

The Corporation of the Town of



**REGULAR COUNCIL MEETING AGENDA**

Held on Tuesday, April 20, 2021 at 6:00 PM

Via Telephone and Video Conference

**Teleconference Toll Free Number – 1-833-311-4101**

**Access Code: 132 875 0243**

**Video Conference Link: [Click here](#)**

**Access Code: 132 875 0243**

<b>1.</b>	<b>Call Meeting to Order</b>
<b>2.</b>	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof</b>
<b>3.</b>	<b>Public Question/Comment</b> (Only Addressing Reports on the Agenda)
<b>4.</b>	<b>Disclosure Additional Items</b>
<b>5.</b>	<b>Presentations/Awards/Deputations</b>
	1. Town Crier Announces Gananoque's Poet Laureate – Gretchen Huntley
	2. Joanne van Dreumel – Artefact Oversight Committee Report (+Ref. Council Report-CAO-2021-03)
<b>6.</b>	<b>Delegations – None</b>
<b>7.</b>	<b>Mayor's Declarations – None</b>
<b>8.</b>	<b>Public Meetings – None</b>
<b>9.</b>	<b>Correspondence</b>
	1. Accounts Payable – March 30 to April 14, 2021
	2. Gananoque Boat Line (GBL) – Request to Extend Temporary Outdoor Patios in 2021 (+Ref. Report Council-PD-2021-08)
	3. United Way Leeds & Grenville (UWLG) Media Release – COVID Vaccination Transportation Program
	4. French Public School Board of Eastern Ontario (Conseil des écoles publiques de l'Est de l'Ontario (CEPEO)) – Proposed Education Development Charges By-law

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.

<b>10.</b>	<b>Unfinished Business</b>
	<b>Brenda Guy, Manager of Planning and Development</b>
	Council-PD-2021-07 – Development Charges By-law – Next Steps
	Council-PD-2021-08 – Amendment to Temporary and Seasonal Permanent Outdoor Patio By-laws (+Corresp.)
	<b>Gord Howard, Fire Chief</b>
	Council-FIRE-2021-03 – Community Safety and Well-Being Plan – Work Plan
	<b>Doug Wark, Manager of Community Services</b>
	Council-CS-2021-23 – Marina Master Plan Working Group Recommendations
<b>11.</b>	<b>Motion #21-062 – Approval of Minutes – Tuesday, April 6, 2021</b>
<b>12.</b>	<b>Motions (Council Direction to Staff)</b>
	Notice of Motion – Temporarily Set Aside General Fees and Rates By-law No. 2016-047 – Outdoor Patios – Councillor O’Connor
	Notice of Motion – Temporarily Set Aside Sign By-law No. 2005-41 – Outdoor Patios – Councillor O’Connor
	Notice of Motion – Budget Deviation – Oak Alley – Mayor Lojko
<b>13.</b>	<b>Notice Required Under the Notice By-law – None</b>
<b>14.</b>	<b>Committee Updates (Council Reps)</b>
<b>15.</b>	<b>Discussion of Additional Items</b>
<b>16.</b>	<b>Staff Reports</b>
	<b>Shellee Fournier, CAO</b>
	Council-CAO-2021-03 – Artefact Oversight Committee Recommendations (+Presentation)
	<b>Melanie Kirkby, Treasurer</b>
	Council-FIN-2021-13 – Public Sector Accounting Board (PSAB) Compliant 2021 Budget
	Council-FIN-2021-14 – Community Grants 2021

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.

	<b>Garry Hull, Chief of Police</b>
	Council-POL-2021-01 – Court Security and Prisoner Transportation Program Agreement
<b>17.</b>	<b>Questions from the Media</b>
<b>18.</b>	<b>Confirmation By-law</b>
<b>19.</b>	By-law No. 2021-054 – Confirm the proceedings of Council for the meeting held on Tuesday, April 20, 2021 (3 Readings)
<b>20.</b>	<b>Next Meeting:</b> Tuesday, May 4, 2021
<b>21.</b>	<b>Adjournment</b>

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.

**TOWN OF GANOQUE**  
**Council/Board Report - Combined**



**Vendor :** 1000 To ZYCOM  
**Batch :** All

**Cash Requirement Date :** Apr 14, 2021  
**Bank :** 0099 To 07

Vendor Invoice	Vendor Name Description	Batch/ Medium	Pay Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
<b>CEN04 CENTRALSQUARE CANADA SOFTWARE INC.</b>								
308991	A/R	62	24-Feb-2021 T 01-Apr-2021	1,080.56	1,080.56	0.00	0.00	0.00
309394	A/R	62	28-Feb-2021 T 01-Apr-2021	121.48	121.48	0.00	0.00	0.00
310096		62	06-Mar-2021 T 01-Apr-2021	381.38	381.38	0.00	0.00	0.00
310338		62	09-Mar-2021 T 01-Apr-2021	190.69	190.69	0.00	0.00	0.00
311042		62	16-Mar-2021 T 01-Apr-2021	953.44	953.44	0.00	0.00	0.00
311041		62	16-Mar-2021 T 01-Apr-2021	1,017.00	1,017.00	0.00	0.00	0.00
311702		62	24-Mar-2021 T 01-Apr-2021	1,144.13	1,144.13	0.00	0.00	0.00
311830		62	24-Mar-2021 T 01-Apr-2021	699.19	699.19	0.00	0.00	0.00
<b>EMM01 EMMONS &amp; MITCHELL CONSTRUCTION LTD.</b>								
WVO 20-427-10HB	Holdback - East End Pumping Station	62	28-Feb-2021 T 01-Apr-2021	76,627.94	76,627.94	0.00	0.00	0.00
<b>GLA01 G.L.A.D. PLUMBING AND HEATING</b>								
6807	Backflow prevention at public works yard in 2020	663	05-Jan-2021 T 01-Apr-2021	5,068.05	5,068.05	0.00	0.00	0.00
<b>MAC04 MACEWEN PETROLEUM INC</b>								
642403		62	03-Mar-2021 T 01-Apr-2021	657.54	657.54	0.00	0.00	0.00
<b>OME01 OMERS</b>								
MARCH 2021	March 2021	62	31-Mar-2021 T 01-Apr-2021	77,209.32	77,209.32	0.00	0.00	0.00
<b>PEA02 PEAK CONSTRUCTION GROUP LTD.</b>								
1928	Holdback Amount	55	12-Feb-2021 T 26-Mar-2021	69,395.66	69,395.66	0.00	0.00	0.00
<b>STO03 STONE'S MILL INVESTMENTS LTD</b>								
RENT- 20218549	STON'ES MILLS INVESTMENTS- MARCH 2021 RENT	25	28-Mar-2021 T 28-Mar-2021	4,417.71	4,417.71	0.00	0.00	0.00
<b>TEA01 TEAM SOLUTIONS</b>								
J031648	Curb Stop repair - 740 King West	663	17-Dec-2020 T 01-Apr-2021	2,756.35	2,756.35	0.00	0.00	0.00
J032045	Rescue Services	62	22-Mar-2021 T 01-Apr-2021	1,022.65	1,022.65	0.00	0.00	0.00
<b>UNI16 UNIVERSAL SUPPLY GROUP</b>								
107-127346		55	15-Mar-2021 T 29-Mar-2021	100.23	100.23	0.00	0.00	0.00
<b>WHI03 WHITEHOTS INC.</b>								
3394161	Books	62	19-Mar-2021 T 01-Apr-2021	203.06	203.06	0.00	0.00	0.00
<b>Totals :</b>				<b>243,046.38</b>	<b>243,046.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

April 14, 2021

Dear Mayor and Councilors,

As we proceed to enter our second season in a Covid related environment I would like to thank the Mayor and Council for their assistance to business in Gananoque. Last season Council assisted Restaurants in Gananoque by passing a temporary bylaw allowing restaurants to operate patios connected to their establishments. This was timely and helped our business continue to employ people and to serve food to our customers. This temporary bylaw was in effect until Dec. 31,2020.

I would ask this council to consider allowing the use of temporary patios again this season to again help business as they struggle through the pandemic. I am aware of the permanent patio bylaw that council recently passed and Gananoque Boat Line City Experiences plan to submit an application for a permanent patio in 2022. This was a decision made once we looked at the substantial cost and nil return on investment for 2021. Allowing the temporary patio licence again for this year will allow us to hopefully rebuild some finances to budget for this in 2022.

Last year Gananoque Boat Line operated in a limited capacity in all their business and reported no cases of Covid. With the Government's wage subsidy ending in June we will be absorbing the full cost of wages for this year so that will be another challenge along with the border still closed as well.

Thank you for your consideration of this matter

Regards,

Neil McCarney

Executive Advisor

Gananoque Boat Line City Experiences

Canadian Region of City Experiences



---

**FOR IMMEDIATE RELEASE**

## **United Way Leeds & Grenville launches COVID Vaccination Transportation Program!**

**Brockville, ON - Thursday, April 15, 2021** — United Way Leeds & Grenville (UWLG) is pleased to announce, in coordination with Lanark Leeds & Grenville Health Unit, a program that will assist residents of Leeds & Grenville (without available transportation) to get to the Vaccination Centres to receive their COVID-19 Vaccination.

UWLG will act as coordinator of the program so that residents of Leeds & Grenville have one number to call. UWLG will connect the resident requiring transportation to the agency that would be available to provide the drive. The agency will coordinate the pick-up and drop off directly with the resident. Participating agencies will take responsibility for the transportation and ensuring that all Health Unit protocols for our area are in place. Passengers will be required to wear a mask that covers the nose, mouth and chin. Only one person in the car, with the driver, or two if they reside in the same household. Most agencies require 48-72 hours notice so that they can make arrangements for volunteer drivers. Pick-ups and drop-offs must be within Leeds & Grenville.

“The United Way is pleased to lead the charge on this important need in our community,” said Trish Buote, Executive Director United Way Leeds & Grenville. “We want to remove any barriers for residents to ensure that they can receive their COVID Vaccination. We are extremely appreciative to all the amazing agencies who stepped up at this time to agree to provide rides to our community. We are very proud to partner with them”.

There is a cost to the service depending on the pick-up and drop-off locations as well as the available agency. United Way Leeds & Grenville is pleased to provide funding for the ride for those who cannot afford the fee. Please contact Christine Radford at 613-342-8889 and she will help coordinate your ride. Take care and be safe.

### **About United Way Leeds & Grenville:**

United Way Leeds & Grenville (UWLG) is a non-profit agency that supports over 20 local partner agencies in the community. Its mission is to improve lives and build community by engaging individuals and mobilizing collective action. UWLG is dedicated to bringing people together to build vibrant and caring communities. For more information, please visit [www.uwlg.org](http://www.uwlg.org).

**For more information, please contact:**

Trish Buote, Executive Director  
**United Way Leeds & Grenville**  
Office: 613-342-8889  
Mobile: 613-246-1927  
Email: [trish.buote@uwlg.org](mailto:trish.buote@uwlg.org)  
Website: [uwlg.org](http://uwlg.org)





Régions d'examen des règlements des RAS	RAS Taux calculés (par unité de logement)	Année 1	Année 2	Année 3	Année 4	Année 5
		31 mai 2021 au 30 mai 2022	31 mai 2022 au 30 mai 2023	31 mai 2023 au 30 mai 2024	31 mai 2024 au 30 mai 2025	31 mai 2025 au 30 mai 2026
Règlement #1 (FPE01) Comtés unis de Leeds et Grenville, incluant Wesport, Gananoque, Rideau Lakes (excluant Elmsley Sud), Leeds et les Mille-Îles	333 \$	300 \$	333 \$	333 \$	333 \$	333 \$
Règlement #2 (FPE02) Canton de Frontenac Sud, Îles Frontenac et Ville de Kingston	365 \$	300 \$	365 \$	365 \$	365 \$	365 \$
Règlement #3 (FPE03) Comté de Lennox et Addington au sud de la route 7	344 \$	300 \$	344 \$	344 \$	344 \$	344 \$

REDEVANCES D'AMÉNAGEMENT SCOLAIRES dans certaines parties des COMTÉS UNIS DE LEEDS ET GRENVILLE, de la VILLE DE GANANOQUE, de la VILLE DE KINGSTON, du COMTÉ DE FRONTENAC, et du COMTÉ DE LENNOX ET ADDINGTON

**Avis de première réunion virtuelle publique sur les nouveaux règlements : mardi, le 27 avril 2021 à 19 h 30**

Conformément à l'article 257.63 de la Loi sur l'éducation, le Conseil tiendra une réunion publique pour examiner les nouveaux règlements des redevances d'aménagement scolaires (RAS) et pour informer le public de la proposition relative aux redevances d'aménagement scolaires. Toute personne qui assiste à la réunion peut faire une déclaration au Conseil à l'égard de la proposition. Le Conseil considérera également toutes les soumissions écrites. Toutes les soumissions reçues par écrit et celles exprimées lors de la réunion publique seront examinées avant l'adoption et la promulgation des règlements sur les redevances d'aménagement scolaires (RAS).

La Loi sur l'éducation définit les Comtés de Leeds et Grenville, le Comté de Frontenac et le Comté de Lennox et Addington, ainsi que les villes séparées au sein de chacune des régions, comme des «régions» distinctes. La législation stipule également qu'un règlement des RAS ne peut pas s'appliquer à plus d'une « région ». Le CEPEO a historiquement inscrit des élèves résidant dans les régions de règlement décrites dans le tableau ci-dessous. À ce titre, le Conseil propose d'adopter trois (3) règlements administratifs distincts des RAS. Il est proposé que les règlements s'appliquent uniquement aux permis de construction délivrés pour le développement résidentiel.

L'étude préliminaire sur les redevances d'aménagement scolaires (RAS) requises en vertu de l'article 257.61 de la Loi (y compris les règlements proposés des RAS) et énonçant la proposition de redevances d'aménagement scolaires du Conseil pour chaque « région », sera accessible sur le site Web du CEPEO : [www.cepeo.on.ca](http://www.cepeo.on.ca) à partir du 27 mars 2021.

Enfin, le 25 mai 2021, le CEPEO envisage l'adoption de règlements imposant des redevances d'aménagement scolaires dans les limites géographiques décrites ci-dessous.

**Avis de deuxième réunion virtuelle publique en vue de l'adoption des règlements : mardi, le 25 mai 2021 à 19 h**

Le but de cette réunion est de recevoir l'approbation du Conseil afin d'adopter les règlements des RAS qui contiennent les tarifs résidentiels énoncés ci-dessous.

Toute personne qui assiste à la réunion peut faire des représentations à ce sujet. Les documents écrits, déposés avant la réunion, seront également considérés. Toutes les parties intéressées sont invitées à assister aux réunions publiques dans un format virtuel. Le Conseil apprécierait recevoir un exemplaire des mémoires qui seront présentées, au moins une semaine avant la tenue des réunions publiques, afin qu'elles puissent être distribuées aux conseillers et conseillères scolaires. Toute personne qui souhaite assister à la réunion visuelle, présenter une demande au Conseil en tant que délégation, doit faire parvenir sa demande au bureau de la direction de l'éducation du Conseil avant 15 h la journée de la réunion à : [claudia.guidolin@cepeo.on.ca](mailto:claudia.guidolin@cepeo.on.ca) c.c. [karima.menouer@cepeo.on.ca](mailto:karima.menouer@cepeo.on.ca)

En plus des réunions publiques prévues par la loi indiquées ci-dessus, le Conseil tient des réunions ordinaires ouvertes au public au cours desquelles le public peut recueillir des informations sur les RAS. Pour tout commentaire ou demande de renseignements supplémentaires à ce sujet, veuillez s.v.p. vous adresser à Etienne Paquet, gestionnaire de la planification (613-742-8960, poste 2297), pendant les heures normales de bureau.

EDUCATION DEVELOPMENT CHARGES within portions of the UNITED COUNTIES OF LEEDS and GRENVILLE, and the TOWN OF GANANOQUE, CITY OF KINGSTON and the COUNTY OF FRONTENAC, and LENNOX and ADDINGTON COUNTY

**Notice of first by-law virtual public meeting : Tuesday April 27, 2021 at 7:30 PM**

Pursuant to Section 257.63 of the Education Act, the Board will hold a public meeting to consider the imposition of education development charges as set out in Section 257.63 of the Act, and to inform the public generally about the education development charge proposal. Any person who attends the meeting may make a representation to the Board in respect of the proposal. The Board will also consider any written submissions. All submissions received in writing and those expressed at the public meeting will be considered prior to the passage and enactment of an education development charge by-laws.

The Education Act defines the Counties of Leeds and Grenville, Frontenac County and Lennox and Addington County, as well as the separated Towns and Cities within each as separate 'regions'. The legislation also stipulates that an EDC by-law cannot apply to more than one 'region'. The CEPEO has historically enrolled students residing within the by-law areas described in the table below. As such, the Board is proposing to adopt three (3) separate EDC by-laws. The by-laws are proposed to apply to building permits issued in respect of residential development only.

The education development charge background studies required under Section 257.61 of the Act (including the proposed EDC by-laws) and setting out the Board's education development charge proposal for each 'region' will be no later than March 27, 2021 on the Board's website: [www.cepeo.on.ca](http://www.cepeo.on.ca) .

Finally, it is anticipated that the CEPEO will consider adoption of EDC by-laws imposing education development charges within the geographic boundaries described below, on May 25, 2021.

**Notice of second virtual public meeting in consideration of by-law adoption : Tuesday May 25, 2021 at 7:00 PM**

The purpose of this meeting is to entertain the Board's approval to adopt EDC by-laws containing the following residential rates, as described above.

Any person who attends the meeting may make representation in respect of this matter. Written submissions, filed in advance of the meeting, will also be considered. All interested parties are invited to attend the public meetings in a virtual format. The Board would appreciate receiving written submissions one week prior to the Public Meetings, so that they may be distributed to trustees prior to the meetings. Anyone wishing to attend the virtual meeting, provide a written submission, or make a request to address the Board as a delegation should contact the Board prior to 3:00 PM on the day of meeting: [claudia.guidolin@cepeo.on.ca](mailto:claudia.guidolin@cepeo.on.ca) c.c. [karima.menouer@cepeo.on.ca](mailto:karima.menouer@cepeo.on.ca)

In addition to the legislated public meetings indicated above, the Board has regularly scheduled Board meetings, at which the Board may receive information regarding education development charges. Regular Board meeting procedures will apply to these meetings. Any comments or requests for further information regarding this matter may be directed to Etienne Paquet, Mgr. of Planning (613-742-8960 ext. 2297) during regular office hours.



# Education Development Charges



**EDC Municipal Stakeholder Meeting**  
**April 15, 2021**

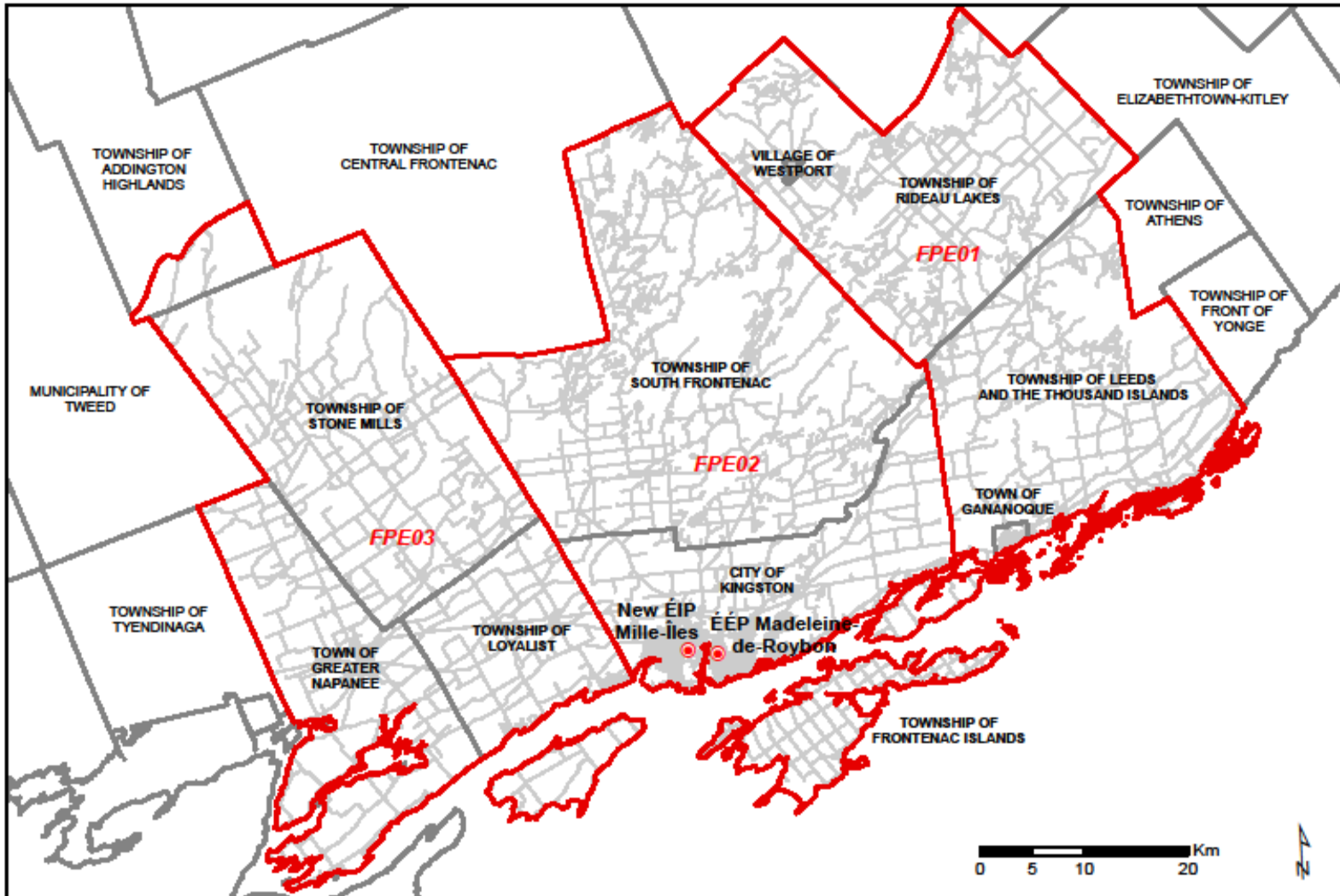
# Proposed Agenda

1. Introductions
2. Principles of Education Development Charges and Legislative ‘Cap’
3. Proposed EDC Rates
4. EDC Legislative Process
5. EDC Calculation Methodology & Eligibility to Adopt EDC By-laws
6. 15-year Residential Forecasts and Gross to Net New Dwelling Units
7. Pupil Yields by Density Type
8. Total 15-year Student Enrolments
9. Site Acquisition Costs Per Acre
10. Site Preparation Costs Per Acre
11. Financial Analysis
12. Proposed Public Meeting Dates
13. By-law Implementation
14. Statutory Exemptions
15. Questions

# Principles of Education Development Charges

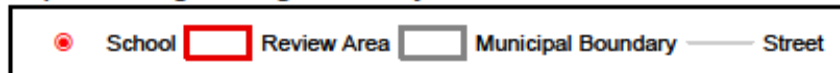
- School boards that qualify, can impose EDCs to pay for land acquisition and site development costs associated with additional pupils generated by new housing development over the next 15 years and beyond
- The Conseil des écoles publiques de l'Est de l'Ontario (CEPEO) qualifies to adopt EDCs – the Board currently has EDC by-laws in City of Ottawa and United Counties of Prescott and Russell
- EDCs are applied to any residential development that is not statutorily-exempt, at the time of building permit issuance, and to the appropriate municipality
- Charging municipalities collect EDCs and forward funds to the CEPEO on a monthly basis (a separate information session will be held with municipalities to review legislative protocols respecting by-law implementation)
- Legislation divides Province into various 'regions' for the purposes of adopting EDC by-laws – in this case:
  - United Counties of Leeds and Grenville
  - Frontenac County and the City of Kingston
  - Lennox and Addington County
- Area-specific EDC by-laws proposed in each of these 3 'regions'. The by-laws will only apply to those communities within each County where students currently attend Madeleine-de-Roybon and Mille-Îles in Kingston

# Principles of Education Development Charges



Conseil des Écoles Publiques de l'Est de l'Ontario: Education Development Charges Background Study 2021

Elementary Review Areas



# Principles of Education Development Charges

- Ministerial oversight re purchase of land, funding to pay costs to construct additional pupil places, and to enable a school board to adopt an EDC by-law(s)
- Legislation requires that Minister of Education approves spending EDC funds collected in Leeds and Grenville & Lennox and Addington, on lands within the City of Kingston
- The EDC scheme was designed to derive precisely the value of the net growth-related land needs (including financing and study costs) – not a penny more; not a penny less. School boards do not have access to the tax base and the Province has limited, enveloped funds for land purchases
- As of November 1, 2019 the Province adopted the following legislative ‘caps’:
  - Increase residential rates by the greater of \$300 or 5% per annum provided that these ‘capped’ rates do not exceed the ‘calculated’ rates determined in the EDC Background Study report. As such, the initial EDC by-laws proposed to support additional CEPEO enrolment growth arising from new housing development cannot exceed \$300 per dwelling unit during the first year of the by-laws. By Year 2, the full EDC rates are imposed

# Proposed EDC Rates

The CEPEO is proposing to acquire a 7.65 acre elementary school site in the Woodhaven Phase 4 subdivision

## Conseil des Écoles Publiques de l'Est de l'Ontario - Kingston

### Proposed Residential EDC By-law Rates

		Year 1	Year 2	Year 3	Year 4	Year 5
EDC By-law Charging Area	EDC Calculated Rate (per Dwelling Unit)	In-force Date: May 31, 2021 to May 30, 2022	In-force Date: May 31, 2022 to May 30, 2023	In-force Date: May 31, 2023 to May 30, 2024	In-force Date: May 31, 2024 to May 30, 2025	In-force Date: May 31, 2025 to May 30, 2026
By-law #1 (FPE01) United Counties of Leeds & Grenville incl. Westport, Gananoque, Rideau Lakes (except South Elmsley), Leeds and the Thousand Islands	\$333	\$300	\$333	\$333	\$333	\$333
By-law #2 (FPE02) South Frontenac Twsp, Frontenac Islands & City of Kingston	\$365	\$300	\$365	\$365	\$365	\$365
By-law #3 (FPE03) County of Lennox & Addington south of Highway 7	\$344	\$300	\$344	\$344	\$344	\$344

The CEPEO will also require \$1.8 million in Land Priorities funding to pay for the new elementary school site in Kingston West. Land Priorities funding is provided by the Provincial through the tax base



# EDC Legislative Process

Figure 1-1  
Overview of Education Development Charges Process and Proposed Timelines

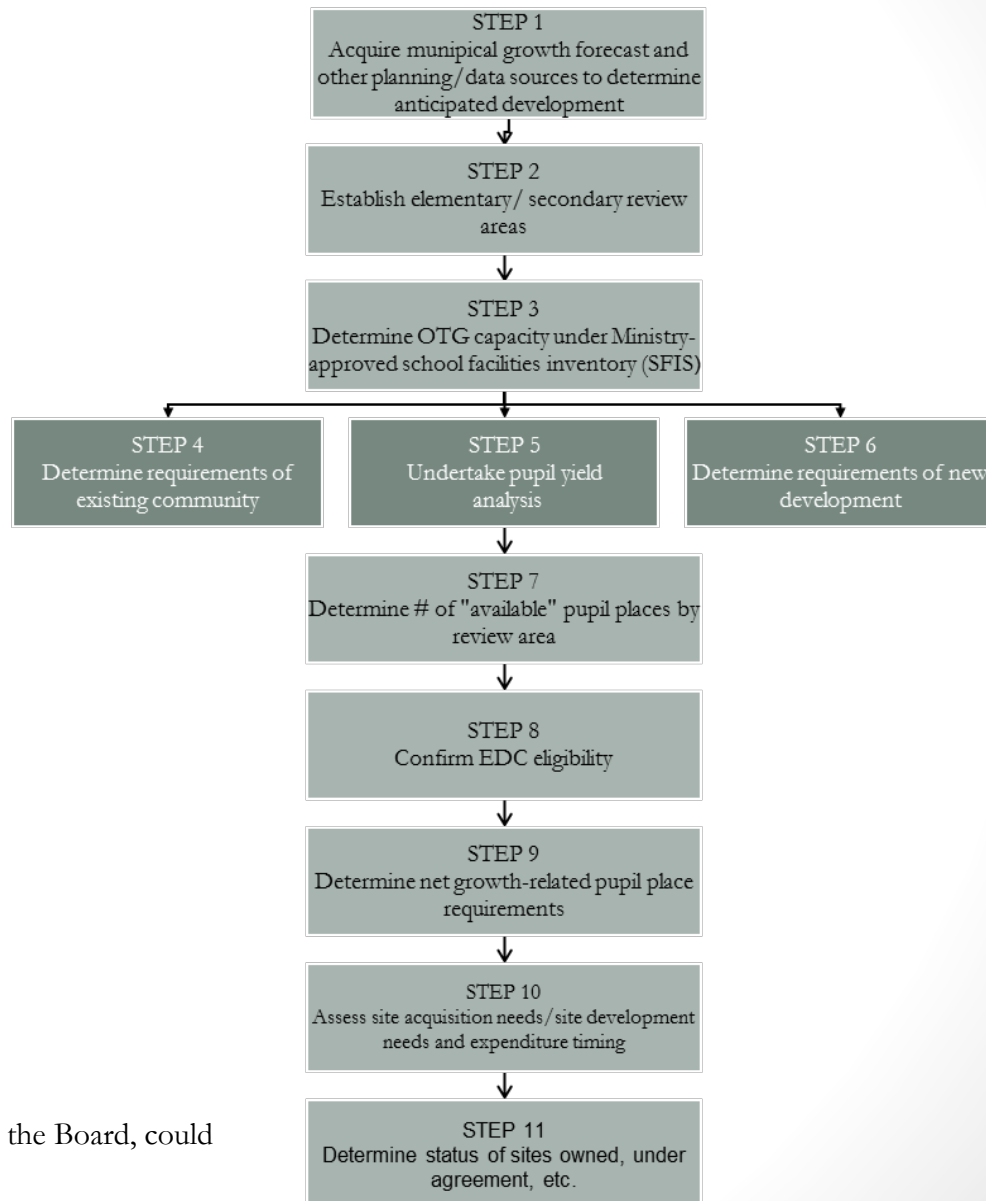
PHASE ONE	PHASE TWO	PHASE THREE	PHASE FOUR	PHASE FIVE	PHASE SIX	PHASE SEVEN
PRELIMINARY CONSULTATION	DETERMINING ELIGIBILITY	ANALYSIS OF NGRELC <sup>1</sup>	MINISTRY SUBMISSION	STAKEHOLDER CONSULTATION PROCESS	BY-LAW ADOPTION & IMPLEMENTATION	MANAGING UNFUNDED NELC
A. Preliminary Consultation with Municipalities, Co-terminous Boards, Development Community re potential for Alternative Projects and LEDAs	A. Capacity Trigger Evaluation and Notify Ministry of Education if Board Intends to Exclude Capacity	A. 15-year Estimate of Amount, Type and Location of Residential Development and Non-Residential GFA Projections (net of statutory exemptions)	A. Completion of Ministry Forms (EDC Submission)	A. Follow-up Consultation with Stakeholders re Basis for 'Calculated Charge' and % Unfunded Costs	A. Liaison with Area Municipal Representatives re By-law Interpretation, Implementation & Collection Issues	A. Determine Unfunded Portion of NELC by school site
B. Prepare and approve internal Policy outlining the basis upon which Alternative Projects will be Evaluated	B. EDC Account Analysis - determine sites proposed to be acquired & sites acquired, what has been fully or partially funded and would accommodate current (holding pupils) and future growth-related student accommodation	B. Prepare 15-year student enrolment projections - Existing Community Requirements plus Requirements of New Development and Determine if there is a Need to Alter Review Area boundaries given Long Term Accommodation Strategies	B. Complete Background Study and Forward to Ministry, Co-terminous Boards & Stakeholders who have provided notification (90 days in advance of 1st Public Meeting)	B. Conduct Public Meeting (s) including Policy Review Public Meeting (including Policy restrictions resulting from Legislative 'Cap')	B. Board Consideration of Public Input and Calculation Revisions as necessary (may require additional Ministry Review/approval or request for additional data)	B. Determine if there is ability for Project Substitution - Change in Accommodation Strategy and Impact on Unfunded NELC
C. Define Area Specific By-law Structure if LEDA is contemplated	C. EDC Financial Obligations Evaluation (including how Financial Obligations will be repaid)	C. Review Area Analysis to Determine Schools Impacted by New Housing Development	C. Preparation & Public Distribution of Policy Document	C. Review of Public Submissions	C. Additional Public Meeting at Discretion of Board	C. Apply for Land Priorities Funding as part of Site Acquisition Approval Process
D. Review Status of Ministry Approval of Site Acquisitions		D. Forecast of Net Growth-related Pupils and Determine # of Sites, Site Expansions and/or Site development Costs by Location	D. Ministry of Education Review & Approval Process (90 days review period)		D. By-law Adoption	
		E. Estimate Growth-related Net Education Land Costs (net of any surplus EDC account funds)			E. By-law Implementation	
		F. Calculate NELC on a Cashflow basis and Determine Portion of NELC to be Funded from EDCs given Legislative 'Cap'			F. Notice of By-law Passage & Appeal Date, Municipal Notification of By-law Passage and Implementation Considerations	

1. NGRELC = Net Growth-related Education Land Costs



# EDCs – Calculation Methodology Overview (Part 1)

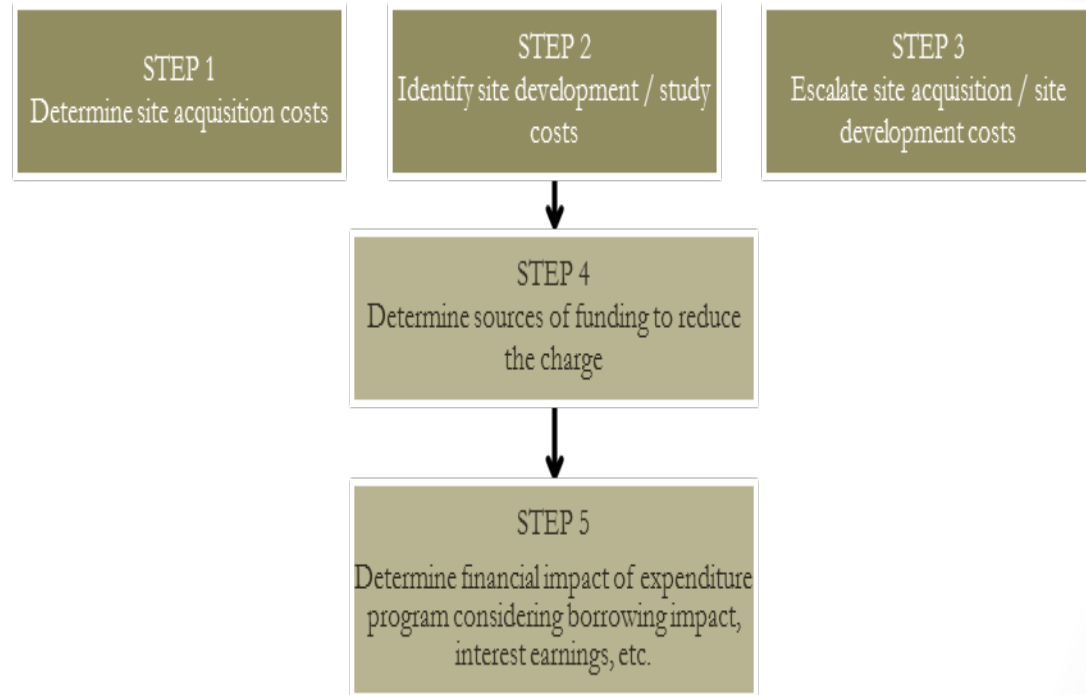
## Planning Component:



Available pupil places, that, in the opinion of the Board, could reasonably be used to accommodate growth

# EDCs – Calculation Methodology Overview (Part 2)

## Financial Component:



While the entire EDC calculation process is a pure mathematical construct and is predictive in nature, the determination of 15-year growth-related needs should align with the board's long term accommodation plan and future capital priorities funding requests to the Province.

# Eligibility to Adopt a Successor EDC By-law

- Eligibility to impose an EDC by-law is either:
  - the estimated average enrolment over the 5 years following the day the board intends to have the by-law come into force exceeding the total capacity that exists on the day the by-law is passed on either the elementary or secondary panel

OR

- A board has an existing EDC by-law in place and has outstanding EDC-related financial obligations (deficit in the EDC account)
- The CEPEO qualifies to adopt EDC by-laws within its jurisdiction based on elementary enrolment in excess of capacity

# 15-year Forecast of Net New Dwelling Units

	Year 1 2021/ 2022	Year 2 2022/ 2023	Year 3 2023/ 2024	Year 4 2024/ 2025	Year 5 2025/ 2026	Year 6 2026/ 2027	Year 7 2027/ 2028	Year 8 2028/ 2029	Year 9 2029/ 2030	Year 10 2030/ 2031	Year 11 2031/ 2032	Year 12 2032/ 2033	Year 13 2033/ 2034	Year 14 2034/ 2035	Year 15 2035/ 2036	Total All Units
<b>Total Kingston West Catchment Area</b>																
Singles and Semi-Detached	374	377	369	384	381	388	392	392	351	355	321	327	324	272	270	5,277
Townhouses, Row Housing, etc.	103	109	111	113	110	120	113	111	109	99	98	102	104	79	79	1,560
Apartments	414	379	382	408	593	509	281	415	339	295	303	285	409	564	564	6,140
<b>Total</b>	<b>891</b>	<b>865</b>	<b>862</b>	<b>905</b>	<b>1,084</b>	<b>1,017</b>	<b>786</b>	<b>918</b>	<b>799</b>	<b>749</b>	<b>722</b>	<b>714</b>	<b>837</b>	<b>915</b>	<b>913</b>	<b>12,977</b>
<b>FPE01 United Counties Leeds &amp; Grenville incl. Westport, Gananoque, Rideau Lakes (except South Elmsley), Leeds and the Thousand Islands</b>																
Singles and Semi-Detached	55	56	49	56	56	46	50	57	51	56	41	45	42	51	51	762
Townhouses, Row Housing, etc.	2	10	6	2	1	15	5	4	7	1	2	8	7	3	3	76
Apartments	58	40	10	37	35	35	5	32	32	40	50	32	30	42	42	520
<b>Total</b>	<b>115</b>	<b>106</b>	<b>65</b>	<b>95</b>	<b>92</b>	<b>96</b>	<b>60</b>	<b>93</b>	<b>90</b>	<b>97</b>	<b>93</b>	<b>85</b>	<b>79</b>	<b>96</b>	<b>96</b>	<b>1,358</b>
<b>FPE02 South Frontenac Twsp, Frontenac Islands &amp; City of Kingston</b>																
Singles and Semi-Detached	199	201	201	208	206	218	218	212	176	175	171	172	172	112	110	2,751
Townhouses, Row Housing, etc.	54	54	56	62	62	60	61	60	53	51	53	52	53	29	29	789
Apartments	331	314	347	346	533	450	252	359	283	231	231	231	356	499	499	5,262
<b>Total</b>	<b>584</b>	<b>569</b>	<b>604</b>	<b>616</b>	<b>801</b>	<b>728</b>	<b>531</b>	<b>631</b>	<b>512</b>	<b>457</b>	<b>455</b>	<b>455</b>	<b>581</b>	<b>640</b>	<b>638</b>	<b>8,802</b>
<b>FPE03 County of Lennox &amp; Addington south of Highway 7</b>																
Singles and Semi-Detached	120	120	119	120	119	124	124	123	124	124	109	110	110	109	109	1,764
Townhouses, Row Housing, etc.	47	45	49	49	47	45	47	47	49	47	43	42	44	47	47	695
Apartments	25	25	25	25	25	24	24	24	24	24	22	22	23	23	23	358
<b>Total</b>	<b>192</b>	<b>190</b>	<b>193</b>	<b>194</b>	<b>191</b>	<b>193</b>	<b>195</b>	<b>194</b>	<b>197</b>	<b>195</b>	<b>174</b>	<b>174</b>	<b>177</b>	<b>179</b>	<b>179</b>	<b>2,817</b>

Notes: 1. Assumed to be net of demolitions and conversions. Statutory exemptions include secondary dwellings that are ancillary to, or as part of

an existing dwelling unit.

<b>Grand Total Gross New Units in By-Law Area</b>	13,498
<b>Less: Statutorily Exempt Units in By-Law Area</b>	521
<b>Total Net New Units in By-Law Area</b>	<b>12,977</b>

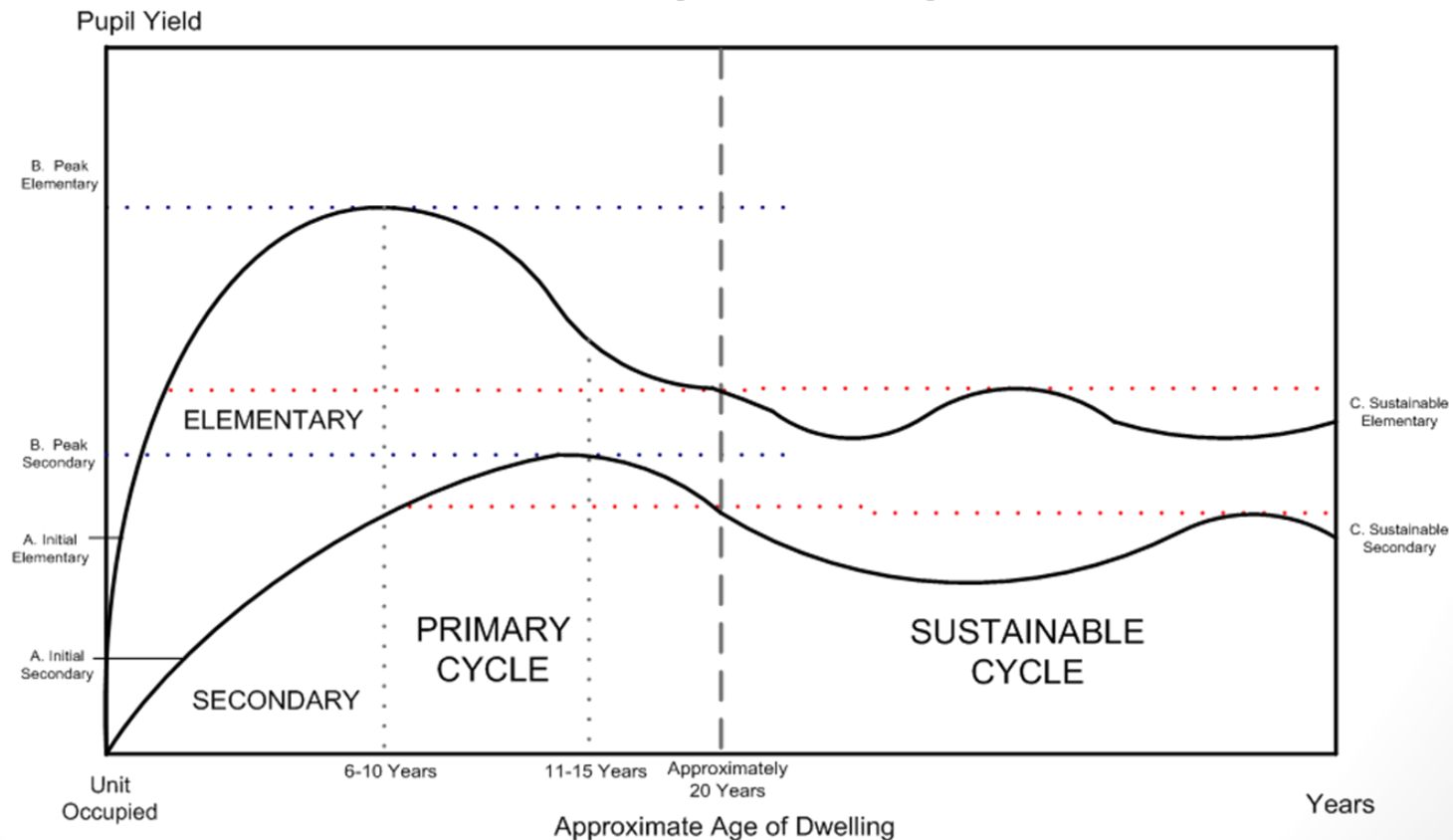
# 15-year EDC Enrolment Projections

- Calculated by school, by grade including pre-school attendees
- Consist of 2 parts:
  1. Requirements of the Existing Community, plus
  2. Requirements of New Development (ROND)
- Requirements of the Existing Community are pupils enrolled in schools of the board and retained over time (i.e. graduating from grade to grade)
- Without increased births and/or positive net migration of increasing apportionment share the Requirements of the Existing Community may decline over time
- Requirements of New Development are pupils generated by the construction of new homes in the by-law coverage area over the next 15 years
- In a municipality where there is steady and substantive residential construction the Requirements of New Development assist in offsetting what might otherwise be a decline in enrolment
- 15-year EDC enrolment is the total of the Requirements of the Existing Community and the Requirements of New Development

# EDC Pupil Yields

- EDC pupil yields represent weighted & blended yields as of the final year (Year 15) of the forecast period

Figure 3  
Conceptual Representation of the Pupil Yield Cycle  
for A New Single Detached Dwelling



# Weighted Blended EDC Pupil Yields

Applicable pupil yields and ROND by area and by density type based on spatial matching of actual student data and MPAC data

**CEPEO EDC 2021 Weighted Blended Pupil Yields**

Elementary Review Area	SINGLE and SEMI-DETACHED	MEDIUM DENSITY	APARTMENTS (includes purpose-built seniors housing and student housing)	TOTAL UNITS
FPE01 United Counties Leeds & Grenville incl. Westport, Gananoque, Rideau Lakes (except South Elmsley), Leeds and the Thousand Islands	0.0210	0.0132	0.0019	0.0133
FPE02 South Frontenac Twsp, Frontenac Islands & City of Kingston	0.0403	0.0152	0.0008	0.0144
FPE03 County of Lennox & Addington south of Highway 7	0.0193	0.0072	0.0000	0.0138
<b>TOTAL</b>	<b>0.0305</b>	<b>0.0115</b>	<b>0.0008</b>	<b>0.0142</b>

**CEPEO EDC 2021 Weighted Blended Pupil Yields**

Secondary Review Area	SINGLE and SEMI-DETACHED	MEDIUM DENSITY	APARTMENTS (includes purpose-built seniors housing and student housing)	TOTAL UNITS
FPS01 United Counties Leeds & Grenville incl. Westport, Gananoque, Rideau Lakes (except South Elmsley), Leeds and the Thousand Islands	0.0039	0.0000	0.0000	0.0022
FPS02 South Frontenac Twsp, Frontenac Islands & City of Kingston	0.0062	0.0038	0.0004	0.0025
FPS03 County of Lennox & Addington south of Highway 7	0.0034	0.0000	0.0000	0.0021
<b>TOTAL</b>	<b>0.0049</b>	<b>0.0019</b>	<b>0.0003</b>	<b>0.0024</b>



# 15-year Enrolment Projections Summary

Conseil des Écoles Publiques de l'Est de l'Ontario - Kingston Catchment Area

## Historical and Projected Enrolment

Elementary Panel	Current	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
	2020/ 2021	2021/ 2022	2022/ 2023	2023/ 2024	2024/ 2025	2025/ 2026	2026/ 2027	2027/ 2028	2028/ 2029	2029/ 2030	2030/ 2031	2031/ 2032	2032/ 2033	2033/ 2034	2034/ 2035	2035/ 2036
	Existing	533	559	564	587	602	620	628	642	649	672	688	703	716	721	726
Requirements of New Development		13	27	40	53	67	80	94	107	120	132	143	155	166	175	184
<b>Total</b>	<b>533</b>	<b>573</b>	<b>591</b>	<b>627</b>	<b>655</b>	<b>686</b>	<b>708</b>	<b>736</b>	<b>756</b>	<b>791</b>	<b>820</b>	<b>846</b>	<b>871</b>	<b>888</b>	<b>901</b>	<b>913</b>

380

Secondary Panel	Current	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15
	2020/ 2021	2021/ 2022	2022/ 2023	2023/ 2024	2024/ 2025	2025/ 2026	2026/ 2027	2027/ 2028	2028/ 2029	2029/ 2030	2030/ 2031	2031/ 2032	2032/ 2033	2033/ 2034	2034/ 2035	2035/ 2036
	Existing	61	65	77	98	116	147	176	199	225	223	218	218	210	227	238
Requirements of New Development		2	5	7	9	11	14	16	18	20	22	24	26	28	30	31
<b>Total</b>	<b>61</b>	<b>67</b>	<b>81</b>	<b>105</b>	<b>125</b>	<b>158</b>	<b>190</b>	<b>215</b>	<b>243</b>	<b>243</b>	<b>240</b>	<b>243</b>	<b>236</b>	<b>255</b>	<b>267</b>	<b>280</b>

219

The construction/occupancy of 13,498 new homes will generate 184 elementary and 31 secondary pupils. The construction of a new elementary and secondary school in Kingston will increase total enrolment (Madeleine-de-Roybon increased by 181% since the Board acquired the school in 2009).

# Site Acquisition Costs per Acre

A February 15, 2019 appraisal report prepared by MW Cotman & Associates Real Estate Appraisers & Consultants established a land valuation of \$411,765 per acre.

On January 28, 2021 the appraisers were asked to provide an opinion as to current value and an appropriate annual land escalation factor to be applied over the term of the proposed EDC by-law (consistent with EDC practice across the Province). An annual land escalation factor of 5% provided by the appraiser derives a cost of \$500,503 per acre if the Board acquires the land in 2023.



# Site Preparation Costs per Acre

## CEPEO KINGSTON WEST

AVERAGE SITE PREPARATION COSTS PER ACRE (Based on City of Ottawa Site Development Cost Experience for Elementary Schools)

Current Review Area Reference	EDC Eligible Site Name	Address	Year Site Acquired	Site Size in acres	Net Site Preparation Costs to Date	Net Site Preparation Costs Per Acre	Net Site Preparation Costs per Acre 2021\$	Total Site Preparation Costs per Acre 2021\$
1. FPE01/FPS01	ÉÉP Maurice-Lapointe (Kanata South) (JK-12)	17 Bridgestone Dr, Kanata, ON K2M 0E9	2011	15.96	\$ 3,487,690	\$ 218,527	\$ 299,069	\$ 4,773,145
2. FPE02	ÉÉP Michel-Dupuis (Riverside Sud) (JK-8)	715 Brian Good Ave, Manotick, ON K4M 0E2	2012	6.07	\$ 1,182,934	\$ 194,882	\$ 256,451	\$ 1,556,660
OTTAWA TOTALS				22.03	\$ 4,670,624	\$ 212,012	\$ 277,760	\$ 287,327
Value to be Included in 2021 EDC Submission							\$	287,300

As the Board has never acquired raw land in the City of Kingston, CEPEO site acquisitions in south Kanata and Nepean were used as a proxy. Derived site preparation costs per acre of \$287,300 with a 2.5% escalation factor applied to the 15-year forecast period (i.e. in recognition of escalating labour and materials costs)

# Financial Analysis

- EDC calculation is based on 15-year cashflow analysis of the proposed capital expenditure program for school sites; cash flow methodology is consistent with that undertaken by municipalities
- Derives the lowest residential rate wherein the Year 15 closing balance is as close to \$0 as possible
- The rate applied to each 'region' is based on the proportionate share of the growth-related accommodation needs generated by each individual 'region'

## Conseil des Écoles Publiques de l'Est de l'Ontario - Kingston Catchment Area

CALCULATION OF EDUCATION DEVELOPMENT CHARGES	
Total Growth-Related Net Education Land Costs (over 15-year forecast period including associated financing and study costs)	\$ 4,632,789
Costs Financed in the Previous By-law	N/A
Site Acquisition Costs	\$ 2,427,634
Land Escalation Costs	\$ 248,832
Site Preparation Costs	\$ 1,536,000
Site Preparation Escalation Costs	\$ 159,457
Credit Line Interest Payments	\$ -
Study Costs	\$ 260,000
Financial Obligations/Surplus (projected EDC Account Balance as of May 31, 2021)	N/A
Interest Earnings	\$ (2,039)
Closing Account Balance	\$ 2,905
Total Net New Units	12,977
Total Non-Residential, Non-Exempt Board-Determined GFA	-
Residential Education Development Charge Per Unit based on 100% of Total Growth-Related Net Education Land Costs (average cost of three 'regions')	\$ 357
Non-Residential Education Development Charge Per Sq. Ft. of GFA based on 0% of Total Growth-Related Net Education Land Costs	0

# By-law Implementation

- School boards do not have access to the tax base, so have no ability to make up the shortfall if EDCs are not correctly applied by the municipality
- EDC rates are to be imposed by each applicable municipality as of 12:01AM Monday May 31, 2021 (assuming by-laws are adopted on May 25<sup>th</sup>, CEPEO would notify each municipality that the Ministry has approved adoption of the by-laws and the by-laws have been adopted by the Board)
- EDCs are imposed by CBO as at *residential* building permit issuance
- The EDC rate is the same for each type of dwelling unit
- Legislation requires that municipalities collect the EDCs and provide the following information at a minimum:
  - The location of the lands to which the building permit pertains;
  - The number of building permits issued for residential development in an area to which the education development charge by-law applies in respect of which no education development charge is imposed (i.e. statutory exemptions)
- Municipality must provide a monthly report and EDC collections to the CEPEO no later than 25 days following the previous collection month
- EDC Calculation and Monthly reporting forms attached
- Information explaining the by-law must be posted by the Board on the Board's website and updated if any by-law amendments are adopted by the Board

# Statutory Exemptions

Draft EDC by-laws for each ‘region’ can be found in Appendix ‘A’ of EDC Background Study report posted to:

<https://cepeo.on.ca/a-propos/politiques/redevances-damenagement-scolaires/secteur-kingston-2021-2026/>

## Additional Dwelling Unit Exemption

Name of class of residential building	Description of class of residential buildings	Maximum number of additional dwelling units	Restrictions
Single detached dwellings	Residential buildings, each of which contains a single dwelling unit, that are not attached to other buildings.	Two	The total gross floor area of the additional dwelling unit or units must be less than or equal to the gross floor area of the dwelling unit already in the building.
Semi-detached dwellings or row dwellings	Residential buildings, each of which contains a single dwelling unit, that have one or two vertical walls, but no other parts, attached to other buildings.	One	The gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the dwelling unit already in the building.
Other residential buildings	A residential building not in another class of residential building described in this table.	One	The gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the smallest dwelling unit already in the building.

## Secondary Dwelling Unit Exemption

- *DCA* legislation revised to add section dealing with secondary dwelling units (i.e. creation of additional units on same property where legal ownership does not change)
- *EDC* legislation does not have this provision
- School boards have taken steps within their by-laws to limit circumstances where applicant is trying to avoid paying the charge

# Statutory Exemptions cont'd

- A municipality; a district school board; a private school; place of worship
- Farm retirement lots and farm building
- A long-term care home, as defined in the *Long-Term Care Homes Act, 2007*.
- A retirement home, as defined in the *Retirement Homes Act, 2010*.
- A hospice or other facility that provides palliative care services.
- A child care centre, as defined in the *Child Care and Early Years Act, 2014*.
- A memorial home, clubhouse or athletic grounds owned by the Royal Canadian Legion.
- The owner is a college of applied arts and technology established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*.
- The owner is a university that receives regular and ongoing operating funds from the Government of Ontario for the purposes of post-secondary education.
- The owner is an Indigenous Institute prescribed for the purposes of section 6 of the *Indigenous Institutes Act, 2017*. O. Reg. 371/19, s. 1.
- A Board may recognize additional exemptions in EDC by-laws; however, such exemptions, i.e., not-for-profit housing; cottages, would be considered non-statutory. Any non-legislative exemptions granted by the Board would create a shortfall in funding
- The shortfall would have to be offset from elsewhere within the Board's funding envelopes – Generally this is not possible given the restrictions imposed through Ministry policies and Regulations



# Proposed Consultation Process

- Legislation requires that a school board conduct 1 public meeting
- Consistent with historical practice there will be 2 opportunities to delegate the Board of Trustees prior to consideration of by-law adoption
- Stakeholder consultation – April 15, 2021 (this meeting)
- 1<sup>st</sup> public meeting Tuesday April 27, 2021 7:30 PM (virtual meeting)
- 2<sup>nd</sup> public meeting & consideration of by-law adoption Tuesday May 25, 2021 7:00 PM (virtual meeting)
- **Monday May 31, 2021 – By-law Implementation Date**

The Board would appreciate receiving written submissions one week prior to the Public Meetings, so that they may be distributed to trustees prior to the meetings. Anyone wishing to attend the virtual meeting, provide a written submission, or make a request to address the Board as a delegation should contact the Secretary for the Board prior to 3PM on the day of meeting:

Solange Houde, Session Secretary at [solange.houde@cepeo.on.ca](mailto:solange.houde@cepeo.on.ca), (613) 742-8960 ext. 2200  
c.c. [moncef.cherouk@cepeo.on.ca](mailto:moncef.cherouk@cepeo.on.ca) and [karima.menouer@cepeo.on.ca](mailto:karima.menouer@cepeo.on.ca)

In addition to the legislated public meetings indicated above, the Board has regularly scheduled Board meetings, at which the Board may receive information regarding education development charges. Regular Board meeting procedures will apply to these meetings.

Any comments or requests for further information regarding this matter may be directed to Mr. Etienne Paquet, Mgr. of Planning (613-742-8960 ext. 2297) during regular office hours.

## RESIDENTIAL<sup>1</sup> EDUCATION DEVELOPMENT CHARGE (EDCs) INFORMATION FORM

**Building Permit #**

This form to be completed upon application of a building permit.



Conseil des  
écoles publiques  
de l'Est de l'Ontario

**SECTION A: TO BE COMPLETED BY APPLICANT**

Developer/Company/Applicant's Name:

Contact Name:

Phone No.:

**INFORMATION REGARDING APPLICATION FOR BUILDING PERMIT**

Municipal Address:

Plan No.:

City/Town/Township:

Lot Number(s):

Project Description:

**NEW RESIDENTIAL DEVELOPMENT DETAILS -**

What are the total number of dwelling units to be constructed?

1. Is this an application for a new building?

YES

NO

**EXPANSION TO EXISTING RESIDENTIAL DEVELOPMENT DETAILS -**

1. Is this application for the expansion of an existing dwelling unit to create an additional unit?

YES

NO

2. What type of use describes the existing dwelling unit? Single-detached, semi-detached, townhouse, etc.?

3. How many additional dwelling units are being created as a result of the proposed expansion?

If yes, what is the Gross Floor Area of the Existing dwelling unit?

ft<sup>2</sup>

m<sup>2</sup>

If yes, what is the Gross Floor Area of the Additional Dwelling Unit(s)?

ft<sup>2</sup>

m<sup>2</sup>

Additional Dwelling #2?

ft<sup>2</sup>

m<sup>2</sup>

Additional Dwelling #3?

ft<sup>2</sup>

m<sup>2</sup>

Additional Dwelling #4?

ft<sup>2</sup>

m<sup>2</sup>

**REPLACEMENT OF A DWELLING UNIT DESTROYED BY FIRE, DEMOLITION OR OTHERWISE (i.e. Uninhabitable) -**

1. Date former dwelling unit was destroyed or became uninhabitable \_\_\_\_\_

2. Date Demolition Permit was Issued by Municipality \_\_\_\_\_

3. Date building permit issued in respect of replacement dwelling unit \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

Signature of Municipal Representative \_\_\_\_\_

Date \_\_\_\_\_

**OCCUPANCY DATA -**

1. Date Certificate of Occupancy or Certificate of Completion under *Ontario New Home Warranties Plan Act* is issued

Date \_\_\_\_\_

Please note the CEPEO EDC By-laws authorize the school boards to retroactively apply education development charges to the development if the foregoing information is later found to be erroneous.

**SECTION B: TO BE COMPLETED BY THE AUTHORIZING SCHOOL BOARD**

**EDUCATION DEVELOPMENT CHARGES TO BE COLLECTED BY THE LOCAL MUNICIPALITY**

Residential - # of Units to Which EDC Rates Apply

2

EDC Rate In-force at Time of Building Permit Issuance

\$ 300.00

**TOTAL AMOUNT TO BE COLLECTED**

\$ 600.00

**AUTHORIZING MUNICIPAL SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Notes: 1."dwelling unit" means a room or suite of rooms used, or designed or intended for use by one person or persons living together, in which culinary and sanitary facilities are provided for the exclusive use of such person or persons, and shall include, but is not limited to, a dwelling unit or units in an apartment, group home, mobile home, duplex, triplex, semi-detached dwelling, single detached dwelling, stacked row dwelling (townhouse), back-to-back townhouses, row dwelling (townhouse), the residential portion of a mixed-use building or structure, and a cottage or seasonal dwelling unit that is capable of being occupied year-round. Notwithstanding the forgoing, (i) a unit or room in a temporary accommodation to the travelling or vacationing public and (ii) living accommodation in a nursing home as defined in and governed by the provisions of the Long-Term Care Homes Act, 2007, S.O. 2007, c.8, shall not constitute dwellings units for purposes of this By-law.

***For inquiries contact: Etienne Paquet, Planning Manager, Conseil des écoles publiques de 'Est de l'Ontario, 2445 St-Laurent Blvd., Ottawa, K1G 6C3 (613) 742-8960 EXT 2297 or email at [etienne.paquet@cepeo.on.ca](mailto:etienne.paquet@cepeo.on.ca)***





**G NANOQUE**  
Council Report – PD-2021-07

**Date:** April 20, 2021

**IN CAMERA**

**Subject:** Development Charges By-law – Next Steps

**Author:** Brenda Guy, Manager of Planning and Development

**OPEN SESSION**

---

**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE DEVELOPMENT CHARGES BACKGROUND STUDY;

AND FURTHER, DIRECTS STAFF TO PREPARE A DEVELOPMENT CHARGES BY-LAW WITH RESPECT TO OPTION # \_\_\_\_\_, FOR COUNCIL'S REVIEW AND CONSIDERATION ON TUESDAY, MAY 4, 2021, AS PRESENTED IN COUNCIL REPORT-PD-2021-07.

**STRATEGIC PLAN COMMENTS:**

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

**BACKGROUND**

The chronology of the Development Charges Background Study and By-law is outlined below:

- January 8, 2019 a Notice of Motion was passed by Council to establish development charges.
- Staff issued an RFP and the contract was awarded to Watson & Associates (\$34,790) to complete a Development Charges Background Study.
- A Background Study is required under the *Development Charges Act* should a municipality wish to impose Development Charges Fees.
- An Information Session was held with Council on December 17, 2019 which provided an overview of Development Charges.
- October 20, 2020 Watson & Associates presented Council with the completed background study. At that meeting, Council passed Motion 20-224 to proceed with Option 1, which was with the goal of implementing a development charges fee.
- A Public Meeting was held on February 16, 2021.
- The deadline to receive written comments was March 10, 2021 (no comments were received by the public).

**INFORMATION/DISCUSSION**

The purpose of this report is for Council to consider the adoption of the Development Charges Background Study and direct staff to prepare a By-law in order to move forward with the establishment/implementation of Development Charges.

Development Charges are collected from new construction as it relates to growth-related costs. The exercise was conducted as per the *Development Charges Act*, which outlines what capital projects may or may not be applicable. Town data provided to the consultants included: asset management plan, current and projected capital budgets, growth forecast, strategic plans, masterplans, and the Official Plan.

Development Charges would generally be applicable at the time of a Building Permit. Funds obtained would be allocated to a reserve for future use. The Background Study identified the following areas as the designated services:

- Roads
- Parks and Recreation
- Growth Related Studies
- Wastewater

The schedule of Development Charges as set out in the By-law provides for the following maximum charges that may be charged:

Service	RESIDENTIAL				NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Apartments – 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per sq.ft. of Gross Floor Area)
<u>Municipal Wide Services</u>					
Roads & Related Services	789	503	342	569	0.56
Parks & Recreation Services	659	420	285	475	0.05
Growth-Related Studies	220	140	95	159	0.15
Total Municipal Wide Services	1,668	1,063	722	1,203	0.76
<u>Urban Services</u>					
Wastewater Services	1,438	917	623	1,037	1.00
Total Urban Services	1,438	917	623	1,037	1.00
GRAND TOTAL RURAL AREA	1,668	1,063	722	1,203	0.76
GRAND TOTAL URBAN AREA	3,106	1,980	1,345	2,240	1.76

Council has the option to implement the Development Charges and pass a by-law within one (1) year of completing the Background Study. The Background Study was completed in November 2020 therefore, Council has until November 2021 to proceed with the implementation of Development Charges.

Council may consider what gets adopted or implemented such as the following:

1. Implement the Development Charges as presented (Staff recommended)
2. Implement the Development Charges at a reduced amount
3. Implement the Development Charges to residential and commercial development only (i.e. exempt Industrial Uses)

4. Implement the Development Charges but exempt affordable housing
5. Not Implement Development Charges

Development Charges are based on growth and are put in place to create a level playing field. Existing taxpayers should not be financially responsible for new services or equipment required by the Town due to growth. Having said that, DC's could be seen as detrimental to economic development in terms of bringing in new residential or commercial/industrial development. Therefore, in an effort to bring about new industrial development with the anticipation of employment municipalities have exempt development in this regard. Locally, the Town does not have significant industrial development. It does, however, continue to be a desirable area for residential development, which tends to attract commercial development.

Table 2-1 (attached) of the DC Background Study identifies a forecast of 33 (singles, semi-detached), 3 multiples (townhouses) and 133 apartment units (bachelor, 1 and 2 bedroom+ bedrooms) for a total of 170 units. This is the period from Late 2016 – 2020.

The forecast of Table 2-1 being Late 2020 to Late 2030 identifies 91 (singles, semi-detached), 22 multiples (townhouses) and 179 apartment units (bachelor, 1 and 2 bedroom+ bedrooms) for a total of 293 units.

Council identified affordable housing as a strategic initiative and a member of the public posed a question on the exemption of affordable housing under the Development Charges. The Consultant noted that some municipalities have considered this, however, it was identified to be a difficult one to navigate. Should Council adopt the DC's, Staff would recommend that Council not exempt affordable housing at this time given the Town has not defined or adopted any definitions or guidelines with respect to "Affordable". Should Council adopt policies and guidelines, in the future, it may be more appropriate.

In summary, Council requested that the Development Charges be explored, and the Study has now been completed. While it is difficult to know whether the forecasted numbers will come to fruition, as development is market driven, the additional fees will provide some future funding for the Town for growth related capital projects. At a minimum, the Town can re-evaluate and reconsider another Development Charges Background Study in five (5) years when it is up for renewal and whether the costs of a new study outweigh the reserve funds collected based on five years of development.

Should Council proceed and adopt a By-law, a Notice of Adoption will be posted in the newspaper within 20 days after passing which includes a 40-day appeal period. Provided no appeals are received the Development Charges By-law would be in effect.

The Town will be responsible to provide a Development Charges Pamphlet within 60 days of the implementation.

The Treasurer will be required to provide Council with a financial statement each year along with the reserve funds collected.



With the adoption of the Development Charges By-law, the Town will repeal By-law No. 2005-07, being a by-law for water and sewer hookups as it will become redundant. The adoption of the Development Charges By-law will reduce the overall payment or bottom line of the fees collected at the time of the issuance of a Building Permit and allocate them to the designated services.

The Development Charges By-law will be in effect once any/all appeals have been exhausted.

**APPLICABLE POLICY/LEGISLATION:**

*Development Charges Act*

**FINANCIAL CONSIDERATIONS:**

As presented

**CONSULTATIONS:**

Watson & Associates  
Shellee Fournier, CAO, and;  
Melanie Kirkby, Treasurer

**ATTACHMENTS:**

Attachment 1 – Table 2-1 – Development Charges Background Study

<b>APPROVAL</b>	<p>_____</p> <p>Brenda Guy, Manager of Planning and Development</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 <i>Municipal Act</i> and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p>
-----------------	---



**Table 2-1  
Town of Gananoque  
Residential Growth Forecast Summary**

	Year	Population (Including Census Undercount) <sup>1</sup>	Excluding Census Undercount			Housing Units				Person Per Unit (P.P.U.): Total Population/ Total Households	
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings <sup>2</sup>	Apartments <sup>3</sup>	Other		Total Households
Historical	<i>Mid 2006</i>	5,410	5,285	160	5,125	1,500	195	615	5	2,315	2.283
	<i>Mid 2011</i>	5,320	5,194	164	5,030	1,509	196	631	10	2,346	2.214
	<i>Mid 2016</i>	5,280	5,159	164	4,995	1,535	200	655	10	2,400	2.150
Forecast	<i>Late 2020</i>	5,560	5,427	173	5,254	1,568	203	788	10	2,570	2.112
	<i>Late 2030</i>	6,010	5,865	186	5,679	1,660	225	968	10	2,862	2.049
	<i>Buildout</i>	6,816	6,655	225	6,430	1,823	266	1,259	10	3,358	1.982
Incremental	<b>Mid 2006 - Mid 2011</b>	<b>-90</b>	<b>-91</b>	<b>4</b>	<b>-95</b>	<b>9</b>	<b>1</b>	<b>16</b>	<b>5</b>	<b>31</b>	
	<b>Mid 2011 - Mid 2016</b>	<b>-40</b>	<b>-35</b>	<b>0</b>	<b>-35</b>	<b>26</b>	<b>4</b>	<b>24</b>	<b>0</b>	<b>54</b>	
	<b>Mid 2016 - Late 2020</b>	<b>280</b>	<b>268</b>	<b>9</b>	<b>259</b>	<b>33</b>	<b>3</b>	<b>133</b>	<b>0</b>	<b>170</b>	
	<b>Late 2020 - Late 2030</b>	<b>450</b>	<b>438</b>	<b>13</b>	<b>425</b>	<b>91</b>	<b>22</b>	<b>179</b>	<b>0</b>	<b>293</b>	
	<b>Late 2020 - Buildout</b>	<b>1,256</b>	<b>1,228</b>	<b>52</b>	<b>1,176</b>	<b>255</b>	<b>63</b>	<b>471</b>	<b>0</b>	<b>789</b>	

Source: Derived by Watson & Associates Economists Ltd., 2020.

Note: Buildout is based on wastewater capacity.

<sup>1</sup> Census undercount estimated at approximately 2.4%. Note: Population including the undercount has been rounded.

<sup>2</sup> Includes townhouses and apartments in duplexes.

<sup>3</sup> Includes bachelor, 1-bedroom and 2-bedroom+ apartments.

**Date:** April 20, 2021

**IN CAMERA**

**Subject:** Amendment to Temporary and Seasonal Permanent Outdoor Patio By-laws

**Author:** Brenda Guy, Manager of Planning and Development  **OPEN SESSION**

---

**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2021-055, BEING A BY-LAW TO AMEND BY-LAW NO. 2020-067, TO EXTEND THE TEMPORARY DELEGATED AUTHORITY TO THE MANAGER OF PLANNING AND DEVELOPMENT TO APPROVE CLASS III PERMITS TO ALLOW OUTDOOR PATIOS FROM THE DATE OF SIGNING TO DECEMBER 31, 2021, AS PRESENTED IN REPORT-PD-2021-08.

**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2021-056, BEING A BY-LAW TO AMEND BY-LAW NO. 2020-088, TO RECOGNIZE THE SEASONAL PERMANENT PATIO PILOT END DATE AS DECEMBER 31, 2022, AS PRESENTED IN REPORT-PD-2021-08.

**STRATEGIC PLAN COMMENTS:**

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

**BACKGROUND**

In 2020, Council passed two (2) types of patios outlined as follows:

1. **Temporary Outdoor Patio** – At a Special Meeting of Council on June 10, 2020 Council passed the following temporary COVID-19 motion for outdoor patios.

**By-law No. 2020-067 – Temporary Delegated Authority – Class III Permits for Outdoor Patios**

**Moved by:** Councillor Osmond

**Seconded by:** Councillor O'Connor

*BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES THE FOLLOWING AS IT RELATES TO THE PROVINCE'S ANNOUNCEMENT ON JUNE 8, 2020, REGARDING OUTDOOR PATIOS AND LIQUOR LICENCE EXTENSIONS, AND;*

*PASS BY-LAW NO. 2020-067, BEING A BY-LAW TO TEMPORARILY DELEGATE AUTHORITY TO THE MANAGER OF PLANNING AND DEVELOPMENT TO APPROVE CLASS III PERMITS, TO ALLOW OUTDOOR PATIOS FROM THE DATE OF SIGNING TO DECEMBER 31, 2020, AS PRESENTED IN COUNCIL REPORT PD-2020-13.*

**CARRIED-UNANIMOUS**

This permitted owners to occupy public sidewalks or property with tables and chairs when COVID-19 rules did not permit indoor dining (ie: Pho Hut, Old English, Boat Museum, Gananoque Boat Line and Stonewater Pub).

**Expiry Date:** December 31, 2020.

2. **Seasonal Permanent Patio** – Staff were requested to bring forward a Policy for seasonal permanent patios. The annual patio from May to October includes constructed pathways into parking spaces, fence railings, patio furnishings with prescribed details as set out in the bylaw. The recommendation by Staff to Council on July 21, 2020 was that the draft policy be posted on the Town’s website and circulated to the BIA board for comment prior to adoption.

By-law No. 2020-088, passed by Council on July 21, 2020, established a Class I Development Permit for Outdoor Patios Policy, and; was implemented on a pilot basis.

**Expiry Date:** No end date

**Moved by:** Councillor Osmond

**Seconded by:** Councillor Haird

*BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2020-088, BEING A BY-LAW TO ESTABLISH A CLASS I DEVELOPMENT PERMIT FOR OUTDOOR PATIOS POLICY, AS PRESENTED AND ATTACHED IN COUNCIL REPORT PD-2020-19,*

*AND FURTHER THAT THIS BE IMPLEMENTED ON A PILOT BASIS.*

**CARRIED – UNANIMOUS**

## **INFORMATION/DISCUSSION**

1. Council has received correspondence on the Agenda, which is requesting that Council consider the Temporary Outdoor Patio for 2021 as the pandemic continues to be on the forefront and impacting all businesses.

Staff have no objection to the request before Council.

2. In 2020, approval was issued to the Old English Pub, however, the seasonal permanent patio was never implemented for a number of reasons including timing, obtaining the materials and supplies, and the uncertainty of the pandemic.

Currently, Staff are expecting, or have on file, four Class I applications under the seasonal permanent patio. The process and requirements as adopted in the By-law is what Staff have been following as there was no end date identified for the pilot.

Based on the foregoing, it is difficult to analyze the pilot.

Staff recommend that Council provide an end date to the pilot project at a minimum of December 31, 2022. The rationale is that business owners are investing funds to meet the requirements of the By-law which includes contracted services, lumber, railings, patio furnishings and insurance.

Given it is expected to be another summer of uncertainty, it may be difficult to determine if the pilot is successful or not. Should there be issues or concerns raised the by-law provides for a permit to be terminated.

Any amendments or changes to the By-law would require Council approval.

**APPLICABLE POLICY/LEGISLATION:**

By-law No. 2020-067 – Temporary Delegated Authority – Class III Permits for Outdoor Patios

By-law No. 2020-088 – Class I Development Permit Outdoor Patio Policy

**FINANCIAL CONSIDERATIONS:**

n/a

**CONSULTATIONS:**

n/a

**ATTACHMENTS:**

Draft By-law No. 2021-055

Draft By-law No. 2021-056

<b>APPROVAL</b>	<p>_____</p> <p>Brenda Guy, Manager of Planning and Development</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 <i>Municipal Act</i> and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p>
-----------------	---

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2021-055

---

**BEING A BY-LAW TO AMEND BY-LAW NO. 2020-067, TO TEMPORARILY EXTEND DELEGATED AUTHORITY TO THE MANAGER OF PLANNING AND DEVELOPMENT TO APPROVE CLASS III PERMITS TO ALLOW OUTDOOR PATIOS UP TO AND INCLUDING DECEMBER 31, 2021**

---

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

**AND WHEREAS** on June 10, 2020, Council passed By-law No. 2020-067, being a By-law to temporarily delegate authority to the Manager of Planning and Development to approve Class III Permits to allow outdoor patios up to and including December 31, 2020;

**AND WHEREAS** the Council of the Town of Gananoque considered Council Report-PD-2021-08, and concurs with the recommendation to extend the temporary delegation of authority to the Manager of Planning and Development to approve Class III Permits to allow outdoor patios up to and including December 31, 2021;

**AND WHEREAS** the Council of the Corporation of the Town of Gananoque deems it appropriate and expedient to pass this By-law.

**NOW THEREFORE** the Council of the Corporation of the Town of Gananoque enacts as follows:

1. **AUTHORIZATION:**

1.1 That By-law No. 2020-067, be amended to extend the temporary delegation of authority to the Manager of Planning and Development to approve Class III Permits to allow outdoor patios, up to and including December 31, 2021.

2. **EFFECTIVE DATE:**

2.1 This By-law shall come into full force and effect on the date it is passed by Council and shall expire on December 31, 2021.

Read a first, second and third time and finally passed this 20<sup>th</sup> day of April, 2021.

---

Ted Lojko, Mayor

---

Penny Kelly, Clerk

(Seal)

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2021-056

---

BEING A BY-LAW TO AMEND BY-LAW NO. 2020-008, ESTABLISH A CLASS I DEVELOPMENT PERMIT FOR OUTDOOR PATIOS POLICY, TO RECOGNIZE THE SEASONAL PERMANENT PATIO PILOT END DATE AS DECEMBER 31, 2022

---

**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** the *Municipal Act*, 2001, S.O. 2001, c. 25, provides that the powers of every Council are to be exercised by By-law;

**AND WHEREAS** on July 21, 2020, the Council of the Town of Gananoque passed By-law No. 2020-088, being a By-law to establish a Class I Development Permit for Outdoor Patios Policy, and; implemented on a pilot basis, with no end date being established;

**AND WHEREAS** the Council of the Town of Gananoque received and considered Council Report PD-2021-08, and concurs with the recommendation to establish the Class I Development Permit for Outdoor Patios Policy pilot end date as December 31, 2022;

**AND WHEREAS** the Council of the Corporation of the Town of Gananoque deems it appropriate to pass this By-law.

**NOW THEREFORE** be it resolved that the Council of the Corporation of the Town of Gananoque enacts as follows:

**1. AUTHORIZATION:**

- 1.1. That By-law No. 2020-088, be amended to recognize the Seasonal Permanent Patio pilot end date as December 31, 2022.

**2. EFFECTIVE DATE:**

- 2.1. This By-law shall come into full force and effect on the date it is passed by Council.

Read a first, second and third time and finally passed this 20<sup>th</sup> day of April, 2021.

---

Ted Lojko, Mayor

---

Penny Kelly, Clerk

(Seal)



## Council Report – FIRE-2021-03

**Date:** April 20, 2021  **IN CAMERA**

**Subject:** Community Safety and Well-Being Plan – Work Plan

**Author:** Gord Howard, Fire Chief  **OPEN COUNCIL**

---

### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE COMMUNITY SAFETY AND WELLBEING PLAN WORK PLAN AND FORMS A WORKING GROUP CONSISTING OF COUNCILLORS \_\_\_\_\_, \_\_\_\_\_, AND \_\_\_\_\_ TO FURTHER EXPLORE AND IMPLEMENT THESE ACTION ITEMS, AS PRESENTED IN COUNCIL REPORT FIRE-2021-03.

### **STRATEGIC PLAN COMMENTS:**

Sector 5 – Community Protection – Strategic Initiative #3 – Make the Health and Safety of all staff and citizens a key priority.

### **BACKGROUND:**

On January 1, 2019, legislative requirements mandating Community Safety and Well-being planning under the *Police Services Act* came into effect. Under the Act, all municipalities are mandated to develop and adopt a Community Safety and Well-Being Plan by January 1<sup>st</sup>, 2021. Concurrently, Gananoque Police Services and Brockville Police Services initiated a process to develop a Community Safety and Well-being Plan for their respective municipalities. Council adopted the Town's Plan in July of 2019. The next step is to outline a Work Plan to achieve the stated goals and objectives.

### **INFORMATION/DISCUSSION:**

Attached is Version 1 of the Community Safety and Well-Being Work Plan. The Work Plan identifies "Priority Risk Action Items" along with potential stakeholders within the community who will help lead the identified recommendations within their respective risk category.

The Plan will be helpful in providing an overview of what currently exists in the community, as well as programming or initiatives that agencies and organizations are working on in relation to each priority risk.

### **APPLICABLE POLICY/LEGISLATION:**

*Police Services Act*



**FINANCIAL CONSIDERATIONS:**

As the Work Plan is implemented and recommendations come forward, in regard to mitigating some of the identified risks, financial contributions from the Town and others will be required.

**CONSULTATIONS:**

Chief Hull, Police Chief Gananoque Police Service  
Sgt. Scott Gee, Gananoque Police Service  
Jess Dodge, Community Outreach Program Case Worker

**ATTACHMENTS:**

Community Safety and Well-Being Work Plan

<b>APPROVAL</b>	<hr/> <p>Gord Howard, Fire Chief</p> <hr/> <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 <i>Municipal Act</i> and regulations.</p> <hr/> <p>Shellee Fournier, CAO</p>
-----------------	--

**Sector: Community Safety and Well-Being Work Plan**

Strategic Initiative	Action Item	Priority	Lead Department	Supporting Department(s)	Completion Date	Status	Cost
<b>Priority Risk #1: Mental Health</b>							
A	Continue to support having a case manager from Lanark, Leeds & Grenville Additions & Mental Health Working from Brockville Police Services detachment 3 times per week and Gananoque Police Services detachment 2 times per week	High	Police Services	Gananoque Police Service / Mental Health Worker	Ongoing	Ongoing	Approximately 37k annually (currently grant covered)
B	City of Brockville and Town of Gananoque continue to promote programs in their communities (ex. at YMCA, Stingers, libraries etc.)	High	Community Services	Police Services	Ongoing	Ongoing	Staff time
C	Include calendar of events on City and Town websites	Medium	Community Services	None	Ongoing	Ongoing	Staff time
D	Follow up with Kids Inclusive and Children's Mental Health of Leeds & Grenville to learn more about service coordination and integration	Medium	Community Services	Police Services	TBD		Staff time
E	Coordinate training for agencies (ex. Libraries) that act as a safe space for people with mental health issues	High	Community Services	Police Services	TBD		Unknown
F	Communication tool across agencies to share information about people with mental health issues in the community	Medium	Community Services	Health Services	TBD		Unknown

G	Explore idea of a "leisure card" for children and youth to increase access to opportunities: a leisure card is a subsidized card that supports access to leisure activities such as a sport, music lessons, dance classes, etc.	Medium	Community Services	Recreation	TBD		Unknown
H	Advocate for funding to obtain local statistics from the Centre for Addictions & Mental Health's (CAMH) Ontario Student Drug Use and Mental Health Surveys (OSDUHS)	Medium	Council	Community Services	TBD		Unknown
I	Involve youth in assessment, planning, intervention and evaluation (imperative)	Medium	Community Services	Board of Education	TBD		Unknown

**Sector: Community Safety and Well-Being Work Plan**

Strategic Initiative	Action Item	Priority	Lead Department	Supporting Department(s)	Completion Date	Status	Cost
<b>Priority Risk #2: Substance Use</b>							
A	Encourage municipal drug strategy in Brockville	N/A	N/A	Municipal Drug Strategy Working Group	N/A	N/A	N/A
B	Continue to support municipal drug strategy in Gananoque	N/A	Police Services	Municipal Drug Strategy Working Group	Ongoing	Ongoing	N/A
D	Consider implementing municipal alcohol policies	Medium	Council	Municipal Drug Strategy Working Group	TBD		Staff Time
E	Consider updating and consolidating smoking bylaws to include cannabis and e-cigarettes	Medium	Council	Municipal Drug Strategy Working Group	TBD		Staff Time
F	Consider licensing tobacco and e-cigarette vendors	Medium	Council	Municipal Drug Strategy Working Group	TBD		Staff Time
G	Advocate for funding to obtain local statistics from the Centre for Addictions and Mental Health's (CAMH) Ontario Student Drug Use and Mental Health Surveys (OSDUHS)	Medium	Council	Municipal Drug Strategy Working Group	TBD		Unknown

H	Involve youth in assessment (to ask why youth use substances), planning, intervention and evaluations (imperative	Medium	Municipal Drug Strategy Working Group	Board of Education	TBD		Unknown
---	---	--------	---------------------------------------	--------------------	-----	--	---------

**Sector: Community Safety and Well-Being Work Plan**

Strategic Initiative	Action Item	Priority	Lead Department	Supporting Department(s)	Completion Date	Status	Cost
<b>Priority Risk #3: Poverty</b>							
A	Educate businesses on what living wage is in Leeds & Grenville and support them in achieving this	High	Community Services	To be discussed by Municipal Drug Strategy Team	TBD		Unknown
B	Employment and Education Centre to continue to work with businesses on how to manage employees working more than one part-time job	High	EEC	Council	TBD		Unknown
C	Employment and Education Centre to continue to offer Homeward Bound program in Brockville	Medium	EEC	Council	TBD		Unknown
D	Explore if there is a need to offer the Employment and Education Centre's Homeward Bound program in Gananoque	Medium	EEC	Council	TBD		Unknown
E	Organizations and agencies continue to support Canada Learning Bond	High	EEC	Council	TBD		Unknown
F	Interview executive directors of Salvation Army in Brockville and Gananoque	Medium	Community Services	Council	TBD		Unknown

**Sector: Community Safety and Well-Being Work Plan**

Strategic Initiative	Action Item	Priority	Lead Department	Supporting Department(s)	Completion Date	Status	Cost
<b>Priority Risk #4: Housing</b>							
A	Explore strategies to increase awareness of housing services	High	Council	Affordable Housing Task Force/Planning Department	Ongoing	Ongoing	Unknown
B	Continue to be innovative within agency mandates to pilot different strategies	High	Council	Affordable Housing Task Force/Planning Department	Ongoing	Ongoing	Staff Time
C	Continue to provide residents with opportunities to meet their neighbours	Medium	Council	Community Services	Ongoing	Ongoing	Unknown
D	Continue to offer safety training to residents	High	Council	Council	Ongoing	Ongoing	Unknown

**Sector: Community Safety and Well-Being Work Plan**

Strategic Initiative	Action Item	Priority	Lead Department	Supporting Department(s)	Completion Date	Status	Cost
<b>Priority Risk #5: Homelessness</b>							
A	Consider opening libraries as warming centres during extreme cold warnings	High	Library Board	Municipal Emergency Control Group	TBD		Unknown
B	Explore idea of opening homeless shelters in Brockville and Gananoque	High	Council	Community Services	TBD		Unknown
C	Connect Youth available to provide presentations on homelessness to community groups	Medium	Community Services	Board of Education	TBD		Unknown



**Sector: Community Safety and Well-Being Work Plan**

Strategic Initiative	Action Item	Priority	Lead Department	Supporting Department(s)	Completion Date	Status	Cost
<b>Priority Risk #6: Transportation</b>							
A	Interview Manager of Public Works with Town of Gananoque	Medium	Council	Public Works	TBD		Staff Time
B	Consider strategies to increase transportation between municipalities	Medium	Mayor Ted Lojko Councilor Adrian Haird	Public Works	TBD		Staff Time
C	Review City of Brockville's Active Transportation Plan once released	High	Community Services	Public Works	TBD		Staff Time
D	Consider strategies to educate public use of pedestrian crosswalks/crossovers	High	Fire	Community Services	Ongoing		Unknown
F	Consider implementing Walking School Bus program in Gananoque	Medium	Council	Board of Education	TBD		Unknown
E	Promote Walking School Bus program in Brockville	N/A	N/A	N/A	N/A	N/A	N/A

**Sector: Community Safety and Well-Being Work Plan**

Strategic Initiative	Action Item	Priority	Lead Department	Supporting Department(s)	Completion Date	Status	Cost
<b>Priority Risk #7: Criminal Activity</b>							
A	Increase awareness in community about when it is necessary to 9-1-1	High	Gananoque Police Service	Gananoque Police Service	Ongoing	Ongoing	Unknown
B	Educate community about Good Samaritan Act	High	Fire	Gananoque Police Service	Ongoing		Unknown
C	Interview: Judge from the Ontario Court of Justice, Judge from Superior Court of Justice (responsible for Family Court), Crown Attorney for Youth, Defence Attorney	Medium	Community Services	Court of Justice	TBD		Staff Time
D	Increase opportunities for recreation and other free activities in the community for youth	High	Community Services	Council	TBD		Unknown
E	Broaden direct accountability program to include anger management and substance use	Medium	Gananoque Police Service		TBD		Unknown
F	Explore strategies to increase positive parenting/role modeling/adult allies in the community	High	Council	Community Services	TBD		Unknown

G	Organizations partner with local high schools to teach about positive parenting and role modeling	High	Council	Board of Education	TBD		Unknown
H	Provide presentations to newcomers to Canada on police services and accessing police	Medium	Gananoque Police Service	Syrian Refugee Group	TBD		Unknown

**Sector: Community Safety and Well-Being Work Plan**

Strategic Initiative	Action Item	Priority	Lead Department	Supporting Department(s)	Completion Date	Status	Cost
<b>Priority Risk #8: Domestic Abuse</b>							
A	Interview executive director or other suitable representative from Leeds & Grenville Interval House	High	Gananoque Police Service / Mental Health Worker	Police Board	TBD		Staff Time
B	Victim Witness Assistance Program to continue to offer workshops/trainings on domestic abuse for police officers	High	Gananoque Police Service / Mental Health Worker	Police Board	TBD		Unknown
C	Explore strategies to increase awareness of what domestic abuse looks like in the teen years	High	Gananoque Police Service / Mental Health Worker	Police Board	TBD		Unknown

**Sector: Community Safety and Well-Being Work Plan**

Strategic Initiative	Action Item	Priority	Lead Department	Supporting Department(s)	Completion Date	Status	Cost
<b>Priority Risk #9: Sexual Assault</b>							
A	Have a Public Health Nurse working in sexual health sit on Victim Witness Assistance Program's (VWAP) Victim Issues Coordinating Committee	High	Gananoque Police Service	Police Board	TBD		Unknown
B	VWAP to continue to offer workshops/training on sexual assault for police officers	High	Gananoque Police Service	VWAP	TBD		Unknown
C	VWAP recommends having Health Unit staff involved in protocols (ex. Sexual assault protocol)	High	Gananoque Police Service	VWAP	TBD		Unknown
D	Contact HIV/AIDS Regional Services (HARS) program out of Kingston as they serve Brockville and Gananoque; VWAP works closely with them	High	Gananoque Police Service	Health Services	TBD		Unknown
E	Consider satellite clinics to offer services to increase access	High	Gananoque Police Service	VWAP	TBD		Unknown
F	Explore opportunities for cross-training with partners	High	Gananoque Police Service	VWAP	TBD		Unknown

**Sector: Community Safety and Well-Being Work Plan**

Strategic Initiative	Action Item	Priority	Lead Department	Supporting Department(s)	Completion Date	Status	Cost
<b>Priority Risk #10: Priority Populations</b>							
A	<p><b>Newcomers to Canada</b> - Immigration Partnership and employment agency partners to continue to educate - Consider strategies to increase awareness of services available for newcomers (ex. ESL classes through TR Leger)</p>	High	Council	Community Services			Unknown
B	<p><b>LGBTQ+ Communities</b> - Explore options for training service providers and community agencies to offer inclusive care and safe inclusive spaces - All schools work towards being accepting and inclusive, having a safe space for students to go - Interview Brockville Pride lead to gain their insight</p>	High	Council	Community Services	Ongoing		Unknown
C	<p><b>Those Living with Development and/or Intellectual Disabilities</b> Increased collaboration across sectors, cross-sector teaching and knowledge exchange (ex. ~30 - 40% of Developmental Services clients experience mental health issues; partner with other experts in this field) - Agencies consider how to be flexible with mandate, to increase provision of services - Multi-sector planning to develop a single plan of care for an individual - Connect with: Brockville Area Community Living Association, Brockville and District Association for Community Involvement, Community Living Kingston &amp; District, Gananoque &amp; District Association for Community Living</p>	High	Council	Community Services	Ongoing		Unknown
D	<p><b>Seniors</b> - Advocate for and work towards making Brockville and Gananoque "Age-Friendly Communities" (Township of Leeds and the Thousand Islands has this designation) - Increase presence of first responders at events geared towards seniors (ex. adult day programs) - Health care providers (ex. family health teams, community health centres, hospitals) being aware of services provided by CPHC and referring patients - Explore idea of developing a table or committee with the focus of seniors in the community to exchange information, share resources, support each other, etc.</p>	High	Council	Community Services	Ongoing		Unknown

E	<p><b>Children &amp; Youth</b> - Contact Youth Probation Officer to gain perspective for Community Safety and Well-being Plan</p> <ul style="list-style-type: none"> <li>- Explore strategies for having a social worker accessible through library</li> <li>- Increase opportunities for youth to have unstructured programming</li> <li>- Create awareness in community and with businesses that youth are interested in volunteering and working in their communities</li> <li>- Youth Advisory Committee; include youth in decision-making</li> <li>- Encourage local businesses, organizations and agencies to participate in Every Kid in Our Communities Leeds &amp; Grenville's "Start with Hello" campaign</li> <li>- Advocate for funding to obtain local statistics from the Centre for Addictions and Mental Health's (CAMH) Ontario Student Drug Use and Mental Health Surveys (OSDUHS)</li> </ul>	High	Gananoque Police Service	Council	Ongoing		Unknown
F	<p><b>Indigenous Cultures</b> - Form Friendship Circles in every community</p> <ul style="list-style-type: none"> <li>- Encourage service providers to offer cultural sensitivity training for their staff: Metis Nation of Ontario, Tungasuvvingat Inuit and Indigenous Friendship Centres of Ontario each provide training. It is recommended to have each organization provide training on Metis, Inuit and Indigenous cultures, respectively</li> </ul>	High	Council	Community Services	Ongoing		Unknown
	<p>Implement Declaration: Canadian Coalition of Municipalities against Racism and Discrimination</p>	High	Council		TBD		Staff Time
	<p>Engage UNESCO (UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION) for further information and initiatives that the Town of Gananoque can benefit from</p>	High	Council		Ongoing	Ongoing	Staff Time

**Sector: Community Safety and Well-Being Work Plan**

Strategic Initiative	Action Item	Priority	Lead Department	Supporting Department(s)	Completion Date	Status	Cost
<b>Future Recommendations</b>							
A	Send out surveys to agencies and organizations to gain their perspective on information	Medium	Council		TBD		Unknown
B	Conduct community consultations with individual municipalities or groups to learn from residents	Medium	Council		TBD		Unknown
C	Conduct key informant interviews with other stakeholders that were not reached during the first phase	Medium	Council		TBD		Unknown
D	Conduct focus groups with priority populations and clients who access their services to hear their voice	Medium	Council		TBD		Unknown
E	Look into and include data, stats, references, etc. to compliment the priority risks identified in the plan	Medium	Council		TBD		Unknown



F	Identify representatives from agencies and organizations whose work aligns with the identified priority risks; have them monitor data within their topic area(s)	Medium	Council		TBD		Unknown
---	--	--------	---------	--	-----	--	---------



**Council Report – CS-2021-23**

**Date:** April 20, 2021

**IN CAMERA**

**Subject:** Marina Master Plan Working Group Recommendations

**Author:** Doug Wark, Manager of Community Services

**OPEN SESSION**

---

**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO ENGAGE IN PUBLIC CONSULTATION (INCLUDING INTERNAL TOWN DEPARTMENTS, THE COMMUNITY, AND MARINA CUSTOMERS) REGARDING THE OPTION TO PERMANENTLY CLOSE BAY ROAD FROM VEHICULAR TRAFFIC, AS PRESENTED IN COUNCIL REPORT CS-2021-23.

---

**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE ACCEPTS THE RECOMMENDATION OF THE MARINA MASTER PLAN WORKING GROUP TO DEFER ANY IMMEDIATE PLANNING AND ACTIONS TO PURSUE THE INSTALLATION OF A FOURTH TOWN GATE LOCATED AT THE MARINA, AS PRESENTED IN COUNCIL REPORT CS-2021-23.

---

**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO ISSUE AN EXPRESSION OF INTEREST FOR A PUBLIC PRIVATE PARTNERSHIP FOR THE GANANOQUE MUNICIPAL MARINA DEVELOPMENT AS IDENTIFIED IN THE MARINA MASTER PLAN AND REPORT BACK TO COUNCIL, AS PRESENTED IN COUNCIL REPORT CS-2021-23.

---

**STRATEGIC PLAN COMMENTS:**

Sector #1 – Economic Prosperity – Strategic Initiative #1 – Ensure that Gananoque is and remains an affordable place to do business and raise a family. Action L) Explore Public/Private Partnerships that would generate ongoing revenue sources for the Town. Action N) Be prudent with Asset Management planning and funding.

Sector #2 – Environment and Infrastructure – Strategic Initiative #4 – Complete a Marina Master Plan to ensure the Marina remains cost effective and enhances visitor and resident experience.

---

Sector #8 – Governance and Administration – Strategic Initiative # - Prioritize the use of Strategic Planning as a tool for the Town’s long-term planning goals. Action A) Attribute annual resources (human and financial) to projects that directly support the Strategic Plan.

**BACKGROUND:**

At the February 2, 2021 Council Meeting, staff presented report CS-2021-10 with recommendations related to the Marina Master Plan next steps. Council provided the following direction:

**Motion #2021-017**

**Moved:** Councillor Anderson

**Seconded by:** Councillor Harper

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO ESTABLISH A GANANOQUE MUNICIPAL MARINA STRATEGIC PLANNING WORKING GROUP TO REVIEW THE OPTIONS AS IDENTIFIED IN THE MASTER PLAN AND PREPARE A SPECIFIC PLAN INCLUDING ESTIMATED COSTS FOR COUNCIL’S CONSIDERATION, AS PRESENTED IN COUNCIL REPORT CS-2021-10.

The scope of work is to review the options as identified in the Master Plan and prepare a specific plan including estimated costs for Council’s consideration.

Additionally, Council directed the Marina Master Plan Working Group to consider the permanent closure of Bay Road and the addition of a fourth Town Gate.

**Motion #2020-263**

**Moved:** Councillor Haird

**Seconded by:** Councillor Osmond

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE BAY ROAD – PERMANENT CLOSURE REQUEST REPORT FOR INFORMATION, AND FURTHER THAT THE CONTEMPLATED CLOSURE OF BAY ROAD BE REVIEWED AS PART OF THE MARINA MASTER PLAN, AS PRESENTED IN COUNCIL REPORT ROADS-2020-17.

**Motion #2021-034**

**Moved:** Deputy Mayor Osmond

**Seconded by:** Councillor Haird

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES 4<sup>th</sup> TOWN GATE – RECOMMENDATION FROM ECONOMIC DEVELOPMENT ADVISORY PANEL FOR INFORMATION; AND FURTHER THAT THE ECONOMIC DEVELOPMENT ADVISORY PANEL RECOMMENDATION BE REVIEWED AS PART OF THE MARINA MASTER PLAN, AS PRESENTED IN COUNCIL REPORT CS-2021-19.

**INFORMATION/DISCUSSION:**

The Marina Master Plan Working Group was struck consisting of the following members: Councillor Anderson, Chair, Councillor Harper, Councillor O’Connor, Peter Fitton (Thousand Islands Association), Doug Bickerton (Rotary Club of Gananoque), and Steve Behal (local business owner). Doug Wark (Manager of Community Services), Kari Lambe (former Manager of Community Services) and Kim McQuaid (Marina and Recreation Coordinator) provided staff support.

The Marina Master Plan Working Group has met on an ongoing basis to discuss planning and actions to move forward with improvements to the Gananoque Municipal Marina based on the recommendations from the Marina Master Plan as presented to Council in November 2020. The working group has formalized the following three recommendations for Council's consideration.

Working Group Recommendation #1: *Public consultation on the closure of Bay Road.*

The Marina Master Plan Working Group recommends that Council proceed with the permanent closure of Bay Road to vehicular traffic. The working group discussed the closure of Bay Road in order to re-develop the road into a multi purpose pathway that better supports this section of the Great Lakes Waterfront Trail as a prime location for cyclists and walkers to view the St. Lawrence River and 1000 Islands.

However, upon further preliminary consultation with municipal departments, including emergency services (police and fire), concerns were expressed, including but not limited to, compromising both police and fire's ability to respond to emergencies with no alternative route/access. There is also discussion regarding the ability for trucks and trailers to safely maneuver through the parking lot. Given the feedback received, staff recommend that further staff and public consultation (including consultation with marina customers) be completed in order to receive and evaluate feedback regarding the permanent closure of Bay Road. Once the feedback has been collected, these findings along with further recommendations from municipal departments will be presented to Council for consideration.

Working Group Recommendation 2: *Defer any immediate planning and actions to pursue the installation of a fourth Town Gate.*

The Marina Master Plan Working Group recommends that Council defer pursuing immediate plans to build a fourth Town Gate at the Marina as it is not a financial priority.

Working Group Recommendation 3: *Request For Proposal (RFP) for a Public Private Partnership (P3).*

The Marina Master Plan Working Group recommends that Council move forward with issuing an RFP to explore a potential Public Private Partnership (P3) investment to build a new marina building that would include potential for year-round offerings/amenities (not including traditional marina docking services and amenities).

The Gananoque Municipal Marina Master Plan included a structural condition assessment on the marina buildings. The main and satellite buildings are approximately combined 2,200 square foot and hosts the marina office, mechanical room, laundry, shower and washroom facilities. The buildings are "generally in good condition and suitable for the current use", p24. "However, the buildings are not ideally suited for supporting a second story addition, without potential costly modifications to the foundation, or expanded footprint," p26.

The Marina Master Plan Working Group was asked by Council to review the options identified in the Marina Master Plan. The options in the plan and discussed during the working group meetings included:

- Option A – Maintain Status Quo: maintain the existing building with basic repairs and facility upgrades as needed.
- Option B – Minimum Marina Enhancement: moderate investment into the redevelopment of a new building and possible Public Private Partnership (P3).
- Option C – Best-In-Class: extensive redevelopment including a new state of the art facility and possible Public Private Partnership (P3).

The Working Group would like to investigate the viability of Options B and C in order to build a facility that would better meet the needs of the boating community and optimize the premier waterfront location. The vision for this facility (under Options B and C) is to become a year-round multi-use marina. It is the recommendation of the Working Group that a Public Private Partnership (P3) be sought in order to gain the needed capital investment to create a new first-class marina facility.

The Working Group recommends that the Town issue an RFP to identify interested investors, their proposed business plan including revenue/cost sharing models. The results of proposals received will be presented to Council for consideration and direction. The working group believes that a Public Private Partnership is a win-win situation for all parties involved.

**APPLICABLE POLICY/LEGISLATION:**

Procurement By-law No. 2015-087, as amended

**FINANCIAL CONSIDERATIONS:**

Working Group Recommendation 1: Public consultation – Bay Road closure.  
There are no direct financial costs to seek public consultation.

Working Group Recommendation 2: No further plans/actions to build a fourth Town Gate.  
There is no financial impact.

Working Group Recommendation 3: Issue an RFP for a Public Private Partnership (P3).  
The RFP will indicate that the Town reserves the right to not award/move forward with the project. Therefore, there are no financial commitments and or impacts related to issuing the RFP.

**CONSULTATIONS:**

Garry Hull, Chief of Police  
Gord Howard, Fire Chief  
Paul McMunn, Manager of Public Works  
Robert Kennedy, Superintendent of Parks and Facilities  
Kim McQuaid, Marina and Recreation Coordinator  
Marina Master Plan Working Group

**ATTACHMENTS:**

None.

<b>APPROVAL</b>	<hr/> <p>Doug Wark, Manager of Community Services</p> <hr/> <p>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 <i>Municipal Act</i> and regulations.</p> <hr/> <p>Shellee Fournier, CAO</p>
-----------------	--



**MOTION / RESOLUTION OF COUNCIL**

<b>Date:</b> April 20, 2021	<b>Motion No.</b> 2021 – 062
<b>Subject:</b> Approval of Minutes – Tuesday, April 6, 2021	
<b>Moved by:</b>	
<b>Seconded by:</b>	
<p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE REGULAR MINUTES OF TUESDAY, APRIL 6, 2021, MEETING.</p>	

**Ayes** \_\_\_\_\_ **Nays** \_\_\_\_\_

**Carried:** \_\_\_\_\_

**Defeated:** \_\_\_\_\_

**Tabled/Postponed:** \_\_\_\_\_

\_\_\_\_\_  
Ted Lojko, Mayor

MA s. 246 - When a recorded vote is requested, the Clerk will call for each Councillors vote (Aye or Nay), mark the recorded vote as indicated by the member, and announce whether the motion is carried or defeated. The Mayor will then sign the motion.

<b>RECORDED VOTE:</b>	<b>Aye</b>	<b>Nay</b>
Anderson, D.		
Haird, A.		
Harper, M.		
Kench, M.		
O'Connor, D.		
Osmond, D.		
Lojko, T.		
<b>TOTALS</b>		

**REGULAR COUNCIL MEETING MINUTES**

Held on Tuesday, April 6, 2021 at 6:00 PM  
Held via WebEx Video and Teleconference

COUNCIL MEMBERS PRESENT		STAFF PRESENT
<b>Mayor:</b>	Ted Lojko	Shellee Fournier, CAO
<b>Councillors:</b>	Dave Anderson	Penny Kelly, Clerk/CEMC
	Adrian Haird	Brenda Guy, Manager of Planning and Development
	Matt Harper	Melanie Kirkby, Treasurer
	Mike Kench	Kari Lambe, Manager of Community Services
	Dennis O'Connor	Doug Wark, Incoming Manager of Community Services
	David Osmond	Paul McMunn, Manager of Public Works
		Gord Howard, Fire Chief

<b>1.</b>	<b>Call Meeting to Order</b>
	Mayor Lojko called the meeting to order at 5:03 PM.
<b>2.</b>	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof</b>
	<ol style="list-style-type: none"> <li>1. Councillor Harper declared a pecuniary interest with respect to correspondence entitled "Gananoque Boat Line (GBL) by Hornblower – Request for Support" as GBL/Hornblower is his employer.</li> <li>2. Mayor Lojko declared a pecuniary interest with respect to Report Council-PD-2021-05 entitled "Amend General Fees and Rates By-law No. 2016-047 – Add Outdoor Patio Fees", as his partner may be applying for an Outdoor Patio Permit.</li> </ol>
<b>3.</b>	<b>Closed Meeting of Council (Beginning at 5:03 PM)</b>
	<b>Move Into Closed Session</b> <ul style="list-style-type: none"> <li>• Moved by Councillor Harper that the Council of the Town of Gananoque in accordance with Section 239.2 of the <i>Municipal Act</i>, moves into Closed Session at 5:03 PM for the purpose of discussing one (1) item under Litigation or Potential Litigation, including Matters Before Administrative Tribunals, Affecting the Municipality or Local Board.</li> </ul> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<b>4.</b>	<b>Move Out of Closed Session at 5:48 PM</b>
	<b>The Open Session of Council began at 6:00 PM</b>
<b>5.</b>	<b>Matters Arising from Closed Session</b>
	<ul style="list-style-type: none"> <li>• Council held a Closed Meeting tonight to discuss one (1) item Litigation or Potential Litigation, including Matters Before Administrative Tribunals, Affecting the Municipality or Local Board. There was nothing to report out on this item.</li> </ul>
<b>6.</b>	<b>Public Question / Comment (Only Addressing Reports on the Agenda)</b>
	<ul style="list-style-type: none"> <li>• A member of the public spoke to an item on the Agenda.</li> </ul>
<b>7.</b>	<b>Disclosure of Additional Items – None</b>
<b>8.</b>	<b>Presentations / Awards / Deputations</b>
	<ol style="list-style-type: none"> <li>1. <b>Town Crier Announces Gananoque's Poet Laureate – Gretchen Huntley</b> <ul style="list-style-type: none"> <li>• Due to technical difficulties, this item will be brought back to the next scheduled Council meeting on April 20, 2021.</li> </ul> </li> </ol>













20.	<b>Questions from the Media</b>
	<ul style="list-style-type: none"> <li>• There being none, the Chair moved on to the next item.</li> </ul>
21.	<b>Confirmation By-law</b>
	<p><b>By-law No. 2021-050 – Confirming By-law – April 6, 2021 (3 Readings)</b></p> <p><b>Moved by:</b> Deputy Mayor Osmond                      <b>Seconded by:</b> Councillor Haird</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2021-050, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS REGULAR MEETING HELD ON TUESDAY, APRIL 6TH, 2021, BE READ THREE TIMES AND FINALLY PASSED THIS 6TH DAY OF APRIL 2021.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
22.	<b>Next Meeting:</b> Tuesday, April 20, 2021 at 6:00 PM.
23.	<b>Adjournment</b>
	<p><b>Moved by:</b> Deputy Mayor Osmond</p> <p>Be it resolved that Council hereby adjourns this regular meeting of Council at 8:43 PM.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<p>_____</p> <p>Ted Lojko, Mayor</p>	<p>_____</p> <p>Penny Kelly, Clerk / CEMC</p>



**MOTION / RESOLUTION OF COUNCIL**

<b>Date:</b> April 20, 2021	<b>Motion No. 2021 –</b>
<b>Subject: Notice of Motion – Temporarily Set Aside General Fees and Rates By-law No. 2016-047 – Outdoor Patios</b>	
<b>Moved by:</b>	
<b>Seconded by:</b>	
<p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2021-059, BEING A BY-LAW TO TEMPORARILY SET ASIDE THE GENERAL FEES AND RATES BY-LAW NO. 2016-047, SCHEDULE "D-3", SUBSECTION 3), THE CLASS I DEVELOPMENT PERMIT FEE, AS IT RELATES TO OUTDOOR PATIOS ONLY, UP TO AND INCLUDING DECEMBER 31, 2021.</p>	

Ayes \_\_\_\_\_ Nays \_\_\_\_\_

Carried: \_\_\_\_\_

Defeated: \_\_\_\_\_

Tabled/Postponed: \_\_\_\_\_

\_\_\_\_\_  
Ted Lojko, Mayor

MA s. 246 - When a recorded vote is requested, the Clerk will call for each Councillors vote (Aye or Nay), mark the recorded vote as indicated by the member, and announce whether the motion is carried or defeated. The Mayor will then sign the motion.

RECORDED VOTE:	Aye	Nay
Anderson, D.		
Haird, A.		
Harper, M.		
Kench, M.		
O'Connor, D.		
Osmond, D.		
Lojko, T.		
<b>TOTALS</b>		

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2021-059

---

**BEING A BY-LAW TO TEMPORARILY SET ASIDE THE PROVISIONS OF THE GENERAL FEES AND RATES BY-LAW NO. 2016-047, SCHEDULE "D-3", SUBSECTION 3), THE CLASS I DEVELOPMENT PERMIT FEE, AS IT RELATES TO OUTDOOR PATIOS, UNTIL DECEMBER 31, 2021.**

---

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

**AND WHEREAS** on April 20, 2021, a Notice of Motion entitled "Temporarily Set Aside General Fees and Rates By-law No. 2016-047 – Outdoor Patios" was presented and considered by the Council of the Town of Gananoque to pass a By-law to temporarily set aside the provisions of the General Fees and Rates By-law No. 2016-047, Schedule "D-3", Subsection 3), Class 1 Development Permit Fee, as it relates to outdoor patios only, up to and including December 31, 2021;

**AND WHEREAS** the Council of the Corporation of the Town of Gananoque deems it appropriate and expedient to pass this By-law.

**NOW THEREFORE** the Council of the Corporation of the Town of Gananoque enacts as follows:

1. **AUTHORIZATION:**

1.1 That the provisions of the General Fees and Rates By-law No. 2016-047, Schedule "D-3", subsection 3), the Class I Development Permit Fee, as it relates to outdoors patios only, be temporarily set aside until December 31, 2021.

2. **EFFECTIVE DATE:**

2.1 This By-law shall come into full force and effect on the date it is passed by Council and shall expire on December 31, 2021.

Read a first, second and third time and finally passed this 20<sup>th</sup> day of April 2021.

---

Ted Lojko, Mayor

---

Penny Kelly, Clerk

(Seal)





**MOTION / RESOLUTION OF COUNCIL**

<b>Date:</b> April 20, 2021	<b>Motion No. 2021 –</b>
<b>Subject: Notice of Motion – Temporarily Set Aside Sign By-law No. 2005-41 – Outdoor Patios</b>	
<b>Moved by:</b>	
<b>Seconded by:</b>	
<p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2021-060, BEING A BY-LAW TO TEMPORARILY SET ASIDE THE PROVISIONS OF THE SIGN BY-LAW NO. 2005-41, REGARDING SANDWICH BOARDS AND ANY SUCH SIGN THAT MAY BE REQUIRED RELATING TO OUTDOOR PATIOS ONLY, UP TO AND INCLUDING DECEMBER 31, 2021.</p>	

**Ayes** \_\_\_\_\_ **Nays** \_\_\_\_\_

**Carried:** \_\_\_\_\_

**Defeated:** \_\_\_\_\_

**Tabled/Postponed:** \_\_\_\_\_

\_\_\_\_\_  
 Ted Lojko, Mayor

MA s. 246 - When a recorded vote is requested, the Clerk will call for each Councillors vote (Aye or Nay), mark the recorded vote as indicated by the member, and announce whether the motion is carried or defeated. The Mayor will then sign the motion.

<b>RECORDED VOTE:</b>	Aye	Nay
Anderson, D.		
Haird, A.		
Harper, M.		
Kench, M.		
O'Connor, D.		
Osmond, D.		
Lojko, T.		
<b>TOTALS</b>		

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2021-060

---

**BEING A BY-LAW TO TEMPORARILY SET ASIDE THE PROVISIONS OF THE SIGN BY-LAW NO. 2005-41, REGARDING SANDWICH BOARDS AND ANY SUCH SIGN THAT MAY BE REQUIRED RELATING TO OUTDOOR PATIOS ONLY, UP TO AND INCLUDING DECEMBER 31, 2021**

---

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

**AND WHEREAS** on June 8, 2020, the Province implemented regulatory changes that give the Alcohol and Gaming Commission of Ontario (AGCO) the discretion to allow licensed establishments to temporarily add or increase the size of their patios once they are permitted to reopen;

**AND WHEREAS** on April 20, 2021, a Notice of Motion entitled “Temporarily Set Aside Sign By-law No. 2005-41 – Outdoor Patios” was presented and considered by the Council of the Town of Gananoque, to pass a By-law to temporarily set aside the provisions of the Sign By-law No. 2005-41, regarding sandwich boards and any such sign that may be required relating to outdoor patios only, up to and including December 31, 2021;

**AND WHEREAS** the Council of the Corporation of the Town of Gananoque deems it appropriate and expedient to pass this By-law.

**NOW THEREFORE** the Council of the Corporation of the Town of Gananoque enacts as follows:

1. **AUTHORIZATION:**

1.1 That the provisions of the Sign By-law No. 2005-41, regarding sandwich boards and any such sign that may be required relating outdoor patios be temporarily set aside until December 31, 2021.

2. **EFFECTIVE DATE:**

2.1 This By-law shall come into full force and effect on the date it is passed by Council and shall expire on December 31, 2021.

Read a first, second and third time and finally passed this 20<sup>th</sup> day of April 2021.

---

Ted Lojko, Mayor

---

Penny Kelly, Clerk

(Seal)



**MOTION / RESOLUTION OF COUNCIL**

<b>Date:</b> April 20, 2021		<b>Motion No. 2021 –</b>
<b>Subject: Notice of Motion – Budget Deviation – Oak Alley</b>		
<b>Moved by:</b>		
<b>Seconded by:</b>		
<p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES A BUDGET DEVIATION IN THE AMOUNT OF \$180,000, TO BE FUNDED FROM THE GAS TAX FUNDING, TO INCLUDE OAK ALLEY IN THE 2021 ASPHALT, MILLING AND PAVING PROJECTS.</p>		

**Ayes** \_\_\_\_\_ **Nays** \_\_\_\_\_

**Carried:** \_\_\_\_\_

**Defeated:** \_\_\_\_\_

**Tabled/Postponed:** \_\_\_\_\_

\_\_\_\_\_  
 Ted Lojko, Mayor

MA s. 246 - When a recorded vote is requested, the Clerk will call for each Councillors vote (Aye or Nay), mark the recorded vote as indicated by the member, and announce whether the motion is carried or defeated. The Mayor will then sign the motion.

<b>RECORDED VOTE:</b>	<b>Aye</b>	<b>Nay</b>
Anderson, D.		
Haird, A.		
Harper, M.		
Kench, M.		
O'Connor, D.		
Osmond, D.		
Lojko, T.		
<b>TOTALS</b>		



## Council Report – CAO-2021-03

**Date:** April 20, 2021

**IN CAMERA**

**Subject:** Artefact Oversight Committee Recommendations

**Author:** Shellee Fournier, CAO

**OPEN COUNCIL**

---

### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2021-057, BEING A BY-LAW TO APPROVE THE FOLLOWING HISTORICAL OBJECTS TO BE ADDED TO THE TOWN'S CIVIC COLLECTION:

1. D. F. JONES MANUFACTURING CO. ARCHIVAL COLLECTION. 2 INVOICE LEDGERS AND 61 ASSORTED FINANCIAL DOCUMENTS DATED 1879 TO 1884.
2. SOUVENIR TUMBLER (SOUVENIR OF THOUSAND ISLANDS).
3. COW & GATE (CANADA) LIMITED FARMER'S WIFE IRRADIATED MILK INFANT FOOD INSTRUCTION CARDS (X4).
4. COW & GATE (CANADA) LIMITED FEEDING TABLE FOR NORMAL INFANT INSTRUCTION CARD,

AS PRESENTED IN COUNCIL REPORT CAO-2021-03.

### **STRATEGIC PLAN COMMENTS:**

Sector 4 – Quality of Life – Strategic Initiative #2 – To ensure the heritage of our community is protected.

### **BACKGROUND:**

Joanne van Dreumel, from the ACHM/TIHM will be making a delegation on April 20<sup>th</sup>, 2021 to present the Artefact Oversight Committee recommendations. The Artefact Oversight Committee, through an Agreement with the Town, oversees and cares for the Town's Civic Collection.

### **INFORMATION/DISCUSSION:**

The Committee has provided several recommendations for Council consideration/approval.

1. The AOC is recommending that the Town accept the new items into the Town's Civic Collection (Reference Attachment)

### **APPLICABLE POLICY/LEGISLATION:**

By-law No. 2016-055 – Collections Management Policy

By-law No. 2020-022 – Artefact Oversight Agreement

**FINANCIAL CONSIDERATIONS:**

Under the Agreement, the annual contribution to the AOC is \$15,000 per year for a five (5) year period ending on December 31, 2024.

**CONSULTATIONS:**

Joanne van Dreumel, ACHM/TIHM

**ATTACHMENTS:**

Artefacts Recommended to be added to the Civic Collection  
Draft By-law No. 2021-057

<b>APPROVAL</b>	<hr/> <p>Shellee Fournier, CAO</p> <hr/> <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 <i>Municipal Act</i> and regulations.</p>
-----------------	---

TOWN OF GANANOQUE

Potential Acquisition for the Gananoque Civic Collection

**Object(s):** D. F. Jones Manufacturing Co. archival collection

**Source:** St. Catherines Museum & Welland Canals Centre (transfer)



**Description (Images attached.):** Set of 2 Scrapbook style invoice books with financial documents from January 10, 1879 to August 20, 1884 pasted double-sided on pages; collection of 59 individual financial documents including receipts, invoices, order forms, letters, and other documents both sent and received by D. F. Jones MFG Co.; 1 set of blank D. F. Jones MFG Co. order forms; and 1 set of blank bank cheques from The Merchants Bank of Canada, Gananoque.

**Condition:** Ranges from Excellent to Poor, but all documents are stable and legible.

**Significance:** Represents a historically and culturally significant Gananoque-based company; representative of Gananoque’s historic role as a centre for manufacturing and industry; provides relatively complete record of financial activities of D.F. Jones MFG Co. in late 19<sup>th</sup> Century, complimenting current holdings of Civic Collection.

**Rationale for Acceptance:**

	CRITERIA
✓	Relevance to the mandate of the civic collection and to the current collections development objectives if there is a collections development plan in place
✓	Significance, such as association with an event, person, historical period, or geographic area
✓	Sufficient human and financial resources to acquire, document, preserve, store, and interpret the artefact or specimen
✓	Sufficient physical space available
✓	Identified opportunities for use, e.g. exhibition, research, etc.
✓	Physical condition
✓	Cultural sensitivity
✓	Oral or written documentation to support ownership, authenticity, study, and use
✓	Absence of threats to users or to other elements of the collection
✓	Absence of restrictions on use or disposition
✓	Compliance with applicable legislation, regulations and conventions
✓	Strengthen collections areas in which there is a current recognized interest or specialization, especially when these objects are threatened by destruction or irreversible deterioration
✓	Fill gaps in the storyline of Gananoque and the Thousand Islands
✓	Broaden the comparative base of established collection areas/subjects

**Approved for acceptance into the Gananoque Civic Collection:** \_\_\_\_\_

Date





TOWN OF GANANOQUE

Potential Acquisition for the Gananoque Civic Collection

**Object:** Tumbler (Souvenir of Thousand Islands)

**Source:** Norman George

**Description (Images attached.):** Cylindrical white porcelain ceramic souvenir tumbler decorated on exterior sides with black transfer print and gold-coloured gilding at top rim and bottom edge. Produced in Austria circa 1890 by Wheelock for Nash Bros. Steamboat News Agents. Print consists of title "Souvenir of Thousand Islands" on front and images of regional highlights along sides with captions beneath, including "The New Frontenac Hotel and Annex", "Steamer St. Lawrence", and "Castle Rest".



**Condition:** Good – minor abrasion to top and bottom edges.

**Significance:** Represents the history of the 1000 Islands region as a centre of culture and tourism, as well as the role of the tourism industry in the region.

**Rationale for Acceptance:**

	CRITERIA
✓	Relevance to the mandate of the civic collection and to the current collections development objectives if there is a collections development plan in place
✓	Significance, such as association with an event, person, historical period, or geographic area
✓	Sufficient human and financial resources to acquire, document, preserve, store, and interpret the artefact or specimen
✓	Sufficient physical space available
✓	Identified opportunities for use, e.g. exhibition, research, etc.
✓	Physical condition
✓	Cultural sensitivity
✓	Oral or written documentation to support ownership, authenticity, study, and use
✓	Absence of threats to users or to other elements of the collection
✓	Absence of restrictions on use or disposition
✓	Compliance with applicable legislation, regulations and conventions
✓	Strengthen collections areas in which there is a current recognized interest or specialization, especially when these objects are threatened by destruction or irreversible deterioration
✓	Fill gaps in the storyline of Gananoque and the Thousand Islands
✓	Broaden the comparative base of established collection areas/subjects

**Approved for acceptance into the Gananoque Civic Collection:** \_\_\_\_\_

Date



Images:



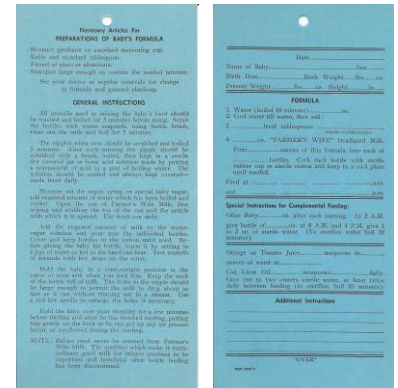
**TOWN OF GANANOQUE**

**Potential Acquisition for the Gananoque Civic Collection**

**Object:** Cow & Gate (Canada) Limited Farmer's Wife Irradiated Milk Infant Food instruction cards (x4)

**Source:** Museum of Health Care at Kingston

**Description (Images attached.):** Set of 4 identical Farmer's Wife Irradiated Milk Infant Food instruction cards manufactured by Cow & Gate (Canada) Limited, Gananoque, circa 1940-1950. Rectangular blue paper card with instructions for preparing baby formula printed in black ink on both sides.



**Condition:** Excellent – Minor creasing in corners of 2 cards.

**Significance:** Produced by Cow & Gate (Canada) Limited, factory operated in Gananoque. Highlights Gananoque’s historical role as a major centre of manufacturing and production of a wide variety of material and products.

**Rationale for Acceptance:**

	<b>CRITERIA</b>
✓	Relevance to the mandate of the civic collection and to the current collections development objectives if there is a collections development plan in place
✓	Significance, such as association with an event, person, historical period, or geographic area
✓	Sufficient human and financial resources to acquire, document, preserve, store, and interpret the artefact or specimen
✓	Sufficient physical space available
✓	Identified opportunities for use, e.g. exhibition, research, etc.
✓	Physical condition
✓	Cultural sensitivity
✓	Oral or written documentation to support ownership, authenticity, study, and use
✓	Absence of threats to users or to other elements of the collection
✓	Absence of restrictions on use or disposition
✓	Compliance with applicable legislation, regulations and conventions
✓	Strengthen collections areas in which there is a current recognized interest or specialization, especially when these objects are threatened by destruction or irreversible deterioration
✓	Fill gaps in the storyline of Gananoque and the Thousand Islands
✓	Broaden the comparative base of established collection areas/subjects

**Approved for acceptance into the Gananoque Civic Collection:** \_\_\_\_\_

Date



**Images:**

Necessary Articles For  
**PREPARATIONS OF BABY'S FORMULA**

16-ounce graduate or standard measuring cup.  
Knife and standard tablespoon.  
Funnel of glass or aluminum.  
Saucepan large enough to contain the needed mixture.

See your doctor at regular intervals for change in formula and general check-up.

**GENERAL INSTRUCTIONS**

All utensils used in mixing the baby's food should be washed and boiled for 5 minutes before using. Scrub the bottles with warm soapsuds, using bottle brush, rinse out the suds and boil for 5 minutes.

The nipples when new should be scrubbed and boiled 5 minutes. After each nursing the nipple should be scrubbed with a brush, boiled, then kept in a sterile dry covered jar or boric acid solution made by putting a teaspoonful of acid in a pint of boiling water. The solution should be cooled and always kept covered—made fresh daily.

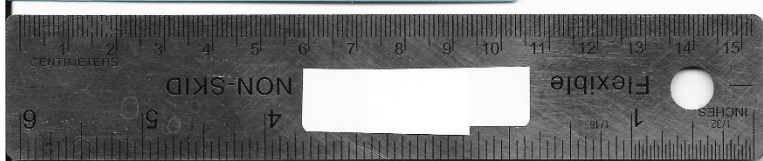
Measure out the sugar, syrup, or special baby sugar, add required amount of water which has been boiled and cooled. Open the can of Farmer's Wife Milk, first wiping and scalding the top of the can and the article with which it is opened. Use fresh can daily.

Add the required amount of milk to the water-sugar solution and pour into the individual bottles. Cover and keep bottles in the icebox until used. Before giving the baby his bottle, warm it by setting in a pan of water as hot as the hand can bear. Test warmth of formula with few drops on the wrist.

Hold the baby in a semi-upright position in the curve of your arm when you feed him. Keep the neck of the bottle full of milk. The holes in the nipple should be large enough to permit the milk to drop about as fast as it can without running out in a stream. Use a red hot needle to enlarge the holes if necessary.

Hold the baby over your shoulder for a few minutes before feeding and after he has finished feeding, patting him gently on the back so he can get up any air present before or swallowed during the feeding.

NOTE: Babies need never be weaned from Farmer's Wife Milk. The qualities which make it extraordinary good milk for infants continue to be important and beneficial after bottle feeding has been discontinued.



Front

Date.....

Name of Baby..... Sex.....

Birth Date..... Birth Weight.....lbs.....oz.

Present Weight.....lbs.....oz. Height.....in.....

**FORMULA**

1. Water (boiled 10 minutes).....oz.  
2. Cool water till warm, then add:  
3. ....level tablespoons .....  
    (Soluble Carbohydrates)  
4. ....oz. "FARMER'S WIFE" Irradiated Milk.  
   Pour.....ounces of this formula into each of  
      .....bottles. Cork each bottle with sterile  
      rubber cap or sterile cotton and keep in a cool place  
      until needed.

Feed at ..... a.m.  
and ..... p.m.

**Special Instructions for Complementary Feeding:**  
Offer Baby.....oz. after each nursing. At 2 A.M.  
give bottle of.....oz. at 8 A.M. and 4 P.M. give 1  
to 2 oz. of sterile water. (To sterilize water boil 10  
minutes).

Orange or Tomato Juice.....teaspoons in.....  
ounces of water at.....

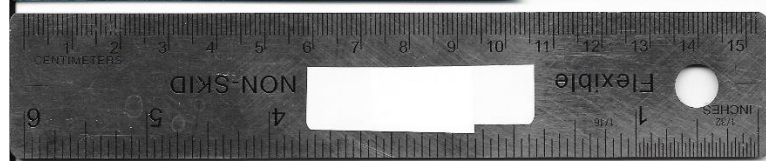
Cod Liver Oil.....teaspoons.....daily.  
Give one to two ounces sterile water, at least twice  
daily between feeding (to sterilize, boil 10 minutes).

**Additional Instructions**

.....  
.....  
.....  
.....

"OVER"

REF. GSF-7



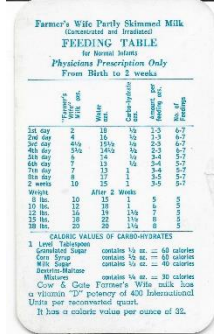
Back

TOWN OF GANANOQUE  
**Potential Acquisition for the Gananoque Civic Collection**

**Object:** Cow & Gate (Canada) Limited Feeding Table for Normal Infant instruction card

**Source:** Museum of Health Care at Kingston

**Description (Images attached.):** Feeding Table for Normal Infant instruction card manufactured by Cow & Gate (Canada) Limited, Gananoque, circa 1940-1950. Rounded rectangular cream-coloured paper card with Feeding Table for Farmer's Wife Partly Skimmed Milk (Concentrated and Irradiated) printed on front in blue ink and Feeding Table for Cow and Gate Evaporated Irradiated Milk printed on back in red ink. Each chart has instructions and nutritional information for feeding infant over first 2 weeks of life.



**Condition:** Good – minor tear in left edge at centre.

**Significance:** Produced by Cow & Gate (Canada) Limited, factory operated in Gananoque. Highlights Gananoque’s historical role as a major centre of manufacturing and production of a wide variety of material and products.

**Rationale for Acceptance:**

	CRITERIA
✓	Relevance to the mandate of the civic collection and to the current collections development objectives if there is a collections development plan in place
✓	Significance, such as association with an event, person, historical period, or geographic area
✓	Sufficient human and financial resources to acquire, document, preserve, store, and interpret the artefact or specimen
✓	Sufficient physical space available
✓	Identified opportunities for use, e.g. exhibition, research, etc.
✓	Physical condition
✓	Cultural sensitivity
✓	Oral or written documentation to support ownership, authenticity, study, and use
✓	Absence of threats to users or to other elements of the collection
✓	Absence of restrictions on use or disposition
✓	Compliance with applicable legislation, regulations and conventions
✓	Strengthen collections areas in which there is a current recognized interest or specialization, especially when these objects are threatened by destruction or irreversible deterioration
✓	Fill gaps in the storyline of Gananoque and the Thousand Islands
✓	Broaden the comparative base of established collection areas/subjects

**Approved for acceptance into the Gananoque Civic Collection:** \_\_\_\_\_

Date

Images:

**Farmer's Wife Partly Skimmed Milk**  
(Concentrated and Irradiated)

**FEEDING TABLE**  
for Normal Infants  
*Physicians Prescription Only*  
From Birth to 2 weeks

	Farmer's Wife's Milk oz.	Water oz.	Carbo-hydrate oz.	Amount per feeding oz.	No. of Feedings
1st day	2	18	1/2	1-3	6-7
2nd day	4	16	1/2	1-3	6-7
3rd day	4 1/2	15 1/2	1/2	2-3	6-7
4th day	5 1/2	14 1/2	1/2	2-3	6-7
5th day	6	14	1/2	3-4	5-7
6th day	7	13	1/2	3-4	5-7
7th day	7	13	1	3-4	5-7
8th day	8	17	1	3-5	5-7
2 weeks	10	15	1	3-5	5-7
After 2 Weeks					
8 lbs.	10	15	1	5	5
10 lbs.	12	18	1	6	5
12 lbs.	16	19	1 1/2	7	5
15 lbs.	18	22	1 1/2	8	5
18 lbs.	20	20	1 1/2	8	5

**CALORIC VALUES OF CARBO-HYDRATES**

1 Level Tablespoon  
 Granulated Sugar contains 1/2 oz. = 60 calories  
 Corn Syrup contains 1/2 oz. = 60 calories  
 Milk Sugar contains 1/2 oz. = 40 calories  
 Dextrins-Maltose  
 Mixtures contains 1/4 oz. = 30 calories

Cow & Gate Farmer's Wife milk has a vitamin "D" potency of 400 International Units per reconverted quart.  
 It has a caloric value per ounce of 32.

Front

**Cow and Gate Evaporated Irradiated Milk**

**FEEDING TABLE**  
for Normal Infants  
*Physicians Prescription Only*  
From Birth to 2 weeks

	Cow and Gate Evaporated Milk oz.	Water oz.	Carbo-hydrate oz.	Amount per feeding oz.	No. of Feedings
1st day	1 1/2	18 1/2	1/2	1-3	6-7
2nd day	3	17	1/2	1-3	6-7
3rd day	3 1/2	16 1/2	1/2	2-3	6-7
4th day	4	16	1/2	2-3	6-7
5th day	4 1/2	15 1/2	1/2	3-4	5-7
6th day	5	15	1/2	3-4	5-7
7th day	5	15	1	3-4	5-7
8th day	5	15	1	3-5	5-7
2 weeks	6	19	1	3-5	5-7
After 2 Weeks					
8 lbs.	6	19	1	5	5
10 lbs.	10	20	1	6	5
12 lbs.	11	24	1 1/2	7	5
15 lbs.	12	28	1 1/2	8	5
18 lbs.	15	25	1 1/2	8	5

God liver oil or some concentrate should be started at 2 - 4 weeks of age, with orange juice or some form of Vitamin C at the same time.

Cow & Gate evaporated irradiated milk has a vitamin "D" potency of 400 International Units per reconverted quart.  
 It has a caloric value per ounce of 42.

Back



# THE CORPORATION OF THE TOWN OF GANANOQUE

## BY-LAW NO. 2021-057

---

### BEING A BY-LAW TO INCLUDE VARIOUS HISTORICAL OBJECTS TO THE TOWN'S CIVIC COLLECTION

---

**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** the *Municipal Act*, 2001, S.O. 2001, c. 25, provides that the powers of every Council are to be exercised by By-law;

**AND WHEREAS** the Council of the Town of Gananoque passed By-law No. 2016-055, being a By-law to adopt a Policy for Artefact Collection Management;

**AND WHEREAS** Council received Council Report CAO-2021-03, and concurs with the recommendation to pass a By-law to approve the following historical objects to the Town's Civic Collection:

1. D. F. Jones Manufacturing Co. Archival Collection: 2 Invoice Ledgers and 61 assorted financial documents dated 1879 to 1884.
2. Souvenir tumbler (souvenir of Thousand Islands).
3. COW & Gate (Canada) Limited Farmer's Wife Irradiated Milk Infant Food Instruction Cards (x4).
4. COW & Gate (Canada) Feeding Table for Normal Infant Instruction Card.

**AND WHEREAS** the Council of the Corporation of the Town of Gananoque deems it appropriate to pass such a By-law.

**NOW THEREFORE** be it resolved that the Council of the Corporation of the Town of Gananoque enacts as follows:

**1. AUTHORIZATION:**

- 1.1. That the following historical objects, marked as Schedule 'A', be included in the Town's Civic Collection:
  - 1.1.1. D. F. Jones Manufacturing Co. Archival Collection: 2 Invoice Ledgers and 61 assorted financial documents dated 1879 to 1884.
  - 1.1.2. Souvenir tumbler (souvenir of Thousand Islands).
  - 1.1.3. COW & Gate (Canada) Limited Farmer's Wife Irradiated Milk Infant Food Instruction Cards (x4).
  - 1.1.4. COW & Gate (Canada) Feeding Table for Normal Infant Instruction Card.

**2. EFFECTIVE DATE:**

- 2.1. This By-law shall come into full force and effect on the date it is passed by Council.

Read a first, second and third time and finally passed this 20<sup>th</sup> day of April 2021.

---

Ted Lojko, Mayor

---

Penny Kelly, Clerk

(Seal)



## Council Report – FIN-2021-13

**Date:** April 20, 2021  **IN CAMERA**

**Subject:** Public Sector Accounting Board (PSAB) Compliant 2021 Budget

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

---

### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES AND ADOPTS THE 2021 PUBLIC SECTOR ACCOUNTING BOARD (PSAB) COMPLIANT BUDGET, AS PRESENTED IN COUNCIL REPORT FIN-2021-13.

### **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.

### **BACKGROUND:**

In response to the Public Sector Accounting Board (PSAB) 3150, requiring municipalities to convert to full accrual accounting, including tangible capital assets (TCAs), the Province of Ontario introduced Ontario Regulation 284/09 that allows a municipality to exclude from their estimated expense costs related to amortization. However, the regulation does require that the municipality report on the impact of these excluded costs.

The regulation requires that the report contain information regarding:

1. An estimate of the change in the accumulated surplus of the municipality to the end of the year resulting from the exclusion of any of those expenses; and
2. An analysis of the estimated impact of the exclusion of any of those expenses on the future tangible capital asset funding requirements of the municipality or local board.

As the Town does not include full amortization in its budget, the budget must be disclosed and adopted by council resolution in a full accrual format.

Please see attached the reconciliation of the 2021 Budget to a PSAB compliant format.

### **INFORMATION/DISCUSSION:**

This Schedule illustrates the difference between the traditional Municipal cash-based budget and the PSAB 3150 compliant budget.

In a cash-based budget, the purchase of a capital asset is shown as an expense in the year of purchase. In an accrual-based budget, only the annual amortization or depreciation is expensed each year.

The budgeted amount of TCA purchases for 2021 is \$4,669,175. For this budget, the annual amortization was estimated based on previous annual amortization plus the amortization of the budgeted TCA purchases. The estimated 2021 amortization is \$3,304,520. This would indicate that in 2021 the Town is investing \$1,364,655 more into renewing infrastructure than the 2021 consumption of TCAs.

It is important to note that although in 2021 the Town's budget includes a greater investment in infrastructure than consumption, the amortization is recorded based on historical cost, not replacement cost. Even if assets are being replaced at the rate of amortization, there is still a gap caused by inflation.

The Town of Gananoque owns over \$17,774,392 worth of assets that have reached their useful life and are no longer being amortized. The annual amortization on the assets that are already fully amortized is approximately \$374,408 for linear infrastructure.

In a cash-based budget, transfers from reserves are recorded as income and transfers to reserves are recorded as expenses. In accrual-based accounting, neither of these transactions are shown in the income statement.

In 2021, \$4,617,576 is budgeted to be transferred from reserves or debt to fund capital and operating projects. \$4,361,998 is budgeted to be transferred to reserves from various departments. This indicates that the reserves are being reduced, if all projects are completed, by \$255,578.

In Cash based accounting, loan principal repayments are recorded as expenses and in accrual-based accounting they are not. The 2021 amount for debt principal repayment is \$615,204.

In a cash-based budget, the expense for post retirement employee benefits is expensed in the fiscal year that they occur. For PSAB standards, the liability amount for the current staffing levels are calculated and disclosed in the budget. This actuary has been performed in 2018 and it is estimated that the annual shortfall for post retirement employee benefits is \$19,336.

The net effect of all of the adjustments is an annual surplus of \$1,734,945.

**APPLICABLE POLICY/LEGISLATION:**

Ontario Regulation 284-09, Budget Matters

**FINANCIAL CONSIDERATIONS:**

2021 Budget



**CONSULTATIONS:**

None

**ATTACHMENTS:**

2021 PSAB Budget Reconciliation.

<b>APPROVAL</b>	<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 <i>Municipal Act</i> and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p>
-----------------	---

Town of Gananoque  
2021 Budget Reconciliation  
Summary

Report Council-FIN-2021-13

	2021	2021
<b>2021 Cash Based Budget</b>		
Operating Expenses	\$ (14,837,343)	
Capital Expenses (non TCA)	\$ (437,275)	
Acquisition of Tangible Capital Assets	\$ (4,699,175)	
Transfer to Reserves	\$ (4,361,998)	
Subtotal Expenses		\$ (24,335,791)
Revenues	\$ 19,718,215	
Transfer from Reserves	\$ 4,617,576	
Subtotal Revenues		\$ 24,335,791
2020 Cash Based Surplus (Deficit)		\$ -
<b>2021 Accrual Based Budget</b>		
<b>Add</b>		
Acquisition of Tangible Capital Assets	\$ 4,699,175	
Transfer to Reserves	\$ 4,361,998	
Reduction in Debt	\$ 615,204	
Subtotal		\$ 9,676,377
<b>Less</b>		
Transfer from Reserves	\$ (4,617,576)	
Amortization (estimated)	\$ (3,304,520)	
Post Retirement Employee Benefits	\$ (19,336)	
Disposal of Tangible Capital Assets		
Subtotal		\$ (7,941,432)
2020 Annual Accrual Based Surplus (Deficit)		\$ 1,734,945

**Date:** April 20, 2021  **IN CAMERA**  
**Subject:** Community Grants 2021  
**Author:** Melanie Kirkby, Treasurer  **OPEN SESSION**

---

**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES A 2021 COMMUNITY GRANT TO THE CRAFTS ON THE RIVER, IN THE AMOUNT OF \$2,500, AS PRESENTED IN COUNCIL REPORT FIN-2021-14.

---

**STRATEGIC PLAN COMMENTS:**

Sector 8 – Governance – Strategic Initiative #4 – Town Council will ensure openness and transparency in its operations.

**BACKGROUND:**

The 2021 Community Grant Budget is \$58,000 (\$33,000 is from the Casino revenues and \$25,000 from the tax levy).

Two Community Grants have been awarded to date, totalling \$5,000.

**INFORMATION/DISCUSSION:**

One (1) Application has been submitted for the consideration this cycle.

1. The Crafts on the River program has applied for a grant for the second year. The group was successful in 2020 and completed the required post project report, which was received by Council at the December 1, 2020 meeting. As a repeat applicant, the group is eligible for 50% of the previous year's grant, which was \$5,000. To that end, staff are recommending that the requested grant of \$2,500 be awarded.

Crafts on the River is requesting that the rental fees of the bridge be provided as an in-kind contribution. The Town's Fees and Rates by-law requires that these fees be collected. Having said that, Crafts on the River may use the \$2,500 community grant towards the cost of the rental fees, but they will not be waived.

**APPLICABLE POLICY/LEGISLATION:**

By-law No. 2013-058 – Agreement with Ontario Lottery Gaming Corporation (OLG).  
By-law No. 2019-086 – Community Grants Policy

**FINANCIAL CONSIDERATIONS:**

If this application is approved, the total for the year is \$7,500. The remaining budget for 2021 would be \$50,500.

---

**CONSULTATIONS:**

None.

**ATTACHMENTS:**

Summary of Applications  
Crafts on the River Application

<b>APPROVAL</b>	<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 <i>Municipal Act</i> and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p>
-----------------	---

Town of Gananoque  
Community Grants 2021

Applicant	Description	Request	Eligability	Council Decision	Motion
<b>Program Development Stream:</b>					
Gananoque Flag Football	Start up costs and field rental	\$ 5,000	Purchase of Equipment & Operational Costs	\$ 2,500	2021-036
<b>Festivals Stream:</b>					
First People Festival		\$ 5,000	Operational Costs	\$ 2,500	2021-037
Crafts on the River	Craft Show on the King St Pedestrian B	\$ 2,500	Operational Costs		
<b>Awarded to Date</b>				<b>\$ 5,000</b>	
<b>Budget</b>				<b>\$ 58,000</b>	
<b>Available Funds</b>				<b>\$ 53,000</b>	

RECEIVED  
March 18  
2021  
@ 11:30 2

**TOWN  
OF  
GANANOQUE**

**COMMUNITY GRANTS  
PROGRAM APPLICATION**

TOWN OF GANANOQUE COMMUNITY GRANTS

DATE: MARCH 3/21

APPLICATION FOR: (Select One)

GROUP PROJECT:  INDIVIDUAL:  TRAVEL:

ORGANIZATION'S NAME:

CRAFTS ON THE RIVER

ADDRESS & POSTAL CODE:

227- 550 EMMA ST. GANANOQUE, ONT. K7G 1S9.

TELEPHONE: 613-\_\_\_\_\_ EMAIL: CRAFTSONRIVER@ FAX: 613-\_\_\_\_\_  
gmail.com

PRESIDENT, CEO or Chair: PATRICIA BUTCHART TELEPHONE: 613- 770-7951

CONTACT PERSON: OLGA LAZOR. TELEPHONE: 613- 770-7951

NUMBER TOWN MEMBERS: 30 NUMBER OTHER MEMBERS: 10.

MEMBERSHIP FEE: Ø SERVICE/CLIENT FEE: \_\_\_\_\_

FUNDING AMOUNT REQUESTED: \$ 2,500<sup>00</sup>

ORGANIZATION FINANCIAL INFORMATION

Please include in your application submission –

- a) Copies of your organization's financial statements for the past 2 years. Statements must include a Balance Sheet (all assets & liabilities including cash reserves) and an Income Statement.
- b) An operating budget for the current year. If you have included activities that are part of this grant request, please also note requested financial support from the Town of Gananoque as a potential revenue source.

- c) List of current board members. *PATRICIA BUTCHART  
MARY DONEVAN  
CHRIS BASSEL  
OLGA LAZOR.*

Has your organization or event received financial support from the Town of Gananoque in the past?

If so, please indicate amounts and purposes.

*YES - \$ 5,000.00 - COMMUNITY GRANT.*

*NOTE: \$1,800 WAS GIVEN TO TOWN OF GANANOQUE FOR RENT.  
6205 FOR INSURANCE.*



**Gananoque Community Grants Program**

Please outline below your organization's sources of operating revenue. This will assist in the Committee's financial review of your organization.

Revenue Sources (be specific)	Amount Received (previous financial yr.)	Current Budget (projected)
Membership Fees	0	0
Program Fees / Fees for Service	\$3,000.00	\$3,000.00
Other (non-Town) Government Funding	0	0
Other Grants	0	0
Fundraising	0	0
Sponsorship	0	0
Donations	0	0
Gifts In Kind	0	0
Other (please specify)	0	
Total Revenues:	\$3,000.00	\$3,000.00

Post Event/Service  
RESULTS

<p>1. DESCRIBE PROJECT.</p> <p>CRAFTS ON THE RIVER.</p>	
<p>2. HOW WILL THE PROJECT BENEFIT THE TOWN OF GANANOQUE?</p> <ul style="list-style-type: none"> <li>• IT WILL BENEFIT THE LOCAL ECONOMY BY PROVIDING LOCAL ARTISTS TO SELL THEIR WORK.</li> <li>• IT WILL BENEFIT THE TOURIST EXPERIENCE</li> </ul>	
<p>3. WHAT ARE YOUR FUNDRAISING ACTIVITIES AND/OR SPONSORSHIP PLANS FOR THE UPCOMING YEAR?</p> <p>2020 - NO SPONSORSHIP DUE TO COVID-19          2019 - ROTARY - \$250.00 FOR FAMILY FUN DAY          T.I.A.P - \$250.00 FOR POSTERS.</p>	
<p>4. IF YOUR GRANT REQUEST IS APPROVED, HOW WILL YOU NOTIFY THE COMMUNITY ABOUT YOUR RECEIPT OF FUNDS?</p> <p>YES.</p>	
<p>5. HOW WILL YOU BE AFFECTED IF THE GRANT IS NOT APPROVED OR IF A REDUCED AMOUNT IS GRANTED?</p> <p>EVENT WILL BE CANCELLED.</p>	
<p>6. HOW WILL YOU EVALUATE AND MEASURE THE SUCCESS OF YOUR PROPOSAL?</p> <p># OF VENDORS THAT PARTICIPATE          # OF TOURISTS/RESIDENTS THAT VISIT.</p>	
<p>7. ADDITIONAL INFORMATION (Please attach any relevant information)</p>	

**Gananoque Community Grants Program**

**Proposal Budget**

Please note the following:

- If your request is for equipment or facility upgrades, a written quote (estimate) from a supplier or contractor is required. Please attach to your application.
- If your request is for a facility upgrade to a site you do not own, please include a letter permitting this work to be done (if funding is approved) from the facility owner.

Should full financial support not be recommended for your proposal, it will be helpful to know which items you view as the most critical part of your request. Please complete the priority ranking section in the chart below for this purpose (1 = highest priority/most needed).

Expected Costs Description	\$ Amount	Priority	Expected Funding Sources	\$ Amount	Requested
ADVERTISEMENT RADIO FM	\$ 450.00				
INSURANCE	\$ 205.00				
SANITIZER/GLOVES	\$ 150.00				
BANNERS, SIGNAGE, EVENT SIGNS	\$ 400.00				
FACEBOOK ADVERTISING	\$ 130.00				
BRIDGE MUSICIANS	\$ 480.00				
RENTAL TENT/CHAIRS	\$ 300.00		OLG LAZAR.	165.00	
BALLOONS, ICE, DRINKING WATER FOR VENDORS.	\$ 300.00				
BOOKKEEPER	\$ 250.00				
ASSISTANT SOCIAL MEDIA/SCHEDULER.	\$ 3,000.00		VENDORS.	3,000.00	
Sub-Total:	\$ 5,665		Sub-Total:	\$ 3,165.00	

Funding Request: \$ 2,500.00

**Gananoque Community Grants Program**

**In-Kind Contributions** (donation of space, materials, etc.)

Contribution	Estimated \$ Value	Donor	Confirmed	Requested
TOWN OF GANANOQUE		SPACE-BRIDGE		X
Total:				

\* Please refer to sample (below) provided for assistance on completing this section of the application.

**SAMPLE**

**Proposal Budget** (to be completed by ALL Applicants)

Expected Costs Description	\$ Amount	Priority	Expected Funding Sources	\$ Amount	Confirmed	Requested
1. Training for Volunteers			Membership Fees	\$1,875.00		
(2 sessions X \$75/coach X 25 coaches)	\$3,750.00	1	Town Community Grants Committee	\$1,875.00		
2. Equipment (quote attached)						
(10 bats x \$100 each + tax)	\$1,130.00	2	Town Community Grants Committee	\$1,130.00		
3. Storage Containers (quote attached)						
(48 units needed x 26.50 each) + tax	\$1,437.36	3	Own Savings Account (12 units)	\$ 359.34		
			Town Community Grants Comm. (36 units)	\$1,078.02		
Sub-Total:	\$6,317.36		Sub-Total:	\$6,317.36		

**Funding Request: \$ 4,084.00** = total (rounded) of expected funding source  
(Town Community Grants Committee shown as requested items)

**Gananoque Community Grants Program**

---

**In-Kind Contributions** (donation of space, materials, etc.)

Contribution	Estimated \$ Value	Donor	Confirmed	Requested
Training Space				
\$20/hour x 7 hours x 2 sessions	\$280.00	123 Cares Inc.		
Refreshments for training	\$200.00	Groceries 4 You		
Total:	\$480.00			

PRES/CEO/ CHAIR SIGNATURE: 

CONTACT SIGNATURE: 

**\* All grant recipients are required to prepare a final report on how the grant monies were expended, and the level of success of their project**



**G NANOQUE**  
Council Report – POL-2021-01

**Date:** April 20, 2021  **IN CAMERA**

**Subject:** Court Security and Prisoner Transportation Program

**Author:** Garry Hull, Chief of Police  **OPEN SESSION**

---

**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2021-058, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN A COURT SECURITY AND PRISONER TRANSPORTATION PROGRAM TRANSFER AGREEMENT WITH THE MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES IN THE AMOUNT OF \$92,517.92, AS PRESENTED IN COUNCIL REPORT POL-2021-01.

**STRATEGIC PLAN COMMENTS:**

Sector 5 – Community Protection – Strategic Initiative #1 – Continue to seek out new ways of cost effectively delivering emergency services.

**BACKGROUND:**

In an ongoing effort to reduce the financial impact on local taxpayers, the Provincial government has been committed for several years in providing financial relief for court security and prisoner transportation. Gananoque does not have a functioning courthouse, which means all accused persons who are held in custody must be transported to the local courthouse in Brockville.

Municipalities and the Ontario Association of Chiefs of Police lobbied previous provincial governments to provide financial assistance for court security and prisoner transport. The argument was that the cost of court security more specifically should be the responsibility of the Minister of the Attorney General's office as they have direct oversight of all court related costs and issues.

In 2012, the Province initiated the Court Security and Prisoner Transportation Program to alleviate the financial impact of costs associated with court security and prisoner transportation.

**INFORMATION/DISCUSSION:**

In order to complete the transfer payment, the attached agreement must be signed and returned no later than April 30, 2021 making this report time sensitive.

**APPLICABLE POLICY/LEGISLATION:**

In order to bind the Corporation, the signatures of the Mayor and Clerk must be authorized by a Council by-law.

**FINANCIAL CONSIDERATIONS:**

For 2021, the Court Security and Prisoner Transportation Program has allocated \$92,517.92 to the Corporation of the Town of Gananoque to be used to offset the actual costs incurred by the Gananoque Police Service to provide court security and prisoner transport.

The Chief included \$54,100 in the 2021 budget as expected revenues from this program based on previous year's allocations.

**CONSULTATIONS:**

Police Services Board

**ATTACHMENTS:**

Ministry of Community Safety and Correctional Services Letter  
Ontario Transfer Payment Agreement  
Draft By-law No. 2021-058

<b>APPROVAL</b>	<p>_____</p> <p>Garry Hull, Police Chief</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 <i>Municipal Act</i> and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p>
-----------------	--

Ministry of the Solicitor General

Ministère du Solliciteur général

External Relations Branch

Direction des relations extérieures

25 Grosvenor St.  
12<sup>th</sup> Floor  
Toronto ON M7A 2H3

25 rue Grosvenor  
12<sup>e</sup> étage  
Toronto ON M7A 2H3

Telephone: (416) 314-3377  
Facsimile: (416) 314-4037

Téléphone: (416) 314-3377  
Télécopieur: (416) 314-4037



March 31, 2021

Ms. Melanie Kirkby  
Treasurer  
The Corporation of the Town of Gananoque  
30 King Street East  
P.O. Box 100  
Gananoque ON K7G 2T6

Dear Ms. Kirkby:

We are pleased to inform you that we will be proceeding with the Court Security and Prisoner Transportation (CSPT) Program for 2021, providing a maximum total of \$125M to assist municipalities in offsetting their CSPT costs.

As you may know, in September 2020, the Ministry of the Solicitor General (ministry) hired an independent consultant, Goss Gilroy Inc., to conduct a review of court security and prisoner transportation in Ontario, including the design of the CSPT Program. This review is part of the ministry's ongoing work to reduce court delays, leverage technology and improve public safety to build a more responsive and efficient justice system. Municipalities, police services and other justice sector partners were engaged during the review process. The ministry will be reviewing findings and recommendations in the final report which is expected soon. Please note that no changes were made to the 2021 CSPT Program as a result of the review.

Similar to previous years, an expenditure-based model is used to determine allocation for 2021. Funding is allocated based on each municipality's relative share of the total 2019 CSPT cost across the province. For example, if a municipality's CSPT cost represents one per cent of the total provincial CSPT cost, then it will be allocated one per cent of the available funding. With that, subject to the enclosed agreement being finalized, your allocation for 2021 is **\$92,517.92**. The payment schedule is outlined under Schedule D of the enclosed agreement.

Please have the authorized signatory for the grantee sign the enclosed agreement, where noted, and return by email to [Fionne.Yip@ontario.ca](mailto:Fionne.Yip@ontario.ca) by **April 30, 2021**, along with proof of your general liability insurance (\$5 million), indemnifying "Her Majesty the Queen in Right of Ontario, her Ministers, Agents, Appointees and Employees", as per section A10.2 of the agreement.

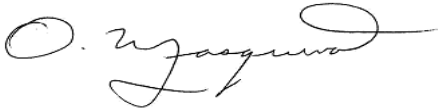


Ms. Melanie Kirkby  
Page two

A fully executed copy of the agreement will be returned to you for your records.

If you have any questions, please contact Fionne Yip, Community Safety Analyst,  
Program Development Section at [Fionne.Yip@ontario.ca](mailto:Fionne.Yip@ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "O. Mosquera". The signature is fluid and cursive, with a large loop at the end.

Oscar Mosquera  
Manager, Program Development Section  
External Relations Branch

Enclosures

## **ONTARIO TRANSFER PAYMENT AGREEMENT**

**THE AGREEMENT** is effective as of the 1st day of January, 2021

### **B E T W E E N :**

**Her Majesty the Queen in right of Ontario  
as represented by the Solicitor General**

(the “Province”)

- and -

**The Corporation of the Town of Gananoque**

(the “Recipient”)

### **BACKGROUND**

- A. The Province implemented the Court Security and Prisoner Transportation (CSPT) Program (the “Program”) in 2012 to assist municipalities in offsetting their costs of providing CSPT services in their jurisdictions;
- B. The Province will upload CSPT costs from municipalities to a maximum of \$125 million in 2021;
- C. The Recipient is a municipality which is responsible for the costs of providing security for court premises during hours of court operations and security of persons attending court; and/or the costs of transporting prisoners and custodial minors (i.e., persons between twelve and seventeen years of age) between correctional institutions, custodial facilities and court locations for the purposes of court attendance;
- D. The Recipient has provided its 2019 CSPT costs, as confirmed in the 2019 Annual Financial Report submitted by the Recipient;
- E. Funding is allocated based on the Recipient’s relative share of the total 2019 provincial CSPT cost.

## **CONSIDERATION**

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

### **1.0 ENTIRE AGREEMENT**

1.1 The agreement, together with:

- Schedule "A" - General Terms and Conditions
- Schedule "B" - Project Specific Information and Additional Provisions
- Schedule "C" - Project
- Schedule "D" - Payment Plan and Reporting Schedules
- Schedule "E" - Court Security and Prisoner Transportation Services and Activities Eligible for Funding
- Schedule "F" - Template for Annual Financial Report, and any amending agreement entered into as provided for in section 3.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

### **2.0 CONFLICT OR INCONSISTENCY**

2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule "A", the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

### **3.0 AMENDING THE AGREEMENT**

3.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

### **4.0 ACKNOWLEDGEMENT**

4.1 The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to

organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);

- (b) Her Majesty the Queen in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
  - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project; and
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

4.2 The Province acknowledges that the Recipient is bound by the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Recipient in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

**- SIGNATURE PAGE FOLLOWS -**

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF  
ONTARIO as represented by the Solicitor General**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Michelina Longo  
Title: Director, External Relations Branch  
Public Safety Division

**The Corporation of the Town of Gananoque**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:

I have authority to bind the Recipient.

**SCHEDULE "A"**  
**GENERAL TERMS AND CONDITIONS**

---

**A1.0 INTERPRETATION AND DEFINITIONS**

A1.1 **Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) "include", "includes" and "including" denote that the subsequent list is not exhaustive.

A1.2 **Definitions.** In the Agreement, the following terms will have the following meanings:

**"Additional Provisions"** means the terms and conditions set out in Schedule "B".

**"Agreement"** means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 3.1.

**"Business Day"** means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

**"Court Security and Prisoner Transportation Services"** means the services and activities eligible for funding, as set out in Schedule "E".

**"Effective Date"** means the date set out at the top of the Agreement.

**"Event of Default"** has the meaning ascribed to it in section A13.1.

**"Expiry Date"** means the expiry date set out in Schedule "B".

**"Funding Year"** means:

- (a) in the case of the first Funding Year, the period commencing on the

Effective Date and ending on the following December 31; and

- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on January 1 following the end of the previous Funding Year and ending on the following December 31.

**“Funds”** means the money the Province provides to the Recipient pursuant to the Agreement.

**“Indemnified Parties”** means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employees.

**“Maximum Funds”** means the maximum Funds set out in Schedule “B”.

**“Notice”** means any communication given or required to be given pursuant to the Agreement.

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A13.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with section A13.4.

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

**“Project”** means the undertaking described in Schedule “C”.

**“Reports”** means the reports described in Schedule “F”.

## **A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS**

**A2.1 General.** The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true

and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 **Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 **Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 **Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

### **A3.0 TERM OF THE AGREEMENT**

A3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0, Article A12.0, or Article A13.0.

### **A4.0 FUNDS AND CARRYING OUT THE PROJECT**

A4.1 **Funds Provided.** The Province will:



- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with Schedule "D"; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Recipient.

**A4.2 Limitation on Payment of Funds.** Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project;
- (c) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.1; or
- (d) if, pursuant to the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
  - (i) reduce the amount of Funds and, in consultation with the Recipient, change the Project; or
  - (ii) terminate the Agreement pursuant to section A12.1.

**A4.3 Use of Funds and Carry Out the Project.** The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) use the Funds only on activities and services eligible for funding as set out in Schedule "E"; and
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or

organization of the Government of Ontario.

A4.4 **Interest Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 **Interest.** If the Recipient earns any interest on the Funds, the Province may:

- (a) deduct an amount equal to the interest from any further instalments of Funds; or
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 **Rebates, Credits, and Refunds.** The Ministry will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

#### **A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS**

A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will:

- (a) do so through a process that promotes the best value for money; and
- (b) comply with the *Broader Public Sector Accountability Act, 2010* (Ontario), including any procurement directive issued thereunder, to the extent applicable.

A5.2 **Disposal.** The Recipient shall sell, lease or otherwise dispose of any asset purchased with the Funds or for which Funds were provided only in accordance with its asset disposal policies and procedures, unless the Province agrees otherwise.

#### **A6.0 CONFLICT OF INTEREST**

A6.1 **No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest.

A6.2 **Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

**A6.3 Disclosure to Province.** The Recipient will:

- (a) disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential, or perceived conflict of interest; and
- (b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

**A7.0 REPORTS, ACCOUNTING, AND REVIEW**

**A7.1 Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address referred to in section A17.1, all Reports in accordance with the timelines and content requirements as provided for in Schedules "D" and "F", or in a form as specified by the Province from time to time;
- (b) submit to the Province at the address referred to in section A17.1, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
- (c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and
- (d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

**A7.2 Record Maintenance.** The Recipient will keep and maintain:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

**A7.3 Inspection.** The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these purposes,

the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:

- (a) inspect and copy the records and documents referred to in section A7.2;
- (b) remove any copies made pursuant to section A7.3(a) from the Recipient's premises; and
- (c) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project, or both.

A7.4 **Disclosure.** To assist in respect of the rights provided for in section A7.3, the Recipient will disclose any information requested by the Province, any authorized representatives, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative, or any independent auditor identified by the Province, as the case may be.

A7.5 **No Control of Records.** No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

A7.6 **Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.2 of the *Auditor General Act* (Ontario).

## A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will:

- (a) acknowledge the support of the Province for the Project; and
- (b) ensure that the acknowledgement referred to in section A8.1(a) is in a form and manner as directed by the Province.

A8.2 **Publication.** The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

## A9.0 INDEMNITY

A9.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages, and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits, or other proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement,

unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

## **A10.0 INSURANCE**

A10.1 **Recipient's Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30-day written notice of cancellation.

A10.2 **Proof of Insurance.** The Recipient will:

- (a) provide to the Province, either:
  - (i) certificates of insurance that confirm the insurance coverage as provided for in section A10.1; or
  - (ii) other proof that confirms the insurance coverage as provided for in section A10.1; and
- (b) upon the request of the Province, provide to the Province a copy of any insurance policy.

## **A11.0 TERMINATION ON NOTICE**

A11.1 **Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the Recipient.

A11.2 **Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;

- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
  - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

## **A12.0 TERMINATION WHERE NO APPROPRIATION**

**A12.1 Termination Where No Appropriation.** If, as provided for in section A4.2(d), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty, or costs by giving Notice to the Recipient.

**A12.2 Consequences of Termination Where No Appropriation.** If the Province terminates the Agreement pursuant to section A12.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section A12.2(b).

**A12.3 No Additional Funds.** If, pursuant to section A12.2(c), the Province determines that the costs to wind down the Project exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

## **A13.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT**

**A13.1 Events of Default.** Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:

- (i) carry out the Project;
  - (ii) use or spend Funds; or
  - (iii) provide, in accordance with section A7.1, Reports or such other reports as may have been requested pursuant to section A7.1(b);
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
  - (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
  - (d) the Recipient ceases to operate.

**A13.2 Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the

Recipient.

A13.3 **Opportunity to Remedy.** If, in accordance with section A13.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A13.4 **Recipient not Remediating.** If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A13.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A13.2(a), (c), (d), (e), (f), (g), (h), and (i).

A13.5 **When Termination Effective.** Termination under Article will take effect as provided for in the Notice.

#### **A14.0 FUNDS AT THE END OF A FUNDING YEAR**

A14.1 **Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A13.0, if the Recipient has not spent all of the Funds allocated for the Funding Year, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

#### **A15.0 FUNDS UPON EXPIRY**

A15.1 **Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

#### **A16.0 DEBT DUE AND PAYMENT**

A16.1 **Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement,



the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay an amount equal to the excess Funds to the Province.

A16.2 **Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay the amount to the Province immediately, unless the Province directs otherwise.

A16.3 **Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

A16.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province as provided for in Schedule "B".

A16.5 **Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

## A17.0 NOTICE

A17.1 **Notice in Writing and Addressed.** Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery, or fax, and will be addressed to the Province and the Recipient respectively as provided for Schedule "B", or as either Party later designates to the other by Notice.

A17.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery, or fax, one Business Day after the Notice is delivered.

A17.3 **Postal Disruption.** Despite section A17.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, or fax.

## **A18.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

A18.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

## **A19.0 SEVERABILITY OF PROVISIONS**

A19.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

## **A20.0 WAIVER**

A20.1 **Waiver Request.** Either Party may, in accordance with the Notice provision set out in Article A17.0, ask the other Party to waive an obligation under the Agreement.

A20.2 **Waiver Applies.** Any waiver a Party grants in response to a request made pursuant to section A20.1 will:

- (a) be valid only if the Party granting the waiver provides it in writing; and
- (b) apply only to the specific obligation referred to in the waiver.

## **A21.0 INDEPENDENT PARTIES**

A21.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

## **A22.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

A22.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A22.2 **Agreement Binding.** All rights and obligations contained in the Agreement will

extend to and be binding on the Parties' respective heirs, executors, administrators, successors, and permitted assigns.

## **A23.0 GOVERNING LAW**

A23.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## **A24.0 FURTHER ASSURANCES**

A24.1 **Agreement into Effect.** The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

## **A25.0 JOINT AND SEVERAL LIABILITY**

A25.1 **Joint and Several Liability.** Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

## **A26.0 RIGHTS AND REMEDIES CUMULATIVE**

A26.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

## **A27.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

A27.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a "**Failure**");
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and

(d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

## **A28.0 SURVIVAL**

**A28.1 Survival.** The following Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 3.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.2(d), A4.5, section A5.2, section A7.1 (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), sections A7.2, A7.3, A7.4, A7.5, A7.6, Article A8.0, Article A9.0, section A11.2, sections A12.2, A12.3, sections A13.1, A13.2(d), (e), (f), (g) and (h), Article A15.0, Article A16.0, Article A17.0, Article A19.0, section A22.2, Article A23.0, Article A25.0, Article A26.0, Article A27.0 and Article A28.0.

**- END OF GENERAL TERMS AND CONDITIONS -**

**SCHEDULE "B"**  
**PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS**

---

<b>Maximum Funds</b>	<b>\$92,517.92</b>
<b>Expiry Date</b>	December 31, 2021
<b>Insurance</b>	\$5,000,000.00
<b>Contact information for the purposes of Notice to the Province</b>	<p><b>Name:</b>  Ministry of the Solicitor General  Public Safety Division, External Relations Branch  Program Development Section</p> <p><b>Address:</b>  25 Grosvenor Street  Toronto ON M7A 2H3</p> <p><b>Attention:</b>  Fionne Yip, Community Safety Analyst</p> <p><b>Fax:</b>  416-314-3092</p> <p><b>Email:</b>  Fionne.Yip@ontario.ca</p>
<b>Contact information for the purposes of Notice to the Recipient and to respond as required to requests from the Province related to the Agreement</b>	<p><b>Name:</b>  The Corporation of the Town of Gananoque</p> <p><b>Address:</b>  30 King Street East  P.O. Box 100  Gananoque ON K7G 2T6</p> <p><b>Attention:</b>  Ms. Melanie Kirkby  Treasurer</p> <p><b>Email:</b>  mkirkby@gananoque.ca</p>

**Additional Provisions:**

None

## **SCHEDULE “C” PROJECT**

---

The Province implemented the Program in 2012 to assist municipalities in offsetting their costs of providing CSPT services in their jurisdictions.

The Province will upload CSPT costs from municipalities to a maximum of \$125 million in 2021.

The Recipient is responsible for the costs of providing security for court premises during hours of court operations and security of persons attending court, and/or the costs of transporting prisoners and custodial minors (i.e., persons between twelve and seventeen years of age) between correctional institutions, custodial facilities and court locations for the purposes of court attendance.

**SCHEDULE “D”  
PAYMENT PLAN AND REPORTING SCHEDULES**

---

The Funds in the amount of **\$92,517.92** will be provided to the Recipient according to the following schedule:

- A. First instalment: **\$23,129.48** will be paid to the Recipient once the Recipient has signed the Agreement, provided adequate proof of insurance to the Province in accordance with section A10.2 of the Agreement, and the Agreement has then been signed by the Province.
- B. Second Instalment: **\$23,129.48** will be paid to the Recipient, following the Province’s receipt and approval of the 2020 Annual Financial Report (due April 15, 2021). *Subsequent payments will not be released until the Province has received and approved the 2020 Annual Financial Report.*
- C. Third Instalment: **\$23,129.48** will be paid to the Recipient by the end of September 2021.
- D. Final instalment: **\$23,129.48** will be paid to the Recipient by the end of December 2021.
- E. The Recipient must submit the 2021 Annual Financial Report to the Province by April 15, 2022.

**SCHEDULE “E”  
COURT SECURITY AND PRISONER TRANSPORTATION  
SERVICES AND ACTIVITIES ELIGIBLE FOR FUNDING**

---

**A. COURT SECURITY includes:**

**1. Facility Perimeter Security**

Costs associated with external and/or internal presence of police or other security personnel during regular or non-regular hours to secure the perimeter of the facility, to respond to a specific threat or for high-profile matters.

**2. Courtroom Security**

Costs associated with the presence of police or other security personnel in the courtroom to ensure the safety and security of the proceedings and attendees.

**3. General Courthouse Security Presence**

Costs associated with the use of screening stations to screen all public visitors to the courthouse, including the use of magnetometers and x-ray machines, and police or other security personnel assigned to perform roving patrols of the court facility.

**4. Prisoner Movement in Courthouse**

Costs associated with monitoring the movement of prisoners between holding cells and other areas within the courthouse.

**5. Prisoner Guarding in Holding Cells**

Costs associated with guarding and monitoring of prisoners brought to court and held in courthouse holding cells (where applicable).

**6. Prisoner Feeding**

Costs associated with the provision of meals to prisoners required while in the custody of local police services for the purpose of attending court.

**B. PRISONER TRANSPORTATION includes:**

**1. Prisoner Transport**

Costs associated with the movement of prisoners between correctional institutions and court locations for the purposes of attending court.

**2. Prisoner Transport - Youth**

Costs associated with the movement of custodial minors (i.e. 12-17 years old) between correctional and/or custodial facilities and court locations for the purposes of attending court.

\*PRISONER includes: Persons being held in custody as a result of provincial or federal offence proceedings, including persons under immigration detention.



**C. TRAINING, EQUIPMENT AND RECRUITING includes:**

1. Costs associated with training that is relevant to court security and prisoner transportation only.
2. Cost associated with equipment that is unique to the provision of court security and prisoner transportation and does not include equipment that would be utilized for other purposes.
3. Costs associated with recruiting that is relevant to the staffing of court security and prisoner transportation only. Costs may include advertising for applicants, physical fitness and/or psychological testing, applicant screening, interviews or any other related human resources expense.

**COURT SECURITY AND PRISONER TRANSPORTATION do NOT include:**

**Court Administration**

Costs associated with performing court administrative duties including the scheduling of staff for daily deployment, the service of legal documents, the preparation/maintenance of Crown Brief materials, the entry of data into court information systems, preparing or swearing/affirming legal documentation, scheduling of court appearances or other duties of a related nature.

## SCHEDULE "F" TEMPLATE FOR ANNUAL FINANCIAL REPORT

<b>REPORTING MUNICIPALITY: (please select from drop down list)</b>			
<b>CONTACT INFORMATION:</b>			
Salutation:	First Name:	Last Name:	Title:
Tel:	Ext:	Fax:	E mail:
Address:			
City:		Postal Code:	
<b>LOCAL POLICE SERVICE:</b>			
Name of Municipal or Regional Police Service or OPP Detachment:			
<b>ANNUAL EXPENDITURE SUMMARY:</b>			
<i>PLEASE COMPLETE THE FOLLOWING SECTION IN RELATION TO THE COURT SECURITY AND PRISONER TRANSPORTATION SERVICES/ACTIVITIES ELIGIBLE FOR FUNDING LISTED IN SCHEDULE B (ATTACHED).</i>			
<i>For lines b, c, d, g, h, and i, please provide details on a separate page, identifying the name of the municipality/funding source and the amount of funding.</i>			
Allocation:			
<b>COURT SECURITY COSTS</b>			
a) Total gross annual court security costs:			
b) Total annual payments provided to other municipalities for court security:			
c) Total annual payments received from other municipalities for court security:			
d) Total annual payments received from other funding sources for court security:			
<b>e) Total net annual court security costs (a + b - c - d):</b>			<b>\$0.00</b>
<b>PRISONER TRANSPORTATION COSTS</b>			
f) Total gross annual prisoner transportation costs:			
g) Total annual payments provided to other municipalities for prisoner transportation:			
h) Total annual payments received from other municipalities for prisoner transportation:			
i) Total annual payments received from other funding sources for prisoner transportation:			
<b>j) Total net annual prisoner transportation costs (f + g - h - i):</b>			<b>\$0.00</b>
<b>Total Net Annual Court Security and Prisoner Transportation Costs (e + j):</b>			<b>\$0.00</b>
Variance (Allocation - Total Net Annual Costs):			<b>\$0.00</b>
<b>SIGNATURE OF AUTHORIZED OFFICIAL:</b>			
<i>I, hereby certify that the information provided in the Annual Financial Report is true and correct and is in agreement with the books and records of the municipality and its consolidated entities.</i>			
Title:	Print Name:		
Signature:			Date:

**THE CORPORATION OF THE TOWN OF GANANOQUE**

**BY-LAW NO. 2021-058**

---

**BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN A COURT SECURITY AND PRISONER TRANSPORTATION (CSPT) PROGRAM TRANSFER AGREEMENT WITH THE MINISTRY OF COMMUNITY SAFETY AND CORRECTIONAL SERVICES**

---

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

**AND WHEREAS** the Council of the Town of Gananoque received Council Report POL-2021-01, and concurred with the recommendation to authorize the Mayor and Clerk to sign a Court Security and Prisoner Transportation (CSPT) Program Transfer Agreement with the Ministry of Community Safety and Correctional Services in the amount of \$92,517.92;

**AND WHEREAS** the Council of the Corporation of the Town of Gananoque deems it appropriate to pass this By-law.

**NOW THEREFORE** the Council of the Corporation of the Town of Gananoque enacts as follows:

1. **AUTHORIZATION:**
  - 1.1 That the Mayor and Clerk are hereby authorized to sign a Court Security and Prisoner Transportation (CSPT) Program Transfer Agreement with the Ministry of Community Safety and Correctional Services in the amount of \$92,517.92.
2. **SCHEDULE:**
  - 2.1 Attached to and forming part of this By-law is the Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Community Safety and Correctional Services, marked as Schedule 'A'.
3. **EFFECTIVE DATE:**
  - 3.1 This By-law shall come into full force and effect on the date it is passed by Council.

Read a first, second and third time and finally passed this 20<sup>th</sup> day of April 2021.

---

Ted Lojko, Mayor

---

Penny Kelly, Clerk

(Seal)



**MOTION / RESOLUTION OF COUNCIL**

<b>Date: April 20, 2021</b>	
<b>Subject: Confirming By-law – April 20, 2021</b>	
<b>Moved By:</b>	
<b>Seconded By:</b>	
<p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2021-054, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS REGULAR MEETING HELD ON TUESDAY, APRIL 20<sup>TH</sup>, 2021, BE READ THREE TIMES AND FINALLY PASSED THIS 20<sup>TH</sup> DAY OF APRIL 2021.</p>	

Ayes \_\_\_\_\_ Nays \_\_\_\_\_

Carried: \_\_\_\_\_

Defeated: \_\_\_\_\_

Tabled/Postponed: \_\_\_\_\_

\_\_\_\_\_  
Ted Lojko, Mayor

MA s. 246 - When a recorded vote is requested, the Clerk will call for each Councillors vote (Aye or Nay), mark the recorded vote as indicated by the member, and announce whether the motion is carried or defeated. The Mayor will then sign the motion.

RECORDED VOTE:	Aye	Nay
Anderson, D.		
Haird, A.		
Harper, M.		
Kench, M.		
O'Connor, D.		
Osmond, D.		
Lojko, T.		
<b>TOTALS</b>		