

REGULAR COUNCIL MEETING MINUTES

Held on Tuesday, April 18, 2023 at 5:45PM Closed

Session and 6:00PM Open Session

Held via WebEx Video, Teleconference and In-person

COUNCIL MEMBERS PRESENT		STAFF PRESENT
Mayor:	John Beddows	Shellee Fournier, CAO
Councillors:	Colin Brown	Penny Kelly, Clerk/CEMC
	Matt Harper (connected at 6:00 PM)	Brenda Guy, Manager of Planning and Development
	Patrick Kirkby	Melanie Kirkby, Treasurer
	Anne-Marie Koiner	Doug Wark, Manager of Parks and Recreation
	Vicky Leakey	David Armstrong, Manager of Public Works
	David Osmond	Gord Howard, Fire Chief
		Scott Gee, Police Chief

1.	Call Meeting to Order
	Mayor Beddows called the meeting to order at 5:47 PM, with the following members of Council present – Deputy Mayor Leakey, Councillors Brown, Kirkby Koiner and Osmond.
2.	Disclosure of Pecuniary Interest & General Nature Thereof – None
3.	Closed Meeting of Council (Beginning at 5:45 PM)
	Move into Closed Session
	Moved by Deputy Mayor Leakey that the Council of the Council of the Town of Gananoque, in accordance with Section 239.2 of the <i>Municipal Act</i> , moves into Closed Session at 5:48 PM for the purpose of discussing one (1) item under a Position, Plan, Procedure, Criteria or Instruction to be Applied to any Negotiations Carried On or to be Carried on by or on Behalf of the Municipality or Local Board. CARRIED – UNANIMOUS
4.	Move Out of Closed Session at 5:52 PM
	Council resumed the Open Session at 6:02 PM, with all members of Council present.
5.	Reporting Out of Closed Session – Matters Arising
	A Closed Meeting was held. Council discussed one (1) item under A Position, Plan, Procedure, Criteria or Instruction to be Applied to any Negotiations Carried on or to be Carried on by or on Behalf of the Municipality or Local Board. There was nothing to report out on this item.
6.	Canadian National Anthem
	<ul style="list-style-type: none"> The National Anthem was played.
7.	Land Acknowledgement Statement
	<ul style="list-style-type: none"> Mayor Beddows read the Land Acknowledgement Statement
8.	Public Question / Comment (Only Addressing Motion(s) or Reports on the Agenda)
	<ul style="list-style-type: none"> Members of the public addressed Reports on the Agenda.

Council-CAO-2023-09 – 400 Stone Street North – Future of Building

Motion #23-084 – 400 Stone Street North – Future of Building – Postpone
Moved by: Councillor Osmond **Seconded by:** Deputy Mayor Leakey
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE
POSTPONES REPORT COUNCIL-CAO-2023-09, TO THE TUESDAY, MAY 2,
2023 MEETING OF COUNCIL.
CARRIED – 4 Ayes, 3 Nays

***At this point, the Chair called a recess at 8:30 PM.
***The meeting resumed at 8:45 PM.

Council-FIN-2023-17 – 341 Garden Street – Utility Account

**The Chair asked Mr. Dailey if he wished to speak to the report.
**Mr. Dailey thanked Council for considering the request and provided comments
regarding the report and the outstanding utility billing.

***Moved by Councillor Koiner and seconded by Councillor Osmond to amend the
recommendation presented in Report Council-FIN-2023-17 to add **“AND FURTHER
COUNCIL AUTHORIZES THE TOWN TREASURER TO WAIVE INTEREST FOR A
PERIOD OF 12 MONTHS ON THE CURRENT OUTSTANDING BALANCES
PENDING FINALIZATION OF A REPAYMENT PLAN WITH THE OWNER.”**
CARRIED – 5 Ayes, 2 Nays

Motion #23-085 – 341 Garden Street – Utility Account
Moved by: Councillor Koiner **Seconded by:** Councillor Osmond
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE
UPHOLDS BY-LAW NOS. 2008-020 AND 2022-002, AS IT RELATES TO THE
341 GARDEN STREET UTILITY ACCOUNT, AS PRESENTED IN COUNCIL
REPORT COUNCIL-FIN-2023-17,

AND FURTHER COUNCIL AUTHORIZES THE TOWN TREASURER TO WAIVE
INTEREST FOR A PERIOD OF 12 MONTHS ON THE CURRENT
OUTSTANDING BALANCES PENDING FINALIZATION OF A REPAYMENT
PLAN WITH THE OWNER.
CARRIED – 5 Ayes, 2 Nays

Council-CSC-2023-06 – Integrity Commissioner Appointment

**Motion #23-090 – Reconsider the Appointment of Tony Fleming, Integrity
Commissioner**
Moved by: Councillor Osmond **Seconded by:** Deputy Mayor Leakey
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE
APPROVES OPTION #5, RECONSIDER THE APPOINTMENT OF TONY
FLEMING AS THE INTEGRITY COMMISSIONER, AS PRESENTED IN
COUNCIL REPORT CSC-2023-06.
CARRIED – 5 Ayes, 2 Nays

**By-law No. 2023-056 – Repeal By-law No. 2023-020 – Integrity Commissioner
Appointment**
Moved by: Mayor Beddows **Seconded by:** Councillor Koiner
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE
APPROVES OPTION #3, PASS BY-LAW NO. 2023-056, BEING A BY-LAW TO
REPEAL BY-LAW NO. 2023-020, BEING A BY-LAW TO AUTHORIZE THE
MAYOR AND CLERK TO SIGN AN AGREEMENT WITH PRINCIPLES
INTEGRITY, AS THE TOWN OF GANANOQUE’S INTEGRITY
COMMISSIONER, AS PRESENTED IN COUNCIL REPORT CSC-2023-06.
CARRIED – UNANIMOUS

Council-PD-2023-08 – Amend Mobile Canteen By-law and General Fees & Rates By-law

***Moved by Deputy Mayor Leakey and seconded by Councillor Osmond to amend:

1. That Section 6.9.1 to read as follows “**All mobile canteens located on private property are encouraged to use food and/or drink containers that are accepted in blue box (plastic/metal/glass) or green box (paper/fibre) program.**”, and;
2. That Section 6.9.2. to read as follows “**All mobile canteens located on public property are required to use acceptable biodegradable food service containers such as bowls, plates, trays, cups, lids, straws.**”

CARRIED – UNANIMOUS

By-law No. 2023-047 – Amend Mobile Canteen By-law No. 2015-012 (3rd Reading)

Moved by: Councillor Osmond **Seconded by:** Councillor Harper

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE READS FOR A THIRD TIME BY-LAW NO. 2023-047, BEING A BY-LAW TO AMEND BY-LAW NO. 2015-012, A BY-LAW TO REGULATE AND GOVERN MOBILE CANTEENS, AS PRESENTED IN COUNCIL REPORT PD-2023-08,

AND FURTHER THAT SECTION 6.9.1., BE REMOVED IN ITS ENTIRETY AND REPLACED WITH “**ALL MOBILE CANTEENS LOCATED ON PRIVATE PROPERTY ARE ENCOURAGED TO USE FOOD AND/OR DRINK CONTAINERS THAT ARE ACCEPTED IN BLUE BOX (PLASTIC/METAL/GLASS) OR GREEN BOX (PAPER/FIBRE) PROGRAM.**”,

AND FURTHER THAT SECTION 6.9.2., BE REMOVED IN ITS ENTIRETY AND REPLACED WITH “**ALL MOBILE CANTEENS LOCATED ON PUBLIC PROPERTY ARE REQUIRED TO USE ACCEPTABLE BIODEGRADABLE FOOD SERVICE CONTAINERS SUCH AS BOWLS, PLATES, TRAYS, CUPS, LIDS, STRAWS.**”

CARRIED – UNANIMOUS, as amended

By-law No. 2023-049 – Amend General Fees & Rates By-law No. 2016-047 – Schedule ‘A’

Moved by: Councillor Koiner **Seconded by:** Councillor Osmond

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2023-049, BEING A BY-LAW TO AMEND THE GENERAL FEES AND RATES BY-LAW NO. 2016-047, SCHEDULE ‘A’, GENERAL LICENCES, TO ADD FEES WITH RESPECT TO MOBILE CANTEENS, AS PRESENTED IN COUNCIL REPORT PD-2023-08.

CARRIED – UNANIMOUS

***At this point, Council consider Reports Council -REC-2023-11, 2023-12 and 2023-13.

15. **Approval of Minutes – Tuesday, April 4, 2023**

Motion #23-080 – Approval of Minutes – Tuesday, April 4, 2023

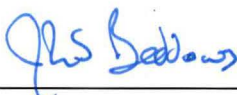
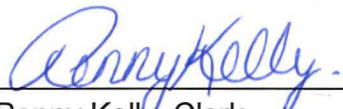
Moved by: Councillor Kirkby **Seconded by:** Councillor Brown

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE REGULAR MINUTES OF THE TUESDAY, APRIL 4TH, 2023 MEETING.

CARRIED – UNANIMOUS

16.	Staff Reports
Council-FIN-2023-18 – Capital Matters Pending	
	<p>Motion #23-086 – Capital Matters Pending Moved By: Councillor Kirkby Seconded By: Councillor Brown BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE CAPITAL MATTERS PENDING UPDATE, AS PRESENTED IN COUNCIL REPORT FIN-2023-18.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
Council-FIN-2023-19 – Tourism Advisory Panel (TAP) Request to Increase Spending	
	<p>Motion #23-087 – Tourism Advisory Panel (TAP) Request to Increase Spending Moved By: Councillor Osmond Seconded By: Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES THE TOURISM ADVISORY PANEL REQUEST, TAP MOTION #2023-08, TO INCREASE 2023 SPENDING BY \$30,000, AS PRESENTED IN REPORT COUNCIL FIN-2023-19.</p> <p style="text-align: right;">CARRIED – 6 Ayes, 1 Nay</p>
Council-CAO-2023-10 – Stone’s Mill Investment Ltd. – Lease Agreement Renewal and Sublease Agreement Renewal – 25 Mill Street	
	<p>By-law No. 2023-050 – Stone’s Mill Investment Ltd. – Lease Agreement Renewal Moved By: Mayor Beddows Seconded By: Councillor Osmond BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2023-050, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN A RENEWAL LEASE AGREEMENT WITH STONE’S MILL INVESTMENT LTD. FOR 25 MILL STREET FOR A FIVE (5) YEAR TERM (PLUS AN ADDITIONAL 5 YEAR OPTION), AT A BASIC RENT COST OF \$10.30 INCREASING TO \$10.50 PER SQUARE FOOT OVER THE TERM, PLUS A MANAGEMENT FEE, SUBJECT TO AGREEMENT BY THE VARIOUS DOCTORS, AND SUBJECT TO FINAL REVIEW BY THE TOWN’S LEGAL COUNSEL, AS PRESENTED IN COUNCIL REPORT CAO-2023-09.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
	<p>By-law No. 2023-051 – Sub-Lease Agreement Renewal – 25 Mill Street Moved By: Councillor Koiner Seconded By: Councillor Osmond BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2023-051, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN A RENEWAL SUB-LEASE AGREEMENT WITH B. HART, ARAWN THERRIEN, MALEVICH, AND C. MCLOUGHLIN MEDICINE PROFESSIONAL CORPORATIONS FOR 25 MILL STREET FOR A FIVE (5) YEAR TERM, AT A BASIC RENT COST OF \$10.30 INCREASING TO \$10.75 PER SQUARE FOOT OVER THE TERM, PLUS A MANAGEMENT FEE, SUBJECT TO AGREEMENT BY THE VARIOUS DOCTORS, AND SUBJECT TO FINAL REVIEW BY THE TOWN’S LEGAL COUNSEL, AS PRESENTED IN COUNCIL REPORT CAO-2023-09.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
Council-RDS-2023-08 – Kiley Paving Ltd. – Contract Extension	
	<p>By-law No. 2023-052 – Kiley Paving Ltd. – Contract Extension Moved By: Councillor Koiner Seconded By: Councillor Brown BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2023-052, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND THE CLERK TO SIGN AN AGREEMENT WITH KILEY PAVING LTD., FOR THE PROVISION OF ASPHALT REPAIRS, INSTALLATION AND</p>

17.	Motions (Council Direction to Staff)
	1. Parking Shortage in Lowertown – Direction to Staff – Mayor Beddows
	<p>Motion #23-092 – Parking Shortage in Lowertown – Direction to Staff Moved By: Mayor Beddows Seconded By: Councillor Brown WHEREAS THE COUNCIL OF THE TOWN OF GANANOQUE RECOGNIZES THAT WATERFRONT ACCESS IS OF GREAT IMPORTANCE TO THE RESIDENTS OF GANANOQUE;</p> <p>AND WHEREAS THE SHORTAGE OF PARKING IN LOWERTOWN IS ACKNOWLEDGED AS AN IMPEDIMENT TO THAT ACCESS AND ENJOYMENT OF THE WATERFRONT BY RESIDENTS OF GANANOQUE;</p> <p>AND WHEREAS PLACEMENT OF TREES IN PARKING AREAS HAS DECREASED PARKING SPACES IN LOWERTOWN AS WELL AS INCREASED THE COST OF SNOW-CLEARANCE ON WATER STREET.</p> <p>NOW THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO PROVIDE A REPORT ON THE COST OF MITIGATION OF THE PARKING SHORTAGE IN LOWERTOWN THROUGH CONDUCT OF ALL NECESSARY WORK TO PAVE THE SOUTH SIDE OF WATER STREET FACING THE 1000 ISLANDS HISTORY MUSEUM, WHERE POSSIBLE, STAFF ARE DIRECTED TO RE-PLANT TREES REMOVED IN THIS PROCESS ON MUNICIPAL PROPERTY ELSEWHERE.</p> <p style="text-align: right;">CARRIED – 5 Ayes, 2 Nays</p>
	2. Vehicle Traffic Counter on Bay Road – Direction to Staff – Councillor Koiner <ul style="list-style-type: none">• There was no seconder for the Motion as presented. No further action required at this time.
18.	Correspondence
	1. Accounts Payable – March 25 to April 11, 2023
	2. Unadopted Minutes – Business Improvement Area (BIA) – April 6, 2023
	3. Business Improvement Area (BIA) – Appointment to the Downtown BIA Board of Directors (BIA Motion #23-010)
	<p>By-law No. 2023-055 – Amend By-law No. 2023-016 – Appointments to the Downtown BIA Board of Directors Moved By: Councillor Osmond Seconded By: Mayor Beddows BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE AMENDS BY-LAW NO. 2023-016, BEING A BY-LAW TO APPOINTMENT MEMBERS TO THE DOWNTOWN BUSINESS IMPROVEMENT AREA (BIA) BOARD OF DIRECTORS TO ADD THE FOLLOW MEMBERS:</p> <ol style="list-style-type: none">1. LESLEY POOLE;2. RYAN CHARTRAND, AND;3. SHANNON TREANOR. <p style="text-align: right;">CARRIED – UNANIMOUS</p>
	4. Thousand Islands Youth Boxing Club (TIYBC) – Request to Council (+Ref. Report CAO-2023-09)
	5. Leeds & Grenville Labour Council – Invite to Day of Mourning Ceremony – Saturday, April 29, 2023
	6. Ministry of Municipal Affairs & Housing – <i>Helping Homebuyers, Protecting Tenants Act</i>
	7. International Day Against Homophobia and Transphobia – May 17, 2022
	8. Cataraqui Region Conservation Authority (CRCA) – Audited Financial Statement – December 31, 2022
	9. Household Hazardous Waste Days

	10. Brockville General Hospital – Updated Strategic Plan and New Logo & Branding
	11. Unadopted Minutes – Tourism Advisory Panel (TAP) – March 23, 2023
19.	Notice Required Under the Notice By-law – None
20.	Committee Updates (Council Reps) – None
21.	Discussion of Additional Items – None
22.	Questions from the Media – None
23.	Confirmation By-law
	<p>By-law No. 2023-048 – Confirming By-law – April 18, 2023 Moved By: Councillor Koiner Seconded By: Councillor Osmond BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2023-048, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS REGULAR MEETING HELD ON TUESDAY, APRIL 18TH, 2023, BE READ THREE TIMES AND FINALLY PASSED THIS 18TH DAY OF APRIL 2023. CARRIED – UNANIMOUS</p>
24.	Next Meeting – Tuesday, May 2, 2023 at 6:00 PM
25.	Adjournment
	<p>Moved By: Councillor Kirkby Be it resolved that Council hereby adjourns this regular meeting of Council at 10:30 PM. CARRIED – UNANIMOUS</p>
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center; width: 45%;">  <hr style="width: 100%; border: 0.5px solid black;"/> John Beddows, Mayor </div> <div style="text-align: center; width: 45%;">  <hr style="width: 100%; border: 0.5px solid black;"/> Penny Kelly, Clerk </div> </div>	



Council Report – REC-2023-13

Date: April 18, 2023 **IN CAMERA**

Subject: Emergency Budget Deviation – Town Hall Staircase

Author: Doug Wark, Manager of Parks and Recreation **OPEN SESSION**

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION STAFF'S REPORTING OF THE EMERGENCY BUDGET DEVIATION TO COMPLETE REPAIRS TO THE TOWN HALL STAIRCASE IN THE AMOUNT ESTIMATED OF \$20,581.62 (PLUS THE TOWN'S PORTION OF THE HST), AS PRESENTED IN COUNCIL REPORT REC-2023-13.

STRATEGIC PLAN COMMENTS:

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

BACKGROUND:

In early March 2023, Mayor John Beddows informed staff that there was a problematic board (soft board section with movement) in the Town Hall Staircase located in the old section of the building. Staff reviewed the problematic section with our Town Building Inspectors and there was agreement amongst staff that the next best course of action was to call in an available experienced construction contracting company to assess the staircase section. Staff called in Songwood Contracting to review the staircase section.

Staff initially hired Songwood to complete investigative assessment work to remove the staircase carpet and wood boards. Songwood quickly completed work to expose the wood beam structure to allow a full review of the wood stairs and supporting frames.

In the process of Songwood's initial investigative work, due to concerns, Chief Building Inspector Terry Willing directed Songwood to expand the investigative work area. Furthermore, Mr. Willing informed staff that due to the poor condition of the main staircase supporting beam he was calling in an engineering company to provide expert assessment of the staircase structure and design. The CBO deemed the project an "emergency situation" due to the potential risk of support beam failure.

The Town hired Read Jones Christofferson Engineering Company to provide engineered drawings to guide the repair work of the staircase beam structure. Staff received these drawings and hired Songwood Contracting to implement the repair work based on the designs provided. Due to the urgency of the situation staff received only the single quote from Songwood.

Songwood provided staff with a quote based on the scope of work as provided by the Town staff CBO.

Staff signed an agreement with the Engineering Company Read Jones Christofferson Ltd. for consulting work based on the agreement to pay the Engineering Project Manager Matthew Krczkowski based on his estimated 8 hours of consultation/design billed hours.

INFORMATION/DISCUSSION:

The Manager of Parks and Recreation recommended to the CAO and the Treasurer to authorize the immediate hiring of Songwood Contracting and Read Jones Christofferson Ltd.

This purchase is an emergency expenditure not included in the 2023 budget. The repair work was deemed an emergency by the Town Chief Building Official (CBO) due to the potential risk factor of the collapsing stairs and the loss of the use of the stairs for a long duration of time would further put staff and visitors in danger of not being able to quickly exit the building in the case of an emergency.

The Manager of Parks and Recreation has received the authorization from both the CAO and Treasurer to proceed with the repairs.

Staff received invoices and quotations from Songwood Contracting and Read Jones Christofferson Ltd. For the following work to repair the staircase.

Initial Investigation	Songwood Contracting	\$3,695.06 (Invoice)
Main Construction Work	Songwood Contracting	\$15,386.56 (Quote)
Engineering Consulting and Design	Read Jones Christofferson Ltd.	\$1,500.00 (Estimated)
		\$20,581.62

*Staff expect the emergency repair work to be completed for \$20,581.62 but until staff receive the final invoices from the companies this amount can only be noted as estimated.

APPLICABLE POLICY/LEGISLATION:

Operational Emergency Purchases – Procurement By-law No. 2015-087, Section 1.22. states:

“Operational Emergency” meaning a situation where the immediate purchase of Goods and Services is critical to prevent serious delays, further damage, or to restore essential minimum services.”, and;

Section 9.3 **“Emergency Procedures”** states:

“Any purchase of Goods and Services incurred in the event of an Operational Emergency shall be authorized by the CAO and reported to Council as soon as practical.”

FINANCIAL CONSIDERATIONS/ GRANT OPPORTUNITIES:

\$20,581.62 (plus the Town's portion of the HST).

The Town Hall repairs and maintenance budget for 2023 is \$2,500. The balance of the costs will be paid for through the contingency reserve. The balance of this reserve is \$221,589.

CONSULTATIONS:

Shellee Fournier, CAO
Robert Kennedy, Superintendent of Parks and Facilities
Blake Keyes, Building Inspector
Terry Willing, Chief Building Official (CBO)
Theo Graham, Owner Songwood Contracting
Matthew Kruczkowski, Project Engineer – Read Jones Christofferson.

ATTACHMENTS:

None.

APPROVAL	_____ Doug Wark, Manager of Community Services
	_____ Shellee Fournier, CAO
	_____ 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.