



# GANANOQUE

## COMMITTEE OF THE WHOLE MEETING AGENDA

On January 22, 2019  
In Town Hall Council Chambers, 2<sup>nd</sup> Floor – 30 King Street East

1	<b>Call Meeting to Order</b> (Immediately following the Regular Council Meeting)
2	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof</b>
3	<b>Approval of Minutes</b> (Adoption) – January 8, 2019
4	<b>Public Question/Comment</b> (Only Addressing Reports On The Agenda)
5	<b>Unfinished Business – None</b>
6	<b>Disclosure of Additional Items</b>
7	<b>Delegations</b>
	1. 1000 Islands Accommodation Partners and the Regional Tourism Organization 9 and the 1000 Islands Gananoque Chamber of Commerce
8	<b>Presentations by Staff (Others) – None</b>
9	<b>Correspondence</b>
	Municipal Property Assessment Corporation (MPAC) – 2018 Year-End Assessment Report
10	<b>Staff Reports</b>
	Accounts Payable – January 3, 2019 to January 18, 2019
	<b>Paul McMunn, Manager of Public Works</b>
	COW-RDS-2019-01 – Notice of Public Information Centre (PIC) – Pine Street Reconstruction
	<b>Steve Tiernan, Fire Chief</b>
	COW-FIRE-2019-01 – 2018 4th Quarter / Year-End Fire Report
11	<b>Discussion of Additional Items</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.

12	<b>Next Regular Meeting – February 5, 2019</b>
13	<b>Questions From the Media</b>
14	<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.



## COMMITTEE OF THE WHOLE MEETING MINUTES

On Tuesday, January 8, 2019

At Town Hall Council Chambers, 2<sup>nd</sup> Floor, 30 King Street East

COMMITTEE MEMBER PRESENT		STAFF PRESENT
<b>Chair:</b>	Dave Anderson	Shellee Fournier, CAO
<b>Members:</b>	Ted Lojko	Penny Kelly, Clerk/CEMC
	Matt Harper	Melanie Kirkby, Treasurer
	Mike Kench	Brenda Guy, Manager of Community Development
	Dennis O'Connor	Adam McCluskey, Manager of Parks & Recreation
	David Osmond	Paul McMunn, Manager of Public Works
		Shelley Hirstwood, Manager of Economic Development
		Steve Tiernan, Fire Chief
<b>Regrets:</b>	Adrian Haird	

<b>1.</b>	<b>Call Meeting to Order</b>
	Councillor Anderson chaired the meeting. The meeting was called to order at 6:35 PM.
<b>2.</b>	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof – None</b>
<b>3.</b>	<b>Approval of Minutes – December 18, 2018</b>
	<p><b>Moved by:</b> Councillor O'Connor            BE IT RESOLVED THAT THE COMMITTEE OF THE WHOLE ADOPTS THE MINUTES FROM TUESDAY, DECEMBER 18<sup>TH</sup>, 2018 MEETING.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<b>4.</b>	<b>Public Question / Comment (Only addressing Reports on Agenda)</b>
	Members of the public spoke to Reports listed on the Agenda.
<b>5.</b>	<b>Unfinished Business</b>
	<p><b>COW-ED-2019-01 – Municipal Heritage Designation – 10 King Street East</b></p> <p><b>Moved by:</b> Councillor O'Connor            AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2019-004, BEING A BY-LAW TO DESIGNATE 10 KING STREET GANANOQUE, LOT A, PLAN 86, EAST OF THE GANANOQUE RIVER AS PER SECTION 29 OF THE ONTARIO HERITAGE ACT, AS PRESENTED IN COW REPORT ED-2019-01.</p>

	<b>CARRIED - UNANIMOUS</b>
<b>6.</b>	<b>Disclosure of Additional Items – None</b>
<b>7.</b>	<b>Delegations</b>
	<p><b>1. Gananoque &amp; District Humane Society – Request for Funding</b></p> <ul style="list-style-type: none"> <li>• Jeff Matulewski, President, Jim Douglas, Vice-President and Sherrie Matthews, CFO and Treasurer for the Gananoque &amp; District Humane Society appeared before the Committee of the Whole and provided an overview of the shelter.</li> <li>• The representatives, respectfully requested that consideration be given to an annual funding request in the amount of \$20,000.</li> </ul>
	<p><b>Gananoque &amp; District Humane Society – Request for Funding – Refer to 2019 Budget Deliberations</b></p> <p><b>Moved by:</b> 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 &amp; DISTRICT HUMANE SOCIETY DELEGATION AND REQUEST FOR FUNDING AS PRESENTED ON TUESDAY, JANUARY 8, 2019, AND; REFER THEIR REQUEST FOR AN ANNUAL GRANT OF \$20,000, TO THE 2019 BUDGET DELIBERATIONS.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<b>8.</b>	<b>Presentations By Staff (Others) – None</b>
<b>9.</b>	<b>Correspondence</b>
	Allan and Partners – Audit Planning Letter for the Year Ending December 31, 2018
	Ministry of Finance – 2019 Ontario Municipal Partnership Fund (OMPF)
	Chris McDonald – Correspondence & Training
	Economic Developers Council of Ontario (EDCO) – Congratulations Finalist! – 2018 EDCO Awards of Excellence
<b>10.</b>	<b>Staff Reports</b>
	<p><b>Accounts Payable – December 1, 2018 to January 2, 2019</b></p> <p><b>Moved by:</b> Councillor O’Connor  AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE STATEMENT OF ACCOUNTS PAYABLE FOR CHEQUES ISSUED FROM DECEMBER 1, 2018, TO JANUARY 2, 2019, TOTALLING \$918,439.15, AS PRESENTED.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>

	<p><b>COW-CD-2019-01 – Release of Lien – Plan 28M-7 – Riverside Park – Security</b></p> <p><b>Moved by:</b> Councillor O’Connor  AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2019-005, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN THE RELEASE OF THE LIEN ON LOT 26 PLAN 28M-7 FOR RIVER STREET DEVELOPMENT CORP., AS PRESENTED IN COW REPORT-CD-2019-01.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
	<p><b>COW-CD-2019-02 – Community Improvement Plan (CIP) – Stone &amp; South Development Inc. – 129 South Street</b></p> <p><b>Moved by:</b> Councillor O’Connor  AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2019-007, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO ENTER INTO A BROWNFIELD ASSISTANCE AGREEMENT WITH STONE AND SOUTH DEVELOPMENT INC., FOR 129 SOUTH STREET;</p> <p>AND FURTHER, THAT COUNCIL PASS BY-LAW NO. 2019-008, BEING A BY-LAW TO AUTHORIZE THE CANCELLATION OF MUNICIPAL AND EDUCATIONAL TAXES FOR A MAXIMUM OF THREE (3) YEARS UNDER THE TAX CANCELLATION PROGRAM OF THE COMMUNITY IMPROVEMENT PLAN (CIP) FOR 129 SOUTH STREET WHEREAS THE EDUCATION PORTION IS CONDITIONAL UPON THE MINISTRY OF FINANCE APPROVAL, AS PRESENTED IN COW REPORT–CD-2019-02.</p> <p style="text-align: right;"><b>DEFEATED – UNANIMOUSLY</b></p>
	<p><b>COW-CD-2019-03 – Official Plan (OP) Review and Update – Award of Contract</b></p> <p><b>Moved by:</b> Councillor O’Connor  AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2019-006, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH WSP CANADA GROUP LTD. FOR (RFP) PROP- 2018-02 FOR CONSULTING SERVICES FOR THE OFFICIAL PLAN (OP) REVIEW AND UPDATE IN THE AMOUNT OF \$50,520.00, INCLUSIVE OF DISBURSEMENTS BUT EXCLUSIVE OF HST,</p> <p>AND FURTHER, THAT COUNCIL PRE-APPROVE A CAPITAL EXPENDITURE OF \$50,520 PLUS THE TOWN’S PORTION OF HST FOR THE 2019 CAPITAL BUDGET TO BE DRAWN FROM CAPITAL RESERVES, AS PRESENTED IN COW REPORT CD-2019-03.</p> <p>**It was generally agreed that Report COW-CD-2019-03, be postponed to the Budget Deliberations meeting being held on January 17 and 18, 2019. <b>CARRIED</b></p>

	<p><b>COW-CD-2019-04 – Parking – Pay and Display and Parking Meters</b></p> <p><b>Moved by:</b> Councillor O’Connor  AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE PARKING - PAY AND DISPLAY AND PARKING METERS REPORT FOR INFORMATION PURPOSES, AS PRESENTED IN COW REPORT – CD-2019-04.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
	<p><b>COW-ED-2019-02 – Gan Tech Project Outline</b></p> <p><b>Moved by:</b> Councillor O’Connor  AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES THE GANTECH PROJECT OUTLINE IN PRINCIPLE AND DIRECTS STAFF TO APPLY FOR FUNDING, AS PRESENTED IN COMMITTEE OF THE WHOLE REPORT ED-2019-02.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
	<ul style="list-style-type: none"> <li>• At this point, Councillor Anderson announced that Shelley Hirstwood, Manager of Economic Development, last day with the Town of Gananoque will be Friday, January 11, 2019, and will be joining the City of Kingston.</li> <li>• Councillor Anderson thanked Shelley for her hard work and dedication to the Town and wished her all the best in her new adventure.</li> </ul>
11.	<b>Discussion of Additional Items</b>
12.	<b>Next Meeting – January 22, 2019</b>
13.	<b>Questions from the Media – None</b>
14.	<b>Adjournment</b>
	<p>Moved by: Councillor O’Connor  Be it resolved that the Committee of the Whole hereby adjourns the January 8<sup>th</sup>, 2019, meeting at 8:55 PM.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<p>_____  Dave Anderson, Chair</p>	<p>_____  Penny Kelly, Clerk</p>



# Regional Tourism Partners

RTO9, 1000 Islands Accommodation Partners



**RTO** 9

Regional Tourism  
ORGANIZATION



# What is an RTO?

- ❖ **Regional Tourism Organization (RTO 9) – one of 13 in the Province of Ontario**
- ❖ **October 2010 – RTO 9 became incorporated as a not-for-profit organization**
- ❖ **Geographic boundaries from the Ontario/Quebec border to Prince Edward County**
- ❖ **Funded by the Ministry of Tourism, Culture and Sport (\$1.7M)**
- ❖ **Partner with 8 destinations via DMO/DMP**



**RTO 9**

# Sub-Destination Partners

- ❖ 1000 Islands Accommodation Partners
- ❖ 1000 Islands Gananoque Chamber of Commerce
- ❖ Cornwall and S,D & G
- ❖ Brockville Tourism
- ❖ Kingston Accommodation Partners
- ❖ Tourism Kingston
- ❖ Rideau Heritage Route
- ❖ Land O'Lakes
- ❖ Bay of Quinte
- ❖ Quinte Accommodation and Attraction Partners
- ❖ The County of Prince Edward



# Board of Directors 2018/2019

- ❖ **Kathrine Christensen, Gananoque - Chair**
- ❖ **Sean Billing, At Large – Vice Chair**
- ❖ **Megan Knott, Kingston - Treasurer**
- ❖ **Murray Matheson, Kingston – Past Chair**
- ❖ Carol Sudds, Leeds & Grenville
- ❖ Richard Allen, At Large
- ❖ Kevin Lajoie, Cornwall & The Counties
- ❖ Trevor Norris, Bay of Quinte
- ❖ Elizabeth Pilon, At Large
- ❖ Rob Plumley, Land O'Lakes
- ❖ Lynn Sullivan, Prince Edward County
- ❖ Heather Ford - Kingston

Blair Harris–Tourism Advisor to the Board  
Ministry of Tourism, Culture and Sport



# 2018-2019 Business Plan

## **Vision:**

To be recognized as the leading strategic partner by destinations in our region.

## **Mission:**

Fostering successful destinations in RTO 9 that set the standard in Ontario.

### **Pillar 1**

*Product  
Development*

### **Pillar 2**

*Marketing*

### **Pillar 3**

*Workforce  
Development*

### **Pillar 4**

*Investment  
Attraction*

### **Pillar 5**

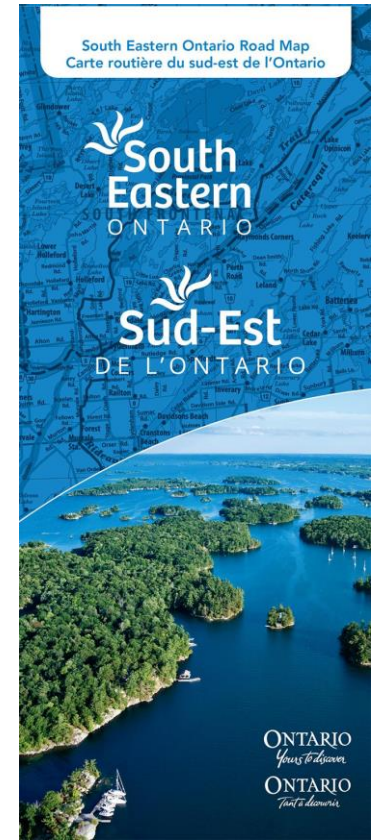
*Partnerships*

# Product Development

- ❖ PKF accommodation tracking
- ❖ Regional Data/Research Collection
- ❖ Product Development Strategy
- ❖ New/Enhanced Product Development



# Marketing



RTO

# Workforce Development

- ❖ Industry Workshops
- ❖ OTEC workforce development initiative/sheltered waters
- ❖ St. Lawrence College placements



RTO 9

# Investment Attraction

- ❖ Ontario East Economic Development Commission  
Tourism Advisory Committee
- ❖ Speaking engagements



[www.ontarioeast.ca](http://www.ontarioeast.ca)





# Partnerships

- ❖ **Partnership Funds**
  - ❖ **New/Enhanced Festival and Events**
  - ❖ **Multi Language Collateral**
  - ❖ **New/Enhanced Product Development**
  - ❖ **Travel Media/FAM/Influencers**
  - ❖ **Product Development training**



**RTO9**

# Economic Impact of Tourism in RTO 9 - 2016

- ❖ 7,798,500 visitor
- ❖ \$817,003,000.00 in visitor spending
- ❖ 6,645 tourism related businesses
- ❖ Visitors come from Ontario, USA, Overseas and other Canadian Provinces

Sources – Statistics Canada and MTCs



# RTO 9

# 1000 Islands *Gananoque*



————— A World-Class Waterfront Destination —————

ONTARIO  
*Yours to discover*

Gananoque

# The Canadian Gateway to the 1000 Islands

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Discover more at [1000IslandsTourism.com](https://1000IslandsTourism.com)

ONTARIO  
*Yours to discover*



# 1000 Islands Accommodation Partners

Our partnership includes eight major hotels:

- Gananoque Inn & Spa
- Colonial Resort
- Glenhouse Resort
- Ramada Provincial
- Holiday Inn Express & Suites
- Travelodge
- Howard Johnson Inn Gananoque
- Comfort Inn & Suites Harborfront District

*650 rooms to choose from.*

And four major attractions:

- Gananoque Boat Line
- Thousand Islands Playhouse
- 1000 Islands Helicopter Tours
- 1000 Islands Kayaking



Discover more at [1000IslandsTourism.com](http://1000IslandsTourism.com)

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Yours to discover

1000  
Islands  
Gananoque  


# 1000 Islands Accommodation Partners Mission

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## **Mission**

Our mission is to enhance Gananoque & the 1000 Islands tourism profile and to increase awareness to create demand for extended visitation and to generate higher receipts on a year round basis.

## **Vision**

Gananoque and the 1000 Islands is a world famous International destination and that it is also a community with job and wealth abundance that contributes to the quality of life for all its residents.

## **Purpose**

The Thousand Islands Accommodation Partners (TIAP) was formed in 2008 and is now comprised of 11 businesses, both accommodations and attractions.

The overall purpose of the partnership is to collectively increase market share for our region.

# Guiding Principles

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Leader in presenting a consistent brand for the region;

Leader in marketing the region;

Promote awareness of the 1000 Islands and Gananoque as a world class destination;

Encourage new and repeat visitation regionally, provincially, nationally and internationally;

Support major events and attractions;

Leverage TIAP resources;

Leaders in developing partnerships with regional, provincial and national tourism organizations and tourism sectors and board participation;

Encourage strong, unified partnerships between TIAP and the community including Chamber of Commerce, BIA, municipalities, service groups, festivals and events;

Implement methods of tracking visitors and visitor spending for future development.

Ensure exemplary visitor services in town of Gananoque for the region

Discover more at [1000IslandsTourism.com](https://1000IslandsTourism.com)

ONTARIO  
*Yours to discover*



# Travel Media



## Travel Media Association of Canada

-Canadian Media meeting Canadian Destinations in Canada.

## GoMedia

-Canadian Destinations meeting International Media in Canada.

## Canadian Media Marketplace

-Canadian Destinations meeting American media in America.

Talk 1010  
Sujoy Dhar  
Kerry van de Jagt  
Mommy Blogger  
Agora Media

Fish Finders  
Catch Carrie  
China Voyage Magazine  
Der Spiegel  
Jim Byers

Ryan Pyle  
Travelscope  
New York Sunday Times  
Joseph Rosendo  
Marc Smith

Discover more at [1000IslandsTourism.com](http://1000IslandsTourism.com)

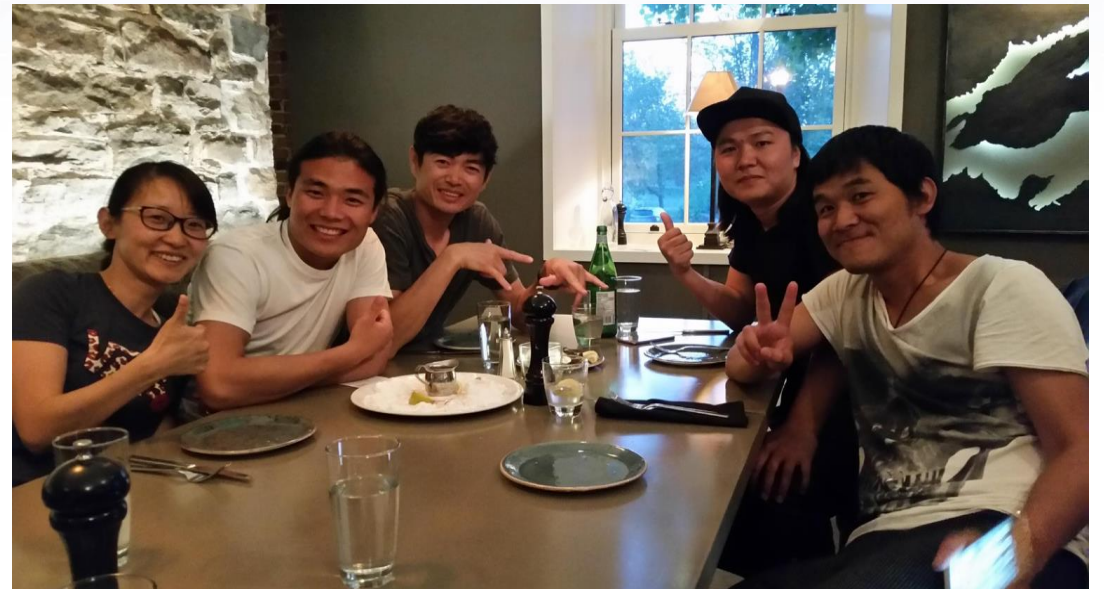
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# Travel Trade & FAMS

- Rendezvous Canada
- OTMPC sales missions to Quebec, Boston, NY
- Top Resa: Paris, France
- Brazil Road Show: Brazil
- Asia Showcase: Japan & China



# Visitor Services



- Sales of attractions and events regionally
- Create and develop collateral: maps, posters, books
- Seasonal Visitor Centre

Discover more at [1000IslandsTourism.com](https://1000IslandsTourism.com)

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*Yours to discover*



# Attractive Options

- ❖ Gananoque's Joel Stone Park includes a large sand beach, children's water park and our amphitheatre overlooking the mighty St Lawrence.
- ❖ Smuggler's Glen Golf Course is one of 12 courses in the area
- ❖ Shorelines Casino 1000 Islands- year round gaming
- ❖ 1000 Islands Boat Museum
- ❖ Arthur Child Heritage Museum
- ❖ 1000 Islands Tower
- ❖ Farmers Markets in Gananoque Lansdowne
- ❖ Skywood Adventures
- ❖ Fort Henry
- ❖ Kingston Penitentiary Tours
- ❖ Aquatarium – Brockville



Discover more at [1000IslandsTourism.com](https://1000IslandsTourism.com)

ONTARIO  
*Yours to discover*

1000  
Islands  
*Gananoque*  




1000  
Islands  
*Gananoque*



[www.facebook.com/tourism1000islands/](http://www.facebook.com/tourism1000islands/)

Twitter @1000islandscan

Instagram @1000islandscan

————— A World-Class Waterfront Destination —————

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*Yours to discover*

# Thank you and let us answer your questions

Bonnie Ruddock, Executive Director  
[bruddock@thegreatwaterway.com](mailto:bruddock@thegreatwaterway.com)

Kathrine Christensen, Executive Director  
[kchristensen@1000islandstourism.com](mailto:kchristensen@1000islandstourism.com)





MUNICIPAL PROPERTY ASSESSMENT CORPORATION

December 14, 2018

To: Chief Administrative Officers, Chief Financial Officers, Clerks,  
Treasurers and Tax Administrators

From: Carla Y. Nell, Vice President, Municipal and Stakeholder Relations

**Subject: 2018 Year-End Assessment Report**

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As part of our continued commitment to stakeholder engagement and information sharing with our municipal partners, we have prepared the attached **2018 Year-End Assessment Report**, which will be of interest to both municipal administration and elected officials. This report provides a high-level summary of MPAC's 2018 activities that are relevant to the municipal sector, and also two municipal level snapshots of the assessment changes unique to your municipality.

This report will also be provided to Municipal Clerks for submission to municipal councils in January 2019. In the interim, I encourage you to review the report and share any questions with your MPAC Municipal and Stakeholder Relations Regional Manager and/or Account Manager.

Happy Holidays,

A handwritten signature in black ink, appearing to be "C. Nell", written in a cursive style.

Carla Y. Nell  
Vice-President, Municipal and Stakeholder Relations

Attachments

**Copy** Regional and Account Managers



## APPENDIX 1 Assessment Change Summary by Property Class Town of Gananoque

The following chart provides a comparison of the total assessment for the 2016 base years, as well as a comparison of the assessment change for 2018 and 2019 property tax year by property class.

Property Class/Realty Tax Class	2016 Full CVA	2018 Phased-in CVA	2019 Phased-in CVA	Percent Change 2018 to 2019
R Residential	425,024,100	417,052,441	421,038,269	1.0%
M Multi-Residential	20,159,000	17,346,500	18,752,750	8.1%
C Commercial	70,556,800	68,244,265	69,400,535	1.7%
S Shopping Centre	1,949,600	1,702,300	1,825,950	7.3%
X Commercial (New Construction)	6,396,900	5,903,717	6,150,309	4.2%
I Industrial	4,400,800	4,357,951	4,379,375	0.5%
P Pipeline	1,292,200	1,242,779	1,267,490	2.0%
F Farm	62,200	62,200	62,200	0.0%
T Managed Forests	128,000	117,000	122,500	4.7%
(PIL) R Residential	86,400	86,400	86,400	0.0%
(PIL) C Commercial	2,301,700	2,264,337	2,283,018	0.8%
E Exempt	29,946,900	28,895,989	29,421,444	1.8%
<b>TOTAL</b>	<b>562,304,600</b>	<b>547,275,879</b>	<b>554,790,240</b>	<b>1.4%</b>



## APPENDIX 2

### Assessment Base Distribution Summary by Property Class Town of Gananoque

The following chart provides a comparison of the distribution of the total assessment for the 2016 base year, and the 2018 and 2019 phased-in assessment which includes the percentage of the total assessment base by property class.

Property Class/Realty Tax Class	2016 Full CVA	Percentage of Total 2016 CVA	2018 Phased-in CVA	Percentage of Total 2018 CVA	2019 Phased-in CVA	Percentage of Total 2019 CVA
R Residential	425,024,100	75.6%	417,052,441	76.2%	421,038,269	75.9%
M Multi-Residential	20,159,000	3.6%	17,346,500	3.2%	18,752,750	3.4%
C Commercial	70,556,800	12.5%	68,244,265	12.5%	69,400,535	12.5%
S Shopping Centre	1,949,600	0.3%	1,702,300	0.3%	1,825,950	0.3%
X Commercial (New Construction)	6,396,900	1.1%	5,903,717	1.1%	6,150,309	1.1%
I Industrial	4,400,800	0.8%	4,357,951	0.8%	4,379,375	0.8%
P Pipeline	1,292,200	0.2%	1,242,779	0.2%	1,267,490	0.2%
F Farm	62,200	0.0%	62,200	0.0%	62,200	0.0%
T Managed Forests	128,000	0.0%	117,000	0.0%	122,500	0.0%
(PIL) R Residential	86,400	0.0%	86,400	0.0%	86,400	0.0%
(PIL) C Commercial	2,301,700	0.4%	2,264,337	0.4%	2,283,018	0.4%
E Exempt	29,946,900	5.3%	28,895,989	5.3%	29,421,444	5.3%
<b>TOTAL</b>	<b>562,304,600</b>	<b>100%</b>	<b>547,275,879</b>	<b>100%</b>	<b>554,790,240</b>	<b>100%</b>





# 2018 YEAR-END ASSESSMENT REPORT FOR THE 2019 TAX YEAR

AS OF DECEMBER 2018



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

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# About MPAC

**MPAC stands for Municipal Property Assessment Corporation,** and the MPAC team is made up of assessment experts who understand local communities and assess every property in Ontario. Our assessments provide the very foundation that municipalities use to base the property taxes needed to pay for the services we use every day.

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As an independent, not-for-profit corporation, our assessments follow the *Assessment Act* and other legislation and regulations set by the Government of Ontario. We also have a Board of Directors made up of provincial, municipal and taxpayer representatives.

MPAC's expertise is in property assessment, customer service and technology. It is these components of MPAC's work that make our contribution to Ontario so valuable.

MPAC is responsible for assessing more than 5 million properties in Ontario, of all types (residential, business and farms), representing \$2.78 trillion in property value. We take property assessment seriously because it's the part we play in helping to make the communities we all live in stronger.



Learn more at:



[mpac.ca](http://mpac.ca)

# Introduction

Ontario municipalities rely on MPAC to provide expert opinions on the value of properties in our communities. We understand that turning these opinions into assessments goes beyond the determination of values. The work we do includes producing the products and services you require to understand, maintain and support your assessment base, such as property data, phase-in, classification, new assessment and appeals. The **2018 Year-End Assessment Report** provides an update on these items.

## The Property Assessment Cycle in Ontario

We update the assessment of every property in Ontario every four years to capture changes to properties and the real estate market.

While the effective valuation date of January 1, 2016 remains constant during the four-year cycle, we are responsible for providing an updated annual Assessment Roll to each municipality that includes:

- **Changes to property ownership**
- **Changes to state and condition of a property**
- **Updates to the assessed value and classification**
  - New construction, demolitions and consolidations
  - Requests for Reconsideration (RfR) and Assessment Review Board (ARB) decisions

In advance of the 2019 property tax year, we delivered more than 800,000 Property Assessment Notices to property owners across Ontario where there was a change in property ownership or value. Your municipality also recently received the **2018 Assessment Roll for the 2019 property tax year** and the electronic **Year-End Tax File**. This file includes the updates we made during 2018 to keep your Roll current.

## Purpose of This Report

We have prepared this report to assist you in understanding changes in your assessment base to inform ongoing budget and tax policy planning. The report also provides an update on the work we have undertaken over the course of 2018 to deliver an updated and stable Assessment Roll.

In addition, the report shares our plan for the next Assessment Update in 2020, which will provide property values for the 2021–2024 property tax years.

## Attached to this report are two municipal-level assessment snapshots:

### 1. Assessment Change Summary

Provides the updated 2016 current value assessment (destination) and a comparison of the phased-in assessments for the 2018 and 2019 tax years

### 2. Assessment Base Distribution

Compares the distribution of the total 2018 and 2019 phased-in assessments and includes the percentage of the total assessment base by property class

Responsible for assessing and classifying more than

**5 MILLION**

properties in Ontario

Representing

**\$2.78T**

in property value

We delivered more than

**800,000**

Property Assessment Notices

# 2018 Highlights

Our assessments support the collection of nearly **\$20 billion in municipal taxes annually**. We understand how important our work is to you, which is why we offer a range of services that enables you to understand and employ those values. No two assessment bases are the same. As such, we understand the need to share insights and develop understanding with all municipalities about how markets and communities are changing.

## Maintaining Your Annual Assessment Roll

Having accurate and timely data is critical to the assessment process. Throughout the year, we complete regular quality control processes. Specifically, we review assessments and property classification changes received through:

- Building permits
- Vacancy applications
- Tax applications
- Subdivision plans

This ensures information is both current and accurate. This ongoing assessment work provides confidence that the information in your Assessment Roll is reliable and ready to support your budget and tax planning.

## New Assessment

In 2018, we delivered more than \$38 billion in new assessment to municipalities across the province. We successfully processed more than 85% of this new assessment within one year of occupancy. Timely processing of new assessment from new

construction or additions to existing property and accurate forecasting of new assessment were identified as key municipal priorities and are included in our Service Level Agreement with municipalities.

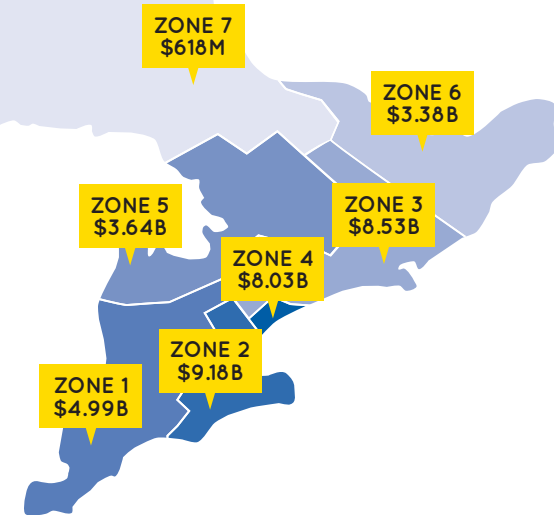
## New Assessment Forecasting

A significant change in 2018 was the presentation of the quarterly new assessment forecast and our commitment to capture a minimum of 85% of all new assessment within one year of occupancy, based on availability of information from your municipality.

The other important change in 2018 came from you, our municipal partners.

This year, we started delivering new assessment progress reports on a quarterly basis to support ongoing dialogue between MPAC and municipalities about current and future growth trends and to provide a better sense of future taxable amounts.

## 2018 NEW ASSESSMENT BY ZONE



We delivered more than **\$38 billion** in new assessment to municipalities across the province

From January 1 to October 31, 2018,  
MPAC completed a total of 27,917  
Requests for Reconsideration

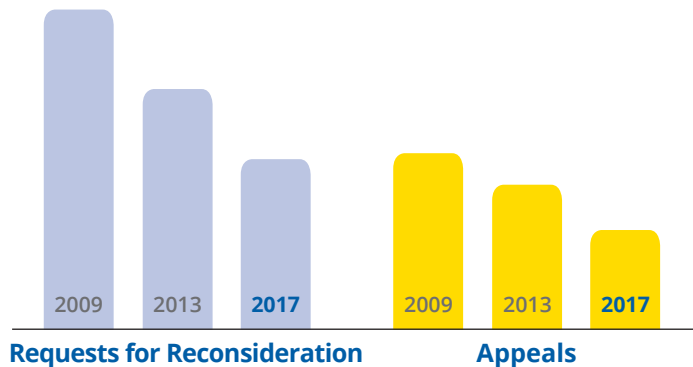
# Requests for Reconsideration and Appeals

Another important activity we continue to work on throughout the four-year assessment cycle is responding to and processing assessment changes because of Requests for Reconsideration (RfR) and **Assessment Review Board (ARB)** appeal outcomes. This information is applied to your Assessment Roll throughout the year as part of our ongoing efforts to maintain and deliver stable Assessment Rolls.

We continue to work closely with the ARB and other parties, providing impartial, expert opinions to support the appeal process.

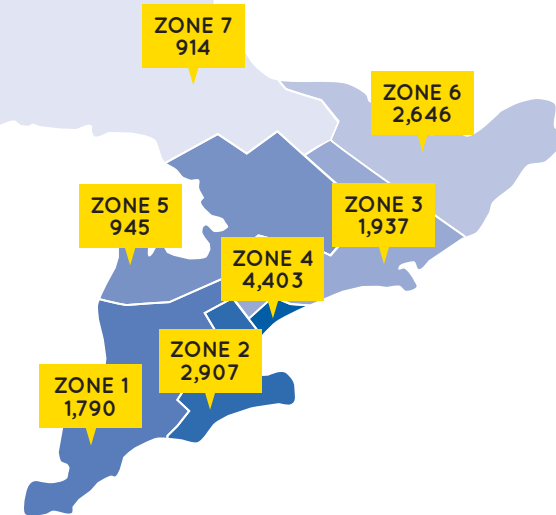
We have seen a steady decrease in the number of RfRs and appeals; since 2009 the number of RfRs filed has decreased by 50% and the number of appeals has decreased by 40%.

We will continue to work with the ARB and other parties to improve the efficiency and effectiveness of the appeals process, with the goal of reducing the time to resolve appeals.



2009, 2013 and 2017 represent the first tax year of the last three Assessment Updates, when the majority of appeals are filed.

## 2018 TOTAL NUMBER OF COMPLETED APPEALS BY ZONE



We have seen a steady decrease in the number of RfRs and appeals since 2009

# Service Level Agreement (SLA)

The service levels in the SLA represent the most important MPAC deliverables as identified by you, our municipal partners. The SLA itself defines high performance standards in key service areas; outlines the roles, responsibilities and dependencies of both parties – reinforcing our shared accountability.

We implemented the SLA in 2017, and the end of 2018 marks a full year of measuring against these service levels.

In 2018, we also launched the SLA Reporting Tool in Municipal Connect to offer an at-a-glance snapshot to guide discussions around SLA objectives, help improve service delivery and promote shared accountability. At the end of our first year, MPAC is happy to report that we have met 96% of all service levels and have worked closely with municipalities, including remedial action, when service levels have not been met.

We have met  
**96%**  
of all service levels



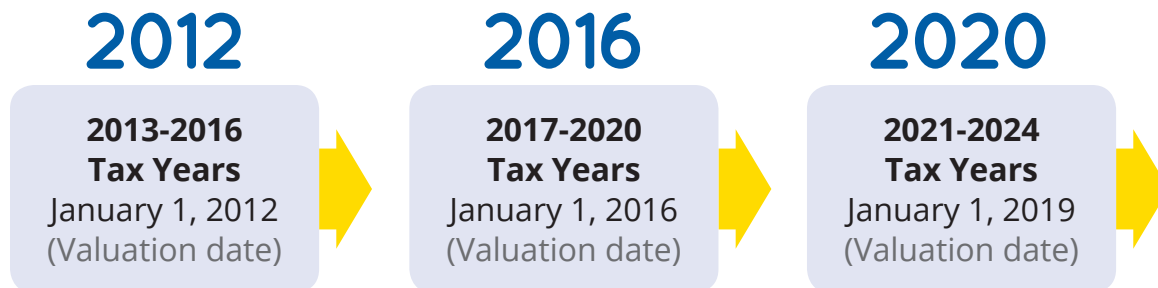
# Looking Ahead to the Next Assessment Update

A key change leading up to the **2020 Assessment Update** is the new valuation date of January 1, 2019, passed into legislation by the Province of Ontario. This is two years in advance of the first tax year to which the Assessment Update will apply. In the previous Assessment Update, the valuation date preceded the first tax year by one year.

The four-year phase-in program remains in place, meaning values will be effective for the 2021 to 2024 property tax years. As in the past, all assessment increases are phased-in over four years and assessment decreases are applied immediately.

The earlier valuation date increases the availability of data used to prepare valuations and will provide more time to consult and share preliminary market insights when our engagement activities begin in earnest in 2020.

This will enable MPAC and stakeholders to identify and resolve potential issues before the return of the Roll in December 2020.





# Conclusion

At the core of our new **2017-2020 Strategic Plan** is the theme “Valuing What Matters Most.” For municipalities, we value building the customer and municipal relationship. This means enhancing the transparency of new assessment forecasts, processing assessment adjustments in a timely way, ensuring traceability and transparency in our assessment valuation and methodology, and keeping stakeholders apprised of changes in the market that may impact property values.

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Through greater collaboration between MPAC and municipalities, we remain committed to continuously improving our service, and we encourage you to share your feedback with us on the delivery of our products and services.

Your local **[Municipal and Stakeholder Relations team](#)** is available to support you with any of our products or services. Please contact your Regional Manager, Account Manager, or Account Support Coordinator if you have any questions or would like more information about this report.



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Vendor Code	Vendor Name				Invoice Amount	Paid Amount	Discount Amount
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40701	407 ETR - EXPRESS TOLL ROUTE						
POLICE DEC 2018	POLICE PLATE #AV80628	612	25-Dec-2018	19-Jan-2019	44.64	44.64	0.00
<b>Supplier Totals :</b>					<b>44.64</b>	<b>44.64</b>	<b>0.00</b>
ABE01	ABELL PEST CONTROL						
A1433958	WORKS BILLING DECEMBER	616	27-Dec-2018	26-Jan-2019	61.28	61.28	0.00
A1436527	10 KING BILLING DECEMBER	616	12-Dec-2018	11-Jan-2019	135.60	135.60	0.00
<b>Supplier Totals :</b>					<b>196.88</b>	<b>196.88</b>	<b>0.00</b>
ALL02	ALLIANCE WIRELESS COMMUNICATIONS						
C2751-1218	PUC BILLING DECEMBER	616	01-Dec-2018	31-Dec-2018	194.26	194.26	0.00
<b>Supplier Totals :</b>					<b>194.26</b>	<b>194.26</b>	<b>0.00</b>
AMC01	AMCTO						
13589	JOB AD - ECONOMIC DEVELOPMENT MANAGER	1	04-Jan-2019	11-Jan-2019	587.60	587.60	0.00
<b>Supplier Totals :</b>					<b>587.60</b>	<b>587.60</b>	<b>0.00</b>
BAT01	BATTLEFIELD EQUIP RENTALS						
24221214	WORKS BILLING	616	27-Sep-2018	31-Dec-2018	97.36	97.36	0.00
<b>Supplier Totals :</b>					<b>97.36</b>	<b>97.36</b>	<b>0.00</b>
BEL02	BELL CANADA						
95252663	POLICE CONTRACT BILLING 2019	1	01-Jan-2019	11-Jan-2019	12,409.66	12,409.66	0.00
WATER TOWER D	WATER TOWER BILLING DECEMBER	616	28-Dec-2018	27-Jan-2019	670.66	670.66	0.00
<b>Supplier Totals :</b>					<b>13,080.32</b>	<b>13,080.32</b>	<b>0.00</b>
CAN05	CANADA POST CORPORATION						
2019 BOX RENTAL	2019 BOX RENTAL	1	04-Jan-2019	04-Jan-2019	342.39	342.39	0.00
<b>Supplier Totals :</b>					<b>342.39</b>	<b>342.39</b>	<b>0.00</b>
CAN07	CANADIAN TIRE						
20003700072915	PUC VEHICLE REPAIRS	616	03-Dec-2018	02-Jan-2019	169.84	169.84	0.00
TRANS #119 DEC	PUC - SMALL EQUIPMENT	616	03-Dec-2018	02-Jan-2019	327.11	327.11	0.00
TRANS #149 OCT	ARENA SUPPLIES	612	25-Oct-2018	31-Dec-2018	37.82	37.82	0.00
TRANS 128 DEC 2	WORKS SUPLIES	661	27-Dec-2018	26-Jan-2019	112.98	112.98	0.00
<b>Supplier Totals :</b>					<b>647.75</b>	<b>647.75</b>	<b>0.00</b>
CAR03	CARMICHAEL ENGINEERING LTD.						
BE-1624792	WTP BILLING	612	29-Nov-2018	29-Dec-2018	399.46	399.46	0.00
BE-1628231	WTP BILLING	616	28-Dec-2018	27-Jan-2019	3,298.21	3,298.21	0.00
<b>Supplier Totals :</b>					<b>3,697.67</b>	<b>3,697.67</b>	<b>0.00</b>
CHE03	CHEMAQUA						
579543	ARENA SERVICE CONTRACT	616	15-Dec-2018	25-Dec-2018	287.59	287.59	0.00
<b>Supplier Totals :</b>					<b>287.59</b>	<b>287.59</b>	<b>0.00</b>

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Invoice No.	Description	Batch	Invoice Date	Due Date			
CIM01	CIMCO REFRIGERATION						
90650862	ARENA SERVICE	616	27-Dec-2018	26-Jan-2019	1,584.32	1,584.32	0.00
<b>Supplier Totals :</b>					<b>1,584.32</b>	<b>1,584.32</b>	<b>0.00</b>
COM09	COMPUTER WORKS						
27789	E.S. BUILDING EQUIPMENT SUPPLIES	616	20-Dec-2018	19-Jan-2019	54.21	54.21	0.00
<b>Supplier Totals :</b>					<b>54.21</b>	<b>54.21</b>	<b>0.00</b>
CUEPIXEL	CUEPIXEL						
21-12-2018	ECONOMIC DEVELOPMENT BILLING	616	21-Dec-2018	20-Jan-2019	6,780.00	6,780.00	0.00
<b>Supplier Totals :</b>					<b>6,780.00</b>	<b>6,780.00</b>	<b>0.00</b>
CUL02	CULLIGAN OF BROCKVILLE						
1026146	E.S. BUILDING BILLING	616	28-Dec-2018	27-Jan-2019	111.75	111.75	0.00
<b>Supplier Totals :</b>					<b>111.75</b>	<b>111.75</b>	<b>0.00</b>
CUN01	CUNNINGHAM SWAN CARTY LITTLE & BONHAM LLP						
154668	FIRE LEGAL BILLING NOV 5 - 21	612	29-Nov-2018	28-Dec-2018	2,341.42	2,341.42	0.00
154683	FIRE LEAGAL BILLING NOV 5 - 13	612	29-Nov-2018	29-Dec-2018	707.66	707.66	0.00
155182	BYLAW LEGAL BILLING DECEMBER 5 & 6	616	19-Dec-2018	18-Jan-2019	2,372.15	2,372.15	0.00
155188	LEGAL SERVICES NOV 29 - DEC 11	612	19-Dec-2018	18-Jan-2019	2,334.75	2,334.75	0.00
155249	VARIOUS LEGAL SERVICES NOVEMBER 20 - DECEMBER 6	616	20-Dec-2018	19-Jan-2019	915.65	915.65	0.00
155411	NARIOUS LEGAL SERVICES BILLED TO OCTOBER 26	616	24-Dec-2018	23-Jan-2019	384.20	384.20	0.00
155454	VARIOU LEGAL BILLING OCT 31 - DEC 14	616	24-Dec-2018	23-Jan-2019	3,149.49	3,149.49	0.00
<b>Supplier Totals :</b>					<b>12,205.32</b>	<b>12,205.32</b>	<b>0.00</b>
CUP01	CANADIAN UNION OF PUBLIC EMPLOYEES						
DECEMBER 2018	DECEMBER DUES	616	31-Dec-2018	31-Dec-2018	922.64	922.64	0.00
<b>Supplier Totals :</b>					<b>922.64</b>	<b>922.64</b>	<b>0.00</b>
DEN05	DENCHEM SURFACE SOLUTIONS						
INV0072395	ROAD DEICER	661	12-Dec-2018	11-Jan-2019	5,853.78	5,853.78	0.00
<b>Supplier Totals :</b>					<b>5,853.78</b>	<b>5,853.78</b>	<b>0.00</b>
DIL03	DILIGENT DIGITAL SOLUTION						
010	POLICE WEBMASTER SERVICE OCT 1 - DEC 31	616	31-Dec-2018	11-Jan-2019	1,130.00	1,130.00	0.00
<b>Supplier Totals :</b>					<b>1,130.00</b>	<b>1,130.00</b>	<b>0.00</b>
DIX02	DIXON'S CAR & TRUCK RENTAL						
GANCW-9932	POLICE VEHICLE MAINTENANCE DECEMBER	616	10-Dec-2018	09-Jan-2019	210.46	210.46	0.00

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<b>Supplier Totals :</b>					210.46	210.46	0.00
DOO01	DOOR DOCTOR						
19274	WTP DOOR REPAIRS	616	06-Dec-2018	05-Jan-2019	643.99	643.99	0.00
<b>Supplier Totals :</b>					643.99	643.99	0.00
DRA01	DRAIN-ALL LTD						
W46914	OSBORNE ST BILLING	616	31-Oct-2018	31-Dec-2018	2,343.11	2,343.11	0.00
<b>Supplier Totals :</b>					2,343.11	2,343.11	0.00
DUN04	DUNDEE MARINE						
2018-135	SEWER OUTFALL DIFFUSER SERVICE	616	07-Dec-2018	06-Jan-2019	5,508.75	5,508.75	0.00
<b>Supplier Totals :</b>					5,508.75	5,508.75	0.00
ECO05	ECONOMIC DEVELOPERS ASSOCIATION OF CANADA						
205-17808	2019 MEMBERSHIP	1	01-Jan-2019	11-Jan-2019	187.77	187.77	0.00
2235-17888	2019 MEMBERSHIP	1	01-Jan-2019	11-Jan-2019	438.13	438.13	0.00
<b>Supplier Totals :</b>					625.90	625.90	0.00
EVA02	EVANS UTILITY AND MUNICIPAL						
0000157017	PUC SUPPLIES	616	20-Dec-2018	19-Jan-2019	5,262.41	5,262.41	0.00
<b>Supplier Totals :</b>					5,262.41	5,262.41	0.00
EXE01	EXECUTIVE SECRETARIAL SERVICES						
#16 DEC 12/18	PUC OFFICE SUPPLIES	616	12-Dec-2018	11-Jan-2019	41.80	41.80	0.00
<b>Supplier Totals :</b>					41.80	41.80	0.00
FIR04	FIRE MARSHAL'S PUBLIC FIRE SAFETY COUNCIL						
IN153482	FIRE SAFETY MATERIALS	616	14-Dec-2018	13-Jan-2019	113.00	113.00	0.00
<b>Supplier Totals :</b>					113.00	113.00	0.00
FRO08	FRONTLINE OUTFITTERS						
0000040023	POLICE CLOTHING	616	24-Dec-2018	23-Jan-2019	306.51	306.51	0.00
<b>Supplier Totals :</b>					306.51	306.51	0.00
FSET	FSET INC.						
2072	POLICE MANAGED IT SERVICES JANUARY	1	01-Jan-2019	11-Jan-2019	4,407.00	4,407.00	0.00
<b>Supplier Totals :</b>					4,407.00	4,407.00	0.00
GAN01	GANANOQUE AUTO SERVICE - UNIQUE TOWING						
28171	PUC VEHICLE SERVICE	616	03-Dec-2018	02-Jan-2019	96.05	96.05	0.00
28210	WORKS VEHICLE SERVICE	616	18-Dec-2018	17-Jan-2019	619.13	619.13	0.00
38208	PUC BILLING	616	06-Dec-2018	05-Jan-2019	1,285.38	1,285.38	0.00
<b>Supplier Totals :</b>					2,000.56	2,000.56	0.00
GAN08	GANANOQUE CHEVROLET BUICK GMC CADILLAC						

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DEAL #29295	WORKS 2019 1 TONNE CREW CAB TRUCK	616	12-Dec-2018	11-Jan-2019	56,613.00	56,613.00	0.00
<b>Supplier Totals :</b>					56,613.00	56,613.00	0.00
GAN28	GANANOQUE POLICE ASSOCIATION						
DECEMBER 2018	4TH QUARTER DUES 2018	616	31-Dec-2018	31-Dec-2018	5,042.50	5,042.50	0.00
<b>Supplier Totals :</b>					5,042.50	5,042.50	0.00
GAN44	GAN SIGN WORKS						
9985	WORKS SIGNS	616	20-Dec-2018	19-Jan-2019	271.20	271.20	0.00
<b>Supplier Totals :</b>					271.20	271.20	0.00
GFA01	LOCAL UNION 2306 FIREFIGHTERS						
DECEMBER 2018	4TH QUARTER DUES 2018	616	31-Dec-2018	31-Dec-2018	400.00	400.00	0.00
<b>Supplier Totals :</b>					400.00	400.00	0.00
GOD01	GODARD LAURA						
JANUARY 10, 2019	TOWN HALL EXPENSES	1	10-Jan-2019	10-Jan-2019	20.24	20.24	0.00
<b>Supplier Totals :</b>					20.24	20.24	0.00
GOL01	GOLDSMITH SAW TOOL & KNIFE						
58713	ICE BLADES SHARPENED	612	27-Nov-2018	26-Dec-2018	136.17	136.17	0.00
59025	ICE BLADES SHARPENED	616	11-Dec-2018	10-Jan-2019	81.93	81.93	0.00
59273	ICE BLADES SHARPENED	616	26-Dec-2018	25-Jan-2019	81.93	81.93	0.00
<b>Supplier Totals :</b>					300.03	300.03	0.00
GRA01	GRAND AND TOY LTD						
N184217	TOWN HALL OFFICE SUPPLIES	616	10-Dec-2018	10-Dec-2018	297.82	297.82	0.00
N215179	TOWN HALL OFFICE SUPPLIES	616	17-Dec-2018	16-Jan-2019	93.67	93.67	0.00
<b>Supplier Totals :</b>					391.49	391.49	0.00
HAL06	HALPENNY INSURANCE BROKERS LTD						
48169	FIRE POLICY #JLTPS-404 JUL 2018 - JUL 1/2019	612	11-Dec-2018	10-Jan-2019	345.00	345.00	0.00
<b>Supplier Totals :</b>					345.00	345.00	0.00
HIC02	HICKS MORLEY HAMILTON STEWARTSTORIE LLP						
473432	VARIOUS LEGAL SERVICES BILLED TO NOVEMBER 30	616	21-Dec-2018	20-Jan-2019	214.70	214.70	0.00
<b>Supplier Totals :</b>					214.70	214.70	0.00
HIR01	HIRSTWOOD SHELLEY						
DECEMBER 21, 2018	MILEAGE & PARKING NOVEMBER 29	612	21-Dec-2018	21-Dec-2018	170.00	170.00	0.00
DECEMBER 31, 2018	CELL PHONE DECEMBER	616	31-Dec-2018	31-Dec-2018	58.76	58.76	0.00
<b>Supplier Totals :</b>					228.76	228.76	0.00
HUD01	HUDSON PAMELA FORSYTH						
JANUARY 10, 2019	LIBRARY EXPENSES	1	10-Jan-2019	10-Jan-2019	169.61	169.61	0.00

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<b>Supplier Totals :</b>					169.61	169.61	0.00
ISI01	ISI						
20122018	WTP - ENGINEERING & SITE SERVICES FOR NEW FLOW METERS	616	20-Dec-2018	19-Jan-2019	23,126.58	23,126.58	0.00
<b>Supplier Totals :</b>					23,126.58	23,126.58	0.00
JET02	JET ELECTRICAL CONTRACTORS						
4740	WORKS GARAGE SERVICE	612	30-Nov-2018	30-Dec-2018	641.56	641.56	0.00
4742	DOCK LIGHT SERVICE	661	01-Dec-2018	31-Dec-2018	5,057.58	5,057.58	0.00
4746	E.S. BUILDING INTERIOR LIGHTS SERVICE	616	05-Dec-2018	04-Jan-2019	660.83	660.83	0.00
4748	EAST END PUMP STN SERVICE	616	07-Dec-2018	06-Jan-2019	725.19	725.19	0.00
4753	STREET LIGHT REPAIRS WEST GATES	616	12-Dec-2018	11-Jan-2019	47.97	47.97	0.00
4755	E.S. BUILDING EXTERIOR LIGHT SERVICE	616	15-Dec-2018	14-Jan-2019	542.50	542.50	0.00
4760	STREET LIGHT BILLING MAPLECROFT COURT	616	18-Dec-2018	17-Jan-2019	190.18	190.18	0.00
4761	E.S. BUILDING LED LIGHTS SERVICE	616	18-Dec-2018	17-Jan-2019	5,531.73	5,531.73	0.00
4766	WTP SERVICE	616	12-Dec-2018	20-Jan-2019	647.50	647.50	0.00
4767	EAST END PUMP STN SERVICE	616	21-Dec-2018	20-Jan-2019	80.94	80.94	0.00
4768	LOCATES KING & STONE	616	22-Dec-2018	21-Jan-2019	191.86	191.86	0.00
<b>Supplier Totals :</b>					14,317.84	14,317.84	0.00
JEW01	JEWELL ENGINEERING INC.						
00110301	VICTORIA AVE RECONSTRUCTION BILLING TO NOV 4	616	17-Dec-2018	16-Jan-2019	1,936.54	1,936.54	0.00
00110302	HENRIETTA ST RECONSTRUCTION BILLING TO NOV 4	616	17-Dec-2018	16-Jan-2019	398.27	398.27	0.00
00110320	BOAT LAUNCH BILLING TO NOVEMBER 4	616	17-Dec-2018	16-Jan-2019	186.45	186.45	0.00
<b>Supplier Totals :</b>					2,521.26	2,521.26	0.00
JJM01	J J MACKAY LTD						
INV1052248	PARKING METER BILLING	616	11-Dec-2018	10-Jan-2019	282.50	282.50	0.00
<b>Supplier Totals :</b>					282.50	282.50	0.00

KEM01	KEMIRA WATER SOLUTION CANADA INC.						
9019164137	WTP CHEMICALS	612	30-Nov-2018	30-Dec-2018	4,809.17	4,809.17	0.00
<b>Supplier Totals :</b>					4,809.17	4,809.17	0.00
KIN08	KINGSTON HUMANE SOCIETY						
GAN_KHS POUNE	POUND SERVICES NOVEMBER	612	30-Nov-2018	31-Dec-2018	136.58	136.58	0.00

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<b>Supplier Totals :</b>					136.58	136.58	0.00
KIN09	KINGSTON POLICE SERVICE						
2018-12-20	POLICE PURCHASE	616	20-Dec-2018	19-Jan-2019	12,204.00	12,204.00	0.00
<b>Supplier Totals :</b>					12,204.00	12,204.00	0.00
LEE02	LEEDS GRENVILLE & LANARK DISTRICT HEALTH UNIT						
LEVY JANUARY 21	LEVY JANUARY LESS OVER PYMNT OF \$180.00	1	09-Jan-2019	15-Jan-2019	7,696.25	7,696.25	0.00
<b>Supplier Totals :</b>					7,696.25	7,696.25	0.00
MCC05	MCCULLOCH LYNSEY						
JANUARY 9, 2019	TOWN HALL EXPENSES	1	09-Jan-2019	09-Jan-2019	25.21	25.21	0.00
<b>Supplier Totals :</b>					25.21	25.21	0.00
MIT03	MITCHELL FRANK						
BENSONS 942299	WORKS VEHICLE SUPPLY	616	04-Dec-2018	04-Dec-2018	5.53	5.53	0.00
<b>Supplier Totals :</b>					5.53	5.53	0.00
OME01	OMERS						
DECEMBER /2018	DECEMBER REMITTANCE	616	31-Dec-2018	15-Jan-2019	71,415.50	71,415.50	0.00
<b>Supplier Totals :</b>					71,415.50	71,415.50	0.00
OUT02	OUTPOST PACKING PRODUCTS LTD.						
331324	ARENA BILLING	616	13-Dec-2018	12-Jan-2019	72.81	72.81	0.00
<b>Supplier Totals :</b>					72.81	72.81	0.00
PAC01	PACIFIC SAFETY PRODUCTS INC						
IN073162	POLICE BILLING	616	13-Dec-2018	13-Jan-2019	191.66	191.66	0.00
<b>Supplier Totals :</b>					191.66	191.66	0.00
PET07	RHONDA ROBESON - PETTY CASH						
DECEMBER 2018	POLICE EXPENSES TO DECEMBER 2018	616	31-Dec-2018	18-Jan-2019	539.88	539.88	0.00
<b>Supplier Totals :</b>					539.88	539.88	0.00
POS02	POSTMEDIA NETWORKS INC.						
DM02686451	economic development ad	616	31-Dec-2018	30-Jan-2019	1,229.44	1,229.44	0.00
DM02686478	notice of intention 10 king st ad	616	31-Dec-2018	30-Jan-2019	144.19	144.19	0.00
<b>Supplier Totals :</b>					1,373.63	1,373.63	0.00
QUI04	QUINTE SEWER SERVICE						
9801	SEWER BACKUP STONE ST	616	28-Dec-2018	27-Jan-2019	1,423.80	1,423.80	0.00

**TOWN OF GANANOQUE**  
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Vendor : 1000 To ZYCOM  
 Batch : All

Cheque Dates : Jan 03, 2019 To Jan 18, 2019  
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Vendor Code	Vendor Name	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
<b>Supplier Totals :</b>					1,423.80	1,423.80	0.00
RAC02	RACKAIR						
2508	E.S. BUILDING SERVICE	612	20-Nov-2018	20-Dec-2018	380.16	380.16	0.00
2518	HERITAGE MUSEUM BILLING	661	27-Nov-2018	26-Dec-2018	200.58	200.58	0.00
<b>Supplier Totals :</b>					580.74	580.74	0.00
REA01	REALTAX INC.						
69008	FILE #LGGE18-04	616	27-Nov-2018	26-Dec-2018	638.45	638.45	0.00
69009	FILE #LGGE18-03	612	27-Nov-2018	26-Dec-2018	536.75	536.75	0.00
69010	FILE #LGGE18-02	612	27-Nov-2018	26-Dec-2018	514.15	514.15	0.00
<b>Supplier Totals :</b>					1,689.35	1,689.35	0.00
REC02	RECEIVER GENERAL FOR CANADA						
1800003728	FINGERPRINT SEARCHES NOVEMBER	616	01-Dec-2018	31-Dec-2018	25.00	25.00	0.00
<b>Supplier Totals :</b>					25.00	25.00	0.00
RIV14	RIVERSTONE JANITORIAL						
2299	CLEANING DECEMBER	616	31-Dec-2018	31-Dec-2018	1,939.08	1,939.08	0.00
<b>Supplier Totals :</b>					1,939.08	1,939.08	0.00
[REDACTED]							
RSM01	RSM BUILDING CONSULTANTS						
1020	RSM PROJECT #2019-016-TG-E PART 1 129 SOUTH	616	19-Dec-2018	18-Jan-2019	5,349.76	5,349.76	0.00
<b>Supplier Totals :</b>					5,349.76	5,349.76	0.00
SAM01	SAM CHEMICAL SPECIALTIES						
105556	WORKS SUPPLIES	616	11-Dec-2018	10-Jan-2019	451.94	451.94	0.00
<b>Supplier Totals :</b>					451.94	451.94	0.00
SOU03	SOUTHEASTERN TELECOMMUNICATION						
34578	TOWN HALL PHONE SERVICE	616	11-Dec-2018	10-Jan-2019	343.38	343.38	0.00
34636	TOWN HALL BILLING	616	20-Dec-2018	19-Jan-2019	453.19	453.19	0.00
<b>Supplier Totals :</b>					796.57	796.57	0.00
STL01	ST LAWRENCE LODGE						
LEVY INCREASE ; 2018 LEVY INCREASE		616	31-Dec-2018	31-Dec-2018	180.00	180.00	0.00
<b>Supplier Totals :</b>					180.00	180.00	0.00
STL05	ST. LAWRENCE TESTING & INSPECTION CO. LTD.						
18D280	OSBORNE & MAPLE ST BILLING	616	20-Dec-2018	19-Jan-2019	7,162.06	7,162.06	0.00



**TOWN OF GANANOQUE**  
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Vendor Code	Vendor Name				Invoice Amount	Paid Amount	Discount Amount
Invoice No.	Description	Batch	Invoice Date	Due Date			
<b>Supplier Totals :</b>					7,162.06	7,162.06	0.00
SUP01	SUPERIOR PROPANE						
22782687	ARENA - PROPANE	616	18-Dec-2018	17-Jan-2019	597.01	597.01	0.00
2570222	ARENA PROPANE	616	04-Dec-2018	03-Jan-2019	492.53	492.53	0.00
<b>Supplier Totals :</b>					1,089.54	1,089.54	0.00
SUP03	SUPREME CLEANING						
341987	DECEMBER ES BUILDING CLEANING LESS RCA 60% PAYMENT	616	31-Dec-2018	11-Jan-2019	767.28	767.28	0.00
<b>Supplier Totals :</b>					767.28	767.28	0.00
SWI01	SWISH MAINTENANCE LIMITED						
K602538	ARENA CLEANING SUPPLIES	616	10-Dec-2018	09-Jan-2019	295.30	295.30	0.00
K602539	ARENA SUPPLIES	616	10-Dec-2018	09-Jan-2019	25.49	25.49	0.00
<b>Supplier Totals :</b>					320.79	320.79	0.00
TEC01	TECHNICAL STANDARDS & SAFETY AUTHORITY						
6402504	ARENA RENEWAL LICENCE JAN 1 2019 - JAN 29 2020	1	01-Jan-2019	01-Jan-2019	100.00	100.00	0.00
<b>Supplier Totals :</b>					100.00	100.00	0.00

TEL01	TELUS MOBILITY						
POLICE DEC 2018	POLICE BILLING NOV 25 - JAN 24	616	24-Dec-2018	21-Jan-2019	276.74	276.74	0.00
<b>Supplier Totals :</b>					276.74	276.74	0.00
TEN01	TENNANT'S WELDING						
47133	WORKS VEHICLE BILLING	616	17-Dec-2018	16-Jan-2019	172.13	172.13	0.00
<b>Supplier Totals :</b>					172.13	172.13	0.00
THE41	THE COMPUTER MEDIA GROUP						
1439773-IN	LIBRARY - TONER CARTRIDGES	616	13-Apr-2018	01-Jan-2019	822.52	822.52	0.00
1451094-IN	LIBRARY TONER CARTRIDGES	616	16-Oct-2018	31-Dec-2018	986.49	986.49	0.00
<b>Supplier Totals :</b>					1,809.01	1,809.01	0.00
TRA05	TRAFFORD AMANDA						
DECEMBER 2018	CELL PHONE NOV/MILEAGE	616	18-Dec-2018	18-Dec-2018	125.26	125.26	0.00
DECEMBER 31/20	CELL PHONE DECEMBER & MILEAGE	616	31-Dec-2018	31-Dec-2018	95.96	95.96	0.00
<b>Supplier Totals :</b>					221.22	221.22	0.00
TRI05	TRIM-LINE OF SOUTH EAST ONTARIO						
45713	FIRE VEHICLE BILLING	612	30-Nov-2018	30-Dec-2018	1,017.00	1,017.00	0.00

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Vendor Code	Vendor Name	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
<b>Supplier Totals :</b>					1,017.00	1,017.00	0.00
TRI06	TRICELL SALES & MARKETING LTD.						
76358	POLICE BATTERIES	616	10-Dec-2018	09-Jan-2019	118.82	118.82	0.00
<b>Supplier Totals :</b>					118.82	118.82	0.00
TRI12	TRIDENT GROUP						
55016	WORKS VEHICLE SERVICE	661	16-Oct-2018	31-Dec-2018	4,874.71	4,874.71	0.00
<b>Supplier Totals :</b>					4,874.71	4,874.71	0.00
UNI03	UNITED COUNTIES OF LEEDS AND GRENVILLE						
INV000000000182	2018 COMPLIANCE AUDIT COMMITTEE	616	03-Dec-2018	02-Jan-2019	52.67	52.67	0.00
INV000000000183	GIS CREATION OF POLICY MAP	661	19-Dec-2018	18-Jan-2019	87.73	87.73	0.00
INV000000000183	SUPPLEMENTARY 2018 COMPLIANCE AUDIT COMMITTEE	616	19-Dec-2018	18-Jan-2019	141.17	141.17	0.00
<b>Supplier Totals :</b>					281.57	281.57	0.00
VAD01	VADIM COMPUTER MANAGEMENT GROUP						
RI-742688	SUPPORT BILLING 2019	1	01-Jan-2019	01-Jan-2019	14,340.01	14,340.01	0.00
<b>Supplier Totals :</b>					14,340.01	14,340.01	0.00
WHI03	WHITEHOTS INC.						
3305326	LIBRARY BOOKS	616	21-Dec-2018	20-Jan-2019	105.78	105.78	0.00
3305519	LIBRARY BOOKS PROCESSING FEE	616	28-Dec-2018	27-Jan-2019	339.39	339.39	0.00
<b>Supplier Totals :</b>					445.17	445.17	0.00
WIL17	WILLIS DEBBIE						
DECEMBER 14, 2018	LIBRARY EXPENSES	616	14-Dec-2018	13-Jan-2019	18.03	18.03	0.00
<b>Supplier Totals :</b>					18.03	18.03	0.00
WOL01	WOLSELEY MECHANICAL GROUP						
7510572	PUC SUPPLIES	616	18-Dec-2018	11-Jan-2019	650.65	650.65	0.00
<b>Supplier Totals :</b>					650.65	650.65	0.00
XYL01	XYLEM CANADA COMPANY						
3558309895	WTP EMERGENCY REPAIRS	616	06-Dec-2018	05-Jan-2019	27,744.33	27,744.33	0.00
3558310764	WTP - RENTAL BILLING NOV 10 - DEC 4	616	19-Dec-2018	18-Jan-2019	10,671.72	10,671.72	0.00
<b>Supplier Totals :</b>					38,416.05	38,416.05	0.00
ZYCOM	ZYCOM TECHNOLOGY INC.						
IN-61979-01	COMPUTERS	616	17-Dec-2018	16-Jan-2019	3,039.23	3,039.23	0.00
IN-62081-01	INSTALLATION & CONFIGURATIONS BILLING	616	28-Dec-2018	27-Jan-2019	2,274.07	2,274.07	0.00
IN-62108-01	COMPUTER SUPPLIES	616	28-Dec-2018	27-Jan-2019	56.05	56.05	0.00
IN-62143-01	DECEMBER MANAGED IT SERVICES DECEMBER	616	01-Dec-2018	31-Dec-2018	6,149.14	6,149.14	0.00

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Vendor Code	Vendor Name				Invoice Amount	Paid Amount	Discount Amount
Invoice No.	Description	Batch	Invoice Date	Due Date			
<b>Supplier Totals :</b>					11,518.49	11,518.49	0.00
<b>Computer Paid Total :</b>					<b>370,522.41</b>	<b>370,522.41</b>	<b>0.00</b>

Total Unpaid for Approval :	0.00
Total Discount :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	370,522.41
Total EFT Paid for Approval :	0.00
<b>Grand Total ITEMS for Approval :</b>	<b>370,522.41</b>



## COW Report – RDS-2019-01

**Date:** January 22, 2019

**IN CAMERA**

**Subject:** Notice of Public Information Centre (PIC) – Pine Street Reconstruction

**Author:** Paul McMunn, Public Works Manager

**OPEN COUNCIL**

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### **RECOMMENDATION:**

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE NOTICE OF A PUBLIC INFORMATION CENTRE – PINE STREET RECONSTRUCTION, FOR INFORMATION PURPOSES, AS PRESENTED IN COMMITTEE OF THE WHOLE REPORT RDS-2019-01.

### **STRATEGIC PLAN COMMENTS:**

Sector #2- Infrastructure/Environment - Strategic Initiative #1 – Assess the Town’s current infrastructure and ensure sufficient capacity exists to support future growth.

Sector #2 - Infrastructure/Environment - Strategic Initiative #2 – Identify ways to connect the Downtown to other parts of the Town – “Action” - Create bicycle pathways when constructing or reconstructing roads and sidewalks.

### **BACKGROUND:**

The objective of this Public Information Center is to engage local residents, and more specifically residents that reside on Pine Street, to present plans for the Reconstruction of Pine Street from west of Stone Street South to William Street. Pine Street is being proposed for reconstruction in the 2020 Capital Budget. Works will include the replacement of sanitary sewers, storm sewers, water main, private services to property line, roadway including concrete curbs and sidewalk, landscaping (including tree replacement), and the addition of a 3.0 m wide Multi-Use Pathway.

### **INFORMATION/DISCUSSION:**

Residents are encouraged to participate in discussions with Town Public Works staff during this Public Information Center. Public Works staff are interested in feedback from residents of the community, especially residents who own property on Pine Street. The proposed reconstruction is typical, in terms of underground and topographic infrastructure upgrades, however unique in that a 3.0 m wide Multi-Use Pathway is being proposed within the Municipal Road Allowance. There are different cross sections for the streetscape that staff are contemplating which incorporates the Multi-Use Pathway. The Multi-Use Pathway will primarily be used as cycling infrastructure, in an effort to reroute local cyclists and visitors from King Street, which can be congested with traffic, to a quieter, safer street.

The Public Information Center will be held on January 29<sup>th</sup>, 2019, from 6:00 pm to 8:00 pm at

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the Emergency Services Building at 340 Herbert Street.

**APPLICABLE POLICY/LEGISLATION:**

The Highway Traffic Act, R.S.O., 1990

**FINANCIAL CONSIDERATIONS:**

None.

**CONSULTATIONS:**

Matthew Linton, Public Works Technologist

**ATTACHMENTS:**

N/A

<b>APPROVAL</b>	<p>_____ Paul McMunn, Manager of Public Works</p> <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 Municipal Act and regulations.</p> <p>_____ Shellee Fournier, CAO</p>
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## COW Report – FIRE-2019-01

**COW:** January 22, 2018  **IN CAMERA**

**Subject:** 2018 4<sup>th</sup> Quarter/Year End Fire Report

**Author:** Steve Tiernan, Fire Chief  **OPEN SESSION**

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### RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE 2018 FOURTH (4<sup>TH</sup>) QUARTER / YEAR-END FIRE REPORT FOR INFORMATION PURPOSES, AS PRESENTED IN THE COMMITTEE OF THE WHOLE REPORT FIRE-2019-01.

### STRATEGIC PLAN COMMENTS:

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

### BACKGROUND:

This report is completed for the 4<sup>th</sup> quarter, and year-end review. It compares month by month, each quarter, and year-to-date statistics to the previous year.

### INFORMATION/DISCUSSION:

- Chief Tiernan attended Ontario Association of Fire Chiefs general meeting in Niagara Falls and the Ontario Fire College for Commercial Cooking Suppression System class for Fire Inspectors
- Firefighter/Fire Prevention Inspector Andrew Dickson attended Ontario Fire College for Parts 3 & 5 of the Ontario Fire Code and attended Public Services Health & Safety Association Part 2 for Joint Health & Safety Committee
- Firefighters completed certification for NFPA 472 Hazardous Materials (Awareness & Operations)
- Secured \$5,000 grant from Enbridge for new Ice/Water rescue boat
- Chief Tiernan and Captain Paul Lloyd taught a Forcible Entry class to Perth Firefighters
- Firefighters participated in “Coffee with a Firefighter Day” at McDonalds
- On-going Fire Inspections of the down town district
- Fire Life Safety Education sessions continue with daycares, schools and auxiliary groups
- Added additional news and radio safety messaging concerning: Smoke & CO alarms, Home Fire Escape Plans and Ice/Water safety
- Continue fabrication of Fire Behaviour burn cells at training ground (time donated by firefighters)

Total emergency calls for 2018 = 238

4<sup>th</sup> quarter emergency response time 6:53 minutes

2018 average emergency response time 6:56 minutes

### APPLICABLE POLICY/LEGISLATION:

None.

**FINANCIAL CONSIDERATIONS:**

None.

**CONSULTATIONS:**

None.

**ATTACHMENTS:**

<b>FIRE SERVICE REPORT TO COUNCIL</b>							
				<b>4th Quarter</b>		<b>YTD</b>	
	<b>October</b>	<b>November</b>	<b>December</b>	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
TOTAL RUNS	22	15	18	55	50	238	205
FIRE	0	2	1	3	2	7	5
MEDICAL	6	5	2	13	13	52	60
MOTOR VEHICLE COLLISIONS	1	0	1	2	1	10	2
ALARMS	7	4	10	21	18	57	56
OTHER CALLS (Gas Leaks, Hydro Wires, Spills, Burn Complaint, Public Hazard, Cooking)	5	3	3	11	7	74	43
MUTUAL AID GIVEN (Structure Fire, MVC, etc.)	3	1	1	5	9	38	39
ESTIMATED DOLLAR LOSS	\$ -	\$ 4,000.00	\$ 100,000.00	\$ 104,000.00	\$ -	\$ 132,000.00	\$ -
ESTIMATED DOLLAR SAVE	\$ -	\$ 10,000.00	\$ 4,000.00	\$ 14,000.00	\$ -	\$ 1,638,000.00	\$ -
INSPECTIONS / # OF UNITS	7 / 20	7 / 33	4 / 20	18 / 73	13 / 17	78 / 680	75 / 368
RE-INSPECTIONS	2	3	1	6	4	29	4
OTHER ACTIVITIES (Public Education, School Visits, Station Tours, Community Activities)	12	8	3	23	14	43	64

<b>APPROVAL</b>	<p>_____</p> <p>Steve Tiernan, Fire 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 Municipal Act and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p>
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