

REGULAR COUNCIL MEETING MINUTES

Held on Tuesday, December 16, 2025, at 5:00 PM

Held Virtually and In-Person

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

1.	Call Meeting to Order
	Mayor Beddows called the meeting to order at 5:03 PM.
2.	Disclosure of Pecuniary Interest & General Nature Thereof
	<ul style="list-style-type: none"> Councillor Koiner declared a conflict of interest regarding with Item 7.2 (Proposed Official Plan Amendment and Class III Development Permit (OPA8-25 / DP2025-13), due to the proximity of her home and the property being considered (145 River Street)).
3.	Canadian National Anthem
	<ul style="list-style-type: none"> The National Anthem was played.
4.	Land Acknowledgement Statement
	<ul style="list-style-type: none"> Mayor Beddows read the Land Acknowledgement Statement.
5.	Public Question / Comment (Only Addressing Motion(s) or Reports on the Agenda)
6.	Disclosure of Additional Items
	<ul style="list-style-type: none"> 1. Staff Report – Council-FIN-2025-32 – Establishment of a Tax Ratio-New Multi-Residential Property Class – John Morrison
7.	Public Meeting
	<p>1. Proposed Class III Development Permit DP2025-16 – 77 Pine Street (+Ref. Report Council-PD-2025-19)</p> <ul style="list-style-type: none"> A Public Meeting was held regarding a Proposed Class III Development Permit Application (DP2025-16) received from the Applicant: Cataraqui Construction, on behalf of the Owner: 772663 Ontario Limited regarding 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, to Permit two (2) additions to the existing building for the purposes of a dental clinic. The Chair requested the Manager of Planning and Development present the Application to Council. <ul style="list-style-type: none"> Brenda Guy, Manager of Planning and Development provided an overview of Report Council PD-2025-19.

	<ul style="list-style-type: none"> • The Chair asked the Owner/Applicant if they had anything to add to the Staff overview. <ul style="list-style-type: none"> • Eric Riddell, Architect, Shoalts and Zaback Architects Ltd., appeared online to provide comments and reiterate the intent of the Application.
	<ul style="list-style-type: none"> • The Chair asked if any member of Council had any questions or comments. <ul style="list-style-type: none"> • Councillor Koiner advised that the Application was presented to the Planning Advisory Committee and that the Committee supports the Application. • 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. • The Chair asked if any member of the public had any questions or comments. – None • The Chair asked if the Owner/Applicant had any additional questions or comments. – None
	<p>Council considered the following recommendation.</p>
	<p>Motion #25-184 – Class III Development Permit (DP2025-16) – 77 Pine Street (772663 Ontario Limited)</p> <p>Moved By: Deputy Mayor Leakey Seconded By: Councillor Koiner</p> <p>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:</p> <ul style="list-style-type: none"> - 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. <p>AS RECOMMENDED BY THE PLANNING ADVISORY COMMITTEE (PAC) AND AS PRESENTED IN COUNCIL REPORT-DP-2025-19.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
	<p>2. Proposed Official Plan Amendment and Class III Development Permit OPA8-25 / DP2025-13 – 145 River Street (+Ref. Report Council-PD-2025-20)</p> <ul style="list-style-type: none"> • A public meeting was held with respect to a complete application received from Bethanie Matthews (Applicant) on behalf of Agnes and Harrie Tieken (Owner) for a proposed Official Plan Amendment (OPA) for the property municipally and legally described as 145 River Street, PLAN 86 PT LOT: 477 PT LOT 478 PT LOT 479 RP; 28R8089 PART 1 TOWN OF GANANOQUE, to AMEND THE Official Plan (File No. OPA8-25) from Residential to Residential Exception Designation to permit a fitness and recreation facility and allow 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 (OPA8-25) application.

	<ul style="list-style-type: none"> With respect to the Official Plan Amendment, the Chair advised of the following: <ul style="list-style-type: none"> If a person or public body would otherwise have an ability to appeal the decision of the Council of the Corporation of the Town of Gananoque to the Ontario Land Tribunal, but the person or public body does not make oral or written submissions at the public meeting before the proposed official plan amendment is adopted or the by-law is passed, the person or public body is not entitled to appeal the decision 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. With respect to the Development Permit Application, the Chair stated the following: <ul style="list-style-type: none"> Under the proposed Development Permit, 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 (OLT) is the Applicant. The Development Permit Application relates to any reliefs being sought under the Development Permit By-law No. 2010-65. The Chair called the Public Meeting to order to deal with an Official Plan Amendment (OPA) and Development Permit at 5:21 PM.
**Councillor Kiner declared a conflict of interest and left the room.	
	<ul style="list-style-type: none"> The Chair requested the Manager of Planning and Development present the Official Plan Amendment and the Development Permit Application to Council. <ul style="list-style-type: none"> Brenda Guy, Manager of Planning and Development provided an overview of Council Report PD-2025-20. The Chair asked the Applicant / Owner if they had anything to add to the Staff overview. <ul style="list-style-type: none"> Bethanie Matthews, Applicant, and Owner of Gananoque Fitness read a prepared speech on the benefits of a fitness centre accessible to all ages and abilities, in Gananoque.
	<ul style="list-style-type: none"> The Chair asked if any member of Council had any questions or comments regarding the Official Plan Amendment. <ul style="list-style-type: none"> Deputy Mayor Leakey, and Councillors Kirkby and Harper provided positive feedback and their support for the application(s). Councillor Osmond sought clarification regarding outside storage restrictions. The Manager of Planning advised that “activity” must be clarified and that the Site Plan would have to be amended to reflect the intended use of the property.

	<ul style="list-style-type: none"> • The Chair asked if any member of the public had any questions or comments regarding the Planning Act Applications. <ul style="list-style-type: none"> • Peter Long, Resident, appeared before Council and offered support for the Application(s). • Lila MacLean, Employee, Gananoque Fitness, appeared before Council and noted the benefits the new site facility will have for the community.
	<ul style="list-style-type: none"> • The Chair asked if the Applicant / Owner had any additional questions or comments. <ul style="list-style-type: none"> • The Applicant thanked Council.
	<ul style="list-style-type: none"> • Council considered the following recommendations with respect to the Official Plan Amendment and Class III Development Permit.

Official Plan Amendment (OPA8-25) – 145 River Street – Redesignation and By-law

**Moved by Councillor Osmond and seconded by Councillor Harper to amend the Official Plan Amendment recommendation to permit certain outside activities. The amendments would remove: “NO ACTIVITIES RELATED TO THE BUSINESS ARE PERMITTED OUTSIDE THE PARAMETERS OF THE BUILDING”, and replace with “ACTIVITIES RELATED TO THE BUSINESS ARE PERMITTED OUTSIDE THE PARAMETERS OF THE BUILDING BETWEEN THE HOURS OF 8 AM AND SUNSET.”

And further, remove: “NO OUTSIDE STORAGE SHALL BE PERMITTED”, and replace with, “OUTSIDE STORAGE SHALL BE PERMITTED FOR PERSONAL UNPOWERED WATERCRAFT & E-BIKES, AND SITE PLAN TO BE AMENDED TO REFLECT STORAGE LOCATIONS.”

CARRIED – UNANIMOUS, *by those voting*

	<p>Motion #25-185 – Official Plan Amendment (OPA8-25) – 145 River Street – Redesignation and By-law</p> <p>Moved by: Deputy Mayor Leakey Seconded by: Councillor Harper</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PROVIDES THAT THEY APPROVE 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;</p> <p>AND FURTHER THAT THE FOLLOWING SHALL APPLY TO AN OFFICIAL PLAN (OP):</p> <ul style="list-style-type: none"> • THE SUBJECT LANDS (OPA8-2025) ON SCHEDULE B RESIDENTIAL POLICY AREA OF THE OFFICIAL PLAN BE DESIGNATED RESIDENTIAL EXCEPTION AND THE FOLLOWING SHALL APPLY: <ul style="list-style-type: none"> ◦ SITE SPECIFIC - LOCAL COMMERCIAL SHALL BE PERMITTED ON THE SUBJECT LANDS AND RESTRICTED TO A PRIVATE COMMUNITY FITNESS FACILITY WITH NO ACCESSORY USES. ◦ ACTIVITIES RELATED TO THE BUSINESS ARE PERMITTED OUTSIDE THE PARAMETERS OF THE BUILDING BETWEEN THE HOURS OF 8:00 AM AND SUNSET. ◦ OUTSIDE STORAGE SHALL BE PERMITTED FOR PERSONAL UNPOWERED WATERCRAFT & E-BIKES, AND SITE PLAN TO BE AMENDED TO REFLECT STORAGE LOCATIONS. ◦ NO BACKLIT, FLASHING, ILLUMINATED SIGNAGE. <p>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.</p> <p>CARRIED – UNANIMOUS, <i>by those voting and as amended</i></p>
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Class III Development Permit (DP2025-15) – 145 River Street – Redesignation

**Moved by Councillor Osmond and seconded by Councillor Harper to amend the Class III Development Permit recommendation to remove, “NO OUTSIDE STORAGE SHALL BE PERMITTED” and replace with, “NO OUTSIDE STORAGE SHALL BE PERMITTED, EXCEPT AS IN THE PLAN APPLICATION.”

And further remove “NO ACTIVITIES RELATED TO THE BUSINESS ARE PERMITTED OUTSIDE THE PARAMETERS OF THE BUILDING” and replaced with “NO ACTIVITIES RELATED TO THE BUSINESS ARE PERMITTED OUTSIDE THE PARAMETERS OF THE BUILDING, EXCEPT FOR BETWEEN THE HOURS OF 8 AM AND SUNSET.”

CARRIED – UNANIMOUS, by those voting

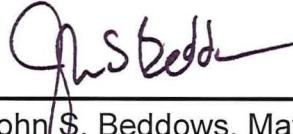
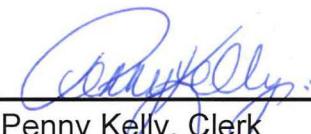
Motion #25-186 – Class III Development Permit (DP2025-15) – 145 River Street – Redesignation

Moved by: Deputy Mayor Leakey **Seconded by:** Councillor Harper
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 (DP2025-13) 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 EXCEPT AS IN THE PLAN APPLICATION.
 - NO ACTIVITIES RELATED TO THE BUSINESS ARE PERMITTED OUTSIDE THE PARAMETERS OF THE BUILDING EXCEPT FOR BETWEEN THE HOURS OF 8:00 AM AND SUNSET.
 - 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;

	<ul style="list-style-type: none"> • 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. <p>AS RECOMMENDED BY THE PLANNING ADVISORY COMMITTEE AND AS PRESENTED IN REPORT COUNCIL-PD-2025-20.</p>
CARRIED – UNANIMOUS, <i>by those voting and as amended</i>	
**At this point, Councillor Koiner returned to the room.	
**The Chair addressed Item #5 – Public Question / Comment (Only Addressing Motion(s) or Reports on the Agenda).	
8.	Presentations / Awards / Deputations
	<p>1. Cataraqui Conservation – David Ellington, General Manager – Bill 68 and Proposed Conservation Authority Consolidations</p> <ul style="list-style-type: none"> • David Ellington, General Manager, Cataraqui Conservation appeared before Council and presented a PowerPoint presentation titled “Bill 68 and Proposed Regional Conservation Authorities (CA) Consolidations”.
9.	Delegations – None
10.	Mayor’s Declarations – None
11.	Unfinished Business (Postponed to January 14, 2026)
	<p>David Armstrong, Manager of Public Works</p> <p>Council-RDS-2025-15 – Garden Street – Speed Limit, Speed Bumps and Stop Sign</p>
12.	Motion #25-184 – Approval of Minutes – December 2nd, 4th/5th and 8th, 2025 (Postponed to January 14, 2026)
13.	Staff Reports
	<p>Council-CSC-2025-11 – 2022 to 2027 Multi-Year Accessibility Plan Review</p> <p>Motion #25-188 – 2022 to 2027 Multi-Year Accessibility Plan Review</p> <p>Moved By: Deputy Mayor Leakey Seconded By: Councillor Koiner</p> <p>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.</p>
	CARRIED – UNANIMOUS
	<p>Council-CSC-2025-12 – Emergency Management Program and Emergency Response Plan Review</p> <p>Motion #25-187 – Emergency Management Program and Emergency Response Plan Review</p> <p>Moved By: Deputy Mayor Leakey Seconded By: Councillor Koiner</p> <p>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.</p>
	CARRIED – UNANIMOUS
	<p>Council-RDS-2025-16 – Award of Contract – Town Gates Repair and Maintenance (Postponed to January 14, 2026)</p>
14.	Motions (Council Direction to Staff) – None
15.	Correspondence (Postponed to January 14, 2026)
	<p>1. Municipality of North Grenville – Elect Respect Pledge – Resolution of Support</p> <p>2. United Counties of Stormont, Dundas & Glengarry – Conservation Authorities Amalgamation – Request for Support</p>

	<p>3. Association of Municipalities of Ontario (AMO) Communications – Help Us Advocate for Strong OMERS Governance</p> <p>4. Office of the Solicitor General – 2026 Ontario Provincial Police (OPP) Annual Billing Statements</p>
16.	Notice Required Under the Notice By-law – None
17.	Committee Updates (Council Reps)
18.	Discussion of Additional Items
	<p>1. Council-FIN-2025-32 – Establishment of a Tax Ratio-New Multi-Residential Property Class – John Morrison</p>
	<p>By-law No. 2025-115 – Establishment of a Tax Ratio-New Multi-Residential Property Class</p> <p>Moved By: Deputy Mayor Leakey Seconded By: Councillor Koiner BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-115, BEING A BY-LAW TO AMEND THE 2025 TAX RATES AND RATIOS BY-LAW NO. 2025-035, TO ADD A “NEW MULTI-RESIDENTIAL PROPERTY CLASS (NT) TAX RATIO OF 1.1000”, AS PRESENTED IN COUNCIL REPORT FIN-2025-32.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
19.	Confirmation By-law
	<p>By-law No. 2025-111 – Confirming By-law – December 16, 2025</p> <p>Moved By: Deputy Mayor Leakey Seconded By: Councillor Koiner BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2025-111, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS REGULAR MEETING HELD ON TUESDAY, DECEMBER 16TH, 2025, BE READ THREE TIMES AND FINALLY PASSED THIS 16TH DAY OF DECEMBER 2025.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
20.	Next Meeting(s): Regular Council – Wednesday, January 14, 2026 at 5:00 PM
21.	Adjournment
	<p>Moved By: Deputy Mayor Leakey Be it resolved that Council hereby adjourns this regular meeting of Council at 7:05 PM.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
 <hr/> John S. Beddows, Mayor	 <hr/> Penny Kelly, Clerk