



G NANOQUE

COMMITTEE OF THE WHOLE MEETING AGENDA

On Tuesday, February 18, 2020
In Town Hall Council Chambers, 2nd Floor – 30 King Street East

| | |
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| 1. | Call Meeting to Order (Immediately following the Regular Council Meeting) |
| 2. | Disclosure of Pecuniary Interest & General Nature Thereof |
| 3. | Approval of Minutes (Adoption) – February 4, 2019 |
| 4. | Public Question/Comment (Only Addressing Reports on the Agenda) |
| 5. | Disclosure of Additional Items |
| 6. | Public Meeting – None |
| 7. | Delegations – None |
| 8. | Presentations by Staff (Others) |
| | 1. Dr. Brian Hart, Physician Recruitment |
| 9. | Unfinished Business |
| | Kari Lambe, Manager of Community Services |
| | COW-CS-2020-07 – Gananoque Intermediate Secondary School (GISS) Electronic Sign Offer to Purchase |
| | Melanie Kirkby, Treasurer |
| | COW-FIN-2020-07 – Environmentally Sustainable Container Grant Policy |
| | Paul McMunn, Manager of Public Works |
| | COW-RDS-2020-03 – Collecting and Recycling of Styrofoam |
| 10. | Correspondence |
| | 1. Accounts Payable – January 29 to February 11, 2020 |
| | 2. Leeds, Grenville & Lanark District Health Unit – Board of Health Meeting Summary – January 23, 2020 |

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

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| | 3. Ministry of Children, Community and Social Services – Launch of Poverty On-line Survey |
| | 4. Village of Merrickville-Wolford – Provincially Significant Wetlands Designation – Request for Support |
| 11. | Staff Reports |
| | Deirdre Crichton, Library CEO |
| | COW-LIB-2020-01 – Gananoque Public Library Quarterly Report |
| | Shellee Fournier, CAO |
| | COW-CAO-2020-01 – Wellness Reimbursement Policy |
| | Penny Kelly, Clerk / CEMC |
| | COW-CSC-2020-01 – Appointment of Integrity Commissioner |
| | Melanie Kirkby, Treasurer |
| | COW-FIN-2020-06 – 2020 Business Improvement Area (BIA) Budget |
| | COW-FIN-2020-08 – Delegation of Powers and Duties Policy Amendment – Failed Tax Sales |
| | COW-FIN-2020-09 – Capital Matters Pending |
| | Kari Lambe, Manager of Community Services |
| | COW-CS-2020-06 – Visitor Centre Memorandum of Understanding (MOU) with the Township of Leeds and the Thousand Islands (TLTI) |
| | Paul McMunn, Manager of Public Works |
| | COW-UTIL-2020-04 – Water Tower License Agreement – United Counties of Leeds and Grenville (UCLG) |
| 12. | Discussion of Additional Items |
| 13. | Next Regular Meeting – March 3, 2020 |
| 14. | Questions From the Media |
| 15. | Adjournment |

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



COW Report – CS-2020-07

Date: February 18, 2020 **IN CAMERA**

Subject: Gananoque Intermediate Secondary School (GISS) Electronic Sign Offer to Purchase

Author: Kari Lambe, Manager of Community Services **OPEN SESSION**

RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DECLINE THE OFFER OF PURCHASE OF THE ELECTRONIC SIGN FROM THE UPPER CANADA DISTRICT SCHOOL BOARD, AS PRESENTED IN COW REPORT CS-2020-07.

STRATEGIC PLAN COMMENTS:

Sector #3 – Financial Sustainability – Strategic Initiative #1 – Ensure that Gananoque is and remains an affordable place to do business and raise a family.

Sector #6 – Governance - Strategic Initiative #3 – Use technology to better deliver information.

BACKGROUND:

At the Council meeting on August 13, 2019, staff were directed to submit a formal request to the Upper Canada District School Board (UCDSB) regarding the potential gifting of the electronic sign located at the Gananoque Intermediate and Secondary School (GISS) (Motion #19-167).

On November 5, 2019 via staff report RECM-2019-21 it was reported that staff submitted a formal letter of interest regarding the sign to the Upper Canada District School Board and as of the time of the report no response had been received.

INFORMATION/DISCUSSION

On December 16, 2019 staff received written confirmation that the Upper Canada District School Board would like to sell the sign to the Town of Gananoque for \$1.00.

Of note within the sale agreement is:

- The sign is “as is/where is”
 - No warranty
 - The sign does not conform to past or present safety standards as set by the Canadian Standard Association or any other safety association
-

- Seller does not warrant that the sign is free of defects and or is reasonably fit for any purpose
- Seller assumes no liability

Some specifications for the sign were provided. Staff contacted the original sign supplier to gather additional information related to the installation and operation of the sign. The software related to the sign is available through a download. However, the software operates from the Windows 7 or XP platforms.

Staff have received estimated costs to install the sign including the fabrication of a new housing for the sign and connection of power and data as required. It is estimated that these costs would be from \$12,000-\$20,000. The contractor providing the pricing indicated that there are many variables that would impact the pricing.

Given the sign requires an out dated operating system (Windows 7 or XP) and due to the costs of installation, staff recommended declining the offer of purchase.

Should Council wish to accept the donation, the location of the sign and funding of installation will need to be identified.

APPLICABLE POLICY/LEGISLATION:

None.

FINANCIAL CONSIDERATIONS:

The agreement to purchase the sign from the Upper Canada District School Board is for \$1.00.

The estimated cost of installation is \$12,000-\$20,000. There are no funds identified in the 2020 municipal budget for this project.

CONSULTATIONS:

Robert Kennedy, Parks and Facilities Superintendent
Brad Notman, Upper Canada District School Board
Jet Electric
Zycom Technology Inc.
LED Sign Supply

ATTACHMENTS:

Upper Canada District School Board Terms & Conditions of Sale of Surplus Equipment

| | |
|-----------------|--|
| APPROVAL | <p>_____</p> <p>Kari Lambe, Manager of Community Services</p> <p>_____</p> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the Municipal Act and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p> |
|-----------------|--|

Terms & Conditions of Sale of Surplus Equipment

1. The sale of chattels which are the subject of this agreement (hereinafter referred to as the "goods") by the Board (hereinafter referred to as the "Seller") and the Buyer are on an "as is/where is" basis.
2. The Seller makes no warranties whatsoever, either expressed or implied, oral or written, in fact or by operation of law or otherwise with respect to the goods which are being sold pursuant to this agreement.
3. The Buyer and the Seller specifically agree that the goods do not conform to past or present safety standards as set by the Canadian Standard Association Underwriters Laboratories of Canada, Underwriters Laboratories Inc., or any other safety standard association.
4. The Seller and the Buyer expressly agree that the Buyer does not rely upon the Seller's skill or judgment in any manner whatsoever, or that the goods are fit for any particular purpose for which the goods are required by the Buyer, and that the Buyer is purchasing the goods based on the Buyer's own skill and judgment, that the goods are fit for the purpose for which the Buyer intends them to be used.
5. The Seller does not give any warranty that the goods are reasonably fit for any purpose, nor does the Seller warrant that the goods are of merchantable quality, and the Buyer acknowledges that it has examined the goods prior to the purchase. The Seller specifically does not warrant that the goods are free of any defects, including defects which may affect the safe use of the chattel(s), whether patent or latent, and the Buyer specifically agrees that it releases the Seller from any liability if it is determined that the goods have any latent defects which are discovered subsequent to the sale.
6. The parties agree that the Seller, its officers, directors, and servants shall not be liable to the Buyer or to any other party for any other liability, arising out of the sale of the goods or use of the goods by the Buyer, including without limitation, strict liability including liability for any losses or damages including without limitation damages for personal injury, or death, or property damage, economic and consequential losses, or direct or indirect, incidental, exemplary and punitive damages whether in contract, tort, or otherwise, or any claims or expenses in any manner resulting, including without limitation liability, losses, or damages directly, or indirectly, from or connected with the sale of the goods, or use of the goods, or by reason of any action, omission, act of negligence, passive negligence including gross negligence, or any error or omission, misrepresentation, misstatement, imprudence, lack of skill or error of judgment of or by the Seller, its officers, directors, or servants.
7. The parties acknowledge that the Seller assumes no liability whatsoever with regard to the Buyer's compliance or fulfillment of its obligations with respect to any Statute, Regulation, or By-law, prevailing or the Buyer's failure to comply or fulfill its said obligations arising out of the Buyer's use of the goods.

8. The Buyer agrees to indemnify and hold harmless and defend the Seller from any and all liability for loss, damage and expense which the Seller may incur or for which the Seller may be held liable by reason of claims by any person for damages causing injury (including death), or damage to any property, or any economic or consequential loss, or direct or indirect, incidental, exemplary or punitive damages arising out of any defect in the goods sold by the Seller to the Buyer including claims arising from removal of the item (s) from the sellers property, improper inspection, set-up, or use by the Buyer, whether such claim may arise in negligence or in contract or otherwise, including any such claims against the officers, directors or servants of the Seller, including any claims for damages, expenses, including legal expenses incurred in the defence of any such claim, or other expenses of any kind or nature whatsoever asserted against the Seller, its officers, directors or servants.

Goods

2x8 P20 ImageStar full colour LED digital sign
Wireless receiver

Total Sale: \$1

Buyer: The Corporation of the Town of Gananoque

I have carefully read and agree to the above terms and conditions.

Print Name

Signature

Date



GANANOQUE

COW Report – FIN-2020-07

Date: February 18, 2020

IN CAMERA

Subject: Environmentally Sustainable Container Grant Policy

Author: Melanie Kirkby, Treasurer

OPEN SESSION

RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW, BEING A BY-LAW TO ADOPT THE ENVIRONMENTALLY SUSTAINABLE CONTAINER GRANT POLICY, AS PRESENTED IN COW REPORT FIN-2020-07.

STRATEGIC PLAN COMMENTS:

Sector 3 – Financial Sustainability – Action Item I – Ensure that recipients of Town funds are completing compliance and accountability reports.

BACKGROUND:

At the July 2, 2019 Council meeting, Council passed motion 2019-155 titled “Climate Change Emergency – Plastic and Styrofoam Food Packaging” which includes the following;

NOW THEREFORE BE IT RESOLVED THAT THE CORPORATION OF THE TOWN OF GANANOQUE IMPLEMENT A BY-LAW THAT WILL ENSURE THAT ALL RESTAURANTS, FOOD TRUCKS AND CARTS LICENSED TO OPERATE IN GANANOQUE USE ONLY GREEN/BIODEGRADABLE FOOD PACKAGING STARTING ON JANUARY 1, 2020 WITH THE INTENT TO ELIMINATE PLASTIC AND STYROFOAM CONTAINERS.

BE IT FURTHER RESOLVED THAT THE CORPORATION OF THE TOWN OF GANANOQUE ALLOCATE UP TO \$12,000 OF THE 2019 COUNCIL GRANT FUNDS TO SUPPORT RESTAURANTS, FOOD TRUCKS AND CART EMPLOYERS IN THE TRANSITION AWAY FROM PLASTIC AND OR STYROFOAM FOOD PACKAGING. AFTER PROVIDING REASONABLE PROOF (AS DETERMINED BY THE TREASURER) OF THEIR ANNUAL EXPENSES RELATED TO PLASTIC/STYROFOAM PACKAGING THE APPLICANT CAN BE ELIGIBLE FOR UP TO 50% OF THEIR ANNUAL EXPENSE TO A MAXIMUM OF \$1,000. ANY APPLICANT THAT RECEIVES THIS FUNDING MUST ALSO AGREE TO USE ONLY GREEN/BIODEGRADABLE FOOD PACKAGING WITHIN 60 DAYS OF RECEIVING THE FUNDING.

BE IT FURTHER RESOLVED THAT APPLICATIONS ARE DUE ON AUGUST 31, 2019, AND WILL BE ASSESSED AND SCORED, AND FUNDING ALLOCATED BASED ON RESULTS OF THE SCORING MATRIX.

ATTACHMENTS:

Environmentally Sustainable Container Grant Program Policy

Environmentally Sustainable Container Grant Program Application Form

| | |
|-----------------|--|
| APPROVAL | <p>_____</p> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the Municipal Act and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p> |
|-----------------|--|

Environmentally Sustainable Container Grant Program Policy

| | | | |
|--------------------------------|----------|----------------------------|-----|
| Authority | Council | | |
| Establishing By-law No. | 2020-xxx | Amending By-law No. | N/A |

1. PURPOSE

1.1. To establish a transparent, fair and equitable policy for the distribution of Environmentally Sustainable Container Grants for the Corporation of the Town of Gananoque.

2. SCOPE

2.1. This Policy applies to all Businesses who are eligible to apply for a Environmentally Sustainable Container Grant for the Town of Gananoque.

3. AUTHORITY

3.1. The Treasurer is responsible for the monitoring and administration of this Policy.

4. POLICY

4.1. PROCEDURE/PROGRAM GUIDELINES

4.1.1. Who Is Eligible

Any Town of Gananoque food selling business that sells take-out prepared food.

4.1.2. What Is Eligible

The Grant is for the purchase of paper or cardboard take-out containers. The Grant funds must be used to purchase environmentally sustainable containers. Failure to do so will result in the amount of the Grant being billed back to the business on their tax account where applicable. In the event that the property is not subject to property taxes, i.e. mobile canteens, failure to refund grant funds in a non-compliance situation will result in the license not being renewed until the Town receives payment.

4.1.3. Application Procedures

The Business Owner or Manager must submit a completed and signed Grant Application form to the Town of Gananoque's Treasurer.

4.1.4. Review Process

Complete Grant Applications, with attached proof of expenses, will be reviewed by the Treasurer on a first-come first-serve basis.

Grant Applications will not be approved without attached proof of paid expenses. In the event that an Application does not include the expense receipts, it will not be considered as complete. If the Application is not complete before the Grant budget is exhausted, the Application will not receive funding.

This Grant Program will remain open until all funds are exhausted.

4.1.5. Post-Project Report

All Businesses that receive the grant will report back on the quantity of environmentally sustainable containers that were purchased with the funds.

Attached will be a copy of the invoice for the containers.

4.1.6. Town of Gananoque Recognition

An individual or organization that receives a grant from the Town of Gananoque must acknowledge the receipt of financial assistance by the Town on all publicity or promotional materials.

The Applicant acknowledges that the Town of Gananoque will share the names of recipients on its website and social media platforms.

**TOWN
OF
GANANOQUE**

**Environmentally Sustainable
Food Container Grant
Program Application**

Business Name:

Owner: _____

Cheque payable to:

Business Site Address:

Mailing Address & Postal Code:

TELEPHONE: _____

EMAIL: _____

Grant Amount Requested: \$ _____

Please attach the applicable invoices or receipts dated within a 1 year period, as proof of cost of container type currently purchased and used. (Grant is 50% of applicable cost up to a maximum grant of \$1,000)

- Please check this box to confirm that you are agreeing that your business will be featured on the Town's website and social media pages

Please check this box to confirm that you acknowledge that the grant must be spent on environmentally sustainable containers and that proof of purchase must be submitted to the Town.

Signature of Applicant

Date

Printed Name of Applicant

PLEASE RETURN THIS APPLICATION TO:

Melanie Kirkby
Treasurer
Town of Gananoque
30 King Street East
Gananoque, Ontario K7G 2T6
Email: mkirkby@gananoque.ca
Phone: (613) 382-2149 ext. 1124
Website: www.gananoque.ca



COW Report – RDS-2020-03

Date: February 18, 2020

IN CAMERA

Subject: Collecting and Recycling of Styrofoam

Author: Paul McMunn, Public Works Manager

OPEN SESSION

RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN A SERVICE AGREEMENT WITH THE CITY OF KINGSTON TO ALLOW FOR THE CITY'S MATERIAL RECOVERY FACILITY TO ACCEPT CLEAN, SOURCE SEPARATED WHITE POLYSTYRENE (STYROFOAM) FROM THE TOWN OF GANANOQUE, AS PRESENTED IN COW REPORT RDS-2020-03.

STRATEGIC PLAN COMMENTS:

Sector 2 – Infrastructure/Environment – Strategic Initiative #5 – Identify ways to reduce waste through the creation of various waste reduction programs.

Sector 6 – Governance – Strategic Initiative #4 – Town Council will ensure openness and transparency in its operations.

BACKGROUND:

On October 1, 2019, Council passed Motion #19-204, directing staff to investigate the feasibility of collecting and recycling Styrofoam and bring back a report to the Committee of the Whole for review and consideration.

INFORMATION/DISCUSSION:

The Town is currently under contract with Waste Connections of Canada for curbside waste and recycling collection. When the Request for Proposal (RFP) was issued for this contract, there were two (2) respondents, for which neither were interested in collecting Styrofoam. Since that time, it has become Public Works understanding, through conversations with Waste Connections of Canada, that Styrofoam packaging is becoming less accepted by local governments through their curbside collection contracts. Unfortunately, Styrofoam is considered a contaminant and causes entire loads of recycling material to be rejected at Material Recovery Facilities.

Essentially, there are “good” recyclables, and “bad” recyclables. Simply put, the good effectively means products for which there is an end market for, such as paper and cardboard, or certain plastics and aluminum or steel containers. If Styrofoam is mixed in with recyclable products for which there is interest in, from a marketing and revenue generating perspective, it reduces the value of those products as the Styrofoam has to be sorted out,

reducing that potential revenue of those products. If there were a viable market for Styrofoam, and the product generated revenue, Styrofoam would be collected, sorted/processed and marketed. However, currently, we know this not to be the case, and in most cases, Styrofoam is considered waste and going to landfill.

Staff propose adding a bin/dumpster at the Public Works yard located at 665 Charles Street North, for clean, source separated white polystyrene (Styrofoam) drop off by residents. This bin/dumpster would be adjacent to the current steel bin/dumpster and the Electronic Waste (E-Waste) Sea Container. The resident drop off bin/dumpster would aid in keeping the Styrofoam material cleaner than if it were mixed in with other recycling materials curbside, for which is not currently permitted.

Public Works staff have been in consultation with the Director of Solid Waste Services at the City of Kingston, and she has indicated that she believes the Council of the City of Kingston would entertain entering into a “Service Agreement” with the Town, to accept clean, source separated white polystyrene (Styrofoam) at their Material Recovery Facility. The Agreement would indicate that the pricing would fluctuate monthly, based on market conditions. The last pricing received from the City of Kingston indicated a \$720/per metric tonne.

The Town would be responsible for transferring the product to Kingston’s Material Recovery Facility. Staff recommend to first store the material upon resident drop-off in one of the existing Sea Containers to keep the material clean and dry and transport the material in one of our single axle dump trucks to Kingston when enough volume of material is accumulated to make the trip worthwhile.

APPLICABLE POLICY/LEGISLATION:

None

FINANCIAL CONSIDERATIONS:

Tipping Fees – \$720/per metric tonne price for clean, source separated white polystyrene (Styrofoam). Its difficult to determine the demand for this service that would generate significant costs through the weight of the product.

Staff time – 2 hours to cover the trip from Gananoque to Kingston, and back.
To be expensed to Public Works – Roads Division 2020 Operating Budget.

CONSULTATIONS:

Melanie Kirkby, Treasurer

ATTACHMENTS:

None

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|-----------------|---|
| APPROVAL | <p>_____</p> <p>Paul McMunn, Manager of Public Works</p> <p>_____</p> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the Municipal Act and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p> |
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TOWN OF GANANOQUE
Council/Board Report-Smry (Computer)



AP5060
 Date : Feb 11, 2020

Page : 1
 Time : 2:13 pm

Vendor : 1000 To ZYCOM
 Batch : All

Cheque Dates : Jan 29, 2020 To Feb 11, 2020
 Bank : 0099 To 07

| Vendor Code | Vendor Name | | | | Invoice Amount | Paid Amount | Discount Amount |
|--------------------------|---|-------|--------------|-------------|------------------|------------------|-----------------|
| Invoice No. | Description | Batch | Invoice Date | Due Date | | | |
| 10032 | 1000 ISLANDS HISTORY MUSEUM | | | | | | |
| 150 | ELEVATOR RENOVATION PHONE LINE | 704 | 31-Dec-2019 | 30-Jan-2020 | 334.37 | 334.37 | 0.00 |
| Supplier Totals : | | | | | 334.37 | 334.37 | 0.00 |
| ABE01 | ABELL PEST CONTROL | | | | | | |
| A2566470 | WTP BILLING DECEMBER | 704 | 01-Dec-2019 | 31-Dec-2019 | 97.42 | 97.42 | 0.00 |
| Supplier Totals : | | | | | 97.42 | 97.42 | 0.00 |
| ALL02 | ALLIANCE WIRELESS COMMUNICATIONS | | | | | | |
| Y15926-010120 | ELEVATOR PHONE MONITORING NOVEMBER 22 - DECEMBER 21 | 704 | 31-Dec-2019 | 31-Jan-2020 | 349.00 | 349.00 | 0.00 |
| Supplier Totals : | | | | | 349.00 | 349.00 | 0.00 |
| ALL11 | ALLIANCE SECURITY TEAM | | | | | | |
| AL3381-S-010120 | ARENA BILLING | 704 | 31-Dec-2019 | 31-Dec-2019 | 10.00 | 10.00 | 0.00 |
| AL3381-S-120119 | ARENA SERVICE DECEMBER | 704 | 01-Dec-2019 | 31-Dec-2019 | 107.35 | 107.35 | 0.00 |
| Supplier Totals : | | | | | 117.35 | 117.35 | 0.00 |
| AQU04 | AQUATIC INFORMATICS INC. | | | | | | |
| 4007 52669 | 2020 WATER/WASTE WATER SUBSCRIPTION | 7 | 28-Jan-2020 | 28-Jan-2020 | 7,120.58 | 7,120.58 | 0.00 |
| Supplier Totals : | | | | | 7,120.58 | 7,120.58 | 0.00 |
| BEN02 | BENSON AUTO PARTS | | | | | | |
| 94245609 | WORKS VEHICLE PART | 704 | 02-Jan-2020 | 31-Jan-2020 | 4.85 | 4.85 | 0.00 |
| 94245611 | WORK VEHICLE PARTS | 704 | 02-Jan-2020 | 31-Jan-2020 | 14.54 | 14.54 | 0.00 |
| 94246309 | WORKS VEHICLE PART | 704 | 17-Jan-2020 | 31-Jan-2020 | 4.85 | 4.85 | 0.00 |
| Supplier Totals : | | | | | 24.24 | 24.24 | 0.00 |
| BGM01 | BGM METALWORKS | | | | | | |
| 44247 | LEGION ST. PARKING LOT RETAINING WALL | 704 | 17-Dec-2019 | 16-Jan-2020 | 15,981.82 | 15,981.82 | 0.00 |
| Supplier Totals : | | | | | 15,981.82 | 15,981.82 | 0.00 |
| BIS01 | BISHOPS RUG CLEANING | | | | | | |
| 5069 | LIBRARY BILLING DECEMBER | 704 | 31-Dec-2019 | 31-Jan-2020 | 30.00 | 30.00 | 0.00 |
| Supplier Totals : | | | | | 30.00 | 30.00 | 0.00 |
| BRA08 | BRANDT - OTTAWA JD PARTS | | | | | | |
| 8002081 | WORKS VEHICLE PART | 7 | 14-Jan-2020 | 13-Feb-2020 | 22.54 | 22.54 | 0.00 |
| Supplier Totals : | | | | | 22.54 | 22.54 | 0.00 |
| BRA09 | BRANDT TRACTOR | | | | | | |
| 4500305 | works vehicle service | 704 | 16-Dec-2019 | 15-Jan-2020 | 1,278.57 | 1,278.57 | 0.00 |
| 4500438 | JOHN DEERE TRACTOR SERVICE | 7 | 10-Jan-2020 | 09-Feb-2020 | 1,719.34 | 1,719.34 | 0.00 |
| Supplier Totals : | | | | | 2,997.91 | 2,997.91 | 0.00 |

TOWN OF GANANOQUE
Council/Board Report-Smry (Computer)



AP5060
 Date : Feb 11, 2020

Page : 2
 Time : 2:13 pm

Vendor : 1000 To ZYCOM
 Batch : 11

Cheque Dates : Jan 29, 2020 To Feb 11, 2020
 Bank : 0099 To 07

| Vendor Code | Vendor Name | Batch | Invoice Date | Due Date | Invoice Amount | Paid Amount | Discount Amount |
|--------------------------|--|-------|--------------|-------------|----------------|-------------|-----------------|
| BRICAZA | BRICAZA CORPORATION | | | | | | |
| HOLDBACK RELE | HOLDBACK RELEASE NOVEMBER | 704 | 30-Nov-2019 | 31-Jan-2020 | 264,336.20 | 264,336.20 | 0.00 |
| Supplier Totals : | | | | | 264,336.20 | 264,336.20 | 0.00 |
| CAN07 | CANADIAN TIRE | | | | | | |
| TRANS 214 JAN 1: | CBO CHARGES | 7 | 13-Jan-2020 | 31-Jan-2020 | 65.46 | 65.46 | 0.00 |
| TRANS 63 JAN 27: | ARENA - PROPANE | 7 | 27-Jan-2020 | 31-Jan-2020 | 44.02 | 44.02 | 0.00 |
| Supplier Totals : | | | | | 109.48 | 109.48 | 0.00 |
| CHE03 | CHEMAQUA | | | | | | |
| 640319 | ARENA - WATER TREATMENT | 7 | 15-Jan-2020 | 14-Feb-2020 | 287.59 | 287.59 | 0.00 |
| Supplier Totals : | | | | | 287.59 | 287.59 | 0.00 |
| CIT04 | CITY OF BROCKVILLE | | | | | | |
| 12674 | LADDER 2 & RESCUE 5 MAINTENANCE NOVEMBER | 704 | 31-Dec-2019 | 30-Jan-2020 | 614.48 | 614.48 | 0.00 |
| 12675 | LADDER 2 MAINTENANCE DECEMBER | 704 | 31-Dec-2019 | 30-Jan-2020 | 392.24 | 392.24 | 0.00 |
| Supplier Totals : | | | | | 1,006.72 | 1,006.72 | 0.00 |
| COM01 | COMMERCIAL DOOR SYSTEMS LTD | | | | | | |
| 40482 | E.S BUILDING DOOR REPAIRS | 7 | 09-Jan-2020 | 08-Feb-2020 | 240.24 | 240.24 | 0.00 |
| Supplier Totals : | | | | | 240.24 | 240.24 | 0.00 |
| COM07 | COMPASS MINERALS CANADA | | | | | | |
| 567327 | ROAD SALT | 7 | 06-Jan-2020 | 05-Feb-2020 | 9,348.43 | 9,348.43 | 0.00 |
| Supplier Totals : | | | | | 9,348.43 | 9,348.43 | 0.00 |
| COM15 | COMMUNITY HERITAGE ONTARIO | | | | | | |
| 2020 MEMBERSHI | 2020 CORPORATE MEMBERSHIP | 7 | 01-Jan-2020 | 31-Jan-2020 | 100.00 | 100.00 | 0.00 |
| Supplier Totals : | | | | | 100.00 | 100.00 | 0.00 |
| CRB01 | C R BUILDERS | | | | | | |
| DECEMBER 31, 20 | REBUILD ARTILLERY CANNON BASE | 704 | 31-Dec-2019 | 30-Jan-2020 | 3,616.00 | 3,616.00 | 0.00 |
| Supplier Totals : | | | | | 3,616.00 | 3,616.00 | 0.00 |
| CUP01 | CANADIAN UNION OF PUBLIC EMPLOYEES | | | | | | |
| JANUARY 2020 | JANUARY DUES | 7 | 31-Jan-2020 | 31-Jan-2020 | 958.07 | 958.07 | 0.00 |
| Supplier Totals : | | | | | 958.07 | 958.07 | 0.00 |
| DAL03 | DALCON CONSTRUCTION LTD. | | | | | | |
| 19-042-03 | HUDSN BRIDGE PYMNT CERTIFICATE #3 | 710 | 31-Oct-2019 | 31-Dec-2019 | 80,347.87 | 80,347.87 | 0.00 |
| Supplier Totals : | | | | | 80,347.87 | 80,347.87 | 0.00 |
| DRA04 | DRAEGER SAFETY CANADA LTD | | | | | | |

TOWN OF GANANOQUE
Council/Board Report-Smry (Computer)



AP5060
 Date : Feb 11, 2020

Page : 3
 Time : 2:13 pm

Vendor : 1000 To ZYCOM
 Batch : All

Cheque Dates : Jan 29, 2020 To Feb 11, 2020
 Bank : 0099 To 07

| Vendor Code | Vendor Name | Batch | Invoice Date | Due Date | Invoice Amount | Paid Amount | Discount Amount |
|--------------------------|---|-------|--------------|-------------|----------------|-------------|-----------------|
| 907043685 | POLICE EQUIPMENT SUPPLIES | 7 | 15-Jan-2020 | 14-Feb-2020 | 72.16 | 72.16 | 0.00 |
| Supplier Totals : | | | | | 72.16 | 72.16 | 0.00 |
| DRA05 | DRAPER DOORS | | | | | | |
| 20042 | GARAGE BAY REMOTES | 7 | 09-Jan-2020 | 08-Feb-2020 | 271.20 | 271.20 | 0.00 |
| Supplier Totals : | | | | | 271.20 | 271.20 | 0.00 |
| ECO05 | ECONOMIC DEVELOPERS ASSOCIATION OF CANADA | | | | | | |
| 205-19155 | 2020 MEMBERSHIP FEES | 7 | 01-Jan-2020 | 31-Jan-2020 | 191.52 | 191.52 | 0.00 |
| Supplier Totals : | | | | | 191.52 | 191.52 | 0.00 |
| FAS02 | FASTENAL CANADA LTD. | | | | | | |
| OMBRC140407 | WORKS SUPPLIES | 7 | 14-Jan-2020 | 13-Feb-2020 | 69.21 | 69.21 | 0.00 |
| Supplier Totals : | | | | | 69.21 | 69.21 | 0.00 |
| GAN01 | GANANOQUE AUTO SERVICE - UNIQUE TOWING | | | | | | |
| W29194 | WORKS VEHICLE V2907 SERVICE | 7 | 06-Jan-2020 | 05-Feb-2020 | 3,177.46 | 3,177.46 | 0.00 |
| W29195 | WORKS VEHICLE SERVICE | 7 | 06-Jan-2020 | 05-Feb-2020 | 186.45 | 186.45 | 0.00 |
| W29200 | WORKS VEHICLE V2819 SERVICE | 7 | 14-Jan-2020 | 13-Feb-2020 | 646.03 | 646.03 | 0.00 |
| W29201 | WORKS VEHICLE V2419 SERVICE | 7 | 14-Jan-2020 | 13-Feb-2020 | 62.15 | 62.15 | 0.00 |
| Supplier Totals : | | | | | 4,072.09 | 4,072.09 | 0.00 |
| GEE01 | SCOTT GEE | | | | | | |
| JANUARY 28, 2020 | POLICE COURSE JANUARY 13 - 17 | 7 | 28-Jan-2020 | 28-Jan-2020 | 232.95 | 232.95 | 0.00 |
| Supplier Totals : | | | | | 232.95 | 232.95 | 0.00 |
| | | 704 | 31-Dec-2019 | 31-Jan-2020 | 130.00 | 130.00 | 0.00 |
| Supplier Totals : | | | | | 130.00 | 130.00 | 0.00 |
| GRA01 | GRAND AND TOY LTD | | | | | | |
| CREDIT M30544 A | FIRE CREDIT OFFICE SUPPLIES | 704 | 20-Apr-2019 | 31-Dec-2019 | -22.79 | -22.79 | 0.00 |
| P518201 | TOWN HALL OFFICE SUPPLIES | 704 | 19-Dec-2019 | 19-Dec-2019 | 63.62 | 63.62 | 0.00 |
| P560084 | OFFICE SUPPLIES | 7 | 09-Jan-2020 | 08-Feb-2020 | 343.68 | 343.68 | 0.00 |
| P571364 | COUNCIL OFFICE SUPPLIES | 7 | 13-Jan-2020 | 12-Feb-2020 | 59.01 | 59.01 | 0.00 |
| Supplier Totals : | | | | | 443.52 | 443.52 | 0.00 |
| HAN01 | HANSLER SMITH LTD | | | | | | |
| 5595901 | works clothing | 7 | 07-Jan-2020 | 06-Feb-2020 | 9.49 | 9.49 | 0.00 |
| Supplier Totals : | | | | | 9.49 | 9.49 | 0.00 |
| HAR16 | HARTINGTON EQUIPMENT | | | | | | |
| IV59132 | ARENA -KUBOTA PARTS | 704 | 11-Oct-2019 | 31-Dec-2019 | 67.55 | 67.55 | 0.00 |

TOWN OF GANANOQUE
Council/Board Report-Smry (Computer)



AP5060
 Date : Feb 11, 2020

Page : 4
 Time : 2:13 pm

Vendor : 1000 To ZYCOM
 Batch : 111

Cheque Dates : Jan 29, 2020 To Feb 11, 2020
 Bank : 0099 To 07

| Vendor Code | Vendor Name | Batch | Invoice Date | Due Date | Invoice Amount | Paid Amount | Discount Amount |
|--------------------------|---|-------|--------------|-------------|----------------|-------------|-----------------|
| Supplier Totals : | | | | | 67.55 | 67.55 | 0.00 |
| HOM01 | HOME HARDWARE BUILDING CTR | | | | | | |
| 137062 | VISITORS CENTRE SUPPLIES | 704 | 02-Dec-2019 | 25-Jan-2020 | 32.44 | 32.44 | 0.00 |
| 137069 | WTP - 550 QUEEN SEWER BLOCKAGE SUPPLIES | 704 | 02-Dec-2019 | 25-Jan-2020 | 207.51 | 207.51 | 0.00 |
| 1376089 | FIRE SUPPLIES | 704 | 03-Dec-2019 | 25-Jan-2020 | 227.49 | 227.49 | 0.00 |
| 137817 | CBO CHARGES | 704 | 03-Dec-2019 | 25-Jan-2020 | 22.58 | 22.58 | 0.00 |
| 137967 | ARENA SUPPLIES | 704 | 04-Dec-2019 | 25-Jan-2020 | 58.71 | 58.71 | 0.00 |
| 139219 | ARENA SUPPLIES | 704 | 06-Dec-2019 | 25-Jan-2020 | 83.48 | 83.48 | 0.00 |
| 139432 | PUC SUPPLIES | 704 | 06-Dec-2019 | 25-Jan-2020 | 81.08 | 81.08 | 0.00 |
| 141013 | PUC SUPPLIES | 704 | 09-Dec-2019 | 25-Jan-2020 | 14.64 | 14.64 | 0.00 |
| 142031 | WTP SUPPLIES | 704 | 11-Dec-2019 | 25-Jan-2020 | 13.42 | 13.42 | 0.00 |
| 142103 | WORKS SUPPLIES | 704 | 11-Dec-2019 | 25-Jan-2020 | 97.34 | 97.34 | 0.00 |
| 143304 | WORKS SUPPLIES | 704 | 13-Dec-2019 | 25-Jan-2020 | 23.46 | 23.46 | 0.00 |
| 144879 | WORKS SUPPLIES | 704 | 16-Dec-2019 | 25-Jan-2020 | 85.77 | 85.77 | 0.00 |
| 145474 | PUC SUPPLIES | 704 | 17-Dec-2019 | 25-Jan-2020 | 33.89 | 33.89 | 0.00 |
| 145642 | WTP SAMPLE STICK ACCESSORIES | 704 | 17-Dec-2019 | 25-Jan-2020 | 125.14 | 125.14 | 0.00 |
| 146066 | TOWN HALL SUPPLIES | 704 | 18-Dec-2019 | 25-Jan-2020 | 56.49 | 56.49 | 0.00 |
| 146964 | TOWN HALL SUPPLIES | 704 | 20-Dec-2019 | 25-Jan-2020 | 9.91 | 9.91 | 0.00 |
| 147345 | WORKS SUPPLIES | 704 | 20-Dec-2019 | 25-Jan-2020 | 8.57 | 8.57 | 0.00 |
| 148823 | WORKS SUPPLIES | 704 | 23-Dec-2019 | 25-Jan-2020 | 48.44 | 48.44 | 0.00 |
| 149158 | WORKS SUPPLIES | 704 | 23-Dec-2019 | 25-Jan-2020 | 27.65 | 27.65 | 0.00 |
| 149475 | PUC - SCAFFOLDING | 704 | 24-Dec-2019 | 25-Jan-2020 | 444.04 | 444.04 | 0.00 |
| Supplier Totals : | | | | | 1,702.05 | 1,702.05 | 0.00 |
| JET02 | JET ELECTRICAL CONTRACTORS | | | | | | |
| 4792 | ACCESSIBLE DOOR OPERATION | 7 | 08-Jan-2020 | 07-Feb-2020 | 947.62 | 947.62 | 0.00 |
| 4861 | SERVICE @ MYFM | 704 | 26-Feb-2019 | 31-Dec-2019 | 5,593.56 | 5,593.56 | 0.00 |
| 5517 | LIBRARY BILLING | 704 | 12-Dec-2019 | 11-Jan-2020 | 348.65 | 348.65 | 0.00 |
| 5541 | EAST END PUMP STN - TROUBLESHOOT DRIVE | 7 | 02-Jan-2020 | 01-Feb-2020 | 95.93 | 95.93 | 0.00 |
| 5543 | WTP - MOTOR | 7 | 02-Jan-2020 | 01-Feb-2020 | 826.75 | 826.75 | 0.00 |
| 5555 | EAST END PUMP STN TROUBLESHOOT PUMP | 7 | 14-Jan-2020 | 13-Feb-2020 | 53.96 | 53.96 | 0.00 |
| 5559 | WTP - MOTOR | 7 | 16-Jan-2020 | 15-Feb-2020 | 210.89 | 210.89 | 0.00 |
| 5565 | LOCATES VARIOUS LOCATIONS | 7 | 18-Jan-2020 | 17-Feb-2020 | 395.69 | 395.69 | 0.00 |
| Supplier Totals : | | | | | 8,473.05 | 8,473.05 | 0.00 |
| JEW01 | JEWELL ENGINEERING INC. | | | | | | |
| 00112032 | HENRIETTA ST RECONSTRUCTION BILLED TO DECEMBER 31 | 704 | 31-Dec-2019 | 14-Feb-2020 | 474.60 | 474.60 | 0.00 |
| Supplier Totals : | | | | | 474.60 | 474.60 | 0.00 |
| JIO01 | OFFORD PLUMBING | | | | | | |
| 1050 | PUC BILLING | 7 | 05-Jan-2020 | 04-Feb-2020 | 226.54 | 226.54 | 0.00 |
| 1054 | WORKS SERVICE | 7 | 16-Jan-2020 | 15-Feb-2020 | 331.22 | 331.22 | 0.00 |
| Supplier Totals : | | | | | 557.76 | 557.76 | 0.00 |
| JOE01 | JOE JOHNSON EQUIPMENT | | | | | | |
| P10002 | WORKS VEHICLE PARTS | 7 | 16-Jan-2020 | 15-Feb-2020 | 340.44 | 340.44 | 0.00 |

TOWN OF GANANOQUE
Council/Board Report-Smry (Computer)



AP5060
 Date : Feb 11, 2020

Page : 5
 Time : 2:13 pm

Vendor : 1000 To ZYCOM
 Batch : 111

Cheque Dates : Jan 29, 2020 To Feb 11, 2020
 Bank : 0099 To 07

| Vendor Code | Vendor Name | Batch | Invoice Date | Due Date | Invoice Amount | Paid Amount | Discount Amount |
|--------------------------|---|-------|--------------|-------------|-----------------|-----------------|-----------------|
| P32807 | SANDER CHAIN | 704 | 04-Dec-2019 | 03-Jan-2020 | 30.96 | 30.96 | 0.00 |
| P32995 | WORKS VEHICLE PARTS | 7 | 06-Jan-2020 | 05-Feb-2020 | 700.77 | 700.77 | 0.00 |
| Supplier Totals : | | | | | 1,072.17 | 1,072.17 | 0.00 |
| JOV01 | JOVISS VISUALS | | | | | | |
| 20200113 | EC DEVE - 50% RETAINER FEE | 7 | 13-Jan-2020 | 12-Feb-2020 | 1,250.00 | 1,250.00 | 0.00 |
| Supplier Totals : | | | | | 1,250.00 | 1,250.00 | 0.00 |
| KEH01 | KEHOE MARINE CONSTRUCTION LTD. | | | | | | |
| 25543 | MARINA FLOATING DOCK REPAIRS | 704 | 27-Nov-2019 | 26-Dec-2019 | 691.56 | 691.56 | 0.00 |
| Supplier Totals : | | | | | 691.56 | 691.56 | 0.00 |
| KEM01 | KEMIRA WATER SOLUTION CANADA INC. | | | | | | |
| 9019180327 | EEPS ALUM CHEMICALS | 7 | 17-Jan-2020 | 16-Feb-2020 | 6,628.49 | 6,628.49 | 0.00 |
| Supplier Totals : | | | | | 6,628.49 | 6,628.49 | 0.00 |
| KIN08 | KINGSTON HUMANE SOCIETY | | | | | | |
| GAN_KHS POUND | POUND SERVICES NOVEMBER | 704 | 30-Nov-2019 | 31-Dec-2019 | 110.83 | 110.83 | 0.00 |
| Supplier Totals : | | | | | 110.83 | 110.83 | 0.00 |
| LAS01 | LOCAL AUTHORITY SERVICES LTD. | | | | | | |
| IP000851 | LAS CLOSED MEETING FEE 2020 | 7 | 01-Jan-2020 | 31-Jan-2020 | 226.00 | 226.00 | 0.00 |
| Supplier Totals : | | | | | 226.00 | 226.00 | 0.00 |
| MDC02 | MDC | | | | | | |
| 4011773 | POLICE CLOTHING | 7 | 07-Jan-2020 | 06-Feb-2020 | 106.21 | 106.21 | 0.00 |
| Supplier Totals : | | | | | 106.21 | 106.21 | 0.00 |
| MIN12 | MINISTER OF FINANCE | | | | | | |
| 110701201117103 | POLICE - 4TH QUARTER OPTIC BILLING | 668 | 31-Dec-2019 | 06-Feb-2020 | 4,992.55 | 4,992.55 | 0.00 |
| Supplier Totals : | | | | | 4,992.55 | 4,992.55 | 0.00 |
| OFF04 | OFFORD PLUMBING | | | | | | |
| 1052 | REPAIRS TO MAIN FLOOR BIOLDER @ ARENA | 7 | 16-Jan-2020 | 15-Feb-2020 | 214.70 | 214.70 | 0.00 |
| 1053 | ARENA - REPAIR TO LEAK IN STAFF WORK ROOM | 7 | 16-Jan-2020 | 15-Feb-2020 | 218.09 | 218.09 | 0.00 |
| Supplier Totals : | | | | | 432.79 | 432.79 | 0.00 |
| ONT27 | ONTARIO TRAILS COUNCIL | | | | | | |
| 20-GANA-01 | 2020 MEMBERSHIP | 7 | 01-Jan-2020 | 31-Jan-2020 | 123.47 | 123.47 | 0.00 |
| Supplier Totals : | | | | | 123.47 | 123.47 | 0.00 |
| PER09 | PERTH UNION LIBRARY | | | | | | |
| JANUARY 19, 2021 | REPLACEMENT COST FOR LOST LOAN BOOK | 7 | 19-Jan-2020 | 31-Jan-2020 | 20.00 | 20.00 | 0.00 |

TOWN OF GANANOQUE
Council/Board Report-Smry (Computer)



AP5060
 Date : Feb 11, 2020

Page : 6
 Time : 2:13 pm

Vendor : 1000 To ZYCOM
 Batch : 111

Cheque Dates : Jan 29, 2020 To Feb 11, 2020
 Bank : 0099 To 07

| Vendor Code | Vendor Name | Batch | Invoice Date | Due Date | Invoice Amount | Paid Amount | Discount Amount |
|--------------------------|---|-------|--------------|-------------|----------------|-------------|-----------------|
| Supplier Totals : | | | | | 20.00 | 20.00 | 0.00 |
| PET07 | RHONDA ROBESON - PETTY CASH | | | | | | |
| DECEMBER 2019 | POLICE REIMBURSEMENT TO DECEMBER 31 | 704 | 31-Dec-2019 | 31-Jan-2020 | 511.64 | 511.64 | 0.00 |
| Supplier Totals : | | | | | 511.64 | 511.64 | 0.00 |
| PLU02 | PLUM HOLLOW EXCAVATION INC | | | | | | |
| 170 | LIBRARY PLOWING PAYMENT #2 | 704 | 30-Dec-2019 | 29-Jan-2020 | 1,000.00 | 1,000.00 | 0.00 |
| Supplier Totals : | | | | | 1,000.00 | 1,000.00 | 0.00 |
| RAC02 | RACKAIR | | | | | | |
| 3307 | E.S. BUILDINGLAN ROOM HVAC REPAIR | 7 | 10-Jan-2020 | 09-Feb-2020 | 268.49 | 268.49 | 0.00 |
| 3902 | TOWN HALL BASEMENT HVAC REPAIR | 7 | 10-Jan-2020 | 09-Feb-2020 | 307.93 | 307.93 | 0.00 |
| Supplier Totals : | | | | | 576.42 | 576.42 | 0.00 |
| RIV14 | RIVERSTONE JANITORIAL | | | | | | |
| 2487 | WTP JANITORIAL SERVICES JANUARY | 7 | 22-Jan-2020 | 31-Jan-2020 | 641.84 | 641.84 | 0.00 |
| Supplier Totals : | | | | | 641.84 | 641.84 | 0.00 |
| RUR01 | RURAL ONTARIO MUNICIPAL ASSOC. | | | | | | |
| RC02279 | ROMA 2020 CONFERENCE | 7 | 09-Jan-2020 | 08-Feb-2020 | 694.95 | 694.95 | 0.00 |
| Supplier Totals : | | | | | 694.95 | 694.95 | 0.00 |
| SAN05 | SANTINI KELLY LLP | | | | | | |
| 183888 | FILE #004-98836 | 704 | 31-Dec-2019 | 30-Jan-2020 | 1,832.24 | 1,832.24 | 0.00 |
| Supplier Totals : | | | | | 1,832.24 | 1,832.24 | 0.00 |
| SHR01 | SHRED-IT INTERNATIONAL ULC | | | | | | |
| 8100932758 | WORKS SHREDDING JANUARY 2 | 7 | 07-Jan-2020 | 06-Feb-2020 | 191.33 | 191.33 | 0.00 |
| Supplier Totals : | | | | | 191.33 | 191.33 | 0.00 |
| SOU07 | SOUTHERN ONTARIO LIBRARY SERVICE | | | | | | |
| 15941 | 2020 LIBRARY BILLING | 7 | 02-Jan-2020 | 31-Jan-2020 | 1,852.13 | 1,852.13 | 0.00 |
| Supplier Totals : | | | | | 1,852.13 | 1,852.13 | 0.00 |
| STA04 | STAPLES PAM | | | | | | |
| BIA FEBRUARY 20 | BIA SOCIAL MEDIA WEBSITE CONTRACT FEBRUARY | 116 | 01-Feb-2020 | 01-Feb-2020 | 565.00 | 565.00 | 0.00 |
| Supplier Totals : | | | | | 565.00 | 565.00 | 0.00 |
| STL06 | ST. LAWRENCE WILDLIFE & PEST CONTROL SERVICES | | | | | | |
| 6239 | LIBRARY BILLING NOVEMBER | 704 | 14-Nov-2019 | 13-Dec-2019 | 50.85 | 50.85 | 0.00 |
| 6732 | LIBRARY BILLING JANUARY | 7 | 15-Jan-2020 | 31-Jan-2020 | 50.85 | 50.85 | 0.00 |

TOWN OF GANANOQUE
Council/Board Report-Smry (Computer)



AP5060

Date : Feb 11, 2020

Page : 7

Time : 2:13 pm

Vendor : 1000 To ZYCOM

Batch : All

Cheque Dates : Jan 29, 2020 To Feb 11, 2020

Bank : 0099 To 07

| Vendor Code | Vendor Name | Batch | Invoice Date | Due Date | Invoice Amount | Paid Amount | Discount Amount |
|--------------------------|---|-------|--------------|-------------|----------------|-------------|-----------------|
| Supplier Totals : | | | | | 101.70 | 101.70 | 0.00 |
| STO03 | STONE'S MILL INVESTMENTS LTD | | | | | | |
| ADIITONAL RENT | 25 MILL ST ADDITIONAL RENT 2019 | 704 | 31-Dec-2019 | 31-Dec-2019 | 2,975.24 | 2,975.24 | 0.00 |
| FEBRUARY 2020 | 25 MILL ST RENT FEBRUARY | 116 | 01-Feb-2020 | 01-Feb-2020 | 4,417.71 | 4,417.71 | 0.00 |
| Supplier Totals : | | | | | 7,392.95 | 7,392.95 | 0.00 |
| SUP01 | SUPERIOR PROPANE | | | | | | |
| 28242402 | PROPANE | 7 | 14-Jan-2020 | 13-Feb-2020 | 500.28 | 500.28 | 0.00 |
| Supplier Totals : | | | | | 500.28 | 500.28 | 0.00 |
| SWI01 | SWISH MAINTENANCE LIMITED | | | | | | |
| K623420 | TOWN HALL CLEANING SUPPLIES | 704 | 11-Nov-2019 | 31-Dec-2019 | 85.67 | 85.67 | 0.00 |
| K626476 | E.S. BUILDING SUPPLIES | 7 | 08-Jan-2020 | 07-Feb-2020 | 264.50 | 264.50 | 0.00 |
| K626706 | E.S. BUILDING SUPPLIES | 7 | 13-Jan-2020 | 12-Feb-2020 | 85.02 | 85.02 | 0.00 |
| K626707 | ARENA CLEANING SUPPLIES | 7 | 13-Jan-2020 | 12-Feb-2020 | 310.04 | 310.04 | 0.00 |
| Supplier Totals : | | | | | 745.23 | 745.23 | 0.00 |
| TAC02 | G. TACKABERRY & SONS CONSTRUCTION CO. LTD. | | | | | | |
| DECEMBER 31/20 | 50% OF HOLDBACK RELEASE FOR RDS-2019-02 | 704 | 31-Dec-2019 | 31-Jan-2020 | 6,191.80 | 6,191.80 | 0.00 |
| Supplier Totals : | | | | | 6,191.80 | 6,191.80 | 0.00 |
| TLT02 | T.L.T.I. | | | | | | |
| 253-19 | FIRE TRAINING NOVEMBER | 704 | 31-Dec-2019 | 30-Jan-2020 | 736.24 | 736.24 | 0.00 |
| Supplier Totals : | | | | | 736.24 | 736.24 | 0.00 |
| TOW15 | TOWNSHIP OF ELIZABETH-KITLEY | | | | | | |
| JANUARY 24, 2020 | MEETING WORKSHOP MARCH 3 - COUNCILLOR KENCH | 7 | 24-Jan-2020 | 14-Feb-2020 | 367.25 | 367.25 | 0.00 |
| Supplier Totals : | | | | | 367.25 | 367.25 | 0.00 |
| TRI06 | TRICELL SALES & MARKETING LTD. | | | | | | |
| 79322 | POLICE - EQUIPMENT SUPPLIES | 7 | 08-Jan-2020 | 07-Feb-2020 | 129.89 | 129.89 | 0.00 |
| Supplier Totals : | | | | | 129.89 | 129.89 | 0.00 |
| TUM02 | TUMAK EDGAR | | | | | | |
| DECEMBER 31, 2019 | HERITAGE DESIGNATION BYLAWS REVIEW & UPDATING | 704 | 31-Dec-2019 | 30-Jan-2020 | 4,225.00 | 4,225.00 | 0.00 |
| Supplier Totals : | | | | | 4,225.00 | 4,225.00 | 0.00 |
| UNI03 | UNITED COUNTIES OF LEEDS AND GRENVILLE | | | | | | |
| INV000000000192 | 2019 HHW COLLECTION | 704 | 31-Dec-2019 | 30-Jan-2020 | 5,217.52 | 5,217.52 | 0.00 |
| Supplier Totals : | | | | | 5,217.52 | 5,217.52 | 0.00 |
| UPP04 | UPPER CANADA ELEVATORS | | | | | | |

TOWN OF GANANOQUE
Council/Board Report-Smry (Computer)



AP5060
 Date : Feb 11, 2020

Page : 8
 Time : 2:13 pm

Vendor : 1000 To ZYCOM
 Batch : All

Cheque Dates : Jan 29, 2020 To Feb 11, 2020
 Bank : 0099 To 07

| Vendor Code | Vendor Name | | | | Invoice Amount | Paid Amount | Discount Amount |
|------------------------------|--|-------|--------------|-------------|-------------------|-------------------|-----------------|
| Invoice No. | Description | Batch | Invoice Date | Due Date | | | |
| 17915 | ARENA WHEELCHAIR PLATFORM INSPECTION DECEMBER 16 | 704 | 31-Dec-2019 | 14-Feb-2020 | 298.75 | 298.75 | 0.00 |
| Supplier Totals : | | | | | 298.75 | 298.75 | 0.00 |
| VAL03 | VALLEY BLADES LTD. | | | | | | |
| SV022578 | WORKS VEHICLE PARTS | 704 | 20-Dec-2019 | 19-Jan-2020 | 2,585.80 | 2,585.80 | 0.00 |
| Supplier Totals : | | | | | 2,585.80 | 2,585.80 | 0.00 |
| WHI03 | WHITEHOTS INC. | | | | | | |
| 3349816 | LIBRARY BOOK | 7 | 03-Jan-2020 | 31-Jan-2020 | 22.46 | 22.46 | 0.00 |
| 3349817 | LIBRARY BOOKS | 7 | 03-Jan-2020 | 31-Jan-2020 | 119.77 | 119.77 | 0.00 |
| 3350724 | LIBRARY BOOK | 7 | 10-Jan-2020 | 31-Jan-2020 | 22.79 | 22.79 | 0.00 |
| 3351509 | LIBRARY BOOKS | 7 | 17-Jan-2020 | 15-Feb-2020 | 59.54 | 59.54 | 0.00 |
| Supplier Totals : | | | | | 224.56 | 224.56 | 0.00 |
| WRA01 | WRAY'S FIRE PROTECTION | | | | | | |
| 20126 | MUSEUM ELEVATOR RENOVATION | 704 | 10-Dec-2019 | 09-Jan-2020 | 340.41 | 340.41 | 0.00 |
| Supplier Totals : | | | | | 340.41 | 340.41 | 0.00 |
| YOU05 | YOUR DOLLAR STORE WITH MORE | | | | | | |
| 5368506 | BIA - SANTA CLAUS PARADE CANDY CANES | 704 | 31-Dec-2019 | 31-Jan-2020 | 25.00 | 25.00 | 0.00 |
| 5368507 | BIA- SUPPLIES FOR SANTA CLAUS PARADE | 704 | 31-Dec-2019 | 31-Jan-2020 | 51.46 | 51.46 | 0.00 |
| Supplier Totals : | | | | | 76.46 | 76.46 | 0.00 |
| Computer Paid Total : | | | | | 456,846.44 | 456,846.44 | 0.00 |

Some items in the aforementioned accounts payable report may have been redacted. Redacting is to edit, or prepare for publishing. A redacted document, has simply had personal (or possibly actionable) information deleted or blacked out; as a consequence, redacted is often used to describe documents from which sensitive information has been expunged.

TOWN OF GANANOQUE
Council/Board Report-Summary (EFT)



AP5060 Page : 9
 Date : Feb 11, 2020 Time : 2:13 pm

Vendor : 1000 To ZYCOM
 Batch : All

EFT Date : 29-01-2020 To 11-Feb-2020
 Bank : 0099 To 07

| Vendor Code | Vendor Name | | | | Invoice Amount | Paid Amount | Discount Amount |
|--------------------------|---|-------|--------------|-------------|-----------------|-----------------|-----------------|
| Invoice No. | Description | Batch | Invoice Date | Due Date | | | |
| BEL01 | BELL CANADA | | | | | | |
| ES TV BILL DEC | E.S. BUILDING TV BILLING DECEMBER | 704 | 31-Dec-2019 | 30-Jan-2020 | 86.50 | 86.50 | 0.00 |
| FIRE DECEMBER | FIRE 382-1991 DECEMBER | 704 | 04-Dec-2019 | 20-Jan-2020 | 166.89 | 166.89 | 0.00 |
| FIRE DECEMBER | FIRE BILLING DECEMBER 341-9339 | 704 | 31-Dec-2019 | 31-Dec-2019 | 311.46 | 311.46 | 0.00 |
| LIBRARY DECEMBER | LIBRARY BILLING DECEMBER | 704 | 04-Dec-2019 | 23-Dec-2019 | 91.04 | 91.04 | 0.00 |
| LIBRARY JAN 20 | LIBRARY JANUARY | 7 | 04-Jan-2020 | 22-Jan-2020 | 98.44 | 98.44 | 0.00 |
| PUMP STN 3 JAN | PUMP STN 3 382-1758 JANUARY | 7 | 04-Jan-2020 | 20-Jan-2020 | 76.64 | 76.64 | 0.00 |
| V.C. JANUARY 20 | V.C. JANUARY | 7 | 04-Jan-2020 | 20-Jan-2020 | 106.14 | 106.14 | 0.00 |
| WTP DECEMBER | WTP ACCT #382-1112 DECEMBER | 704 | 04-Dec-2019 | 31-Jan-2020 | 65.84 | 65.84 | 0.00 |
| Supplier Totals : | | | | | 1,002.95 | 1,002.95 | 0.00 |
| BEL08 | BELL CANADA | | | | | | |
| JANUARY 20 LIB | LIBRARY BILLING JANUARY | 7 | 10-Jan-2020 | 31-Jan-2020 | 170.57 | 170.57 | 0.00 |
| PWB JAN 2020 | PWB ACCT #529251341 DEC 25 - JAN 24 | 7 | 25-Dec-2019 | 17-Jan-2020 | 87.01 | 87.01 | 0.00 |
| V.C. DECEMBER | V.C. BILLING DECEMBER | 704 | 01-Dec-2019 | 10-Jan-2020 | 93.79 | 93.79 | 0.00 |
| WTP JANUARY 20 | WTP ACCT #526600008 JANUARY | 7 | 01-Jan-2020 | 20-Jan-2020 | 77.97 | 77.97 | 0.00 |
| Supplier Totals : | | | | | 429.34 | 429.34 | 0.00 |
| EAS08 | EASTERN ONTARIO POWER | | | | | | |
| 1 WATER ST DE | 1 WATER ST CUSTOM BUILDING DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 147.86 | 147.86 | 0.00 |
| 10 KING DEC 19 | 10 KING ST DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 617.06 | 617.06 | 0.00 |
| 110 KATE MYFM | 110 KATE MYFM DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 748.80 | 748.80 | 0.00 |
| 110B KATE ST D | 110B KATE ST DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 88.77 | 88.77 | 0.00 |
| 135 WATER DEC | 135 WATER ST WASHROOMS DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 25.98 | 25.98 | 0.00 |
| 2 KING DEC 19 | 2 KING DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 337.73 | 337.73 | 0.00 |
| 21 BAY ST DEC | 21 BAY ST DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 344.92 | 344.92 | 0.00 |
| 300 STONE DEC | 300 STONE DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 64.26 | 64.26 | 0.00 |
| 340 HERBERT D | 340 HERBERT ST DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 2,423.66 | 2,423.66 | 0.00 |
| 400 STONE DEC | 400 STONE ST KINSMEN HALL DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 214.97 | 214.97 | 0.00 |
| 402 STONE DEC | 402 STONE PUMP STN DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 508.64 | 508.64 | 0.00 |
| 699 ARTHUR DE | 699 ARTHUR ST PUMP STN DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 96.09 | 96.09 | 0.00 |
| ARENA BALL PK | CARTWRIGHT PARK DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 26.01 | 26.01 | 0.00 |
| ARENA DECEMBER | ARENA DECEMBER | 668 | 31-Dec-2019 | 04-Feb-2020 | 4,463.83 | 4,463.83 | 0.00 |
| ARENA LIGHT D | ARENA SENTINEL LIGHT DECEMBER | 668 | 31-Dec-2019 | 27-Jan-2020 | 20.55 | 20.55 | 0.00 |
| BALL PARK DEC | TOWN HALL PARK DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 30.53 | 30.53 | 0.00 |
| BERM PARK DE | BERM PARK DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 139.35 | 139.35 | 0.00 |
| CLOCK TOWER | CLOCK TOWER DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 37.64 | 37.64 | 0.00 |
| CUSTOM DOCK | CUSTOM DOCK LIGHTS DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 25.98 | 25.98 | 0.00 |
| EAST GATES DE | EAST GATES DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 89.59 | 89.59 | 0.00 |
| FOUNTAIN DEC | FOUNTAIN DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 26.65 | 26.65 | 0.00 |
| GARAGE DEC 1 | GARAGE DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 1,129.64 | 1,129.64 | 0.00 |
| KING&CARM DE | KING & CARMICHAEL TRAFFIC LIGHTS DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 93.47 | 93.47 | 0.00 |
| KING&CHARLES | KING & CHARLES TRAFFIC LIGHTS DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 197.73 | 197.73 | 0.00 |
| KING&HERBERT | KING & HERBERT TRAFFIC LIGHTS DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 174.28 | 174.28 | 0.00 |

TOWN OF GANANOQUE
Council/Board Report-Summary (EFT)



AP5060 Page : 10
 Date : Feb 11, 2020 Time : 2:13 pm

Vendor : 1000 To ZYCOM
 Batch : All

EFT Date : 29-01-2020 To 11-Feb-2020
 Bank : 0099 To 07

| Vendor Code | Vendor Name | Invoice No. | Description | Batch | Invoice Date | Due Date | Invoice Amount | Paid Amount | Discount Amount |
|--------------------------|---|-------------|-------------|-------------|--------------|-----------|-------------------|-------------------|-----------------|
| | KING & STONE TRAFFIC LIGHTS DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 106.81 | 106.81 | 0.00 | | |
| | KING & WILLIAM TRAFFIC LIGHTS DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 197.73 | 197.73 | 0.00 | | |
| | LIBRARY BILLING DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 676.06 | 676.06 | 0.00 | | |
| | MARINA DECEMBER | 704 | 31-Dec-2019 | 11-Feb-2020 | 25.98 | 25.98 | 0.00 | | |
| | NORTH GATES DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 25.98 | 25.98 | 0.00 | | |
| | PUMP STN 1 DECEMBER | 668 | 31-Dec-2019 | 04-Feb-2020 | 3,690.48 | 3,690.48 | 0.00 | | |
| | SALT SHED DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 36.12 | 36.12 | 0.00 | | |
| | ST LIGHTS DECEMBER | 668 | 31-Dec-2019 | 04-Feb-2020 | 5,637.14 | 5,637.14 | 0.00 | | |
| | STONE & ALBERTA TRAFFIC LIGHTS DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 132.76 | 132.76 | 0.00 | | |
| | TOWN HALL BALL PARK DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 38.83 | 38.83 | 0.00 | | |
| | TOWN HALL DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 1,751.77 | 1,751.77 | 0.00 | | |
| | WATER TOWER DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 281.15 | 281.15 | 0.00 | | |
| | WEST GATES DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 83.04 | 83.04 | 0.00 | | |
| | WORKS OFFICE DECEMBER | 668 | 31-Dec-2019 | 24-Jan-2020 | 426.49 | 426.49 | 0.00 | | |
| | WORKS YARD LIGHTS DECEMBER | 668 | 31-Dec-2019 | 27-Jan-2020 | 129.63 | 129.63 | 0.00 | | |
| | WTP DECEMBER | 668 | 31-Dec-2019 | 04-Feb-2020 | 6,772.82 | 6,772.82 | 0.00 | | |
| Supplier Totals : | | | | | | | 32,086.78 | 32,086.78 | 0.00 |
| EMP02 | EMPIRE LIFE - GROUP SOLUTIONS | | | | | | | | |
| FEBRUARY 2020 | FEBRUARY BILLING | 116 | 01-Feb-2020 | 01-Feb-2020 | 2,766.60 | 2,766.60 | 0.00 | | |
| Supplier Totals : | | | | | | | 2,766.60 | 2,766.60 | 0.00 |
| LEE02 | LEEDS GRENVILLE & LANARK DISTRICT HEALTH UNIT | | | | | | | | |
| JAN 20 LEVY INC | LEVY JANUARY INCREASE | 7 | 31-Jan-2020 | 15-Feb-2020 | 1,756.75 | 1,756.75 | 0.00 | | |
| LEVY FEBRUAR | LEVY FEBRUARY | 116 | 01-Feb-2020 | 15-Feb-2020 | 7,876.25 | 7,876.25 | 0.00 | | |
| Supplier Totals : | | | | | | | 9,633.00 | 9,633.00 | 0.00 |
| MIN02 | MINISTER OF FINANCE - EHT | | | | | | | | |
| EHT JANUARY 2 | EHT JANUARY | 7 | 30-Jan-2020 | 30-Jan-2020 | 8,844.83 | 8,844.83 | 0.00 | | |
| Supplier Totals : | | | | | | | 8,844.83 | 8,844.83 | 0.00 |
| OME01 | OMERS | | | | | | | | |
| JANUARY 2020 | JANUARY BILLING | 7 | 31-Jan-2020 | 15-Feb-2020 | 80,733.48 | 80,733.48 | 0.00 | | |
| Supplier Totals : | | | | | | | 80,733.48 | 80,733.48 | 0.00 |
| REC02 | RECEIVER GENERAL FOR CANADA | | | | | | | | |
| PP#2 JAN 24/20 | PP#2 RP0001 JANUARY 24 | 7 | 24-Jan-2020 | 29-Jan-2020 | 66,051.67 | 66,051.67 | 0.00 | | |
| PP#2 RP0002 JA | RR#2 RP0002 JANUARY 24 | 7 | 24-Jan-2020 | 29-Jan-2020 | 8,279.86 | 8,279.86 | 0.00 | | |
| Supplier Totals : | | | | | | | 74,331.53 | 74,331.53 | 0.00 |
| WOR01 | WORKPLACE SAFETY & INSURANCE BOARD | | | | | | | | |
| JANUARY 2020 | REMITTANCE JANUARY | 7 | 31-Jan-2020 | 31-Jan-2020 | 13,137.52 | 13,137.52 | 0.00 | | |
| Supplier Totals : | | | | | | | 13,137.52 | 13,137.52 | 0.00 |
| EFT Paid Total : | | | | | | | 222,966.03 | 222,966.03 | 0.00 |

| | |
|------------------------------------|-------------------|
| Total Unpaid for Approval : | 0.00 |
| Total Discount : | 0.00 |
| Total Manually Paid for Approval : | 0.00 |
| Total Computer Paid for Approval : | 456,846.44 |
| Total EFT Paid for Approval : | 222,966.03 |
| Grand Total ITEMS for Approval : | <u>679,812.47</u> |



What is Personal Information?

October 2016

INTRODUCTION

The *Freedom of Information and Protection of Privacy Act (FIPPA)* and the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* (the acts) protect the privacy of personal information while providing individuals with a right of access to their own information.

In this fact sheet, we provide guidance about how the Information and Privacy Commissioner (IPC) interprets the term “personal information.”

HOW IS PERSONAL INFORMATION DEFINED IN THE ACTS?

The acts define personal information as “recorded information about an identifiable individual,” and include a list of examples of personal information (see Appendix A for the full definition).

Recorded information

Information can be recorded in any format, such as paper records, electronic records, digital photographs, videos or maps.

About an identifiable individual

Information is about an identifiable individual if:

- it is about the individual in a personal capacity; that is, it reveals something of a personal nature about the individual, and
- it is reasonable to expect that an individual can be identified from the information (either alone or by combining it with other information)

The listed examples include a person’s name when combined with other information about them, such as their address, sex, age, education, or medical history. These examples are not exhaustive and many other kinds of information may still qualify as personal information.

FREQUENTLY ASKED QUESTIONS

What if an individual is acting in a business, professional or official capacity?

The acts specifically exclude from the definition of personal information the name, title, contact information or designation that identifies a person in a business, professional or official capacity. This includes a business carried out in a home.

As a general rule, information about an individual in a business, professional or official capacity is not considered to be personal information.

However, even if information relates to an individual in such a capacity, it may still qualify as personal information if it reveals something of a personal nature about the individual. The context in which the information appears is important.

Is an address personal information?

An address, by itself, is not personal information because it is about a property and not an individual. However, information about a property can qualify as personal information if it reveals something personal. For example, a police service placed a lawn sign on a property stating that it was the site of a search warrant for illicit drugs. The IPC decided that the address on the sign was personal information because it revealed allegations of criminal activity against individuals associated with the property.

Does an individual's name qualify as personal information?

Like an address, a name by itself is not personal information. A name is personal information if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Can information about a business be personal information?

Generally, business information is not considered personal information. The term "individual" in the definition of personal information means that it only relates to natural persons. Sometimes confidential business information is confused with personal information. Business information may hold tremendous value and importance for organizations, but it is not personal information.

Is information about deceased individuals their personal information?

Information about an individual is not personal information if they have been dead for more than thirty years.

CONCLUSION

It is important to examine the context in which information appears in determining whether the information is "about" an individual and whether the individual is "identifiable." Depending on the context, information may not meet the definition of personal information because it is, for example, information about a property or business, or about an individual in a business capacity. You can find IPC orders and complaint reports regarding the definition of personal information on the IPC's website (www.ipc.on.ca).

APPENDIX

Definition of “personal information” in the acts

“personal information” means recorded information about an identifiable individual, including,

- (a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
- (b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- (c) any identifying number, symbol or other particular assigned to the individual,
- (d) the address, telephone number, fingerprints or blood type of the individual,
- (e) the personal opinions or views of the individual except where they relate to another individual,
- (f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
- (g) the views or opinions of another individual about the individual, and
- (h) the individual’s name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Board of Health Meeting January 23, 2020

Summary

Chair and Vice-Chair

Doug Malanka, Mayor of Augusta, and United Counties of Leeds and Grenville municipal appointee to the Board of Health, was appointed Chair of the Board for 2020.

Candace Kaine, resident of Elizabethtown-Kitley and a provincial appointee to the Board of Health, was appointed Vice-Chair of the Board for 2020.

Land Control Budget

The 2020 Land Control budget was passed with no change in fees for 2020. As of January 1, 2020 the Health Unit has a formal arrangement with 19 of the 22 municipalities in Lanark and the United Counties to provide Land Control services (Part VIII under the Ontario Building Code Act).

Public Health Modernization

The Ministry of Health is conducting a consultation on their recently released Discussion Paper: Public Health Modernization. The Ministry will use the results of the consultation across the province to suggest how the public health system can be more effective and efficient. The paper includes six areas that the ministry would like feedback on:

- Insufficient capacity in all health units;
- Misalignment of health, social services and other services;
- Duplication of effort; and
- Inconsistent priority setting;
- Improving Francophone services; and
- Engagement with Indigenous Peoples.

The Board of Health reviewed the results of the consultation conducted with Leeds, Grenville and Lanark District Health Unit Board members, management and staff. They reiterated the importance of the following principles in any decisions the Ministry of Health might make about public health modernization:

- Appropriate municipal role in governance;
- No loss of service to our community;
- Meaningful involvement in planning ;
- Integrity of the Health Unit;
- Like Health Unit Populations grouped together; and
- Effective and efficient administration services.

They also supported the November 2019 Statement of Principles for Public Health Modernization from the Association of Local PUBLIC HEALTH Agencies (alPHA).

https://cdn.ymaws.com/www.alphaweb.org/resource/collection/FA7C5E7F-BA8C-4D15-9650-39628888027E/alPHA_Letter_PH_Principles_151119.pdf

The Board of Health discussed creating an improved public health system by having local public health agencies who are well connected with their specific communities, including health and social services, share some services to increase effectiveness and efficiency. A Regional Collaborative Council supported by all health units in a region could support priority setting, avoid duplication, and build capacity. A Provincial Lead Table would provide a vehicle for effective collaboration and priority setting between the Ministry of Health and representatives from the Regional Collaborative Councils. Provincial topic specific Public Health Advisory Committees could provide research reviews and guidelines to improve consistency in public health services across the province. The Health Unit's detailed responses to the Discussion Paper will be submitted to the Ministry of Health by February 10, 2020.

**Ministry of Children,
Community and Social
Services**

**Ministère des Services à
l'enfance et des Services
sociaux et communautaires**



Minister's Office

Bureau du Ministre

438 University Avenue
7th Floor
Toronto, Ontario
M7A 1N3

438, avenue University
7^e étage
Toronto, Ontario
M7A 1N3

Tel.: (416) 325-5225
Fax: (416) 325-5240

Tél. : (416) 325-5225
Télec. : (416) 325-5240

127-2020-968

January 30, 2020

Dear Municipal Partner:

First, I want to take the opportunity to wish you a Happy New Year.

Further to the letter I sent you on December 16, 2019, I am pleased to notify you that our survey to inform the development of Ontario's next Poverty Reduction Strategy is now live on [Ontario.ca/povertysurvey](https://ontario.ca/povertysurvey) and will be available online until March 30, 2020.

Our government believes that the people of Ontario are the province's greatest asset and when the people of Ontario succeed, our economy and province succeed. It is our shared responsibility to create the best conditions for people to reach their potential. We need and we want to listen to municipalities, Indigenous partners, members of the community, service providers, employers, and local partners to find new and innovative ways to support people during challenging times and create the conditions that will help them build a better life.

To support the development of our new Poverty Reduction Strategy, we are asking residents of Ontario to take 30 minutes and answer our survey as we seek new ideas on how we can:

- Encourage job creation and connect people to employment
- Provide people with the right supports and services
- Lower the cost of living and make life more affordable.

As part of a new strategy, we will set a target for poverty reduction and identify indicators to measure progress to ensure we are achieving results.

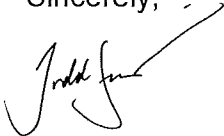
The survey can be accessed at [Ontario.ca/povertysurvey](https://ontario.ca/povertysurvey). Please feel free to share the survey link with your community members and colleagues.

.../cont'd

In addition, we are also welcoming written submissions that can be sent by e-mail to prso@ontario.ca or by mail to Poverty Reduction Strategy, 3rd Floor, 315 Front Street West, Toronto ON, M7A 0B8. If there are any questions on how any personal information such as names and addresses that are included with a submission will be used, please contact: Manager, Strategic Policy Unit, MCCSS by e-mail at prso@ontario.ca or by telephone at (647) 308-9963.

I encourage you to share information about this consultation, including the survey link, with service providers, Indigenous partners and businesses in your community. I look forward to receiving input from Ontario residents as we work together to make a difference in reducing poverty in the province.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Smith", with a long, sweeping flourish extending to the right.

Todd Smith
Minister

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

February 5, 2020

The Honourable Doug Ford, Premier of Ontario
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON, M7A 1A1

Dear Premier Ford:

Re: Provincially Significant Wetlands Designation

Please find attached the Council of the Corporation of the Village of Merrickville-Wolford's Resolution No. R-029-20, with respect to the Village's concerns surrounding the Ministry of Natural Resources and Forestry's practices and procedures while implementing designations of Provincially Significant Wetlands.

While the attached resolution is tailored to a Village-specific issue, it is Council's position that the concerns expressed therein are being experienced by municipalities Province-wide.

Thank you in advance for the consideration that you give this matter.

Yours truly,

A handwritten signature in black ink, appearing to read "Doug Robertson".

Doug Robertson
CAO/Clerk/Director, Economic Development

c. Honourable John Yakabuski, Minister of Natural Resources and Forestry
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Andy Brown, CAO of the United Counties of Leeds and Grenville
Association of Municipalities of Ontario
Rural Ontario Municipal Association
All Ontario municipalities



VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:

Recorded Vote Requested By:

| | | |
|-----------|---|---|
| Cameron | Y | N |
| Foster | Y | N |
| Halpenny | Y | N |
| Molloy | Y | N |
| Struthers | Y | N |

Resolution Number: R - 029 - 20

Date: January 27, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

WHEREAS the Village of Merrickville-Wolford is endeavouring to adopt a new Official Plan as required per Section 17 of the *Planning Act* and the Village is required to incorporate the Provincial Policy Statements of the Act;

AND WHEREAS the Provincial Policy Statements require the Village to provide in its Official Plan the updated provisions of new and expanded Provincially Significant Wetlands designations;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that the expansion of these wetlands is detrimentally affecting certain landowners and the Village's assessment base;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that designations of Provincially Significant Wetlands have occurred throughout the Province of Ontario without the provision of supporting evidence;

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998



Telephone (613) 269-4791
Facsimile (613) 269-3095

VILLAGE OF MERRICKVILLE-WOLFORD

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned about the expansion of the Provincially Significant Wetlands in the Northeast quadrant of the Village;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that these wetlands designations have been expanded without the Ministry of Natural Resources and Forestry having provided to the Village supporting evidence to justify said expansion;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby respectfully request that the Ministry of Natural Resources and Forestry provide the Village with supporting evidence with respect to the expansion of these wetlands designations;

AND THAT the Ministry of Natural Resources and Forestry re-evaluate the subject properties without delay;

AND THAT a copy of this resolution be sent to the Honourable Premier Doug Ford, Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the United Counties of Leeds and Grenville, the Association of Municipalities of Ontario and the Rural Ontario Municipal Association and all Ontario municipalities.

Carried / Defeated


J. Douglas Struthers, Mayor



COW Report – LIB-2020-01

Date: February 18, 2020

IN CAMERA

Subject: Gananoque Public Library Quarterly Report

Author: Deirdre Crichton

OPEN SESSION

RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE GANANOQUE PUBLIC LIBRARY QUARTERLY REPORT AS PRESENTED IN COW REPORT LIB-2020-01.

STRATEGIC PLAN COMMENTS: Gananoque Public Library has a strategic plan.

The Library is a vital part of our municipality and continues to flourish as a strong member and active partner within the community. The Library Board looks forward to continuing a strong and cooperative relationship with the Town and Council.

Mission Statement:

We are a welcoming connected community resource that inspires a sense of discovery, creativity and imagination while supporting the current cultural, recreational and life-long learning needs of the community.

Vision Statement:

Gananoque Public Library will be a creative, open inviting spacious library providing a balance of traditional and innovative services that meet the needs of the community.

BACKGROUND: At the January 25, 2016 library board meeting, the board requested that the CEO submit quarterly reports to Town Council.

INFORMATION/DISCUSSION

Highlights

Community Connections & Visibility

- The library collaborated with other libraries in Leeds & Grenville area to run a Get a Grip (free winter cleats) program for seniors.
- Participated in the Gan Steampunk Festival. The library ran a steam punk car race and steampunk dunking contest.



Partnership

- The library continued work with the EarlyOn Centre.
- The library continued a book club at Carveth.

Operational

- Worked on updating policies

Programs & Events

- Started running a Book Chat Club once a month.
- Hosted a Holiday Potluck Kitchen Party and announced the winner of the 6th annual Lego Contest.
- Hosted 4 social media workshops.
- Hosted a Eat for Good Mental Health workshop.
- Hosted P.A. day Steampunk event at Silver Cinema
- Hosted an Estate Planning Workshop
- Rise & Shine Storytime continued to meet on Mondays.
- The Just Write Club continued to meet on Mondays.
- Ukulele Jammers continued to meet and play on Wednesday afternoons.
- Yarn Spinners continued to meet on Thursday evenings.



Other:

- The Gananoque Public Library quarterly report will be presented by library board members.

APPLICABLE POLICY/LEGISLATION: At the January 25, 2016 library board meeting, the board requested that the CEO submit quarterly reports to Town Council.

FINANCIAL CONSIDERATIONS: None

CONSULTATIONS: None

ATTACHMENTS:

Library Statistics
Financial Update

| | |
|-----------------|-------------------------------------|
| APPROVAL | <hr/> Deirdre Crichton, Library CEO |
|-----------------|-------------------------------------|

Gananoque Public Library Statistics

Circulation Statistics

January 1, 2019 – December 31, 2019

January 1, 2018 – December 31, 2018

Loans - 20,222
 Renewals – 4,161
 Holds - 593
 New Library Cards - 287

Loans – 21,767
 Renewals – 5,215
 Holds - 664

Interlibrary Loan Statistics

January 1, 2019 – December 31, 2019

January 1, 2018 – December 31, 2018

Requester

Searches 2484
 Requests 1002
 Shipped 942
 Received 932

Requester

Searches 3249
 Requests 1297
 Shipped 1232
 Received 1207

Responder

Requests 605
 Shipped 328
 Not Shipped 277

Responder

Requests 897
 Shipped 460
 Not Shipped 389

Online Audio / E-Books Overdrive Statistics

January – December – 2019

January – December – 2018

Checkouts 8,260

Checkouts 8,152

Computer Usage

2019

January – 215 WiFi - 25
 February - 180 WiFi - 32
 March - 135 WiFi - 35
 April - 140 WiFi - 20
 May - 190 WiFi - 20
 June - 196 WiFi - 30
 July - 120 WiFi - 20
 August - 210 WiFi - 35
 September - 165 WiFi - 35
 October - 160 WiFi - 20
 November – 201 WiFi - 25
 December - 104 WiFi - 10

Total - 2,016 307

2018

January – 230 WiFi - 25
 February – 207 WiFi - 20
 March – 235 WiFi - 25
 April – 180 WiFi - 20
 May - 255 WiFi - 15
 June - 195 WiFi – 15
 July - 180 WiFi - 20
 August – 220 WiFi - 10
 September – 195 WiFi - 15
 October - 315 WiFi - 20
 November – 195 WiFi - 82
 December – 135 WiFi - 45

Total – 2,362 292

Website Visits

2019

| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-----|-----|-----|-----|-------|-------|-------|-------|-------|-------|-------|-------|--------|
| 816 | 571 | 968 | 818 | 1,441 | 1,667 | 1,435 | 1,345 | 1,332 | 1,564 | 1,327 | 1,102 | 14,386 |

2018

| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|-----|-----|-------|-----|-------|-------|-----|-----|-----|-----|-----|-----|--------|
| 981 | 892 | 1,245 | 928 | 1,019 | 1,110 | 906 | 810 | 593 | 709 | 682 | 538 | 10,515 |

Computer Training

2019

January - 4
February - 3
March - 19
April - 2
May - 4
June - 2
July - 1
August - 2
September - 2
October - 2
November - 48
December - 2

2018

January - 1
February - 2
March - 1
April - 3
May - 5
June - 2
July - 2
August - 0
September - 2
October - 3
November - 50
December - 3

Tablet Loans

January 1, 2019 to December 31, 2019 - 12

Programs

Baby and Toddler Time / Rise & Shine Storytime - 259

Book Chat - 15

Book Club - Carveth - 172

LEGO Club - 67

JustWrite - 192

Ukulele Jam - 274

Yarn Spinners - 78

Seed Packets - 69

March Break - 104

Special Events

Beading - 5
Card Making – 7
Healthy Eating – 7
Potluck Kitchen Party - 20
Woodworking – 10
Silver Cinema (Hugo) – 10
Social Media Workshop - 10
Steampunk Festival – 70

Class Visit – 24
Class Visit – 24

TD Summer Reading Club

| | |
|----------------------|-------------|
| Launch | 63 |
| Fridays in Storyland | 105 |
| Monday Club Meetups | 215 |
| Maker Tuesdays | 54 |
| Teddy Bears Picnic | 225 |
| Art in the Park | 20 |
| Joel Stone BC | 135 |
| Thursday Movies | 142 |
| Sports Group | 42 |
| Landon Bay | 93 |
| Total | 1094 |

| Gananoque Public Library Financial Statement - December 31, 2019 | | | | | |
|---|---------------------|---------------------|--|--|--|
| | 2019 | 2019 | | | |
| | Budget | To Date | | | |
| Revenue | | | | | |
| Literacy Festival Grant | \$1,000.00 | \$0.00 | | | |
| Enbridge Makerspace Grant | \$1,662.00 | \$0.00 | | | |
| Capacity Grant | \$0.00 | \$0.00 | | | |
| Grant - Province | \$13,700.00 | \$13,700.00 | | | |
| Seniors Grant | \$1,500.00 | \$300.00 | | | |
| Miscellaneous Revenue | \$1,326.00 | \$2,953.00 | | | |
| Donations | \$250.00 | \$673.00 | | | |
| Town Contribution Library | \$200,062.00 | \$200,062.00 | | | |
| | | | | | |
| Total Revenue | \$219,500.00 | \$217,688.00 | | | |
| | | | | | |
| Expenses | | | | | |
| Endbridge Makerspace Grant | \$1,662.00 | \$1,080.00 | | | |
| Capacity Grant | \$0.00 | \$0.00 | | | |
| Seniors Grant | \$1,500.00 | \$0.00 | | | |
| FT Salary | \$67,466.00 | \$66,594.65 | | | |
| PT Salary | \$49,052.00 | \$50,983.57 | | | |
| EHT | \$2,300.00 | \$2,291.06 | | | |
| Source Deductions | \$7,400.00 | \$6,974.91 | | | |
| WSIB | \$500.00 | \$376.60 | | | |
| Benefits - Manulife | \$5,700.00 | \$4,921.97 | | | |
| OMERS | \$10,600.00 | \$10,575.42 | | | |
| Advertising | \$400.00 | \$381.70 | | | |
| Memberships | \$338.00 | \$488.66 | | | |
| Training | \$350.00 | \$226.95 | | | |
| Conventions and Travel | \$100.00 | \$0.00 | | | |
| Computer Contract | \$1,000.00 | \$1,017.60 | | | |
| Interlibrary Loan | \$0.00 | \$230.94 | | | |
| Materials & Programming | \$2,500.00 | \$3,167.87 | | | |
| Office Supplies | \$1,000.00 | \$1,012.05 | | | |
| Furniture | \$1,000.00 | \$627.84 | | | |
| Library Books and Materials | \$25,000.00 | \$24,949.44 | | | |
| Bldg Repairs & Maintenance | \$9,500.00 | \$11,182.36 | | | |
| Internet Access | \$1,300.00 | \$1,406.47 | | | |
| HYDRO | \$6,900.00 | \$11,344.07 | | | |
| Utilities - gas | \$5,332.00 | \$1,533.55 | | | |
| Water and sewer | \$1,000.00 | \$650.22 | | | |
| Telephone | \$1,300.00 | \$1,105.36 | | | |
| Contracted Services | \$0.00 | \$0.00 | | | |
| Audit | \$1,500.00 | \$0.00 | | | |
| Insurance | \$7,600.00 | \$6,688.42 | | | |
| Computer R & M | \$6,000.00 | \$6,054.37 | | | |
| Transfer to Reserves | \$0.00 | \$0.00 | | | |
| Miscellaneous Expenditures | \$1,200.00 | \$1,350.26 | | | |
| | | | | | |
| Total Expenses | \$219,500.00 | \$217,216.31 | | | |
| Surplus / Deficit | \$0.00 | \$471.69 | | | |



COW Report – CAO-2020-01

Date: February 18, 2020 **IN CAMERA**
Subject: Human Resources – Amend Wellness Reimbursement Policy HR-700-18
Author: Shellee Fournier, CAO **OPEN SESSION**

RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW, BEING A BY-LAW TO AMEND THE HUMAN RESOURCES POLICY MANUAL BY-LAW NO. 2014-110, TO INCLUDE THE WELLNESS REIMBURSEMENT POLICY HR-700-18, AS PRESENTED IN COW REPORT CAO-2020-01.

STRATEGIC PLAN COMMENTS:

Sector #5 – Community Protection: Strategic Initiative #3 – Make the Health and Safety of all staff and citizens a clear priority. Action B) Enhance the Town’s Health and Safety Program.

Sector #6 – Governance: Strategic Initiative #5 – Develop a Succession Plan that promotes Staff Development and Retention.

BACKGROUND:

In 2011, the Town created a Wellness Reimbursement Policy to promote a healthy work environment for employees at the Town of Gananoque. This program was a trial project and was only implemented for one year. Staff do not have any data as to the uptake/success of the policy.

Several new staff members have recently inquired about the former program resulting in management reviewing the policy.

INFORMATION/DISCUSSION:

Management is in support of initiatives that foster the health and wellness of Town employees. A healthy work environment reduces incidental sick days due to physical illness, strengthens good corporate morale and pride of workmanship. A healthy body promotes healthy attitudes, reducing stress and thereby lessening mental illness days and “lost time” injuries and reoccurring injuries.

To that end, staff recommend reintroducing the Wellness Reimbursement Policy for non-union full-time staff. **The Collective Agreement with CUPE 1701 expires on December 31st, 2020, and any similar type of benefit may be negotiated at that time.*

APPLICABLE POLICY/LEGISLATION:

None

FINANCIAL CONSIDERATIONS:

1. Assuming 100% uptake, the maximum financial impact to this program is 21 non-union full-time staff @ \$250 = \$5,250 - *Unlikely*
2. Assuming 50% uptake, the financial impact would be 10.5 @ \$250 = \$2,625 – *Also Unlikely*
3. Assuming a 20% uptake, the financial impact would be \$1,050 – *Likely.*

CONSULTATIONS:

Senior Management Team

ATTACHMENTS:

Draft Human Resources – Wellness Reimbursement Policy

| | |
|-----------------|--|
| APPROVAL | <p>_____</p> <p>Shellee Fournier, CAO</p> <p>_____</p> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council’s own policies and guidelines and the Municipal Act and regulations.</p> |
|-----------------|--|

Human Resources – Health & Wellness Reimbursement Policy

Purpose

The Town of Gananoque believes that our employees are our most valued assets. We are committed to maintaining a healthy work environment and this is the shared responsibility of all employees at the Town of Gananoque. We recognize that the individual health practices of our employees' impacts our organization just as our organization impacts their health. Therefore, we seek to enhance the health of our employees, create a positive work environment and enable all employees to develop to their fullest potential. This fosters a healthy workplace culture with improved morale, increased productivity and enhanced work-life balance for all.

Policy Statement

This Policy ensures the provision of a safe and healthy work environment within a culture where all employees feel secure and supported in making healthy lifestyle choices that result in personal, intellectual and professional growth.

The Town of Gananoque believes in these values:

- That the good health and wellness of its employees is essential for a positive and productive work environment.
- That a healthy work environment reduces incidental sick days due to physical illness.
- That a healthy work environment strengthens good corporate morale and pride of workmanship.
- That a healthy body promotes healthy attitudes, reducing stress and thereby lessening mental illness days.
- That a stronger body prevents 'lost time' injuries; reoccurring injuries; WSIB New Experimental Experience Rating (NEER) premiums, etc.

Scope

The scope of this program is to provide partial relief of permanent full-time employees (non-union), for health club membership fees.

The permanent full-time employee must have fulfilled the six (6) month probationary term of employment.

Any permanent full-time employee with access to the fitness centre at the Emergency Services Building is prohibited from receiving any reimbursement regarding this program.

Human Resources – Health & Wellness Reimbursement Policy

The receipt submitted must be for a membership with the employee named as the member.

Reimbursements must be submitted by December 31st of a valid 'Reimbursement Year'. As this program is dependent upon budget approval, it can only be validated after formal passing of the annual Town of Gananoque budget, by Council. Percentages of coverage and maximum amounts may vary from year to year; as well, the program may be terminated.

This program does not form any part of a Collective Agreement with any union or association and there is no onus on the Corporation to continue the program.

Procedure

- Receipts can be submitted from the time the budget is formally passed by council until December 31st of each year.
- Receipts must show the following:
 - Employee's name on the membership
 - The name and location of the health club
 - Date of purchase
 - Valid term of the membership
 - Full amount paid must be shown
 - Form of payment used
- The Corporation of the Town of Gananoque will reimburse the employee in the amount of 50% of the membership fee up to a maximum of \$250.00 per year.
- Memberships must be for the employee. Family memberships which include the employee are acceptable as long as the family members' names are itemized along with the information required above. The maximum reimbursement will still be \$250.00.
- A health club may include but is not limited to a yoga studio, pilates studio, swimming, aqua-fit, structured exercise classes, online fitness membership, run club, spin class, gym or a membership with the likes thereof.
- A health club does not include or have the like thereof: a fitness app, a golf membership, bowling club, dance lessons, tennis or racquet sports or any recreation-type activities.
- Any unused portion of the maximum is not transferable and is forfeited.

Human Resources – Health & Wellness Reimbursement Policy

- The employee understands and accepts that the amount of reimbursement is a taxable benefit as identified by the Canada Revenue Agency and will be stated on the employee's T4 slip for the year in which the employee received the reimbursement.
- Materials, equipment or anything other than a membership to a health club for the employee will not be considered for reimbursement.
- The percentage of 50% to a maximum of \$250.00 specified anywhere within this document may fluctuate yearly.
- The program outlined in the 'Scope' of the document may be cut from future budgets and not offered to employees at all.
- Any employee considering this program is encouraged to call Human Resources or their supervisor/manager to ensure the program is still valid and confirm any changes prior to purchasing a membership with the intent of reimbursement.



COW Report – CSC-2020-01

Date: February 18, 2020 **IN CAMERA**

Subject: Appointment of Integrity Commissioner

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

RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH MR. TONY FLEMING, CUNNINGHAM SWAN, TO BE APPOINTED AS THE INTEGRITY COMMISSIONER FOR A PERIOD OF THREE (3) YEARS, WITH AN OPTION TO RENEW FOR AN ADDITIONAL ONE (1) YEAR, AS PRESENTED IN COW REPORT CSC-2020-01.

STRATEGIC PLAN COMMENTS

Section 6 – Governance – Strategic Initiative #4 – Town Council will ensure openness and transparency in its operations, and; D) Ensure compliance with the Council Code of Conduct.

BACKGROUND:

Pursuant to the *Municipal Act*, Section 223.3, all municipalities shall adopt a Council Code of Conduct and appoint an Integrity Commissioner.

An Integrity Commissioner is an independent and impartial person hired by the Municipality as a confidential advisor to Mayor and Council regarding situations pertaining to the Council Code of Conduct, *Municipal Act* and the *Municipal Conflict of Interest Act*.

The Integrity Commissioner investigates complaints received from any person regarding a breach of the Council Code of Conduct.

INFORMATION/DISCUSSION:

The Town entered into an Agreement with Mr. William R. Hunter of Vice and Hunter, LLP, on September 5, 2017 for a one (1) year term (December 31, 2018), with an option to renew for an additional year. The Town exercised its right to extend the Agreement and it expired on December 31, 2019.

Town Staff contacted both Vice and Hunter and Cunningham and Swan requesting a Request for Quotation for their services, for a three (3) year term. Below is the fee schedule that was received:

| | | Actual Cost (excluding HST) |
|----------------------------|-------------------------|--|
| Cunningham and Swan | Tony Fleming | \$295.00 |
| | Alan Whyte | \$295.00 |
| | Kalen Ingram, Associate | \$225.00 |
| | Additional Associate | \$195.00 |
| | Municipal Law Clerk | \$150.00 |
| | Photocopies | \$0.25/page |
| Vice and Hunter | William Hunter | \$355.00 |
| | Law Clerk | \$165.00 |

Of note, the United Counties of Leeds and Grenville issued a Request for Proposal (RFP) in 2019 seeking an Integrity Commissioner. Cunningham Swan was awarded the contract, and; the firm is honouring the 2019 fee schedule as submitted to UCLG.

Staff recommend that Tony Fleming, Cunningham Swan, be appointed as the Integrity Commissioner for a three (3) year period, with an option to extend for a one (1) year period.

APPLICABLE POLICY/LEGISLATION:

Municipal Act,
Municipal Conflict of Interest Act, and;
Council Code of Conduct.

FINANCIAL CONSIDERATIONS:

Payment to an Integrity Commissioner is made upon the completion of an investigation.

CONSULTATIONS:

Lesley Todd, Clerk United Counties of Leeds and Grenville

ATTACHMENTS:

None

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



COW Report – FIN-2020-06

Date: February 18, 2020 **IN CAMERA**
Subject: 2020 Business Improvement Area (BIA) Budget
Author: Melanie Kirkby, Treasurer **OPEN SESSION**

RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW, BEING A BY-LAW TO APPROVE THE BUSINESS IMPROVEMENT AREA (BIA) 2020 OPERATING AND CAPITAL BUDGETS, AS PRESENTED IN COW REPORT FIN-2020-06.

STRATEGIC PLAN COMMENTS:

Sector 1: Economic Prosperity – Strategic Initiative #1 – To create an economically prosperous and vibrant downtown business district. Action A – Develop a comprehensive Beautification Plan that creates a year round business and tourism friendly environment that will be attractive to both investors and tourists.

BACKGROUND:

Annually, Council must approve the Business Improvement Area (BIA) Budget and Levy by by-law. The BIA draft budget is approved by members of the BIA at the Annual General Meeting (AGM), and then forwarded to Council for consideration. The BIA levy is billed by the Town, usually on the final tax bill.

Council may approve the budget or defeat the budget. If defeated, it would be referred back to the Board for revision.

INFORMATION/DISCUSSION:

Attached is the 2020 draft budget that was approved by the BIA board at their November 18th, 2019 meeting and forwarded to Council for consideration. Council must approve the BIA Budget and Levy by By-Law.

Included in the 2020 draft budget are funds for downtown beautification of \$22,000.

The budget provides for a transfer of \$1,800 to reserves. This reserve is for future year event funding. The budget includes \$7,000 for subcontracts. The BIA has contracted an individual for their website and social media administration.

Also included is; \$10,000 for advertising, \$2,000 for events, as well as operating expenses to round out the budget.

The draft levy remains at the 2019 level of \$45,100.

At this time, the BIA has a deficit in the 2019 fiscal year of \$81.27. These numbers will be finalized early in March. Any deficit will be deducted from the BIA reserve fund.

APPLICABLE POLICY/LEGISLATION:

Municipal Act 2001, Section 204 – 215, Business Improvement Areas

FINANCIAL CONSIDERATIONS:

2020 BIA levy of \$45,100.

CONSULTATIONS:

Todd Bickerton, BIA Chair

ATTACHMENTS:

2020 BIA Draft Budget and By-law.

| | |
|-----------------|--|
| APPROVAL | <p>_____</p> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the Municipal Act and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p> |
|-----------------|--|

CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2020-0xx

**BEING A BY-LAW TO ADOPT THE 2020 BUSINESS IMPROVEMENT AREA (BIA)
OPERATING AND CAPITAL BUDGET**

WHEREAS by Section 5 of the *Municipal Act*, 2001, S.O. 2001, c. 25, the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Subsection 2 of Section 11 of the *Municipal Act*, 2001, S.O. 2001, c. 25, the powers of every Council are to be exercised by By-law;

AND WHEREAS the Council of The Town of Gananoque has prepared a budget including estimates of all sums it requires during the year 2020 for the purposes of the Town pursuant to Section 205 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended;

AND WHEREAS the municipality shall annually raise the amount required for the purposes of a board of management, including any interest payable by the municipality on money borrowed by it for the purposes of the board of management;

AND WHEREAS Council reviewed Council Report-FIN-2020-06, and concurs with the staff recommendation;

AND WHEREAS the Council of The Corporation of the Town of Gananoque deems it appropriate to pass a By-law to adopt the 2020 Business Improvement Area (BIA) Operating and Capital Budget.

NOW THEREFORE BE IT RESOLVED that Council of the Corporation of the Town of Gananoque hereby enacts as follows:

1. That the 2020 Operating and Capital budget for the Business Improvement Area, attached hereto as Schedule 'A', is hereby adopted.
2. That the total 2020 amount to be raised from a special charge for Business Improvement Area shall be \$45,100.
3. That the Special Charge on each ratable property shall be set out and attached hereto as Schedule "B".
4. That this By-law come into force and effect as of January 1st, 2020.

Read a first, second and third time and finally passed this xx day of xxxx, 2020.

Ted Lojko, Mayor

Penny Kelly, Clerk

(Seal)

TOWN OF GANANOQUE
General Ledger Trial Balance



GL5030 (T)
Date : Jan 30, 2020

Page : 1
Time : 10:23 am

Fiscal Year : 2020
Account : 1-4-?????-???? To 1-5-?????-????
Period : 1 To 12

| Account Code | CC1 | CC2 | CC3 | Account Name | Balance | Budget Amt - BV |
|-------------------|-------|-----|-----|----------------------------------|---------|-----------------|
| FUND | 1 | | | | | |
| CLASS | 4 | | | REVENUE | | |
| CATEGORY | 70000 | | | BIA | | |
| 1-4-70000-4000 | | | | BIA Levy | 0.00 | -45,100 |
| Category Total | | | | | 0.00 | -45,100 |
| REVENUE Total | | | | | 0.00 | -45,100 |
| CLASS | 5 | | | EXPENDITURE | | |
| CATEGORY | 70000 | | | BIA | | |
| 1-5-70000-4901 | | | | Levy Adjustments | 0.00 | 500 |
| 1-5-70000-5301 | | | | Ads, Publications, Subscriptions | 0.00 | 10,000 |
| 1-5-70000-5317 | | | | Office Supplies | 0.00 | 500 |
| 1-5-70000-5400 | | | | Contracted Services | 508.80 | 7,000 |
| 1-5-70000-5401 | | | | Audit Fees | 0.00 | 1,200 |
| 1-5-70000-5431 | | | | Beautification | 0.00 | 22,000 |
| 1-5-70000-5432 | | | | Events | 0.00 | 2,000 |
| 1-5-70000-5503 | | | | Bank Fees | 0.00 | 100 |
| 1-5-70000-5901 | | | | Transfer to Reserves | 0.00 | 1,800 |
| Category Total | | | | | 508.80 | 45,100 |
| EXPENDITURE Total | | | | | 508.80 | 45,100 |
| OPERATING Total | | | | | 508.80 | 0 |
| REPORT TOTAL | | | | | 508.80 | 0 |

2020 Business Improvement Area - Special Charge Calculation

1-4-70000-4000

| | | 2020 Total Levy | \$45,100 |
|-----------|----------------------|------------------|-------------|
| | | Total Assessment | 10,624,150 |
| | | Tax Rate | 0.00424505 |
| ROLL NO. | PROPERTY ADDRESS | Assessment | Levy |
| 015 00400 | 50 KING ST EAST | 169,000 | \$ 717.41 |
| 015 00500 | 66 KING ST EAST | 106,500 | \$ 452.10 |
| 015 00600 | 80 KING ST EAST | 292,500 | \$ 1,241.68 |
| 015 00700 | 82 KING ST EAST | 106,000 | \$ 449.97 |
| 015 00800 | 84 KING ST EAST | 201,000 | \$ 853.25 |
| 015 00900 | 90-96 KING ST EAST | 155,400 | \$ 659.68 |
| 015 01100 | 98 KING ST EAST | 385,450 | \$ 1,636.25 |
| 015 01200 | 100 KING ST EAST | 467,000 | \$ 1,982.44 |
| 015 01201 | 110 KING ST EAST | 505,000 | \$ 2,143.75 |
| 015 01300 | 118 KING ST EAST | 81,200 | \$ 344.70 |
| 015 01400 | 124 KING ST EAST | 254,900 | \$ 1,082.06 |
| 015 01500 | 126-128 KING ST EAST | 153,500 | \$ 651.61 |
| 015 01600 | 130 KING ST EAST | 109,100 | \$ 463.13 |
| 015 01700 | 134-140 KING ST EAST | 102,500 | \$ 435.12 |
| 015 01800 | 146 KING ST EAST | 141,300 | \$ 599.82 |
| 015 01900 | 154 KING ST EAST | 258,000 | \$ 1,095.22 |
| 015 02000 | 162-164 KING ST EAST | 155,000 | \$ 657.98 |
| 015 02100 | 166-168 KING ST EAST | 164,500 | \$ 698.31 |
| 015 02200 | 170 KING ST EAST | 358,000 | \$ 1,519.73 |
| 015 02300 | 174-178 KING ST EAST | 187,800 | \$ 797.22 |
| 015 02400 | 180 KING ST EAST | 169,200 | \$ 718.26 |
| 015 02500 | 186 KING ST EAST | 277,000 | \$ 1,175.88 |
| 015 02600 | 190 KING ST EAST | 165,000 | \$ 700.43 |
| 015 02700 | 192-194 KING ST EAST | 190,000 | \$ 806.56 |
| 015 02800 | 198 KING ST EAST | 181,500 | \$ 770.48 |

| | | | | |
|-----------|--------------------|---------|-------------|---------------|
| 020 23601 | 5 KING ST EAST | 212,000 | \$ 899.95 | |
| 020 23700 | 9-15 KING ST EAST | 629,200 | \$ 2,670.98 | |
| 020 23701 | 21 KING ST EAST | 251,400 | \$ 1,067.20 | |
| 020 23800 | 25-33 KING ST EAST | 107,700 | \$ 457.19 | |
| 020 23900 | 37 KING ST EAST | 130,800 | \$ 555.25 | |
| 020 24000 | 39-41 KING ST EAST | 104,200 | \$ 442.33 | |
| 020 24100 | 43-45 KING ST EAST | 48,000 | \$ 203.76 | |
| 020 24500 | 65 KING ST EAST | 248,400 | \$ 1,054.47 | |
| 020 24600 | 71-75 KING ST EAST | EXEMPT | \$ - | ROYAL THEATRE |
| 020 24700 | 79-81 KING ST EAST | 263,000 | \$ 1,116.45 | |
| 020 24800 | 87-95 KING ST EAST | 184,500 | \$ 783.21 | |

| ROLL NO. | PROPERTY ADDRESS | Assessment | Levy |
|----------------|----------------------|------------|--------------|
| 020 24900 | 99 KING ST EAST | 296,500 | \$ 1,258.66 |
| 020 25000 | 101 KING ST EAST | 362,000 | \$ 1,536.71 |
| 020 25100 | 107-113 KING ST EAST | 292,000 | \$ 1,239.55 |
| 020 25200 | 115-119 KING ST EAST | 61,500 | \$ 261.07 |
| 020 25300 | 123-129 KING ST EAST | 147,600 | \$ 626.57 |
| 020 25400 | 135 KING ST EAST | 266,000 | \$ 1,129.18 |
| 020 25500 | 141 KING ST EAST | 111,000 | \$ 471.20 |
| 020 25600 | 147 KING ST EAST | 176,000 | \$ 747.13 |
| 020 25700 | 155 KING ST EAST | 267,000 | \$ 1,133.43 |
| 020 25800 | 161 KING ST EAST | 243,000 | \$ 1,031.55 |
| 020 25900 | 163-167 KING ST EAST | 121,500 | \$ 515.77 |
| 020 26000 | 169-179 KING ST EAST | 320,000 | \$ 1,358.41 |
| 020 26100 | 179-183 KING ST EAST | 114,500 | \$ 486.06 |
| 020 26200 | 185 KING ST EAST | 73,000 | \$ 309.89 |
| 020 26400 | 191-197 KING ST EAST | 257,000 | \$ 1,090.98 |
| Total BIA Levy | | | \$ 45,100.00 |



COW Report – FIN-2020-08

Date: February 18, 2020

IN CAMERA

Subject: Delegation of Powers and Duties Policy Amendment – Failed Tax Sales

Author: Melanie Kirkby, Treasurer

OPEN SESSION

RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW, BEING A BY-LAW TO AMEND BY-LAW NO. 2017-012, TO INCLUDE THE DELEGATION OF AUTHORITY TO THE TREASURER TO VEST IN PROPERTY AFTER A FAILED TAX SALE, AS PRESENTED IN COW REPORT FIN-2020-08.

RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW, BEING A BY-LAW TO AMEND THE PROPERTY TAX BILLING AND COLLECTION POLICY BY-LAW NO. 2010-039, TO AMEND THE LAST PARAGRAPH UNDER THE “**VESTING**” SECTION AS FOLLOWS:

“IF THE PROPERTY IS NOT TO VEST, THE TAXES, PENALTY AND INTEREST AND TAX SALE FEES MAY BE WRITTEN OFF. EACH YEAR THE TAX ADMINISTRATOR MAY PREPARE A LIST OF SUCH PROPERTIES FOR ANNUAL WRITE-OFF THEREAFTER”,

AS PRESENTED IN COW REPORT FIN-2020-08.

STRATEGIC PLAN COMMENTS:

Sector 6 – Governance – Strategic Initiative #4 Action A) Review and update existing policies on an ongoing basis.

BACKGROUND:

At the November 21, 2017 Council meeting, Council passed By-law 2017-012 to amend the Delegation of Authority By-Law to allow the Mayor and Clerk to sign tax sale extension agreements upon recommendation of the Treasurer.

INFORMATION/DISCUSSION:

Staff consulted with legal counsel on the process for handling failed tax sales. Mr. Fleming advised that delegating Council’s authority to the Treasurer would remove the political involvement and maintain confidentiality.

A delegation of authority is common in many municipalities. For example, the City of Guelph passed such a by-law citing the following benefits:

- Contributes to the efficient management of the City
- Fewer items on Council agendas and reduced workload for the Clerk’s office
- More efficient use of staff time
- Allows for timely vesting and ability to then exempt taxes on the vested property sooner, therefore reducing write-offs;
- Meets the need to implement work in a timely fashion; and
- Maintains accountability through conditions, limitations and reporting requirements

Staff recommend that the following be added to Delegation of Powers and Duties Policy By-law, Schedule ‘A’:

| Delegate Authority | Delegated to | Relevant Legislated Authority | Rationale |
|--|---------------|---|---|
| Authority to grant to the Treasurer vesting after a failed tax sale. | The Treasurer | The <i>Municipal Act</i> , Section 379 (15 & 16), and; Property Tax Billing and Collection Policy | Expedite the administrative functions and to protect owner confidentiality. |

Should Council approve the amendment, a further recommendation to amend the Property Tax Billing and Collection Policy By-law would be required to amend the last paragraph under the “**Vesting**” section to read as follows:

~~“If Council does not wish to vest,~~ If the property is not to vest, the taxes, penalty and interest and tax sale fees may be written off. Each year the Tax Administrator may prepare a list of such properties for annual write-off thereafter.

APPLICABLE POLICY/LEGISLATION:
Municipal Act, Section 379 (15 & 16)
 Property Tax Billing and Collection Policy

FINANCIAL CONSIDERATIONS:
 None

CONSULTATIONS:
 Solicitor, Tony Fleming

ATTACHMENTS:
 None.

APPROVAL

Melanie Kirkby, Treasurer

Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the Municipal Act and regulations.

Shellee Fournier, CAO



COW Report – FIN-2020-09

Date: February 18, 2020 **IN CAMERA**

Subject: Capital Matters Pending

Author: Melanie Kirkby, Treasurer **OPEN SESSION**

RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE CAPITAL MATTERS PENDING UPDATE, AS PRESENTED IN COW REPORT FIN-2020-09.

STRATEGIC PLAN COMMENTS:

Sector 3 – Financial Sustainability – Strategic Initiative #1 - Action L) Develop financial controllership policies in consultation with the Municipal Auditor.

BACKGROUND:

Staff provide Council with monthly reports on the status of approved annual Capital projects.

INFORMATION/DISCUSSION:

Senior management provides the status of each project and the Treasurer notes the expenses as of the date of the report, as per the schedule attached to this report.

APPLICABLE POLICY/LEGISLATION:

None

FINANCIAL CONSIDERATIONS:

As per capital budget and any in year project approvals.

CONSULTATIONS:

Senior Management

ATTACHMENTS: Capital Matters Pending Spreadsheet

| | |
|-----------------|--|
| APPROVAL | <p>_____</p> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council’s own policies and guidelines and the Municipal Act and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p> |
|-----------------|--|

| 2019 Cost | 2020 Budget | 2020 Ytd | Total Budget 2019 & 2020 | Total Spent 2019 & 2020 | Project Name | Anticipated Completion | Comments |
|--------------|-------------|--------------|--------------------------|-------------------------|--|------------------------|---|
| | \$ 35,000 | \$ 16,243.96 | \$ 35,000 | \$ 16,243.96 | Police Tahoe | Project is completed | No further action required. Last invoice outstanding |
| | \$ 24,500 | | \$ 24,500 | \$ - | Total Station | Completed | Total Station purchased |
| | \$ 120,000 | | \$ 120,000 | \$ - | Transit Bus | TBD | Working with Queens School of Business on Feasibility Study |
| | \$ 624,500 | | \$ 624,500 | \$ - | ACPM (Asphalt, Concrete, Milling and Paving) | Summer 2020 | Tender to be issued this spring with works to be completed during July/August |
| | \$ 60,000 | | \$ 60,000 | \$ - | Blacksnapper Bridge | Fall 2020 | Further Assessment of structure to be completed as part of the 2020 OSIM Inspection to determine scope of work |
| | \$ 967,389 | | \$ 967,389 | \$ - | Pine St | Summer/Fall 2020 | Tender to be issued March 2020 with works anticipated to start late May to early June |
| \$ 12,388.00 | \$ 89,240 | | \$ 100,000 | \$ 12,388.00 | RMP Streetlights | Summer/Fall 2020 | Awaiting RMP to complete curb and sidewalk works around the IHC to determine location for street light installation |
| | \$ 12,000 | | \$ 12,000 | \$ - | Sustainable Container Grants | Spring 2020 | Draft Grant Policy being presented to Council February 18, 2020 for consideration. |
| | \$ 20,000 | | \$ 20,000 | \$ - | Playground upgrades | Summer 2020 | Receiving quotes, applying for KalTire Grant |
| | \$ 125,000 | | \$ 125,000 | \$ - | Town Park Revitalization | Summer 2020 | Working group finalizing 3 concepts, report to CoW March 17 followed by public consultation |
| | \$ 26,000 | | \$ 26,000 | \$ - | Water Bottle Filling Stations | Summer 2020 | Final locations to be determine followed by receive quotes. |
| | \$ 5,000 | | \$ 5,000 | \$ - | Arena Compressor | unknown | Will be used if needed (place holder) |
| | \$ 17,500 | | \$ 17,500 | \$ - | Arena Fire Panel | Fall 2020 | To be completed when ice is out. |
| | \$ 15,000 | | \$ 15,000 | \$ - | Arena Rubber Matting | Fall 2020 | To be completed when ice is out. |
| | \$ 10,000 | | \$ 10,000 | \$ - | Pre Entry Room Arena | Summer 2020 | Will be done in conjunction with plant upgrade (Phase 2) |
| | \$ 27,000 | | \$ 27,000 | \$ - | Swim Dock | Summer 2020 | Requesting quotes. |

| 2019 Cost | 2020 Budget | 2020 Ytd | Total Budget 2019 & 2020 | Total Spent 2019 & 2020 | Project Name | Anticipated Completion | Comments |
|--------------|-------------|----------|--------------------------|-------------------------|---------------------------------|------------------------|---|
| | \$ 40,000 | | \$ 40,000 | \$ - | Trees | Fall 2020 | To be scheduled for Oct/Nov planting |
| | \$ 300,000 | | \$ 300,000 | \$ - | Sports Courts | Summer 2020 | 3 drawings to be presented to Council for final placement behind Lou Jeffries Arena |
| | \$ 10,000 | | \$ 10,000 | \$ - | Skatepark Repairs | Summer 2020 | Researching companies - specialized repair. |
| | \$ 40,000 | | \$ 40,000 | \$ - | 400 Stone St N Renos | unknown | Unknown - spend dependent on receiving Infrastructure Grant |
| | \$ 30,000 | | \$ 30,000 | \$ - | Building Assessment | Fall 2020 | To be completed in time for 2021 budget considerations |
| | \$ 5,000 | | \$ 5,000 | \$ - | Arena Backflow | Summer 2020 | To be completed when ice is out. |
| | \$ 6,500 | | \$ 6,500 | \$ - | Marina Hydro Pole | Summer or Fall | Date dependent on water levels (2019 parking lot had flooding) |
| | \$ 16,400 | | \$ 16,400 | \$ - | Marina Dredging | Summer 2020 | Dependent on water levels |
| | \$ 210,000 | | \$ 210,000 | \$ - | Marina Dock renewal | Summer 2020 | As soon as possible however dependent on water levels |
| \$ 17,134.00 | \$ 50,000 | | \$ 50,000 | \$ 17,134.00 | Marina Master Plan | in progress | RFP closes Feb 20 |
| \$ 4,807.00 | \$ 46,603 | | \$ 50,000.00 | \$ 4,807.00 | Official Plan | in progress | Working with Consultants |
| \$ 3,847.00 | \$ 35,000 | | \$ 35,000.00 | \$ 3,847.00 | Development Charges Study | in progress | Working with Consultants |
| | \$ 40,000 | | \$ 40,000.00 | \$ - | Holiday Lighting | Fall 2020 | Begin researching companies in spring (after summer capital is tendered/awarded) |
| \$ 55,245.00 | | | \$ 75,000.00 | \$ 55,245.00 | ACHM Elevator / Chimney Repairs | in progress | Work started February 11, 2020 |
| | | | \$ 20,000.00 | \$ - | Little Pump House Repointing | unknown | To be tendered |



COW Report – CS-2020-06

Date: February 18, 2020 **IN CAMERA**

Subject: Visitor Centre Memorandum of Understanding (MOU) with the Township of Leeds and the Thousand Islands (TLTI)

Author: Kari Lambe, Manager of Community Services **OPEN SESSION**

RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS (TLTI) FOR VISITOR CENTRE SERVICES IN 2020, AS PRESENTED IN COW REPORT CS-2020-06.

STRATEGIC PLAN COMMENTS:

Sector #1 – Economic Prosperity – Strategic Initiative #4 – Develop and promote Gananoque as a four season Tourist destination that supports the local economy.

BACKGROUND:

Tourism is one of the largest industries and a significant economic driver in the Town of Gananoque and Township of Leeds and the Thousand Islands (TLTI). According to the Ontario Ministry of Tourism, Culture and Sport TREIM model, 2018 visitor spending in the Town and Township represented approximately \$115M. The Town of Gananoque and Township of Leeds and the Thousand Islands are internationally recognized for the 1000 Islands, Rideau Canal and welcomes over 500,000 visitors each year.

The Visitor Centre recognizes the importance of promoting the area as a unified region encouraging visitors to extend their stay and support the businesses within the Town and Township. The vision for the Visitor Centre is to provide a thriving centre that offers exceptional service and information, creates a strong connection to the local business community, encourages longer stays in the region and further enhances the visitor's experience.

From 2015 through 2018, the Township provided an annual contribution of \$10,000. In 2019 the contribution was \$11,000. Through this partnership, the Township businesses have the ongoing option to provide and update their information on the joint tourism website, www.travel1000islands.ca, Township businesses and attractions are equally promoted at

the Visitor Centre, Township attractions have been included in staff familiarization tours and the design and distribution of a joint Dining/Artisan Guide. The partnership continues to be strengthened each year with the Visitor Centre Coordinator and staff attending Township tourism activities, sharing of information and experiences.

INFORMATION/DISCUSSION

Town Staff have met with staff from TLTI who has confirmed that the TLTI 2020 budget includes a \$12,000 contribution in 2020. At the TLTI Council meeting on February 10, 2020 they approved the Mayor and Clerk to sign the agreement.

Town staff are requesting that the Town of Gananoque Council pass a by-law to authorize the Mayor and Clerk to sign the new Memorandum of Understanding (MOU) Visitor Centre Agreement for 2020.

APPLICABLE POLICY/LEGISLATION:

None.

FINANCIAL CONSIDERATIONS:

The \$12,000 financial support from the Township of Leeds and the Thousand Islands for 2020 is included in the Visitor Centre operating budget as a revenue source.

CONSULTATIONS:

Jennifer Baril, Visitor Centre Coordinator
Kim Goodman, TLTI Director of Community & Business Services

ATTACHMENTS:

Visitor Centre Memorandum of Understanding (MOU).

| | |
|-----------------|--|
| APPROVAL | <p>_____</p> <p>Kari Lambe, Manager of Community Services</p> <p>_____</p> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the Municipal Act and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p> |
|-----------------|--|

MEMORANDUM OF UNDERSTANDING

B E T W E E N:

THE CORPORATION OF THE TOWN OF GANANOQUE
(the "Town")

- and -

THE TOWNSHIP OF LEEDS AND THOUSAND ISLANDS
(the "Township")

WHEREAS the Town owns and operates the Gananoque and 1000 Islands Visitor Centre, 10 King Street East, Gananoque.

NOW THEREFORE in consideration of Gananoque and 1000 Islands Visitor Centre services, the mutual covenants and Memorandum of Understandings contained herein and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the parties hereto, the parties agree as follows:

1. FINANCIAL CONTRIBUTION AND TERM

- a) The Township will provide an annual contribution to the Town for the Gananoque and 1000 Islands Visitor Centre in the amount of \$12,000 for 2020 and to be reviewed in 2021 budget for a multi-year agreement :

Start: January 1, 2020
Ending: December 31, 2020

- b) The Town will invoice the Township for 2020.

2. PARTNERSHIP TERMS

- a) The Town and Township tourism activities and business will be equally promoted at the Gananoque and 1000 Islands Visitor Centre and at the seasonal waterfront visitor cart.
- b) The Town and Township businesses will be listed on the tourism website, www.travel1000islands.ca. It is the responsibility of the business to provide their profile, photos and details.
- c) The sector specific Town and Township businesses will be included in sector marketing guides.

IN WITNESS WHEREOF the parties hereto have duly executed this Memorandum of Understanding.

I/we have authority to bind the Corporation.) **THE CORPORATION OF THE TOWN OF**

) **GANANOQUE**

) Per:

)

) _____

Ted Lojko, Mayor

)

) _____

) Penny Kelly, Clerk/CEMC

)

)

) **TOWNSHIP OF LEEDS AND THOUSAND ISLANDS**

) Per:

)

) _____

Corinna Smith-Gatcke, Mayor

)

) _____

) Vanessa Latimer, Clerk

Draft



COW Report – UTIL-2020-04

Date: February 18, 2020 **IN CAMERA**

Subject: Water Tower License Agreement – United Counties of Leeds and Grenville (UCLG)

Author: Paul McMunn, Manager of Public Works **OPEN COUNCIL**

RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN A LICENSE AGREEMENT WITH THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE, FOR USE OF THE WATER TOWER LOCATED AT 665 CHARLES STREET NORTH, FOR FIRE COMMUNICATIONS SYSTEMS, FOR FIVE (5) YEARS, PLUS A FIVE (5) YEAR OPTION TO EXTEND, AS PRESENTED IN COW REPORT UTIL-2020-04.

STRATEGIC PLAN COMMENTS:

Sector 6 – Governance – Strategic Initiative #4 – Town Council will ensure openness and transparency in its operation. Action A) Review and update existing policies on an ongoing basis.

BACKGROUND:

The Town owns the property known as 665 Charles Street North, which is the Public Works operations yard and facility. The Town's water tower is located on this property. The water tower is part of the Town's water distribution system, however, the tower itself, and its entry way, house communications equipment for the Town, as well as the United Counties of Leeds and Grenville.

INFORMATION/DISCUSSION:

The purpose of this report is to recommend that the Town enters into a renewal License Agreement with the United Counties of Leeds and Grenville. There was a License Agreement in place, between the Town and the United Counties of Leeds and Grenville, up until May 31, 2019, and has expired, as have the provisions of the original agreement to have the License Agreement extended for a subsequent five (5) years, commencing on June 1, 2019.

The License Agreement allows for the continued use of the water tower for the United Counties of Leeds and Grenville to place fire radio and antenna equipment for the purpose of providing radio and pager coverage in the southwest area of the Counties, including

connecting with the Town’s Emergency Services system. This communication equipment’s connection to the Town’s system provides the Gananoque Fire Department full radio communications for mutual aid purposes, as well as communications with the Township of Leeds and the Thousand Islands. The fire radio and equipment was originally purchased by the United Counties of Leeds and Grenville, and includes annual support and maintenance, which those costs are borne by the United Counties of Leeds and Grenville, with a direct benefit to the Town, at no cost to the Town.

The United Counties of Leeds and Grenville and the Town originally, under the previous License Agreement, negotiated the agreement recognizing the benefit of improved communications between the Town and the remainder of the Counties.

All capital, operating, and ongoing maintenance costs associated with this equipment, is at the expense of the United Counties of Leeds and Grenville.

APPLICABLE POLICY/LEGISLATION:

Municipal Act

FINANCIAL CONSIDERATIONS:

The License Agreement is in consideration of a one time fee of \$1.00 (One Dollar).

CONSULTATIONS:

Shellee Fournier, CAO

Andy Brown, CAO, United Counties of Leeds and Grenville

ATTACHMENTS:

Attachment 1 – License Agreement

| | |
|-----------------|--|
| APPROVAL | Paul McMunn, Manager of Public Works |
| | Melanie Kirkby, Treasurer Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council’s own policies and guidelines and the Municipal Act and regulations. |
| | Shellee Fournier, CAO |

THIS LICENSE made in duplicate this ____ day of February, 2020

BETWEEN:

The Corporation of the Town of Gananoque
Hereinafter called the "**Licensor**"

AND:

The Corporation of the United Counties of Leeds and Grenville
Hereinafter called the "**Licensee**"

WHEREAS the Licensor is the owner of property (hereinafter called the "Property") located in the Town of Gananoque at the Public Works Facility, 665 Charles Street North, Gananoque, Ontario;

AND WHEREAS the Licensor has a water tower (hereinafter called the "Tower") on the said Property;

AND WHEREAS the Licensee wishes to place an antennae on the said Tower for its fire communications system for the use of the Licensee;

AND WHEREAS the Licensor is agreeable to allowing the Licensee to use the Property and Tower subject to terms and conditions contained herein;

AND WHEREAS the said antennae shall provide a benefit to the Licensee;

NOW THEREFORE in consideration of one dollar (\$1.00) and the respective obligations herein and hereby assumed, the Parties and their respective successors and assigns do hereby agree as follows:

1. The Licensee may place one antenna, including its radio equipment, on the Licensor's Tower.
2. The purpose of the antennae and its associated equipment is to provide fire radio and pager coverage in the southwest area of Leeds and Grenville, including connecting with the Town of Gananoque's fire communications system.
3. The Licensee shall purchase and install, maintain, operate, support and replace the antennae and its related equipment at its sole cost.
4. The Gananoque fire communications system shall have access to the Counties fire communication system for mutual aid purposes and to provide radio communications with its neighbouring township.

5. The Counties fire communications system enables the Town of Gananoque Fire Department to page its members while they are outside the borders of the Town, including areas into neighbouring municipalities outside the Counties.
6. The Licensee acknowledges it has inspected the location on the Tower, the subject of this License Agreement, and accepts its condition.
7. All installations, maintenance, repair and operations carried out under this License by the Licensee shall be subject to the supervision of the Licensor and using contractors approved by the Licensor, and shall be done at the Licensee's expense and risk, except for any damage which results from the negligence or willful default of the Licensor, its employees or agents.
8. The Licensee shall pay for any electrical connections that shall be made by the Licensee at its expense subject to the supervision of the Licensor.
9. The Licensee shall obtain all necessary permits and consents required to carry out the foregoing and shall pay all fees required.
10. The Licensee shall have specifications for all work to be carried out under this License pre-approved by the Licensor,
11. The Licensee agrees to repair, restore and replace, at the Licensee's sole cost and expense to the reasonable satisfaction of the Licensor, all damages or injuries, structural or otherwise, that may be caused to the Licensor's Property by reason of installation, maintenance, operation or removal of any equipment by the Licensee, its employees or agents.
12. The Licensor may enter and view the state of repair and the Licensee will repair according to notice in writing from the Licensor.
13. The Licensee shall have access to the Tower at reasonable times and in a manner approved by the Licensor for the purpose of installing, maintaining and repairing its equipment. Only persons authorized by the Licensor and under the Licensee's direct supervision shall be permitted access to the Property/Tower.
14. In the event that the Licensee requires immediate access to the Property at times other than normal business hours, the Licensee shall contact Gananoque Emergency Services dispatch at 613-382-3334 and request that the Utilities On-Call operator be paged to provide access.
15. If the Licensee defaults at any time to comply with the terms and conditions of this License, the Licensor may give the Licensee written notice of such default and the Licensee shall correct such default within fifteen (15) days after receipt thereof and if the default remains outstanding on the sixteenth (16th) day, the Licensor may

terminate this License forthwith, except in the event that such default reasonably requires more than fifteen (15) days to correct, in which case the Licensee shall have a reasonable time to correct such default.

16. The term of this License shall be for five (5) years commencing on June 1, 2019 and ending May 31st, 2024,
17. As long as the Licensee is not in default under this License, the Licensee shall have an option to extend the term of this License for a period of five (5) years commencing June 1, 2024. This option may be exercised by the Licensee by giving written notice to the Licensor at least six (6) months prior to the commencement of the option period, This option shall be on the same terms and conditions as the initial term.
18. The Licensor or Licensee may terminate this License at any time by giving the other Party at least six (6) months' notice in writing of its intent to cancel the License.
19. The Parties agrees that the Tower attachments will not become fixtures and the Licensee agrees to remove the attachments and equipment from the Tower and Property on termination of this License, and repair any damage caused by such removal. In the event of a failure by the Licensee to remove the attachments and equipment after at least ninety (90) days from the termination date, the Licensor may remove the attachments and equipment at the expense of the Licensee.
20. Nothing herein shall be construed to confer upon the Licensee any proprietary rights to the Property.
21. No change or modification to this License shall be valid unless it is in writing and is duly executed by both Parties hereto.
22. The Licensee shall, during the term of this License, keep in force and effect a policy of public liability and property damage insurance with respect to the Property in which the limits of public liability shall be not less than five million dollars (\$5,000,000) per occurrence and property insurance shall be not less than five million dollars (\$5,000,000).
23. Any notice required by this License shall be made in writing and shall be deemed to have been sufficient given three (3) business days after the same has been sent by prepaid mail to the respective Party's address.
24. For the purpose of Clause 19 above, the Parties addresses are:

Licensor:

Chief Administrative Officer
Corporation of the Town of Gananoque
30 King Street East, P.O. Box 100
Gananoque, Ontario K7G 2T6

Licensee:

Chief Administrative Officer
United Counties of Leeds and Grenville
25 Central Avenue, Suite 100
Brockville, Ontario K6V 4N6

23. Either Party may change its address for notices by providing such changes to the other Party in writing, upon which time the recipient Party shall acknowledge receipt.

24. The Licensee shall not assign or sublet this License in whole or in part or transfer possession under this License without first obtaining the prior written consent of the Licensor.

IN WITNESS WHEREOF the Parties hereto have duly executed this Licenses this _____ day of February, 2020.

Per: Corporation of the Town of Gananoque

Name: Penny Kelly, Clerk CEMC

Name: Ted Lojko, Mayor

I/We have the authority to bind the Corporation

Per: Corporation of the United Counties of Leeds and Grenville

Name: Andy Brown, CAO

I/We have the authority to bind the Corporation