

**REGULAR COUNCIL MEETING MINUTES**  
Held on Wednesday, February 4, 2026, at 5:00 PM  
**Held Virtually and In-Person**

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

1.	<b>Call Meeting to Order</b>
	Mayor Beddows called the meeting to order at 5:07 PM.
2.	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof – None</b>
3.	<b>Canadian National Anthem</b>
	<ul style="list-style-type: none"> <li>The National Anthem was played.</li> </ul>
4.	<b>Land Acknowledgement Statement</b>
	<ul style="list-style-type: none"> <li>Mayor Beddows read the Land Acknowledgement Statement.</li> </ul>
5.	<b>Public Question / Comment</b> (Only Addressing Motion(s) or Reports on the Agenda)
	<ul style="list-style-type: none"> <li>A Member of the Public addressed a Report listed on the Agenda.</li> </ul>
6.	<b>Disclosure of Additional Items</b>
	1. Township of Edwardsburg Cardinal – Request for Support – Mayor Beddows
7.	<b>Public Meeting</b>
	1. <b>Proposed Class III Development Permit (DP2025-17) – 580 King Street East – Change of Use to Convert the Existing Building from Retail to a Veterinary Clinic and Construct an Addition (Ref. Council-PD-2026-02)</b>
	<ul style="list-style-type: none"> <li>A Public Meeting was held regarding a proposed Class III Development Permit Application (DP2025-17) received from the Applicant: Full Speed Builders on behalf of the Owner: Otis Properties Ltd., regarding the property municipally and legally described as 580 King Street East, CON 1 PT LOT 15 FORM LEEDS; PLAN 86 GAN R ES, for a change of use to convert the existing building from retail to a Veterinary Clinic and construct a 141m<sup>2</sup> addition.</li> </ul>
	<ul style="list-style-type: none"> <li><b>The Chair requested the Manager of Planning and Development to present the Application to Council.</b> <ul style="list-style-type: none"> <li>Brenda Guy, Manager of Planning and Development provided an overview of Report Council PD-2026-02.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li><b>The Chair asked the Owner/Applicant if they had anything to add to the Staff overview.</b> <ul style="list-style-type: none"> <li>None</li> </ul> </li> </ul>



	<ul style="list-style-type: none"><li>• <b>The Chair asked the Owner/Applicant if they had anything to add to the Staff overview.</b><ul style="list-style-type: none"><li>• None</li></ul></li></ul>
	<ul style="list-style-type: none"><li>• <b>The Chair asked if any member of Council had any questions or comments.</b><ul style="list-style-type: none"><li>• Councillor Brown advised that the Application was presented to the Planning Advisory Committee (PAC) and that PAC supports the Application and noted that the application is for temporary use only and is time sensitive.</li><li>• Mayor Beddows inquired about the proposed bus drop off site, as there is no parking on the east side of Stone Street South and how summer traffic levels may affect the safety of the drop offs.<ul style="list-style-type: none"><li>• The Manager of Planning &amp; Development advised that the program aligns with public school calendar and that there will be no kids dropped off by bus at the proposed site during the summer.</li></ul></li></ul></li></ul>
	<ul style="list-style-type: none"><li>• <b>The Chair advised that under the Development Permit By-law, comments may be made by the public however, once a Permit has been approved the only party able to appeal to the Ontario Land Tribunal is the Applicant.</b></li><li>• <b>The Chair asked if any member of the public had any questions or comments.</b> – None</li></ul>
	<ul style="list-style-type: none"><li>• <b>The Chair asked if the Owner/Applicant had any additional questions or comments.</b> – None</li></ul>
	<b>Council considered the following recommendation.</b>
	<p><b>Motion #26-026 – Class III Development Permit (DP2025-19) – 215 Stone Street South – (Holbik)</b></p> <p><b>Moved By:</b> Deputy Mayor Leakey                      <b>Seconded By:</b> Councillor Osmond</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES DEVELOPMENT PERMIT DP2025-19 (HOLBIK) AT 215 STONE STREET SOUTH TO PERMIT A PRIVATE SCHOOL AND RELATED OFFICES FOR A PERIOD OF THREE (3) YEARS FROM THE DATE OF DECISION, PROVIDED ALL NECESSARY REQUIREMENTS ARE MET BY THE MINISTRY OF EDUCATION, ONTARIO BUILDING CODE AND THE FOLLOWING:</p> <ul style="list-style-type: none"><li>- THAT THE BUS STOP BE LOCATED ON STONE STREET SOUTH AND THE LOADING/UNLOADING OF CHILDREN BY PARENTS BE LOCATED ON SYDENHAM STREET TO THE SATISFACTION OF PUBLIC WORKS;</li><li>- THAT THE FENCING ABUTTING THE PROPERTY OF 121 SYDENHAM STREET BE ADEQUATE FOR THE BENEFIT OF THE CHILDREN AND PRIVACY OF THE NEIGHBOUR;</li><li>- ALL FINAL PLANS TO BE SUBMITTED AND APPROVED BY THE TOWN PRIOR TO REGISTRATION OF THE AGREEMENT ON TITLE,</li><li>- CLEARANCE BE OBTAINED AND SUBMITTED TO PLANNING AND DEVELOPMENT FOR SCHOOL BUS DROP OFF/PICK UP, LOADING AND UNLOADING AND THE MUNICIPAL BACKFLOW BY-LAW TO THE SATISFACTION OF PUBLIC WORKS;</li><li>- NO ILLUMINATED OR BACKLIT SIGNAGE IS PERMITTED;</li><li>- THE OWNER ENTER INTO A DEVELOPMENT PERMIT AGREEMENT WITHIN ONE (1) YEAR OF THE NOTICE OF DECISION OR THE APPROVAL MAY LAPSE, AND;</li><li>- ALL COSTS ASSOCIATED WITH FULFILLING THE CONDITIONS OF THIS DECISION ARE BORNE BY THE OWNER,</li></ul> <p>AS RECOMMENDED BY THE PLANNING ADVISORY COMMITTEE (PAC) AND AS PRESENTED IN COUNCIL REPORT-DP-2026-03.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<b>8.</b>	<b>Presentations/Awards/Deputations</b> – None
<b>9.</b>	<b>Delegations</b> – None
<b>10.</b>	<b>Mayor’s Declaration</b> – None
<b>11.</b>	<b>Unfinished Business</b> – None

<b>12.</b>	<b>Approval of Minutes</b>
	<p><b>Motion #26-024 – Approval of Regular and Special Minutes – Wednesday, January 14, 2026</b></p> <p><b>Moved By:</b> Councillor Harper <b>Seconded By:</b> Councillor Kirkby</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE REGULAR AND SPECIAL COUNCIL MINUTES OF WEDNESDAY, JANUARY 14<sup>TH</sup>, 2026.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<b>13.</b>	<b>Staff Reports</b>
<b>Council-FIRE-2026-01 – Fire Protection Grant – Transfer Payment Agreement (TPA)</b>	
	<p><b>By-law No. 2026-004 – Fire Protection Grant – Transfer Payment Agreement (TPA)</b></p> <p><b>Moved By:</b> Councillor Koiner <b>Seconded By:</b> Councillor Osmond</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-009, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN THE ONTARIO TRANSFER PAYMENT AGREEMENT (TPA) WITH HIS MAJESTY THE KING IN RIGHT OF ONTARIO AS REPRESENTED BY THE SOLICITOR GENERAL REGARDING A FUNDING GRANT IN THE AMOUNT OF \$18,175.00, TOWARDS THE PURCHASE OF BUNKER GEAR, AS PRESENTED IN COUNCIL REPORT FIRE-2026-01.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<b>Council-FIRE-2026-02 – Tiered Response Agreement – Leeds Grenville Emergency Medical Services (EMS)</b>	
	<p><b>By-law No. 2026-010 – Tiered Response Agreement – Leeds Grenville Emergency Medical Services (EMS)</b></p> <p><b>Moved By:</b> Deputy Mayor Leakey <b>Seconded By:</b> Councillor Harper</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-010, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN THE TIERED RESPONSE AGREEMENT WITH LEEDS GRENVILLE EMERGENCY MEDICAL SERVICES (EMS), AS PRESENTED IN COUNCIL REPORT FIR-2026-02.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<b>Council-FIN-2026-02 – Short-Term Borrowing By-law</b>	
	<p><b>By-law No. 2026-011 – Short-Term Borrowing By-law</b></p> <p><b>Moved By:</b> Councillor Koiner <b>Seconded By:</b> Councillor Brown</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-011, BEING A BY-LAW TO AUTHORIZE SHORT-TERM BORROWING, AS PRESENTED IN COUNCIL REPORT FIN-2026-02.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<b>Council-FIN-2026-02 – Interim Tax Levy By-law</b>	
	<p><b>By-law No. 2026-012 – Interim Tax Levy By-law</b></p> <p><b>Moved By:</b> Councillor Harper <b>Seconded By:</b> Councillor Kirkby</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-012, BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY AND THE PAYMENT OF INTERIM TAXES FOR THE YEAR 2026, AS PRESENTED IN COUNCIL REPORT FIN-2026-03.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<b>Council-REC-REC-2026-01 – Amend General Fees and Rates By-law – Municipal Marina Services Rates – Schedule ‘K’</b>	
	<p><b>By-law No. 2026-013 – Amend General Fees and Rates By-law – Municipal Marina Services Rates – Schedule ‘K’</b></p> <p><b>Moved By:</b> Councillor Brown <b>Seconded By:</b> Councillor Koiner</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-013, BEING A BY-LAW TO AMEND THE GENERAL FEES AND</p>





