arterial road being King Street East from Park Street west to James Street.*
- *The location of the lands is not a natural extension or in close proximity to the General Commercial designation on Schedule C; being one of the Town's two commercial policy areas.*
- *The intent of the General Commercial designation includes uses such as retail stores, restaurants, financial institutions which are not considered appropriate in this area.*
- *Staff would interpret a site specific designation to be used on parcels of land that have additional policies due to conditions, landscape, design.*
- *The lands are within a residential designation surrounded by residential dwellings and open space which is not appropriate. The designation could potentially provide a broader range of commercial activities in the future.*
- *The current residential designation is to preserve and consolidate existing residential neighbourhoods and provide new residential, particularly in a residential area, where people reside as it is the primary goal of the designation.*

Based on a thorough discussion, the Committee recommended deferral of the applications to allow the applicant to review the submission and seek an alternate request under the Official Plan policy and Development Permit By-law exploring a Residential exception.

Most of the committee was in favour of the private community fitness centre at this location, however, they had concerns over the lands being designated commercial in both the Official Plan and Development Permit By-law. To that, the applicant withdrew the applications to resubmit resulting in the scheduled Public Meeting at the November 4 Council meeting being deferred.

Applications were resubmitted seeking site specific amendments to the Official Plan and Development Permit under the Residential designation.

Refer to Planning Report meeting date of December 9, 2025 attached for a complete background and review of the application before Council.

INFORMATION/DISCUSSION:
At the meeting of December 9, 2025 Planning Advisory Committee (PAC) considered the resubmitted applications.

Staff provided an overview of the applications before the committee and the policies that the Town have in place for the review of Planning Act applications. This included how proposed amendments should be considered; impact of proposed change, need and effect. Council should additionally consider whether there is a need to add the site and the physical suitability of the land for the proposed use. These are further outline in the Attachment 1 Planning Report.

Staff identified within the report that the recommendation to redesignation to Residential Exception by Staff remains unchanged. Staff are obligated to based their assessment on land use planning considerations as set out in the by-laws and policies of the Town. They are no about an owner or applicant but the lands.

Notwithstanding the foregoing and previous committee meeting, motions were prepared should the committee recommend redesignation of Residential to Residential Exception in both the Official Plan and Development Permit By-law. The conditions were intentionally prepared to be restrictive permitting only a private community fitness centre, no activities outside the parameters of the building, no outside storage, no illuminated signage. This was intentional to ensure that the use and proposed building structures blend in with the surrounding residential.

The recommendation presented was passed and recommended by Planning Advisory Committee to Council.

APPLICABLE POLICY/LEGISLATION:
Planning Act, Provincial Policy Statement, Official Plan, Development Permit By-law

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:
n/a

CONSULTATIONS:
n/a

ATTACHMENTS:
Attachment 1 – Staff report, application
Attachment 2 – Drawings
Attachment 3 – Official Plan Amendment
Attachment 4 – Draft By-law No. 2025-113

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

ATTACHMENT 1 - Staff report, application

PLANNING REPORT

TO: PLANNING ADVISORY COMMITTEE

FROM: PLANNING AND DEVELOPMENT

MEETING DATE: TUESDAY, DECEMBER 9, 2025

SUBJECT: OPA8-25 Amended & DP2025-15 Amended – 145 RIVER STREET GAN FITNESS

Background:

Property: 145 RIVER STREET

Legal Description: PLAN 86 PT LOT 476 PT LOT;477 PT LOT 478 PT LOT 479 RP 28R8089 PART 1

Official Plan: RESIDENTIAL

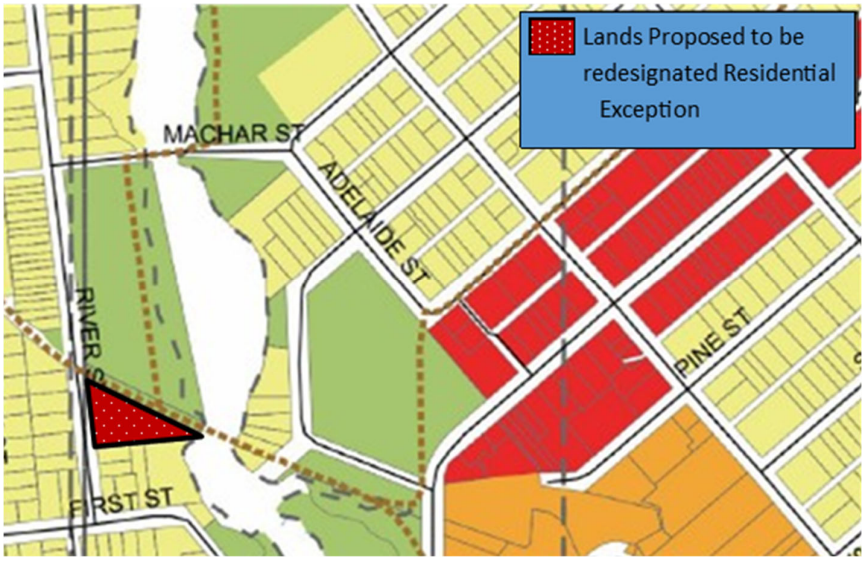
Development Permit: RESIDENTIAL

Purpose and Effect:
The applicant is seeking an Official Plan Amendment to redesignate the lands from Residential to Residential Exception for the use of a Private Community Fitness Facility to include a fitness centre, kayak rentals (no launching) and e-bike rentals promoting a community health hub.

The property is presently used as a flea market primarily operating on weekends and holidays. The proposed change is to convert an existing one storey commercial building which currently enjoys a legal non-conforming use. Two additions are being proposed on the site.

Site Background and Proposal:
The subject property is approximately 2,640m^2 and is municipally located at 145 River Street, east side of River Street along the Gananoque River. The property is within the residential designation surrounding by single family dwellings, townhouses and open space areas (Lions' Trail, dog park and Steel Workers Park).

It is proposed that the entire existing building will be converted for the proposed Private Community Fitness Facility. The proposal includes two additions - 31m^2 addition on the south side at the current entrance of the building to be constructed upon approvals and a two-storey addition 210m^2 at the rear of the building to be constructed and operational within 1-2 years. Parking is located to the south and rear of the existing building.



A Development Permit application, File DP2025-13 Amended, to redesignate the property from the Residential to a site specific Residential Exception is concurrent to the Official Plan Amendment.

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

2.1 Planning for People and Homes

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

2.3 Settlement Areas and Settlement Area Boundary Expansions

2.3.1 General Policies for Settlement Areas

1. *Settlement Areas* shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, *strategic growth areas,* including, *major transit station areas.*
2. *Land use patterns within settlement areas* should be based on *densities* and a mix of *land uses* which:
    a) efficiently use land and resources;
    b) optimize existing and planned *infrastructure* and *public service facilities;*
    c) support *active transportation;*
3. Planning authorities shall support general *intensification* and *redevelopment* to support the achievement of *complete communities,* including by planning for a range and mix of *housing options* and prioritizing planning and investment in the necessary *infrastructure* and *public service facilities.*

2.4 Strategic Growth Areas

2.4.1 General Policies for Strategic Growth Areas

1. Planning authorities are encouraged to identify and focus growth and development in *strategic growth areas.*
2. To support the achievement of *complete communities*, a range and mix of *housing options, intensification* and more mixed-use development, *strategic growth areas* should be planned:
   a) to accommodate significant population and employment growth;
   b) to focal areas for education, commercial, recreational, and cultural uses;

3. Planning authorities should:
   c) permit development and intensification in strategic growth areas to support the achievement of complete communities and a compact built form;

2.8 Employment

2.8.1 Supporting a Modern Economy

1. Planning authorities shall promote economic development and competitiveness by:
   a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;
   b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
   d) encouraging intensification of employment uses and compatible, compact, mixed-use development to support the achievement of complete communities;

3.6 Sewage, Water and Stormwater

2. *Municipal sewage services* and *municipal water services* are the preferred form of servicing for *settlement areas* to support protection of the environment and minimize potential risks to human health and safety.
8. Planning for stormwater management shall:
   b) minimize, or, where possible, prevent or reduce increases in stormwater volumes and contaminant loads;
   c) minimize erosion and changes in water balance including through the use of *green infrastructure;*
   d) mitigate risks to human health, safety, property and the environment;
   e) maximize the extent and function of vegetative and pervious surfaces;

3.9 Public Spaces, Recreation, Parks, Trails and Open Space

1. Healthy, active, and inclusive communities should be promoted by:
   b) planning and providing for the needs of persons of all ages and abilities in the distribution of a full range of publicly-accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water-based resources;

4.2 Water

2. *Development* and *site alteration* shall be restricted in or near *sensitive surface water features* and *sensitive ground water features* such that these features and

their related *hydrologic functions* will be protected, improved or restored, which may require mitigative measures and/or alternative development approaches.

5.2 Natural Hazards

2. Development shall generally be directed to areas outside of:
   b) *hazardous lands* adjacent to *river, stream and small inland lake systems* which are impacted by *flooding hazards* and/or *erosion hazards.*

COMMENT:
The PPS defines a complete community as "places such as mixed-use neighbourhoods or other areas within cities, towns, and *settlement areas* that offer and support opportunities for equitable access to many necessities for daily living for people of all ages and abilities, including an appropriate mix of jobs, a full range of housing, transportation options, *public service facilities*, local stores and services. *Complete communities* are inclusive and may take different shapes and forms appropriate to their contexts to meet the diverse needs of their populations."

The proposal considers the reuse of an existing commercial building adjacent to existing residential and open space areas (Lions Trail, Steelworkers Park and the Gananoque River) and supports local employment.

A Stormwater Management Plan was provided as part of the submission and will be reviewed with the Official Plan Review.

***OFFICIAL PLAN*:**
"*The Town of Gananoque Official Plan is an essential planning document which is designed to manage future growth, development and change in the Town. The Official Plan provides a framework which will guide land use decisions within the Town's boundaries*." The Official Plan was adopted by By-law 2009-39 on September 15, 2009. The Town is currently underway with a draft Official Plan.

The request of the Official Plan Amendment Application is to redesignate the lands from Residential to a site-specific Residential designation permitting a Private Community Fitness Facility.

Section 3.2 introduces the residential designation as, "Gananoque's residential neighborhoods range from heritage homes in the Lowertown district, to apartment dwellings in multi storey buildings, to single dwelling subdivisions, to mixed use buildings with local commercial, schools and residential uses."

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

3.2.2.3 Non-Residential Uses
Local commercial uses such as small local retail plazas and convenience stores, schools, places of worship and community facilities are permitted in the Residential Policy Area. Proposed non-residential uses shall be reviewed to ensure compatibility with the existing residential neighbourhood. Proponents shall provide sufficient evidence to ensure that new development will not result in increased neighbourhood traffic, noise or other emissions and will contribute to the quality of life for local residents. In all cases the scale and architectural design of any new development shall be consistent with the local neighbourhood.

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

4.0 Making it Work – Our Infrastructures
Section 4.0 provides that any infrastructure related to the construction and maintenance shall be taken into consideration when reviewing applications.

Section 4.1.4.1 identifies that stormwater management is required for all new development.

5.3.2 Existing Land Uses and Non-Conforming Uses
Existing uses which do not conform to the relevant provisions contained in this Plan shall be deemed non-conforming uses. The long-term objective of this Plan is to relocate, eliminate, or replace these non-conforming uses with uses which are permitted in the relevant land use designation.

5.4.4 Development Criteria
Councils shall consider development criteria when reviewing the compatibility and appropriateness of any new development or redevelopment, when considering amendments to the Zoning By-law (Development Permit By-law).

5.4.10.6 Discretionary Uses
The Official Plan identifies that the Development Permit By-law may provide that a development permit may be issued to permit, as a discretionary use, an extension to a legal nonconforming use or change in use of a legal non-conforming use, provided that the proposal is desirable in order to avoid hardship, that it would have no negative impact on adjoining properties, and that it would maintain the intent, objectives, principles and policies of this Plan.

5.9.5 Brownfield Redevelopment
Brownfield sites are undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant.

6.0 Amendments to this Official Plan
Section 6.1 identifies that amendments to the Official Plan shall be considered in conjunction with other policies within the Plan. Proposed amendments shall consider the following:

1. the impact of the proposed change on the achievement of the stated goals, objectives and policies expressed in this Plan;
2. the need for the proposed change;
3. the effect of the proposed change on the need for public services and facilities.

In addition, when considering amendments which affect the use of a specific site or sites, Council shall consider:

1. whether there is a need to add the site or sites to the lands already designated for the proposed use;
2. the physical suitability of the land for the proposed use.



View of the south side of the building

COMMENT:
Section 6.1 provides how the Town should consider amendments citing the impact, need and effect of the proposed change. Staff are required to review and provide opinions based on submissions against the policies that are adopted. Land use planning is about the land not the people applying for the change or current ownership. Any change or redesignation remains with the lands not with ownership.

As noted under previous reports, Staff eluded that there were two areas that may be considered provided the applications offer justification for the proposed use. To that, an updated Planning Rationale was received and staff are reviewing in accordance to our Official Plan for a Residential Exception designation.

Turning to the policies under 6.1 for amendments to the Official Plan, the rationale provides for policies within the Residential designation that the non-residential use will support the local community and further provides that given the existing legal non-conforming use of a flea market, it suggests that the presence of commercial is currently present. The planning rationale further provides that the new use “is not anticipated to result in negative impacts to the surrounding residential neighbourhood”.

Section 3.2 entitled Where we Live – Planning Sustainable Residential Neighbourhoods cites that the intent of the designation is to preserve and consolidate existing residential neighbourhoods and to provide for new residential opportunities through intensification and redevelopment of vacant buildings to allow a mix of commercial and residential uses.

It is reasonably expected that a Residential designation focuses on various types of residential and residential intensification from low density to high density. These are the areas where we live which considers residents and neighbourhood compatibility.

Staff appreciate that this specific property given the size, the existing/physical building and flexibility for an addition, provides for an ideal site for the proposed use. However, in order to consider the use within a site-specific designation, the applicant shall provide sufficient evident cited for non-residential uses within the Residential designation (Section 3.2.2.3) include:

- Proponents shall provide sufficient evidence to ensure that new development will not result in increased neighbourhood traffic, noise or other emissions and will contribute to the quality of life for local residents.
- In all cases the scale and architectural design of any new development shall be consistent with the local neighbourhood.

The residential designation provides for activities that are non-residential or accessory in nature to the primary use of a dwelling unit. These uses include churches, schools, parks, home occupations which are owner-occupied (bed and breakfasts, home-based businesses). Generally, these are low key activities or within the accompaniment of the property owner to mitigate any risk of neighbourhood issues. To that, there are parameters in place to consider the intensity of an activity within the designation. For example, in 2019 the Town was taken to the Land Tribunal for Short Term Accommodations due to its' strong regulations and the requirement that Short Term Accommodations be owner-occupied in an effort to protect the neighbourhoods where people live and to maintain rental units. The Town was successful in this regard.

For a non-residential designation, Staff would seek supporting rationale as to how a private community fitness facility can operate while respecting the intent of where we live. Given there is no definition in the Official Plan, it is suggested that Local Commercial could mean activities that provide services meeting the needs of the residents, on a small-scale level, and typically not servicing people from outside the community. It could also be related to the Provincial Policy Statement on their definition of a complete community. The planning rationale has identified that the Private Community Fitness Centre provides classes for adults and sport-specific training, partnering with community organizations such as Community Living and Ventures Group Home suggesting that the Centre is community based and not wholly defined on membership.

- Does the proposed private community fitness facility provide a local commercial service that fits the residential neighbourhood?
- Does the proposed private community fitness facility provide a local commercial service similar to that of schools, parks, home occupations or churches?
- Does the proposed private community fitness facility, if it is a company such as Planet Fitness or Fit4Less, still fit the residential neighbourhood?

The applicant has referenced in the submitted Planning Rationale that the proposed use will serve a diverse demographic, provides support services to local organizations such as community living and is involved with the community on local events for all. The new space will allow opportunity to expand activities, partner with youth organizations filling a

gap in the community. To that, the applicant maintains that the facility should not be compared to fitness chains given the range of activities it will provide. The use should be consider a community hub which can equate to a location for gathering.

The above includes the evaluation of traffic to/from the building, illumination, noise etc. The current use operates primarily on weekends on holidays. The property is likely to see increased activity in traffic on a daily basis during business hours (Daily 5am to 9:30pm) although likely more sporadic over the course of the day. It is proposed that users are provided with fobs which are functional only work during business hours. The submission noted that there is "*No adverse impacts to the surrounding road network or adjacent land uses are anticipated as a result of the proposed development*".

The site is municipally serviced and there is no further changes anticipated to the site. Public Works has noted that compliance is required under the backflow prevention program for the change of use.

A Stormwater Management Report was previously submitted which was been peer reviewed by Jewell Engineering and the CRCA for stormwater quantity. A number of items were highlighted from both agencies that required further review and clarification. The applicant has provided updated information in regards to the previous comments which have been circulated to Jewell Engineering and the CRCA. The reports and peer review do not suggest that there is an objection to the proposed use from a stormwater management perspective. A few outstanding items are required to be addressed and this would remain a condition of approval.





Development Criteria as set out in the Official Plan for new or redevelopment will be reviewed under the Development Permit review.

DEVELOPMENT PERMIT:

The subject property is currently designated Residential in the Development Permit By-law which does not permit a Private Community Fitness Facility as proposed. Therefore, consideration of an amendment to the Development Permit By-law is required. The applicant is seeking to redesignate the land from the Residential to a site specific Residential use.



Areas of Proposed Additions

5.3 RESIDENTIAL

The residential designation does not provide for site provisions for a non-residential use. The Development Permit By-law provides that in the absence of/discrepancy/conflicting of standards (3.7 Conflicting Standards), the more restrictive shall apply. To that, the following has been prepared with the various types of residential site provisions and more restrictive requirements.

Site Provision	Requirement	Proposed
Lot Area	930 m2 (10,011 sq.ft.)	2640 m^2 existing
Lot Coverage (maximum)	40%	24%
Lot Frontage	24 m (78.7 ft)	55.86 m
Front Yard Setback	6.0 m (19.6 ft)	0 m existing
Exterior Yard Setback	4.5 m (14.7 ft)	0 m existing
Interior Side Yard (east)	1.2 m (3.9 ft)	20.16 m
Rear Yard Depth	9.0 m (29.5 ft)	50.94 m
Building Height (max)	11.0 m (36 ft)	9.6 m

5.4.4 Design Criteria

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

- Corner lots should be encouraged to provide architectural interest on both street fronts.
- New development will be required at minimum to plant one tree per lot with a maximum distance between trees of 15 metres.
- The use of architectural elements such as roof shapes and design elements should be in keeping and complementary to existing and surrounding buildings, traditional patterns and neighbourhood.
- The use of materials and colours that are representative of the texture, character and palette of the community/neighbourhood is strongly encouraged.

3.0 GENERAL PROVISIONS

3.14 Existing Lots

Existing lots that do not meet the minimum setback requirements for additions shall be permitted provided the proposal complies with other provisions of the by-law.

3.15 Exterior Design

All designations within the Development Permit By-law are subject to exterior design.

3.23 Illumination
Illumination of buildings and grounds shall be permitted provided it shall not (applicable section):

- cause direct or indirect glare on a street that may interfere with traffic/pedestrian safety.
- Illumination shall not cause direct or indirect glare on adjacent properties.

3.24 Landscaped Open Space
In any Residential, Commercial, or Employment designation any portion of any front yard which is not used for any other permitted use shall be exclusively devoted to landscaped open space.

Where landscaping is required as a buffer, such landscaping shall be continuous except for lanes, driveways, aisles or walkways which provide access to the lot.

3.31 Outside Storage, Sales and Display
No person shall use any lot or part thereof for outside storage, sales or display except as permitted by this By-law and as an area which has been specifically designed and set aside for such purpose, is fully integrated with the main use of the lot.

3.32 Parking and Storage of Vehicles

Type of Use	Minimum Number of Required Parking Spaces
All other uses not listed above	1 space per 30 m^2 (322.9 ft^2) of gross floor area
Barrier Free	1 space per 20 standard parking spaces

3.36 Prohibited Uses
All uses specifically not identified within each designation are not permitted unless a Class III Development Permit is approved.

3.48 Variations
Variations to the By-law may be permitted subject to a formal application to the Town of Gananoque.

COMMENT:
A concurrent Development Permit application has been applied to redesignate the property from Residential to a site-specific Residential Use (RX-x) permitting a Private Community Fitness Facility.

The current use of the building is a flea market which primarily operates on weekends and holidays. The use predates the Development Permit By-law and according to Section 3.28 Continuation of Existing Uses would enjoy a legal non-conforming status. Should a change be approved, the existing flea market use will cease for the proposed Private Community Fitness Facility.

As set out in the Development Permit By-law the more restrictive site provisions have been sought. Overall, the existing site meets all requirements with exception of the front and exterior side yard which is existing and the new additions would not further encroach.

Design criteria within the By-law provides for architectural elements on corner lots (which the trail runs along the north side, colours and materials, roof shape considering the existing neighbourhood. The applicant has provided that the new construction is in keeping with the existing building. Staff would recommend that the goal or intent is not to expand the existing building in keeping with the existing building but that the additions reflect the residential area with warm and cohesive colour palettes and residential scale features such as windows, materials used on the façade.

Staff have reviewed the criteria for amendments to the Development Permit By-law as set out in the Official Plan Section 5.4.4. The policy requires that when considering an amendment one shall review the compatibility and appropriateness of new development or redevelopment. Given that the request is for a redesignation from Residential to Residential Exception designation, the following has been considered:

- Ingress and egress directly to and from every parking space and the entrances are a minimum of 6.0m for two-way traffic.
  Public Works has requested a paved apron at the entrances of 1.5m to minimize service calls for sweep/cleaning of gravel from asphalt roadways, given the property is to remain gravel.
- Barrier-free access to public and commercial buildings and the designation of parking spaces for physically challenged persons. *Parking requirement is a total of 21 and barrier free requirement is 2 (1/20). The applicant is providing a total of 21 parking spaces along the southern interior lot line and behind the building. A concrete sidewalk has been provided along the north-east side of the building to accommodate access from both accessible spaces. A tactile surface is required in the areas of the depressed curb*. Note: *Applicant may reduce parking width to 2.7m in width as opposed to 3.0m which can provide additional green space throughout the site*.
- Access and maneuvering of emergency vehicles in providing protection to public and private properties. Emergency services have access to the building along River Street, trail system and entrance to the property which meets the requirements of the Development Permit By-law.
- No new municipal services will be required as the property is municipally serviced. *Applicant to provide own garbage and recycling removal. Any garbage/recycling bins outside shall be enclosed with fencing or shrubbery.*
- Grading and drainage plan as well as stormwater management plan has been provided and peer reviewed.
  Applicant to provide final grading plan and servicing plans to the satisfaction of the Town.
- The landscaping plan includes a 3m buffer adjacent the residential dwelling (south) and includes additional landscaping along River Street.
  It is recommended that the area be landscaped (not mulched) in the area of the trees along the north side and the lands abutting the Gananoque River. No outside storage shall be permitted on-site.
- Six maple trees are proposed along the west and north side of the property with a size of 50mm.
  Public Works are a minimum of 70mm caliper and identification of type of maple tree on the site plan.
- Adequate lighting on the sight and illumination shall not cause direct or indirect glare interfering with pedestrians or adjacent properties. Planning rationale

provides that adequate down-lit lighting will be provided on the building and parking area.
Lighting on the building will be included in any building permit applications. Applicant shall provide lighting plan for the parking area on the site plan.

- Protection of environmental and natural features.
All additions are located and setback from the Gananoque River and there are no impacts expected.

CIRCULATION TO AGENCIES

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

CAO	
Chief Building Official	
CRCA	CRCA continue to have no objection to the application. Outstanding items for Stormwater Management and snow storage remain to be addressed. A Work permit under Regulation 41/24 is required.
School Boards: CDSBEO and UCDSB Health Unit: South East	UCDSB – No comments
Utilities: Bell Canada/Canada Post/ Cogeco/Enbridge Gas/ Eastern Ontario Power/Hydro One (OPG)/MTO	
EMS: Fire/LG Paramedic/Police	
Public Works, Water/Sewer Utilities	Preliminary comments from Public Works are incorporated into the report. Additional comments will be provided on the meeting date.
Neighbourhood: Posting and 120m Circulation	Comments in support of the application were received from: Lindsay Keefe, River Street Petra Mindoff and Eric Lepp, Steel Street Sharon Nelson, River Street Joanne Carswell, Gananoque Canoe Club Geoff Keyes, MacDonald Drive Gavin Sheridan Kelsea Brown, River Street Samantha MacNeil, Hickory Street Andrew Logan Karen Hall, River Street Bonnie Ruddock, Arthur Street Coop Student Questions pertaining to the application were received from: Virginia Macdonald - River Street Marian Burdsall - Oak Street

As per the previous report, Staff are obligated to base their assessment on land use planning considerations as set out in the Town's policies and by-laws – Official Plan and Development Permit Bylaw. Recommendations cannot be influenced by the personal circumstances or characteristics of an applicant; they must rely solely on the land use permissions, criteria, and objectives established in the Official Plan, Development Permit

by-laws, and related planning policies to ensure fairness and integrity in the decision-making process.

In an effort to bring resolution, Staff recommended deferring the applications to allow the applicant to investigate a site-specific permission within the Residential designation or an expansion of the existing legal non-conforming use. It was additionally noted that any such proposal would need to be supported by a planning rationale, and that Staff's evaluation would again be based on what was formally submitted and the justification thereof. The onus remains on the applicant to justify the requested change.

As requested, the applicant has resubmitted and provided a revised planning rationale, maintaining that the property is well-suited to the proposed use and emphasizing that the operation should not be compared to "large, impersonal, high-volume fitness chains typically located in regional power centres." While this may indicate that a local commercial use could be considered, land use planning decisions must be made with a long-term perspective. Once a building and its associated use are approved and constructed, they continue indefinitely; beyond the current owner. The foregoing (use in a residential designation) is ultimately what needs to be considered. Physical site provisions as reviewed under Section 5.4.4 overall would comply given the size of the building and site and outstanding items from CRCA and Public Works are likely to be addressed. The elevation design is not considered in keeping with the residential but that of the existing building.

Official Plan:
Staff's opinion to the Planning Advisory Committee regarding Official Plan Amendment OPA8-2025, which proposes to redesignate the lands from Residential to a Residential Exception to permit a private community fitness facility, remains unchanged. Staff do agree that the building and site itself are suitable but the use is unsuitable.

The applicant has requested a site-specific residential exception and identified potential partnerships with various organizations, however, the primary function of the proposal is a gym membership–based facility. Affiliations with community organizations are beneficial to communities, however, there is no guarantee that this will remain. Hours of operation (5am to 9pm) are geared to commercial activities and not that of residential or community hubs which are generally day or office hours.

Development Permit:
O.Reg. 173/16 Clause 10. (9) provides that when Council is considering a decision, the Council may:
(a) refuse the application;
(b) approve the application and issue a community planning permit with no conditions attached;
(c) approve the application and require that conditions be met before issuing a community planning permit;
(d) approve the application and issue a community planning permit with conditions attached; or
(e) approve the application, require that conditions be met before issuing a community planning permit and, when the conditions have been met, issue a community planning permit with conditions attached. O. Reg. 173/16, s. 10 (9).

Consistent with Staff's opinion to the Planning Advisory Committee regarding the Official Plan, Staff further advise that Development Permit DP2025-13, which seeks to redesignate the lands from Residential to a Residential Exception to permit a private community fitness facility, represents an unsuitable use for the site. The primary function of the proposal is a gym and membership–based facility. Staff have difficulty supporting the use and elevation design (proposed addition) as it does not align with the intent of the residential designation but more of an industrial/commercial representation. Due to the size, the second addition will be visually prominent and out of character for the surrounding neighbourhood.

Staff acknowledges that the Development Permit By-law allows for variations under Section 3.49. The by-law cites that "Council may vary the standards, provisions and requirements of the Development Permit By-Law up to 100% of the stated standards subject to the criteria outlined below and provided that the proposal is consistent with and complies with both the Official Plan of the Town of Gananoque and the Provincial Policy Statement 2005 of the Province of Ontario and any other legislation as applicable."

Notwithstanding the foregoing, should the Planning Advisory Committee recommend support to Council for the Official Plan Amendment and the Development Permit, Staff recommend that the subject property be subject to a site-specific designation with restrictive controls on the permitted use, maximum building size, and enhanced landscaping to help maintain the residential character of the neighbourhood. Further, the design criteria for the additions should reflect surrounding residential dwellings (windows, roof, colours, and materials) and not the existing building to complement the neighbourhood.

Specifically and in addition to the immediate above, it is recommended the following shall apply to an Official Plan and Development By-law approval:

- The subject lands (OPA8-2025) on Schedule B Residential Policy Area of the Official Plan be designated Residential Exception and the following shall apply:
    - Site specific - Local Commercial shall be permitted on the subject lands and restricted to a Private Community Fitness Facility with no accessory uses.
    - No activities related to the business are permitted outside the parameters of the building.
    - No outside storage shall be permitted.
    - No backlit, flashing, illuminated signage.

- The subject lands (DP2025-13) within the Development Permit By-law be designated Residential Exception and the following shall apply:
    - Private Community Fitness Facility shall mean "*a privately owned and operated facility that offers recreational opportunities including a fitness centre exclusively to its membership or non-profit organizations within the community*"
    - Residential Exception R-Xx, Special Conditions in the agreement and Notes on the site plan include:
        - The use be identified as a Discretionary Use, specific to the subject property.
        - No outside storage shall be permitted.

    - No activities related to the business are permitted outside the parameters of the building.
    - No backlit, flashing, illuminated signage.

- Site plan shall be amended to reflect:
    - 1.5m paved apron be incorporated at the entrance of the property.
    - Area along north side of property shall be landscaped, not mulched. All other areas not utilized for the building or parking shall be landscaped.
    - Tree types be identified with a minimum 70mm caliper.
    - Parking lot lighting.
- Elevation plan shall be amended to reflect façade materials and colours that complement the residential area not the existing building, including but not limited to architectural features such as size of windows, awnings or canopies.
- All final plans be submitted and approved to the satisfaction of the Town and CRCA;
- The owner satisfy all requirements with regards to stormwater management to the satisfaction of the Town and the CRCA;
- All costs associated with fulfilling the conditions of this decision are borne by the owner, and;
- The owner enters into an agreement with the Town within one (1) year of approval.

APPROVAL	
	_____
	_____
	Brenda Guy, Manager of Planning and Development

December 3, 2025 File: DP/GAN/223/2025

Sent by e-mail

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

Dear Ms. Guy:

Re: Second Submission
Application for Official Plan Amendment OPA8-25
Application for Development Permit DP2025-14
145 River Street, Town of Gananoque
Gananoque River

Cataraqui Conservation staff have reviewed a second submission of supporting materials for the above-noted application.

The following comments are further to our October 22, 2025 comment letter. Item numbering is consistent with our previous comments.

Natural Hazards

1. Addressed. Site Plan and Grading Plan revised showing proposed French Drain outside flood plain.

2. Addressed. Plans revised showing French Drain greater than 10 m from toe of slope / water's edge.

3. Addressed. Subdrains will be only alteration between French Drain and shoreline.

Stormwater Management

4. Addressed. Drainage area maps have been submitted.

5. Not addressed. The allowable release rate (pre-dev runoff) in the Stormwater Management Report is based on the 5-year return period. To meet Cataraqui Conservation guidelines for quantity control, the allowable release rate must be based on the more restrictive 2-year return period. Additionally, the report should be revised to eliminate discrepancy and address confusion as it relates to peak flow control and storage requirements. **Please address.**

6. Partially Addressed. It appears the proposal is to provide storage in a surface infiltration trench at the east end of the property, discharging to the Gananoque

River. The storage volume that will be provided by this facility is indicated on the plans based on stated area, depth, and what is assumed to be void ratio of the stone medium. However, there is conflicting information on the plans.

a) The "9m^3 FRENCH DRAIN" shown on the plans contradicts "FRENCH DRAIN CALCULATIONS" in the SWM report which indicate 33m^3. **Please address / revise.**
b) The value of "0.4" used in the volume calculation presumably refers to the void ratio of the stone medium but the drawings do not provide stone medium details. **Please address / revise.**
c) We note that Section 4.5.8 Infiltration Trenches on pages 4-24 to 4-29 (starting on page 102 of the 379-page PDF) in the MOE Stormwater Management Planning and Design Manual (SWMP&DM), March 2003, provides applicable design guidance. It is recommended that this guidance be reviewed and followed. The report should explain how the proposed design addresses MOE SWMP&DM design guidance. The plans should show the detail necessary to construct the proposed stormwater facilities. A cross section or profile drawing of the proposed infiltration trench should be provided to assist in illustrating elevations, dimension, MOE SWMP&DM recommended design details. **Please address / revise.**
d) There are discrepancies between the plans and the stormwater report as it pertains to outlet restriction diameter. The stormwater report doesn't specify the number of outlets but does specify the diameter, which is different than the diameter shown on the plans. This discrepancy needs to be addressed, and calculations should be provided in the report showing how the diameter, slope and number of outlets will limit post-dev peak flow to allowable (pre-dev) release rates. **Please address.**

7. Addressed.

8. Addressed.

9. Addressed.

10. Addressed.

11. Partially addressed. Snow storage location has been added to the drawings. However, it's shown immediately adjacent and upstream of the proposed stormwater facilities/outlet. Cataraqui Conservation Guidelines for Stormwater Management require that snow storage areas located as far as possible from the intended stormwater outlet and/or an adjacent waterbody…and be designed so as not to impair the function of stormwater management facilities. **Please address / revise.**

Recommendation

CRCA continues to have no objections to the approval of Official Plan amendment application OPA8-2025 based on our review of natural hazards policies.

We recommend that the remaining comments noted above (5, 6, 11) be fully addressed to the satisfaction of the Town and CRCA prior to approval of Development Permit application DP2025-13.

Ontario Regulation 41/24

A permit for site work within 15 metres of the flood plain and erosion hazard on the subject property will be required from CRCA. This would include the proposed French Drain area and associated site work. The applicant can contact the undersigned for further information regarding the permit process.

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

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

Yours truly,



Michael Dakin MCIP, RPP
Supervisor, Development Review

cc: Applicant, via email
Eastern Engineering, Engineering Consultant, via email

Brenda Guy

From: Penny Kelly
Sent: December 3, 2025 8:11 AM
To: Marian Burdsall
Cc: Brenda Guy; Trudy Gravel
Subject: RE: File OPA8-25/DP2025-13

Hello Marian,

This message is to confirm receipt of your email and to advise that it is being forwarded to Brenda Guy, Manager of Planning and Development and Trudy Gravel, Assistant Planner (both copied on this email) for their records.

Thank you.

Penny

Penny Kelly
Clerk-CEMC
The Corporation of the Town of Gananoque
30 King Street East
Gananoque, ON K7G 1E9

613-382-2149 Ext.1120
613-382-8587 (Fax)
www.gananoque.ca
www.travel1000islands.ca

From: Marian Burdsall [redacted]>
Sent: December 2, 2025 3:42 PM
To: Penny Kelly <clerk@gananoque.ca>
Subject: File OPA8-25/DP2025-13

> You don't often get email from [redacted]. Learn why this is important

Regarding this official plan amendment and development permit application.

I do not have an issue with the change in the OP or the change in use from a weekend-only antique market to a business that is open 7 days a week as long as the R-XX does not open the property to other uses that could be adverse to the residents adjacent to and across from the property.

My question is why a housing component was neither included by the applicant nor requested by the town? With an affordable housing crisis, the town could be proactive and request such applications

include some form of housing (a separate suite, a studio apartment) to provide much needed accommodation in this residential area.

Regards,

Marian Burdsall
140 Oak Street
Gan
[redacted]

--
Marian Burdsall

Brenda Guy

From: Trudy Gravel
Sent: December 3, 2025 1:33 PM
To: V Macdonald
Cc: Brenda Guy
Subject: OPA8- 25 & DP2025-13 145 River St.

Good Afternoon Virginia,

Thank you for providing your concerns as listed below as it pertains to the proposed private community fitness facility at 145 River Street.

The entrance/exits into the property would not be permitted to be located along the north side of the property as there is an existing trail at this location which is not a public street. Landscaping is proposed between the entrance/exists and along the southern interior lot line which may reduce the glare of headlights towards your property.

The applicant has indicated that the business hours will be daily from 5am to 9:30pm. It is proposed that those attending the gym will be by use of a fob that can only be used during the business hours.

The applicant is proposing two additions, being a 31m2 addition at the front of the building on the south side for the purpose of a vestibule and a two-storey addition of 210m2 on the east side of the building to be constructed and operational within 1-2 years. The 210m2 additional is proposed to operate as a multi-use space.

You may wish to attend the December 9, 2025 meeting of Planning Advisory Committee at 6:00pm in the Council Chambers either in person or virtually to hear more about the proposal.

If you have additional questions, please let me know.

Thank you.

Trudy

-----Original Message-----
From: V Macdonald <[redacted]>
Sent: December 2, 2025 7:45 PM
To: Trudy Gravel <assistantplanner@gananoque.ca>
Subject: Re: OPA8- 25 & DP2025-13 145 River St.

[You don't often get email from [redacted]. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

Hi Trudy,

Again, thank you for your quick reply.

I do have a couple of questions. Specifically, the driveway and the cars coming and going out right in front of my house. I'm assuming that if the gym is open from early til late, I'm concerned that this will affect my home. (I hope I'm phrasing this correctly - I am not against the proposal, but I just want to make sure that my questions will be addressed). Is it

possible to have the entry/exit on the north side of the property? (across from the dog park). That way this will keep the area still feeling residential without a lot of car headlights shining in my windows at all hours.

I was also wondering what are the proposed hours of the gym?

I also noted that there will be a second floor added to the existing building. I know I can't ask for my river view to stay as it is, but I wonder how this will all be laid out.
Thank you so much for your time, and I look forward to hearing what next steps there are.

Sincerely,

Virginia

> On Nov 21, 2025, at 2:28 PM, Trudy Gravel <assistantplanner@gananoque.ca> wrote:
>
> Good Afternoon Virginia,
>
> Attached you will find the plans for the proposed Gananoque Fitness Facility at 145 River Street.
>
> If you require additional information I have posted additional drawings and studies on the Town's website at the following link: https://www.gananoque.ca/town-hallpublic-meetings/planning-advisory-committee-meeting-december-9-2025-replaces-november-25-2025
>
> If you have additional questions, please let me know.
>
> Thank you and have a nice weekend.
>
> Trudy
>
> -----Original Message-----
> From: V Macdonald <[redacted]
> Sent: November 21, 2025 2:19 PM
> To: Trudy Gravel <assistantplanner@gananoque.ca>
> Subject: 145 River St.
>
> [You don't often get email from vmacdo@gmail.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]
>
> Hello,
>
> I am writing about File No. OPA8-25/DP202513.
>
> I received the information regarding the above and the map that shows the building plan etc. I cannot read.
> (The type is really small).
>
> Could you send me this via the email address I am writing from? From what I can tell it looks like a minor change and I think a gym would be ok but need more info. Thank you so much and wishing you a wonderful weekend.
>
> Sincerely,
>
>

> Virginia Macdonald
> [redacted] River St.
> Gan. K7G 2P7
>
> <9027 Gan Fitness - C0-C2 Ex. Conditions, Site Plan & Grading Plan.pdf>

Gananoque Canoe Club
PO Box 519
Gananoque, ON K7G 2V1

To Whom It May Concern,

I hope this letter finds you well. I am reaching out on behalf of Gananoque Canoe Club an established Canoe and Kayak Sprint Club dedicated to fostering athletic development, community engagement and the growth of young athletes. We are excited to explore the possibilities of a mutually beneficial partnership with Gan fitness if they could purchase the property at 145 River Street Gananoque. The Gan Fitness facility would be located conveniently across from our club.

As a sport that demands both endurance and strength, our athletes rely heavily on conditioning and training. Having a fitness facility like Gan Fitness nearby would be invaluable and provide us the opportunity to extend our athletes training program. Gananoque Canoe Club is extremely proud of our competitive athletes who compete at the Provincial and National level.

We believe that by partnering we can offer extended training to our athletes when outdoor conditions are less favorable for water-based practice:

- Off-season fitness programs tailored to canoeing and kayaking, focusing on strength, endurance and injury prevention.
- Access to training space and indoor fitness space for team building events.
- Building a variety of programs accessible to our membership and growing youth recreation in the community.

As a community member I feel that the facility would foster a second home environment similar to our Gananoque Canoe Club family. I believe now more than ever community recreation is imperative in the future of our youth.

Sincerely,

Joanne Carswell
Commodore
Gananoque Canoe Club
Gananoquecanoeclub@gmail.com

From: Geoff Keyes
To: Trudy Gravel
Cc: ganfitness@outlook.com
Subject: 145 River St Rezoning
Date: October 28, 2025 3:15:07 PM

You don't often get email from gkeye018@gmail.com. Learn why this is important

Good afternoon,
My name is Geoff Keyes, and I am writing to you today in support of the rezoning of the building at 145 River Street. I'm proud to call Gananoque home. I've lived here for nearly my whole life. In that time, I've seen our town evolve. Sometimes slowly, sometimes in exciting bursts of energy — but always with one constant: the people who care deeply about keeping our community healthy, connected, and growing in the right direction.

Simply put, I ask for the go ahead of the rezoning that would allow Gan Fitness to relocate and expand — not just because I believe in Bethanie and what she's built, but because I believe in what this project represents for our entire town.

I've been privileged to have Bethanie Matthews as a friend for nearly 20 years. I've watched her build a business over the last 12 years that has become a mainstay of our small town. A business that is accepting of everyone, and has great promise for its future.

Citizens like Bethanie are what make Gananoque great, you know this if you have ever set foot in her gym, joined one of her leagues, or seen her volunteering with youth teams. Who she is is more than just a business owner, and that Gan Fitness is more than a gym. It's a heartbeat in this community. Gan Fitness has given people a place to belong — a place where confidence grows, health improves, and connections are made.

Let us not forget the pandemic that is still fresh in our minds. Such a thing was the proverbial death sentence to many local businesses, especially those reliant on the ability to have their clients be physically on the premises. Gan Fitness not only survived this, it came out stronger on the other side. It is a testament to Bethanie's resilience, spirit, and belief in the mission of her gym.

We often talk about wanting our town to grow — to attract young families, to keep our youth engaged, to make Gananoque a vibrant place to live and work. But that kind of growth doesn't happen by accident. It happens when we *support* people who are willing to invest in our community — people like Bethanie.

Let's also remember — this is a property that already allows for schools, community centers, and churches. If we can see the value in those spaces, surely we can see the value in a community health and fitness hub. Especially one that has already proven its impact over 12 years right here in town.

Approving this rezoning doesn't just give a business permission to move — it gives our community permission to grow in the right way. It says that we believe in supporting local entrepreneurship, community health, and smart, sustainable development. It says that we want to keep our residents active, connected, and proud of where they live.

Gananoque is known for its charm, its spirit, and its sense of community. Let's make sure

we're also known for being a town that supports progress — especially when it's being led by people who have already proven their dedication to us.

In short, I'm asking you — as a neighbor, as a taxpayer, as someone who loves this town — please support this rezoning. Let's give Bethanie, and the many residents who will benefit from this project, the chance to turn this vision into reality. Because when local people succeed, our whole community succeeds with them.

I thank you for your time and consideration

Geoff Keyes

[redacted] MacDonald Drive

Gananoque

From: gavin sheridan
To: Trudy Gravel
Date: October 28, 2025 4:20:07 PM

You don't often get email from [redacted] Learn why this is important

Gan Fitness has been a beneficial and important addition to the Ventures Group Home programming, providing youth ages 11–17 with a safe, structured, and supportive environment to engage in physical activity. The program offers an outlet for the youth to release energy, build confidence, and develop positive coping skills through fitness and teamwork. Gan Fitness creates a welcoming space where youth can focus on their well-being, learn discipline, and experience success in a healthy and encouraging setting. Currently, staff and youth travel to Kingston to access additional fitness amenities and opportunities, which can be time-consuming and limit participation. Having a local facility would be highly beneficial, allowing for more frequent and consistent engagement in these positive activities. The development of a new location would expand opportunities for Ventures youth and local community youth, providing a safe, supervised space that promotes physical health, mental wellness, and community connection.

Gavin Sheridan
Child Ca[redacted]k
[redacted]

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If you have received this communication in error, please notify the sender immediately by return e-mail and permanently delete the copy you have received. Thank you.

From: Kelsea Brown
To: Trudy Gravel
Cc: ganfitness@outlook.com
Subject: Letter of Support OPA8/25 DP 2025-13
Date: October 28, 2025 1:44:32 PM

You don't often get email from kc.brown42@gmail.com. Learn why this is important

Please see the letter of support below.

Date: October 28, 2025

To: Town of Gananoque – Planning Advisory Committee
30 King Street East, Gananoque, ON K7G 1E9

Subject: *Letter of Support – Proposed Relocation of Gan Fitness*

As a resident of River Street in Gananoque, I am writing to express my strong support for the proposed relocation of Gan Fitness to our neighbourhood. After reviewing the plans and understanding the project's intent, I see no concerns about negative impacts on our street or the surrounding area. On the contrary, I believe this move will enhance the health, vibrancy, and sense of connection within our community.

The proposed gym would revitalize an existing building, creating a safe, attractive, and inclusive space that encourages activity and community engagement, something every small town benefits from.

In addition to being a local resident, I am a recreation professional who has worked in multiple municipalities. Through that experience, I've seen firsthand the powerful impact accessible recreation hubs can have. Facilities like Gan Fitness do far more than offer exercise opportunities, they bring people together, foster relationships, and strengthen the social fabric of the community while supporting physical and mental well-being for all ages.

This relocation would make those benefits even more accessible, providing a welcoming environment for youth to be active, adults to manage their health, and seniors to maintain independence and social connection. Beyond fitness, Gan Fitness has the potential to become a true community hub, a place that supports healthy living, inclusion, and local pride.

Supporting this relocation also aligns with Gananoque's goals of promoting small business growth and sustainable community development. As a long-standing local business, Gan Fitness has continually given back through volunteerism, coaching, and event participation. Allowing its relocation ensures those contributions, and the economic and social value they bring, remain part of our town's fabric.

Approving this proposal would demonstrate Gananoque's commitment to health, inclusivity, accessibility, and community spirit, and reaffirm that recreation and wellness are essential to a thriving, connected municipality.

Thank you for your time and consideration, and for your continued dedication to a vibrant and healthy Gananoque.

Sincerely,

Kelsea Brown
Resident, [redacted] River Street, Gananoque

Samantha MacNeil
[redacted] Hickory Street
Gananoque, Ontario
K7G 2P5

October 27, 2025

The Planning Advisory Committee
Town of Gananoque
30 King Street East
Gananoque, ON K7G 1E9

RE: Letter of Support – Proposed Rezoning Application for a Gym Facility at the River Street Flea Market Property

Dear Members of the Planning Advisory Committee, I am writing to express my strong support for the proposed rezoning application to permit the establishment of a fitness centre (the "gym") at the site of the Gananoque Flea Market on River Street. As a resident living less than 200m from the proposed site, I believe this project represents a valuable and much-needed addition to our town's social, economic, and physical landscape. 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.

1. Compatibility with Existing and Adjacent Land Uses

The River Street location is ideally suited for a community-oriented use such as the proposed gym. The property's current use as a flea market is low-intensity and seasonal, resulting in extended periods when the space is underused. Repurposing this site into a year-round fitness facility would enhance the area's vitality without causing conflicts with surrounding land uses. The gym's daytime and early evening operating hours would complement rather than compete with existing nearby commercial and residential activities (for example, the nearby bed and breakfasts).

Furthermore, as a low-impact, two-storey building, the proposed gym would maintain the existing character and scale of the neighbourhood. The site offers sufficient space for parking and safe vehicle access, reducing the potential for traffic congestion or parking overflow on surrounding streets. This reuse of an existing commercial site, rather than

developing a new greenfield property, demonstrates efficient and sustainable land-use planning consistent with provincial policy directions.

It is also important to note that the gym would be consistent with other land uses in the area that prioritize health and well-being—particularly, the Gananoque Canoe Club which is located across the Gananoque River.

2. Contribution to Community Health and Well-Being

The Town of Gananoque has long recognized the importance of fostering an active and healthy population. The addition of a modern gym directly supports this objective. Access to inclusive, year-round fitness opportunities is essential not only for physical health but also for mental well-being and community connection.

Particularly noteworthy is the proposal's plan for a large single-level development. This design feature will be beneficial for Gananoque's growing senior population and individuals rehabilitating injuries. The absence of stairs or multiple levels will ensure that the facility is fully accessible to residents with mobility limitations, seniors seeking low-impact exercise options, and those recovering from physical therapy programs. By prioritizing accessibility and inclusivity in its design, the proposed gym will help reduce barriers to active living for many residents who currently have limited options.

The recent closure of the local boxing club has left a significant gap in our community's recreational offerings. That facility was more than a fitness centre — it was a gathering place that fostered discipline, mentorship, and social connection. Its absence has been felt deeply by youth and adults alike. The proposed gym would help fill this void by offering an inclusive and welcoming space for exercise, rehabilitation, and community building.

3. Economic and Social Benefits

From an economic perspective, the project represents a modest but meaningful investment in Gananoque's commercial base. The redevelopment of the River Street site will create local construction activity, generate employment opportunities for fitness trainers and administrative staff, and act as an amenity offering to the numerous bed and breakfast locations nearby. As members of the Committee know, small-scale commercial revitalization contributes to the vibrancy and sustainability of our local economy.

Moreover, a new gym would strengthen Gananoque's attractiveness to new residents and visitors. Increasingly, prospective homeowners and renters seek communities that promote health, wellness, and quality of life. The addition of a fitness facility in town reduces the need for residents to commute to Kingston or Brockville for their exercise needs, keeping that economic activity — and those community relationships — right here in Gananoque.

4. Alignment with the Town's Official Plan and Planning Objectives

The proposal aligns closely with several of the guiding principles in Gananoque's Official Plan, particularly those concerning:

- Efficient use of existing infrastructure and services.
- Promotion of community health and recreation.
- Encouragement of infill and redevelopment.
- Support for age-friendly and inclusive communities.

5. Environmental Considerations and Sustainable Design

In addition to its social and economic merits, the project has environmental advantages. Repurposing an existing structure significantly reduces the carbon footprint compared to new construction. Opportunities also exist to incorporate energy-efficient lighting, modern HVAC systems, and water-saving features, aligning the project with contemporary sustainability standards.

6. Addressing Potential Concerns

Some may express concern about traffic, parking, or noise; however, given the site's existing commercial use, the proposed change represents a 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. Parking can be effectively managed within the site's current 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.

7. Broader Community Impact

The gym would serve as a hub for residents to come together, pursue health and wellness goals, and support one another. In a time when many small towns struggle to maintain accessible recreational spaces, this proposal stands as a proactive step toward ensuring Gananoque remains a vibrant, connected, and forward-looking community.

This project also provides opportunities for partnerships — for example, with local physiotherapists, seniors' groups, and youth organizations — ensuring the gym functions not just as a business, but as a community resource. By providing programs tailored to seniors, rehabilitation clients, and families, it can serve a diverse cross-section of residents, helping to reduce isolation and improving quality of life across generations.

Conclusion

The proposed rezoning to allow a gym at the River Street Flea Market represents a thoughtful, well-aligned, and community-enhancing use of the site. It meets key planning criteria related to land-use compatibility, accessibility, efficient use of existing services, and support for community well-being. The project addresses a clear local need created by the closure of the former boxing club and will provide lasting economic, health, and social benefits to the Town of Gananoque.

I respectfully urge the Planning Advisory Committee to recommend approval of this application. Doing so would not only enable a worthwhile redevelopment but also reaffirm the Town's commitment to sustainable, inclusive, and health-oriented community growth.

Thank you for your time, attention, and continued service to our community.

Yours truly,
Samantha MacNeil

From: Gan Fitness
To: Trudy Gravel
Subject: Fwd: Support Letter for Gan Fitness
Date: October 6, 2025 10:57:32 AM

---------- Forwarded message ----------
From: Petra Mindorff [redacted]
Date: Aug 5, 2025 5:01 PM
Subject:
To: ganfitness@outlook.com
Cc:

> To the Town of Gananoque Planning Advisory Committee and the Gananoque Town Council
>
> We are writing in strong support of the proposed gym relocation at the former flea market building on River Street in Gananoque.
>
> As the landlord of 295 River Street property that we use and rent to long term residents, we believe this project presents a meaningful opportunity to revitalize the space and bring lasting benefits to the neighborhood. A gym in this location would provide convenient and inclusive access to health and wellness services for residents of all ages, while contributing to the development of a vibrant community hub in the area.
>
> The team behind this proposal already operates a successful gym here in Gananoque. They've built a strong membership base, established a welcoming culture, and proven there is significant local demand for this kind of space. Their current operation provides ample proof of concept—this isn't a speculative venture, but a well-tested and needed expansion. A permanent, purpose-fit location on River Street would allow them to grow their offerings and better serve the community in a central and convenient location.
>
> Gananoque is home to people of all ages—from youth and young families to working professionals and retirees—and a well-run gym with flexible, accessible programming has the potential to support wellness for everyone. From strength and conditioning for young adults, to mobility and wellness classes for seniors, this facility can play a key role in supporting physical and mental health town-wide.
>
> In addition to their proven business success, the gym owners are active, dedicated participants in Gananoque's community life. They regularly volunteer their time for local events and initiatives, and their desire to open this gym comes from a place of deep care and connection to the town. Their vision is to build more than just a gym —they want to create a welcoming community space that could host workshops, after-school programs, fitness and wellness events, and more.
>
> We respectfully urge the Town to support this proposal. We're confident that it will

be a long-term asset to the community and a positive, health-focused use of the River Street property.

Sincerely,
Petra Mindorff and Eric Lepp
[redacted]
Primary Residence: [redacted] Steel Street Gananoque
Landlord: [redacted] River Street Gananoque

From: Sam Samson
To: Trudy Gravel
Subject: Support Letter for Gan Fitness to relocate to 145 River Street, Gananoque
Date: October 6, 2025 4:24:08 PM

[You don't often get email from sam11samson@yahoo.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

Below is copy of my Support Letter for Gan Fitness to relocate to 145 River Street.

August 16, 2025

Town of Gananoque:

Planning Advisory Committee
and
Gananoque Town Council

30 King Street East
Gananoque, Ontario
K7G 2T6

Dear Advisory Board and Town Council.

This letter is a support letter for Gan Fitness to be able to relocate their excellent community business to 145 River Street, here in Gananoque.

The new potential location will benefit the community even more than this wonderful business already does.

This new location would increase the walkability for people using GanFitness and hopefully increase the number of community members being able to avail themselves of this multi generational, super supportive, caring business which increases the health of town citizens.

The new location would mean the gym and classes would all be on the ground floor.

The location has always had a baseline small amount of vehicles coming in and out of the parking area..so this use would not change the way things work on River Street.

I feel this would be the best possible use of the property.

As you can tell, by my words..I'm all for the relocation.

Gan Fitness has had a life changing effect on me. I'm a Senior and over my life time..I have joined many Gyms..then never followed through..until July of 2016 when I had the good fortune to join Gan Fitness!! And I have been an active member ever since!!

Gan Fitness provides the best multigenerational and personal approach, I have ever experienced!

Thank you for your attention to my support letter.

Sharon Sherry Nelson
[redacted] River Street
Gananoque, Ontario
K7G 2P9

From: Lindsay Keefe
To: Trudy Gravel
Cc: ganfitness@outlook.com
Subject: Community Support for Gan Fitness Proposal
Date: October 6, 2025 9:17:51 PM

You don't often get email from lindsaymkeefe@gmail.com. Learn why this is important

Dear Town Council,

I hope this message finds you well.

My husband and I were thrilled to learn that Bethanie Matthews and Gan Fitness have purchased the former Flea Market building. In a time when many individuals face challenges related to mental and physical health, the prospect of a community-focused fitness center—centrally located and easily accessible—offers tremendous value to Gananoque.

The proposed additions of a gymnasium and recreational rentals, alongside the fitness facilities, would further enrich our town. I can already envision friends, family, and visitors to our local bed and breakfasts enjoying paddle boards and kayaks on the Gananoque River throughout the spring, summer, and fall. These offerings would highlight the natural beauty of our area and encourage active lifestyles.

As a River Street resident, I would absolutely purchase a gym membership. I'm especially excited about the opportunity to play basketball and volleyball again—activities I've missed due to the limitations of the current gym's location and size. Being able to walk to a well-equipped facility would make my fitness goals more attainable and foster connections with other like-minded residents.

With Gananoque continuing to grow and new homes being built, it seems both timely and logical to invest in infrastructure that supports wellness, recreation, and community engagement. The gymnasium, in particular, holds great promise for youth programming and after-school activities, offering a safe and healthy space within walking or biking distance.

While I understand that change can be met with hesitation, I believe it is essential to support local entrepreneurs—especially women-led initiatives—that aim to strengthen and uplift our community. Gan Fitness's proposal reflects a thoughtful vision for Gananoque's future, one that prioritizes health, connection, and inclusivity.

Thank you for considering this important opportunity to enhance our town.

Warm regards,

Lindsay Keefe
River Street Resident & UCDSB Teacher

From:	Andrew Logan
To:	John Beddows
Cc:	Collin Brown; Matt Harper; Patrick Kirkby; Anne-Marie Koiner; Vicki Leakey; David Osmond; Shellee Fournier; Penny Kelly; Brenda Guy; Trudy Gravel
Subject:	Support the Gan Fitness Expansion – Vital Investment in Our Community
Date:	October 31, 2025 8:05:25 AM
Attachments:	Outlook-nzh1s0qy.png

Some people who received this message don't often get email from logan453@outlook.com. Learn why this is important

Dear Mayor and Members of Council,

As an active member of Gan Fitness, I am writing to express my strong support for the proposed move and expansion to **145 River Street**. This is not just about a gym relocating; it is about bringing to life a vision of a true **Community Health, Fitness, and Wellness Hub** that will strengthen Gananoque.

Gan Fitness has been a cornerstone of our town for years, helping residents of all ages become healthier, more connected, and more active. This new space would allow it to expand programs, create more opportunities, and serve as a gathering place for both physical and community well-being.

It is deeply concerning that Town staff are recommending against rezoning for a project that represents a vital community investment. This facility would bring long-term value to our town, something the City should fully and proudly support.

I urge you to move this forward and show that Gananoque **stands with its residents, supports local businesses, and values the voices of the community.**

Regards

- **Andy**

Proud Member, Gan Fitness

Andrew Logan |
Phone: [redacted]
E-Mail: [redacted]

From: Karen Hall
To: Brenda Guy
Subject: 145 River Street
Date: November 5, 2025 1:11:53 PM

[You don't often get email from [redacted]. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]

Dear Ms. Guy,

I attended the town council meeting yesterday to express my support of the application regarding opening a sports and recreation facility at 145 River Street. Unbeknownst to me, the matter had been deferred. So instead I am offering my opinion here in writing.

I live at 113 River Street, two doors down from this building. It seems to me that a sports and recreation facility would be an excellent use of this property. It is centrally located, easy to walk to from various neighbourhoods, and has abundant room for parking. It doesn't hurt that it is also in a pleasant part of town, with lots of outdoor space available nearby, which might be suitable for some activities.

I am strongly in support of this application and I hope the town council will see fit to approve it.

Yours sincerely,

Karen Hall
[redacted]

November 2, 2025

To the Members of Gananoque Town Council,

I am writing to express my full support for the proposed expansion of Gan Fitness (Bethanie Matthews), a project that represents far more than a business development, it embodies a bold investment in the physical, mental, and social well-being of our community.

This initiative is the culmination of a 12-year vision and countless hours of planning. It is a testament to the persistence and commitment of individuals who believe deeply in the power of wellness to transform lives. The vision is clear: to create a true *Community Health, Fitness, and Wellness Hub,* a central space where youth can find mentorship and belonging, seniors can maintain strength and independence, families can connect through active living, and residents of all ages can feel supported on their personal wellness journeys.

The proposed expansion will enable the fitness club to offer a larger, more inclusive environment with space to grow and serve. The new facility will feature an expanded gym floor, purpose-built classrooms for group fitness and wellness programming, and, in time, a full gymnasium with courts to accommodate a broader range of recreational opportunities. This evolution will not only enhance access to health and fitness resources but will also strengthen the social fabric of our town by fostering connection, collaboration, and community spirit.

In an era where health and social connection are more important than ever, this project aligns seamlessly with our community's aspirations for sustainable growth, well-being, and inclusivity. It represents forward-thinking leadership and a commitment to long-term impact.

I urge Council to support this transformative project and to recognize it as an essential step in building a stronger, healthier, and more vibrant community for generations to come.

Thank you,

Bonnie

Bonnie Ruddock (10 year member of Gan Fitness)
[redacted]

Since ive started doing my co-op here, ive really started thinking about getting a membership here. I genuinely enjoy the enviornment and the people here but i love being here but whats stopping me and my parents to allow me too is the location. This location can feel very sketchy, especially at night. There aren't any streetlights on this road and its a really quiet area. As a young girl it can be intimidating walking here alone and i know im not the only one who feels this way. im sure alot of other parents and kids have the same concerns about coming here by themsleves. A gym should be a place where everyone feels comfortable, safe and welcome not somewhere people have to worry about their surrondings just to workout.

Scanned by TapScanner

~~Everyone deserves to be comfortable and safe~~
it's a small

I truly think that if we were in a better,
safer and more visible location it would make
a huge difference for everyone not just for me
but for all the younger members, families, current
members and future members - would feel confider
coming here and it would help the gym continue to
grow in many ways, even more.

Scanned by TapScanner

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

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
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

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.

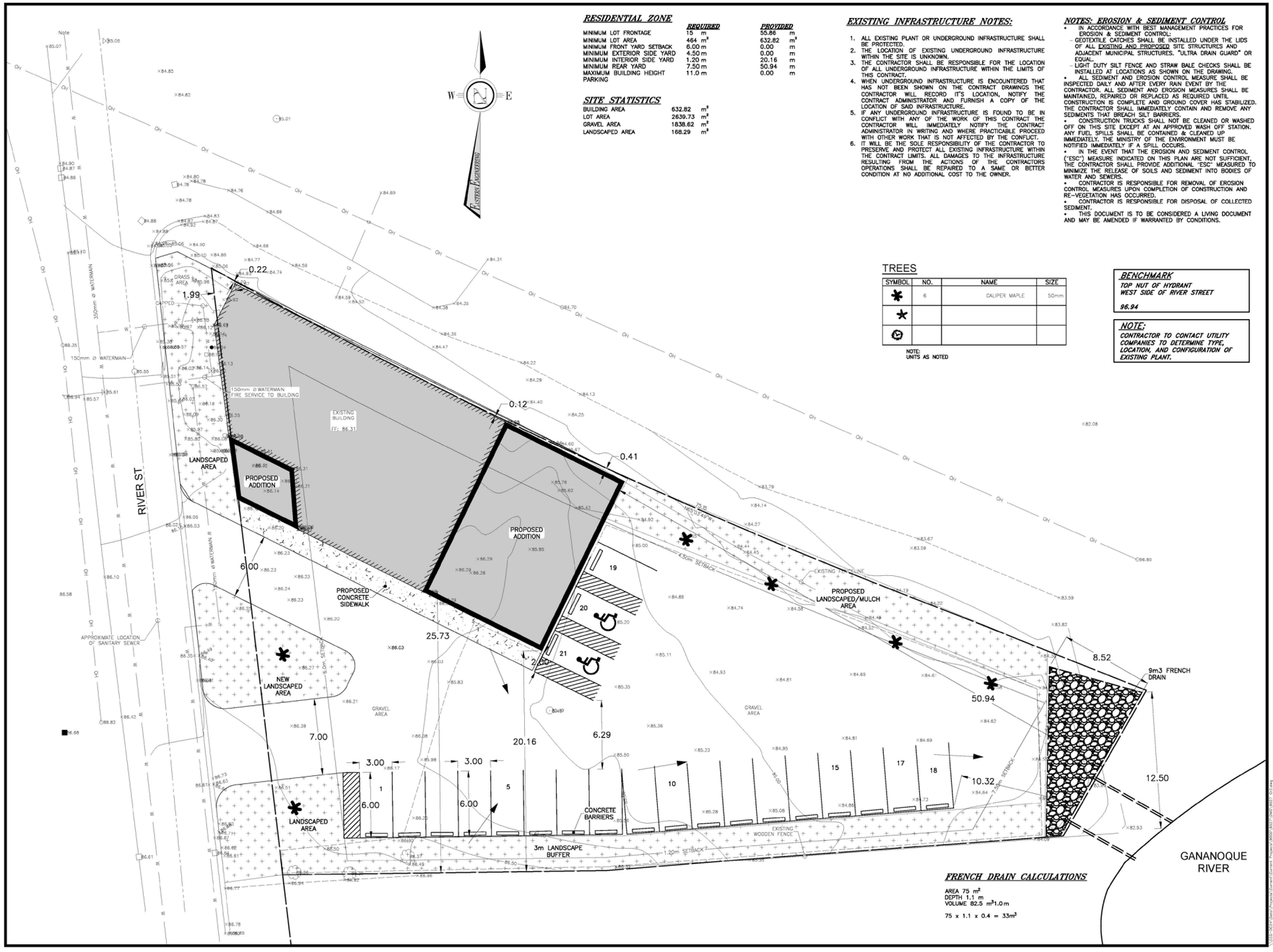
Official Plan
If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town before the proposed Official Plan is adopted, the person or public body is not entitled to appeal the decision of the Town to the Ontario Land Tribunal.

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

	REQUIRED		PROVIDED	
MINIMUM LOT FRONTAGE	15	m	55.86	m
MINIMUM LOT AREA	464	m²	632.82	m²
MINIMUM FRONT YARD SETBACK	6.00	m	0.00	m
MINIMUM EXTERIOR SIDE YARD	4.50	m	0.00	m
MINIMUM INTERIOR SIDE YARD	1.20	m	20.16	m
MINIMUM REAR YARD	7.50	m	50.94	m
MAXIMUM BUILDING HEIGHT	11.0	m	0.00	m
PARKING				

SITE STATISTICS

BUILDING AREA	632.82	m²
LOT AREA	2639.73	m²
GRAVEL AREA	1838.62	m²
LANDSCAPED AREA	168.29	m²

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 MEASURE 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.

TREES

SYMBOL	NO.	NAME	SIZE
✱	6	CALIPER 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 TYPE, LOCATION, AND CONFIGURATION OF EXISTING PLANT.

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

- 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
- PROPERTY BOUNDARY
- EXISTING BUILDING
- EXISTING BUILDING TO BE REMOVED
- PROPOSED BUILDING

No.	By	Date	Revisions
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.

LICENSED PROFESSIONAL ENGINEER
C.A. JARDINE
100083569
2025/07/04
PROVINCE OF ONTARIO

EASTERN ENGINEERING GROUP INC.
CONSULTING ENGINEERS
Apex Building
207 - 100 Strowger 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

Drawing No.:
C1

UNITS EQUAL METRES UNLESS OTHERWISE NOTED

File No.: 9027 Cr2.dwg

AMENDED

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

OPA 8 / 25

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: [x] Changes, a policy in the Official Plan [ ] Replaces, a policy in the Official Plan [ ] 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 ÑLANNING SUSTAINABLE RESIDENTIAL NEIGHBORHOODS 3.2.2.1 Permitted Uses (Residential)
"Permitted residential uses shall include the full range of dwelling types from low density singledetached 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.

Purpose:
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:	[x] Changes, a designation of the Land Use Schedule of the Office Plan [ ] 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)	Owner Name (Please Print)
Signature of Owner	Signature of Owner
Signature of Witness (not applicant)	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 Gananoque,
this 13th day of November, 2025.

Brenda Lee Guy, a 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: 081400001036800
Official Plan Designation: Residential	Development Permit Designation: Residential	Other:
Access (Entrance Permits etc):	Water and Sewer Hookup (Permits etc):	Other:
Other Concurrent Applications:		

☐ Cash-in-Lieu of Parking	☐ Condominium Approval	☐ Consent/ Severance	☒ Development Permit Approval	☐ Official Plan Amendment	☐ Subdivision Approval

Date Application Received:	Date Application Deemed Complete:	Fees Received:
November 13, 2025	November 13, 2025	$1600 September 3, 2025

AMENDED

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

DP 20 25 / 13

APPLICATION FOR DEVELOPMENT PERMIT APPROVAL

Section 70.2 of the Planning Act, RSO 1990, as amended

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

A 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.

[X] **Site Plan**(s) including scaled accurate measurements of:

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

[X] **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;

[X] **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;

[X] **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.

[X] **Grade Control and Drainage Plan**(s) including scale accurate measurements of:

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

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

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

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

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

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

Existing Use(s): 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	☒ No
Is the property presently under a Site Plan/Development Permit Agreement?	☐ Yes	☒ No
Has the property ever been subject of an application under Section 34 (Zoning), 41 (Site plan) or 45 (Minor Variance) of the Planning Act?	☒ Yes	☐ No
Has the property ever been subject of an application under Section 70.2 (Development Permit By-law) of the Planning Act?	☐ Yes	☒ No
If the property has been subject of applications under the Planning Act noted above, provide the file number(s) and the status of the application? 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?	☒ Yes ☐ No
What is the anticipated date of construction?	Jan 1, 2026
Is the land to be divided in the future?	☐ Yes ☒ No
Are there any easements, right-of-ways or restrictive covenants affecting the subject land?	☐ Yes ☒ No
If yes, please provide details (and copies of covenants with application submission).	

Plan Details: Please ensure that measurements are consistent with plan

☒ Residential	☐ Commercial	☐ Employment Lands/ Industrial	☐ Institutional
Building Coverage: 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 ☐ Paved ☒ Gravel ☐ Permeable Parking Area ☐ Other			
	Proposed Parking Surface: ☐ Paved ☒ Gravel ☐ Permeable Parking Area ☐ 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 acesss aisle	

LOADING SPACES, if applicable:	Number of Loading Spaces: 0	Dimensions of Loading Spaces (m/ft):

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

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

Water Access (where access to the subject land is by water only)			
Docking Facilities (specify)		Parking Facilities (specify)	
distance from subject land	n/a	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	
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 Gananoque this 13th day of November, 20 25.

Brenda Jessie Geurkink-Guy, a 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: ☐ Cash-in-Lieu of Parking	☐ condo Approval ☐ Consent/ Severance	☒ Official Plan Amendment ☐ 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

From: Brenda Guy
To: Trudy Gravel
Subject: FW: Hi Brenda
Date: November 13, 2025 3:59:25 PM

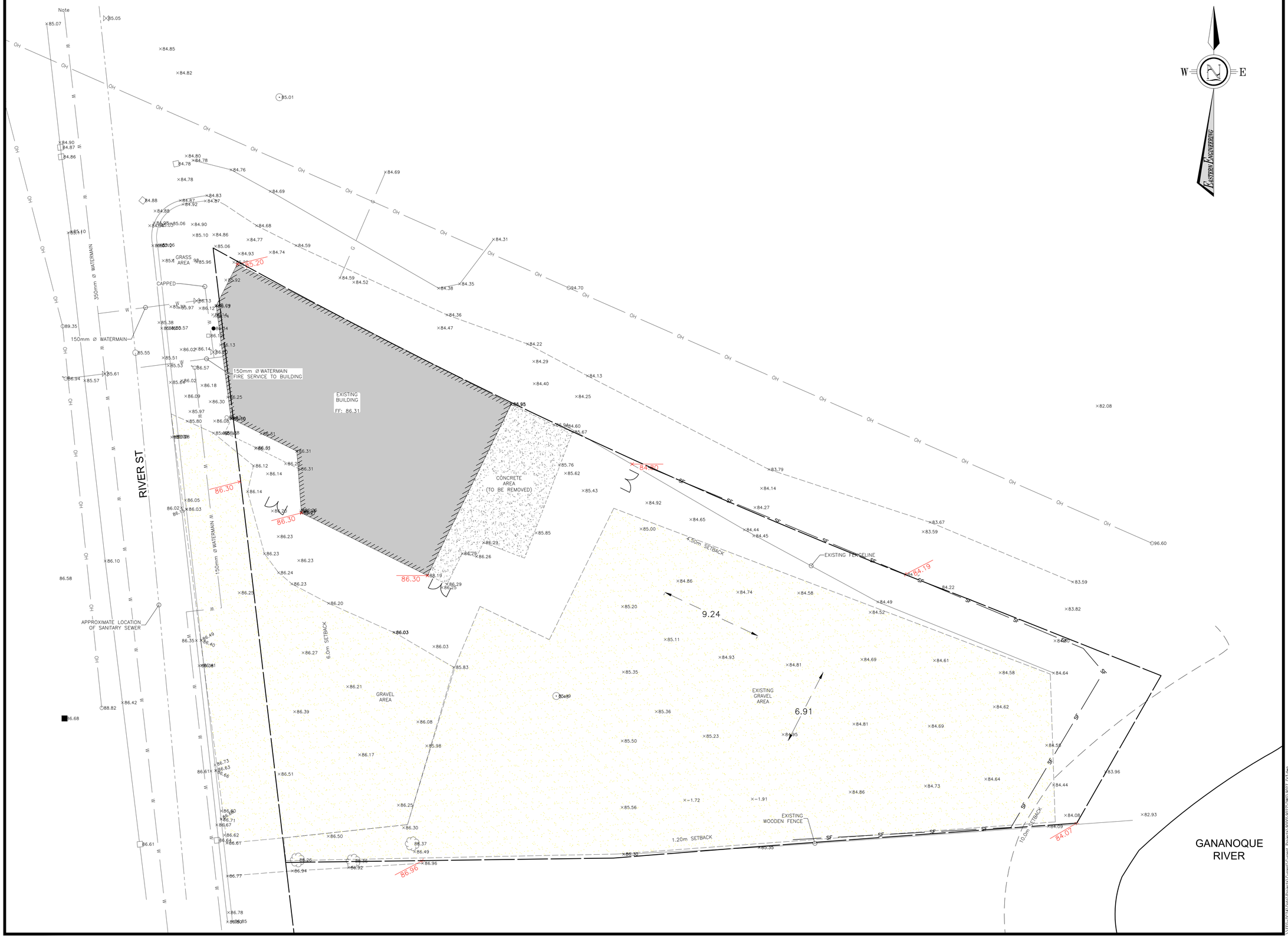
Brenda Guy
Manager of Planning and Development
613 382-2149 ext.1126

From: Harrie Tieken <tieken_ned@kingston.net>
Sent: November 13, 2025 3:57 PM
To: Brenda Guy <BGuy@gananoque.ca>
Subject: Re: Hi Brenda

Corrected with the right name.

> Good Afternoon Brenda, I trust you are doing well.
>
> Just received a message from Beth with the request to renew the development permit by email to you.
>
> I hereby agree and authorize Bethanie Mattews to submit this development permit and official plan applications as being the owner of 145 River Street, Gananoque.
>
> Thank you very much Brenda !
>
> Greetings,
>
> Harrie and Agnes Tieken

ATTACHMENT 2 - Drawings



BENCHMARK

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

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.

LICENSED PROFESSIONAL ENGINEERS
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100085569
11/25/2025
PROVINCE OF ONTARIO

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Brockville, Ont. K6V 5J9
Telephone: (613) 345-0400
Facsimile: (613) 345-0008
www.EastEng.com

Project Title:
GAN FITNESS

Drawing Title:
EXISTING CONDITIONS

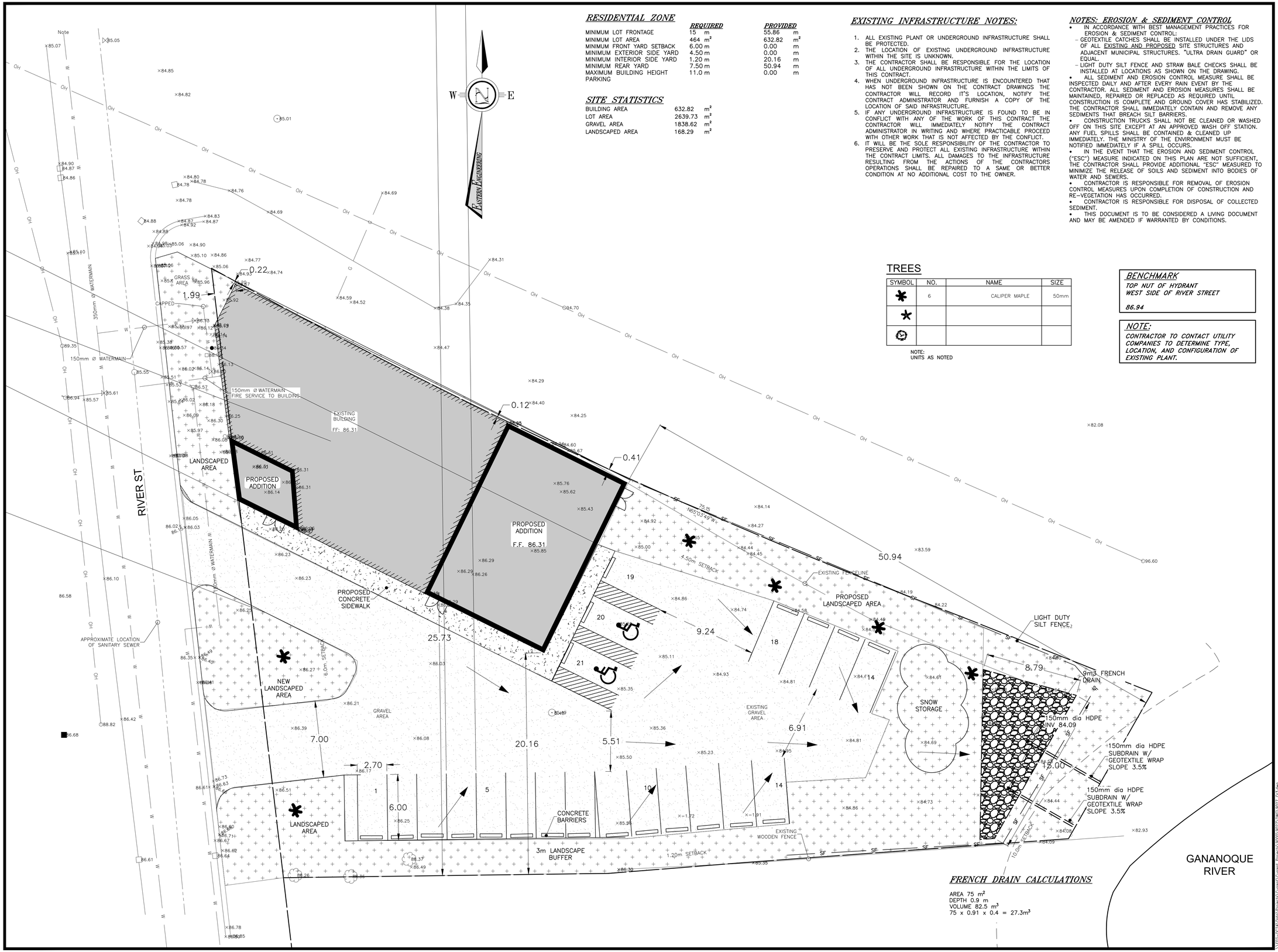
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BC	AP	CAJ	9027
Drawn:	Checked:	Date:	Contract No.:
BC	AP	2025-1-7	.

Scale: 0 4 8 Horizontal: 200
0 1 2 Vertical: 50
UNITS EQUAL METRES UNLESS OTHERWISE NOTED

Drawing No.: **C0**

File No.: 9027 C#3.dwg

K:\EE-DESIGN\Projects\Current Projects\9000s\9027\9027 C#3.dwg



RESIDENTIAL ZONE

	REQUIRED		*PROVIDED*	
MINIMUM LOT FRONTAGE	15	m	55.86	m
MINIMUM LOT AREA	464	m^2	632.82	m^2
MINIMUM FRONT YARD SETBACK	6.00	m	0.00	m
MINIMUM EXTERIOR SIDE YARD	4.50	m	0.00	m
MINIMUM INTERIOR SIDE YARD	1.20	m	20.16	m
MINIMUM REAR YARD	7.50	m	50.94	m
MAXIMUM BUILDING HEIGHT	11.0	m	0.00	m
PARKING				

SITE STATISTICS

BUILDING AREA	632.82	m^2
LOT AREA	2639.73	m^2
GRAVEL AREA	1838.62	m^2
LANDSCAPED AREA	168.29	m^2

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 MEASURE 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.

TREES

SYMBOL	NO.	NAME	SIZE
✱	6	CALIPER MAPLE	50mm
✱			

NOTE:
UNITS AS NOTED

BENCHMARK

TOP NUT OF HYDRANT
WEST SIDE OF RIVER STREET

86.94

NOTE:

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

FRENCH DRAIN CALCULATIONS

AREA 75 m^2
DEPTH 0.9 m
VOLUME 82.5 m^3
75 x 0.91 x 0.4 = 27.3m^3

LEGEND

- ×92.30 — EXISTING TOPO GRADE
- 92.90 / 92.90 — PROPOSED GRADE
- EXISTING GRADE
- STORM SEWER
- SANTITARY SEWER
- WATERMAIN
- BELL UNDERGROUND
- GAS UNDERGROUND
- CABLE UNDERGROUND
- ELECTRICAL UNDEROUND
- OVERHEAD UTILITIES
- BH B LS H — UTILITY POLE
- • AN — UTILITY ANCOR
- □ — UTILITY PEDISTAL
- ■ — PROPERTY BAR FOUND
- RS — 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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1	CJ	2025-04-22	TOWN COMMENTS
0	BC	2025-01-29	SITE PLAN

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100085569
11/25/2025
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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

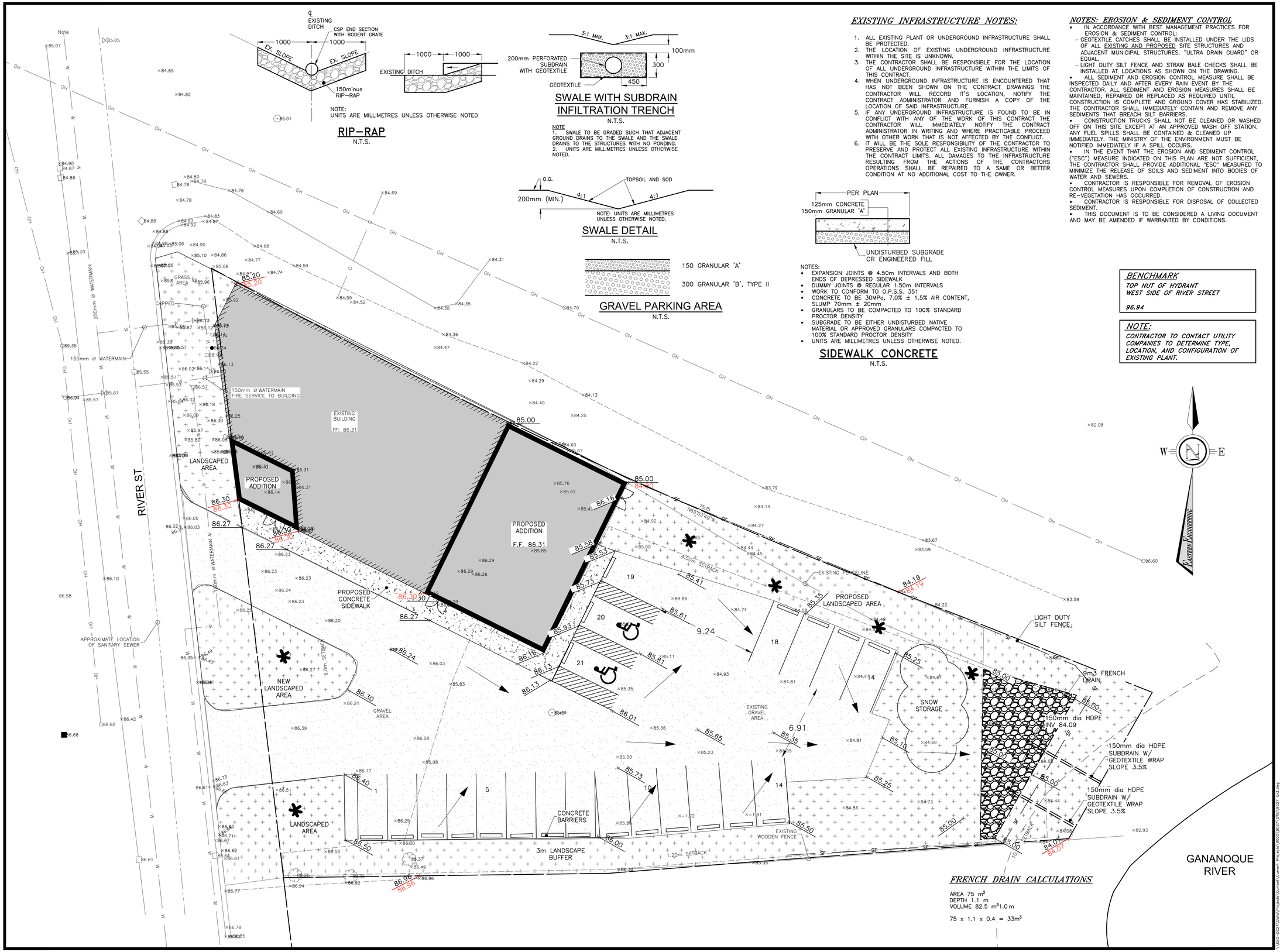
Drawing No.:

C1

UNITS EQUAL METRES UNLESS OTHERWISE NOTED

File No.: 9027 Cr3.dwg

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LEGEND

- EXISTING TOPO GRADE
- PROPOSED GRADE
- EXISTING GRADE
- STORM SEWER
- SANITARY SEWER
- WATERMAIN
- BELL UNDERGROUND
- GAS UNDERGROUND
- CABLE UNDERGROUND
- ELECTRICAL UNDEROUND
- OVERHEAD UTILITIES
- UTILITY POLE
- UTILITY ANCOR
- UTILITY PEDISTAL
- PROPERTY BAR FOUND
- ROAD SIGN
- FENCE
- TREELINE
- TREE
- PROPERTY BOUNDARY
- EXISTING BUILDING
- EXISTING BUILDING TO BE REMOVED
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0	BC	2025-01-29	SITE PLAN

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Brockville, Ont. K6V 5J9
Telephone: (613) 345-0400
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Project Title: **GAN FITNESS**

Drawing Title: **GRADING 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

Drawing No.: **C2**

File No.: 9027 Cr3.dwg

I:\9027-2025\Drawings\Current Drawings\9027-2025 Cr3.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

LANDSCAPED AREA

NEW LANDSCAPED AREA

PROPOSED LANDSCAPED AREA

DRAINAGE AREA 1
GAN FITNESS
AREA: 0.26 ha

CONCRETE BARRIERS

LANDSCAPED AREA

EXISTING SITE (OVERALL)

AREA: 0.26 ha
Cpre: 0.468

LEGEND

- EXISTING TOPO GRADE
- PROPOSED GRADE
- EXISTING GRADE
- STORM SEWER
- SANTITARY SEWER
- WATERMAIN
- BELL UNDERGROUND
- GAS UNDERGROUND
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1	CJ	2025-04-22	TOWN COMMENTS
0	BC	2025-01-29	SITE PLAN

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Facsimile: (613) 345-0008
www.EastEng.com

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	.

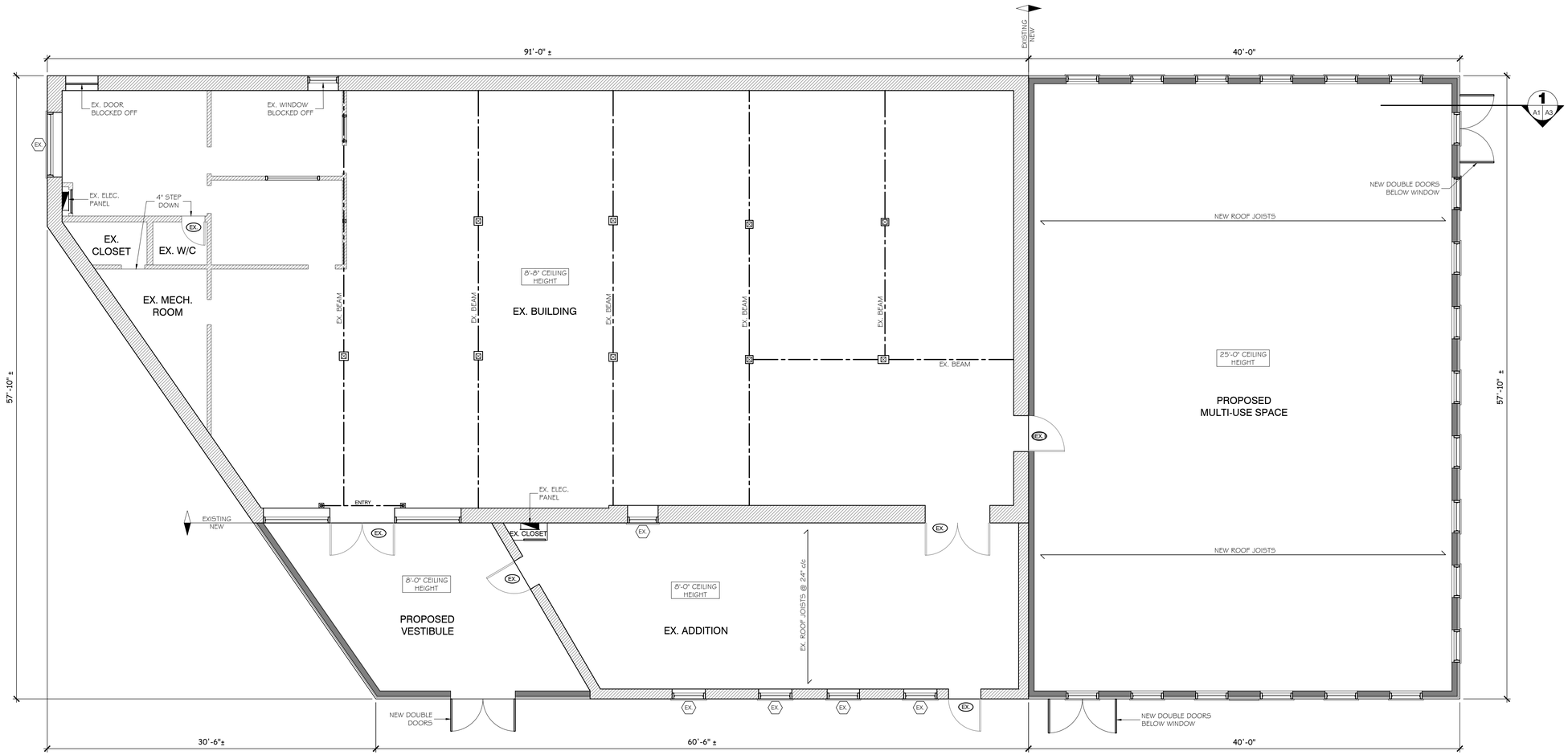
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Drawing No.: **C3**

UNITS EQUAL METRES UNLESS OTHERWISE NOTED

File No. 9027 C3.dwg

V:\9027-GAN\Admin\Project Control\Current Project\9027 C3.dwg



EX. MAIN FLOOR PLAN

SCALE- 3/32" = 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 MANUFACTURES 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.
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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

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

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DRAWINGS ARE NOT TO BE SCALED

PROJECT NORTH

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Telephone: (613) 345-0400
Facsimile: (613) 345-0008
www.EastEng.com

Project Title:

GANANOQUE FITNESS

145 River Street, Gananoque, ON

Drawing Title:

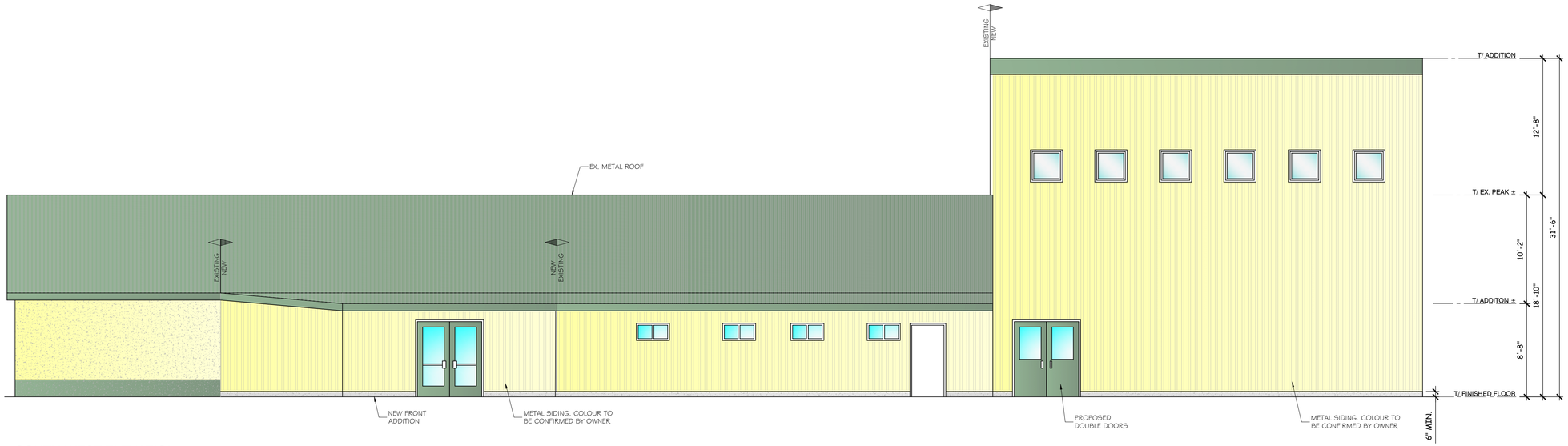
MAIN FLOOR PLAN

Design:	Checked:	Approved:	Project No.: 9027
Drawn: AD	Checked:	Date: 2025-04-17	Contract No.: 9027-1

Scale:
Horizontal: AS SHOWN
Vertical: AS SHOWN

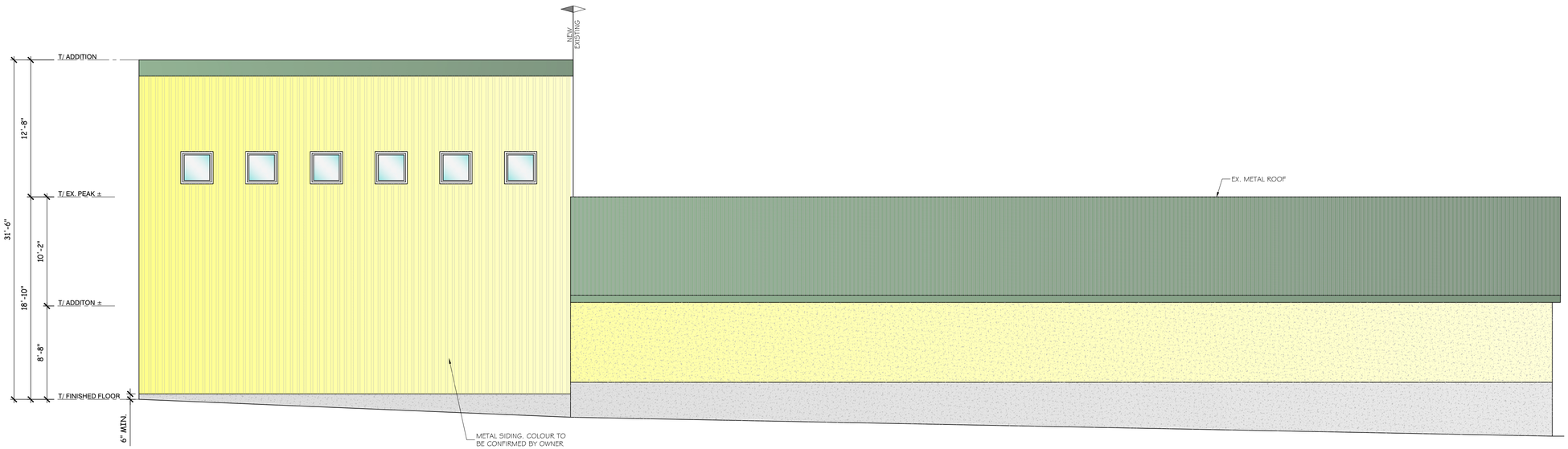
Drawing No.: A1

REV. DATE:5/1/2025



SOUTH-WEST ELEVATION

SCALE: 3/16" = 1'-0"



NORTH-EAST ELEVATION

SCALE: 3/16" = 1'-0"

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0	AD	2025-04-28	ISSUED FOR CLIENT REVIEW

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Project Title:

GANANOQUE FITNESS

145 River Street, Gananoque, ON

Drawing Title:

ELEVATIONS

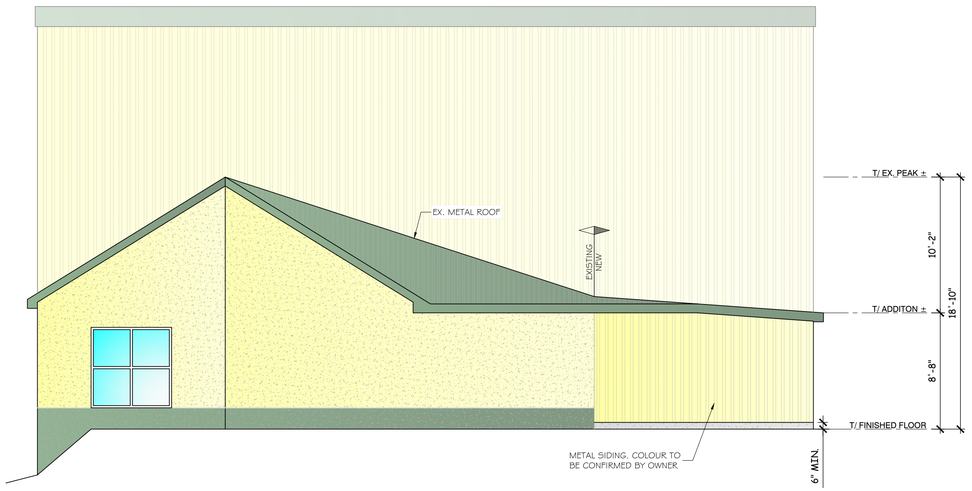
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Drawn: AD	Checked:	Date: 2025-04-17	Contract No.: 9027-1

Scale:
Horizontal: AS SHOWN
Vertical: AS SHOWN

Drawing No.:

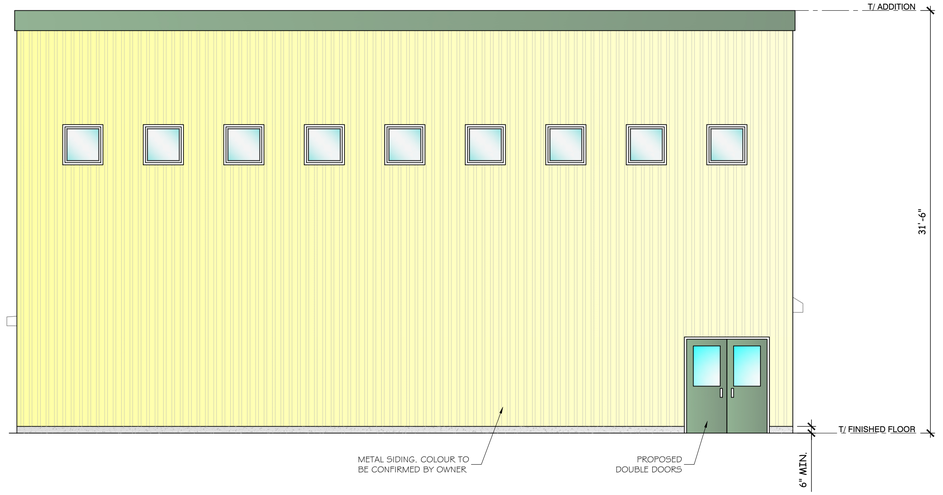
A2

REV. DATES:1/2025



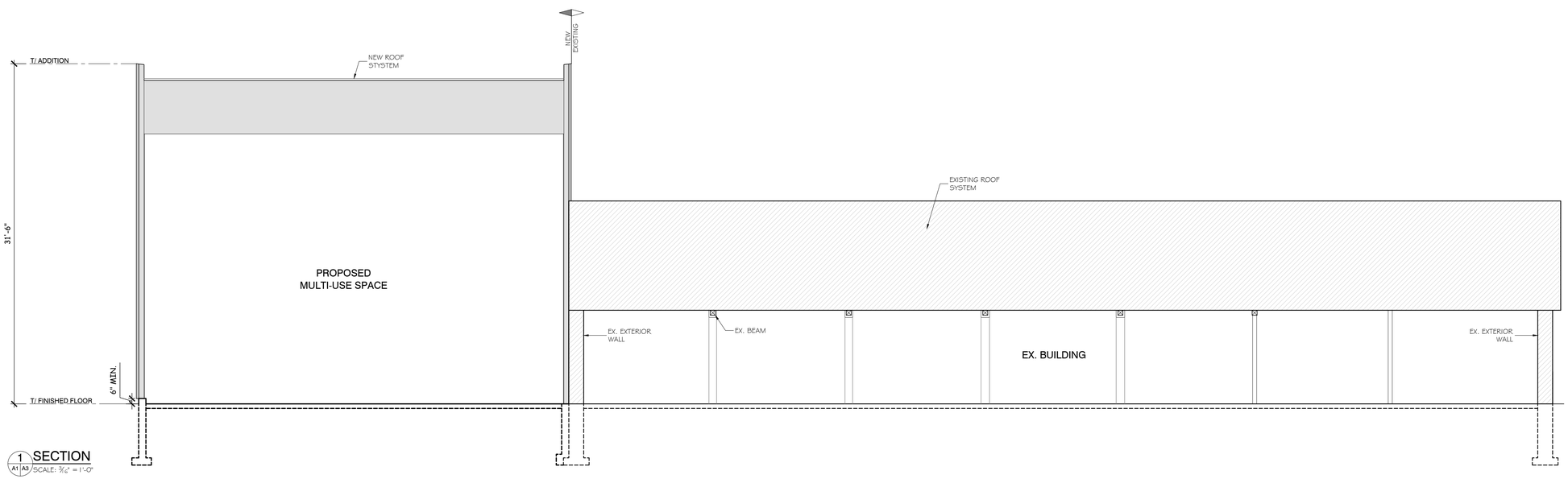
NORTH-WEST ELEVATION

SCALE: 3/16" = 1'-0"



SOUTH-EAST ELEVATION

SCALE: 3/16" = 1'-0"



1 / A1 A3 SECTION

SCALE: 3/16" = 1'-0"

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Brockville, Ont. K6V 5J9
Telephone: (613) 345-0400
Facsimile: (613) 345-0008
www.EastEng.com

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:

Horizontal: AS SHOWN

Vertical: AS SHOWN

Drawing No.:

A3

REV. DATE:5/1/2025

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 Cataroquoi 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

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.	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).
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.***	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.
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***	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.
2.2 (7) ***We are committed to increasing the diversity of arts, cultural and recreational opportunities.***	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.
2.2 (8) ***We will protect our natural environment.***	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.
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.*** ***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.*** ***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 in 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.***	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. For the expansion, incorporate energy-efficient lighting, modern HVAC systems, and water-saving features, aligning the project with contemporary sustainability standards.

3.2 Residential Designation Policies (OP Section 3.2)

OP Section & Policy	Rationale for Conformity (Non-Residential Component)
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.***	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.
3.2 (4) ***Ensure that residential intensification, infilling and redevelopment within existing neighbourhoods is compatible with existing and planned character;***	The fact that the building is already commercial means that a non-residential use is *part of the established and existing character* 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.
3.2 (7) ***Promote the design of complete streets to reduce the need to drive and encourage walking,cycling, and active transportation;***	The site is directly beside the Gananoque Trail System, strongly encouraging members to walk, cycle, or use other non-automotive forms of transportation.
3.2 (8) ***Permit a range of activities in residential areas including home-based***	The proposed Gan Fitness is designed to operate as an essential community

businesses, local commercial, bed and breakfasts, Heritage Tourist Inn group homes, churches, schools, community facilities and open space.	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.
3.2.2.1 ***Permitted Uses:*** ***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***	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. Gan Fitness is fundamentally distinct from the large, corporate-owned fitness chains often associated with regional commercial

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

	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. - 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. ● Improves Resident Health and Wellness: It provides the necessary infrastructure for physical activity, which is a key component of public health.

	Easy, local, access encourages residents—particularly seniors, youth, and families—to stay active. ● 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. 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.
3.2.2.2 ***Non-Residential Uses- Local commercial uses such as small local retail plazas and convenience stores, schools,***	Given the site's existing commercial use, the proposed change represents a

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.	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. 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.
3.2.2.3 Waterfront Residential Development 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.	The Cataraqui Conservation Authority provided comments with regards to natural hazards under O.Reg 41/24. The CRCA does not object to the application.

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.
CONSULTING ENGINEERS

EASTERN ENGINEERING GROUP INC.

APEX BUILDING

100 STROWGER BLVD, SUITE 207

BROCKVILLE, ON

K6V 5J9

MARCH 2025

REVISION RECORD					
REV	DESCRIPTION	PREPARED BY			
0					
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 m^2 at the rear of the building and a new entry addition of 31 m^2. The gravel parking area increased is 1278 m^2.

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 150m mm 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 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 grass land 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. The flat grades help to reduce flow velocities, reducing erosion potential. The grassed bottoms and side slopes act as a filter for any suspended particulate matter as well as promoting infiltration.

Treatment Method

The treatment method will be best management practices included a grassed flow area. This also acts as a large buffer strip between the developed land and all neighbouring properties.

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 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	1838.62	0.18
Grass	0.35	168.29	0.02
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 =	0.66	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.

10.0 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.

10.1 Drainage Area 1

The post development runoff coefficient is 0.80 for 5 year event. The rainfall intensity is taken using tables from Town of Brockville site plan design manual.

POST DEVELOPMENT			
Surface	**C**	**Area (m2)**	**Area (ha)**
Gravel	0.60	1838.62	0.18
Grass	0.35	168.29	0.02
Asphalt	0.90	0.00	0.00
Building	0.90	632.82	0.06
Pasture Lands	0.28	0.00	0.00
Average C =	0.66	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	0.656	155.10	0.264	74.663	24.708	49.955	14.986
10	2.78	0.656	95.50	0.264	45.972	24.708	21.264	12.759
15	2.78	0.656	71.90	0.264	34.612	24.708	9.904	8.913
20	2.78	0.656	58.63	0.264	28.223	24.708	3.515	4.218
25	2.78	0.656	50.16	0.264	24.147	24.708	-0.561	-0.842

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	0.656	259.00	0.264	124.679	24.708	99.971	29.991
10	2.78	0.656	159.50	0.264	76.781	24.708	52.073	31.244
15	2.78	0.656	120.20	0.264	57.862	24.708	33.154	29.839
20	2.78	0.656	97.65	0.264	47.008	24.708	22.300	26.760
25	2.78	0.656	83.55	0.264	40.219	24.708	15.511	23.266
30	2.78	0.656	74.00	0.264	35.622	24.708	10.914	19.646

Therefore, based on Modified Rationale Method, the storage requirement for Drainage Area 1 for 5 year storm event is 14.99 m^3 and for the 100 year storm is 31.24 m^3. The storage will be underground infiltration trench and on surface.

11.0 STORAGE PROVIDED

The stormwater storage requirements for the new development for the commercial building is 33 m^3.

The site storage requirements are achieved with the use of an infiltration trench at the east end of the gravel areas.

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. All catch basins and manholes will be monitored and kept free of snow and ice buildup to avoid any localized flooding on the site. The insulation effect of the snow will limit the depth of frost penetration such that when temperatures rise, moderate flow will occur in the bottom of the ditches and swales. Regular maintenance of the parking lot in spring to remove accumulated sand will be required.

16.0 MAINTENANCE

The owner will have maintenance staff review the site periodically during routine maintenance. The maintenance plans and forms must address the following:

- Inspection frequency
- Maintenance frequency
- Data collection/ storage requirements (i.e. during inspections)
- Detailed cleanout procedures (main element of the plans) including:
  - Equipment needs
  - Maintenance techniques
  - Occupational health and safety
  - Public safety
  - Environmental management considerations
  - Disposal requirements (of material removed)
  - Access issues



Prepared by:
Eastern Engineering Group Inc.
100 Strowger Boulevard, Suite 207
Brockville, ON K6V 5J9
Colin A. Jardine, P. Eng
March 19, 2025

EASTERN ENGINEERING GROUP
CONSULTING ENGINEERS

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www.EastEng.com

PROUDLY CELEBRATING 30 YEARS 1989 - 2019

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.



Colin Jardine, P. Eng.

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

OFFICIAL PLAN AMENDMENT NO.8/2025

Owner: **MATTHEWS**

RESIDENTIAL
to
RESIDENTIAL EXCEPTION

The property municipally and legally described as

145 RIVER STREET
Plan 86 Pt. Lot 476 Pt. Lot 477 Pt. Lot 478 Pt. Lot 479 Registered Plan 28R8089 Part 1
TOWN OF GANANOQUE

December 2025

THE CORPORATION OF THE TOWN OF GANANOQUE
BY-LAW NO. 2025-113

A BY-LAW TO AMEND THE OFFICIAL PLAN

WHEREAS the Council of the Town of Gananoque deems it advisable to amend the Town of Gananoque Official Plan;

AND WHEREAS this amendment is consistent with the Provincial Policy Statement, 2020, and is in conformity with the Town of Gananoque Official Plan;

NOW THEREFORE the Council of the Town of Gananoque, in accordance with Section 17 of the Planning Act, R.S.O. 1990, c.P.13, hereby enacts as follows:

1. THAT Official Plan Amendment 8 to the Official Plan of the Town of Gananoque, consisting of the attached document is hereby adopted.

2. THAT Official Plan Amendment 8 shall come into force and take effect on the day after the last day for filing a notice of appeal provided no notice of appeal is filed in accordance with the provisions of Sections 17 and 22 of the Planning Act.

By-law read a first, second and third time and finally passed this 16th day of December, 2025.

DRAFT

_____	_____
John Beddows, Mayor	Penny Kelly, Clerk

PART A THE PREAMBLE - does not constitute part of this Amendment,

PART B THE AMENDMENT - consists of Schedule A and text constitutes Amendment NO.8 to the Official Plan of the Town of Gananoque.

PART C THE APPENDICES do not form part of this Amendment. These appendices contain the background data; municipal and planning considerations; and public involvement associated with the Amendment.

PART A – THE PREAMBLE

PURPOSE OF THE AMENDMENT

The purpose of this Amendment is to amend the Official Plan Designation on a parcel of land within the Town of Gananoque.

The subject lands are currently designated **RESIDENTIAL**.

The Official Plan Amendment will provide a site-specific policy to permit a private community fitness facility on the lands in the designation of **RESIDENTIAL EXCEPTION** on the lands.

LOCATION OF THE AMENDMENT

This Amendment applies to property located in the Town of Gananoque, as shown on Schedule
"A" attached hereto.

Municipally known as:	**145 RIVER STREET**
The Lands are described as	**Plan 86 Pt. Lot 476 Pt. Lot 477 Pt. Lot 478 Pt. Lot 479 Registered Plan 28R8089 Part 1**

BASIS OF THE AMENDMENT

i) Proposal

An Official Plan Amendment application (OPA8/2025) was received from Bethanie Matthews for the redesignation of the subject lands, to the Residential designation to establish a private community fitness facility. The amendment will permit the adaptive reuse of the existing commercial building and proposed additions on the subject lands.

At this time, the property is not approved for a private community fitness facility and would be subject to a Development Planning Permit for the intended use. It should, however, be noted that the designation would include specific uses in the bylaw. Alternatively, it would maintain the residential status.

ii) Public Consultation

a. A Public Meeting under Section 17 and 21 of the *Planning Act, R.S.O., 1990* as amended, was convened on **DECEMBER 16, 2025** for this proposed Official Plan Amendment. The proposed amendment and agency comments were presented

to the Planning Advisory Committee and the Public. Planning Advisory Committee made recommendations to Council at their meeting of December 9, 2025

iii) Agency Review
Appendix III outlines the agency comments received

iv) Council Action
To be completed.

PART B – THE AMENDMENT

All of this part of the document entitled Part B – The Amendment, consisting of the following text and attached map designated Schedule "A" (Land Use) constitutes Amendment No.8 to the Official Plan for the Town of Gananoque.

DETAILS OF THE AMENDMENT

The Official Plan is proposed to be amended as follows:

Section 1: Schedule "A", Land Use is hereby amended by redesignating the subject lands from **RESIDENTIAL** designation to **RESIDENTIAL EXCEPTION**.

Section 2: That Section 3.2.2.12 Residential Policy Area is hereby modified by adding the following:

3.2.2.12 Special Policy
For the lands designated **RESIDENTIAL EXCEPTION** (145 River Street), the only permitted uses shall be a private community fitness facility may be permitted and shall be defined as follows:

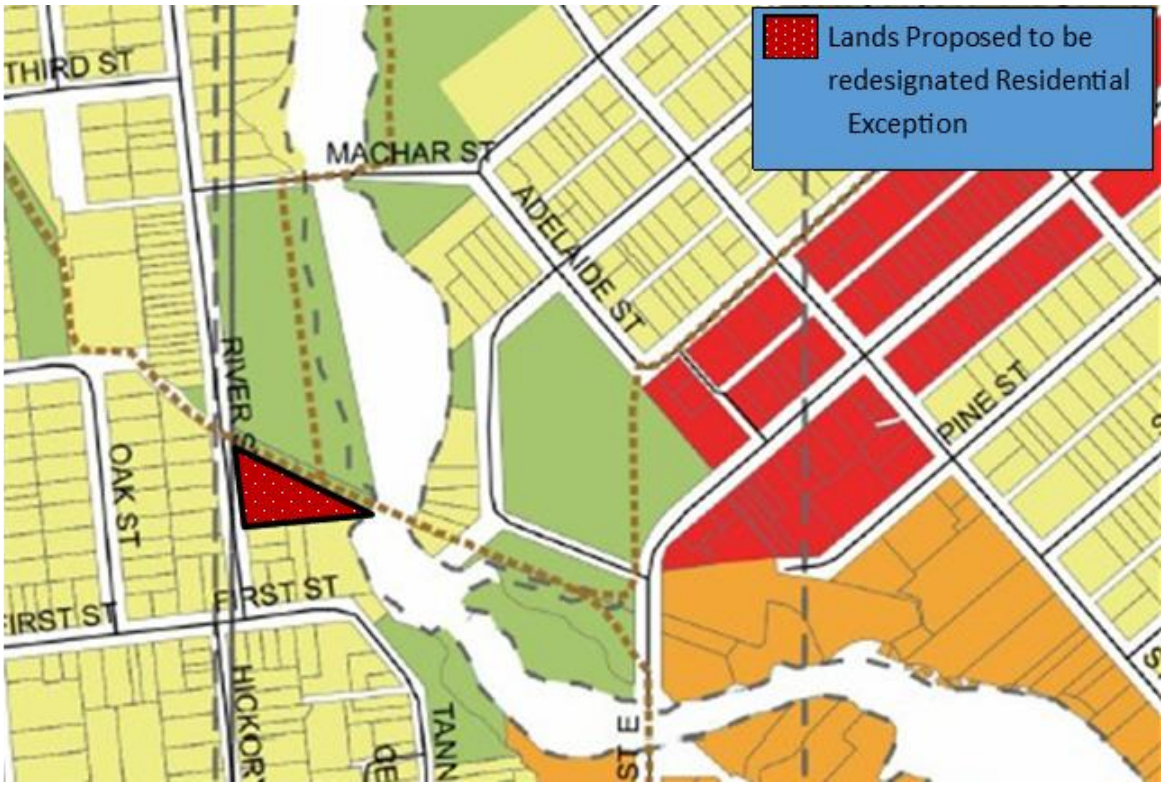
Private Community Fitness Facility means a privately owned and operated facility that offers recreational opportunities including a fitness centre exclusively to its membership or non-profit organizations within the community.

The following shall apply:
- No activities related to the business are permitted outside the parameters of the building.
- No outside storage shall be permitted.
- No backlit, flashing, illuminated signage

IMPLEMENTATION AND INTERPRETATION

The implementation and interpretation of this Amendment shall be in accordance with the respective policies of the Town of Gananoque Official Plan.

DRAFT



Municipally known as: **145 RIVER STREET** The Lands are described as **Plan 86 Pt. Lot 476 Pt. Lot 477 Pt. Lot 478 Pt. Lot 479 Registered Plan 28R8089 Part 1**	This is Schedule "A" of Official Plan Amendment No.8 Passed this _____ day of _____, 2025 _____ _____ MAYOR CLERK

PART C – APPENDICES

The following appendices do not constitute part of the Official Plan Amendment but are included as information supporting the Amendment,

Appendix I – Public Involvement

APPENDIX I-a	Notice of Public Meeting
APPENDIX I-b	Minutes of Public Meeting (excerpt for Council Meeting of December 16, 2025
APPENDIX I-c	Notice issued and Summary of Submissions Received

CERTIFICATE OF COMPLIANCE WITH PUBLIC INVOLVEMENT AND NOTICE REQUIREMENT

I, Penny Kelly, Clerk, hereby certify that the requirements for the giving of notice and holding of at least one public meeting as set out in sub-section 17(15) of the *Planning Act, R.S.O., 1990,* as amended, and the giving of notice as set out in sub-section 17(17) of the *Planning Act, R.S.O., 1990,* as amended, have been complied with.

_____
Penny Kelly, Clerk

Appendix II – Planning Report
Planning and Development Report to Planning Advisory Committee dated December 9, 2025.

Appendix III - Agency Comments

DRAFT

APPENDIX I-a

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

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
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

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.

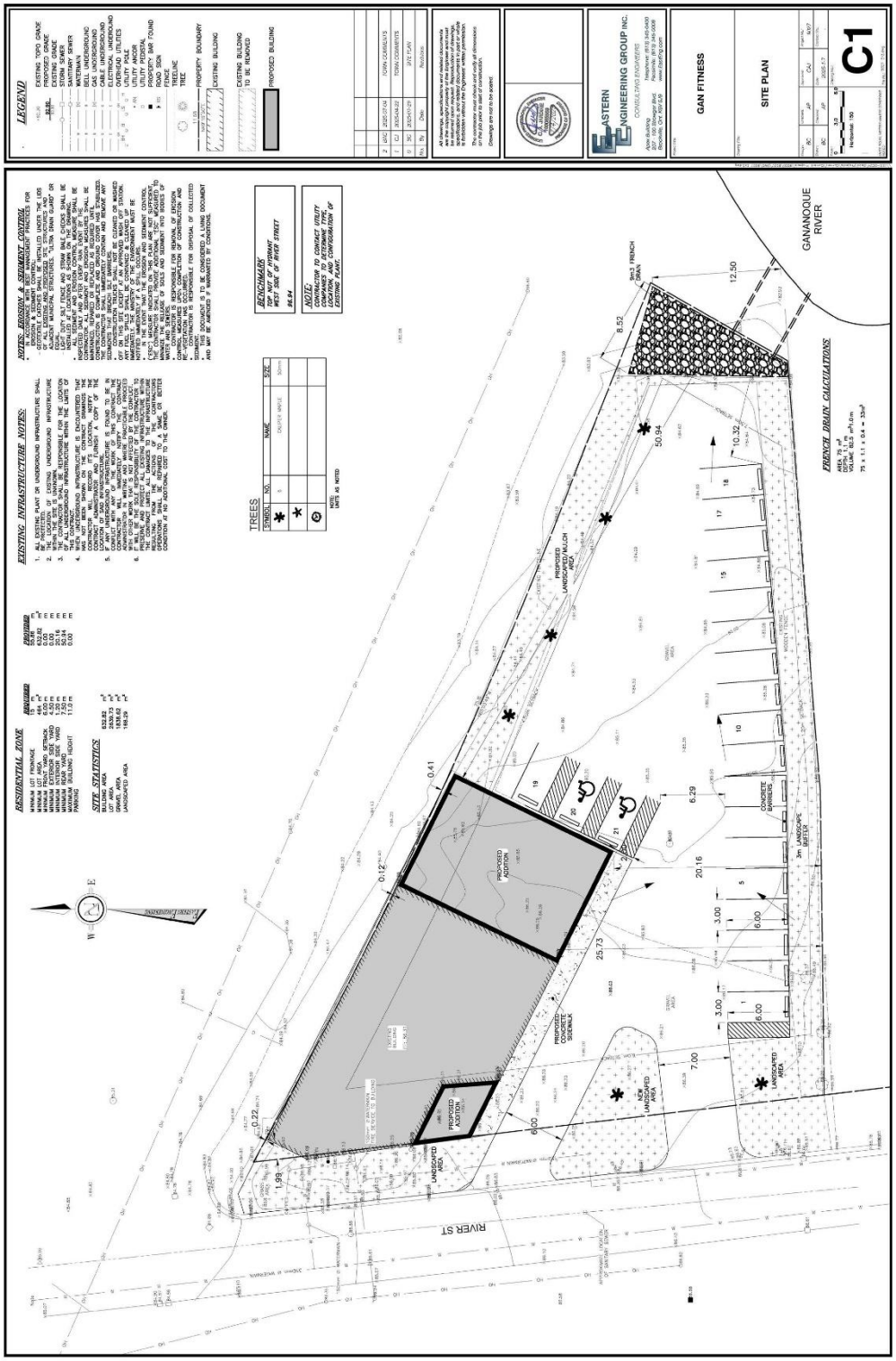
Official Plan
If a person or public body does not make oral submissions at a public meeting or make written submissions to the Town before the proposed Official Plan is adopted, the person or public body is not entitled to appeal the decision of the Town to the Ontario Land Tribunal.

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


LEGEND
EXISTING TOPO CRUZ
PROPOSED GRADE
EXISTING GRADE
STORM SEWER
SANITARY SEWER
WATERMAIN
TELEPHONE UNDERGROUND
GAS UNDERGROUND
CABLE UNDERGROUND
ELECTRICAL UNDERGROUND
OVERHEAD UTILITIES
UTILITY POLE
UTILITY GUIDE
UTILITY PEDESTAL
FENCE
DECIDUOUS TREE
PROPERTY BOUNDARY
EXISTING BUILDING
PROPOSED BUILDING
EXISTING BUILDING TO BE REMOVED
EASTERN ENGINEERING GROUP INC.
CONSULTING ENGINEERS
GAN FITNESS
SITE PLAN
C1
EXISTING INFRASTRUCTURE NOTES:
NOTES: EROSION & SEDIMENT CONTROL
RESIDENTIAL ZONE
SITE STATISTICS
TREES
BENCHMARK
NOTE:
FRENCH DRAIN CALCULATIONS
GANANOQUE RIVER
RIVER ST
PROPOSED ADDITION
PROPOSED LANDSCAPED BALCONY AREA
PROPOSED CONCRETE SIDEWALK
CONCRETE BARRIERS
3m LANDSCAPE BUFFER
LANDSCAPED AREA
5m3 TRENCH DRAIN

APPENDIX I-b Excerpt of Minutes of December 16, 2025

APPENDIX I-c Notice issued and Written Submissions Received

Notice of Public Meeting was emailed to public agencies including internal departments
Notice of Public Meeting was mailed to neighbouring landowners within 120m of the property
Notice of Public Meeting was posted on the site
Notice of Public Meeting was posted on the Town's website

The following pieces of correspondence were received and form part of the public record and are available at any time upon request:

CRCA	
School Boards: UCDSB	
Public Works, Water/Sewer Utilities	

Correspondence from the Public:
Lindsay Keefe, River Street
Petra Mindoff and Eric Lepp, Steel Street
Sharon Nelson, River Street
Joanne Carswell, Gananoque Canoe Club
Geoff Keyes, MacDonald Drive
Gavin Sheridan
Kelsea Brown, River Street
Samantha MacNeil, Hickory Street
Andrew Logan
Karen Hall, River Street
Bonnie Ruddock, Arthur Street
Coop Student

Questions pertaining to the application were received from:
Virginia Macdonald - River Street
Marian Burdsall - Oak Street

DRAFT

APPENDIX II – Planning and Development Report to Planning Advisory Committee dated December 9, 2025 (attached)

Cataraqui conservation

Bill 68 and Proposed Regional CA Consolidations

Presented by David Ellingwood, General Manager

to Town of Gananoque Council – December 16, 2025

Proposed Provincial Changes to Conservation Authorities

- Bill 68, Schedule 3 introduced by Ontario government on Nov. 6, 2025, and passed Nov. 25, 2025
  - would establish new Ontario Provincial Conservation Agency
- new Agency would provide oversight and strategic direction for Conservation Authorities
- Province would appoint 5-12 member Board for new Agency
- Agency could give directives to Conservation Authorities
- Primary goals: - single digital permit system
  - reduce number of municipalities with more than one CA
  - consistency in development review policies and fees
  - strengthen capacity, provide better tools



Cataraqui conservation

Proposed Provincial Changes to Conservation Authorities

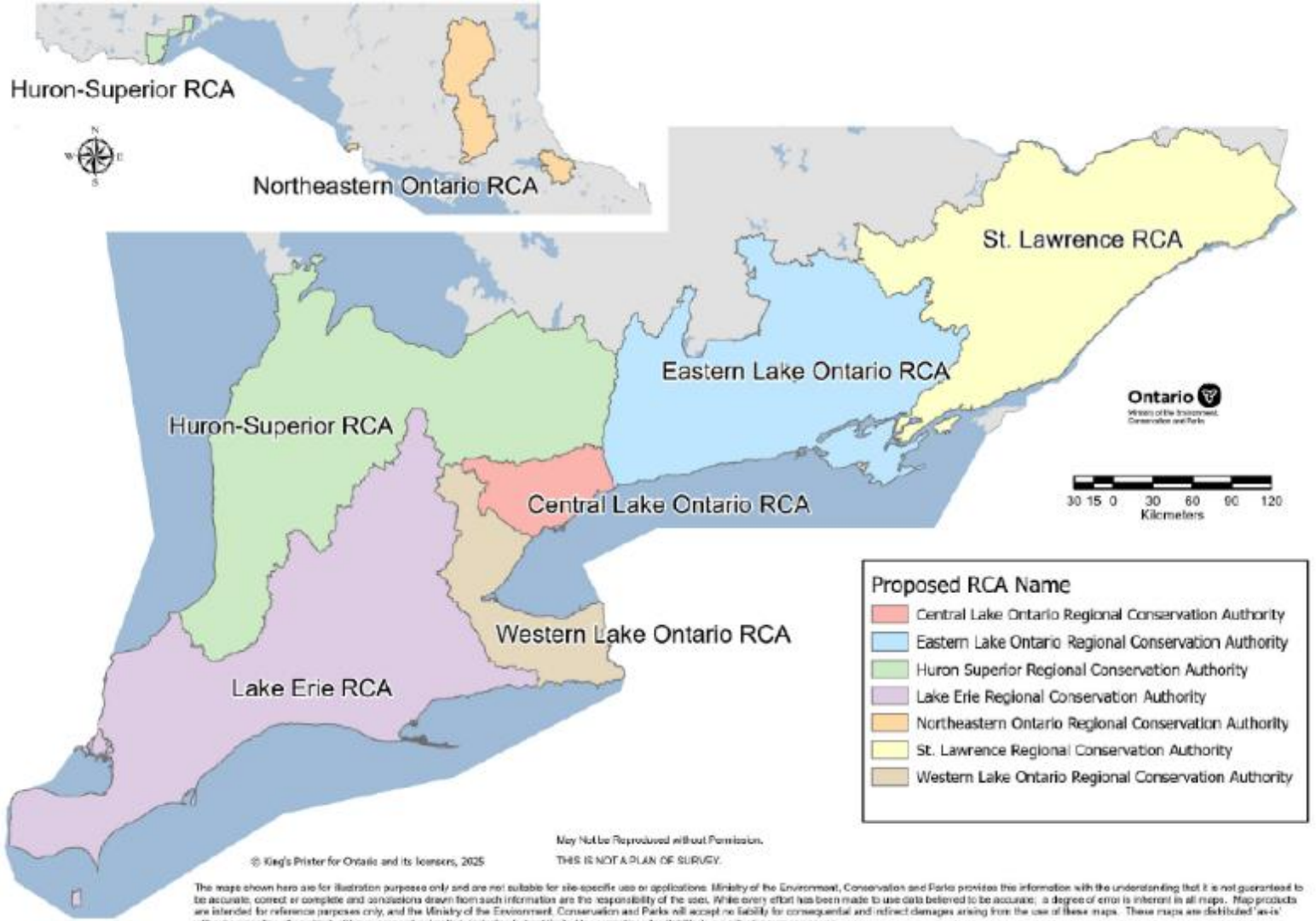
Facts about Cataraqui Conservation

- Timely permit approvals:
  - meet provincial target on 99% of development permits
  - meet municipal target on 90% of planning reviews
- among lowest fee schedules for Conservation Authorities in province
- high standard of customer service
- each local municipality represented on the Authority Board for deciding budget and policies
- recent updates to floodplain mapping along St Lawrence River
- strong ties to local groups and communities fostered over a 60+ year history



Cataraqui conservation

Proposed Provincial Changes to Conservation Authorities

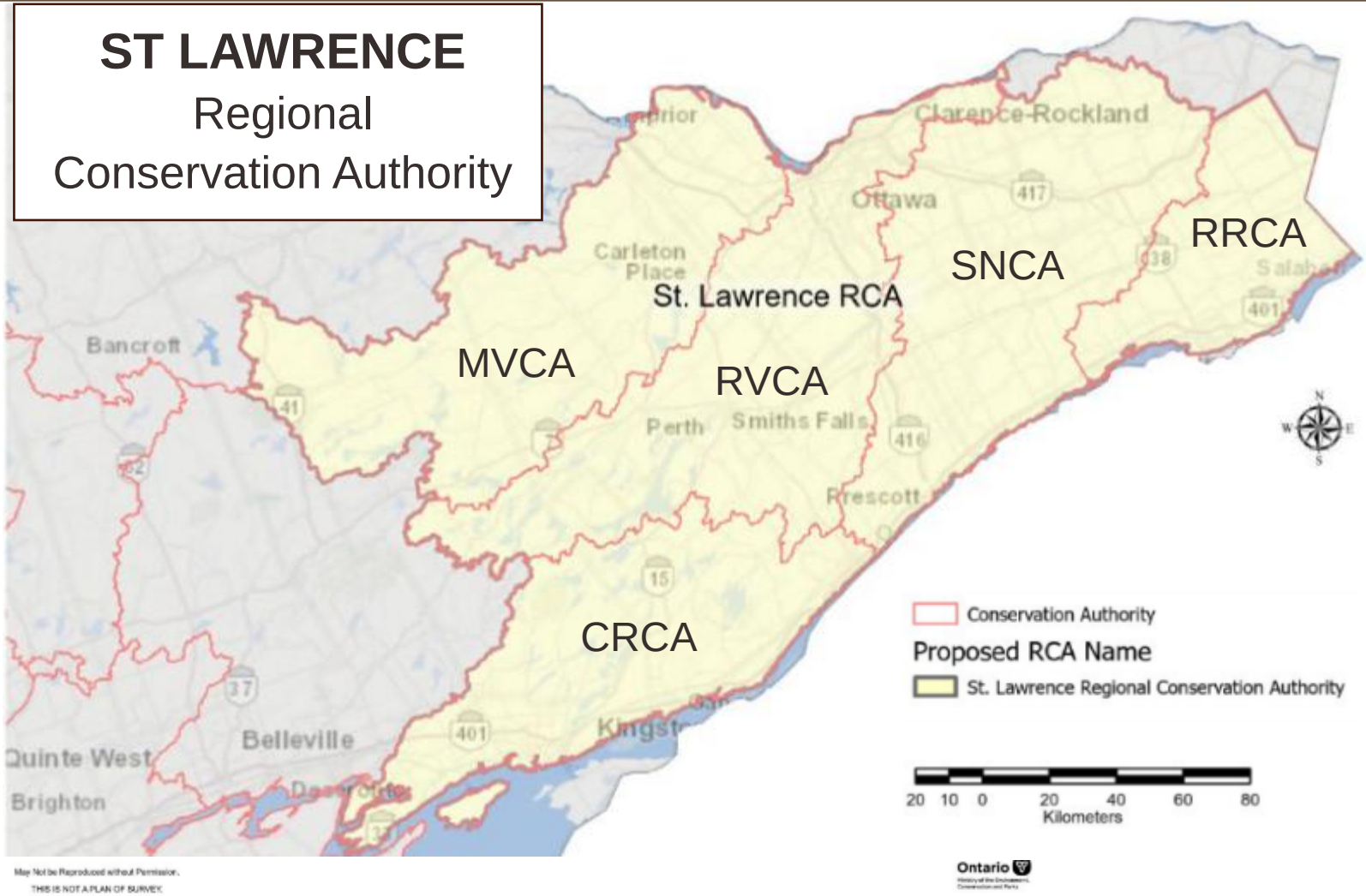


- Ontario government proposes to consolidate 36 existing CAs into 7 new Regional CAs
- Criteria for regional groupings:
  - enhance technical skills and resources
  - simplify accountability
  - strengthen local partnerships
  - reduce administrative duplication

Cataraqui conservation

Proposed Provincial Changes to Conservation Authorities

ST LAWRENCE
Regional
Conservation Authority



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Proposed St. Lawrence Regional Conservation Authority would include:

- Cataraqui Region CA
- Mississippi Valley CA
- Raisin Region CA

u Valley CA

Nation River CA

icipalities

sq km jurisdiction

Cataraqui conservation

Proposed Provincial Changes to Conservation Authorities

- Environmental posting 025-1257
  - Description of regional groupings and interactive map
  - Comment period until DEC. 22, 2025
  - Five discussion questions:
    - ➢ key factors to support a successful transition
    - ➢ opportunities or benefits from regional framework
    - ➢ regional governance structure, board size, make-up, and municipal appointment process
    - ➢ process for transparent and consultative budgeting
    - ➢ how to maintain and strengthen relationships with local communities and stakeholders



Dec. 22, 2025, is the deadline for comments to ERO 25-1257

Cataraqui conservation

Items to Consider for ERO 025-1257

Alternatives: Can outcomes be achieved through directives and collaborative work among Conservation Authorities in contrast to consolidation into new regional bodies?

Costs: Considerable costs to dissolve existing CAs, create new regional CAs and establish new provincial Agency. Will this put pressure on municipal finances?

Oversight: Agency's oversight role extends to all CA programs and services. Will there be consultation and partnership with municipalities?

Budget: How would budgets would be set and costs apportioned within a large regional CA?

Governance: Current model allows each municipality to be represented on program and funding decisions. Would municipalities now be represented on a local committee which then sent delegates to a regional Board? What is a workable regional Board size?

Thank You

David Ellingwood, General Manager

Questions?



Cataraqui conservation

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Council Report – RDS-2025-15

Date: December 16, 2025 ☐ **IN CAMERA**

Subject: Garden Street - Request for Reduced Speed Limit and Traffic Calming

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

RECOMMENDATION:
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE GARDEN STREET – REQUEST FOR REDUCED SPEED LIMIT AND TRAFFIC CALMING REPORT FOR INFORMATION, AND FURTHER DIRECTS STAFF TO SEEK QUOTES TO UNDERTAKE A TRAFFIC IMPACT STUDY FOR THIS AREA OF GARDEN STREET AND TALBOT STREET, AS PRESENTED IN COUNCIL REPORT RDS-2025-15.

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

Sector 2 – Environment and Infrastructure
Strategic Initiative #2 – Maintain an ongoing assessment of the Town's infrastructure to ensure sufficient capacity exists to support future growth.
Strategic Initiative #3 – Enhance the connectivity of the Town.

BACKGROUND:
Council passed Motion No. 2025-107 on August 12, 2025, directing staff "*to bring back a council report regarding the feasibility of adding speed bumps and reducing the speed limit on Garden Street and the inclusion of stop signs at the east end of the street, as requested by Mr. Richard Ferguson during his delegation of Tuesday August 12, 2025.*"

The block of Garden Street between Herbert Street and Talbot Place is approximately 205m long with an 18m right of way (ROW) and is designed as a local residential highway. The average annual daily traffic (AADT) as recorded in 2022 is 131 vehicles. In contrast, the segment of Garden Street from Charles Street to Herbert Street had an AADT of 445 vehicles in 2022, and the AADT for Talbot Place between Wilson Drive and Garden Street was 194 vehicles.

INFORMATION/DISCUSSION:
Staff have reviewed the street, intersection, and historical data on record pertaining to the area. Through staff support it was found that Garden Street was deemed a one-way street through a by-law amendment in April 1995. The reason for this alteration was not discovered.

Further internal discussions amongst staff and consultants have offered several solutions to correct this area, ranging from the installation of stop signs and speed bumps, converting the intersection where Garden Street meets Talbot Place into a dead-end, or converting Garden Street back to a two-way street from Herbert Street through to Wilson Drive.

Any of the above solutions are possible, however they would be made without truly understanding the impact such a change would create in the area. Staff are recommending contracting a qualified consultant to undertake a traffic impact study and provide a report with recommendations outlining best practices for this type of traffic configuration.

APPLICABLE POLICY/LEGISLATION:
By-law No. 2015-070 *Regulating Traffic and Parking*
Highway Traffic Act

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:
Staff have not requested solicited quotes for a Traffic Impact Study; however it is understood that this assessment and associated report would cost approximately $10,000. As a caveat to this study, town staff could request further information and reporting on the impact at the nearby King Street East and Wilson Drive area, which is being proposed to see a realignment in the next few years with the development south of King Street East on Elmwood Drive.

CONSULTATIONS:
Brock Webb, Superintendent of Roads
Charles Fromentin, Public Works Technologist
Brenda Guy, Manager of Planning and Development

ATTACHMENTS:
Council Motion #25-107
Mark-up of Current Traffic Configuration of Garden Street area

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

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

MOTION / RESOLUTION OF COUNCIL

Date: August 12, 2025	**Motion #25 –** 107
Subject: **Garden Street – Request to Reduce Speed Limit and Add Speed Bumps – Direction to Staff**	
Moved by:	Councillor Harper
Seconded by:	Councillor Osmond.

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO BRING BACK A COUNCIL REPORT REGARDING THE FEASIBILITY OF ADDING SPEED BUMPS AND REDUCING THE SPEED LIMIT ON GARDEN STREET AND THE INCLUSION OF STOP SIGNS AT THE EAST END OF THE STREET, AS REQUESTED BY MR. RICHARD FERGUSON DURING HIS DELEGATION OF TUESDAY, AUGUST 12, 2025.

Ayes ✓ **Nays** _____

Carried: ✓

Defeated: _____

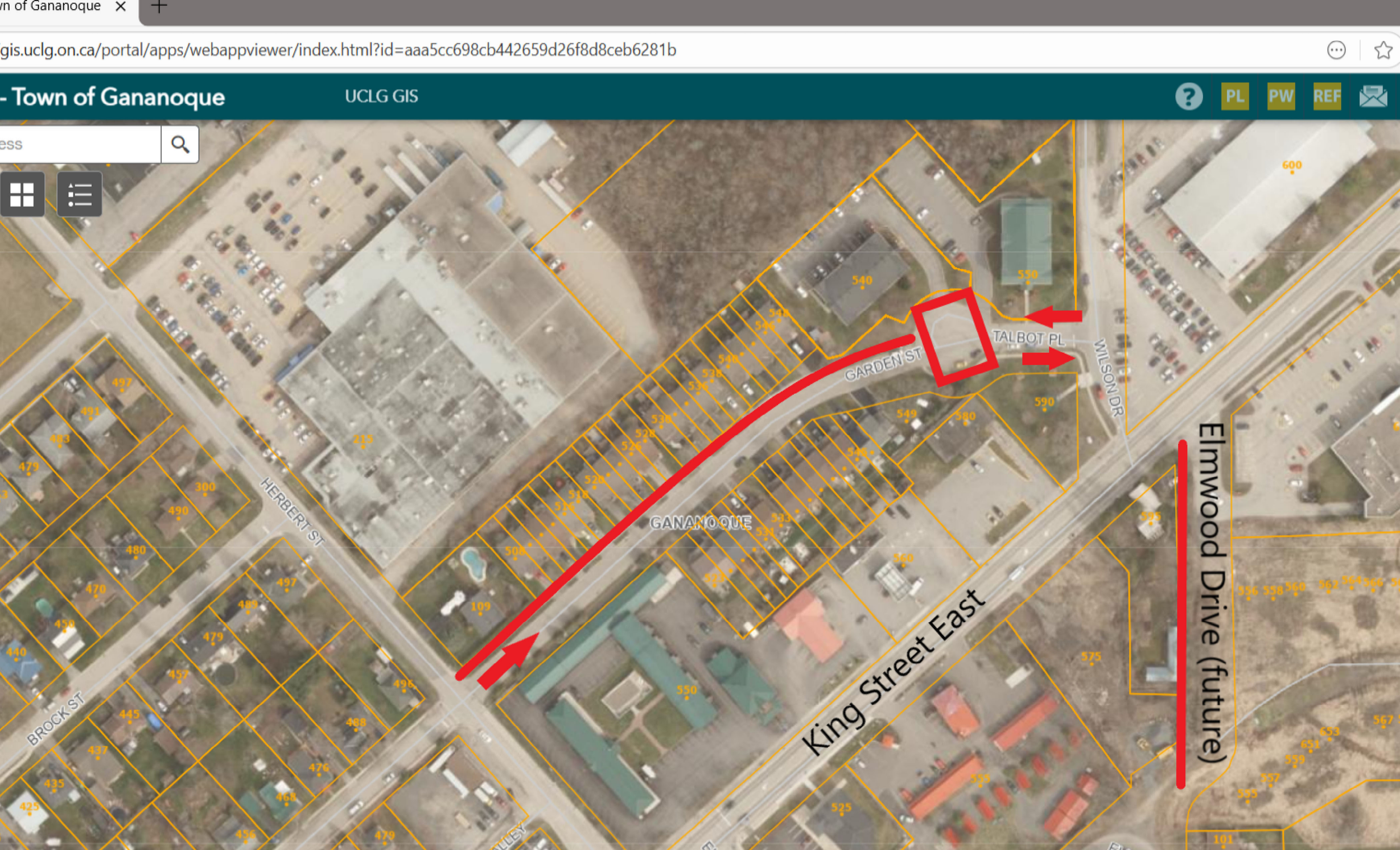
Tabled/Postponed: _____

J. S. Beddows

John S. Beddows, Mayor

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

RECORDED VOTE:	Aye	Nay
Brown, Colin		
Harper, Matt		
Kirkby, Patrick		
Koiner, Anne-Marie		
Leakey, Vicki		
Osmond, David		
Beddows, John		
TOTALS		


- Town of Gananoque
UCLG GIS
PL
PW
REF
GARDEN ST
TALBOT PL
WILSON DR
HERBERT ST
GANANOQUE
King Street East
Elmwood Drive (future)
BROCK ST

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

REGULAR COUNCIL MEETING MINUTES

Held on Tuesday, December 2, 2025, at 5:00 PM

Held Virtually and In-Person

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

1.	**Call Meeting to Order**
	Mayor Beddows called the meeting to order at 5:03 PM.
2.	**Disclosure of Pecuniary Interest & General Nature Thereof** – None
3.	**Canadian National Anthem**
	• The National Anthem was played.
4.	**Land Acknowledgement Statement**
	• Mayor Beddows read the Land Acknowledgement Statement.
5.	**Public Question / Comment** (Only Addressing Motion(s) or Reports on the Agenda)
	• Mayors made an exception to Public Questions/Comments and allowed a Member of the public to comment on the "**Township of Kingsville – Opposition to Consolidation of Conservation Authorities – Request for Support"**.
6.	**Disclosure of Additional Items** – None
7.	**Delegations** – None
8.	**Presentations / Awards / Deputations** – None
9.	**Mayor's Declaration** – None
10.	**Unfinished Business** – None
11.	**Consent Agenda**
	Moved By: Deputy Mayor Leakey **Seconded By:** Councillor Kirkby Be it resolved that the Motion and By-law listed on the Consent Agenda be passed accordingly:
	#25-164 – Approval of Minutes – Tuesday, 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-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".**
	CARRIED – ***6 Ayes, 1 Abstain***
12.	**Staff Reports**
Council-FIN-2025-30 – Water & Wastewater 2025 Financial Plan	
	Motion #25-165 – Water & Wastewater 2025 Financial Plan **Moved By:** Deputy Mayor Leakey **Seconded By:** Councillor Kirkby 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. **CARRIED – UNANIMOUS**
Council-RDS-2025-14 – Award of Contract – Curbside Solid Waste Collection	
	By-law No. 2025-106 – Award of Contract – Curbside Solid Waste Collection **Moved By:** Deputy Mayor Leakey **Seconded By:** Councillor Kirkby 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. **CARRIED – UNANIMOUS**
Council-CSC-2025-10 – Alternative Methods of Voting – 2026 Municipal and School Board Election	
	By-law No. 2025-107 – Alternative Methods of Voting – 2026 Municipal and School Board Election **Moved By:** Deputy Mayor Leakey **Seconded By:** Councillor Kirkby 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. **CARRIED – UNANIMOUS**
	By-law No. 2025-108 – Alternative Methods of Voting – Agreement with Intelivote Systems Inc. – 2026 Municipal Election **Moved By:** Deputy Mayor Leakey **Seconded By:** Councillor Kirkby 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. **CARRIED – UNANIMOUS**
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**
	Motion #25-166 – Township of Kingsville – Opposition to Consolidation of Conservation Authorities – Request for Support **Moved By:** Deputy Mayor Leakey **Seconded By:** Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE SUPPORTS THE TOWNSHIP OF KINGSVILLE'S RESOLUTION REGARDING THE OPPOSITION TO CONSOLIDATION OF CONSERVATION AUTHORITIES. **CARRIED – UNANIMOUS**
	3. Office of the Deputy Inspector General – Community Safety and Policing Act (CSPA) – John Beddows Investigation Concluded
	4. Ministry of Solicitor General – Update to O. Reg 416/23: Oaths and Affirmations under the Community Safety and Policing Act (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**
	Mayor Beddows provided Notice that Council will be holding Public Meetings on Tuesday, December 16, 2025, at 5:00 PM regarding the following: 1. Proposed Class III Development Permit (DP2025-16) – 77 Pine Street – Two (2) Additions to Existing Building for the purpose of a Dental Clinic 2. 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)**
	• Members of Council provided their updates.
17.	**Discussion of Additional Items** – None
18.	**Questions from the Media** – None
19.	**Confirmation By-law**
	By-law No. 2025-104 – Confirming By-law – December 2, 2025 **Moved By:** Deputy Mayor Leakey **Seconded By:** Councillor Kirkby BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-104, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS REGULAR MEETING HELD ON TUESDAY, DECEMBER 2, 2025, BE READ THREE TIMES AND FINALLY PASSED THIS 2ND DAY OF DECEMBER 2025. **CARRIED – UNANIMOUS**
20.	**Next Meeting(s):** Tuesday, December 16, 2025 at 5:00 PM
	1. Special Council – Budget Deliberation – Thursday December 4 & Friday, December 5, 2025 at 9:00 AM (All Day) 2. Special Council – Monday, December 8, 2025 at 9:00 AM 3. Regular Council – Tuesday, December 16, 2025 at 5:00 PM

21.	**Adjournment**
	Moved By: Deputy Mayor Leakey Be it resolved that Council hereby adjourns this regular meeting of Council at 6:23 PM. **CARRIED – UNANIMOUS**

John S. Beddows, Mayor	Penny Kelly, Clerk

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

SPECIAL COUNCIL MEETING MINUTES

Held on Thursday, December 4, 2025 and
Friday, December 5, 2025, at 9:00 AM
Held Virtually and In-Person

COUNCIL MEMBERS PRESENT		STAFF PRESENT
Mayor:	John Beddows	Melanie Kirkby, CAO
Councillors:	Colin Brown	Penny Kelly, Clerk / CEMC
	Matt Harper	Lynsey Zufelt, Deputy Clerk
	Patrick Kirkby (December 5, 2025)	Brenda Guy, Manager of Planning and Development
	Anne-Marie Koiner	John Morrison, Treasurer
	Vicky Leakey	Tanya Dallaire, Deputy Treasurer
	David Osmond	David Armstrong, Manager of Public Works
		Jeff Johnston, Manager of Parks and Recreation
		Andrew Dickson, Fire Chief
		Rich Swann, Police Chief
Regrets:	Patrick Kirkby (December 4, 2025)	

1.	**Call Meeting to Order**
	• Mayor Beddows called the Special Council meeting to meeting order at 9:11 AM, on December 4th, 2025. • Mayor Beddows called the Special Council meeting to meeting order at 9:09 AM, on December 5th, 2025.
2.	**Disclosure of Pecuniary Interest & General Nature Thereof** – None
3.	**Public Question / Comment** (Only Addressing Motion(s) or Reports on the Agenda)
	• **Public Question / Comment –** December 4, 2025 – None
	• **Public Question / Comment –** December 5, 2025 – None
4.	**2026 Provisional Budget**
	• Mayor Beddows provided a summary of the Town of Gananoque 2026 Budget.
John Morrison, Treasurer – 2026 Operating Budget – Introduction / Overview	
	1. Introduction 2026 Operating Budget: • Introduction / Overview • 2026 Budget Initiatives • External Agencies
	• John Morrison, Treasurer, presented a PowerPoint Presentation, attached, entitled, “2025-2026 Budget Overview”.
Operating Budgets – Service Categories / Presentations	
	1. General Government – John Morrison, Treasurer
	• John Morrison presented a PowerPoint presentation, attached, entitled, “General Government Budget”.
****Chair called a recess at 10:09 AM. **The meeting resumed at 10:20 AM.**	
	2. Protection to Persons and Property – Chief Swann & Chief Dickson
	• Chief Swann presented a PowerPoint presentation, attached, entitled “2026 Budget Presentation Gananoque Police Service”.

	Motion #25-167 – Gananoque Police Services Board 2026 Budget **Moved By:** Deputy Mayor Leakey **Seconded By:** Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES AND APPROVES THE 2026 GANANOQUE POLICE SERVICES BOARD OPERATING BUDGET, AS PRESENTED ON DECEMBER 4, 2025, SUBJECT TO THE PASSAGE OF THE TOWN'S 2026 OPERATING AND CAPITAL BUDGET. **CARRIED – *3 Ayes, 2 Abstain***
	• Chief Dickson presented a PowerPoint presentation, attached, entitled, “Fire Department 2026 Draft Budget”.
****Councillor Osmond entered the room at 10:51 AM.**	
	3. Transportation Services – David Armstrong, Manager of Public Works
****The Chair called a recess at 12:25 PM.** ****The meeting resumed at 1:10 PM.**	
	Motion #25-168 – 2026 Operating Budget – Transportation Services **Moved By:** Councillor Harper **Seconded By:** Deputy Mayor Leakey BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES AND APPROVED THE 2026 OPERATING TRANSPORTATION SERVICES BUDGET. **CARRIED – UNANIMOUS**
	4. Environmental Services – David Armstrong, Manager of Public Works
	Motion #25-169 – 2026 Operating Budget – Environmental Services **Moved By:** Councillor Koiner **Seconded By:** Councillor Harper BE IT RESOLVED THAT HE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE 2026 OPERATING ENVIRONMENTAL SERVICES BUDGET, EXCEPTING TWO POSITIONS: LOCATOR/OPERATOR AND STORM WATER SUPPORT STAFF WHICH ARE FUNDED FOR 6-MONTH TERM CONTRACTS RESPECTIVELY IN 2026. **CARRIED – UNANIMOUS**
	5. Health Services
	• Mayor Beddows and Melanie Kirkby, CAO provided an overview of the Town’s mandated contributions to Health Services.
	Motion #25-170 – 2026 Operating Budget – Health Services **Moved By:** Councillor Osmond **Seconded By:** Deputy Mayor Leakey BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES AND AMENDS THE 2026 OPERATING HEALTH SERVICES BUDGET BY ADDING $25,040 TO THE HEALTH UNIT LEVY. **CARRIED – UNANIMOUS, *as amended***
****The Chair called a recess at 1:47 PM.** ****The meeting resumed 2:00 PM.**	
	6. Social and Family Services
	Motion #25-172 – 2026 Operating Budget – Social and Family Services **Moved By:** Councillor Osmond **Seconded By:** Councillor Brown BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES AND APPROVES THE 2026 OPERATING AND SOCIAL AND FAMILY SERVICES BUDGET. **CARRIED – UNANIMOUS**

	7. Social Housing
	Motion #25-171 – 2026 Operating Budget – Social Housing **Moved By:** Deputy Mayor Leakey **Seconded By:** Councillor Koiner BE IT RESOLVED THA THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES AND APPROVES THE 2026 OPERATING SOCIAL HOUSING BUDGET. **CARRIED – UNANIMOUS**
	8. Recreation and Cultural Services – Jeff Johnston, Parks & Recreation Manager
	• Jeff Johnston, Parks & Recreation Manager, presented a PowerPoint presentation, attached, entitled, "2026 Parks & Recreation Budget".
****At this time, the Chair invited Members of the Library Board to present to Council.**	
	• Rachel Brown, Gananoque Public Library CEO, along with Members of the Library Board, presented a PowerPoint presentation, attached, entitled, "2026 Gananoque Library Budget".
	Motion #25-173 – Gananoque Public Library Board Budget **Moved By:** Councillor Koiner **Seconded By:** Deputy Mayor Leakey BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES AND APPROVES THE 2026 GANANOQUE PUBLIC LIBRARY BOARDS 2026 OPERATING BUDGET, AS PRESENTED ON DECEMBER 4, 2025, SUBJECT TO THE PASSAGE OF THE TOWN'S 2026 OPERATING AND CAPITAL BUDGET. **DEFEATED – *3 Ayes, 3 Nays***
****Mayor Beddows left the Chair to make comments regarding this matter.** ****Following his statement, Mayor Beddows resumed the Chair.**	
	Motion #25-173.1 – Gananoque Public Library Board 2026 Budget **Moved By:** Mayor Beddows **Seconded By:** Deputy Mayor Leakey BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE WITHDRAWS MOTION #25-173, ENTITLED GANANOQUE PUBLIC LIBRARY BOARD BUDGET, AND FURTHER POSTPONES CONSIDERATION OF THE BOARD'S BUDGET TO FRIDAY, DECEMBER 5, 2025. **CARRIED – UNANIMOUS**
	• It was generally agreed that the Library CEO and Board Members would return on Friday, December 5, 2025, at 11:00 AM.
****Chair called a recess at 4:25 PM.** ****Meeting resumed at 4:33 PM.**	
	9. Planning and Economic Development
	9.1. Brenda Guy, Manager of Planning & Development – **Postponed to Friday, December 5, 2025** 9.2. Amanda Trafford, Economic Development & Communications Officer 9.3. Jennifer Baril, Tourism & Events Development Coordinator
	• Amanda Trafford, Economic Development & Communications Officer and Jennifer Baril, Tourism & Events Development Coordinator, presented a PowerPoint presentation, attached, entitled, "Gananoque & 1000 Islands 2025 End of Year Report".
****Mayor Beddows moved to recess the Special Council meeting of December 4th, 2025, at 5:08 PM, and further that Council will reconvene on December 5th, 2025, at 9:00 AM.**	

****The Special Council meeting reconvened with all members of Council present.**

- Mayor Beddows provided a 2026 Budget Summary, and invited Councillors to provide their comments regarding the 2026 Budget.

****Mayor Beddows declared a Pecuniary Interest regarding Council's discussion on the Judicial Review, and vacated the Chair and left the room.**
****Deputy Mayor Leakey took the Chair during the discussion.**
****Deputy Mayor Leakey vacated the Chair, and; Mayor Beddows returned to the room to resume the Chair.**

- Brenda Guy, Manager of Planning & Development presented a PowerPoint presentation, attached, entitled, "Planning & Development Budget".

Motion #25-174 – 2026 Operating Budget – Planning and Economic Development
Moved By: Councillor Brown **Seconded By:** Councillor Kirkby
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVED AND APPROVES THE 2026 OPERATING PLANNING AND ECONOMIC DEVELOPMENT BUDGET, AS AMENDED, TO REFLECT THE TRANSFER FROM MAT OF $13,000.

CARRIED – UNANIMOUS

2. 1000 Islands History Museum

Motion #25-175 – 2026 Operating Budget – 1000 Islands History Museum
Moved By: Councillor Harper **Seconded By:** Councillor Brown
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES THE 2026 OPERATING 1000 ISLANDS HISTORY MUSEUM BUDGET, IN THE AMOUNT OF $62,115, AND THE ARTEFACT OVERSIGHT 2026 FUNDING PROPOSAL IN THE AMOUNT OF $21,935.

CARRIED – UNANIMOUS

3. External Agencies

Motion #25-176 – Health Unit Credit
Moved By: Councillor Koiner **Seconded By:** Deputy Mayor Leakey
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS THAT $43,999 OF CREDIT BE APPLIED TO THE 2026 HEALTH UNIT BUDGET.

CARRIED – UNANIMOUS

Motion #25-177 – Invite CRCA to Appear as Delegation – Direction to Staff
Moved By: Councillor Harper **Seconded By:** Mayor Beddows
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECT STAFF TO FORWARD AN INVITATION TO CATARAQUI REGION CONSERVATION AUTHORITY (CRCA) GENERAL MANAGER, DONNA CAMPBELL, TO APPEAR AS A DELEGATION BEFORE COUNCIL TO SPEAK TO THE IMPLICATIONS OF CONSERVATION AUTHORITY AMALGAMATIONS, AS PROPOSED.

CARRIED – UNANIMOUS

****The Chair called a recess at 11:00 AM**
****The meeting resumed at 11:12 AM.**

****At this time, the Chair invited Members of the Library Board to present to Council.**

Gananoque Public Library Board 2026 Grant Request

Moved by Councillor Brown and Seconded by Deputy Mayor Leakey to amend the recommendation to increase the amount by adding "$6,731"**

DEFEATED – *3 Ayes, 3 Nays, 1 Abstain*

	Motion #25-178 – Gananoque Public Library Board 2026 Grant Request **Moved By:** Councillor Osmond **Seconded By:** Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES A GRANT TO THE GANANOQUE PUBLIC LIBRARY BOARD IN THE AMOUNT OF $280,000 FOR THE 2026 FISCAL YEAR. **CARRIED – UNANIMOUS**
2026 Capital Projects Review	
	Motion #25-179 – Public Works Capital – Fueling Facility Upgrades **Moved By:** Councillor Harper **Seconded By:** Councillor Brown BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE AMEND THE PUBLIC WORKS CAPITAL PROJECTS BUDGET BY REDUCING THE PUBLIC WORKS YARD FUELING FACILITY UPGRADES/ RENEWALS FROM $200,000 TO $25,000 IN 2026. **CARRIED – UNANIMOUS**
	Motion #25-180 – Nalon Road Reserve Transfer to Arthur Street Sidewalks **Moved By:** Councillor Brown **Seconded By:** Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE ALLOCATES THE NALON RESERVE TO SIDEWALK WORK IN 2026, FOR NEW SIDEWALKS FOR THE ARTHUR STREET SIDEWALK CONSTRUCTION. **CARRIED – UNANIMOUS**
	Motion #25-181 – Fire Training Facility Upgrades – Remove from 2026 Capital **Moved By:** Mayor Beddows **Seconded By:** Councillor Koiner BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE REMOVES THE AMOUNT FOR FIRE TRAINING FACILITY UPGRADES, $56,100, FROM THE 2026 CAPITAL BUDGET. **CARRIED – UNANIMOUS**
4.	**Motions (Council Direction to Staff)**
	Motion #25-182 – Special Council – Budget Deliberations – December 16, 2025 **Moved By:** Councillor Harper **Seconded By:** Councillor Koiner BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HOLD A SPECIAL BUDGET DELIBERATIONS MEETING ON DECEMBER 16, 2025, AT 7:00 PM. **CARRIED – UNANIMOUS**
5.	**Questions from the Media**
6.	**Confirmation By-law**
	By-law No. 2025-109 – Confirming By-law – Thursday, December 4, 2025, and Friday, December 5, 2025 (3 Readings) **Moved By:** Councillor Koiner **Seconded By:** Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-109, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS SPECIAL MEETING HELD ON THURSDAY, DECEMBER 4TH, 2025 AND FRIDAY, DECEMBER 5TH, 2025, BE READ THREE TIMES AND FINALLY PASSED THIS 5TH DAY OF DECEMBER 2025. **CARRIED – UNANIMOUS**
7.	**Next Meeting(s):** Tuesday, December 16, 2025 at 5:00 PM.

8.	**Adjournment**
	Moved By: Mayor Beddows Be it resolved that Council hereby adjourns the special meeting of Council at 4:12 PM. **CARRIED – UNANIMOUS**

John S. Beddows, Mayor	Lynsey Zufelt, Deputy Clerk

2025–2026 Budget Overview

Town of Gananoque – Operating Budgets

Budget at a Glance



TOTAL OPERATING BUDGET INCREASES FROM $11.51M (2025) TO $12.51M (2026).



OVERALL CHANGE: +$994,810 OR +8.64%.



FOCUS ON KEY COST DRIVERS, SERVICE IMPACTS, AND FUNDING SOURCES.

2026 Budget by Major Function

- General Government – approx. $3.56M
- Protection to Persons & Property – approx. $5.11M
- Transportation Services – approx. $2.32M
- Environmental Services – approx. $0.38M
- Health Services – approx. $0.73M
- Social & Family Services & Housing – approx. $0.41M combined
- Recreation & Cultural Services – approx. $0.92M
- Planning & Development – approx. $0.53M

Key Changes from 2025 to 2026

- Total increase: +$994,810 (+8.64%).
- Transportation Services: +$311K (+15.5%).
- Environmental Services: +$144K (+62%).
- Recreation & Cultural Services: +$125K (+15.8%).
- Planning & Development: +$93K (+21.2%).
- Protection to Persons & Property: +$163K (+3.3%).

Revenues & Funding Sources

Net taxation support: modest change year-over-year.

Ontario Municipal Partnership Fund (OMPF) increases by about $104K.

Casino revenue decreases (approx. –22.5%).

Investment income and user fees increase significantly.

Shift toward more diversified non-tax revenues.

General Government

Includes Council, Elections, Town Hall, Corporate costs, and facilities.

Council and Election budgets increase (election cycle and governance needs).

Buildings and properties see higher costs (utilities, maintenance, contracts).

Corporate expenditures remain relatively stable overall.

Supports the administration and governance of the Town.

Protection to Persons & Property

- Largest single area: Police Services (increase of about 5%).
- Fire Services remain stable to slightly down.
- Building permits & inspections increase (higher development and staffing needs).
- Includes by-law enforcement, animal control, crossing guards, and emergency planning.
- Overall service area increase: approx. +3.3%.

Transportation Services

Covers roadways, roadside maintenance, winter control, and parking.

Roadways budget up (materials, fuel, and contractor price pressures).

Roadside maintenance sees a large percentage increase.

Winter control funding reflects recent winter severity and service expectations.

Parking produces less net revenue than in 2025.

Environmental Services



Includes water, wastewater, waste collection, storm water, and recycling.



Waste collection and storm water budgets increase significantly.



Water & wastewater operations move from net revenue to net cost positions.



Recycling revenue decreases, increasing net cost.



Overall Environmental Services increase by about $144K (+62%).

Health, Social & Family,& Housing Services

- Health Services (Ambulance, Health Unit) increase by around 10%.
- Social & Family Services show a modest increase (under 5%).
- Social Housing budgets rise by about 5%.
- Many of these costs are driven by external levies and mandated contributions.
- Supports vulnerable residents and regional health partners.

Recreation & Cultural Services

- Arena Facility budget increases by roughly 30%.
- Parks and playgrounds see moderate increases in operating costs.
- Recreation administration grows (programming, staffing, coordination).
- Special events budget is lower than 2025 (fewer or restructured events).
- Marina user fees increasing by 7~8%.
- Library funding support up by 12.3%

Planning & Development / Economic Development

- Planning & Zoning budget rises (24% range) to support growth management.
- Economic Development and Visitor Centre budgets increase to support tourism.
- Special events for economic development also increase.
- Total area growth of about $93K (+21%).
- Aligns with goals for growth, investment, and tourism support.

Summary by Service Area

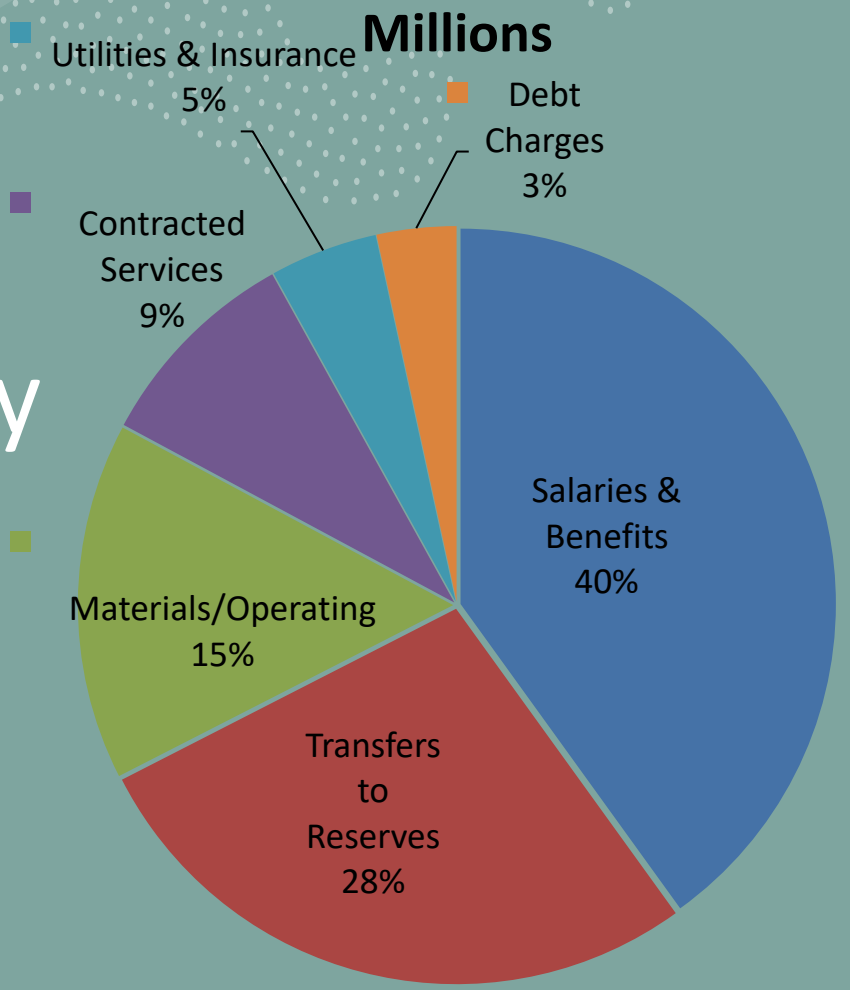
Overall operating budget increases by about 8.6%.

Main cost drivers: Transportation, Environmental Services, Recreation & Culture, and Protection services.

Revenue mix shifts: less casino revenue, more grants and investment income.

Intent is to maintain or enhance key service levels while managing tax impacts.

2026 Expenditures by Category



Wages Explained: What You Need to Know

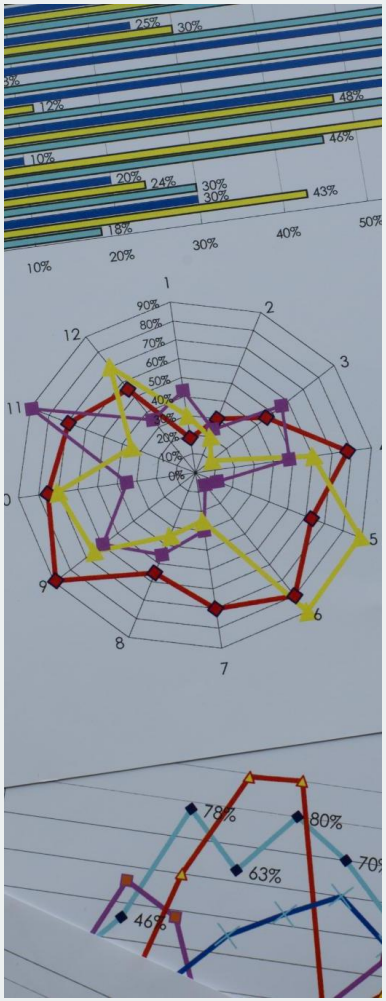
Compensation GLs Only

	2024	2025 Est	$ Change	% Change	2026 Budget	$ Change	% Change	2027 Budget	$ Change	% Change
Non-Union	**3,145,029**	**3,458,569**	**313,540**	**10%**	**3,966,045**	**507,476**	**15%**	**4,084,785**	**118,740**	**3%**
CUPE	**1,207,932**	**1,474,159**	**266,227**	**22%**	**1,679,687**	**205,528**	**14%**	**1,730,076**	**50,389**	**3%**
Police	**2,860,200**	**2,858,448**	**(1,752)**	**0%**	**3,041,805**	**183,357**	**6%**	**3,105,408**	**63,603**	**2%**
Total	**7,213,161**	**7,791,176**	**578,015**	**8%**	**8,687,537**	**896,361**	**12%**	**8,920,269**	**232,732**	**3%**

Total Compensation Including Salaries, Statutory Contributions (CPP, EI, WSIB + EHT), OMERS and Group Benefits

	2024	2025 Est	$ Change	% Change	2026 Budget	$ Change	% Change	2027 Budget	$ Change	% Change
Non-Union	4,074,599	4,539,406	464,807	11%	5,163,326	623,920	14%	5,317,645	154,319	3%
CUPE	1,532,773	1,866,229	333,456	22%	2,138,268	272,039	15%	2,194,067	55,799	3%
Police	3,576,651	3,599,561	22,910	1%	3,842,724	243,163	7%	3,923,180	80,456	2%
Total	9,184,023	10,005,196	821,173	9%	11,144,318	1,139,122	11%	11,434,892	290,574	3%

Dedicated Locator – 1 FTE



ROLE DETAILS AND BUDGET ALLOCATION

Strategic Staffing Decision

The Dedicated Locator role improves efficiency by replacing prorated labor with one full-time equivalent position.

Budget Allocation and Cost

Salary and benefits for the role are estimated at $95,838, posted to Department 06128 for financial accountability.

Operational Efficiency Gains

This role streamlines responsibilities, reducing delays and improving accuracy in infrastructure project management.

Resource Optimization

Dedicated staffing supports better resource allocation and cost predictability, reducing variable labor reliance.

Stormwater – 1 FTE

ROLE DETAILS AND BENEFIT ASSUMPTIONS

Role Classification Impact

The Stormwater role classification affects salary and benefits, with non-union including LTD and CUPE excluding LTD coverage.

Cost Estimate Adjustment

Initial cost estimate of $99,863 may be overstated; CUPE classification aligns costs closer to $95,838.

Operational Benefits

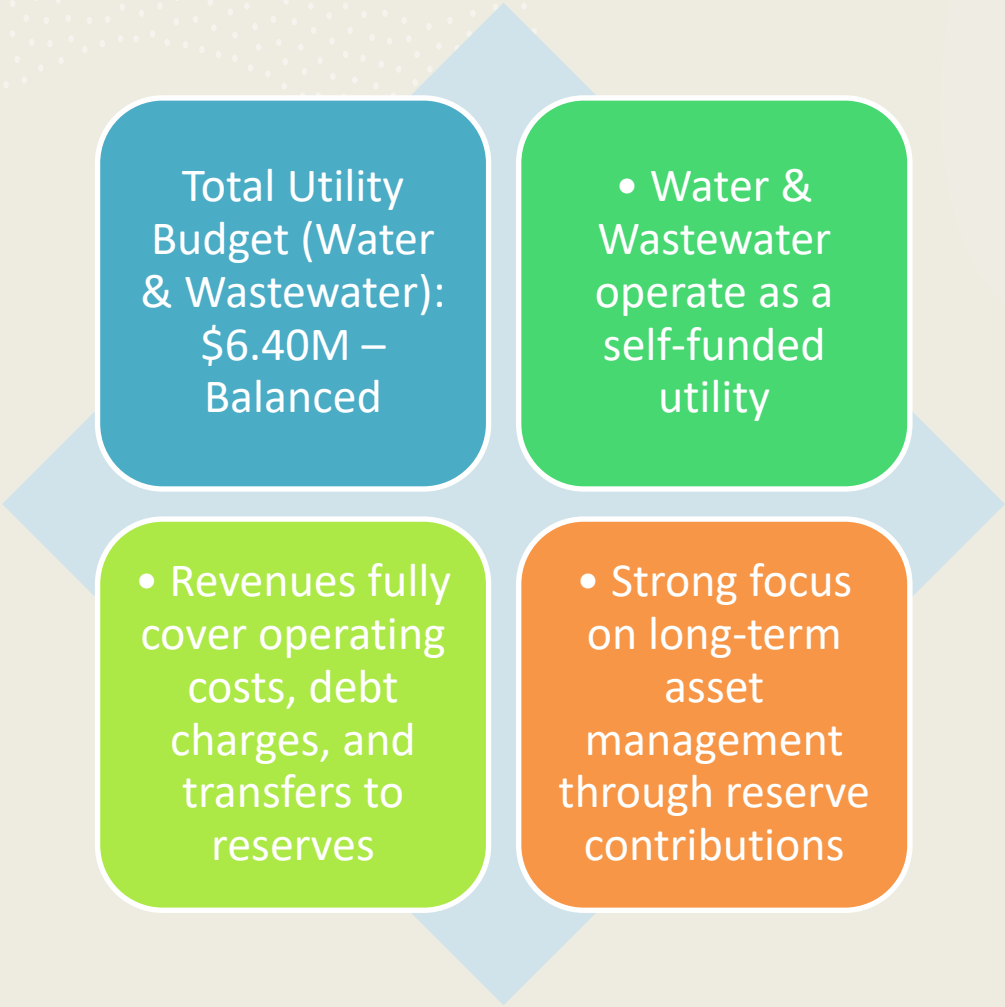
Dedicated stormwater role improves compliance, maintenance response, and supports sustainability initiatives.

Financial Planning Strategy

Higher initial benefit costs provide budget flexibility and avoid underestimating expenditures for stability.



Utilities Budget 2026 – Overview



Utility Expenditures – 2026 Summary

- Total Utility Expenditures: $6.40M
- • Salaries & Benefits: $1.32M
- • Operations (utilities, maintenance, chemicals, other): ~ $0.93M
- • Debt Charges: $0.38M
- • Transfers to Reserves: $3.78M
- Key points:
  - •• High reserve contributions support capital renewal and regulatory compliance
  - •• Rising debt costs require continued monitoring

From Rates to Reserves

2025 utility rates: approximately $6.14M.

2026 proposed utility rates: approximately $6.40M (+4.3%).

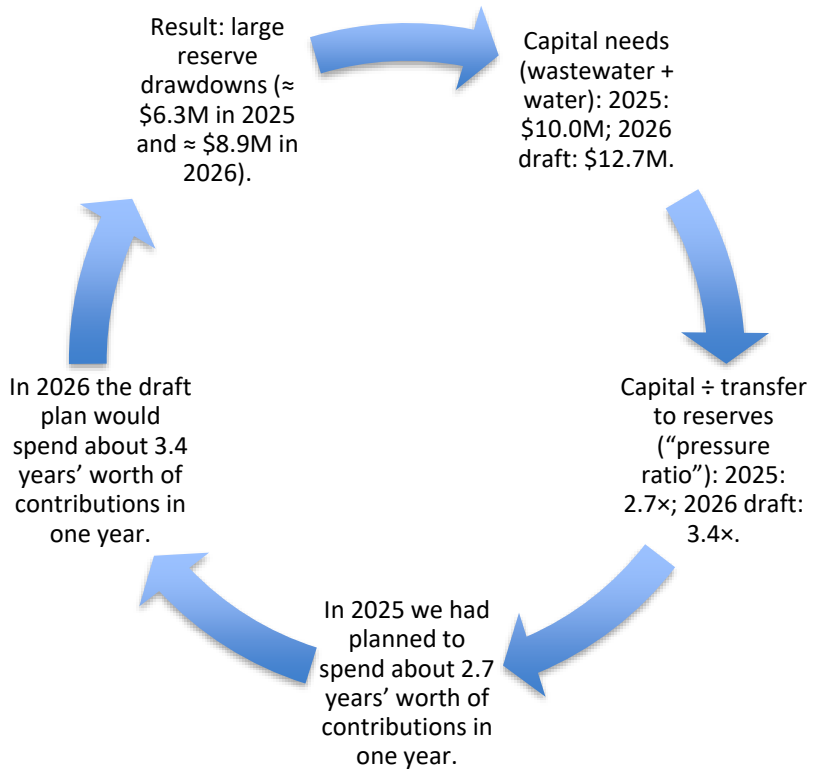
After operating costs and debt, the remainder transfers to the capital reserve:

2025 transfer to reserves: $3.75M (61% of rates).

2026 transfer to reserves: $3.78M (59% of rates).

Key point: most of each rate dollar is already funding capital reserves, not operations.

How rates flow into reserves and fund the capital program.



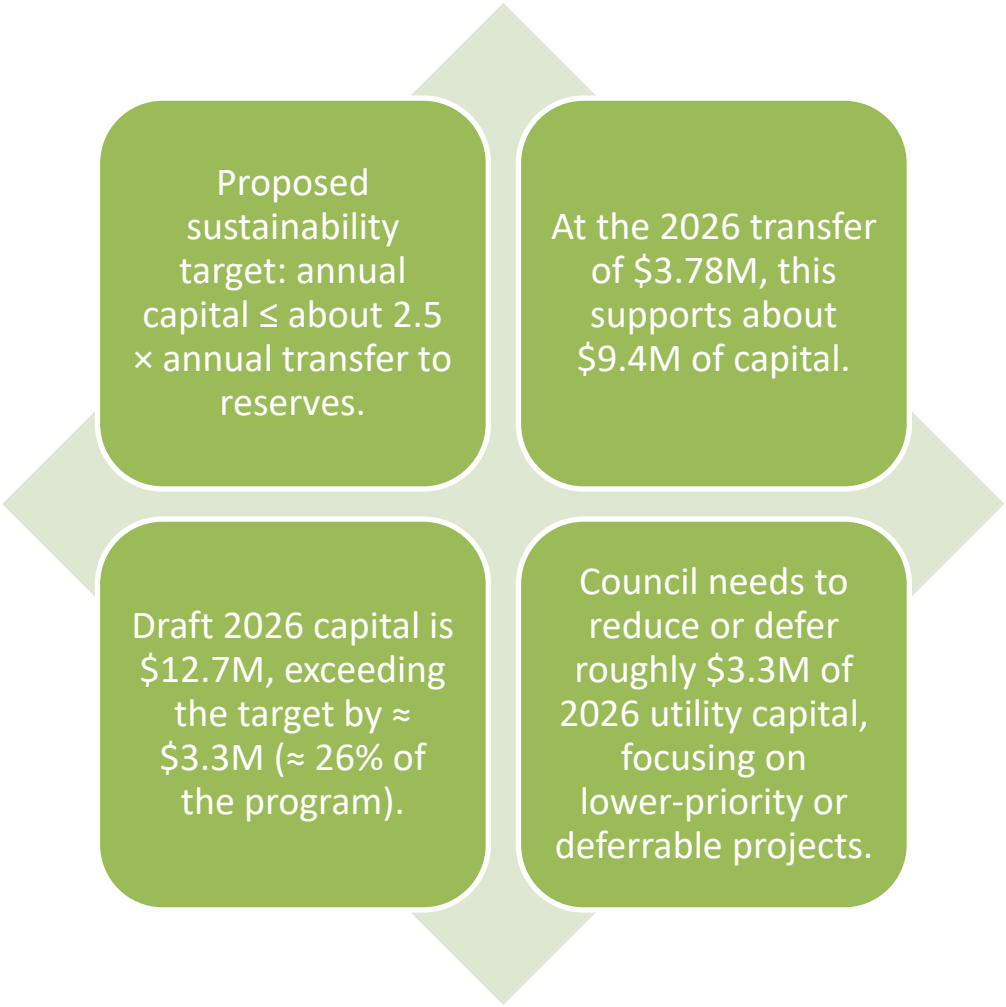
Why capital reductions are needed to protect reserves and limit rate increases.

In 2025, every $1 we move from rates into reserves is supporting about **$2.70** of capital work.

In 2026, with the draft plan, each $1 has to stretch to **$3.40** of capital.

So our capital program is **about a quarter more stretched** against our cash from rates

Target Ratio and Capital Reduction



Overall, 10-year capital envelope (by service categories)

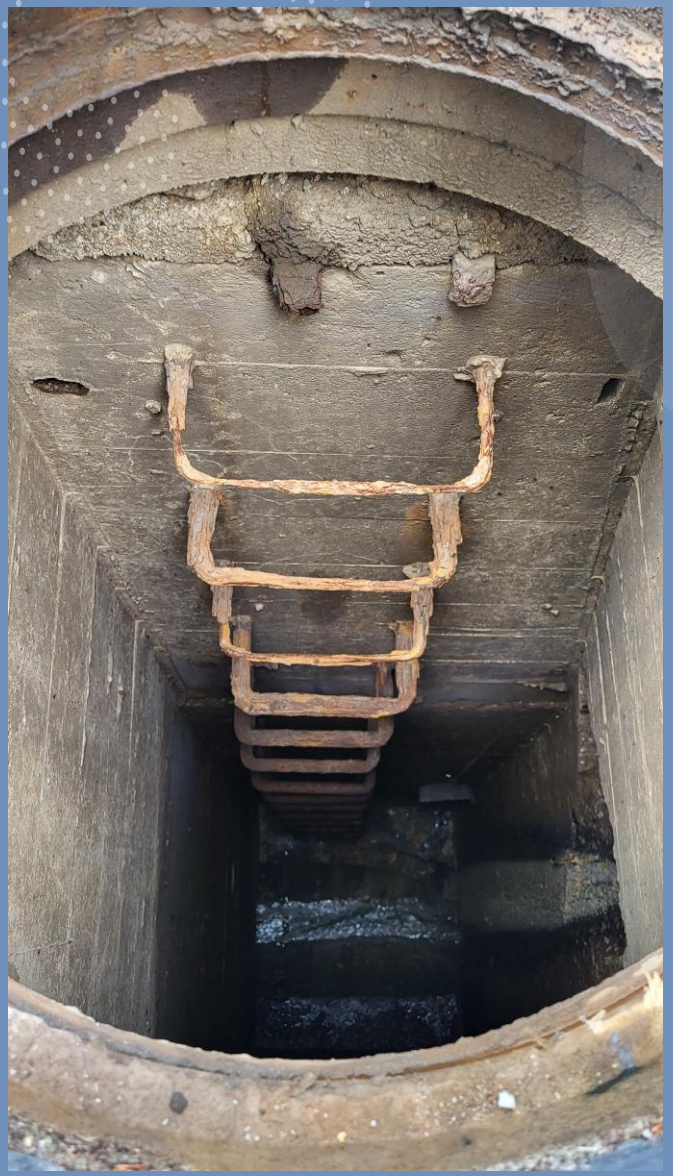
2025–2034 total (sum of categories): ≈ $59.1M

2026–2035 total (sum of categories): ≈ $77.9M

So, the new plan is up by roughly:
+ $18.8M over 10 years

≈ **+32%** compared with the previous 10-year plan.

Capital Budget Impacts



	2025-2034 Ten Years	2026-2035 Ten Years		
Genernal government	**$6,028,361**	**$5,048,420**	($979,941)	-16%
Protective services	**$1,978,450**	**$2,849,228**	$870,778	44%
Transportaion services	**$18,974,641**	**$29,596,870**	$10,622,229	56%
Environmental services	**$27,637,620**	**$36,916,150**	$9,278,530	34%
Recreational services	**$4,486,565**	**$3,497,888**	($988,677)	-22%
Total	**$59,105,637**	**$77,908,556**	$18,802,919	32%

Capital Program

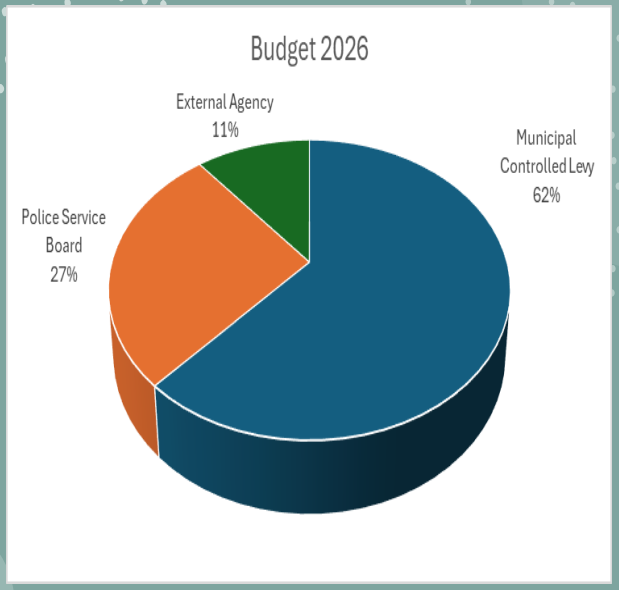
Big picture:

The new 10-year plan is **much more capital-intensive in roads, general transportation, environmental services, wastewater, and major PW capital project**

- Emergency Repair needed for Cell 1 $5.4 million
- Lagoon Force Main Twinning up by $2.1 million a 29% increase

Capital Program





Tax Rate Impact

	Levy	Increase	%
2025	$11,513,210		
2026	$12,508,020	$994,810	8.64%
2027	$12,991,727	$483,707	3.87%

	Budget 2025	Budget 2026	Increase	%
Municipal Controlled Levy	$6,972,689	$7,729,983	$757,294	10.86%
Police Service Board	$3,240,306	$3,406,379	$166,073	5.13%
External Agency	$1,300,215	$1,371,658	$71,443	5.49%
	$11,513,210	**$12,508,020**	**$994,810**	**8.64%**

External Agency

	Budget 2025	Budget 2026	Variance	%
MPAC	$73,380	$74,850	$1,470	2.00%
Conservation Authority	$55,085	$59,113	$4,028	7.31%
Physician recruitment	$54,030	$58,456	$4,426	8.19%
Joint Services allocation	-$3,515	-$3,652	-$137	3.90%
Health Unit	$91,720	$114,370	$22,650	24.69%
Ambulance Services	$521,614	$559,809	$38,195	7.32%
St Lawerance Lodge	$71,061	$53,256	-$17,805	-25.06%
Child Care	$43,221	$41,267	-$1,954	-4.52%
Social & family services	$116,304	$121,871	$5,567	4.79%
Social Housing	$277,315	$292,318	$15,003	5.41%
	$1,300,215	**$1,371,658**	**$71,443**	**5.49%**



Average Family Bill Impact Example (5/8" Meter, 31 m³/Quarter)

- Using a typical single-family home:
  - 2025 a quarterly bill (Water & Wastewater) was about $448.94 (≈ $1,795.76 per year)
  - 2026 a quarterly bill (Water and Wastewater will be about $465.99 (≈ $1,863.96 per year)
  - Increase: about $17 per quarter, or $68 per year (≈ 3.8%).

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Utility Revenues – 2026 Summary

Total Utility Revenues: $6.40M

- Wastewater Revenue: $3.70M (base, metered, penalties & other)
- Water Revenue: $2.71M (base, metered, penalties & other)

Key points:

- Significant increase in wastewater base fees
- Reduction in water base fees


Questions

General Government Budget



Budget 2025 vs Budget 2026

Budget Detail by Component

	Budget 2025			Budget 2026			
General government	**Expenditures**		**Revenue**	**Expenditures**		**Variance**	**%**
User fees and service charges		($52,500)	($73,465)		($73,465)	($20,965)	39.93%
Casino Revenue		($1,200,000)	($930,000)		($930,000)	$270,000	-22.50%
Investments		($500,000)	($752,830)		($752,830)	($252,830)	50.57%
Penalities and interest on taxes		($120,000)	($124,000)		($124,000)	($4,000)	3.33%
Rental & other income		($188,820)	($215,137)		($215,137)	($26,317)	13.94%
Council expenditures	$170,365	$170,365		$317,838	$317,838	$147,473	86.56%
Corporate expenditures	$4,088,422	$4,088,422		$4,080,328	$4,080,328	($8,094)	-0.20%
Elections expenditures	$13,780	$13,780		$30,452	$30,452	$16,672	120.99%
IT expenditures	$208,145	$208,145		$220,000	$220,000	$11,855	5.70%
Town Hall expenditures	$231,252	$90,107	($141,145)	$225,407	$84,262	($5,845)	-6.49%
Buildings & other properties	$765,401	$765,401		$849,881	$849,881	$84,480	11.04%
MPAC	$73,380	$73,380		$74,850	$74,850	$1,470	2.00%
General government	**$5,550,745**	**$3,348,280**	**($2,236,577)**	**$5,798,756**	**$3,562,179**	**$213,899**	**6.39%**

Service Overview

- General Government provides the core governance and corporate support functions for the Town.
- This service area includes:
  - Council
  - Corporate services and administration
  - Elections
  - Information Technology (IT)
  - Town Hall operations and recoveries
  - Municipal buildings and other properties
  - MPAC property assessment levy

Overall Budget Change: 2025 to 2026

Total expenditures increase from $5,550,745 (2025) to $5,798,756 (2026) – up $248,011 (4.5%).

Total revenues increase from $3,348,280 to $3,562,179 – up $213,899 (6.4%).

Net tax-supported cost rises from about $2,202,465 to $2,236,577 – an increase of $34,112 (~1.5%).

Revenue growth helps offset most of the cost increase, limiting the levy impact.

Revenue Components

Major revenue sources within General Government:

- Casino revenue: decreases from $1,200,000 to $930,000 (−$270,000, −22.5%).
- User fees & service charges: increase from $52,500 to $73,465 (+$20,965, +39.9%).
- Investment income: increases from $500,000 to $752,830 (+$252,830, +50.6%).
- Penalties & interest on taxes: increase from $120,000 to $124,000 (+$4,000, +3.3%).
- Rental & other income: increases from $188,820 to $215,137 (+$26,317, +13.9%).
- Town Hall recoveries: decrease from $90,107 to $84,262 (−$5,845, −6.5%).

Overall, revenues grow by about $214,000, supporting the General Government program.

Expenditure Components

- Key spending areas in General Government:
  - Council: grows from $170,365 to $317,838 (+$147,473, +86.6%) due legal expenses
  - Corporate expenditures: essentially flat, from $4,088,422 to $4,080,328 (−$8,094, −0.2%).
  - Elections: increases from $13,780 to $30,452 (+$16,672, +121.0%).
  - Information Technology: rises from $208,145 to $220,000 (+$11,855, +5.7%).
  - Town Hall expenditures (gross): decrease from $231,252 to $225,407 (−$5,845, −2.5%).
  - Buildings & other properties: increase from $765,401 to $849,881 (+$84,480, +11.0%).
  - MPAC levy: small increase from $73,380 to $74,850 (+$1,470, +2.0%).

Key Messages

General Government is a large, stable support service for the municipality.

Expenditure growth of about 4.5% is driven mainly by Legal expenses, Elections, IT, and building costs.

Revenues grow by about 6.4%, especially from investment income and user fees, partly offset by lower casino revenue.

The resulting increase in net levy requirement is modest at roughly $34,000 (about 1.5%).

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2026 BUDGET PRESENTATION
GANANOQUE POLICE SERVICE
CHIEF RICH SWANN



GANANOQUE POLICE SERVICE

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OPERATING AND CAPITAL BUDGET

- 2025 Net Operating and Capital Budget - $3,240,306
- 2026 Net Operating and Capital Budget - $3,406,379

- Increase - $166,073
- 5.13% increase

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2026 OPERATING BUDGET NOTES:

- CSPA requirements – Training (MHCR, Special Constable, Senior Courses, Communications – NG911 and RMS)
- Collective Agreement and negotiated increases – Civilian – 6%, Uniform – 2%
- Manulife
- OMERS
- Insurance
- Town Hall Employee Salary & MERC
- Inflation – just under 2% - This increase was not applied across the board. Budget was drafted based on previous actual spending and forecasting.

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CAPITAL RESERVE ACCOUNT HISTORY SINCE 2021

- 2021 – Capital Reserve Accounts were created to fund NG911 legacy costs, Retirement gratuity payouts and General Reserves
- The following amounts were paid in 2021
  - $77,195 from operating budget at year end
  - $29,621 in year end surplus
  - $67,933 Safe Re-Start Grant Costs (Covid-19)
- Total of $174,749 was contributed in 2021
- Steady contributions since have the reserve accounts in a solid financial order.
- Current balances

	- NG911	$905,542
	- Retirement Gratuity	$100,000
	- Capital Reserves	$298,953
	Total =	$1,304,495

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2026 CAPITAL/RESERVE BUDGET

- 10-year capital plan adopted by the PSB in 2021
- 2 PSB motions were passed in 2021 with respect to post-retirement collective agreement obligations and NG911 funding through reserves for future liability - $25,000 each annually

- Total $105,000 to Capital and Reserves in 2026.
  - $80,000 to Capital (fleet, operational equipment, IT, administration equipment and portable radios)
  - $25,000 to Retirement Gratuity Reserve Account.
  - $25,000 to NG911 paused for 2026 as the account is well funded and to alleviate the tax burden.

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Project Sheet

Project	Patrol Vehicle - 1751 - Payment #1				
Location	GPS			Project # PSB	Finance to Assign
Project Manager(s) SWANN		Approval of Council	☐ Check	GL 2-4	Finance to Assign
New Acquistions	☐ Check	Betterment	☑ Check	Implementation Year	
Estimated Useful Life		Extended Useful Life		Finish Date	

EXPENDITURES

Asset ID

Cost (000)

Sec #	Asset ID	Application	PCI	POF	COF	Risk	Lng-m	Sq -m

Description of application/interventions

Police Patrol Vehicle - 1751 - Payment #1 - Vehicle to be rec'd in 2026 and includes outfitting. Payment #2 in 2027 - $35,000.

This is a rotational purchase based on a 6-year first life span of patrol vehicles. Will serve as a court vehicle for 2 years.

$ -

Existing Photo

FUNDING SOURCE

OPERATING IMPACT

Fund	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Reserve		$35,000										35000

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Project Sheet

Project	Portable Radio Replacement				
Location	GPS			Project # PSB	Finance to Assign
Project Manager(s)		Approval of Council	☐ Check	GL 2-4	Finance to Assign
New Acquistions	☐ Check	Betterment	☑ Check	Implementation Year	
Estimated Useful Life		Extended Useful Life		Finish Date	

EXPENDITURES

Asset ID

Cost (000)

Sec #	Asset ID	Application	PCI	POF	COF	Risk	Lng-m	Sq -m

Description of application/interventions

Replacement of portable radios. Current radios are at end of life and replacement parts are not available. Year 1 of a 2-year radio replacement initiative.

$ -

Existing Photo

FUNDING SOURCE

OPERATING IMPACT

Fund	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Reserve		$25,000										25000

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Project Sheet

Project	Police Protective Vests				
Location				Project # PSB	Finance to Assign
Project Manager(s) SWANN		Approval of Council	☐ Check	GL 2-4	Finance to Assign
New Acquistions	☐ Check	Betterment	☑ Check	Implementation Year	
Estimated Useful Life		Extended Useful Life		Finish Date	

EXPENDITURES

Asset ID

Cost (000)

Sec #	Asset ID	Application	PCI	POF	COF	Risk	Lng-m	Sq -m

Description of application/interventions

Life cycle of patrol vests which expire after 5 years and purchase of Level 4 protective plates as required under the CSPA.

$ -

Existing Photo

FUNDING SOURCE

OPERATING IMPACT

Fund	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Reserve		$10,000										10000

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Project Sheet

Project	Speed Radar Device - Moving Radar				
Location GPS				Project # PSB	Finance to Assign
Project Manager(s)		Approval of Council	☐ Check	GL 2-4	Finance to Assign
New Acquistions	☐ Check	Betterment	☑ Check	Implementation Year	
Estimated Useful Life		Extended Useful Life		Finish Date	

EXPENDITURES

Asset ID

Cost (000)

Sec #	Asset ID	Application	PCI	POF	COF	Risk	Lng-m	Sq -m

Description of application/interventions

Speed enforcement device (Radar) for 1752. Previous moving Radar is at end of life cycle.

$ -

Existing Photo

FUNDING SOURCE

OPERATING IMPACT

Fund	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	Total
Reserve		$5,000										5000

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2026 OPERATING BUDGET +/-

- Increase BackCheck Revenue - $50,000 ($900,000)
- Grant contributions
    - $75,000 – Court Security
    - $113,500 – MCRT Worker
    - $50,000 – Local Business Partnership in Preventing Crime in area of Auto Theft (Jan – Mar 2026)
    - $24,000 – YIPI
    - $8,700 – RIDE
    - $8,000 – CISO
        - $279,200 = (7.8%)

GANANOQUE POLICE SERVICE

www.gananoquepoliceservice.com

TOWN OF GANANOQUE SERVICES

- By-Law - Administration/Payments/Winter Parking Control/After hours by-law response
- Gananoque Fire Dept. – Dispatch/Dispatch Infrastructure/Administration phone lines ** (revenue)
- Public Works and Utilities dispatch/after hours call.
- Contribution to Town Budget for Services – Payroll/Account Payable/Treasurer
- Radio System Capital and Maintenance – Town wide system
- Gananoque Central Dispatch for all Depts.
- Only Town Department that operates and staffs on a 24/7/365 basis

GANANOQUE POLICE SERVICE

www.gananoquepoliceservice.com

OPERATING AND CAPITAL BUDGET

- 2025 Net Operating and Capital Budget - $3,240,306
- 2026 Net Operating and Capital Budget - $3,406,379

- Increase - $166,073
- 5.13% increase

GANANOQUE POLICE SERVICE

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QUESTIONS?

Fire Department 2026 Draft Budget



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

2025 Highlights



Fire Call Wages 92% of $68,380 Equipment & Repairs – 99%*of $50,000

- 260 Calls for Service (as of Dec 1) – up from 234 in 2024
- Increased to 29 members with recruitment campaign, up from 23 in 2024
- Average of 12 personnel per call, increased from 9 in 2024
- Completed all requirements to meet the July 2026 Mandatory Certification deadline
- Full-time Community Safety Officers position filled, focused on training and prevention
- Successful “Firehouse Subs” grant, received new Ice/Water Rescue Equipment
- Ontario Fire Protection Grant received, purchased a bunker gear dryer
- Continued Training partnership with Kingston Fire & Rescue for Live Fire Training



2025 Fire Department Operating
Training

Training – 51% of $40,000

Training Wages – 101% of $84,435

- Recruit Class of 7 members
- 12 Firefighters certified to Firefighter Level 2
- 3 Officers certified to Fire Officer Level 1
- 6 Firefighters certified in Pump Operations
- Other certifications obtained in Fire Investigation, Hazardous Materials, Auto-Extrication, Fire & Life Safety Educator







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2026 Operating

Training - $40,000 (0%)

Fire Call Wages - $76,442 (11.7%)

Training Wages – 94,444 (11.8%)

Equipment & Repair – 67,000 (13.4%*)

- Cost per Recruit trained to minimum standards - $3750
- Cost per Firefighter trained to department level of service - $7300
- Continue mandatory training towards 2028 Deadline for technical rescue
  - Water/Ice Rescue, Auto-Ex, HazMat
  - Average cost/course is $1200-1500 for a 40hr course (including wages)
- 3 to 5 new sets of PPE - $5000/set
  - bunker gear, boots, helmet, gloves, balaclava
- Continue Officer Development and Incident Commander Program
- Fleet Maintenance & Certification
- Fire Prevention/Fire Life Safety Programs
- Continue Health & Wellness Programs

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2026 Fire Department - Capital

- Completion of Training Grounds project
- Rescue #5 – Medical Response







2025 Capital

- 2025 Ford F150
  - Complete (5.4% under)
- Training Gounds
  - Ongoing (53.2% spent)

Future

Item	Order	Delivery	Replacement Cycle
Aerial Apparatus	2023	2026	20 to Max 25 years
Rescue #5	2026	2026	7 years
Communications Upgrade (County System)	2027	2027-2028	15 years (est.)
Fire Boat	2028	2028	N/A (current is ‘94)
Pickup Truck #3	2029	2029	7 years
Breathing Apparatus (SCBA)	2029	2029	15 years

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands









Parks & Recreation

Marina
Arena
GBM Canada 150
Parks & Trails
Sports Fields & Courts
Facilities & Properties

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Marina

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Canadian Gateway to the 1000 Islands

<u>Revenue</u>:

- Transient revenue up over 2024 due to consistent weather and heat wave in July, August and September
- Overall revenue up $43,000 over 2024

<u>Expenses:</u>

- Increased emphasis on maintenance and repair to prolong life of facility and increase user satisfaction

<u>Capital</u>:

- 2025 Capital projects completed:
  - Main dock from shore to floating docks
  - 700 series floating docks
  - Electrical upgrades for distribution to 300 and 500 series
  - Shoreline transformer replaced



Arena

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

<u>Revenue</u>:

- 2025 revenue on target to meet or exceed budget
- Continuing to explore new ideas for revenue generation

<u>Expenses</u>:

- Increased emphasis on maintenance and repair to prolong life of building
- Increased emphasis on cleanliness to increase user satisfaction

<u>Capital</u>:

- 2025 Capital projects completed:
  - Two HVAC units for upstairs hall replaced
  - Exterior lighting replaced with LED fixtures
  - Interior light fixtures in mechanical rooms and downstairs offices replaced with LED
  - Fire rated drop ceilings installed in front mechanical rooms and staff lunchroom
  - Replace water tank for refrigeration compressors
  - Replace 2nd floor electrical transformer



Gord Brown Memorial Canada 150

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



Revenue:

- Ice rentals increased due to installation of score-clock allowing hockey teams to have outdoor “sanctioned” games

Expenses:

- Having to replace broken plexiglass and boards created during summer months continuing to be an issue
- Snow removal continues to be a challenge in winter for Town staff as well as the removal of water for spring/summer rentals

Overall Summary:

- GBM well used in January and February when ice was in
- Good compliment between hockey and public skating
- Non-ice season, increase in usage with rentals for birthday parties, ball hockey, roller skating

Parks & Trails

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Canadian Gateway to the 1000 Islands



Overall Summary:

- Having 2 new ride-on mowers made a substantial difference in lawn care duties in 2025, especially in the spring when grass was really growing. Grass maintenance not needed as much in summer due to hot and dry weather.
- Bay Road/Rotary Beach refurbishment completed in 2025
- With the retirement of a full-time operator in 2025, brings an opportunity for new ideas and growth for team with the duties of flower beds, planters and gardens in 2026.
- Proper maintenance of the trails continues to be a challenge due to staffing resources
- Complaints of noise from the dog park continues to be an issue
- Complaints of bathroom cleanliness at Joel Stone Park on Friday and Saturday nights in the summer continue to be an issue. Hand dryers that were installed made an improvement but additional staff is the answer.



Sports Fields
Sports Courts

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





Overall Summary:

- Really good usage of sports courts by tennis and pickleball clubs
- Correct placement of wind screens have made a substantial difference in pickleball play
- Gananoque Secondary School uses the sports courts and the Arlene Cartwright ball field behind Town Hall almost daily in the spring and fall
- Soccer pitch is in need of enhancements to make it more user friendly for children and adults. As well, enhancements would aid in weekly maintenance
- Continued good usage of skateboard park with minimal issues
- Staff will require direction in 2026 as to what to do with defunct BMX track and half ball field behind the Lou Jeffries arena

Facilities & Properties

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



Revenue:

- Emphasis on rent collection and renewal of lease agreements to cover operating expenses of buildings

Expenses:

- Stronger focus on general maintenance for Town owned facilities & properties

Overall Summary:

- 400 Stone Street: Phase 1 of YMCA child care centre completed in 2025, Phase 2 in planning stages, estimated to be completed by October 1, 2026, adding 49 new spaces to the current 39 spaces
- Capital projects required at all Town owned buildings will put a strain on project management resources





Something for Everyone at the Gananoque Public Library



dementiatools
youthdrop-in
fishingrods
safespace
craftcorner
artexhibits
e-resources
lego
printing
kidszone
scanner
games
books
storytime
ukuleles
wifi
computers
puzzles
meetingpod
techsupport
archives
mahjong
readingkits
bookclubs
writersgroup
magazines
museumpasses

Spotlight on Youth Drop-in

- Popular program giving teens and tweens a safe space to learn, be creative and have fun
- In partnership with RNJ Youth Services and YMCA of Eastern Ontario
- Tuesdays and Wednesdays after school
- Averaging 15 teens and tweens per drop-in
- Variety of activities and challenges, plus snacks









RNJ YOUTH SERVICES

GANANOQUE PUBLIC LIBRARY

2026 Proposed Operating Budget

- 1.2% increase for operational costs (excluding Wages and Benefits)
- Video surveillance cameras
- Computer replacement
- Wages adjusted to Step 1 of Compensation Review

GANANOQUE PUBLIC LIBRARY

Revenue	2026 Budget	2025 Budget	2024 Actuals	2023 Actuals
Grants	(14,600.00)	(15,458.00)	(36,465.00)	(17,658.00)
Donations & Revenue	(2,600.00)	(2,200.00)	(5,069.00)	(2,687.00)
Town Contribution to Library	(292,955.00)	(260,860.00)	(231,580.00)	(216,000.00)
Transfer from Revenue	0.00	0.00	0.00	(278.00)
Total Revenue	**(310,155.00)**	**(278,518.00)**	**(273,114.00)**	**(236,623.00)**

Expenses	2026 Budget	2025 Budget	2024 Actuals	2023 Actuals
Wages	160,397.00	142,347.00	132,879.00	123,879.00
Benefits & Pension	47,095.00	34,741.00	32,115.00	30,089.00
Promotions & Memberships	525.00	410.00	141.00	321.00
Training & Travel	1,800.00	200.00	0.00	170.00
Interlibrary Loans	900.00	951.00	910.00	981.00
Program Materials & Supplies	3,830.00	2,803.00	3,524.00	3,773.00
Equipment & Furniture	1,000.00	1,000.00	0.00	0.00
Small Equipment [Video Cameras]	4,800.00	1,000.00	610.00	1,146.00
Library Books & Materials	23,460.00	23,000.00	23,375.00	22,363.00
Software Services & E-resources	5,000.00	2,608.00	3,513.00	835.00
Computers & IT Services	8,250.00	8,798.00	7,015.00	7,562.00
Internet & Phone	3,992.00	4,186.00	3,593.00	3,494.00
Building Expenses	24,861.00	24,522.00	22,749.00	20,869.00
Audit Services	1,260.00	1,236.00	1,200.00	1,120.00
Insurance	22,985.00	29,716.00	23,826.00	19,466.00
Transfer to Reserves	0.00	0.00	6,933.00	0.00
Seniors Grant	0.00	0.00	10,731.00	0.00
Enbridge Makerspace Grant	0.00	0.00	0.00	555.00
TD Summer Reading Grant	0.00	1,000.00	0.00	0.00
Total Expenses	**310,155.00**	**278,518.00**	**273,114.00**	**236,623.00**

GANANOQUE PUBLIC LIBRARY

Enlarged view of the 2026 Proposed Operating Budget for the Library

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Gananoque & 1000 Islands

2025 End of Year Report

Presentation



GANANOQUE

Economic Development ~ Events ~ Tourism ~ Visitor Centre

2025 Economic Development





New Businesses

- 25 Business inquiries - retail, niche manufacturing, medical, restaurant/cafe
- Welcomed new optometrist
- New welcome packages for businesses
- Free social media promotion and welcome
- Boosted social media post at no cost to business
- Funding Programs
- Work with the funding agencies to promote business start up programs such as Starter Company, Summer Company, Futurpreneur etc.

Partners

- Ministry of Economic Development, Job Creation and Trade
- 1000 Islands CDC
- 1000 Islands Gananoque Chamber of Commerce
- KEYS Job Centre
- Thousand Islands Accommodation Partners (TIAP)
- Gananoque Library
- Workforce Development
- Leeds Grenville Small Business Centre
- United Counties of Leeds Grenville - Economic Development
- Township of Leeds and the Thousand Islands



2025 Economic Development



Business Retention & Expansion

- Business visits
- Individualized business promotion & support
- Maintain partnerships with funders
- Email updates to businesses regarding funding programs
  - Monthly (minimum 12 business support emails)
  - Individualized program support
- Partnerships, Networking, and Mentoring opportunities

Investment Attraction

- Marketing & Communications
  - Targeted ad placement
  - Targeted social media promotions
- Updated Community Profile
- Data and Business Inquiry Support Material
- Analyst Tool & other OMAFRA Support tools
- Specialized packaged based on the needs of the specific businesses



2025 Economic Development

Physician Recruitment

- New branded marketing
- Collaboration with Stone Mills
- Dr visit support
- Partnership with other municipalities for attraction

Key Services

- Film Attraction Program
  - Film Location Promotion & Support
- Regional, provincial, and national Economic Development events
- Maintain up-to-date commercial real estate listing on website
- Stay connected with local realtors
- Participate in job fairs
- Support Downtown BIA - Shop Local





Meet the Summer Team

Thanks to Young Canada Works, Canada Summer Jobs & Summer Opportunities, we were able to hire 7 students!

Ontario Canada



Aidan

This was Aidan's 5th year with us. Aidan completed his BA in Film and Media and now has completed his Photography program from Algonquin College. Aidan has supported us this fall.



Dalena

This is Dalena's 2nd year at the Visitor Centre. Dalena is trilingual and an artist! She has stayed on with us through the fall and helped support our events!



Bryn

This was Bryn's first year at the Visitor Centre. She is the youngest, but a welcome and fun addition to the team!



Olivia

Olivia has been with us for 4 years now and has started her first year of College studying Professional Writing.



Ruby

This was Ruby's first year with us. Ruby is in her last year of high school at GISS. We enjoyed having her as part of the team.



Ty

Ty is in his 3rd year of Nursing at St. Lawrence College and has also been with us for 4 years. He worked two jobs this summer!



Tia

Tia is in her 1st year at Trent University and has been with us for 4 years. Tia is our organized student who keeps us in check!



Serving the Community & More!

Welcoming Visitors

Greet visitors with a warm smile and a friendly, welcoming greeting!

Business Directory

A free, regularly updated online business directory to keep everyone in the know!

Social Media

Keep the community engaged and up-to-date with the latest news and happenings!

Staying Informed

Spread the word by delivering flyers to every business, keeping everyone in the loop and up-to-date!

Events

Promoting local events to keep the community buzzing and engaged!

Navigating the Area

Assisting visitors in navigating to different areas and activities with ease!

Engagement

Engaging with the community to gather authentic insights and perspectives!

Survey's

Gathering surveys to share valuable insights and statistics!

Souvenir's

Offer souvenirs that help guests take home a lasting memory of Gananoque and the beautiful 1000 Islands!

Brochure Advertising

Showcase a variety of brochures to share exciting details about a range of amazing destinations!

Feedback

Provide tailored feedback with recommendations to help others make the best choices!

Look Who Came to Visit!

Visitor Centre Numbers



Maritimes	3%
Western Canada	10%
Québec	17%
Ontario	70%

38,352

Visitors For 2025

Canada	57%
USA	23%
Europe	13%
Asia	3%
Other	4%



Welcoming Visitors From All Around the World

Facebook Stats

Top Content for the Year



Wed Aug 27, 2:23pm
84,757
Views



Wed Sep 17, 9:25am
83,465
Views

Town of Gananoque	Travel 1000 Islands	Festival of Lights
6,242,108	**97,611**	**11,827**
Views	Views	Views
66,335 ↑ 83.1%	**819 ↑ 49.7%**	**137 ↓ 83.4%**
Content Interactions	Content Interactions	Content Interactions
15,997 ↑ 153.9%	**393 ↑ 180.7%**	**13 ↑ 62.5%**
Link Clicks	Link Clicks	Link Clicks
89,097 ↑ 16.4%	**1,488 ↑ 28.3%**	**2,060 ↓56.9%**
Visits	Visits	Visits
1,847 ↑ 62.6%	**78**	**91**
Follows	Follows	Follows
10,444	**445**	**1,248**
Total Followers	Total Followers	Total Followers
70.6%	**80.2%**	**84.5%**
Women	Women	Women
29.4%	**19.8%**	**15.5%**
Men	Men	Men

Top Content for the Year

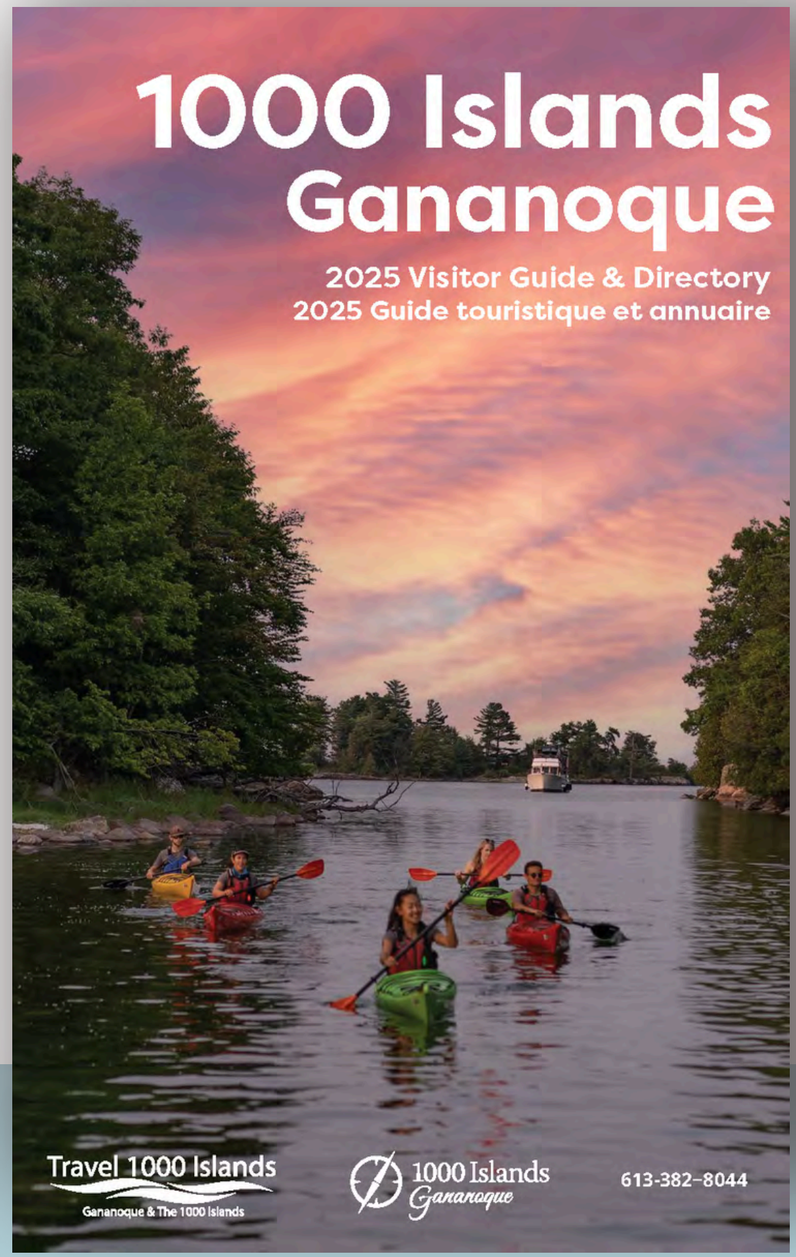


Tue Aug 26, 2:28pm
147,547
Views



Mon Nov 17, 4:19pm
71,886
Views

- Partnership with Gananoque and 1000 Islands Chamber
- Combined advertising opportunities with Visitor Centre
- Distribution throughout Ontario
- Support from TIAP
- 23 Ads were purchased
- Looking forward to 2026's guide!



Visitor Guide & Directory

2025 Regional Visitor Survey Results



Length of Stay		
	2025	2024
Day Trip	49%	43%
One Night	11%	20%
Two Nights	14%	26%
Three or More Nights	20%	12%



Favorite Activities
Boat Cruise
Theatre
Hiking/Biking
Museums
Scenic Drive







Age Demographics		
	2025	2024
Under 25	8%	1%
25 to 34	10%	14%
35 to 44	19%	15%
45 to 54	22%	20%
55 to 64	36%	20%
65 and Older	27%	30%

Amazing Race















Amazing Race

- Initial contact November 2024
- List of possible locations and events - over 15 businesses used and promoted during this production
- Unfathomable emails and phone calls morning, noon & evening
- In-person and online meetings
- Connecting people (Brian, Ray, Brett, etc) with the producers
- Reaching out to friends, acquaintances & community partners to enlist drivers and production assistants - over 30 hired
- Filming took place May 8th & 9th
- Air date was August 26th on CTV

Results:

- Epic showcase of Gananoque & the 1000 Islands
- Over 2 million viewers tuned into the show
- At least a dozen people popped into the Visitor Centre and confirmed our belief that viewers took the trip to discover Gananoque after watching the show
- Feedback from the producers was that Gananoque was a great place to film

Gananoque Farmers’ Market



Every Thursday from 4:00 p.m. to 7:00 p.m.
Town Hall Square, 30 King St., E, Gananoque











2025 Vendors

- 11 Seasonal Vendors
- 20 Occasional Vendors

Music & Activities

- 13 Different Local Musicians for Music Each Week
- Balloon Artist & Face Painter for the Opening Market
- Painting Classes in the Bandshell by Local Artist, Debbi Burns Morrison
- End of Market Survey to Gather Feedback

2025 Shared Cost Program | Farmers’ Market of Ontario

- $525 Matched Funding for Website and Social Media
- New Addition to the Gananoque Farmers’ Market Webpage
- Social Media Posts Highlighting Each Vendor & the Market





Summer Concerts

Eight weekends of incredible live music featuring a mix of 16 local talent and some new acts from Ottawa, Toronto & more.

Working with a budget of 30k we scaled back from featuring two artists to one artist/band playing one 90 minute set. This enabled us to pay a fair wage to the performers and continue to offer the same 90 minutes of entertainment.

Attendance and feedback was excellent.

Food bank and Gananoque Skating Club was onsite accepting donations.















Canada Day



~ Secured $12,000 Grant - An Increase From 2024 ~
~ Children’s Event ~ Live Music ~ Fireworks ~

Le FestivÎLES

- 4th Annual Le FestivÎLES
- Our 2nd year organizing the event
- Awarded a 20k grant from the province
- Featuring 4 jam packed days of entertainment and events with no less than 5 hours of programming each day
- Continued partnership with ACFOMI and a new partnership with Centre Culturel Frontenac
- 5 Amazing Sponsors
- 7 bands/ 4 Buskers/ 1 live play
- An amazing headliner - Les Rats d'Swompe













Ontario

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

ACFOMI

centreculturel frontenac

city cruises

1000 Islands
ACCOMMODATION PARTNERS

Valley Eats

downtown GANANOQUE

Community Partnership Events





















Community Partnership Events

- **OLG Community Recognition Event**
  - TLTI
- **1st Annual Gord Brown Memorial Hockey Game**
  - Councilor Brown
- **Women's Day**
  - Chamber of Commerce
- **Easter**
  - Downtown BIA
- **Town Criers Championships**
  - Brian Mabee
- **Mother's Day**
  - Downtown BIA
- **Cops n' Kids Fishing**
  - Gananoque Police
- **Halloween Trick or Treat**
  - Downtown BIA
- **Haunted House**
- **Witches Night Out**
  - Downtown BIA
- **Festival of Lights & Gananoque Santa Claus Parade**
  - Downtown BIA, Chamber, TAP, TIAP, City Cruises, Songwood Contracting, and Brian Mabee









Partnership & Collaboration

Township of Leeds and the Thousand Islands

1000 ISLANDS GANANOQUE CHAMBER OF COMMERCE

1000 Islands ACCOMMODATION PARTNERS

Leeds Grenville
Where Lifestyle Grows Good Business

ONTARIO
Yours to discover

KEYS
Jobseeker • Employer • Newcomer

tiao
Tourism Industry Association of Ontario

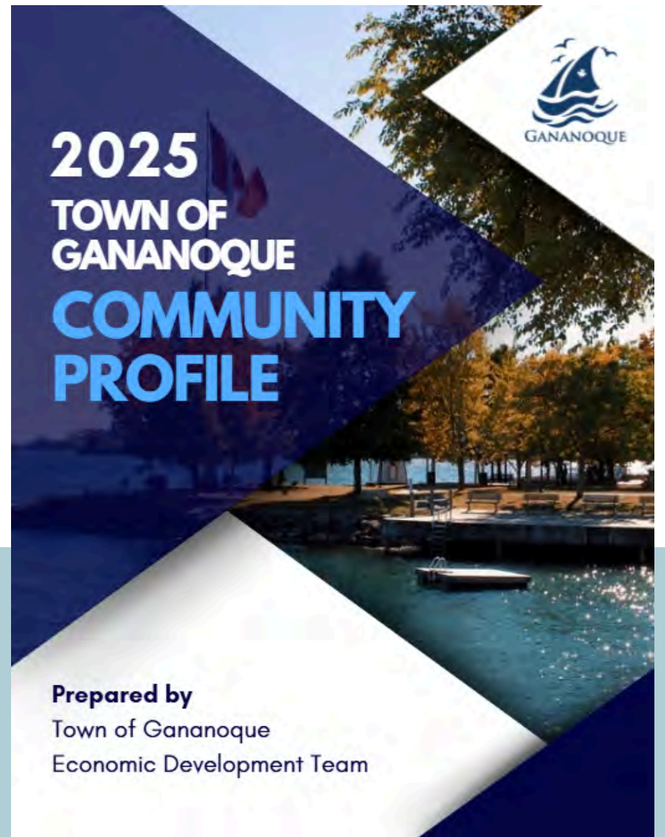
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2025 Achievements

~ Increased Visitor Guide **Revenue** ~
~ Increased Merchandise Inventory and **Revenue** ~
~ Increased Brochure Racking Fee **Revenue** ~
~ Continue to Maintain and Grow **Partnerships** ~
~ Grew our **Photography** Portfolio ~
~ Increased **Commission** Sales ~
~ Took on **new events** such as Farmers Market & Summer Concerts ~
~ Worked with 24 Organizations Who **Received Funding by TAP** ~
~ Jennifer supported the **RT09 Strategic Planning Session** ~

2026 Projects and Initiatives

- **Business Retention and Expansion Project**
  - Support through OMAFRA
  - 18-24 month project
  - 100 business visits and interviews
- **New Website**
- **Communication Strategy**
  - AODA support document
  - Update all Town of Gananoque forms
- **Investment Attraction Strategy**
  - To begin once BR&E interviews are complete
  - Targeted ad placement
  - Targeted social media promotions
- **Business Support**
  - Marketing and promotion opportunities for businesses
  - Business directory updates
- **Small Business Workshops/Events**
  - Women's Day & Fall Small Business Week
  - Economic Development Week
  - AI capabilities and how to utilize the technology
  - Workforce attraction and retention
- **Regional Partnership with KEDCO**
- **2nd Annual Gord Brown Memorial Game on the GBM - February**
- **Data and Business Inquiry Support Material**
  - Analyst Tool
  - Specialized packaged based on the needs of the specific businesses
- **2026 Visitor Guide**
- **Film Attraction Program**
  - Meeting with Canadian television and film director/producer
- **Physician Recruitment**
  - Increase marketing
- **Ongoing coordination of existing events**
- **Attracting New Events**
  - Halfway to Halloween
  - Parkway Challenge

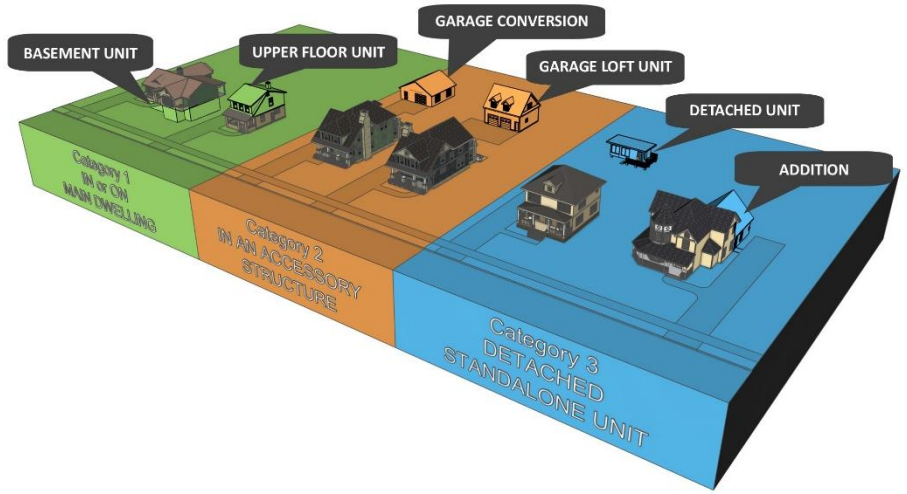


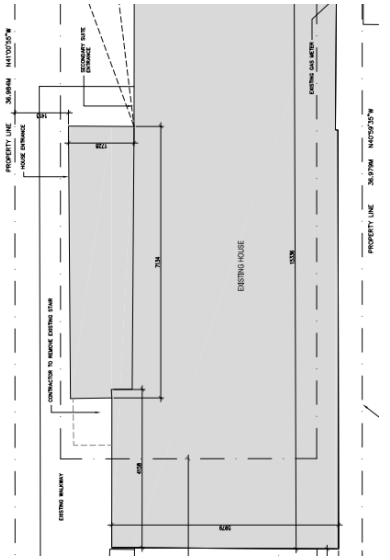

Thank you!

Planning & Development

- Land-Use Planning
- Building Permit/Inspections
- By-law Enforcement

- Official Plan Review – 2025-2026
- Development Permit Review - 2026
- 26 Pre-consultations
- New applications
  - 18 New Development Permit Files
  - 2 Consent App
  - 1 Official Plan

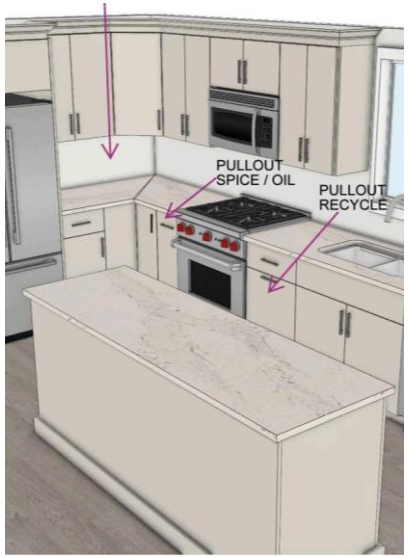






- Building Permits/Inspections as of December 4, 2025
  - Construction Value to date is $18.8 ($18.8m – 2024)
  - Building Permit Value to date is $285k ($290k – 2024)
  - 2025 to date:
    - 27 new dwelling units
    - 9 commercial renovation
    - 34 residential renovation
    - 1 septic
    - 42 – Pools, decks, signage







- By-law - Parking
  - Modernization software – Hotspot
    - 2025 will be a full year
    - Occurrences are photos, printed, documented in real time.
    - Provides real time services, removes human errors in Notices, court reporting, provides statistics, processing hours
  - November 30 – 1642 tickets issued via Hotspot
  - Parking revenue
    - Parking meter revenue to date $100k ($81k 2024)
    - Mobile app revenue to date $36k ($34k 2024)
    - Parking lot revenue to date $32k ($17k 2024)
    - Parking fines to date $18k ($33k 2024)
    - Total - Parking generate to date $188k



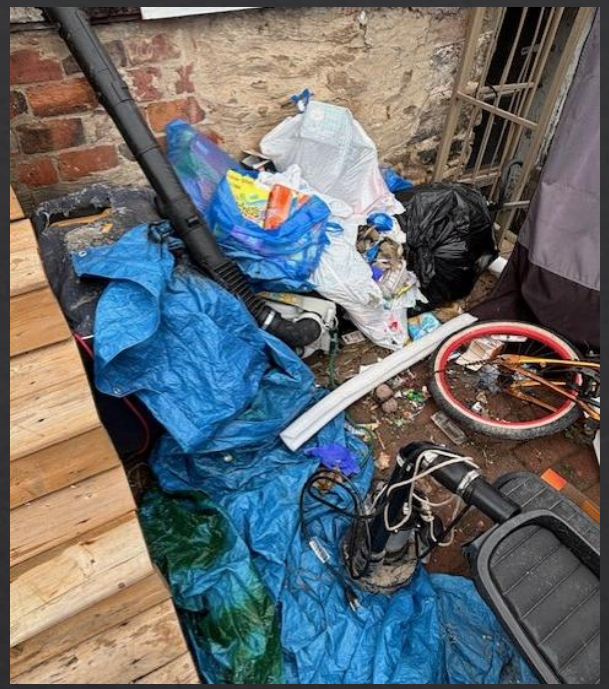
















By-laws:

- Illegal Dumping Bylaw – public property, brush letters
- Noise
- Safe Property Bylaw
- Property Standards Bylaw
- Signage Bylaw
- Parking
- Development Permit Bylaw
- Miscellaneous – Taxi, Fence, Odour



- By-law - Animal Control
  - 19 Animal Control By-law
  - Number of dog tags 2025 - 461 (2024 - 465)
  - Dog Tags sold at Pet Valu and Town Hall
  - Dog Owners' Liability Act



- By-law Pager & After-hours – 35 calls to date
  - Animal Control By-law – At large, barking, wildlife
  - Parking
  - Development Permit
  - Safe Property

- Other
  - 15 – Short Term Accommodation Licencing sites
  - 8 - Mobile Canteen Licences issued
  - Urban Hen Permits
  - 1 - Outdoor Patio Licencing
  - Property - waterlot leases







THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

SPECIAL COUNCIL MEETING MINUTES

Held on Monday, December 8, 2025, at 9:00 AM

Held Virtually and In-Person

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

1.	**Call Meeting to Order**
	Mayor Beddows called the meeting to order at 9:09 AM.
2.	**Disclosure of Pecuniary Interest & General Nature Thereof** – None
3.	**Public Question / Comment** (Only Addressing Motion(s) or Reports on the Agenda)
	• A Member of the Public addressed Reports listed on the Agenda.
4.	**Presentations**
	1. Suzanne Gibson & Associates – Suzanne Gibson, Principal – Alternative Vision and Mission Options and Draft Town of Gananoque Strategic Plan Review (+Report Council-CAO-2025-15 – Draft Strategic Plan 2026 – 2030 Update)
	• Suzanne Gibson appeared before Council to present, "Alternative Vision and Mission Options and the Draft Town of Gananoque Strategic Plan Review – Draft Strategic Plan 2026 – 2030 Update".
****Mayor Beddows vacated the Chair to speak to the Draft Strategic Plan. **Deputy Mayor Leakey took the Chair. **Following the Mayor's statement, Deputy Mayor Leakey vacated the Chair. **Mayor Beddows resumed the Chair.**	
****Councillor Brown left the meeting at 9:30 AM.**	
	• Councillors reviewed the Draft Strategic Plan. • Suzanne Gibson, Principal, presented the Mission/Vision Options and invited Councillors to offer their amendments via the CAO.
****Mayor Beddows called a recess at 10:34 AM. **The meeting resumed at 10:41 AM.**	

Motion #25-183 – Draft Strategic Plan 2026-2030 Update – Postpone
Moved By: Councillor Koiner **Seconded By:** Councillor Harper
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE POSTPONES CONSIDERATION OF COUNCIL REPORT CAO-2025-15, TITLED DRAFT STRATEGIC PLAN 2026 – 2030 UPDATE.

CARRIED – ***4 Ayes, 1 Abstain***

5.	**Questions from the Media** – None
6.	**Confirmation By-law**
	By-law No. 2025-110 – Confirming By-law – December 8, 2025 **Moved By:** Councillor Koiner **Seconded By:** Deputy Mayor Leakey BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-110, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS REGULAR MEETING HELD ON MONDAY, DECEMBER 8, 2025, BE READ THREE TIMES AND FINALLY PASSED THIS 8TH DAY OF DECEMBER, 2025. **CARRIED – UNANIMOUS**
7.	**Next Meeting(s):**
	1. Regular Council – Tuesday, December 16, 2025, at 5:00 PM. 2. Special Council – Tuesday, December 16, 2025, at 7:00 PM.
8.	**Adjournment**
	Moved By: Mayor Beddows Be it resolved that Council hereby adjourns this special meeting of Council at 11:15 AM. **CARRIED – UNANIMOUS**

John S. Beddows, Mayor	Penny Kelly, Clerk

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Council Report – CSC-2025-11

Date: December 16, 2025 ☐ **IN CAMERA**

Subject: 2022 to 2027 Multi-Year Accessibility Plan Review

Author: Penny Kelly, Clerk / CEMC ☒ **OPEN SESSION**

RECOMMENDATION:
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION, THE 2022 TO 2027 MULTI-YEAR ACCESSIBILITY PLAN, AS PRESENTED IN COUNCIL REPORT CSC-2025-11.

STRATEGIC PLAN COMMENTS:
Sector 7 – Community and Social Services – Strategic Initiative #2: Be proactive in our commitment to making Gananoque an accessible community for citizens and visitors. Action B): Ensure compliance with the *Accessibility for Ontarians with Disabilities Act* (AODA).

BACKGROUND:
On December 18, 2021, Council passed By-law No. 2021-118, being a By-law to adopt the 2022-2027 Multi-Year Accessibility Plan.

The Multi-Year Accessibility Plan is a requirement under Ontario Regulation 191/11, Integrated Accessibility Standards Regulation (IASR), and; the *Accessibility for Ontarians with Disabilities Act* (AODA), 2005.

INFORMATION/DISCUSSION:
Bi-annually the Accessibility Co-ordinator (Clerk) is required to submit a Compliance Report to the province. The last report was completed on December 31, 2023, and this year it is due on or before December 31, 2025.

In preparation for the 2025 reporting, staff reviewed the various accessibility policies and the 2022-2027 Multi-Year Accessibility Plan and deemed them to be up-to-date and compliant with the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and Ontario Regulation 191/11 – Integrated Accessibility Standards Regulation (IASR).

Since the adoption of the current Multi-Year Accessibility Plan, various capital projects, addressed the identification, removal, and prevention of barriers to people with disabilities for the Town's residents and its visitors.

Attached for Council's information is the 2022-2027 Multi-Year Accessibility Plan. This Plan will continue to serve as a road map to assist the Town in meeting its legislative requirements, and also creating a barrier free environment that meets all individual needs in Ontario.

APPLICABLE POLICY/LEGISLATION:
Accessibility for Ontarians with Disabilities Act (AODA)
O. Reg. 191/11 – Integrated Accessibility Standards

FINANCIAL CONSIDERATIONS:
Included in Operating / Capital Budget projects

CONSULTATIONS:
Senior Management Team

ATTACHMENTS:
2022-2027 Multi-Year Accessibility Plan

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

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

2022 – 2027 Multi-Year Accessibility Plan

The 2022-2027 Multi-Year Accessibility Plan outlines goals and initiatives that reaffirms the Town's commitment to creating an accessible Town and advancing efforts in building an equitable and inclusive society that values the contributions of people with disabilities.

The Town is committed to the identification, removal and prevention of accessibility barriers and will provide an accessible environment in which employees, residents and visitors with disabilities can access goods, services and facilities, including buildings, public spaces, information and communications, in a way that meets their individual needs.

The Town is equally committed to supporting Town staff through advice, policies, tools, resources and governance structures that promote an inclusive workplace and support employees in delivering accessible goods, services and facilities.

This Plan will serve as a road map to continue to help the Town meet the legislative requirements and remove barriers to accessibility, as outlined in the *Accessibility for Ontarians with Disabilities Act*, 2005 (AODA) and Ontario Regulation 191/11 – Integrated Accessibility Standards Regulation (IASR).

Contact Information

For more information on this Accessibility Plan, please contact:
Penny Kelly, Clerk / CEMC
Phone: 613-382-2149 Ext. 1120
Email: clerk@gananoque.ca

The Town's Accessibility Plan is publicly posted on our website at www.gananoque.ca.

Note: Standard and accessible formats of this document are free on request.

Town of Gananoque – Overview

The Town of Gananoque is a separated Town with a population of approximately 5,200. The Town consists of mainly a residential, commercial and industrial mix. The Town's corporate structure is comprised of a number of departments led by the Chief Administrative Officer (CAO) / Human Resources Manager and they include:

- Public Works (including Transportation and Water and Sewer);
- Clerk/Community Emergency Management Coordinator (CEMC);
- Finance;
- Planning, Building and Development, and By-law Enforcement;
- Parks & Recreation (Parks, Recreation, Marina, Economic Development, Communication Services, and Tourism / Visitors Centre.)
- Emergency Services consists of a Fire Department/Police Department.

Ambulance services are provided through the United Counties of Leeds and Grenville (UCLG); and the Town shares a Home for the Aged with the Counties at the privately run Carveth Care Centre where twelve (12) beds are reserved for Town residents.

Introduction

Accessibility simply means giving people of all abilities opportunities to participate fully in everyday life.

In December 2001, the *Ontarians with Disabilities Act* (ODA) was passed by the province of Ontario to improve access and opportunities for people with disabilities. Under the legislation, all municipalities with a population greater than 10,000, are required to establish accessibility advisory committees. All Municipalities are required to prepare Accessibility Plans addressing the identification, removal, and prevention of barriers to people with disabilities.

The *Accessibility for Ontarians with Disabilities Act* (also referred to as the AODA), was passed in 2005 to recognize the history of discrimination against persons with disabilities in Ontario and provides for the development, implementation, and enforcement of mandatory standards for accessibility in all areas of daily life.

Ontario's first accessibility standard under the AODA, the Accessible Customer Service Standard, became law on January 1, 2008, and the Integrated Accessibility Standards Regulation (IASR), which covers Employment, Information and Communication, and Transportation was released in June 2011. These standards set out mandatory legal requirements for organizations, businesses, and municipalities. An amendment to the IASR was released by the Province in December of 2012 to include the Accessibility Standard for the Design of Public Spaces.

One of the requirements of the IASR is to develop, implement, and maintain a Multi-Year Accessibility Plan to outline strategies to prevent and remove barriers and meet the requirements of the IASR.

Policy Statement and Organizational Commitment

The Corporation of the Town of Gananoque ("the Town") is committed to complying with the *Accessibility for Ontarians with Disabilities Act*, 2005 (AODA) and all of the standards under it in order to create a barrier-free Ontario. The Town is committed and guided by the four (4) core principles of Dignity, Independence, Integration and Equal Opportunity, and; supports the full inclusion of persons as set out in the Canadian Charter of Rights and Freedoms, and the AODA.

The Town strives to make the goods and services it provides accessible to all.

Multi-Year Accessibility Plan

Part 1 – General Requirements	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Establishment of Accessibility Policies					
Develop, implement & maintain policies governing how the Town will achieve accessibility. Policies must be written.	January 1, 2013	Accessibility Coordinator		Policies reviewed in November 2019, 2021, and ongoing	Amended Policies in 2017 – Notice of Temporary Service Disruption Policy; AODA Compliance; Notice of Availability of Documents; Alternative Format Documents; Assistive Devices Policy; Customer Feedback Policy; Service Animals and Support Persons Policy; Training Policy.
Policies must be made available to the public & in an accessible format upon request.	January 1, 2013	Accessibility Coordinator/ Frontline Staff		Published on Town's website.	Copy of Policy will be provided to the public, upon request or can be accessed from the Town's website. Notices have been placed at all reception counters notifying the public that all policies are available, in alternative formats, upon request.

Multi-Year Accessibility Plan

Part 1 - General Requirements	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Accessibility Plan					
Establish, implement & maintain a Multi-Year Accessibility Plan outlining the strategies to prevent & remove barriers & meet requirements of the Regulation.	January 1, 2013	Accessibility Coordinator/Senior Management		Plan completed in 2014. Amended in 2017. Amended in 2019. New Plan in 2021. Reviewed in 2025.	Multi-Year Accessibility Plan (*this document) outlining how the requirements of the IASR will be met has been developed and approved.
Plan must be posted to website, if any.	January 1, 2013	Accessibility Coordinator	Ongoing	Complete	Current, approved Multi-Year Plan posted to Town's website.
Plan must be available in accessible format upon request	January 1, 2013	Accessibility Coordinator	Ongoing	Upon Request	Plan will be provided in an accessible format, upon request.
Plan must be reviewed at least once every five (5) years.	January 1, 2013	Accessibility Coordinator/Senior Management	January 1, 2018, November 27, 2019, and November 16, 2021	Ongoing	Plan is reviewed every five (5) years at minimum.

Multi-Year Accessibility Plan

Part 1 - General Requirements	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Accessibility Plan (cont'd)					
Plan must be established, reviewed & updated in consultation with people with disabilities.	January 1, 2013	Accessibility Coordinator/Senior Management	Original plan established December, 2014	Reviewed December 31, 2017. Review via Committee of the Whole Agenda and staff report dated December 3, 2019 Review via Council Agenda dated November 16, 2021. Reviewed via Council Agenda dated December 16, 2025.	Consultation will consist of the following: • Public Question/Comment section on meeting agendas; • Open houses, where applicable; • Customer Feedback Policy.
Prepare an annual status report on the progress of measures taken to implement the strategy referenced in Plan. Annual report to be posted on Town's website.	January 1, 2014	Accessibility Coordinator/Senior Management		Posted	Prepared and filed annually.
Plan must be available in accessible format upon request.	January 1, 2013	Accessibility Coordinator/ Frontline Staff	Ongoing	Upon Request	Annual status report will be provided in an accessible format.

Multi-Year Accessibility Plan

Part 1 – General Requirements	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Procuring or acquiring goods, services and facilities					
Incorporate accessibility criteria & features when procuring or acquiring goods, services or facilities.	January 1, 2013	Accessibility Coordinator	Requirements completed on August 11, 2015	Completed	Procurement By-law amended August 11, 2015, which imbedded accessibility within the By-law. RFP, RFQ & Tender Templates all include procurement requirements.
If not practicable, provide an explanation, upon request.	January 1, 2013	Senior Management	Ongoing	Explanation will be provided & will be different based on nature & circumstances of each situation	Upon request, explanation will be provided.
Self Service Kiosk					
Incorporate accessibility features when designing, procuring or acquiring self-serve kiosks.	January 1, 2013	Senior Management	Ongoing	Requirements triggered with every design or purchase	The Town of Gananoque does not currently offer services and/or products through self-serve kiosks. *When/if we start using self-serve kiosks, when designing or buying the kiosk, department heads will consider the needs of all our customers & clients & ensure they are accessible to the widest range of users.

Multi-Year Accessibility Plan

Part 1 – General Requirements	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Training					
Provide training on the requirements of the IASR & the OHRC as it pertains to persons with disabilities to all employees & volunteers.	January 1, 2014	Accessibility Coordinator in conjunction with Human Resources & Senior Management	Ongoing	Ongoing	Comprehensive training program approved in Accessible Training Policy 2017-10 (established July 18, 2017). Training delivered to all current staff. New hires provided training during orientation. Committee volunteers trained at beginning of each term of Council or as needed.
Provide training on the requirements of the IASR & the OHRC as it pertains to persons with disabilities to all policy developers.	January 1, 2014	Accessibility Coordinator (Clerk), CAO, Senior Management and Council.	Complete	Ongoing	Accessible Training Policy 2017-10 (established July 18, 2017).
Ensure that training is provided on the requirements of the IASR & the OHRC as it pertains to persons with disabilities to all persons who provide goods, services or facilities on behalf of the Town.	January 1, 2014	Accessibility Coordinator and Senior Management	Ongoing	Ongoing	Included in RFP, RFQ, Tenders, Contract & Agreement templates.

Multi-Year Accessibility Plan

Part 1 – General Requirements	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Training (cont'd)					
Training should be appropriate to the duties of the employees, volunteers, & all other persons.	January 1, 2014	Accessibility Coordinator	Ongoing	Ongoing	Accessible Training Policy 2017-10 (established July 18, 2017).
Training must be provided as soon as practicable	January 1, 2014	Accessibility Coordinator Human Resources	Ongoing	Ongoing as new employees & volunteers come on board	All current staff & volunteers have been trained. Training for new employees is provided during new hire orientation.
Training with respect to any changes to the policies must be provided on an ongoing basis.	January 1, 2014	Accessibility Coordinator Human Resources	Ongoing	Ongoing as changes are made	All changes are communicated by the Clerk as amended from time to time.
A record of training must be kept including the dates & the number of individuals to whom the training was providing.	January 1, 2014	Accessibility Coordinator Payroll Admin	Ongoing	Ongoing as training is provided	Saved in HR files.

Multi-Year Accessibility Plan

Part 2 – Information & Communication Standards	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Feedback					
Ensure process for receiving & responding to feedback are accessible by providing or arranging to provide for accessible formats & communication supports, upon request.	January 1, 2014	Accessibility Coordinator	Ongoing	Ongoing as feedback is requested	Alternate Format Policy 2017-06 and the Customer Feedback Policy 2017-08 (established July 18, 2017)
Accessible Formats and Communication Supports					
Provide or arrange for the provision of accessible formats & communication support for persons with disabilities, upon request (in a timely manner & at a cost no more than regular cost).	January 1, 2015	Accessibility Coordinator Appropriate Manager	Ongoing	Completed	See Alternative Format Policy 2017-06 established July 18, 2017).

Multi-Year Accessibility Plan

Part 2 – Information & Communication Standards	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Accessible Website and Web Content					
Must consult the person making the request in determining the suitability of an accessible format or communication support.	January 1, 2015	Accessibility Coordinator	Ongoing	Ongoing	See Alternative Format Policy 2017-06 established July 18, 2017)
Notify the public about the availability of accessible formats & communication supports.	January 1, 2015	Accessibility Coordinator	Ongoing	Ongoing	See Notice of Availability of Documents Policy 2017-05 established July 18, 2017).
New internet websites & web content must conform to WCAG 2.0 Level A.	January 1, 2014	Economic Development & Communications Officer	Ongoing for any new websites/updates	Ongoing	Existing complies/complete.
All internet websites & web content must conform to WCAG 2.0 Level AA (exceptions: success criteria 1.2.4 - live captions & 1.2.5 - pre-recorded audio descriptions).	January 1, 2021	Economic Development & Communications Officer	2017	Completed	Completed

Multi-Year Accessibility Plan

Part 2 – Information & Communication Standards	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Emergency Procedures, Plans and/or Public Safety Information					
Provide publicly available emergency procedures, plans and/or public safety information in an accessible format or with communication supports, as soon as practicable, upon request.	January 1, 2012	Accessibility Coordinator	Ongoing	Ongoing	See Alternative Format Policy 2017-06 established July 18, 2017).

Part 3 – Employment Standards	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Recruitment General, Assessment or Selection					
Notify employees & the public about the availability of recruitment related Accommodations.	January 1, 2014	Human Resources	January 1, 2014 then ongoing with every new recruitment	With every new recruitment	Reasonable accommodation will be provided in all recruitment processes to enable a qualified applicant with a disability to have an equal opportunity. All job ads now include statement indicating: "*Accessibility accommodations are available for all parts of the recruitment process*."
Notify job applicants when they are individually selected to participate in an assessment or election process that accommodations are available upon request in relation to the materials or processes to be used (interviews, testing, etc.).	January 1, 2014	Human Resources	January 1, 2014 then Ongoing with every new recruitment	Ongoing with every recruitment	HR will let selected candidates know that accommodations are available upon request in relation to the materials or processes used in the assessment & selection process. Any recruitment accommodations provided will not change the nature of the qualification the Town is assessing or the level at which it is assessed.

Multi-Year Accessibility Plan

Part 3 – Employment Standards	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Recruitment General, Assessment or Selection					
Must consult with applicant if request for accommodation is made & provide or arrange to provide suitable accommodations in a manner that takes into account the applicant's disability.	January 1, 2014	Human Resources	January 1, 2014 then Ongoing with every new recruitment	When requested the HR Department will consult with the individual to determine suitable accommodations	Human Resources Policy #HR-200-03, as amended
Notice to Successful Applicant					
When making offers of employment, notify successful applicant of policies for accommodating employees with disabilities.	January 1, 2014	Human Resources	January 1, 2014 then Ongoing with every new recruitment	Ongoing with every recruitment	Human Resources Policy #HR-200-03, as amended. Policies are provided to all new employees.
Inform new & current employees of policies for supporting employees with disabilities, including but not limited to job accommodations that take into account an employee's accessibility needs due to disability.	January 1, 2014	Human Resources	January 1, 2014 then Ongoing with every new recruitment	Ongoing	Information about the availability of accommodations is posted in all current job ads. New staff will be provided information about policies for supporting employees with disabilities during orientation.

Part 3 – Employment Standards	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Notice to Successful Applicant (cont-d)					
Inform new employees as soon as practicable after they begin their employment.	January 1, 2014	Human Resources	January 1, 2014 then ongoing with every new recruitment	Orientation package modified to add information regarding the Town's policies.	Corporate orientation is delivered to new staff as soon as practicable after they begin their employment.
Accessible Format					
When an employee with a disability requests it, provide/arrange for provision of accessible formats communication supports for information that is required to perform the job.	January 1, 2014	Human Resources Employee's Manager	Ongoing As requested	Ongoing As requested	Information required for a person to perform their job will be provided in an accessible format or with appropriate communication support, upon request. Must consult with the requester on the format needed/provided. See Alternative Format Policy 2017-06 (established July 18, 2017).

Part 3 – Employment Standards	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Accessible Format (cont'd)					
Must consult with the employee making the request in determining the suitability of an accessible format or communication support.	January 1, 2014	Human Resources Employee's Manager	Ongoing As requested	When requested the HR department will consult with the individual to determine suitable format or communication support	Must consult with the requester on the format needed.

Multi-Year Accessibility Plan

Part 3 – Employment Standards	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Workplace Emergency Response					
Provide individualized workplace emergency response information to employees who have a disability, if necessary.	January 1, 2012	Human Resources Employee's Manager	Ongoing As identified	Emergency plans need to be reviewed with accessibility in mind to identify & try to remove any barriers making the need for individualized plan unnecessary in some cases.	Memo sent to all Town staff asking to self-identify whether assistance was needed. If it was, one-on-one meetings were held to determine what assistance was necessary and develop a plan. New staff provided information & asked to complete form during orientation to identify if assistance is needed.
Review individualized emergency response plans when 1) employee moves to different location, 2) needs change or 3) reviewing general emergency response policies.	January 1, 2012	Employee's Manager	Ongoing	Ongoing as location, needs or general plans change	When employee's location, needs, or general emergency plans change, existing plans will need reviewed.

Multi-Year Accessibility Plan

Part 3 – Employment Standards	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Individual Accommodation Plans					
Develop & have in place a written process for the development of document individual accommodation plans (IAPs).	January 1, 2014	Human Resources Employee's Manager	Complete	Existing job descriptions reviewed as positions become vacant to ensure essential duties are clear.	Human Resources Policy #HR-600-08, as amended
Individual Accommodation Plans					
Process for the development of plans must include all the elements outlined in this section.	January 1, 2014	Human Resources	Complete		Human Resources Policy #HR-600-08, as amended
Return to Work					
Develop & have in a place a written return to work process for employees with accommodation needs.	January 1, 2014	Human Resources Employee's Manager	Complete	Ongoing	Human Resources Policy #HR-600-08, as amended

Multi-Year Accessibility Plan

Part 3 – Employment Standards	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Performance Management					
Take into account the individual needs and/or individual accommodation plans of an employee when using performance management processes.	January 1, 2014	Human Resources Employee's Manager	Complete	Ongoing	Human Resources Policy #HR-600-08, as amended
Career Development and Advancement					
Take into account the individual needs and/or individual accommodation plans of an employee when using performance management processes.	January 1, 2014	Human Resources Employee's Manager	Complete	Ongoing	Human Resources Policy #HR-600-08, as amended
Redeployment					
Take into account the individual needs and/or individual accommodations when redeploying employees.	January 1, 2014	Human Resources Employee's Manager	Complete	Ongoing	Human Resources Policy #HR-600-08, as amended

Multi-Year Accessibility Plan

Part 5 – Design of Public Spaces	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Recreational Trails (80.6, 80.8)					
*Does not apply to trails solely intended for cross-country skiing, mountain biking or the use of motorized snow vehicles or off-road vehicles or wilderness trails, backcountry trails and portage routes					
Must consult with the public, persons with disabilities and municipal staff before new or redeveloped existing recreational trails are constructed.	January 1, 2016	Manager of Parks & Recreation	Ongoing for any new or renovated recreational trail after Jan 1, 2016	Ongoing	All new plans to be submitted to Town Hall for review, consultation, & comment. Consultation will consist of: • Public Question/Comments period at meeting • Customer Feedback Policy • Open Houses, where applicable.
Must meet all technical requirements (see section 80.9, 80.11-80.13).	January 1, 2016	Manager of Parks & Recreation	Ongoing for any new or renovated recreational trail after Jan 1, 2016	Ongoing	
Beach Access Routes (80.10) *Includes permanent and temporary routes and temporary routes that are established through the use of manufactures goods, which can be removed for the winter month					
Must meet all technical requirements (see section 80.10-80.13).	January 1, 2016	Manager of Parks & Recreation	Ongoing for any new or renovated outdoor public eating spaces after Jan 1, 2016	Compliant	All new plans to be submitted to Council. Obtained engineered stamped drawings as required.

Multi-Year Accessibility Plan

Part 5 – Design of Public Spaces	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Outdoor Public Use Eating Spaces (80.16 - 80.17) *Applies to tables that are found in public areas, such as public parks, specifically intended for use by the public as a place to consume food.					
Minimum 20 per cent (20%) of tables that are provided musts be accessible to persons using mobility aids by having knee & toe clearance underneath table.	January 1, 2016	Manager of Parks & Recreation	Ongoing for any new or renovated outdoor public use eating spaces after Jan. 1, 2016	Compliant. Working on park plans that will incorporate this item.	All new plans to be submitted to Council. Working on park plans that will incorporate this item.
In no case shall there be fewer than one (1) table that meets this requirement.	January 1, 2016	Manager of Parks & Recreation	Ongoing for any new or renovated outdoor public use eating spaces after Jan. 1, 2016	Compliant. Working on park plans that will incorporate this item.	
Ground surface leading to and under tables that are accessible must be level firm and stable.	January 1, 2016	Manager of Parks & Recreation	Ongoing for any new or renovated outdoor public use eating spaces after Jan. 1, 2016	Compliant. Working on park plans that will incorporate this item.	
Tables that are accessible must have clear ground space to allow for a forward approach to the table.	January 1, 2016	Manager of Parks & Recreation	Ongoing for any new or renovated outdoor public use eating spaces after January 1, 2016	Compliant. Working on park plans that will incorporate this item.	

Multi-Year Accessibility Plan

Part 5 – Design of Public Spaces	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Outdoor Play Spaces (80.18 - 80.20) *Applies to an area that includes play equipment, such as swings, or features such as logs, rocks, sand or water, where the equipment or features are designed and placed to provide play opportunities & experiences for children & caregivers					
Must consult with the persons with disabilities & on the needs of children & caregivers with various disabilities before constructing redeveloping outdoor play spaces.	January 1, 2016	Manager of Parks & Recreation	Ongoing for any new or renovated outdoor play spaces after Jan 1, 2016	Compliant. Working on master recreation plan that will invite public feedback.	All new plans to be submitted to Council for review, consultation, & comment. Consultation will consist of: • Public Question/Comments period at meetings • Customer Feedback Policy • Open Houses, where applicable.
Must incorporate accessibility features, such as sensory & active play components.	January 1, 2016	Manager of Parks & Recreation	Ongoing for any new or renovated outdoor play spaces after Jan 1, 2016	Compliant. Working on additional park plans that will incorporate this item.	
Ensure outdoor play spaces have a ground surface that is firm, stable & less impact attenuating properties for injury prevention & sufficient clearance to provide children & caregivers the abilities to move through, in & around.	January 1, 2016	Manager of Parks & Recreation	Ongoing for any new or renovated outdoor play spaces after Jan 1, 2016	Compliant. Working on additional park plans that will incorporate this item.	Two of four parks now feature accessible ground surface as of 2016 and re-graded in 2021.

Multi-Year Accessibility Plan

Part 5 – Design of Public Spaces	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Exterior Paths of Travel (80.21 - 80.31) *Applies to outdoor sidewalks or walkways designed & constructed for pedestrian travel & are intended to serve a functional purpose & not to provide a recreational experience. Does NOT apply to paths of travel regulated under the Ontario Building Code					
Must meet technical requirements (see section 80.23).	January 1, 2016	Manager of Parks & Recreation	Ongoing for any new or renovated exterior paths of travel after Jan 1, 2016	Working on park plans that will incorporate this item.	- Outdoor sidewalks and walkways - Ramps - Stairs, and - Curb ramps
Where an exterior path of travel is equipped with a ramp (section 80.24), stairs (80.25), curb ramps (80.26), depressed curbs (80.27), accessible pedestrian signals (80.28), rest areas (80.29), specific technical requirements must be met.	January 1, 2016	Manager of Parks & Recreation Manager of Public Works	Ongoing for any new or renovated exterior paths of travel after Jan 1, 2016	Working on park plans that will incorporate this item.	

Multi-Year Accessibility Plan

Part 5 – Design of Public Spaces	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Off-street Parking (80.32 - 80.38) *Does not apply to off-street parking facilities that are used exclusively for the parking of buses, parking of delivery vehicles, parking of medical transportation vehicles (such as ambulances), parking lot use for impounded vehicles. Also does not apply if off-street parking facilities are not located on a barrier-free path of travel regulated under the Building Code AND multiple off-street parking facilities on a single site serve a building or facility.					
Must provide two types of parking spaces: Type A (a wider parking space identified as "van accessible") and Type B (standard parking space).	January 1, 2016	Manager of Public Works	Ongoing for any new or renovated off-street parking after Jan 1, 2016	Compliant.	Accessible Parking Plan
Access aisle (space between parking spots) must be provided for all parking spaces for the use of persons with disabilities.	January 1, 2016	Manager of Public Works	Ongoing for any new or renovated off-street parking after Jan 1, 2016	Compliant.	Accessible Parking Plan
Must have a minimum number of parking spaces for the use of persons with disabilities (see section 80.36).	January 1, 2016	Manager of Public Works	Ongoing for any new or renovated off-street parking after Jan 1, 2016	Compliant.	Accessible Parking Plan

Multi-Year Accessibility Plan

Part 5 – Design of Public Spaces	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Off-street Parking (80.32 - 80.38) *Does not apply to off-street parking facilities that are used exclusively for the parking of buses, parking of delivery vehicles, parking of medical transportation vehicles (such as ambulances), parking lot use for impounded vehicles. Also does not apply if off-street parking facilities are not located on a barrier-free path of travel regulated under the Building Code AND multiple off-street parking facilities on a single site serve a building or facility.					
Must be distinctly indicated by erecting an accessible permit parking sign (see section 80.37).	January 1, 2016	Manager of Public Works	Ongoing for any new or renovated off-street parking after Jan 1, 2016	Compliant.	Accessible Parking Plan
On-street Parking (80.39 - 80.40)					
Must consult with the public, persons with disabilities on the needs, location & design of accessible on-street parking when constructing or redeveloping existing on-street parking spaces.	January 1, 2016	Manager of Public Works Manager of Planning and Development	Ongoing for any new or renovated off-street parking after Jan 1, 2016	Ongoing	Community Planning Permit

Multi-Year Accessibility Plan

Part 5 – Design of Public Spaces	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Obtaining Services – Service Counters (80.41) *Applies whether services are obtained in buildings or out-of-doors					
Must be a minimum of one service counter that accommodates a mobility aid for each type of service provided & must be clearly identified with signage where there are multiple queuing lines & service counters.	January 1, 2016	Senior Management	Ongoing for any new or renovated service counter after Jan 1, 2016	Ongoing	Town Hall Addition – Completed November 2018 Visitor Centre – Completed May 2019
Countertop height of service counter that accommodate mobility aids must be such that it is usable by a person seated in a mobility aid.	January 1, 2016	Senior Management	Ongoing for any new or renovated service counter after Jan 1, 2016	Ongoing	Town Hall Addition – Completed November 2018 Visitor Centre – Completed May 2019

Multi-Year Accessibility Plan

Part 5 – Design of Public Spaces	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Obtaining Services – Service Counters (80.41) *Applies whether services are obtained in buildings or out-of-doors					
Service counter that accommodates mobility aids must have sufficient knee clearance for a person seated in a mobility aid, where forward approach to the counter is required.	January 1, 2016	Senior Management	Ongoing for any new or renovated service counter after Jan 1, 2016	Ongoing	Town Hall Addition – Completed November 2018 Visitor Centre – Completed May 2019
Floor space in front of counter must be sufficiently clear so as to accommodate mobility aid.	January 1, 2016	Senior Management	Ongoing for any new or renovated service counter after Jan 1, 2016	Ongoing	Town Hall Addition – Completed November 2018 Visitor Centre – Completed May 2019
Obtaining Services – Fixed Queuing Guides (80.42) *Applies whether services are obtained in buildings or out-of-doors					
Must provide sufficient width to allow for the passage of mobility aids & mobility assistive devices.	January 1, 2016	Senior Management	Ongoing for any new or renovated fixed queuing guides after Jan 1, 2016	Ongoing	

Multi-Year Accessibility Plan

Part 5 – Design of Public Spaces	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Obtaining Services – Fixed Queuing Guides (80.42) *Applies whether services are obtained in buildings or out-of-doors					
Must have sufficiently clear floor area to permit mobility aids to turn where queuing lines change direction.	January 1, 2016	Senior Management	Ongoing for any new or renovated fixed queuing guides after Jan 1, 2016	Ongoing	
Must be cane detectable.	January 1, 2016	Senior Management	Ongoing for any new or renovated fixed queuing guides after Jan 1, 2016	Ongoing	
Obtaining Services – Waiting Areas (80.43) Applies whether services are obtained in buildings or out-of-doors. Accessible seating is a space in the seating area where an individual using a mobility aid can wait					
Where seating is fixed to the floor, a minimum of 3% of new seating must be accessible but in no case shall there be fewer than one (1) accessible seating space.	January 1, 2016	Senior Management	Ongoing for any new or renovated waiting areas after Jan 1, 2016		

Multi-Year Accessibility Plan

Part 5 – Design of Public Spaces	Legislated Compliance Date	Area of Responsibility	Timeframe For Completion	Action Plan or Status	Comments
Maintenance of accessible elements (80.44)					
Multi-Year Accessibility Plans must include procedures for preventative & emergency maintenance of accessibility elements in public spaces.	January 1, 2016	Senior Management	Ongoing for all new or renovated public spaces after Jan. 1, 2016	Meet with Manager of Parks & Recreation and Finance to discuss accessibility items during budget.	Discussed during Budget / Facilities Maintenance budget
Multi-Year Accessibility Plans must include procedures for dealing with temporary disruptions when accessible elements required are not in working order.	January 1, 2016	Senior Management	Completed	Completed	

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Council Report – CSC-2025-12

Date: December 16, 2025 ☐ **IN CAMERA**

Subject: Emergency Management Program and Emergency Response Plan Review

Author: Penny Kelly, Clerk / CEMC ☒ **OPEN SESSION**

RECOMMENDATION:
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION, THE EMERGENCY MANAGEMENT PROGRAM AND EMERGENCY RESPONSE PLAN REVIEW, AS PRESENTED IN COUNCIL REPORT CSC-2025-12.

STRATEGIC PLAN COMMENTS:
Sector 5 – Community Protection – Strategic Initiative #4 – Be proactive in Emergency Preparedness.

BACKGROUND:
In accordance with Ontario Regulation 380/04 every municipality shall develop and implement an Emergency Management Program. The Program shall consist of an Emergency Response Plan (ERP) and must meet certain criteria throughout the year in order to be compliant with the legislation.

Annually, the province requires a Compliance Report be submitted by the Community Emergency Management Coordinator (CEMC) validating review of the Town's Emergency Management Programs, Plans, delivery of mandatory training, exercises and its Committee meetings, prior to December 31st.

INFORMATION/DISCUSSION:
On December 9, 2025, the Emergency Management Program Committee (EMPC) met and conducted its annual review of the Town's Emergency Management Plan, regarding membership on both EMPC and Municipal Emergency Control Group (MECG), Hazard Identification and Risk Assessment (HIRA), and Critical Infrastructure (CI) List. (Of note: the Emergency Response Plan contains several appendices; these documents are confidential and are not available for public viewing).

Attached for Council's information is the Emergency Response Plan, public version, which is located on the Town's website. Staff request that Council receive this report for information purposes.

APPLICABLE POLICY/LEGISLATION:
Emergency Management and Civil Protection Act

FINANCIAL CONSIDERATIONS:
None.

CONSULTATIONS:
Emergency Management Program Committee (EMPC)

ATTACHMENTS:
Emergency Response Plan (ERP) – Public Version

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

The Corporation of the Town of

GANANOQUE

Emergency Response Plan

Reviewed: December 9, 2025

Table of Contents

Part 1.0. – Administration	1.1. List of Appendices 1.2. Quick Reference Guide 1.3. Introduction 1.4. Aim 1.5. Authority 1.6. Definition of an Emergency 1.7. Action Prior to Declaration 1.8. Requests for Outside Assistance 1.9. Plan Maintenance 1.10. Distribution List 1.11. Amendments
Part 2.0. – Emergency Operations and Procedures	2.1. Municipal Emergency Management Group (MECG), Membership and Implementation 2.2. Emergency Operation Centre (EOC) Procedures 2.3. Operations Cycle 2.4. MECG Responsibilities 2.5. Head of Council (Mayor) 2.6. Operations Officer (CAO) 2.7. Clerk / CEMC 2.8. Fire Chief 2.9. Police Chief 2.10. Manager of Parks & Recreation 2.11. Emergency Information Officer – (EIO) 2.12. Manager of Public Works 2.13. Treasurer
Part 3.0. – Emergency Support	3.1. Administrative Assistant(s) 3.2. EMS/Ambulance 3.3. Medical Officer of Health 3.4. Director of Social Services 3.5. Canadian Red Cross 3.6. Clergy 3.7. Board of Education 3.8. Legal Advisor 3.9. IT Support / Disaster Recovery Strategy
Part 4.0. – Evacuation Plan	4.1. Evacuation Plan – Town of Gananoque
Part 5.0. – Emergency Assistance for People with Disabilities / Special Needs	

1.1. – Appendices

Note: These documents are confidential and are not available for public viewing

Appendix A	**Emergency Notification System**	❖ Municipal Emergency Control Group (MECG) ❖ Town Staff ❖ Members of Council
	Outside Emergency Assistance	• Emergency Management Ontario (EMO) • Medical Officer of Health • United Counties of Leeds and Grenville (UCLG)
Appendix B	**Vital Services Directory OnWARN Member Emergency Contact List**	
Appendix C	***Emergency Management and Civil Protection Act***	
Appendix D	**Hazard Identification and Risk Assessment (HIRA)**	
Appendix E	**Community Risk Assessment Grid and Hazard Information Sheets**	
Appendix F	**Critical Infrastructure (CI) Identification**	
Appendix G	**Emergency Operation Centre (EOC) Logs & Message Forms**	
Appendix H	**Declaration of Emergency Checklist**	
Appendix I	**Declaration of Emergency**	
Appendix J	**Termination of Emergency**	
Appendix K	**Emergency Operations Centre (EOC) Layout & Set-Up Guide**	
Appendix L	**Guide to Emergency Media Relations**	
Appendix M	**Emergency Telecommunications**	
Appendix N	**Glossary of Terms**	
Appendix O	**United Counties of Leeds and Grenville**	
Appendix P	**Pandemic Influenza Plan**	
Appendix Q	**Cataraqui Conservation Flood Contingency Plan**	

1.2. Emergency Quick Reference Guide

- Upon arrival of three (3) or more Members, the Municipal Emergency Control Group (MECG) may initiate its function.

- The Members should check the communications upon arrival (computers, phones etc.)
  - In the event that IT assistance is required; contact Zycom (IT) support immediately.
  - In the event that telephone set up is required; contact Southeastern immediately.

- Ensure that all municipal departments / support agencies have been notified and placed on standby. Each MECG member is accountable for their own area of responsibility.

- Should the Head of Council (Mayor) declare a state of emergency, the Province of Ontario shall be notified including the nature of the emergency situation. Notification shall be made to the Provincial Emergency Operations Centre (PEOC).

- Turn to individual responsibilities within the Emergency Management Plan, and; provide input and assistance as required.

1.3. Introduction

The Emergency Plan for the Town of Gananoque has been developed to reflect the public safety requirements of the community. The effective use and maintenance of this Plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are expected to participate in emergency training and exercises which will assist them in the fulfillment of their roles accordingly.

The head of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together, the Town and its partner agencies will work to ensure that the community is prepared to respond to an emergency in the most effective manner possible.

1.4. Aim

The Aim of this Plan is to protect the health, safety, welfare, and property of the citizens of Gananoque, from the effects of natural, technological, or human caused emergency situations.

1.5. Authority

This Plan has been developed and will be implemented in accordance with the *Emergency Management and Civil Protection Act*, detailed in Appendix 'C', which is the Provincial statute under which all emergency activities are conducted in the Province of Ontario.

*4. (1) "**The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area**"*

1.6. Definition of an Emergency

An emergency is defined under the *Emergency Management and Civil Protection Act* as

"*a situation, or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.*"

1.7. Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this Emergency Response Plan as may be required to protect property and the health, safety and welfare of the Town of Gananoque.

1.8. Requests for Outside Assistance

Assistance may be requested from the United Counties of Leeds Grenville at any time by contacting the County Chief Administrative Officer (CAO) or County Warden. The request shall not be deemed to be a request that the County assume authority and control of the emergency (Ref. Appendix 'O').

Assistance may also be requested from the Province of Ontario at any time without any loss of control or authority. Any request for assistance should be made by contacting Emergency Management Ontario (EMO) via the Provincial Emergency Operation Centre (PEOC).

The Emergency Notification Contact List, including contact numbers for requesting assistance, is contained in Appendix 'A'.

1.9. Freedom of Information and Protection of Privacy

Any personal information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies as defined within the *Emergency Management and Civil Protection Act* (MFIPPA), and the release of information under this Plan shall be made in conformity with MFIPPA.

1.10. Plan Maintenance

The Plan was originally written in 2004, and it is essential that it be kept current and viable by adherence to a maintenance schedule. It is the responsibility of the Community Emergency Management Coordinator (CEMC) to keep the Plan up-to-date. The CEMC may delegate tasks accordingly.

The emergency telephone numbers will be reviewed on an annual basis.

The notification system will be tested annually.

The Plan will be exercised once every year as a minimum requirement.

The Municipal Emergency Control Group (MECG) and support staff shall receive training and participate in an exercise, once every year as a minimum requirement.

The Vital Services and / or Local Service Direction should be updated annually.

The CEMC will determine the schedule under which the maintenance activities will be performed.

The CEMC may update, correct or amend any information contained within the appendices of this Emergency Plan on an as required basis.

1.12 Distribution List of Emergency Response Plan (ERP)

*Head of Council (Mayor)
*Operations Officer / Chief Administrative Officer (CAO)
*Community Emergency Management Coordinator (CEMC) / Clerk
*Emergency Operations Centre
Chief of Police
Fire Chief
Police / Fire Dispatch
Manager of Parks and Recreation
Manager of Planning and Development – Emergency Information Officer (EIO)
Manager of Public Works
Treasurer
Emergency Management Ontario (EMO)

* = Complete copy of Emergency Response Plan with Confidential Appendices

1.13. Emergency Response Plan (ERP) Amendments

Amendment No.	Date of Amendment	Date Entered	Entered by
1.	August 25, 2011	August 25, 2011	CEMC
2.	September 23, 2011	September 23, 2011	CEMC
3.	April 11, 2012	April 11, 2012	CEMC
4.	May 25, 2012	May 25, 2012	CEMC
5.	October 1, 2012	October 1, 2012	CEMC
6.	November 12, 2012	November 12, 2012	CEMC
7.	November 14, 2013	November 14, 2013	CEMC
8.	July 27, 2015	July 27, 2015	CEMC
9.	September 15, 2015	September 15, 2015	CEMC
10.	October 22, 2015	October 22, 2015	By-law No. 2015-108 – Repealed by By-law No. 2019-118
11.	November 15, 2016	November 15, 2016	By-law No. 2016-104 Repealed by By-law No. 2019-118
12.	November 21, 2017	November 21, 2017	By-law No. 2017-088 Repealed by By-law No. 2019-118
13.	December 3, 2019	December 3, 2019	By-law No. 2019-118
14.	December 14, 2022	December 14, 2022	EMPC
15.	September 13, 2023	September 13, 2023	EMPC
16.	December 4, 2024	December 4, 2024	EMPC / MECG
17.	December 9, 2025	December 9, 2025	EMPC / MECG

Part 2.0. – Emergency Operations and Procedures

2.1. Municipal Emergency Management Group (MECG) and Implementation

The Municipal Emergency Control Group (MECG) is the group which is responsible for the direction and control of the overall emergency response within the community. The MECG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community.

The MECG's composition is as follows:

- Head of Council (Mayor)
- Operations Officer (CAO)
- Clerk / CEMC
- Chief of Police
- Fire Chief
- Manager of Parks and Recreation – Logistics
- Manager of Planning and Development – Emergency Information Officer (EIO)
- Manager of Public Works
- Treasurer

Community Partners that may be required to provide assistance / technical information to MECG, may include, but not limited to:

- OFMEM Sector Field Officer
- Ontario Provincial Police (OPP) Representative
- Paramedic / EMS Representative
- Social Services Representative
- Health Unit Representative
- Conservation Representative
- Red Cross Representative
- Legal Advisor

Activation of Municipal Emergency Control Group (MECG)

Any member of the MECG may request, through the Chief Administrative Officer (CAO), that the Emergency Response Plan (ERP) be activated.

It is the responsibility of the agency that is first at the scene of an emergency to decide whether the Emergency Response Plan should be activated. If the size or seriousness of the emergency is beyond the capability or responsibility of that agency and/or if enhanced interagency communication would assist with the management of the incident, the ERP will be activated. The Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation.

The Operations Officer (CAO) will contact Police / Fire Dispatch, who will immediately notify the Mayor and other members of the MECG. Notification lists and procedures are located in Appendix 'A'.

2.2. Emergency Operations Centre (EOC) Procedures

The Emergency Operations Centre (EOC) has both a primary and secondary or alternate location. MECG members will be instructed during the notification process regarding the reporting location. (i.e. Members will be notified that this is an Emergency Response Plan activation and that they should report to the primary EOC immediately).

The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Primary EOC:	Town Hall Council Chambers, 2nd Floor 30 King Street East Gananoque, ON
Secondary EOC:	Emergency Services Building (Boardroom) 340 Herbert Street Gananoque, ON

The EOC will be set up and operational with one (1) hour of activation. The Operations Officer will supervise the set up and ensure operational viability.

Upon arrival at the EOC, each MECG member will:

1. Sign-In.
2. Check telephone / communication devices.
3. Open a personal log.
4. Contact their own agency and obtain a status report.
5. Participate in the initial briefing.
6. Participate in planning initial response / decision making process.
7. Relay MECG decisions on to member's agencies / area of responsibility.
8. Continue participation in the EOC Operations Cycle.

Upon leaving the EOC, each MECG member will:

1. Conduct a hand over with the person relieving them.
2. Sign out on the location board indicating where they can be reached.

Once the initial response is established, routines are put into place by the Operations Officer. The MECG functions most efficiently on system known as an Operations Cycle.

2.3. Operations Cycle

An Operations Cycle is how the Municipal Emergency Control Group (MECG) manages overall emergency operations.

MECG members will come together, usually around a planning board or map, at which time they will report their agencies' status to the Operations Officer. It is essential that every member covering each area of responsibility be heard from during this process. The MECG is a team, and the actions taken by one, or lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group.

Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the MECG meeting. The frequency of the meetings is determined by the Operations Officer in conjunction with the Head of Council but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. MECG members use this time to follow up and ensure that their decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for MECG meetings.

No calls are supposed to interrupt the proceedings. All calls must occur prior to or after the formal meetings of the MECG.

It is essential that the EOC is comfortable, has good communications and is secure from unnecessary distractions. Only MECG members and support staff have access to the EOC. No media is allowed into the EOC, nor is anyone who has not been authorized by the Operations Officer.

2.4. Municipal Emergency Control Group (MECG)

The MECG is responsible for the following:

1. Implementing the Emergency Response Plan (ERP) in whole, or in part, to respond to an impending, potential or existing emergency.

2. Coordinating and directing of community resources used to mitigate the effects of an emergency.

3. Ensuring that the composition of the MECG is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.

4. Advising the Head of Council regarding a need for declaration or termination of an emergency situation.

5. Advising the Head of Council regarding requests for assistance from the Province and the Federal Government.

6. Ensuring the provision of essential resources and services to support emergency response activities.

7. Coordination of services provided by outside agencies.

8. Appointing or confirming an Emergency Site Manager.

9. Ensuring the Emergency Information Officer (EIO) is kept informed and up-to-date to facilitate the information flow to the media and public.

10. Coordinating the evacuation of citizens who may be in danger.

11. Determining the need to discontinue utilities or services provided by public or private concerns (i.e. Hydro, water, gas, closing businesses).

12. Determining the need for volunteers.

13. If required, establish an advisory sub-committee to work on specific problem areas related to the emergency situation.

14. Authorizing expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.

15. Maintain an Operational Log that details the group’s decisions and activities.

16. Deactivating the Emergency Response Plan and notify all those who had been notified of its activation.

17. Conducting and participating in debriefing, generating a post-emergency report and implementing recommendations for improvement of the Emergency Response Plan.

2.5. Head of Council (Mayor)

The Head of Council is responsible for:

- Providing general guidance / support in responding to an emergency situation.
- Declaration of an Emergency.
- Termination of an Emergency (Of note: Council may also terminate the emergency).
- Notifying the Province of Ontario of the declaration and termination of the emergency. (contact made via Emergency Management Ontario (EMO)).
- Taking such action and making such orders, as considered necessary and not contrary to law, in order to protect the health, safety, welfare, environment and property of residents in the Town of Gananoque.
- Ensuring Members of Council are advised of the declaration and termination of the emergency situation and are kept informed of the emergency operation situation.
- Ensuring that the local MPP and MP, neighbouring municipalities and the County are advised of the declaration and termination and kept informed of the emergency situation.
- Approving all major announcements and media releases prepared by the Emergency Information Officer (EIO), in conjunction with the Operations Office and Municipal Emergency Control Group (MECG).
- Maintaining a personal log.

2.6. Operations Officer (Chief Administrative Officer (CAO))

The Chief Administrative Officer (CAO) is referred to as the Operations Officer for emergency purposes and is responsible for:

- Activating the Emergency Response Plan (ERP) and commence notification system of all Municipal Emergency Control Group (MECG) members or alternates.
- Coordinating all operations within the Emergency Operations Centre (EOC), including the scheduling of regular meetings.
- Chairing meetings of the MECG.
- Advising the Head of Council on policies and procedures, as appropriate.
- Approving, in conjunction with the Head of Council, major announcements and media releases prepared by the Emergency Information Officer (EIO), in tandem with the MECG.
- Being the communication link between the MECG and the Site Incident Commander.
- Contacting additional support staff, if required.
- Maintaining a master record of all events and actions taken (main events board).
- Maintaining a personal log.

2.7. Clerk / Community Emergency Management Coordinator (CEMC)

The Clerk / Community Emergency Management Coordinator (CEMC) is responsible for:

- Activating and arranging the Emergency Operations Centre (EOC).
- Ensuring that security is in place for the EOC and registration of Municipal Emergency Control Group (MECG) members.
- Ensuring that MECG members have necessary plans, resources, supplies, maps, equipment and maintain up-to-date status boards.
- Responsible for the scribe duties in the Emergency Operations Centre (EOC).
- Ensuring all important decisions made and actions taken by the Municipal Emergency Control Group (MECG) are recorded.
- Providing advice and clarification about the implementation details of the Emergency Response Plan (ERP).
- Advising the MECG on municipal by-law matters.
- Upon direction by the Head of Council, arranging special meetings of Council as required and; advising Members of Council of the time, date and location of the meetings.
- Recording minutes of all Operational Cycle and other Emergency Management meetings and ensuring they are transcribed for the following meeting for distribution.
- Ensuring that the operating cycle is met by the MECG and related documentation is maintained and kept for future reference. (i.e. debriefing and post-emergency reporting)
- Ensuring liaison with community support agencies (i.e. St. John Ambulance, Canadian Red Cross).
- Following the closure of the EOC, ensure logs and any minutes are typed and kept for filing and safekeeping.
- Maintaining a personal log.

2.8. Fire Chief

The Fire Chief is responsible for:

- Activating the emergency notification system through the Police Service (Dispatch).
- Providing the Municipal Emergency Control Group (MECG) with information and advice on firefighting and rescue matters.
- Depending on the nature of the emergency, assign a Site Manager and inform the MECG.
- Establishing an ongoing communications link with the Senior Fire Official at the second of the emergency.
- Informing the Mutual Aid Fire Coordinators and / or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if required/needed.
- Determining if additional or special equipment is required and recommend possible sources of supply (i.e. protective suits, Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) (HAZMAT) team, etc.)
- Providing assistance to other community departments and agencies and being prepared to take charge of / or contribute to non-firefighting operations if necessary (i.e. rescue, first aid, casualty collection, evacuation).
- Providing a Site Incident Commander, if required.
- Maintaining a personal log.

2.9. Chief of Police

The Chief of Police is responsible for:

- Activate the emergency notification system and ensure all members of the Municipal Emergency Control Group (MECG) are notified.
- Notifying necessary emergency and community services, as required.
- Establishing a Site Command Post with communications to the Emergency Operations Centre (EOC).
- Depending on the nature of the emergency, assign a Site Manager and inform the MECG.
- Establishing ongoing communications link with the senior police official at the scene of the emergency.
- Establishing the inner perimeter with the emergency area.
- Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel.
- Providing traffic control staff to facilitate the movement of emergency vehicles.
- Alerting persons endangered by the emergency and coordinating evacuation procedures.
- Ensuring liaison with the Social Services Officer regarding the establishment and operation of evacuation and reception centres.
- Ensuring the protection of life and property and the provision of law and order.
- Providing police service in the EOC, evacuee centres, morgues, and other facilities, as required.
- Notifying the coroner of fatalities.
- Ensuring liaison with other communities, provincial and federal police agencies, as required.
- Providing a Site Incident Commander, if requested by the MECG.
- Maintaining a personal log.

2.10. Manager of Parks and Recreation / Logistics Coordinator

The Manager of Parks and Recreation / Logistics Coordinator is responsible for:

- Activating the emergency notification system through the Police Service.
- Ensuring municipal facilities are available for evacuation or reception center as may be required by the United Counties of Leeds and Grenville, Director of Social Services.
- Supporting the Municipal Emergency Control Group (MECG) and Emergency Operation Centre (EOC) by ensuring that there is sufficient food, water, general office material, etc.
- Arranging for delivery, from reputable suppliers, of specialized equipment and services as the need arises.
- In cooperation with the Treasurer, issue purchase orders to pre-selected Outside Emergency Assistance suppliers that have been previously secured.
- Maintaining a personal log.

2.11. Emergency Information Officer (EIO)

The Emergency Information Officer (EIO) is responsible for:

- Notifying information centre staff of an emergency situation.
- Ensuring that the Media Centre is set up and operational.
- Initial and subsequent media releases, subject to approved by the Head of Council and Operations Officer.
- Establishing and maintaining linkage with provincial, county and industry media officials, as appropriate.
- Coordinating interview and media conferences.
- Designating a site media spokesperson, as appropriate.
- Ensuring set-up of staffing for public enquiry lines.
- Coordinating public enquiries.
- Monitoring news coverage.
- Maintaining copies of all media releases.
- Updating social media as required.
- Maintaining a personal log.

2.12. Manager of Public Works

The Manager of Public Works is responsible for:

- Activating the emergency notification system through the Police Service.
- Providing the Municipal Emergency Control Group (MECG) with information on Public Works matters.
- Ensuring municipal facilities are available for evacuation or reception centre purposes, if required.
- Liaising with senior public works officers from neighbouring community(s) to ensure a coordinated response.
- Providing engineering assistance.
- The construction, maintenance and repair of public roads.
- Assistance with road closures and / or roadblocks.
- Maintenance of sanitation and safe supply of potable water, as required.
- Providing equipment for emergency pumping operations.
- Discontinuing any public works service to any consumer, as required, and restoring these services when appropriate.
- Liaising with electrical and gas utilities.
- Providing public works vehicles and resources to any other emergency service, as required.
- Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- Providing a Site Incident Commander, if required.
- Maintaining a personal log.

2.13. Treasurer

The Treasurer is responsible for:

- Documentation of expenditures, accounts payable and receivable.
- Advice regarding all financial aspects of an emergency.
- Other duties assigned by the Operations Officer (CAO).
- Administering possible funding for emergencies.
- Ensuring liaison, if required, with the Treasurers / Directors of Finance of neighbouring communities.
- Ensuring that records of expenses are maintained for future claim purposes.
- Ensuring prompt payment and settlement of all the legitimate invoices and claims incurred during an emergency.
- Contacting Ministry of Municipal Affairs and Housing (MMAH) regarding the possibility of funding for emergencies.
- Maintaining a personal log.

3.1. Administrative Assistant(s)

The Administrative Assistants(s) are responsible for:

- Assisting the Operations Officer (CAO) and Community Emergency Management Coordinator (CEMC) / Clerk, as required.
- Providing a process for registering Municipal Emergency Management Group (MECG) members and maintaining a MECG member list, if required.
- Notifying the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre, as requested.
- Arrange for printing materials, as required.
- Contacting administrative staff to assist in the EOC, as requested.
- If requested by the Head of Council, ensure that all Council members are advised of the declaration and termination of an emergency.
- Other duties as assigned by the Operations Officer and / or CEMC.
- Maintaining a personal log.

3.2. Role of EMS/Ambulance

The EMS/Ambulance is responsible for:

- Requesting activation of the emergency notification system.
- Providing the Municipal Emergency Control Group (MECG) with information and advice on treatment and transport of casualties.
- Liaising with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
- Alerting all staff using the Provincial Health Emergency Alert System.
- Taking charge of casualties within the emergency area and being responsible for triage, lifesaving care and the transport to area hospitals.
- Maintaining a personal log.

3.3. Medical Officer of Health

The Medical Officer of Health, or alternate, is responsible for:

- Acting as a coordinating link for all emergency health services for the Municipal Emergency Control Group (MECG).
- Ensuring liaison with the Ontario Ministry of Health and Long-Term Care, Public Health Branch.
- Depending on the nature of the emergency, assigning a Site Manager and informing the MECG.
- Establishing an ongoing communication link with the senior health official at the scene of the emergency.
- Ensuring liaison with ambulance service representatives.
- Providing advice on any matter, which may adversely affect public health.
- Providing authoritative instructions on health and safety matters to the public through the Emergency Information Officer (EIO).
- Coordinating the response to disease related emergencies or anticipated emergencies such as epidemics, according to the Ministry of Health and Long-Term Care policies.
- Ensuring coordination of care of bed-ridden citizens and invalids at home and in evacuee centres.
- Ensuring liaison with voluntary and private agencies, as required, for augmenting and coordinating public health resources.
- Ensuring coordination of all efforts to prevent and control the spread of disease during an emergency.
- Notifying the Manager of Public Works regarding the need for potable water supplies and sanitation facilities.
- Ensuring liaison with Social Services Representative on areas of mutual concern regarding health services in evacuee centres.
- Maintaining a personal log.

3.4. Director of Social Services

The Director of Social Services, or alternate, is responsible for:

- Ensuring the well-being of residents who have been displaced from their homes by arranging emergency lodging, clothing, feeding, registration and enquiries and personal services.

- Supervising the opening and operation of temporary and/or long-term evacuee centres, and ensuring they are adequately staffed.

- Ensuring liaison with the Police Chief with respect to pre-designation of evacuee centres which can be opened on short notice.

- Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuee centres.

- Ensuring that a representative of the Board of Education and/or Separate School Board are notified when facilities are required as evacuee reception centres, and that staff and volunteers utilizing the school facilities take direction from the Board representative(s) with respect to their maintenance, use and operation.

- Ensuring liaison with Home for the Aged and Nursing Homes, as required.

- Planning meals for the staff/volunteers at the Emergency Operations Centre (EOC) and the site.

- Maintaining a personal log.

3.5. Canadian Red Cross

Upon receiving notification from the Director of Social Services, or alternate, activate the local Red Cross Emergency Response Plan. The Canadian Red Cross are responsible for:

- Providing support to the emergency response.
- Providing registration and enquiry services, if required.
- Assisting EMS/Ambulance personnel at first aid stations established at reception centres, on an as-needed basis.
- Liaising with Regional Red Cross to access additional resources (i.e. Emergency Response Team).
- Establishing and maintaining contact with the Director of Social Services or alternate in the Emergency Operations Centre (EOC) to coordinate activities.
- Maintaining a personal log.

3.6. Clergy / Band Council

- Providing for multi-denomination religious or spiritual observances.
- Establishing visitations to evacuees in evacuation centres on a scheduled basis.
- Providing guidance to the Municipal Emergency Control Group (MECG) regarding matters of a religious or spiritual nature.
- Providing advice regarding care of the deceased in areas which relate to religious or spiritual observances.
- Liaising with the Director of Social Services regarding the use of places of worship / observances and related facilities for reception and evacuation centres.
- Maintaining a personal log.

3.7. Board of Education

- Providing schools for reception centres, as required and / or practical.
- Providing schools for evacuation centres, as required and / or practical.
- Providing access to school facilities in accordance with the agreement regarding access / use of schools by the municipality in the event of an emergency for reception and evacuation facilities.
- Providing a liaison with the Director of Social Services and the Municipal Emergency Control Group (MECG).
- Maintaining a personal log.

3.8. Legal Advisor

- Providing legal opinions and advice to the Municipal Emergency Control Group (MECG), as required.
- Providing legal representation as required.
- Maintaining a personal log.

3.9. IT Support / Disaster Recovery Strategy

The IT Support / Disaster Recovery Strategy explained below pertains specifically to a disaster disabling one (1) or more of the server computers. There are three (3) phases of response, with an optional intermediate phase in the event of a prolonged outage. The phases are as follows:

1. Emergency Response
2. Move to a temporary site (optional)
3. Recovery Phase

Emergency Response:

The emergency phase begins with the initial response to a disaster. During this phase, the existing Emergency Response Plan (ERP) and procedures direct efforts to protect life and property, the primary goal of initial response. Depending on the situation, Police, Fire and/or ambulance services may be contacted.

Should the emergency situation appear to affect the server computers, either through damage to computer room or support facilities; or if access to the facility is prohibited, the Community Emergency Management Coordinator (CEMC) will notify personnel, as required, to assist in damage assessment.

When a situation occurs that could result in the widespread interruption of computers or networks, the following people must be notified:

1. Chief Administrative Officer (CAO);
2. Treasurer;
3. IT Support Providers
    - 3.1. ITI Canada Inc.;
    - 3.2. Vadim;
    - 3.3. Internet Service Provider, and;
    - 3.4. Southeastern.

A Damage Assessment Team should be designated / created.

Once access to the facility is permitted, an assessment of the damage is made to determine the estimated length of the outage.

As soon as possible, photograph(s) of all damaged areas should be taken for potential insurance claims.

The Damage Assessment Team reviews and assesses the damage to the facility and equipment and prepares a list detailing the damage to all equipment and support systems (power, A/C, fire suppression, communications, etc.).

If the estimated outage is less than twenty-four (24) hours, recovery will be initiated under normal recovery procedures. If the outage is estimated longer than twenty-four (24) hours, then some computer functions may be set up at a temporary site. Staff can be relocated to other buildings temporarily, and computers can be set-up for their use as needed.

Contact Insurance provider if applicable.

In the initial stage of the back-up phase, the goal is to resume processing critical applications. Processing will resume either at the main office or at the designated emergency site, depending on the results of the assessment of damage to equipment and physical structure of the building. During this period, computer operations resume, possibly in a degraded mode, in order to carry on the essential business of the Town.

Disseminate public information if applicable.

Move to a Temporary Site (Optional):
The responsibility for activating a designated “hot-site” or back-up resources is delegated to the Chief Administrative Officer (CAO) or designated alternate.

Within eight (8) hours of the occurrence, the CAO determines the prognosis for recovery of the damaged functional area through consultation with IT Support Contractors. If the estimated occupancy or recovery of the damaged functional area cannot be accomplished within twenty-four (24) hours, the usual occupants of the chosen back-up site are notified of the intention to occupy their facility.

Recovery Phase:
The time required for recovery of the functional area and the eventual restoration of normal processing depends on the damage caused by the disaster. The timeframe for recovery can vary from several days to several weeks. In either case, the recovery process begins immediately after the disaster takes place in parallel with back-up operations at the designated “hot-site”. The primary goal is to restore normal operations as soon as possible, starting with minimum functionality and building from there.

If necessary, replacement equipment may be purchased and installed – either temporarily at the “hot-site” or at the original location.

4.1. Evacuation Plan – Town of Gananoque

Aim:
To withdraw from a place in an organized way, especially for protection.

Introduction:
This Evacuation Plan provides an effective response mechanism for the safe evacuation of persons within the Town of Gananoque (population approximately 5,300).

Circumstances, whether they are natural or man-made, may cause one (1) section or the entire Town to be evacuated for short or extended period of time.

This Evacuation Plan is a guide ONLY. No emergency evacuation of persons will be the same, and; each will present unique problems, challenges or circumstances. Consultations with Lead Agency representatives will assist in determining the scope and size of the evacuated areas.

This Evacuation Plan has been developed based on the following conditions:

1. That the Town of Gananoque and its agencies agree to cooperate to the fullest extent of their capabilities in the evacuation of persons in the time of a major emergency / disaster situation.

2. The Lead Agency in a major emergency / disaster situation (may include, but not limited to: Police, Fire or Health Official etc.) may constitute an evacuation order as deemed necessary in the public interest for the safety of the community and will be responsible to determine the area to be evacuated. The Gananoque Police Service will coordinate evacuation orders. Other departments and agencies that are available will work under the supervision and guidance of the Chief of Police, or designate, to carry out the evacuation order.

Purpose:
The purpose of the Evacuation Plan is to establish pre-planned working procedures which will be necessary to establish an orderly control of evacuees from one (1) section or the entire Town and / or surrounding communities.

Immediate Response:
The Evacuation Plan is applicable to major incidents involving the evacuation of large numbers of people. The number of persons to be evacuated will determine the level of response required by the Town. The evacuation of persons, when implemented, pursuant to this Plan, will be reported immediately by the Police to:
1. Gananoque Fire Department;
2. Ambulance Services;
3. Social Services Medical Officer of Health, and;
4. Municipal Emergency Control Group (MECG).

Assessment of an Evacuation Situation:
The decision to evacuate persons includes the necessity to assess the magnitude of the major emergency / disaster situation and potential number of evacuees.

It is understood that the Senior Official of the Lead Agency on the scene, having assessed the situation and having consulted with ranking officials of other Emergency Services on the scene, has the authority to order an evacuation of an immediate or larger area, depending on the circumstances. Consideration must be given as to where evacuees shall be directed to in order to avoid a secondary evacuation of the same people. Ongoing evacuation of an area will be determined in consultation with the MECG.

Implementation of the Evacuation Plan:
The Town of Gananoque's Evacuation Plan will be implemented when:

1. It is deemed necessary by the Senior Official of the Lead Agency on-site.

2. A situation develops that warrants the implementation of the Plan and is of such magnitude so as to endanger the well-being of the citizens of Gananoque.

3. Circumstances in the surrounding area(s) of Gananoque dictate that preventative evacuation be taken and evacuees be brought to a place of safety in Gananoque.

Municipal Emergency Control Group (MECG):
If the initial report received indicates that evacuation may have to be considered, the members of the Municipal Emergency Control Group (MECG) shall be alerted to "Stand-By" status.

When the MECG is required to be called out, the requesting agency shall contact the Police Communications Dispatcher (613-382-4422) and inform them of a major emergency and to report immediately to the Emergency Operations Centre (EOC).

Evacuation Phases:
There are three (3) distinct phases of an evacuation:

Phase I	Discovery and Notification
Phase II	Evacuation Procedures and Protection of the Public
Phase III	Return of the Evacuees and Normalization

Phase I – Discovery and Notification
Notification of an evacuation could come from a number of sources but would **primarily** be from the Police or Fire Departments. In any event, the decision will immediately be reported to the Police Services.

Staff members receiving the Evacuation Order will obtain all the information they can concerning the evacuation (i.e. the approximate number of persons involved, the areas affected, the involvement of chemicals, and; if so, what king, which area(s) of the Town it is safe to evacuate into, etc.) and will inform the On-site Supervisors of Emergency Services.

Major emergencies include, but are not limited to, explosions of a large magnitude, train derailments involving hazardous chemicals, aircraft crashes, fires, gas leaks etc. These events may cause the Evacuation Plan to be activated by the Lead Agency.

The Senior Official of the Lead Agency will determine the area to be evacuated, and; Police Services will coordinate the Evacuation Order(s). A designated Police On-Site Commander shall be assigned to coordinate and liaise with other involved agencies.

Phase II – Evacuation Procedures and Protection of the Public
Actions to be taken during this phase will depend entirely on the type and extent of the evacuation.

The Senior Official of the Lead Agency on the scene, after assessing the situation and in consultation with experts in the field, will decide upon the area to be evacuated. The Police Service will decide what measures are required to carry out the Evacuation Order and will put these measurers into effect. If the situation involves hazardous chemicals or gases, Fire Officials will determine the priority measures required and again, Police Services will carry out the evacuation in coordination with Social Services, who will coordinate reception / evacuation centres.

The primary responsibility of Police Service is notification, direction and assistance to the public, traffic control, security of evacuated areas and Public Service Announcements (PSAs) and media releases.

Responsibilities of Fire Service
The primary functions and responsibilities of Fire Service is:

1. Rescue;
2. Stabilizing the emergency scene;
3. Extinguishing fires;
4. Eliminating sources of ignition;
5. Determining a hot zone where only absolutely essential, properly trained persons are allowed (Police terminology – Inner Perimeter);
6. Determining a warm and cold zone (Police terminology – Outer Perimeter).

The number of people involved, the weather conditions, the time of year, will determine where the evacuees are to be located (i.e. churches, schools, public buildings, hotels etc.) based on pre-arranged reception centres by Social Services. Which section of the Town is safe to be evacuated to will be determined after an assessment to ensure the cause of the emergency does not have the ability to affect the area where evacuees are being sent to.

If, in the opinion of the Emergency Services on-scene, the evacuation will be long term, the Municipal Emergency Control Group (MECG) is to be implemented so that food, clothing, registration, etc., can be initiated for the care and well-being of citizens.

The Police Service / Fire Service are to use Town resources as much as possible, but have the authority to call in any agency they may require to effectively normalize the major emergency / disaster.

During an evacuation, the Police Service will make all reasonable efforts to safeguard the property of the evacuees against criminal activities and willful damage.

Phase III – Return of the Evacuees and Normalization

The responsibility of the Police Service is to maintain law and order in the evacuated area, to direct evacuees to a place of safety and provide regular media updates to keep the public informed of public safety issues.

Once it is determined by the Emergency On-Scene Commander or the Municipal Emergency Control Group (MECG), if applicable, that the evacuated area is safe to return people, a general announcement will be made on local radio, television and / or any other form of communication (i.e. social media platforms) available indicating that it is safe to return and the specific directions for ensuring an orderly flow of traffic and return for evacuees.

The Police and all other departments or agencies, under the supervision of Police Service, will make every effort to maintain a safe and orderly return of evacuees to their homes.

Upon return of the evacuees, all barricades, equipment, signage and associated evacuation material(s) will be removed and returned to the original place of storage by the appropriate agencies.

Any clean-up, dismantling, removal, demolishing or other related acts will be the responsibility of the Public Works Department and / or specialized forces associated with the evacuation implementation upon approval and coordination with Police and Fire Officials.

EVACUATION PLAN – TOWN OF GANANOQUE RESOURCES

Municipal Emergency Control Group (MECG)
If the Municipal Emergency Control Group (MECG) is required to be activated the Operations Officer (CAO) will:

1. Ensure that the appropriate MECG and civic personnel are alerted and manpower, materials and expertise are available as required.

2. Through the MECG appoint a media spokesperson who shall obtain official information from the Emergency Information Officer (EIO) and prepare media releases which shall also serve as a chronological record, only after consultation with the Lead Agency / Police and/or Fire representatives a the On-Scene Command Post.

3. Provide support to Emergency Services in the field as required, and liaise with the On-Scene Command Post.

Social Services
When an evacuation is ordered for a prolonged period, the United Counties of Leeds and Grenville (UCLG) Social Services Department will:

1. Coordinate reception and registration for all persons in need of food, clothing or shelter in conjunction with volunteer agencies (Canadian Red Cross Society, Salvation Army, service clubs etc.).

2. Provide temporary rehabilitation assistance until regular social services are restored.

3. Administer the opening, operation and direction of sufficient reception centres to provide the immediate social services needed.

4. Participate within the Municipal Emergency Control Group (MECG).

5. Operationally: Liaise with other emergency services.

6. Coordinate the transportation evacuation of senior citizens, persons with disabilities, and; nursery / daycare children.

7. Provide and coordinate public transportation as required and as requested by the On-Scene Command Post.

8. Liaise with private bus companies for additional buses as required.

Volunteer Agencies:
Professional Volunteer Agencies such as Coast Guard, Military and others required will be coordinated by the Police Emergency On-Scene Commander.

Public Works Department:
The Public Works Department will:

1. Provide barricades and flashers, aggregates and / or materials, as may be required.

2. Provide municipal equipment, together with operators and supervisory personnel.

3. Provide direction and signage for emergency routing of traffic.

4. Continue to be responsible for the continuity and integrity of the water system.

5. Discontinue water where it is considered necessary in the interest of public safety.

6. Provide temporary supply of water, if required.

7. Provide temporary potable water supply points from the water distribution system.

8. Arrange for, or provide sanitation services.

Eastern Ontario Power (EOP):

1. Continue to be responsible for the continuity and integrity of the electric system.

2. Discontinue power where it is considered necessary in the interest of public safety.

3. Provide temporary supply of lighting, if required.

Health Unit:

1. Provide advice on public health related matters and assign a senior representative to the Municipal Emergency Control Group (MECG).

2. Arrange for the dissemination of all special instructions to the population of health matters, in coordination with the MECG.

3. Arrange for the testing of water supplies, if required.

4. Ensure the potability of emergency water supplies for the municipality.

5. Liaise with Social Services relative to evacuation reception centres and health matters.

Part 5.0. – Emergency Assistance for People with Disabilities / Special Needs

Since not every emergency situation is similar or predictable, every person should rely on and use their best judgement when offering assistance to others in an emergency, without putting their own or other people's safety at risk.

Tips on Helping a Person with a Disability

1. "**Ask First**" if a person needs or wants your help – do not assume that they do.

2. Allow the person to identify how best to assist them.

3. Do not touch the person, their service animal and/or their assistive device / equipment without their permission.

4. Follow instructions posted on special needs equipment and/or assistive device during an emergency.

5. Avoid attempts to lift, support or assist in moving someone unless you are familiar with safe techniques.

6. Never administer any food or liquids to an unconscious or unresponsive person.

7. Be aware that some people who have disabilities may request that you use latex-free gloves to reduce spread of viral infection to them.

8. Ask the person with special needs if areas of their body have reduced sensation and if they need you to check those areas for injuries after a disaster.

Mobility

Mobility limitations may make it difficult for a person to use stairs or to move quickly over long distances. These can include reliance on mobility devices such as a wheelchair, scooter, walker, crutches or a walking cane. In addition, people with a heart condition or various respiratory difficulties can experience certain levels of mobility limitations.

Dos & Don'ts When Assisting with Mobility

1. Use latex-free gloves when providing personal care whenever possible (people with spinal cord injury have a greater risk of developing an infectious disease during an emergency. Gloves help control secondary medical conditions that can easily arise if personal care is disrupted.)

2. Ensure that the person's wheelchair goes with the person.

3. Do not push or pull a person's wheelchair without their permission.

Vision Impairments
Vision impairments can include a broad range of conditions ranging from complete blindness to partial or low vision that cannot be corrected with lenses or surgery. A person's ability to read signs or move through familiar environments during an emergency may be challenged, creating a feeling of being lost and/or being dependent on others for guidance.

Dos & Don'ts When Assisting Persons with Vision Impairments
1. Always ask first if you can be of any assistance to them.

2. For people with vision impairments, use your finger to draw an "X" on their back to let them know you are there to help during an emergency.

3. To communicate with a vision impaired person, try tracing letters with your finger on the palm of their hand.

4. To guide the person, offer them your arm instead of taking theirs and walk at their pace. Keep half a step ahead of them.

5. If the person has a service animal, ask them where you should walk to avoid distracting the animal.

6. Provide advance warning of upcoming stairs, curbs, major obstacles or changes in direction.

7. Watch for overhangs or protrusions that the person may walk into.

8. Do not assume the person cannot see you, or that they need your help. Never grab or touch a person with vision loss.

9. Do not touch, make eye contact or distract the person's service animal, as this can seriously endanger the owner. Do not shout at a person with vision loss. Speak clearly and provide specific and precise directions.

Avoid the term "over there". Instead, describe locating positions such as: "To your right / left / straight ahead / behind you", or be relating clock fact positions (i.e. 12 o'clock).

Hearing Impairments
A person can be deaf, deafened or hard of hearing. The distinction between these terms is based on the individual's language and means of communicating, rather than the degree of hearing loss.

In an emergency, the method in which emergency warnings are issued becomes critical to how a person with a hearing impairment is able to respond and follow instructions to safety.

Dos & Don'ts When Assisting Persons with Hearing Impairments

1. Get the person's attention via a visual cue or gentle touch on their arm before speaking to them.

2. Face the person and make eye contact when speaking to them as they may rely on speech/lip reading.

3. Communicate in close proximity.

4. Speak clearly and naturally.

5. Use gestures to help explain the meaning of what you are trying to communicate to the person. Write a message if there is time and keep a pencil and paper handy.

6. Avoid approaching the person from behind.

7. Refrain from shouting or speaking unnaturally slowly.

8. Do not make loud noises as hearing aids amplify sounds and can create a physical shock to the user.

Note: Typically, people who are deafened or hard of hearing will need information presented in a text format.

Non-Visible Disabilities

Non-visible disabilities can include communication, cognitive, sensory, mental health, learning or intellectual disabilities in which an individual's ability to respond to an emergency is restricted. They can also range from allergies, epilepsy, hemophilia, diabetes, thyroid condition, multiple sclerosis, pulmonary or heart disease and/or dependency on dialysis, sanitary or urinary supplies. Individuals with non-visible disabilities may have difficulty performing some tasks without appearing to have a disability.

Dos & Don'ts When Assisting Persons with Non-Visible Disabilities

1. Allow the person to describe what help they need from you.

2. Find effective means of communication (i.e. Provide drawn or written instructions. When giving directions use landmarks instead of terms "go left" or "turn right").

3. Be patient, flexible and maintain eye contact when speaking to the person.

4. If needed, repeat instructions.

5. Ask the person about their medication and if they need any help taking it. (Never offer medicines not prescribed by their physician).

6. Keep people with multiple sclerosis cool and dry to avoid making their symptoms worse.

7. Avoid shouting or speaking quickly. Instead, speak clearly but not so slowly as to offend the person.

8. Do not restrain a person having a convulsion. Instead, roll them on their side to keep their airway clear and place something soft (i.e. your jacket) under their head to protect them from further injury. Once the convulsion passes and they become conscious, help them into a resting position, unique to their special need.

Seniors with Special Needs
Since an emergency situation or evacuation can be a frightening and confusing time, it is important that seniors, especially those with special needs, know the steps to take in an emergency.

Dos & Don'ts When Assisting Seniors with Special Needs
1. Allow the person to describe what help they require and how it can be provided to them.

2. Be patient, listen actively.

3. If the person appears anxious or agitated, speak calmly and provide assurance that you are there to help.

4. If evacuation is necessary, offer a ride to seniors who do not have access to a vehicle.

5. If time permits, offer to carry the person's emergency survival kit to your car, along with any equipment or assistive devices they will need.

6. Follow instructions posted on special needs equipment and/or assistive devices during an emergency.

7. Refrain from shouting or speaking unnaturally slowly.

8. Avoid being dismissive of the person's concerns or requests.

High-Rise Safety
High-rise buildings present unique challenges when evacuation is necessary during an emergency situation.

Dos & Don'ts When Assisting with High-Rise Safety
1. Check on neighbours and/or co-workers with special needs to find out if they need your assistance during an emergency situation or evacuation.

2. Listen actively to what the individual with special needs is saying.

3. If time permits, offer to carry the person's survival kit for them along with any special equipment or assistive devices that they require.

4. Review previous categories on how to assist people with specific disabilities and/or special needs.

5. In general, avoid attempts to lift, support or assist in moving a person down the stairs, unless you are familiar with safe techniques.

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Council Report – RDS-2025-16

Date: December 16, 2025 ☐ **IN CAMERA**

Subject: Award of Contract – Town Gates Repair and Maintenance

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

RECOMMENDATION:
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES A BUDGET DEVIATION OF $21,181.70 (EXCLUDING THE TOWN'S SHARE OF HST), FOR THE REPAIRS AND MAINTENANCE OF THE THREE (3) TOWN GATES, AS PRESENTED IN REPORT COUNCIL RDS-2025-16.

RECOMMENDATION:
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-112, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH T. DONALDSON CONSTRUCTION LTD., FOR THE REPAIRS AND MAINTENANCE OF THE THREE (3) TOWN GATES, TO AN UPSET LIMIT OF $96,181.70 (EXCLUDING THE TOWN'S SHARE OF HST), AS PRESCRIBED IN TENDER RDS-2025-07 AND OUTLINED IN THEIR TENDER SUBMISSION DATED DECEMBER 4, 2025, AS PRESENTED IN COUNCIL REPORT RDS-2025-16.

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

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

BACKGROUND:
Council approved $75,000 as part of the 2025 Capital Budget for the repairs and maintenance of the three (3) town gates. Staff worked with Greer Galloway Group (JP2G) in reviewing the structures to establish the required works for each structure.

INFORMATION/DISCUSSION:
Public Works staff released Tender RDS-2025-07 on November 13, 2025, and subsequently closed on December 4, 2025. At the time of closing there was one (1) permissible bid received, as outlined in the table below:

Company	Bid Amount (excl. HST)	Complete Submission
T. Donaldson Construction Ltd.	$95,181.70	Y

APPLICABLE POLICY/LEGISLATION:
Procurement By-law No. 2015-087
By-law No. 2025-001 – 2025 10-Year Capital and Operating Budget

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:
The total amount in the Council approved 2025 Capital Budget for this work is $75,000. The proposed amount does not fall within the approved budget for these works and staff are recommending proceeding with T. Donaldson Construction Ltd. for the necessary repair and maintenance items for this project, and to fund the shortfall of $21,181.70 from general reserves.

Public Works staff do not have any direct experience with this contractor, however their references provided were positive and indicated they have the capability and awareness to undertake a project of this nature.

CONSULTATIONS:
Charles Fromentin, PW Technologist
Jaime Maitland, Sr. Structural Engineer, Greer Galloway Group (JP2G)
Robert Kennedy, Superintendent of Parks & Facilities

ATTACHMENTS:
Memo of Recommendation – PW Technologist
Town Gates – Structural Assessment and Photos – Greer Galloway Group (JP2G)
Draft By-law No. 2025-112

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

Memo

To: David Armstrong, CRS-I
Manager of Public Works

From: Charles Fromentin, C. Tech
Public Works Technologist

Date: December 9, 2025

Re: RDS-2025-07 Town Gates Maintenance

Summary

The Public Works Department has completed its review of the tender submission received for RDS-2025-07 Town Gates Rehabilitation. One (1) bid was received, submitted by T. Donaldson Construction Ltd., and the supporting documentation was assessed for completeness, compliance with tender requirements, and alignment with the scope of work.

The bidder provided a fully completed Bid Form, including itemized pricing for all nine work components outlined in the tender, with a total bid price of $96,181.70 (excluding HST). All required scope items—exterior cladding repairs, masonry and concrete cap restoration, and pier repairs at rusted bolt locations—were priced and matched the tender structure. The bidder confirmed the required project completion date of June 1, 2026.

The submission also included:

- **Three (3) relevant project experience examples involving masonry, carpentry, and building envelope rehabilitation.**
- **A complete equipment list appropriate for overhead and elevated work.**
- **A named subcontractor (Morey Construction Ltd.) for masonry and concrete-related services.**
- **A fully executed Bidder Declaration Form confirming adherence to all tender conditions.**

Based on this review, the submission is considered complete, compliant, and technically capable of meeting the requirements of RDS-2025-07.

Recommendation

That Council receive and accept the tender submission from T. Donaldson Construction Ltd. as a *compliant bid* for RDS-2025-07 Town Gates Rehabilitation.
Furthermore, it is recommended that the contract for RDS-2025-07 be awarded to T. Donaldson Construction Ltd. in the amount of $96,181.70 (excluding HST).
The bidder has demonstrated:

- **Capacity and experience with similar scope and heritage-related masonry work;**
- **Provision of all required documentation;**
- **Ability to meet the specified project timeline; and**
- **Compliance with all administrative, technical, and safety requirements of the tender.**

Should additional details or clarification be required, please contact the undersigned.

Charles Fromentin, C. Tech
Public Works Technologist
The Corporation of the Town of Gananoque
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GREER GALLOWAY
CONSULTING ENGINEERS

Gananoque Town Gates Structural Condition Assessment

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

Submitted by:

The Greer Galloway Group Inc.
Engineering Consultants
640 Cataraqui Woods Drive
Kingston, ON K7P 2Y5
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F: (613) 548-3793

Contents

Gananoque Town Gates Structural Condition Assessment **1**
The Corporation of the Town of Gananoque 1

1. Introduction ***3***
1.1 Limitations 3
1.2 Definitions 3

3. Site Inspections ***4***
3.1 North Gate 5
3.2 East Gate 6
3.3 West Gate 6

4. Conclusion and Recommendations ***7***

Appendix A Site Notes

Appendix B Photos

1. Introduction

The Corporation of the Town of Gananoque retained The Greer Galloway Group Inc. to complete a comprehensive structural condition assessment of the three (3) structures referred to herein as the Town Gates. The Town Gates are all wood framed arches, supported on steel and masonry supports that span across main arterial roads located at the North, East and West extents of the Town.

The purpose of this assignment was to complete a structural inspection and prepare a condition assessment report to determine the current condition of each structure and provide recommendations for necessary structural remediation or repairs.

Greer Galloway's structural condition assessment was a visual inspection only. The inspection was completed by a licensed engineer from Greer Galloway and an operator from Hybrid Construction. The visual inspection was completed over the course of a single day on Wednesday, August 07, 2024.

The results of the field inspection have been used to create this building condition assessment report. Included in this report is a summary of the condition of the structural elements for each gate, changes the available design drawings, and recommendations for repair and maintenance work. Site notes and mark-ups are included in Appendix A. A photo summary is also included and can be found in Appendix B.

1.1 Limitations

Limitations on the scope of work included within this report include:

- Field investigations were limited to a non-invasive, visual evaluation of existing structure where accessible. Limited access and finishes that could not be disturbed were a limiting factor for accessing areas of the structure.
- Physical measurements of the elements within this report are solely based on those taken on site. Assumptions have been made as to spacing of repeated elements that were not accessible due to the above-mentioned field limitations.

1.2 Definitions

The following terms have been used throughout this document to record the condition of each of the structural elements:

Excellent: Acceptable in present condition, element presents as new.

Good: Acceptable in its present condition. Presence of minor, non-critical wear. Repair or replacement not necessary.

Fair: Acceptable in its present condition, generally speaking; however, portions of this element require some repair or replacement: it is

expected that this element will continue to deteriorate in the following few years, to a poor condition.

Poor: The current condition of the specific element reviewed, would not meet the required standard and consequently will require full repair or replacement.

2. Structure Description

The Town Gates are wood and steel framed arches that span over the major entry roads to the Town of Gananoque at the North, East and West extents of Town, supported on masonry and concrete piers. Each location is actually comprise of a pair of wood arches supported on a common base structure.

The base structure appears to be the same at each location, featuring a pair of ()' x ()' masonry and concrete piers on either side of the road, with wingwalls extending from the exterior side of the pier, away from the road. The lower pier and wing wall are comprised of stone masonry, with cast-in-place concrete tops.

Each pier appears to have four (4) columns supporting the structure on top of the piers. In reality, there are only two steel columns on each pier, hidden behind wood cladding, and two hollow wood posts. The steel columns hidden behind the wood cladding are bolted to the top of the concrete pier cap. Each column supports one of the wood arches. The wood arches are comprised of two (2) wood trusses which vary from 3'-0" deep at the ends, down to 2'-0" deep at the centre span. The pairs of trusses are bridged with 2x6 at 3'-0" o/c at the top and sheathed with 5/8" PWP boards on the underside and sides. Exterior sides of the arches are clad with vertical wood siding, fastened to the PWP sheathing.

The trusses on the North gate are supported by columns that are further from the road than at the East and West gates. Presumably this is due to greater road width at the East and West gates.

The remaining features, including wooden outriggers, wood cross beams at columns, and signage are all non-structural elements.

3. Site Inspections

The on-site inspections were conducted by Jaime Maitland, P.Eng. All three structures were reviewed on Wednesday, August 7th, 2024. An operator from Hybrid Construction also attended each site with a bucket truck to provide access. The operator was

responsible for removing sufficient cladding on columns and arches to provide physical and visual access to the structure.

3.1 North Gate

The inspections began at the North gate, located on Stone Street North, directly south of the Ann Street intersection. The inspection team was on-site at 8:30am. While the operator used the bucket lift to remove finishes from the columns and underside of the South Arch, Mr. Maitland completed a review of the East and West piers. The masonry portion of the East pier was observed to be in good condition, with only minor mortar loss and cracking in the masonry, and a minor defect on the West face, approximately 600mm from grade. The East pier cap is also in good condition, with minor cracking on the pier and over the wingwall that is typical for weather exposed concrete as it ages. None of the cracks in the pier caps or masonry are indicative of stress or failure of the elements or settlement of the foundation. Minor aesthetic repairs could be completed, but there are no significant structural works required in a five year timeline.

The West pier masonry is also in good condition similar to the East, with minor mortar cracks and bug holes, but no step cracking or indications of stress or failure. The concrete topper for the West pier and wingwall are in worse condition than at the East side. The pier cap shows signs of delamination of parging layer, as well as some larger holes and cracks at the Northeast corner of the pier. Additionally, there are cracks and holes in the top of the wingwall cap at the interface with the pier that have vegetation growing through them. It is recommended that minor concrete repairs be completed for the pier and wing wall cap within a 1-5 year timeline.

The South arch was accessed from the South East corner. The steel columns were observed to be in very good condition, with only minor, superficial corrosion noted on the baseplates. The wood trusses are in good condition as well. The enclosed space where the trusses were observed appeared to be dry, and there were no signs of water damage or rot in the wood of the trusses. Additionally, there were no signs of torsion, cracking, or significant deflection in the span. Some of the nails in the South face were observed to be popping out of the cladding, which itself was observed to be twisted and buckling.

The North arch was also inspected and found to be in a similar condition to the South arch, with the exception that the cladding is in better condition. The South face is believed to be in worse condition due to additional heat from Sun exposure to the South compared to the North face.

It is recommended that the exterior cladding be reviewed and any damaged or loose boards be replaced with new boards, colour and material to match existing. We recommend that any new boards be fastened with green deck screws, rather than nails, to prevent pull out of the fasteners.

3.2 East Gate

The next structure to be inspected was the East Gate, located at 787 King Street East. The North pier is in a similar condition to those at the North gate, with minor cracks and mortar loss typical throughout. There is a damaged / cracked block in the West face of the North pier where a piece of steel has been inserted into the pier. This steel should be removed before it corrodes further and swells/expands, further damaging the masonry. The cracks in the block should be fixed with a suitable structural crack injection product in addition to minor repointing of the mortar throughout. Overall this pier is in good-to-fair condition, with about 5% in poor condition.

The South pier is in slightly worse condition than the North pier. As with the North pier, there is an existing, corroded steel bolt embedded into the west face of the pier. This bolt has corroded to the point that the steel is beginning to flake off. There is step cracking observed beginning at the bolt and continuing down the North and West faces of the pier. It is recommended that the corroded steel element be removed, and crack injection and mortar repair operations be undertaken to rehabilitate the pier. Additionally, there is minor concrete loss on the South face of the wing wall concrete cap that should be addressed with the pier works. Approximately 10% of this pier would be considered to be in poor condition, with 60% in good condition and remaining 30% in fair condition.

As noted in section 2 above, it was observed on site that the two exterior posts at the east gate are the hollow ones, with the interior posts hiding the structural steel columns. All four steel columns were observed to be in good condition with only minor corrosion and no sign of stress or failure. The trusses were observed to be in a similar good condition to those at the North gate, with no sign of deflection, water damage or wood rot. It was not possible to see all the way through from South to North due to the presence of a bulkhead within the arch, but all visible elements appeared to be in good condition.

Similar to the North gate, the cladding was the only near term issue. As with the South face of the South arch at the North gate, the West face of the East Arch at the East gate is suffering from sun damage causing nails to pop out and cladding boards to curl and crack. Additionally the non-structural outriggers on top of the arches all appear to be in poor condition. It is recommended that the cladding and outriggers be replaced within the next 1-5 years, and that screws be used to fasten cladding rather than nails to prevent them from popping out.

3.3 West Gate

The West gate was the final structure to be inspected. The structure is largely identical to the East gate with the exception of the North pier and wingwall, which are shorter than at

the East gate, due to the presence of natural bedrock protruding at grade level. Overall the West gate appears to be in good condition. The piers have bolts installed in the East face, similar to the bolts observed at the East gate, but these ones have been installed into a mortar joint, rather than into a stone block, and we did not observe the same kind of cracking in this pier. It is possible, based on the appearance of the mortar, that these piers were repaired within the last 10 years, which could account for the lack of cracking, but if that is the case, the rehabilitation appears to have been effective.

The steel posts and connections to the pier cap at North and South ends are all in good condition. The West arch was accessed from the Northwest corner and appeared to be in good condition throughout. The steel and wood elements match those used in the East gate. The outriggers on the West gate were observed to be in fair condition, as opposed to those at the East gate which are in poor condition.

The East arch was accessed from the Southeast corner of the structure. The steel in this portion was in the typical good condition. There was minor water staining observed on truss elements and wood panels at the South end of this arch, however it has not deteriorated the wood yet and there were no signs of rot or significant water damage at the time of inspection. Additionally, a large, dry, animal nest was found inside the South end of the East arch. Much of the material was removed to facilitate the inspection, but it should be noted for removal during any future works to discourage animal habitation within the arch, as well as to prevent a possible fire hazard due to the presence of electrical equipment within the arch.

The cladding on the West gate is in the best condition of the three locations, but does feature some of the same issues with nail popping, cracking and twisting of vertical wood cladding. It is recommended that the cladding be reviewed and cladding be rehabilitated within a 1-5 year time period.

4. Conclusion and Recommendations

Overall the three Town Gates, North, East and West, are all in fairly good condition. There are minor issues with the existing pier caps and masonry at all three locations, the most significant being the damaged pier cap at the North Gate's West pier, and the cracks and old bolts on the West face of the East gate piers.

The wooden trusses are in good condition throughout all three structures, with the only noted concern being minor water staining at the South end of the West gates Eastern arch. The structural steel is in good condition throughout all three structures, with no concerns noted.

The only consistent concern among the three gate structures is the exterior cladding which shows signs of sun damage leading to nail pops as well as cracks and twisting of the vertical wood cladding. This damage is more pronounced on the sun facing side of each structure, with the South face of the North gate, East face of East gate and West face of West gate exhibiting the worst condition.

It is recommended that the Town complete cosmetic repairs to the cladding of each gate to prevent further nail pops and possible loss of cladding boards into the roadway. Minor structural work, primarily masonry and concrete repairs can be completed at the same time or under a separate contract. The table below lists the recommended works and associated costs for each structure. It is likely that a cost saving could be found if all three structures are repaired under a single contract. A significant cost considered in our calculation of the estimates below is operational costs for access equipment (manlift) and traffic control to complete the work.

Work Item	Location	Estimated Cost
Repair Cladding (New siding, sheathing, paint)	North Gate	$17,500 + HST
Masonry & Concrete Cap repair	North Gate	$ 4,500 + HST
Repair Cladding (New siding, sheathing, paint)	East Gate	$17,500 + HST
Masonry Repair & Remove / Crack inject at rusted bolts in masonry pier.	East Gate	$ 3,000 + HST
Repair Cladding (New siding, sheathing, paint)	West Gate	$17,500 + HST
Masonry Repair & Remove / Crack inject at rusted bolts in masonry pier.	West Gate	$ 3,000 + HST
Total Repair Cost		$63,000 + HST

We trust that the information within the body of this report and the attached appendices is sufficient to your needs at this time. If there are any questions regarding the results of these inspections, or the findings of this report please contact the undersigned.

Respectfully Submitted,



Jaime Maitland, P. Eng.
Structural Project Manager



Appendix B
Photos



Figure 1: North Gate Looking South



Figure 2: North Gate Looking North



Figure 3: Underside of North Gate Looking West



Figure 4: NE Masonry Support



Figure 5:Wing Wall at North Gate



Figure 6: Minor Cracking in Wing Wall Cap



Figure 7: Concrete Cap on Masonry Support - North West

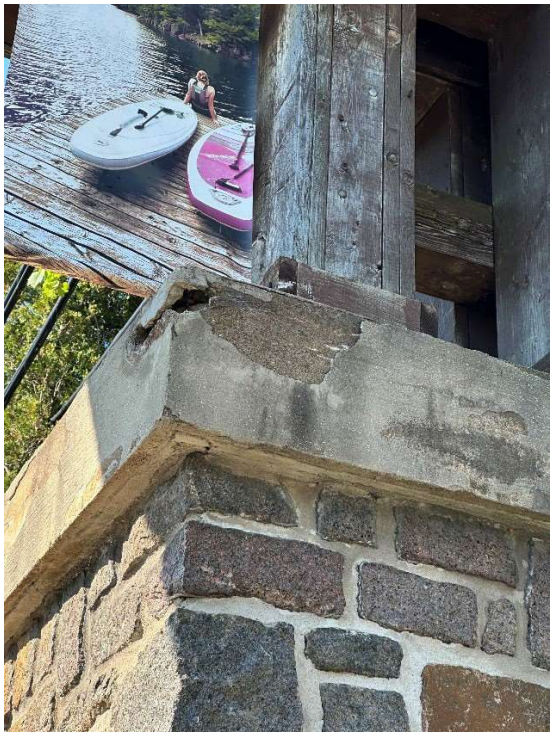


Figure 8: Delamination of concrete cap - West side, North Gate

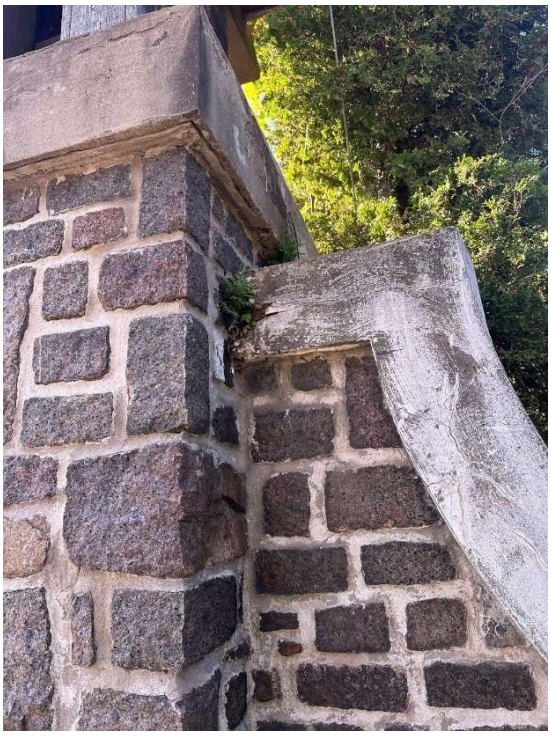


Figure 9: Vegetation growing from wing wall cap - West side, North gate

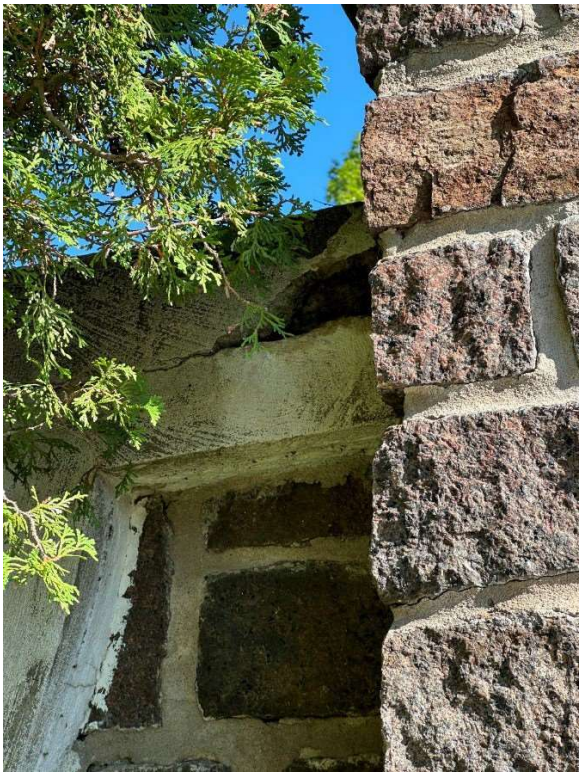


Figure 10: Hole in West concrete cap - South face - North Gate

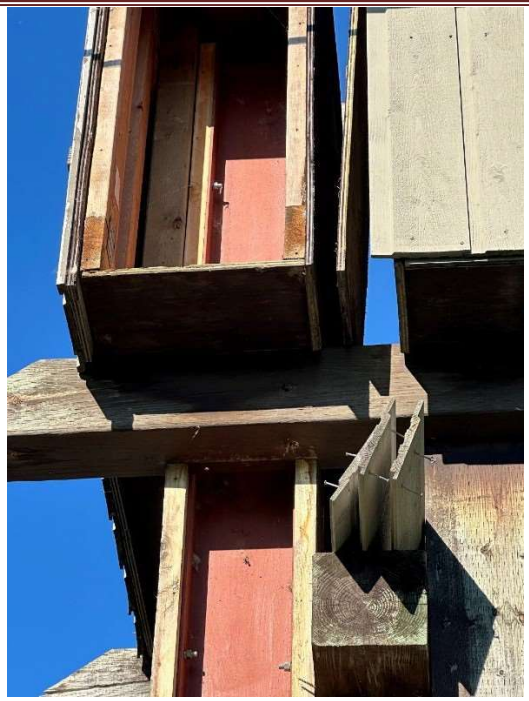


Figure 11:North Gate Structural Steel in Good Condition

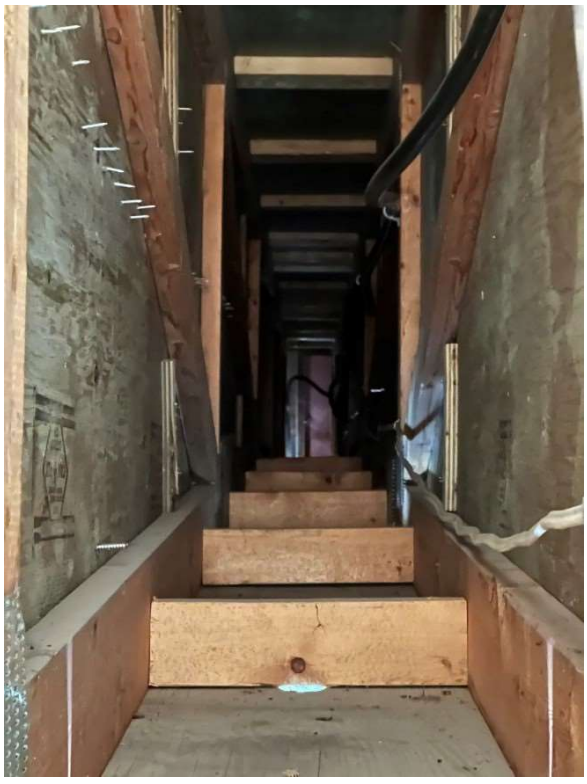


Figure 12:Inside of North Gate North Arch



Figure 13:East Gate Looking West



Figure 14:North Support and Wing Wall - East Gate



Figure 15:West Face of North Support - East Gate



Figure 16:Broken block at old bolt location - East Gate Support



Figure 17:Step Cracking in South Support at East Gate



Figure 18:Underside of East Gate



Figure 19: Damaged concrete cap at South Wing Wall - East Gate



Figure 20:Sun damaged cladding and outriggers - East Gate



Figure 21:Structural steel in good condition - East Gate



Figure 22:West Gate looking East

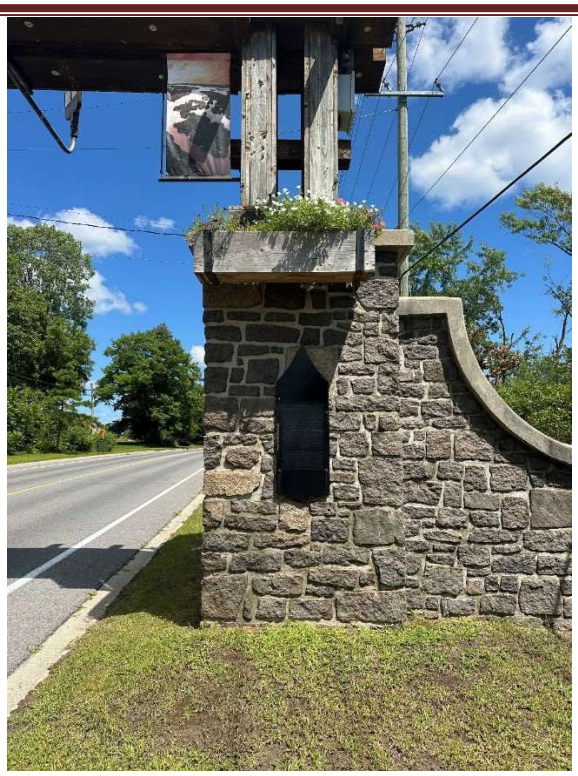


Figure 23:South Support and wingwall - West Gate



Figure 24:Old Bolts in South Support - West Gate



Figure 25:North Support Looking West - West Gate



Figure 26:North Support Looking East - West Gate



Figure 27: Wood and Steel in good condition - West gate North Side



Figure 28: Debris and minor water staining inside arch - West Gate South Side

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2025-112

BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH T. DONALDSON CONSTRUCTION LTD., FOR THE REPAIRS AND MAINTENANCE OF THE THREE (3) TOWN GATES

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-2025-16, and concurred with the recommendation to authorize the Mayor and Clerk to sign an Agreement with T. Donaldson Construction Ltd., for the repairs and maintenance of the three (3) Town Gates, to an upset limit of $96.181.70 (excluding the Town's shar of HST), as prescribed in Tender RDS-2025-07 AND OUTLINED IN Tender submission dated December 4, 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 T. Donaldson Construction Ltd., for the repairs and maintenance of the three (3) Town Gates, to an upset limit of $96.181.70 (excluding the Town's shar of HST), as prescribed in Tender RDS-2025-07 AND OUTLINED IN Tender submission dated December 4, 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 16th day of December 2025.

_____
John S. Beddows, Mayor

_____
Penny Kelly, Clerk

(Seal)

DRAFT

Municipality of North Grenville
285 County Road 44, Box 130
Kemptville, ON K0G 1J0
T: 613) 258-9569
clerk@northgrenville.on.ca

November 28, 2025

RE: Resolution of Support - Elect Respect Pledge

Please be advised that the Council of the Corporation of Municipality of North Grenville, at a meeting held on November 25, 2025, passed the following resolution pertaining to the Resolution of Support - Elect Respect Pledge:

C-2025-412

Moved by: Doreen O'Sullivan

Seconded by: Deb Wilson

WHEREAS a healthy democracy relies on safe, respectful participation and civil discourse; and,

WHEREAS elected officials face increasing hostility and harassment, often worsened by social media, discouraging diverse candidates from seeking office; and,

WHEREAS initiatives such as AMO's Healthy Democracy Project and H.E.R. Halton's Elect Respect campaign promote civility, safety, and inclusion in politics.

NOW THEREFORE BE IT RESOLVED

THAT the Municipality of North Grenville Council supports the Elect Respect pledge and commits to:

- Treat all individuals with respect in every setting;
- Reject and call out harassment and personal attacks;
- Focus debate on ideas, not individuals;
- Foster an inclusive, safe environment for all who serve;
- Advocate for the protection of elected officials facing abuse;
- Model integrity and uphold the highest standards of conduct; and,

FURTHER THAT Council encourages elected officials, organizations, and residents across North Grenville and the United Counties of Leeds and Grenville to support the Elect Respect campaign and sign the pledge at www.electrespect.ca; and,

FINALLY THAT a copy of this resolution be sent to the United Counties of Leeds and Grenville, local municipalities, relevant MPs and MPPs, and the Association of

Municipalities of Ontario.

CARRIED

If you have any questions regarding the above resolution, please do not hesitate to contact me by email at clerk@northgrenville.on.ca.

Thank you.



Kaitlin Bos

Municipal Clerk

7a)

United Counties of
Stormont, Dundas & Glengarry

RESOLUTION

MOVED BY Councillor Densham **RESOLUTION NO 2025-** 159

SECONDED BY **DATE** November 17, 2025

WHEREAS the Conservation Authorities Act (1946) enables municipalities to establish local conservation authorities, and when municipalities choose to form such authorities, they assume responsibility for governance and funding through the appointment of a Board of Directors and the provision of an annual levy to cover expenses;

AND WHEREAS the municipalities within Stormont, Dundas and Glengarry (SDG) established South Nation Conservation (SNC) in 1947 and the Raisin Region Conservation Authority (RRCA) in 1963;

AND WHEREAS local municipalities currently provide between 25% and 50% of total conservation authority funding, while the Province of Ontario provides approximately 3%;

AND WHEREAS municipalities have governed their respective conservation authorities for decades, tailoring programs and services to local watershed needs, maintaining accountable service standards, and ensuring fair and predictable costs for ratepayers;

AND WHEREAS conservation authorities collectively own and manage thousands of acres of land, much of which was donated by local residents and entrusted to conservation authorities as a personal legacy for long-term protection, stewardship, and the public good, with the expectation that such lands would be cared for by locally governed conservation authorities;

AND WHEREAS Bill 68 (Schedule 3) proposes the creation of the Ontario Provincial Conservation Agency, a Crown corporation that would assume governance responsibilities and consolidate Ontario's 36 conservation authorities into seven regional authorities, with municipal cost apportionment yet to be defined;

AND WHEREAS the Province already possesses the authority to establish overarching legislation, regulations, and standards through the Conservation Authorities Act and the Ministry of the Environment, Conservation and Parks;

NOW THEREFORE BE IT RESOLVED THAT the Council of the United Counties of Stormont, Dundas and Glengarry calls on the Government of Ontario to maintain local, independent, municipally governed, watershed-based conservation authorities to ensure strong local

representation in decisions related to municipal levies, community-focused service delivery, and the protection and management of conservation lands;

AND FURTHER THAT while the United Counties of SDG supports provincial goals for consistent permit approval processes, shared services, and digital modernization, imposing a new top-down agency structure without strong local accountability and governance risks creating unnecessary cost, red tape, and bureaucracy, thereby undermining efficiency and responsiveness to local community needs;

AND FURTHER THAT the United Counties of SDG supports efforts to balance expertise, capacity, and program delivery across the province, and requests that the Province work collaboratively with municipalities and local conservation authorities to determine the most effective level of strategic consolidation to achieve both provincial and local objectives.

AND FURTHER THAT a copy of this resolution be sent to the Ontario Minister of Environment, Conservation, and Parks, to the local MP and MPPs, the Association of Municipalities of Ontario, the Rural Ontario Municipal Association, and all municipalities and Conservation Authorities in Ontario.

☑ CARRIED ☐ DEFEATED ☐ DEFERRED

WARDEN

Recorded Vote:	
Councillor Bergeron	___
Councillor Broad	___
Councillor Densham	___
Councillor Fraser	___
Councillor Guindon	___
Councillor Landry	___
Councillor MacDonald	___
Councillor McDonald	___
Councillor McGillis	___
Councillor St. Pierre	___
Councillor Williams	___
Warden Lang	___

TOWNSHIP OF AUGUSTA

Date: November 24, 2025 Resolution No: 3

MOVED BY	SECONDED BY
☑ Deputy Mayor Wynands	☐ Deputy Mayor Wynands
☐ Councillor Bowman	☐ Councillor Bowman
☐ Councillor Henry	☑ Councillor Henry
☐ Councillor Pape	☐ Councillor Pape

BE IT RESOLVED THAT Council of the Corporation of the Township of Augusta support the United Counties of Stormont, Dundas & Glengarry resolution calling on the Government of Ontario to maintain local, independent, municipally governed watershed-based conservation authorities; and

THAT this supporting resolution and original correspondence be circulated to the Ontario Minister of Environment, Conservation and Parks, MP Barrett, MPP Steve Clark, the United Counties of Stormont, Dundas, and Glengarry, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), and all municipalities and Conservation Authorities in Leeds & Grenville.

RECORDED VOTE:

	FOR	AGAINST
Councillor Bowman	___	___
Councillor Henry	___	___
Councillor Pape	___	___
Mayor Shaver	___	___
Deputy Mayor Wynands	___	___

☑ CARRIED ☐ DEFEATED ☐ DEFERRED

Mayor

Declaration of pecuniary interest by: _____

Nature of interest: _____

☐ Disclosed His/Her/Their Interest
☐ Vacated His/Her/Their Seat
☐ Abstained from discussion & did not vote on the question

From: John Beddows <jbeddows@gananoque.ca>
Sent: December 9, 2025 8:00 AM
To: Penny Kelly <clerk@gananoque.ca>
Cc: Lynsey Zufelt <deputyclerk@gananoque.ca>; Melanie Kirkby <MKirkby@gananoque.ca>
Subject: Fw: Help us advocate for strong OMERS governance

Good morning,

Grateful if you would please add the e-mail below to correspondence for December 16th.

Thank you,

John S. Beddows, CD1, MPA
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

From: AMO Communications

Sent: December 5, 2025 2:33 PM
To: John Beddows <jbeddows@gananoque.ca>
Subject: Help us advocate for strong OMERS governance

Template letter, draft motion and resources inside.



We Need Your Voice on OMERS Governance Changes & Bill 68

Tools to help you spread the word with a template letter to send to representatives.

John,

Following a successful webinar last week, here are some resources to make it easy for you to help AMO in advocating for a fair and transparent approach to the provincial government's proposed changes to OMERS governance under Bill 68.

How you can help:

- **Send a letter and Council resolution template -** This toolkit contains an overview of what's happening, Q&As, a draft motion and a **done-for-you template letter** to personalize and send to your local representatives.
- **Share the Fact Sheet** - this Bill 68 Fact Sheet offers a brief overview can be shared with colleagues to raise awareness about the proposed changes and their potential impact.
- **Stay informed -** Slides from last week's webinar recap what was covered in the information session.

Get the Template Letter

Together, we can help protect the integrity, independence, and long-term stability of OMERS.

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*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

OMERS Governance Changes & Bill 68
Municipal Resource Toolkit

Contents

Questions and Answers.....2
Template Letter 3
Template Resolution 4

What Happened?

The province passed legislation through Bill 68 that would allow the Minister of Municipal Affairs & Housing to dissolve the OMERS Sponsors Corporation and replace it with a Sponsors Council that lacks corporate status, independent resources, and fiduciary protections.

The legislation is based on observations made in a Special Advisor's report ("Poirier Report") on OMERS governance that the Sponsors Corporation decision-making is ineffective and disconnected from the needs of members, employers, and sponsors. AMO did not express these views to the Special Advisor. In fact, AMO cautioned that major change isn't needed and risks eroding confidence in the plan.

Why This Matters

The current OMERS governance model of two corporate boards with distinct responsibilities works because it balances independence, accountability, and fairness across the many different employers and employees.

- The dissolution of the Sponsors Corporation would shift the governance model from long-term stewardship to an interest-based bargaining table.
- The changes weaken sponsor and municipal employer oversight by shifting power with respect to appointments and resources to the plan administrator.
- The changes provide significant authority to the Minister to prescribe rules and regulations related to Sponsors Council business, which risk interference in the plan design and potential new costs without the say of sponsors, employers, or employees.

This is another example of provincial overreach into areas of municipal responsibility without a clear rationale or a full understanding of impacts. Other recent examples include: banning municipal speed cameras and reducing local representation on Conservation Authority boards.

What AMO is Asking For

AMO believes that the current OMERS structure with two corporate boards is the model that would best deliver on the long-term sustainability of the plan. AMO is ready to work with the Minister of Municipal Affairs and Housing on a path forward that protects the independence and long-term stability of OMERS. We're sending the message: "Work with us, not in place of us."

If the government dissolves the Sponsors Corporation, AMO is asking the government to:

1. Restore sponsor control over appointments to the Sponsors Council and Administration Corporation, removing vetoes or restrictions to appointees and restoring responsibility for the appointment of the Independent Board Chair;
2. Guarantee independence and appropriate resources for the Sponsors Council to fulfill its responsibilities through full sponsor control over the Council's by-laws and budget;
3. Limit ministerial regulation-making powers over Sponsors Council affairs, recognizing that decisions on contributions, benefits or appointments belong to the employers and employees who pay into it.

Questions and Answers

What is the core issue with the province's proposed governance changes to OMERS?

Dissolving the Sponsors Corporation and giving the Minister authority in plan design violates the "pay for say" principle: municipal governments will pay the contributions bill and absorb plan risks without a full say on sustainability and affordability.

Why is removing the Sponsors Corporation a problem?

The current Sponsors Corporation reconciles employer and employee interests through a corporate body, with expert advice and a mandate to protect long-term sustainability. This model shields sponsors from lobbying, pressure campaigns, and short-term decisions.

How does the proposed Sponsors Council enable interest-based bargaining?

The Poirier Report expressly contemplates employer and employee sponsor caucusing, thus bargaining among factions. Further, without the corporate structure, the new Sponsors Council would be an entity of at least 14 organizations with different priorities, different advisors, and disparate resources. This creates the conditions for horse-trading between sponsors or short-term wins for one sponsor at the expense of others.

Will this really cost municipalities money? What's the worst-case?

It could, and that unpredictability is the concern. Sponsors own the risk of the pension plan; only employers and employees pay contributions to the plan and bear the risk if there is not enough money in the plan to pay out the benefits. The current governance model provides cost predictability; removing the Sponsors Corporation risks the opposite.

Will the new model affect workers' retirement security?

Only employers and employees bear the risk if there is not enough money in the plan to pay out the benefits. Without strong sponsor oversight, decisions could be made that undermine long-term stability. The goal is to ensure the new model protects pensions not put them at risk.

What is the concern about a veto over appointments?

A potential veto in the hands of the administrator (Administration Corporation) would give them the power to block sponsor appointments. Sponsors must have exclusive authority to determine who is appointed to invest the plan funds and pay pensions.

Are you saying the province is trying to interfere politically?

We're saying the structure must make interference impossible regardless of which government is in power. A good governance model protects pensions from political winds of any kind.

Template Letter

[Date]

The Honourable Rob Flack
Minister of Municipal Affairs and Housing
College Park, 17th Floor
777 Bay Street
Toronto, ON M7A 2J3

The Honourable Peter Bethlenfalvy
Minister of Finance
Frost Building South
7 Queen's Park Crescent
Toronto, ON M7A 1Y7

Dear Ministers Flack and Bethlenfalvy,

As an employer within the Ontario Municipal Employees Retirement System (OMERS) pension plan, I am writing to express [Municipality]'s concern with the legislative changes contained in Bill 68.

We share the province's commitment to ensuring OMERS remains strong, sustainable, and responsive to the needs of employers and employees alike. However, Bill 68 risks weakening the very principles that have made the OMERS model stable and accountable for more than two decades.

The changes in Bill 68 would dissolve the independent Sponsors Corporation and replace it with a new "Sponsors Council" that lacks corporate status, independent resources, and fiduciary protections. In practice, this would allow pension decisions to be made without meaningful municipal oversight, increasing financial exposure for local governments and, ultimately, local taxpayers.

At a time when municipalities are already stretched thin by rising costs, downloaded responsibilities, and growing service demands, we cannot afford new, unfunded pension liabilities or diminished accountability. Ontarians expect their local governments to protect public dollars; we need pension governance structures to do the same.

We believe that current structure of OMERS, with two corporate Boards is the model that would best deliver on the long-term sustainability of the pension plan. This model works because it balances independence, accountability, and fairness between employers and employees.

We urge your ministries to work with the Association of Municipalities of Ontario (AMO) and all OMERS sponsors to chart a path forward on regulations, by-laws, and any further legislative changes. Municipalities stand ready to work collaboratively with the province to strengthen governance, enhance transparency, and protect the long-term interests of both workers and communities.

Sincerely,
[Head of Council's Name]
[Position], [Municipality Name]

Template Resolution

WHEREAS the Ontario Municipal Employees Retirement System (OMERS) Pension Fund serves over 1,000 employers and over half a million employees and retirees from diverse groups including: municipal governments, school boards, libraries, police and fire departments, children's aid societies, and electricity distribution companies; and

WHEREAS the long-standing jointly-sponsored governance model with two corporate boards has provided stability, accountability, and fairness for both plan members and employers for more than two decades; and

WHEREAS the Government of Ontario has passed legislative changes to OMERS' governance structure through Bill 68; and

WHEREAS these changes would replace the current OMERS Sponsors Corporation with a new Sponsors Council that would lose its corporate status and independent resources; and

WHEREAS the proposed model could allow pension decisions affecting municipal employers and employees to be made without meaningful municipal oversight, increasing financial risk for municipalities and local taxpayers; and

WHEREAS municipalities are already under significant fiscal strain and cannot absorb additional pension costs without consequences for property taxes or local services;

THEREFORE BE IT RESOLVED THAT [Municipality Name] does not support the legislative changes to the *OMERS Act* contained in Bill 68 and requests that the Government of Ontario reconsider the advisability of proceeding with these changes;

FURTHER BE IT RESOLVED THAT the [Municipality Name] Council supports the Association of Municipalities of Ontario (AMO) in calling on the Government of Ontario to:

1. Ensure Sponsors retain full control without restrictions over their appointments to the new Sponsors Council and Administration Corporation;
2. Guarantee the Sponsors Council's independence from the plan administrator and access to resources needed to perform its duties; and
3. Limit the Minister's regulation-making authority over plan design and the Sponsors Council's internal affairs.

BE IT FURTHER RESOLVED THAT this resolution be circulated to:

- The Honourable Rob Flack, Minister of Housing and Municipal Affairs;
- The Honourable Peter Bethlenfalvy, Minister of Finance;
- [Local MPPs Names]; and
- The Association of Municipalities of Ontario (AMO).

From: John Beddows <jbeddows@gananoque.ca>
Sent: December 7, 2025 10:43 AM
To: Penny Kelly <clerk@gananoque.ca>
Cc: Lynsey Zufelt <deputyclerk@gananoque.ca>; Melanie Kirkby <MKirkby@gananoque.ca>
Subject: Fw: Letter from the Honourable Michael S. Kerzner, Solicitor General/Lettre de l'honorable Michael S. Kerzner, solliciteur general

Good morning Penny,

Grateful if we could add both of these letters to correspondence at our 16 December meeting.

Thank you,

John S. Beddows, CD1, MPA
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

From: Minister SOLGEN (SOLGEN) <Minister.SOLGEN@ontario.ca>
Sent: December 5, 2025 3:52 PM
To: Minister SOLGEN (SOLGEN) <Minister.SOLGEN@ontario.ca>
Subject: Letter from the Honourable Michael S. Kerzner, Solicitor General/Lettre de l'honorable Michael S. Kerzner, solliciteur general

You don't often get email from minister.solgen@ontario.ca. Learn why this is important
Please see the attached letter from the Honourable Michael S. Kerzner, Solicitor General. Thank you.

Confidentiality Warning: This email contains information intended only for the use of the individual named above. If you have received this email in error, we would appreciate it if you could advise us through the Ministry of the Solicitor General's website at Government of Ontario and destroy all copies of this message. Thank you.

If you have any accommodation needs or require communication supports or alternate formats, please let us know.

Veuillez consulter la lettre ci-jointe de l'honorable Michael S. Kerzner, solliciteur général. Merci.

Avis de confidentialité: Ce courriel contient des renseignements destinés à être utiliser uniquement par la personne dont le nom apparaît plus haut. Si vous avez reçu ce courriel par erreur, nous vous serions reconnaissants de nous le faire savoir par le site Web du ministère de la solliciteure générale contactez-nous | ontario.ca et de détruire toutes les copies de ce courriel. Merci.

Si vous avez des besoins en matière d'adaptation, ou si vous nécessitez des aides à la communication ou des médias substituts, veuillez-nous le faire savoir.

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
Toronto ON M7A 1Y6
Tel: 416 326-5000
Toll Free: 1 866 517-0571
Minister.SOLGEN@ontario.ca

Solliciteur général

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Tél. : 416 326-5000
Sans frais : 1 866 517-0571
Minister.SOLGEN@ontario.ca

Ontario

132-2025-4811
By email

December 5, 2025

Dear Heads of Council and Chief Administrative Officers of OPP-Policed Municipalities:

Further to my letter on September 26, 2025, I am pleased to confirm the release of the 2026 Ontario Provincial Police (OPP) annual billing statements. These billing statements include confirmation of policing costs before and after the implementation of the 11 per cent cap on OPP policing costs for 2026.

The cap was introduced to provide municipalities with greater predictability and stability for the 2026 billing year, ensuring costs do not rise by more than 11 per cent between 2025 and 2026, excluding any service enhancements. This measure reflects the province's commitment to responsive and responsible cost management, particularly in the context of the cost pressures identified for the upcoming year. Without provincial intervention costs for OPP-policed municipalities would be significantly higher in 2026.

In determining the methodology for the cap on OPP policing costs for the 2026 billing year, a number of items were considered, including the Ontario Provincial Police Association salary increases and managing year-over-year cost variability. In addition, factors relevant to all municipalities across the province were considered, such as the rate of inflation, typical salary increase trends, and municipal fiscal capacity including grants.

Any questions related to specific OPP billing statements or operational estimates can be directed to the Crime Prevention and Community Support Bureau at opp.municipalpolicing@opp.ca.

In addition, any questions related to policy changes and the approach to OPP cost recovery can be directed to my team at the Strategic Policy Division, Ministry of the Solicitor General at solgeninput@ontario.ca.

Thank you for your ongoing partnership in protecting Ontario and keeping our communities safe.

Sincerely,

The Honourable Michael S. Kerzner
Solicitor General

c. Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety
Ministry of the Solicitor General

Thomas Carrique, C.O.M.
Commissioner, Ontario Provincial Police

Solicitor General

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Ontario

132-2025-4811
Par courriel

Le 5 décembre 2025

À tous les chefs de conseil et aux directeurs généraux de l'administration des municipalités desservies par la Police provinciale de l'Ontario,

Pour faire suite à ma lettre du 26 septembre 2025, j'ai le plaisir de confirmer la publication des relevés de facturation annuels de 2026 de la Police provinciale de l'Ontario. Ces relevés de facturation comprennent la confirmation des coûts des services de police avant et après la mise en œuvre du plafond de 11 % sur les coûts des services de police de la Police provinciale de l'Ontario pour 2026.

Ce plafond a été instauré pour offrir aux municipalités une plus grande prévisibilité et une plus grande stabilité pour l'année de facturation 2026, garantissant que les coûts n'augmenteront pas de plus de 11 % entre 2025 et 2026, à l'exclusion de toute amélioration des services. Cette mesure reflète l'engagement de la province à l'égard d'une gestion responsable et adaptée des coûts, particulièrement compte tenu des pressions sur les coûts prévues pour l'année à venir. Sans l'intervention de la province, les coûts des services de police pour les municipalités desservies par la Police provinciale de l'Ontario seraient beaucoup plus élevés en 2026.

Pour déterminer la méthodologie du plafond des coûts des services de police de la Police provinciale de l'Ontario pour l'année de facturation 2026, un certain nombre d'éléments ont été pris en considération, notamment les augmentations salariales de l'Association de la Police provinciale de l'Ontario et la gestion de la variabilité des coûts d'une année à l'autre. De plus, des facteurs pertinents pour toutes les municipalités de la province ont été pris en compte, comme le taux d'inflation, les tendances habituelles en matière d'augmentation salariale et la capacité financière des municipalités, y compris les subventions.

Si vous avez des questions sur les relevés de facturation ou les estimations opérationnelles de la Police provinciale de l'Ontario, veuillez communiquer avec le Bureau de la prévention du crime et du soutien communautaire à opp.municipalpolicing@opp.ca.

De plus, toute question relative aux changements de politique et à l'approche de recouvrement des coûts de la Police provinciale de l'Ontario peut être adressée à mon équipe de la Division des politiques stratégiques du ministère du Solliciteur général à solgeninput@ontario.ca.

Merci de votre collaboration continue pour protéger l’Ontario et assurer la sécurité de nos collectivités.

Cordialement,



L’honorable Michael S. Kerzner
Solliciteur général

c. c. Mario Di Tommaso, O.O.M.
Sous-solliciteur général, Sécurité communautaire
Ministère du Solliciteur général

Thomas Carrique, C.O.M.
Commissaire, Police provinciale de l’Ontario