THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

REGULAR COUNCIL MEETING MINUTES

Held on Wednesday, November 18, 2026, at 5:00 PM

Held Virtually and In-Person

COUNCIL MEMBERS PRESENT		STAFF PRESENT
Mayor:	Colin Brown	Melanie Kirkby, CAO
Councillors:	Michael Bannister	Penny Kelly, Clerk / CEMC
	Matt Harper	Lynsey Zufelt, Deputy Clerk
	Anne-Marie Koiner	Brenda Guy, Manager of Planning and Development
	Vicki Leakey	David Armstrong, Manager of Public Works
	Mike O'Callaghan	Jeff Johnston, Manager of Parks and Recreation
		John Morrison, Treasurer
Regrets:	Ben Goernert	

1.	**Call Meeting to Order**
	Mayor Brown called the meeting to order at 5:02 PM.
2.	**Disclosure of Pecuniary Interest & General Nature Thereof** – None
3.	**Canadian National Anthem**
	• The National Anthem was sung.
4.	**Land Acknowledgement Statement**
	• Mayor Brown read the Land Acknowledgement Statement
5.	**Public Question / Comment** (Only Addressing Motion(s) or Reports on the Agenda)
	• Members of the public spoke to Reports on the Agenda.
6.	**Disclosure of Additional Items**
	1. Frontenac Heritage Foundation – Certificate of Commendation – Councillor Anne-Marie Koiner
	2. Mayor Directives – Mayor Colin Brown (to be disclosed under Mayor's Declaration)
7.	**Call for Nominations for Deputy Mayor** – Penny Kelly, Clerk
	• Penny Kelly, Clerk, facilitated the call for Nominations for Deputy Mayor and opened the floor for nominations.
***At this point, Councillor Koiner requested that Council consider amending the Procedural By-law regarding the position of Deputy Mayor to amend the Term served to one (1) year appointment(s) rather than a four (4) term.	
	Motion #26-192 – Amend Procedural By-law – Deputy Mayor Appointment **Moved by:** Councillor Koiner **Seconded by:** Mayor Brown BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO AMEND THE PROCEDURAL BY-LAW NO. 2016-094, TO REMOVE "A FOUR (4) YEAR TERM" AND REPLACE WITH "WILL BE APPOINTED FOR A ONE (1) YEAR TERM". **CARRIED – UNANIMOUS**

8.	**Delegation**
	1. Gai and Mitch Parmasar – Request for Review and Relief of Fixed Water and Wastewater Capital Charges at 460 and 462 Henrietta Street
	• Gai and Mitch Parmasar, on behalf of 1000579989 Ontario Inc., appeared before Council and requested that Council consider relief of fixed Water and Wastewater Capital charges at 460 and 462 Henrietta Street. • Council discussed the request and considered the following recommendation.
	Motion #26-184 – 460 and 462 Henrietta Street – Water & Wastewater Charges **Moved by:** Councillor Bannister **Seconded by:** Councillor Leakey BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO DEFER MOVING WATER BILL ARREARS TO THE PROPERTY TAX BILL FOR 460 AND 462 HENRIETTA STREET UNTIL THE NEXT SESSION OF COUNCIL AND DIRECTS THE TREASURER TO CREATE A REPORT ON WATER SERVICES RELATING TO THE PROPERTIES. **DEFEATED – *3 Ayes, 3 Nays***
9.	**Mayor's Declaration**
	• Mayor Brown read two (2) Mayoral Directives, as attached. Both Directives took effect on November 18, 2026.
	1. Mayoral Directive No. 2026-008, attached.
	2. Mayoral Directive No. 2026-009, attached.
10.	**Unfinished Business**
Council-REC-2026-09.1 – Community Sport and Recreation Infrastructure Fund (CSRIF) Grant Submission	
	Motion #26-185 – Community Sport and Recreation Infrastructure Fund (CSRIF) Grant Submission **Moved By:** Councillor Koiner **Seconded By:** Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION REPORT COUNCIL-REC-2026-09.1, TITLED "COMMUNITY SPORT AND RECREATION INFRASTRUCTURE FUND (CSRIF) GRANT SUBMISSION". **CARRIED – UNANIMOUS**
11.	**Staff Reports**
Council-CSC-2026-08 – Draft 2027 Council Meeting Schedule	
	Motion #26-186 – Amend 2027 Council Meeting Schedule – Move to Tuesday **Moved By:** Councillor Harper **Seconded By:** Councillor Leakey BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE AMENDS THE 2027 COUNCIL MEETING SCHEDULE TO MOVE THE REGULAR MEETINGS OF COUNCIL BACK TO EVERY 1ST AND 3RD TUESDAY OF EACH MONTH, AND FURTHER DIRECTS STAFF TO BRING BACK A BY-LAW ON WEDNESDAY, DECEMBER 2ND, 2026, AMENDING THE PROCEDURAL BY-LAW TO REFLECT THIS CHANGE. **CARRIED – *4 Ayes, 2 Nays***
Council-RDS-2026-20 – Award of Contract – Fuel Filling Station Design	
	By-law No. 2026-088 – Award of Contract – Fuel Filling Station Design **Moved By:** Councillor Leakey **Seconded By:** Councillor O'Callaghan BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW 2026-088, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND THE CLERK TO SIGN AN AGREEMENT WITH JP2G, FOR THE PROCUREMENT OF SERVICES TO COMPLETE THE DESIGN OF A FUEL FILLING STATION AT THE PUBLIC WORKS YARD, AS PRESCRIBED IN RFT RDS-2026-09, AND AS PRESENTED IN REPORT COUNCIL RDS-2026-20. **DEFEATED – *0 Ayes, 6 Nays***

*****The Chair called a recess at 6:30 PM.**
*****The meeting resumed at 6:42 PM.**

Council-FIN-2026-36 – Award of External Audit Services – Joint RFP ACC-2026-01

By-law No. 2026-087 – Award of External Audit Services – Joint RFP ACC-2026-01

Moved By: Councillor Leakey **Seconded By:** Councillor O'Callaghan

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-087, BEING A BY-LAW TO APPOINT MNP LLP, CHARTERED PROFESSIONAL ACCOUNTANTS, LICENSED PUBLIC ACCOUNTANTS, AS THE FINANCIAL AUDITOR'S FOR THE TOWN OF GANANOQUE AND ITS LOCAL BOARDS FOR THE FISCAL YEARS 2026 TO 2030, INCLUSIVE, IN ACCORDANCE WITH SECTION 296 OF THE *MUNICIPAL ACT*, 2001,

AND FURTHER THAT THE AFOREMENTIONED BY-LAW AUTHORIZE THE TREASURER AND CHIEF ADMINISTRATIVE OFFICER (CAO) TO SIGN AN AGREEMENT WITH MNP LLP, AT A MAXIMUM CONTRACT VALUE OF $442,000 PLUS HST, INCLUDING OPTIONAL FINANCIAL STATEMENT AND FINANCIAL INFORMATION RETURN (FIR) PREPARATION SERVICES TO BE CONFIRMED BY THE TOWN ANNUALLY,

AND FURTHER THAT AN OPTION BE PROVIDED TO EXTEND THE AGREEMENT FOR AN ADDITIONAL TWO (2) FISCAL YEARS (2031 AND 2032) AT THE RATES QUOTED, AS PRESENTED IN REPORT COUNCIL-FIN-2026-36.

CARRIED – UNANIMOUS

Council-FIN-2026-37 – Financial Results Reconciliation

Motion #26-187 – Financial Results Reconciliation

Moved By: Councillor Leakey **Seconded By:** Councillor O'Callaghan

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE RECONCILIATION OF THE 2025 BUDGET TO THE 2025 AUDITED FINANCIAL RESULTS;

AND FURTHER THAT COUNCIL ADOPTS THE ESTIMATE OF EXPENSES EXCLUDED FROM THE 2026 BUDGET, AS REQUIRED BY ONTARIO REGULATION 284/09, INCLUDING THE ESTIMATING ASSUMPTIONS IDENTIFIED IN THIS REPORT;

AND FURTHER THAT COUNCIL DIRECTS STAFF TO UPDATE THE ESTIMATES THROUGH THE YEAR-END PROCESS AND PRESENT THE 2027 EXCLUDED EXPENSE REPORT FOR ADOPTION BEFORE THE 2027 BUDGET IS ADOPTED, AS PRESENTED IN COUNCIL REPORT-FIN-2026-37.

CARRIED – UNANIMOUS

Council-FIN-2026-38 – 2026 Third Quarter (Q3) Forecast and Budget Variance

Motion #26-188 – 2026 Third Quarter (Q3) Forecast and Budget Variance

Moved By: Councillor Leakey **Seconded By:** Councillor O'Callaghan

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE 2026 THIRD QUARTER (Q3) FORECAST AND BUDGET VARIANCE FOR INFORMATION, AS PRESENTED IN REPORT COUNCIL-FIN-2026-38.

CARRIED – UNANIMOUS

Council-FIN-2026-39 – 2026 Municipal Accommodation Tax (MAT) Third Quarter (Q3) Report	
	Motion #26-189 – 2026 Municipal Accommodation Tax (MAT) Third Quarter (Q3) Report **Moved By:** Councillor Leakey **Seconded By:** Councillor O'Callaghan BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES AS INFORMATION, THE SUMMARY OF MUNICIPAL ACCOMMODATION TAX (MAT) REVENUE, AS PRESENTED IN REPORT COUNCIL-FIN-2026-39. **CARRIED – UNANIMOUS**
12.	**Motions** (Council Direction to Staff) – None
13.	**Correspondence**
	1. Rural Ontario Municipal Association (ROMA) – 2027 Conference – Request for Provincial Delegations
	Motion #26-190 – 2027 ROMA Conference – Municipal Delegation **Moved By:** Councillor Leakey **Seconded By:** Councillor O'Callaghan BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE AUTHORIZES THE MAYOR MAKE DELEGATION AT THE 2027 RURAL ONTARIO MUNICIPAL ASSOCIATION (ROMA) CONFERENCE ON THE FOLLOWING TOPICS: 1. JOINT DELEGATION WITH DEEP RIVER REAGRDING POLICE SERVICES FUNDING, AND; 2. THE GANANOQUE FORCEMAIN WITH THE MINISTER OF INFRASTRUCTURE. **CARRIED – UNANIMOUS**
	Motion #26-191– 2027 ROMA Conference – Council Representatives **Moved By:** Councillor Leakey **Seconded By:** Councillor O'Callaghan BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE AUTHORIZES THE FOLLOWING MEMBERS OF COUNCIL TO ATTEND THE 2027 RURAL ONTARIO MUNICIPAL ASSOCIATION (ROMA) CONFERENCE: 1. MAYOR COLIN BROWN, AND; 2. COUNCILLOR MIKE O'CALLAGHAN. **CARRIED – UNANIMOUS**
	3. Charles Milgrom – Municipal Marina – Request to Install Electronic Gates
	4. Ministry of the Environment, Conservation and Parks – Regulatory Amendments to Streamline Requirements for Waste Disposal Site Service Area and Fill Rate Changes
	5. Ministry of Finance – Update on Changes to the Municipal Accommodation Tax Framework
	6. Student Transportation of Eastern Ontario (STEO) – Transportation of Students Travelling During Winter Months
	7. Ontario Energy Board – Notice of a Hearing – Enbridge Gas Inc. Applied for Approval to Update the Integrated Resource Planning Framework
14.	**Notice Required Under the Notice By-law** – None
15.	**Discussion of Additional Items**
	1. Frontenac Heritage Foundation – Certificate of Commendation – Councillor Anne-Marie Koiner
	• Councillor Koiner informed Council that the 2026 Heritage Conservation Awards were held on Tuesday, November 17, 2026. • On behalf of the Town, Councillor Koiner and Councillor Leakey received the Frontenac Heritage Foundation Certificate of Commendation to recognize the Town's preservation of the Umbrella Station (Susan Push Umbrella).

16.	**Questions from the Media** – None
17.	**Closed Session**
	• Moved by Councillor Leakey that the Council of the Town of Gananoque in accordance with Section 239.2 of the *Municipal Act*, moves into Closed Session at 7:34 PM for the Purpose of Discussing one (1) item under A Position, Plan, Procedure, Criteria or Instruction to be Applied to any Negotiations Carried On or to be Carried on by or on Behalf of the Municipality or Local Board and, one (1) item under Advice that is Subject to Solicitor-client Privilege, including Communications Necessary for that Purpose regarding a Judicial Review. **CARRIED – UNANIMOUS**
18.	**Move Out of Closed Session at 7:59 PM**
	Open Session resumed at 8:00 PM
19.	**Reporting Out of Closed Session**
	• Mayor Brown advised that a Closed Meeting was held. Council discussed one (1) item under Advice that is Subject to Solicitor-client Privilege, including Communications Necessary for that Purpose regarding a Judicial Review and; one (1) item under A Position, Plan, Procedure, Criteria or Instruction to be Applied to any Negotiations Carried On or to be Carried on by or on Behalf of the Municipality or Local Board. There was nothing to report out on these items.
20.	**Confirmation By-law**
	By-law No. 2026-086 – Confirming By-law – November 18, 2026 **Moved By:** Councillor Leakey **Seconded By:** Councillor O'Callaghan BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2026-086, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS REGULAR MEETING HELD ON WEDNESDAY, NOVEMBER 18TH, 2026, BE READ THREE TIMES AND FINALLY PASSED THIS 18TH DAY OF NOVEMBER 2026. **CARRIED – UNANIMOUS**
21.	**Next Meeting(s):** 1. Special Closed Session – Tuesday, November 24, 2026 – Council Training 2. Special Closed Session – Monday, December 1, 2026 – Corporate Training and Orientation 3. Regular Meeting – Wednesday, December 2, 2026 4. Regular Meeting – Wednesday, December 16, 2026
22.	**Adjournment**
	Moved By: Councillor Bannister Be it resolved that the Council of the Town of Gananoque hereby adjourns the Wednesday, November 18th, 2026, regular meeting of Council at 8:02 PM. **CARRIED – UNANIMOUS**

_____ Colin Brown, Mayor	_____ Penny Kelly, Clerk / CEMC

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Mayoral Directive
Directive Number: 2026-008

In accordance with Part VI.1 (Special Powers and Duties of Head of Council) of the *Municipal Act*, 2001, as amended, I Colin Brown, Mayor of the Town of Gananoque do hereby direct the following Mayoral Directives be rescinded:

1. Mayoral Directive No. 2025-005: Directive to the Treasurer and CAO on the preparation of the 2026 and 2027 Operating and Capital Budgets. The directive is hereby amended to remove any and all reference to the 2027 Operating and Capital Budget.

2. Mayoral Directive No. 2026-002: Directive to the CAO, Clerk and Managers of the Town of Gananoque to enact that questions put to the CAO, Clerk, Managers, CBO and Fire Chief of the Corporation by Councillors of the Corporation, related to the business of the Corporation, will be answered by e-mail with a "reply all" that includes all members of Council and the Mayor.

3. Mayoral Directive No. 2026-004: Directive to the Treasurer and the CAO to prepare the 2027 Operating and Capital Budgets, reflective of the Corporation of the Town of Gananoque's current levels of service, the Asset Management Plan and in accordance with any and all initiatives indicated by the Mayor.

4. Mayoral Directive No. 2026-007: Planning guidance and supplemental directive to the Treasurer and the CAO on the preparation of the 2027 Operating and Capital Budgets, reflective of the Corporation of the Town of Gananoque's current levels of service and the Asset Management Plan.

Dated this 18th day of November 2026

Colin Brown, Mayor

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Mayoral Directive
Directive Number: 2026-009

In accordance with Part VI.1 (Special Powers and Duties of Head of Council) of the *Municipal Act*, 2001, Section 284.13 Delegation, whereby the Mayor may delegate their powers and duties under the following sections:

1. Section 284.5 (Chief Administrative Officer)
2. Section 284.6 (Organizational Structure)
3. Section 284.7 (Local Boards)
4. Section 284.8 (Committees)

I, Colin Brown, Mayor of the Town of Gananoque deems it desirable to delegate my powers under Section 284.6 to the Chief Administrative Officer of which includes the powers to determine the organizational structure of the municipality and the power to hire, dismiss or exercise any other prescribed employment powers with respect to the head of any division or the head of any part of the organizational structure.

This Directive takes effect on November 18, 2026, and remains in effect unless and until it is revoked by the Mayor in writing and filed with the Town Clerk

Dated this 18th day of November, 2026

Colin Brown, Mayor