

## 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](mailto: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](mailto: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](mailto:bguy@gananoque.ca)  
613-382-2149 Ext.1126

**EXISTING INFRASTRUCTURE NOTES:**

<b><i>PROVIDED</i></b>	m	m	m	m	m	m
55.86						
632.82						
0.00						
0.00						
20.16						
50.94						
0.00						

## SITE STATISTICS

BUILDING AREA	632.82	m <sup>2</sup>
LOT AREA	2639.73	m <sup>2</sup>
GRAVEL AREA	1838.62	m <sup>2</sup>
LANDSCAPED AREA	168.29	m <sup>2</sup>

CONTRACTOR WILL RECORD ITS LOCATION, NOTIFY THE CONTRACT ADMINISTRATOR AND FURNISH A COPY OF THE LOCATION OF SAID INFRASTRUCTURE

- [illegible]

**EXISTING INFRASTRUCTURE NOTES:**

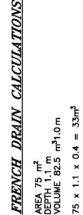
- [illegible]

NOTES: EROSION & SEDIMENT CONTROL

- [illegible]

**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.



### LEGEND

\* E2.20  
82-90  
62-66

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

2	BAC	2025-07-04	TOWN COMMENTS	
1	C/J	2025-04-22	TOWN COMMENTS	
0	BC	2025-01-29	SITE PLAN	
No.	By	Date	Revisors	

*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 Engineer's written permission.*

*The contractor must check and verify all dimensions on the job prior to start of construction.*



**ASTERN**  
**ENGINEERING GROUP INC.**  
CONSULTING ENGINEERS

Apex Building  
207 - 100 Stronger Blvd.  
Brookville, Ont. K0V 5J9

Telephone: (613) 345-0400  
Facsimile: (613) 345-0008  
[www.asterfibre.com](http://www.asterfibre.com)

## GAN FITNESS

## SITE PLAN

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

5

File No.: 9027 Cr2.4a9



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

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

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

**ALL** applications require the following:

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

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

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

**SUBMISSION REQUIREMENTS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**NOTES TO OWNER/APPLICANT:**

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

**Existing Use(s):**

Flea Market

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

Has the property been designated as a Heritage Site? ☐ Yes ☒ NoIs the property presently under a Site Plan/Development Permit Agreement? ☐ Yes ☒ NoHas the property ever been subject of an application under Section 34 (Zoning), 41 (Site plan) or 45 (Minor Variance) of the Planning Act? ☒ Yes ☐ NoHas the property ever been subject of an application under Section 70.2 (Development Permit By-law) of the Planning Act? ☐ Yes ☒ No

If the property has been subject of applications under the Planning Act noted above, provide the file number(s) and the status of the application?

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

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

Is the **Use** permitted or permitted subject to criteria as set out in the development permit by-law? ☒ Yes ☐ No

How has the applicable criteria have been addressed?

Residential Exception Discretionary Use Required

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

If yes, what variation is requested and why?

seeking designation to comply

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

see attached planning report

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

East - Gananoque River

West - Residential

North - Open Space

South - Residential and Neighbourhood Commercial

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

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

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

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

<b>Heritage Tourist Inn/Bed and Breakfast/Short Term Accommodation*:</b>		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is this an application for a Heritage Tourist Inn?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Number of Guest Rooms:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6
<b>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.</b>			
Is this an application for a Bed and Breakfast?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Number of Guest Rooms:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Is this an application for a Short Term Accommodation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Number of Guest Rooms:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3

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

<b>Water Access</b> (where access to the subject land is by water only)			
Docking Facilities (specify)		Parking Facilities (specify)	
distance from subject land	<u>n/a</u>	distance from subject land	<u>                    </u>
distance from nearest public road	<u>                    </u>	distance from nearest public road	<u>                    </u>

<b>EXISTING BUILDINGS:</b>		Building 1 - Primary	Building 2 - Accessory
	Type of Structure (ie: wood concrete)	concrete	
	Date Constructed:	n/a	
	Front Line Setback:	0m	
	Rear Lot Line Setback:	56m	
	Side Lot Line Setback:	0m (north)	
	Side Lot Line Setback:	20.1m (south)	
	Height:	7.6 m	
	Dimensions:		
Floor Area:	392 sq.m		

## Back Addition

## Front Addition

PROPOSED BUILDINGS:		Building 1 - Primary	Building 2 - Accessory
	Type of Structure (ie: wood concrete)	wood/concrete	wood/concrete
	Proposed Date of Construction:	jan 2027	jan 2026
	Front Line Setback:	0m	0m
	Rear Lot Line Setback:	50.9m	56m
	Side Lot Line Setback:	0m (north)	0m
	Side Lot Line Setback:	20.1m (south)	20.1m
	Height:	9.6m	7.6m
	Dimensions:		
	Floor Area:	633 sq.m	413 sq m
Attached Additional Page, if necessary			

**AUTHORIZATION BY OWNER**

I/We, the undersigned being the registered owner(s) of the subject lands, hereby authorize Bethanie Matthews (print name) to be the applicant in the submission of this application. Furthermore, I/we, being the registered owner(s) of the subject lands, hereby authorize Town of Gananoque members of Council, Committee of Council and Municipal Staff, to enter upon the property for the purposes of conducting a site inspection with respect to the subject application.

Agnes Teiken

Owner Name (Please Print)

Owner Name (Please Print)

Signature of Owner

Signature of Owner

Signature of Witness (not applicant)

Date

**CONSENT BY OWNER**

I/We, Agnes Teiken, (print name(s) am/are the registered owner(s) of the land that is the subject of this application for Development Purposes and for purposes of the Municipal Freedom of Information and Protection of Privacy Act. I/We hereby authorize the use, or disclosure, to any person or public body, of any personal information collected under the authority of the Planning Act of the purpose of processing this application.

Signature of Owner

Signature of Owner

Signature of Witness (not applicant)

Date

**DECLARATION OF APPLICANT**

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

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

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

Declared/Sworn before me at

Town of Gananoquethis 13<sup>th</sup> day of November, 2025.

Province of Ontario,

for the Corporation of the

Town of Gananoque.

Expires August 6, 2027.

Signature of a Commissioner, etc

Signature of Applicant

<b>Office Use Only:</b>		Roll No: 0814000001036800
Official Plan Designation:  Residential	Development Permit Designation:  Residential	Other:
Access (Entrance Permits etc):	Water and Sewer Hookup (Permits etc):	Other:
Other Concurrent Applications:	<input type="checkbox"/> Cash-in-Lieu of Parking <input type="checkbox"/> condo Approval <input type="checkbox"/> Consent/ Severance	<input checked="" type="checkbox"/> Official Plan Amendment <input type="checkbox"/> Subdivision Approval
Date Application Received:  November 13, 2025	Date Application Deemed Complete: November 13, 2025	Fees Received:  \$1900 September 3, 2025

For additional details please contact: Brenda Guy, Manager of Planning and Development  
 Town of Gananoque, 30 King Street East, Gananoque, ON K7G 1E9  
 (613) 382-2149 ext.1126 E-mail: bguy@gananoque.ca

**Peer Review/Consultant Services**

In order to streamline the Town of Gananoque's planning process, professional or peer review services may be contracted out by the Town under By-law 2004-63 and amending By-law 2007-29. These may include but are not limited to the following:

Condominium Applications Consent Applications Cost Estimate of Works Development Permit Applications Official Plan Amendment Local Planning Appeal Tribunal Part Lot Control Subdivision Applications	Air, Noise or Vibration Study Archaeological Study Drainage and/or stormwater management report Environmental Impact Assessment for a natural heritage feature or area Erosion and Sediment Control Plan Geotechnical Study/Hydrogeological Study Heritage Resource Assessment/Study Hydrogeology/Groundwater Study Phase I Environmental, investigation if req'd Form 1's - Record of Future Alteration (Water, Sewer and Storm)	Sanitary System Design & sufficient capacity Servicing Options Report Source Water Protection - Risk Management Assessment Sun/Shady Study Traffic Study Vegetation Inventory/Preservation Visual Impact Assessment Water Distribution System & sufficient capacity Wave Uprush Study Supporting Land Use Planning Report
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The use of and choice of peer review contract consultants for either planning or engineering on any specific project are subject to the approval of either the Manager of Planning and Development or the Director of Public Works within their respective areas of jurisdiction.

All costs for the peer review consultants and legal costs for preparation of agreements and/or registration shall be fully paid by the applicant/owner. A deposit will be received by the Town as part of application submission requirements in the amount of \$2,000 (two thousand dollars). Any costs above and beyond the initial security will be invoiced to the applicant/owner.

All invoices shall be paid by the Town and subsequently invoiced to the applicant/developer. If payment is not received by the Town within 30 (thirty) days of receipt, the Town will recover its costs from any other securities which have been posted for the project by the applicant/owner.

The securities will be held by the Town until the component of the project for which they were posted is complete. Authorization for the release of the securities shall be provided to the Finance Department by either the Clerk or the Manager of Planning and Development, within their respective areas of jurisdiction.

I/We, \_\_\_\_\_ of the \_\_\_\_\_ of \_\_\_\_\_ in the \_\_\_\_\_ of \_\_\_\_\_ solemnly declare that:

I am aware of the current Town of Gananoque General Fees and Rates for various services provided by the Town.

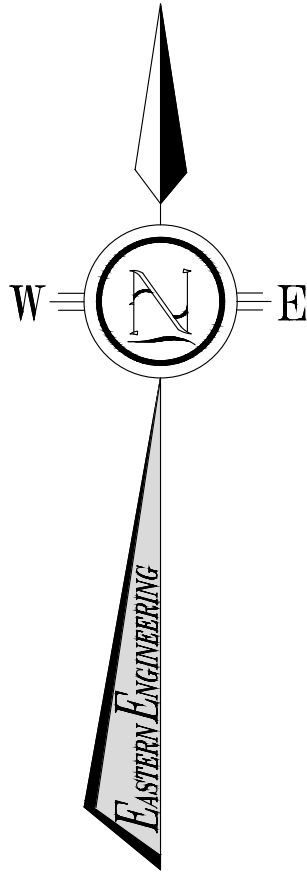
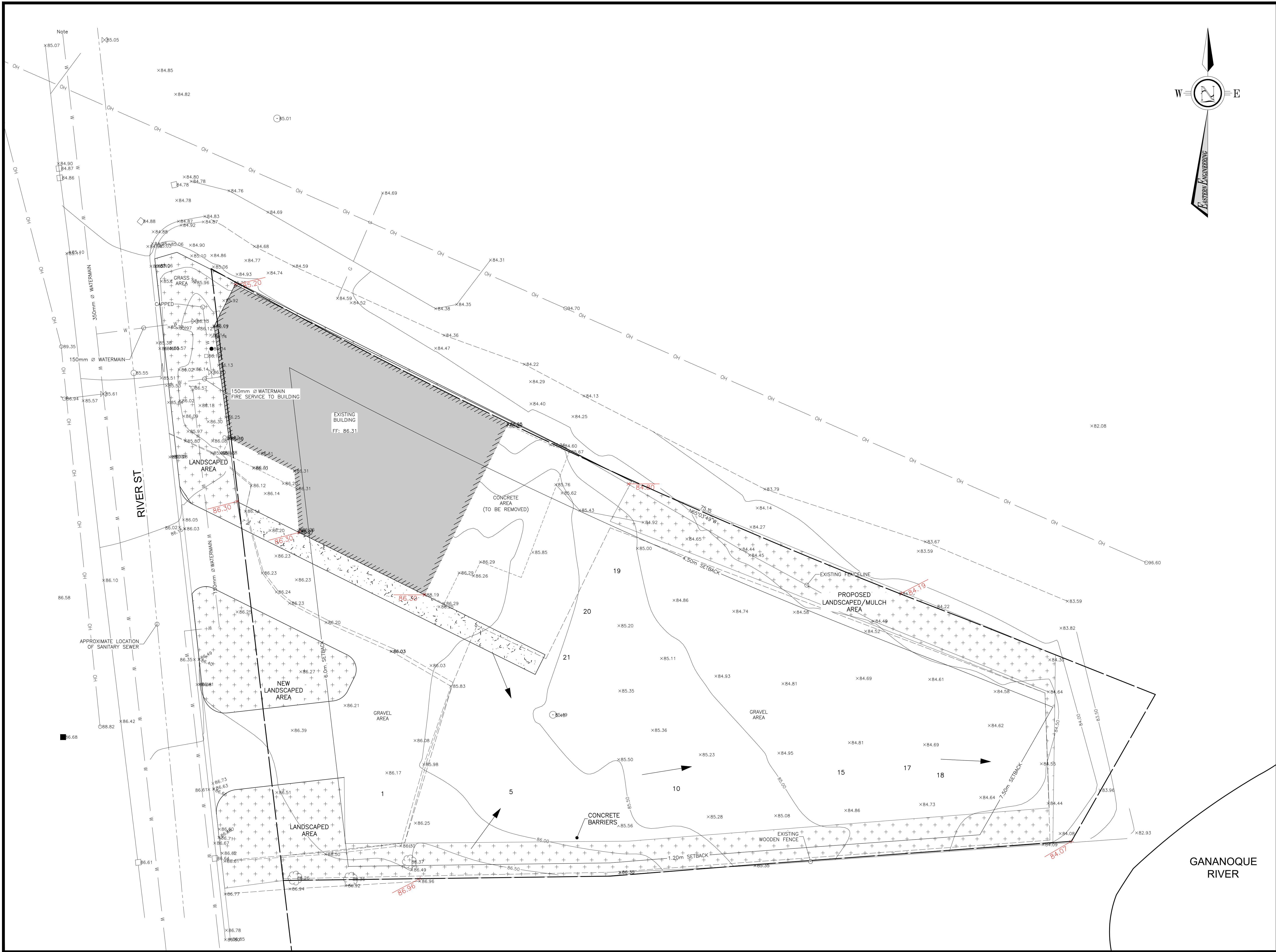
Furthermore, I accept the Town's peer review process whereby I agree to provide the Town of Gananoque with a deposit in the amount of \$2,000 (two thousand dollars) in order to conduct any necessary peer review(s) as deemed by the Town or preparation of legal agreements including registration in the completion of my planning application. In the event that payment is not received for such peer reviews, the Town may use the deposit to do so or any other securities being held.

awm TIEKEN  
Print Name - Owner/Applicant

\_\_\_\_\_  
Signature - Owner/Applicant

        
Date

\_\_\_\_\_  
Manager of Planning/Development or his/her designate



**BENCHMARK**

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

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.



**EASTERN ENGINEERING GROUP INC.**  
CONSULTING ENGINEERS  
Apex Building  
207 - 100 Stronger Blvd.  
Brockville, Ont. K6V 5J9  
Telephone: (613) 345-0400  
Facsimile: (613) 345-0008  
www.EastEng.com

Project Title:  
**GAN FITNESS**

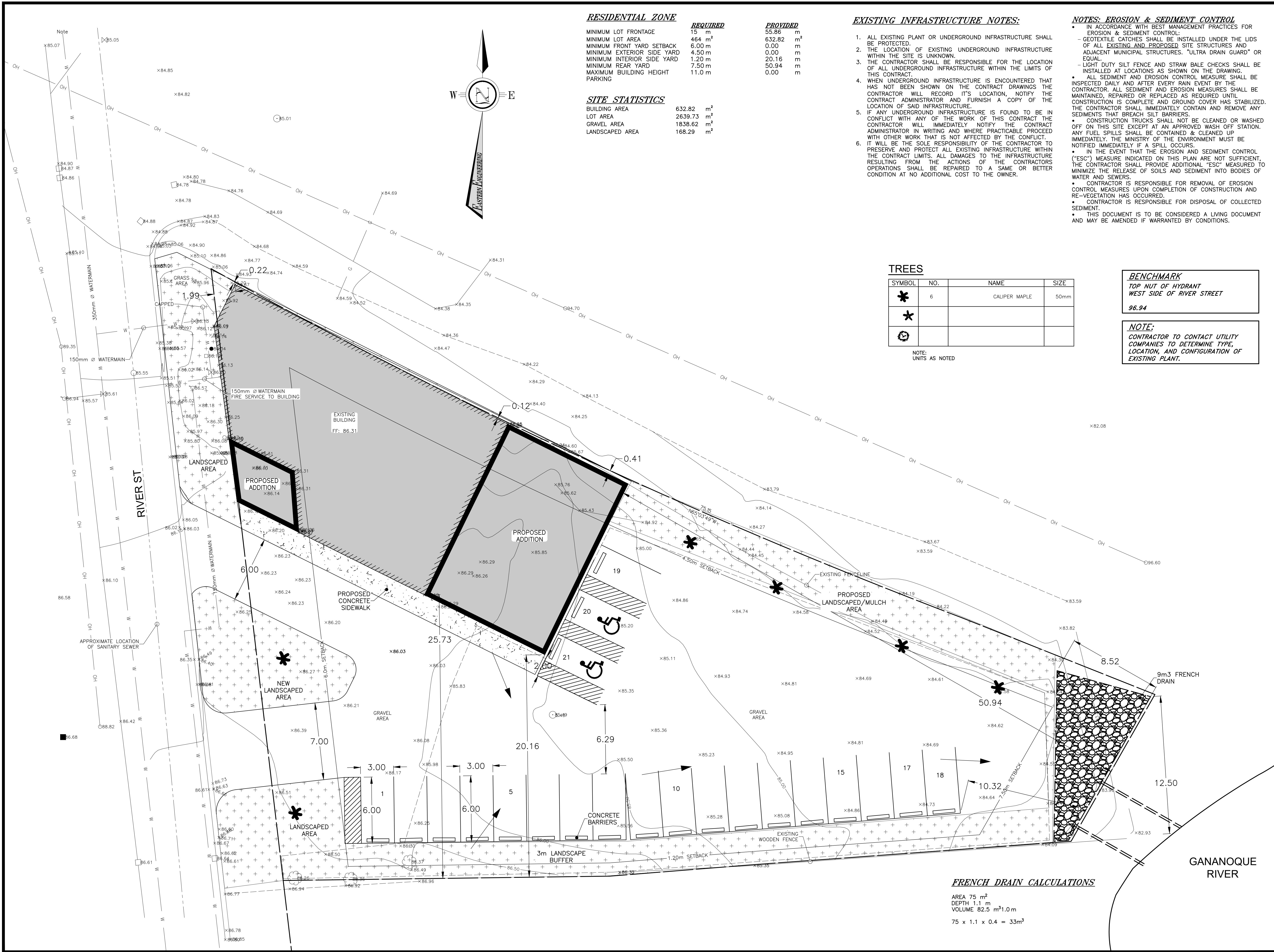
Drawing Title:  
**EXISTING CONDITIONS**

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

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

**C0**

File No.: 9027 Cr2.dwg



**RESIDENTIAL ZONE**

	REQUIRED	PROVIDED
MINIMUM LOT FRONTAGE	15 m	55.86 m
MINIMUM LOT AREA	464 m <sup>2</sup>	632.82 m <sup>2</sup>
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
MINIMUM BUILDING HEIGHT	11.0 m	0.00 m

**SITE STATISTICS**

BUILDING AREA	632.82 m <sup>2</sup>
LOT AREA	2639.73 m <sup>2</sup>
GRAVEL AREA	1838.62 m <sup>2</sup>
LANDSCAPED AREA	168.29 m <sup>2</sup>

**EXISTING INFRASTRUCTURE NOTES:**

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- THE LOCATION OF EXISTING UNDERGROUND INFRASTRUCTURE WITHIN THE SITE IS UNKNOWN.
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**NOTES: EROSION & SEDIMENT CONTROL**

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  - 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.
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**TREES**

SYMBOL	NO.	NAME	SIZE
* (flower)	6	CALIPER MAPLE	50mm
* (star)			
* (circle)			

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.

**LEGEND**

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

—	PROPERTY BOUNDARY
—	EXISTING BUILDING

—	EXISTING BUILDING TO BE REMOVED
---	------------------------------------

—	PROPOSED BUILDING
---	-------------------

No.	By	Date	Revisions
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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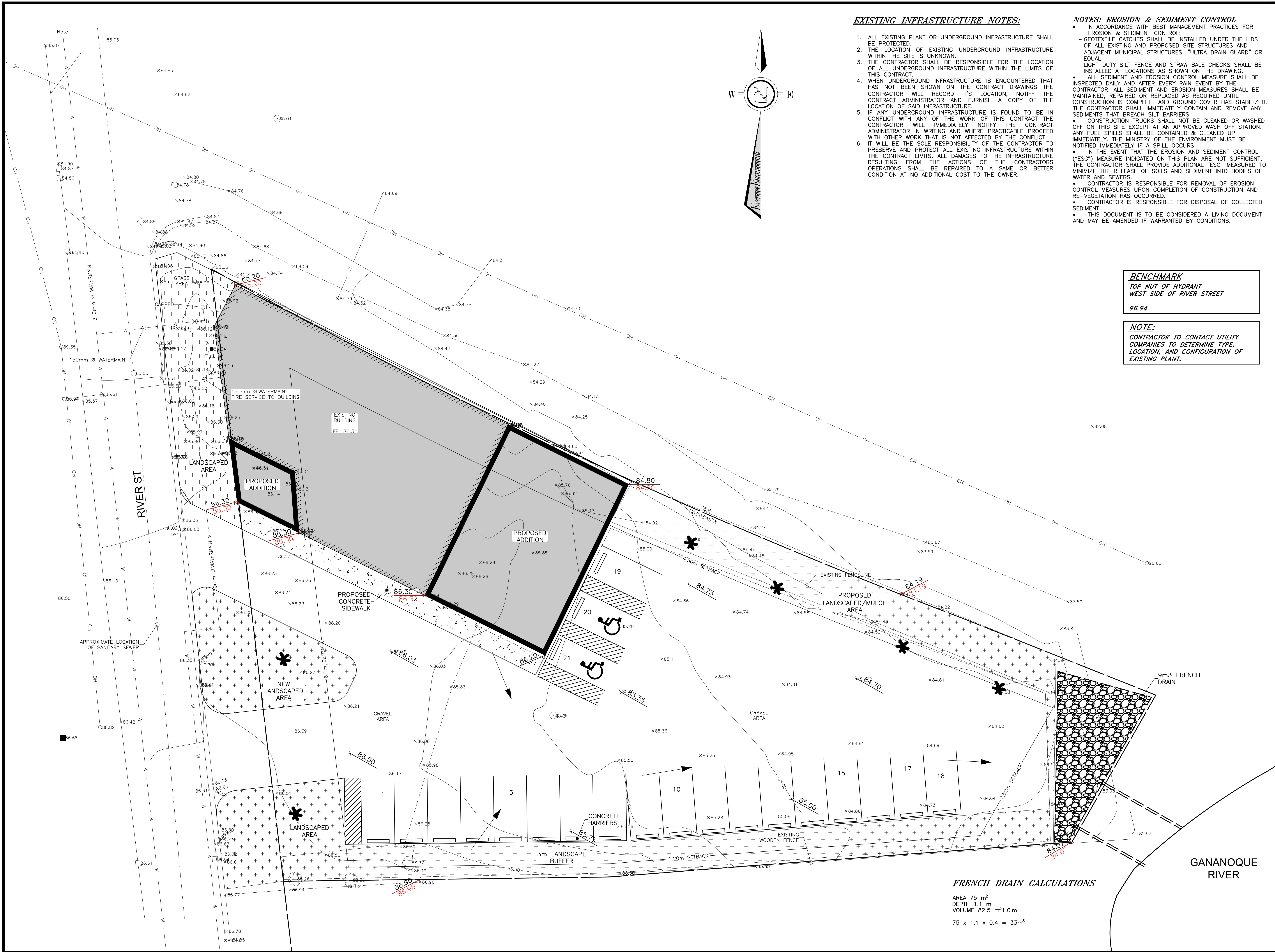
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Project Title: <b>GAN FITNESS</b>			
Drawing Title: <b>SITE PLAN</b>			
Design: BC	Checked: AP	Approved: CAJ	Project No.: 9027
Drawn: BC	Checked: AP	Date: 2025-1-7	Contract No.: .
Scale: 0 3.0 6.0 Horizontal: 150			
UNITS EQUAL METRES UNLESS OTHERWISE NOTED			
File No.: 9027 C12.dwg			

**C1**



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**BENCHMARK**  
TOP NUT OF HYDRANT  
WEST SIDE OF RIVER STREET  
96.94

**NOTE:**  
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**LEGEND**

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- PROPOSED GRADE
- EXISTING GRADE
- STORM SEWER
- SANITARY SEWER
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- GAS UNDERGROUND
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- FENCE
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- EXISTING BUILDING
- EXISTING BUILDING TO BE REMOVED
- PROPOSED BUILDING

No.	By	Date	Revisions
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**GAN FITNESS**

**GRADING PLAN**

Design	Checked	Approved	Project No.
BC	AP	CAJ	9027

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

Horizontal: 150



**C2**

UNITS EQUAL METRES UNLESS OTHERWISE NOTED

File No.: 9027 C2.dwg

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3. THE CONTRACTOR SHALL REPORT ANY DISCREPANCIES TO THE ARCHITECT/DESIGNER FOR REVIEW AND APPROVAL.
4. THE CONTRACTOR IS RESPONSIBLE FOR THE INSTALLING AND LOCATING OF EXISTING UTILITIES AND STRUCTURES.
5. ALL PRE-FABRICATED COMPONENTS AS PER THE MANUFACTURER'S RECOMMENDATIONS FOR INSTALLATION.
6. WHERE NOT NOTED ON DRAWINGS, SPACING ON FRAMING MEMBERS TO BE TO THE LATEST EDITION OF THE CANADIAN STANDARD.
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 INSTALLATION.
8. CONSULT WINDOW AND/OR DOOR SUPPLIER FOR THE REQUIRED ROUGH OPENING SIZES PRIOR TO ORDERING OF WINDOW/DOOR.
9. HEATING, COOLING, PLUMBING AND ELECTRICAL DESIGN SERVICES SHALL BE SUPPLIED BY THE ARCHITECT/DESIGNER.
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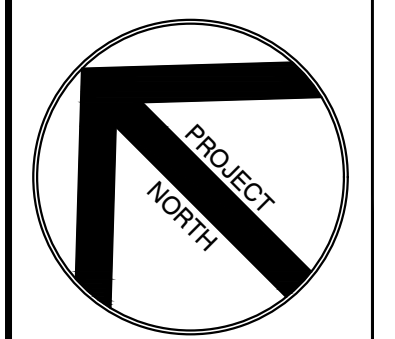
**NEW / EXISTING WALLS LEGEND**

	EXISTING WALLS TO REMAIN
	NEW WALLS

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

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CONSULTING ENGINEERS

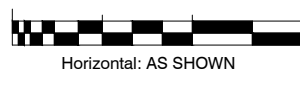

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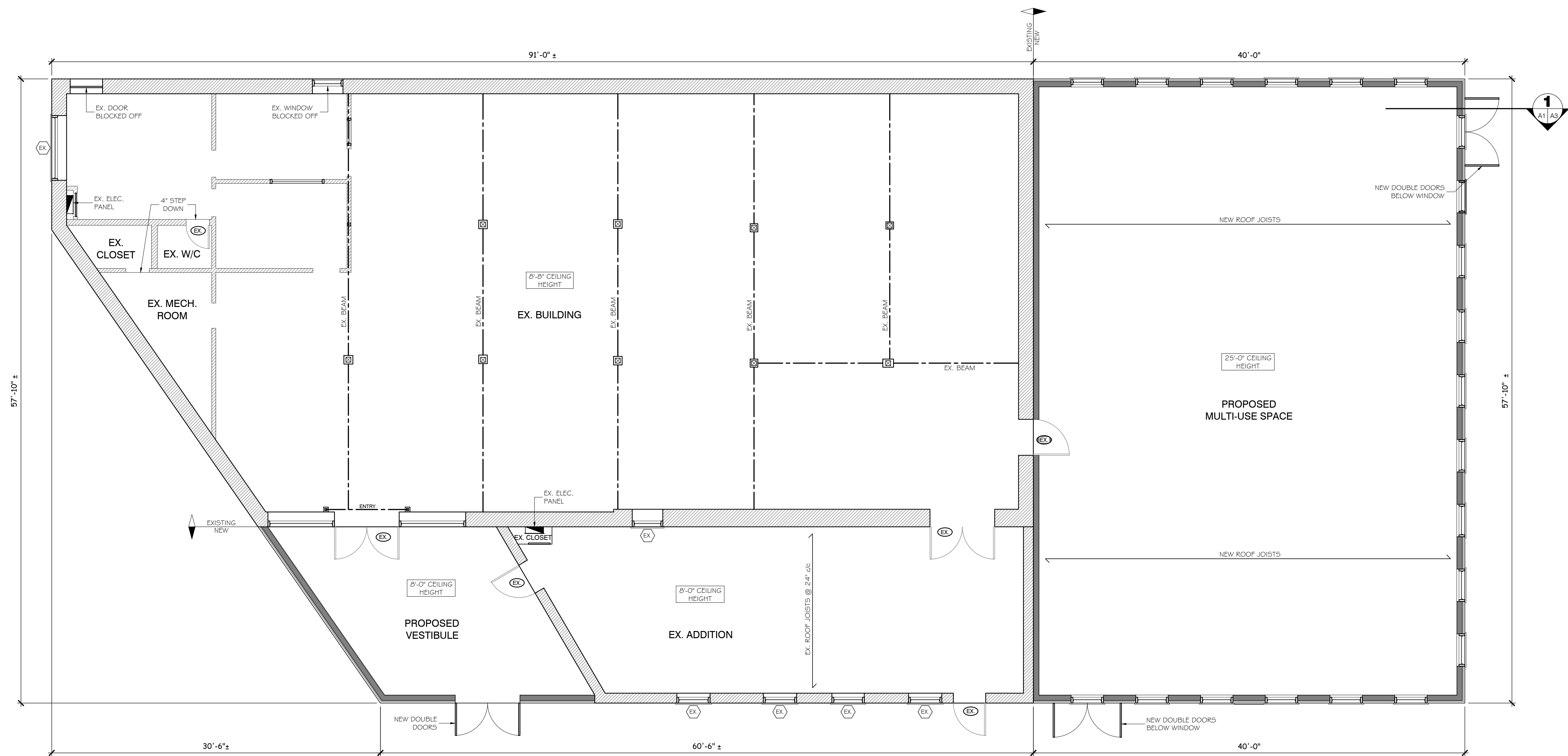
Telephone: (613) 345-0400  
Facsimile: (613) 345-0008  
[www.EastEng.com](http://www.EastEng.com)

Project Title:

145 River Street, Gananoque, ON

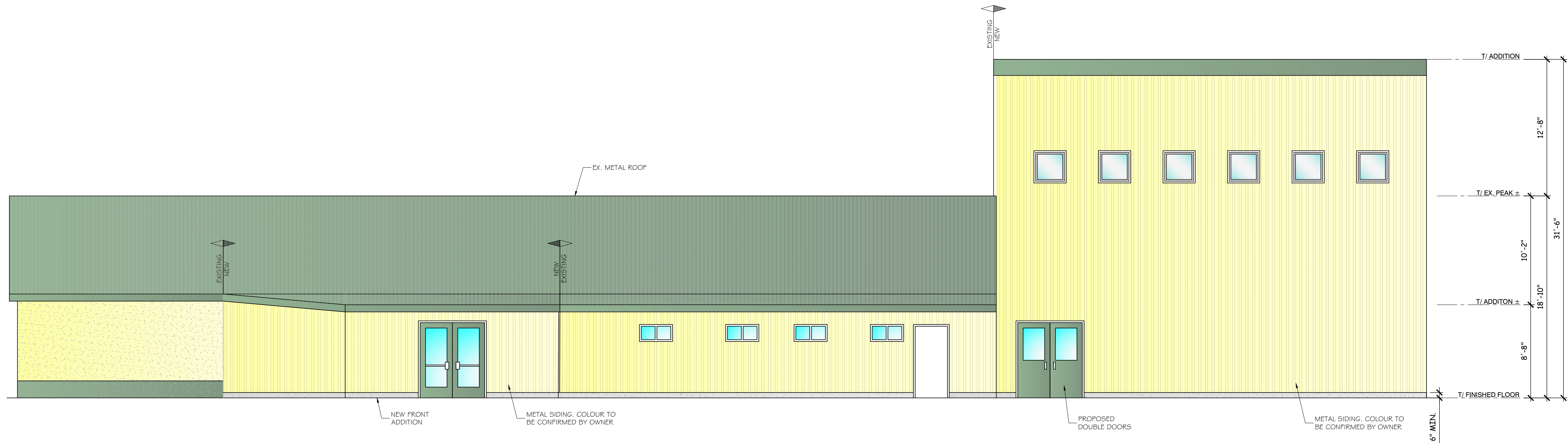
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Drawn: <b>AD</b>	Checked:	Date: <b>2025-04-17</b>	Contract No.: <b>9027-1</b>
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 <p>Horizontal: AS SHOWN</p> <p>Vertical: AS SHOWN</p>			
		REV. DATE 5/1/2025	



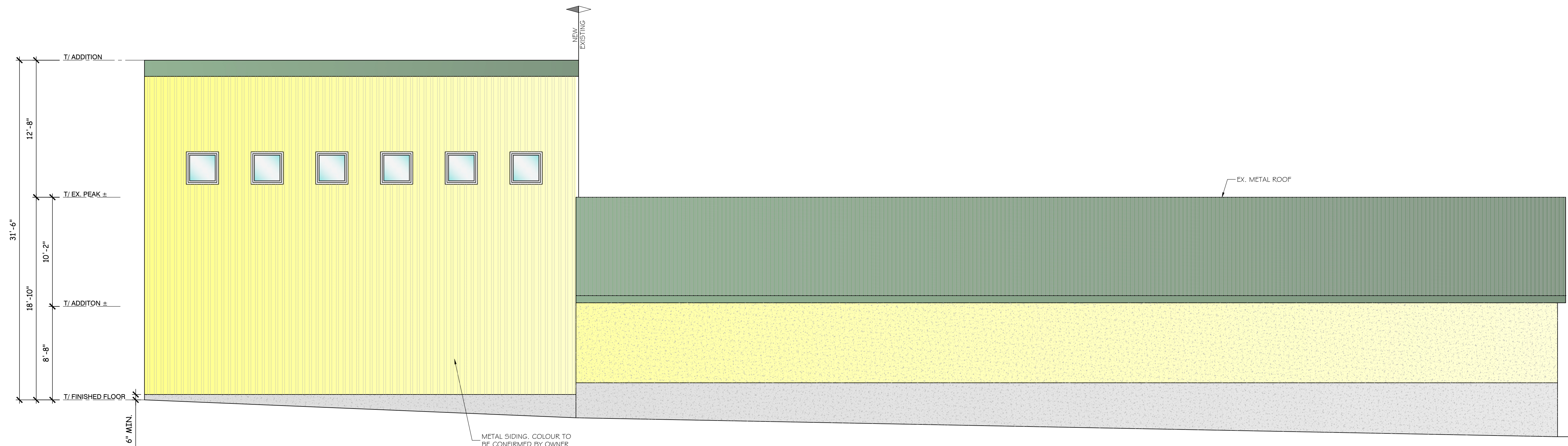
**EX. MAIN FLOOR PLAN**  
SCALE:  $\frac{3}{16}" = 1'-0"$

REFER TO SITE PLAN  
FOR ALL DIMENSIONS



**SOUTH-WEST ELEVATION**

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



**NORTH-EAST ELEVATION**

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

**GENERAL NOTES**

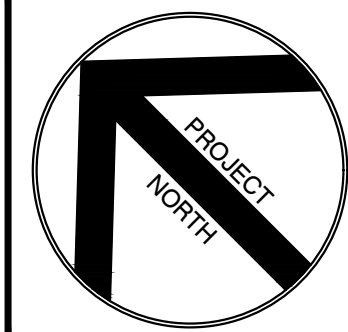
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DRAWINGS ARE NOT TO BE SCALED



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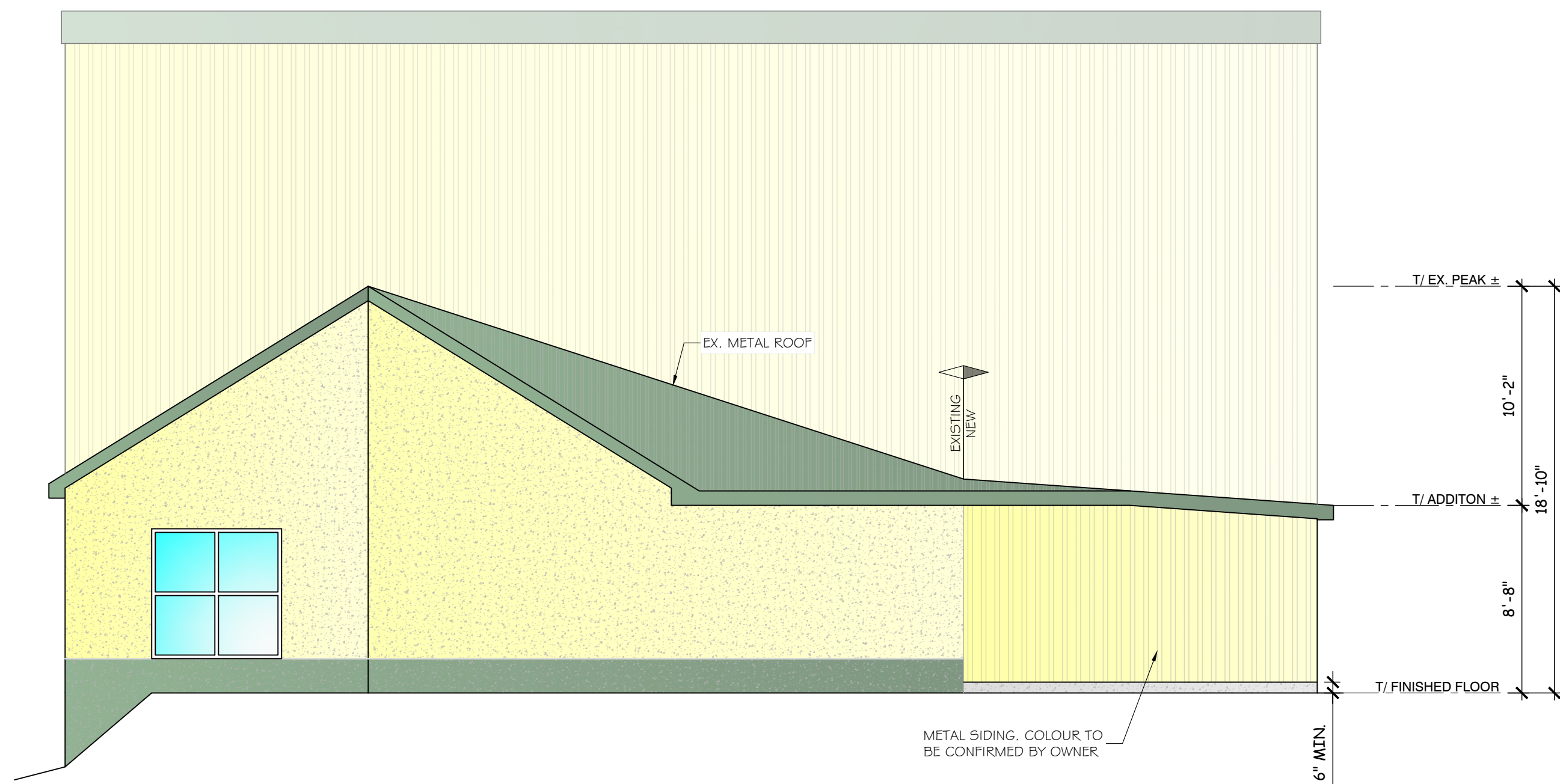
Project Title:

**GANANOQUE FITNESS**  
145 River Street, Gananoque, ON

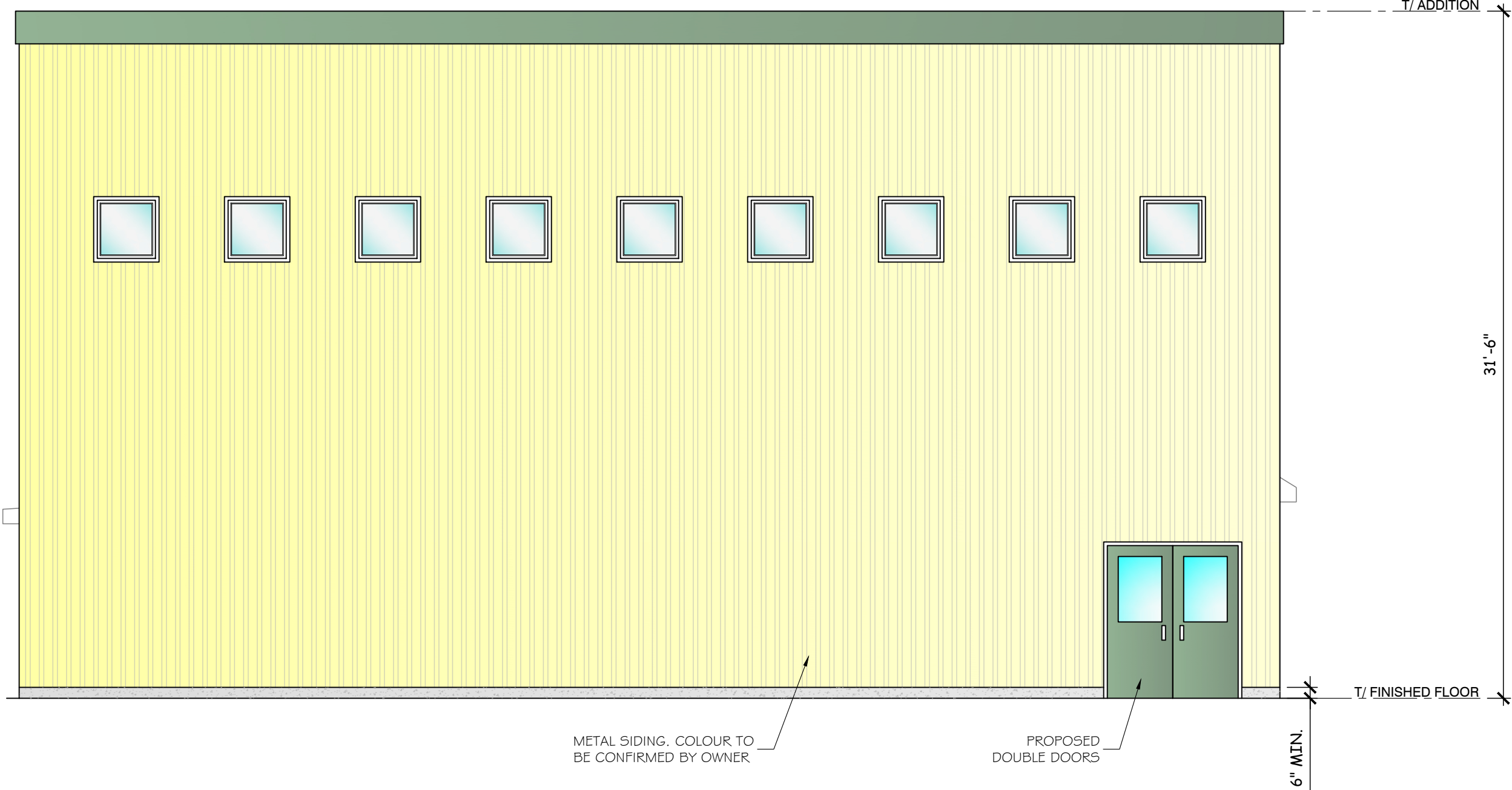
Drawing Title:

**ELEVATIONS**

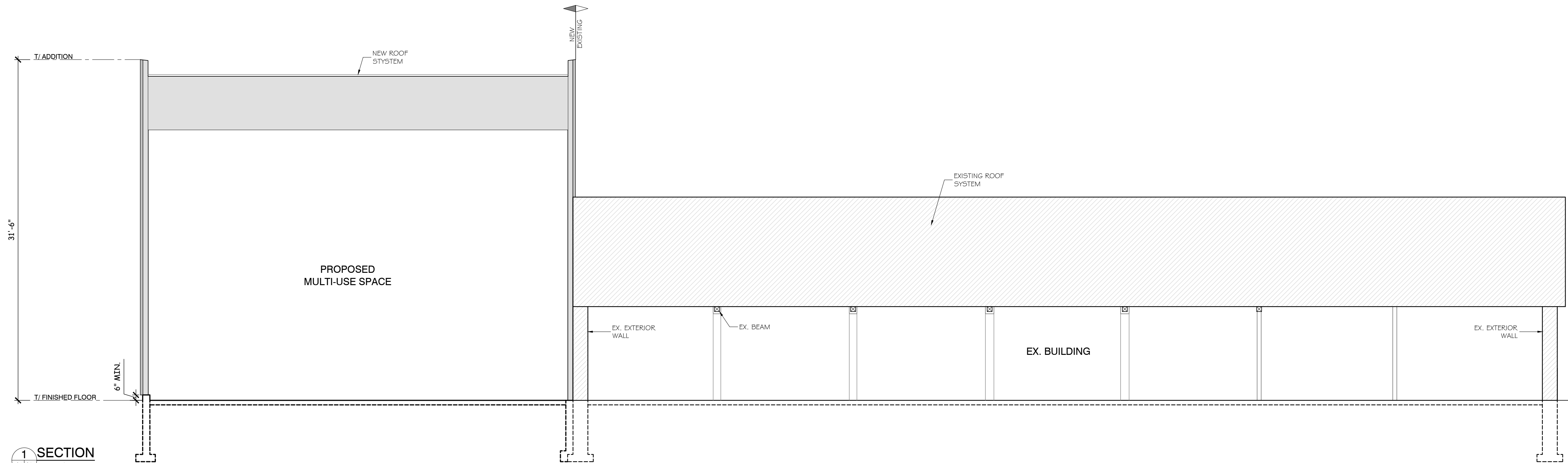
Design:	Checked:	Approved:	Project No.: 9027
Drawn: AD	Checked:	Date: 2025-04-17	Contract No.: 9027-1
Scale:	Drawing No.: <b>A2</b>		
Horizontal: AS SHOWN			REV. DATE: 5/1/2025
Vertical: AS SHOWN			



**NORTH-WEST ELEVATION**  
SCALE: 3/8" = 1'-0"



**SOUTH-EAST ELEVATION**  
SCALE: 3/8" = 1'-0"



**1 SECTION**  
A1 A3 / SCALE: 3/8" = 1'-0"

**GENERAL NOTES**

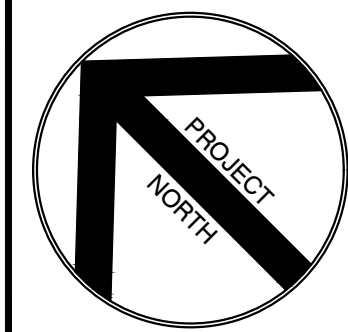
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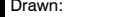


Project Title:

**GANANOQUE FITNESS**

145 River Street, Gananoque, ON

Drawing Title:

**ELEVATIONS  
& SECTION**

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

REV. DATE 5/1/2025

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

**STORMWATER MANAGEMENT REPORT**



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

**MARCH 2025**

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

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

## **2.0 LOCATION**

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

## **3.0 SERVICING**

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

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

## **4.0 DRINKING WATER SOURCE PROTECTION**

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

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

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

## **5.0 EXISTING CONDITIONS**

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

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

## **6.0 SEDIMENT AND EROSION CONTROL PLAN**

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

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

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

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

## **7.0 PROPOSED STORMWATER MANAGEMENT DESIGN**

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

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

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

## **8.0 QUALITY– BEST MANAGEMENT PRACTICES**

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

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

### *Infiltration*

Designing water flow paths in a longer shape will help with the removal of sediment and keeping temperature of the water lower. The flow path from the parking area to the infiltration trench is a low sloped gravel area. The gravel will 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<sub>pre</sub> was calculated to be 0.47. C<sub>post</sub> 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	<b>24.708</b>
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		
	mm*ha/hr		I			Allowed	Net	Storage
Time (min)	to L/s	C	(mm/hr)	A (ha)	Q (L/s)	Discharge	Runoff	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		
	mm*ha/hr		I			Allowed	Net	Storage
Time (min)	to L/s	C	(mm/hr)	A (ha)	Q (L/s)	Discharge	Runoff	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<sup>3</sup> and for the 100 year storm is 31.24 m<sup>3</sup>. 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<sup>3</sup>.

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

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