



COMMITTEE OF THE WHOLE MEETING MINUTES

On Tuesday, February 18, 2020

At Town Hall Council Chambers, 2nd Floor, 30 King Street East

COMMITTEE MEMBERS PRESENT		STAFF PRESENT
Chair:	Matt Harper	Shellee Fournier, CAO
Members:	Dave Anderson	Penny Kelly, Clerk/CEMC
	Adrian Haird	Brenda Guy, Manager of Planning and Development
	Mike Kench	Melanie Kirkby, Treasurer
	Ted Lojko	Kari Lambe, Manager of Community Services
	Dennis O'Connor	
	David Osmond	
Regrets:		Paul McMunn, Manager of Public Works
		Steve Tiernan, Fire Chief

1.	Call Meeting to Order Deputy Mayor Harper chaired the meeting. The meeting was called to order at 6:42 PM.
2.	Disclosure of Pecuniary Interest & General Nature Thereof – None
3.	Approval of Minutes – February 4, 2020
	Moved by: Councillor O'Connor BE IT RESOLVED THAT THE COMMITTEE OF THE WHOLE ADOPTS THE MINUTES FROM THE TUESDAY, FEBRUARY 4 TH , 2020 MEETING. CARRIED – UNANIMOUS
4.	Public Question / Comment (Only addressing Reports on Agenda)
	• A Member of the public spoke to items on the Agenda.
5.	Disclosure of Additional Items
	1. Gananoque & District Humane Society – Council Grant Request (Distributed on February 18, 2020 attached)
6.	Public Meeting – None
7.	Delegations – None

8.	Presentations by Staff (Others)
	<p>1. Dr. Brian Hart, Physician Recruitment</p> <ul style="list-style-type: none"> • Dr. Hart appeared before the Committee of the Whole and provided an overview of the Physician Recruitment Program and its connection with the Town.
9.	Unfinished Business
COW-CS-2020-07 – Gananoque Intermediate Secondary School (GISS) Electronic Sign Offer to Purchase	
	<p>Moved by: Councillor O'Connor AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DECLINE THE OFFER OF PURCHASE OF THE ELECTRONIC SIGN FROM THE UPPER CANADA DISTRICT SCHOOL BOARD, AS PRESENTED IN COW REPORT CS-2020-07.</p> <p style="text-align: right;">CARRIED – 4 Ayes, 3 Nays</p>
COW-FIN-2020-07 – Environmentally Sustainable Container Grant Policy	
	<p>Moved by: Councillor O'Connor AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW, BEING A BY-LAW TO ADOPT THE ENVIRONMENTALLY SUSTAINABLE CONTAINER GRANT POLICY, AS PRESENTED IN COW REPORT FIN-2020-07.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
COW-RDS-2020-03 – Collecting and Recycling of Styrofoam	
	<p>Moved by: Councillor O'Connor AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN A SERVICE AGREEMENT WITH THE CITY OF KINGSTON TO ALLOW FOR THE CITY'S MATERIAL RECOVERY FACILITY TO ACCEPT CLEAN, SOURCE SEPARATED WHITE POLYSTYRENE (STYROFOAM) FROM THE TOWN OF GANANOQUE, AS PRESENTED IN COW REPORT RDS-2020-03.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
10.	Correspondence
	1. Accounts Payable – January 29 to February 11, 2020
	2. Leeds, Grenville & Lanark District Health Unit – Board of Health Meeting Summary – January 23, 2020

	3. Ministry of Children, Community and Social Services – Launch of Poverty On-line Survey
	4. Village of Merrickville-Wolford – Provincially Significant Wetlands Designation – Request for Support
11.	Staff Reports
COW-LIB-2020-01 – Gananoque Public Library Quarterly Report	
	<p>Moved by: Councillor O'Connor AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE GANANOQUE PUBLIC LIBRARY QUARTERLY REPORT AS PRESENTED IN COW REPORT LIB-2020-01.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
COW-CAO-2020-01 – Wellness Reimbursement Policy	
	<p>Moved by: Councillor O'Connor AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW, BEING A BY-LAW TO AMEND THE HUMAN RESOURCES POLICY MANUAL BY-LAW NO. 2014-110, TO INCLUDE THE WELLNESS REIMBURSEMENT POLICY HR-700-18, AS PRESENTED IN COW REPORT CAO-2020-01.</p> <p style="text-align: right;">CARRIED – 4 Ayes, 3 Nays</p>
COW-CSC-2020-01 – Appointment of Integrity Commissioner	
	<p>Moved by: Councillor O'Connor AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH MR. TONY FLEMING, CUNNINGHAM SWAN, TO BE APPOINTED AS THE INTEGRITY COMMISSIONER FOR A PERIOD OF THREE (3) YEARS, WITH AN OPTION TO RENEW FOR AN ADDITIONAL ONE (1) YEAR, AS PRESENTED IN COW REPORT CSC-2020-01.</p> <p style="text-align: right;">CARRIED – 4 Ayes, 3 Nays</p>
COW-FIN-2020-06 – 2020 Business Improvement Area (BIA) Budget	
	<p>Moved by: Councillor O'Connor AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW, BEING A BY-LAW TO APPROVE THE BUSINESS IMPROVEMENT AREA (BIA) 2020 OPERATING AND CAPITAL BUDGETS, AS PRESENTED IN COW REPORT FIN-2020-06.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>

COW-FIN-2020-08 – Delegation of Powers and Duties Policy Amendment – Failed Tax Sales

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

CARRIED – UNANIMOUS

Amend Property Tax Billing and Collection Policy – Vesting

Moved by: Councillor O'Connor

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

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

AS PRESENTED IN COW REPORT FIN-2020-08.

CARRIED – UNANIMOUS

COW-FIN-2020-09 – Capital Matters Pending

Moved by: Councillor O'Connor

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

CARRIED – UNANIMOUS

COW-CS-2020-06 – Visitor Centre Memorandum of Understanding (MOU) with the Township of Leeds and the Thousand Islands (TLTI)

Moved by: Councillor O'Connor

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

CARRIED – UNANIMOUS

COW-UTIL-2020-04 – Water Tower License Agreement – United Counties of Leeds and Grenville (UCLG)

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

CARRIED – UNANIMOUS

12. Discussion of Additional Items

1. Gananoque & District Humane Society – Council Grant Request

Moved by: Councillor O'Connor
AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES A COUNCIL GRANT IN THE AMOUNT OF \$2,333.45, TO THE GANANOQUE & DISTRICT HUMANE SOCIETY.

CARRIED – 5 Ayes, 2 Nays

13. Next Meeting – March 3, 2020

14. Questions from the Media – None

15. Adjournment

Moved by: Councillor O'Connor:
Be it resolved that the Committee of the Whole hereby adjourns the February 18th, 2020, meeting at 8:19 PM.

CARRIED – UNANIMOUS



Matt Harper, Chair



Penny Kelly, Clerk

**TOWN
OF
GANANOQUE**

**COMMUNITY GRANTS
PROGRAM APPLICATION**

TOWN OF GANANOQUE COMMUNITY GRANTS

DATE: February 3 2020

APPLICATION FOR: (Select One)

GROUP PROJECT: X **INDIVIDUAL:** **TRAVEL:**

ORGANIZATION'S NAME:

Gananoque & District Humane Society

ADDRESS & POSTAL CODE:

85 Highway 32, Gananoque Ontario K7G 2V3

TELEPHONE: 613- 382-1512 **EMAIL:** humanesociety@bellnet.ca **FAX:** 613- 382-0333

Regarding this application please contact email - james087@sympatico.ca

PRESIDENT, CEO or Chair: Jim Douglas **TELEPHONE:** 613- 382-0196

CONTACT PERSON: Jim Douglas **TELEPHONE:** 613- 382-0196

NUMBER TOWN MEMBERS: 2 **NUMBER OTHER MEMBERS:** 7

MEMBERSHIP FEE: Not applicable **SERVICE/CLIENT FEE:** Not applicable

FUNDING AMOUNT REQUESTED: \$ 7,500

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.

2017 & 2018 attached - 2019 audit not done so unaudited preliminary Dec P & L attached.

- 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.

Attached

- c) List of current board members.

Jim Douglas - Senior Executive & Treasurer, Terri Carr - VP, Hilary Brown - Secretary
Directors - Barb Butler, Michelle Graham, Arlene Massey, Anne Meyers,
Jess Taggart, Chun Wang

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

If so, please indicate amounts and purposes.

GDHS has received the following amounts in each of the years shown for it's spay & neuter program and also in 2019 for the purpose of upgrading and insulating the quarantine room

2019	\$13,750
2018	2,500
2016	2,500
2015	2,500
2014	5,000

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	Nil	Nil
Program Fees / Fees for Service	\$27,355	\$26,900
Other (non-Town)Government Funding	\$5,000	\$5,000
Other Grants	\$6,500	\$4,000
Fundraising	\$28,238	\$34,710
Sponsorship	Nil	Nil
Donations	\$168,850	\$164,725
Gifts In Kind	\$2,873	Nil
Other (please specify) Property Tax Credit Surrender Fees	\$ 76 \$ 100	Nil \$ 100
Total Revenues: Does not include Gan funds	\$237,493	\$235,435

**Post Event/Service
RESULTS**

<p>1. DESCRIBE PROJECT. To upgrade our plumbing to prevent current problems with wasted hot water. In addition we need to fix airflow problems by replacing the old air conditioner, HVR and installing proper duct work.</p>	
<p>2. HOW WILL THE PROJECT BENEFIT THE TOWN OF GANANOQUE? To ensure that the shelter can continue to function without water leaks and proper air conditioning and air flow.</p>	
<p>3. WHAT ARE YOUR FUNDRAISING ACTIVITIES AND/OR SPONSORSHIP PLANS FOR THE UPCOMING YEAR? Fundraisers: what's up cupcake, LFCP project, Ambush concert, spring & fall clothing bazaars, Mother's Day & pre-xmas online auctions, furball boat cruise, puppy prowl, GDHS 2021 calendar</p>	
<p>4. IF YOUR GRANT REQUEST IS APPROVED, HOW WILL YOU NOTIFY THE COMMUNITY ABOUT YOUR RECEIPT OF FUNDS? We will let you know by email and/or phone that the funds have been received and deposited to our bank account.</p>	
<p>5. HOW WILL YOU BE AFFECTED IF THE GRANT IS NOT APPROVED OR IF A REDUCED AMOUNT IS GRANTED? If the grant is not approved or reduced, we would not be able to replace the AC, HRV or ducts required thereby making it uncomfortable for volunteers to work especially in the summer. Plumbing is not optional.</p>	
<p>6. HOW WILL YOU EVALUATE AND MEASURE THE SUCCESS OF YOUR PROPOSAL? By determining that the water leaks no longer exist and that the rooms including recovery and nursery are able to maintain acceptable indoor temperatures especially in the warmer weather.</p>	
<p>7. ADDITIONAL INFORMATION (Please attach any relevant information) We have attached the plumbing quote and the quote for the air conditioner, HRV system and duct work.</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
Plumbing	2,333.45	1	Gan Community Grant	2,333.45		
Air conditioner	5,808.20	2	Gan Community Grant Fundraising	5,166.55 641,65		
HRV system	2,486.00	3	McNeil Grant	2,486.00		
Duct work modifications	7,712.25	4	Fundraising/Donations	7,712.25		
Sub-Total:	18,339.90		Sub-Total:	18,339.90		

Funding Request: \$ 7,500

Gananoque Community Grants Program

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

Contribution	Estimated \$ Value	Donor	Confirmed	Requested
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**

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.L.A.D.
Plumbing and Heating

280 Stone St. S., Gananoque, Ontario K7G 2A1
Phone 613.382.2796 Fax 613.382.5189

QUOTES: GG 10
DATE: JAN. 23, 2020
PROJECT: HUMANE SOCIETY

QUOTE TO # Humane Society Gananoque. HWY 32, Gananoque	JOB SITE:
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TAX REG. NO.	SALESPERSON	FOB	TERMS 60 days	VIA
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QUANTITY	DESCRIPTION	PRICE	AMO
	Plumbing Work, To replace most of the water distribution pipe system in building. We will replace what we can get to: hot water tank, strain steel double sink, 1" line at cushion into crawl space, sink in the room with cages, get as close to washroom if we can't do it all, same for room across the hallway, Will replace the frost proof hose bib and stop w/drain. Replace any twist & turns. Some near cushion tank. Materials: 1", 3/4" & 1/2" pex & fittings, 3/4" copper pipe & fittings, ball valves, frost proof hose bib, hangers & rings, misc.	\$565.00	
	Labor	\$1,500.00	
NOTE	The cage room will need the floor to be opened up so we can replace pipes under it. Was discussed with Gerry. It might come in a little less.		

SUB TOTAL	\$2,065.00
HST	\$268.45
TOTAL	\$2,333.45

GLAD TO BE OF SERVICE



ESTIMATE	#181030
ESTIMATE DATE	Feb 03, 2020
TOTAL	\$16,006.45

Gananoque District Humane Society
 85 County Rd 32
 Gananoque, ON K7G 2V3

CONTACT US
 221 Station Rd. RR1
 Gananoque, ON K7G 2V3

(613) 382-1512
 jerry.witkowicz@xplornet.com

(613) 766-4632
 info@furlonghvacservices.com

ESTIMATE

Services	qty	unit price	amount
System - Keeprite 4 ton 13 SEER Central Air System Supply and Install new Keeprite Central air System. Keeprite N4A348 Condenser Unit Keeprite ENA4X48 TXV N-Coll Evaporator Refrigeration lines (<30'), Electrical, Condensate, and misc system items. 10 Years Parts/Compressor Warranty 1 Year Installation Labour Warranty 1'st Year Follow-Up Service Tune up - N/C	1.0	\$5,140.00	\$5,140.00
System - Lifebreath RNC-5 (Energy Star) c/w DX digital control Supply and install new (Energy Star) HRV system with DX digital control. Lifebreath RNC-5 Lifetime warranty on aluminium core. 5 Years Parts warranty with registration.	1.0	\$2,200.00	\$2,200.00
System - Custom Duct-work Modifications Modify existing ductwork to provide proper flow throughout space. Add additional runs in crawlspace to provide adequate heating.	2275.0	\$3.00	\$6,825.00
Subtotal			\$14,165.00
Tax (HST ON 13%)			\$1,841.45
Total			\$16,006.45

TSSA REG# 000180207 ~ HST# 81811 8515 RT 0001
 Balance due upon receipt. Quotations expire after 30 days.
 If paying by E-Transfer, please address to info@furlonghvacservices.com (no password required)
 Thank you for your business.