



G NANOQUE

COMMITTEE OF THE WHOLE MEETING AGENDA

On March 5, 2019
In Town Hall Council Chambers, 2nd Floor – 30 King Street East

1	Call Meeting to Order (Immediately following the Regular Council Meeting)
2	Disclosure of Pecuniary Interest & General Nature Thereof
3	Approval of Minutes (Adoption) – February 19, 2019
4	Public Question/Comment (Only Addressing Reports On The Agenda)
5	Unfinished Business – None
6	Notice of Motion
	Councillor Osmond – Notice of Motion – Pilot Project – Council Informal Drop-In Centre
7	Disclosure of Additional Items
8	Delegations – None
9	Presentations by Staff (Others) – None
10	Correspondence
	1. Cheryl Bruce – Grant to the Gananoque Humane Society
	2. United Counties of Leeds and Grenville – Media Release – Highlights of Regular County Council Meeting Minutes of Thursday, February 21, 2019
	3. Heather McColm – Request for Snow Removal on Old Railway Tracks
	4. Jim Garrah – Public Comments on Committee of the Whole Agenda
	5. Gananoque Curling Club – Request to Waive Fees for Ice Preparation for Ontario Elementary School Championship
11	Staff Reports
	Accounts Payable – February 14 to 26, 2019

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.

	Melanie Kirkby, Treasurer
	COW-FIN-2019-04 – Statement of the Treasurer – 2018 Council Remuneration and Expenses
	COW-FIN-2019-05 – Public Sector Accounting Board (PSAB) Compliant 2019 Budget
	Paul McMunn, Manager of Public Works
	COW-RDS-2019-02 – Contract Award – Supply of Curbside Solid Waste and Recycling Collection Services
	COW-UTIL-2019-02 – 2018 Summary Report for Municipalities, 2018 Annual Drinking Water Report and 2018 Annual Lagoon Performance Report
12	Discussion of Additional Items
13	Next Regular Meeting – March 19, 2019
14	Questions From the Media
15	Adjournment

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

COMMITTEE OF THE WHOLE MEETING MINUTES

On Tuesday, February 19, 2019

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

COMMITTEE MEMBER PRESENT		STAFF PRESENT
Chair:	Adrian Haird	Shellee Fournier, CAO
Members:	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
		Steve Tiernan, Fire Chief
		Cyril Cooper, Manager of Economic Development
Regrets:	Dave Anderson	

1.	Call Meeting to Order
	Councillor Haird chaired the meeting. The meeting was called to order at 6:12 PM.
2.	Disclosure of Pecuniary Interest & General Nature Thereof – None
3.	Approval of Minutes – February 5, 2019
	Moved by: Councillor O'Connor BE IT RESOLVED THAT THE COMMITTEE OF THE WHOLE ADOPTS THE MINUTES FROM TUESDAY, FEBRUARY 5, 2019 MEETING. <p style="text-align: right;">CARRIED – UNANIMOUS</p>
4.	Public Question / Comment (Only addressing Reports on Agenda)
	Members of the public spoke to Reports listed on the Agenda.
5.	Unfinished Business
COW-CD-2019-07 – Official Plan (OP) Review – Award of Contact	
	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 BY-LAW NO. 2019-016, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH J.L. RICHARDS. FOR (RFP) PROP-2018-02 FOR CONSULTING SERVICES FOR THE OFFICIAL PLAN (OP) REVIEW AND UPDATE IN THE AMOUNT OF \$47,234.00, EXCLUSIVE OF HST, AS PRESENTED IN COW REPORT – CD-2019-07. <p style="text-align: right;">CARRIED – UNANIMOUS</p>

6.	Disclosure of Additional Items – None
7.	Delegations
	<p>1. Frontenac Arch Biosphere Network (FABN) – Julie Servant, Executive Director</p> <ul style="list-style-type: none"> Julie Servant, Executive Director and Erik Wang, Co-Chair, Frontenac Arch Biosphere Network (FABN) appeared before the Committee of the Whole and provided a PowerPoint presentation entitled “Frontenac Arch Biosphere Network (FABN) – A Case for Support”.
Delegation – Frontenac Arch Biosphere Network (FABN) – Receive for Information	
	<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 FRONTENAC ARCH BIOSPHERE NETWORK’S (FABN’S) DELEGATION OF TUESDAY, FEBRUARY 19, 2019, FOR INFORMATION.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
	<p>2. RMP Construction & Development Ltd. – Andrew Ball</p> <ul style="list-style-type: none"> Bob Pelda, President and Andrew Ball, Vice-President and Project Manager, from RMP Construction & Development Ltd., appeared before the Committee of the Whole and provided an overview and update on the development.
8.	Presentations By Staff (Others) – None
9.	Correspondence – None
10.	Staff Reports
	<p>Accounts Payable – January 29, 2019 to February 13, 2019</p> <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 STATEMENT OF ACCOUNTS PAYABLE FOR CHEQUES ISSUED FROM JANUARY 29, 2019 TO FEBRUARY 13, 2019 TOTALLING \$624,922.74, AS PRESENTED.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
	<p>COW-FIN-2019-02 – 2019 Water and Wastewater Rates – Operating and Capital Budget</p> <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 BY-LAW NO. 2019-020, BEING A BY-LAW TO ADOPT THE 2019 WATER AND WASTEWATER RATES, OPERATING AND CAPITAL BUDGETS, AS PRESENTED IN REPORT COW-FIN-2019-02.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>

	<p>COW-FIN-2019-03 – 2019 Tax Rates and Ratios</p> <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 BY-LAW NO. 2019-025, BEING A BY-LAW TO APPROVE THE 2019 TAX RATES AND RATIOS, AS PRESENTED IN COW REPORT FIN-2019-03.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
11.	Discussion of Additional Items – None
12.	Next Meeting – March 5, 2019
13.	Questions from the Media – None
14.	Adjournment
	<p>Moved by: Councillor O’Connor Be it resolved that the Committee of the Whole hereby adjourns the February 19, 2019, meeting at 7:23 PM.</p> <p style="text-align: right;">CARRIED – UNANIMOUS</p>
<p>_____</p> <p>Adrian Haird, Chair</p>	<p>_____</p> <p>Penny Kelly, Clerk</p>

MOTION / RESOLUTION OF COMMITTEE OF THE WHOLE

DATE: March 5, 2019	
SUBJECT: Notice of Motion – Pilot Project – Council Informal Drop-In Centre	
MOVED BY:	
<p>AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE ESTABLISHES A COUNCIL INFORMAL DROP-IN CENTRE PILOT PROJECT, FOR A PERIOD OF TWELVE (12) MONTHS, BEGINNING ON WEDNESDAY, APRIL 10TH, 2019.</p> <p>FURTHER, THAT THE PROJECT HAVE A PUBLISHED SCHEDULE PROVIDING THE TIMES, LOCATIONS AND NAMES OF THE COUNCILLORS TO BE IN ATTENDANCE. SHOULD THERE BE NO PUBLIC ATTENDANCE, THE SESSION MAY END AFTER FORTY-FIVE (45) MINUTES.</p> <p>AND FURTHER, THAT FOLLOWING EACH SESSION, COUNCILLORS PROVIDE A BRIEF VERBAL SUMMARY OF ITEMS DISCUSSED AT THE FOLLOWING COMMITTEE OF THE WHOLE MEETING UNDER COMMITTEE UPDATES.</p>	

Ayes _____ **Nays** _____

Carried: _____

Defeated: _____

Tabled / Postponed: _____

Chair

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

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

Ted Lujko, Mayor of Gananoque,
Members of the Town Council
30 King St. E. Gananoque, ON
K7G2T6

February 18, 2019

Dear Sirs,

Grant to the Gananoque Humane Society

I read the article in the Gananoque Reporter regarding the woes of the local Humane Society and the Town's generous commitment of a grant for \$10,000 to the Society.

It is time to look at a different solution for the increasing population of cats in our town. Most of us know that cats have multiple litters each year and pet owners repeatedly deliver the kittens to the Humane Society. For whatever reason, the owners of these pets are not having them neutered or spayed. Therefore, I propose that the \$10,000 grant be used for the spaying of the female cats in Gananoque. This will allow the Society to lower its \$214,000 annual budget, its debt of \$46,000, its huge cost of veterinary bills and finally, the need for the Town to continue subsidizing the Society.

I also propose that this be a one-time grant.

Sincerely,

Cheryl Bruce

230 Brock St.

613-382-3287



United Counties of
Leeds and Grenville
25 Central Ave. W., Suite 100
Brockville, ON K6V 4N6
T 613-342-3840
800-770-2170
TTY 800-539-8685
F 613-342-2101
www.leedsgrenville.com

MEDIA RELEASE

FOR IMMEDIATE RELEASE

February 21, 2019

The highlights of regular United Counties of Leeds and Grenville Council Meeting held on Thursday, February 21st and Committee of the Whole and Joint Services Committee meetings held earlier in the month, as well as recent announcements, are listed below.

Maple View Lodge selected for best practices: Maple View Lodge in Athens has been selected to implement and evaluate the Registered Nurses Association of Ontario (RNAO) best practice guidelines over the next three years.

Maple View Lodge is the first long-term care home in the Southeast LHIN area to achieve this pre-designation as a Best Practice Spotlight Organization (BPSO).

The BPSO initiative was launched in 2003 and has spread from Ontario, across Canada, and to other countries around the world. The Maple View Lodge team strives to be a leader in the delivery of care and services to its residents and their families. The partnership offered through RNAO will strengthen its capacity for professional growth and continuous improvements that benefit residents.

No increase in the tax rate with 2019 Budget: Counties Council and the Joint Services Committee have finalized the 2019 budget. New assessment through growth and phase-in has increased the Counties' taxation revenues by \$1.5-million in 2019, therefore requiring no increase in the tax rate.

The main drivers of the 2019 budget were the increased resources for paramedic services and a half percent increase in each of the dedicated levies for hospital capital and Counties capital. These increases in expenditures total approximately \$1.1-million, with the remaining increases going towards inflationary costs and several staffing changes. For more information, contact Treasurer Pat Huffman at 613-342-3840, ext. 2468.

On February 6, 2019, the Joint Services Committee adopted the 2019 budget for paramedic services, social services, social housing, and Provincial Offences Act court and administration. Counties Council will hold a special meeting on March 5, 2019 to adopt its budget and set the 2019 tax rates.

February 21, 2019

Limerick Forest Doors Open on March 3: You are invited to the Limerick Forest Interpretive Centre for the annual Doors Open event hosted by the Friends of Limerick Forest.

Come out and enjoy the trails, horse-drawn sleigh rides, hiking, snowshoeing and cross-country skiing, winter photography, in addition to egg collection and taxidermy displays on Sunday, March 3rd, 10 a.m. to 3 p.m. There will be hotdogs and hot chocolate. Limerick Forest is a 6000-hectare community forest. Learn more about the event and Limerick Forest by visiting the [website](#). The Limerick Forest Interpretive Centre is located at 1175 Limerick Road, Oxford Station. For more information contact Counties Forest Manager Geoff McVey at 613-342-3840, ext. 2416.

Robin Jones nominated for EORN Board: Counties Council is nominating Robin Jones, Mayor of Westport, to the Eastern Ontario Regional Network (EORN) Board of Directors.

The EORN board is comprised of nine members, with five of those members appointed by the Eastern Ontario Wardens' Caucus (EOWC). Directors are elected for two-year terms and can be re-elected for up to three consecutive terms. The EOWC is seeking nominations from municipal councils to fill three director positions.

Mayor Jones is currently sitting on the EORN Board of Directors (first term) and is chair of the ECS Corporation, a for-profit corporation of the EORN. The EOWC requires nominations prior to its March 22 meeting. Appointments are not effective until the EORN Annual General Meeting on April 18.

EORN is a non-profit organization established by the EOWC to support the quality of life and stimulate economic development in eastern Ontario through improved connectivity and technology. EORN is currently working on a mobile broadband/cell gap project in eastern Ontario to improve public safety and support Ontario's push to 5G (5th generation wireless technology) and the new digital economy. For more information, contact Counties CAO Andy Brown at 613-342-3840, ext. 2301.

Non-union workers receive cost of living increase: Counties Council passed a by-law to give non-union United Counties workers a 1.75% cost of living increase retroactive to January 1, 2019.

February 21, 2019

The United Counties currently employs 158 non-union employees, including full-time, part-time, temporary, casual, and seasonal. These non-union employees are from Administration, Corporate Services, and Public Works departments as well as management and some administrative staff from Community and Social Services, Maple View Lodge and Paramedic Service.

Remuneration for the Warden and members of Council will be increased annually effective January 1st of each year by the same percentage increase provided to non-union staff. For more information, contact Counties CAO Andy Brown at 613-342-3840, ext. 2301.

Appointment of Integrity Commissioner: A by-law to appoint an Integrity Commissioner has been passed by Counties Council.

Tony Fleming of Cunningham Swan will be the Integrity Commissioner for the United Counties of Leeds and Grenville, effective March 1, 2019, as required under the *Municipal Act*. The position has the function to investigate, in an independent and confidential manner, a complaint made by any person as to whether a member of council or a member of a local board has complied with the Code of Conduct or other ethic-related policies, rules, or procedures and report on the investigation.

The *Municipal Act* has been amended to include additional powers to Integrity Commissioners, including investigating whether a member of Council or a member of a local board has complied with the *Municipal Conflict of Interest Act*, effective March 1, 2019. For more information, contact CAO Andy Brown at 613-342-3840, ext. 2301.

Official Plan exemption request approved: Following a Counties Council resolution, CAO Andy Brown will request the Minister of Municipal Affairs and Housing to exempt Counties Official Plan amendments from requiring approval from the Ministry.

The United Counties Official Plan was approved in 2016. Under the plan, the Counties have authority to approve the local official plans and local official plan amendments of its 10 member municipalities. Since 2018, the Counties have approved four plans, received early drafts of two others, and have had discussions on timing with the four remaining municipalities. Following discussions between the Ministry and Counties staff, Leeds Grenville is now in a position to initiate the exemption request process.

February 21, 2019

The benefit of the exemption is decisions on the Counties Official Plan are made locally. Fees will be reduced and processing times lessened. Amendments would not have to be sent to the ministry for approval. Instead, they would be reviewed by the Counties Planning Advisory Committee and approved by Counties Council. For more information, contact CAO Andy Brown at 613-342-3840, ext. 2301.

Upcoming meetings: Committee of the Whole Tuesday and Special Council meeting to adopt the 2019 Budget, March 5; Joint Services Committee Wednesday, March 6, and regular Counties Council on Thursday, March 21. All regular meetings begin at 9 a.m. in the Council Chambers at 25 Central Avenue, Brockville. For more information, contact County Clerk Lesley Todd at 613-342-3840, ext. 2454.

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Media inquiries:

Deanna Clark, Economic Development Officer/media releases,
United Counties of Leeds Grenville
32 Wall Street, Suite 300, Brockville, ON, K6V 4R9
613-342-3840, ext. 5360 or deanna.clark@uclg.on.ca
Cell: 613-803-0249

February 25, 2019

Ms. Penny Kelly
Town Council of Gananoque
PO Box 100, 30 King St E
Gananoque, Ontario
K7G 2T6

Dear Ms. Kelly:

I would like to have the following suggestion added to the agenda for the March 5, 2019 Council/Committee of the Whole meeting for consideration.

I like to suggest that town council consider clearing the snow on all of the hiking trail on the old railway tracks. The section from behind the Gan Reel Manufacturing to just before the 401 overpass and to the intersection of Nolan and Crosby Road could be cleared as the path is wide enough.

This would be helpful to everyone who likes to take a walk, away from town streets, traffic and snow banks. There are many of us who walk our dogs on this path, who now have to resort to town streets which have sand or salt and not good for our dogs' paws. It would also make walking on the path easier as all too often snow mobiles and 4 wheelers (**who are not supposed to be on the trails**) use the trail going from Gan Reel Manufacturing to just before the 401 overpass and create ruts in the snow which are difficult to walk in as they are narrow.

This section of the hiking trail is very popular and would see an increase in use by locals as well as visitors during the winter months if it was cleared of snow. Please consider my suggestion seriously and thank you in advance for your attention to this matter.

Sincerely

A handwritten signature in black ink, appearing to read "Heather McColm", with a long horizontal line extending to the right.

Heather McColm
383 Georgiana Street
Gananoque, Ontario
K7G 1N1

February 26, 2019

Mayor and Council

During the recent election campaign most if not all candidates as well as many citizens expressed the desire for the public to have a greater opportunity to participate during council meetings.

Before 2011 during the less formal, Committee of the Whole (COW) portion of a council meeting, comments from the public were allowed and welcomed on all agenda topics as well as other topics of interest to the attendees. Questions or comments could be made following the Council discussion of each topic.

As council members you are now in a position to make changes to the procedural bylaw which recognizes the importance of the taxpayers' agendas. Changes which allow for comments on non-staff report items may also help council to get an appreciation for the public's views of issues under discussion. It allows for more informed decision making.

I realize that only three months have passed since being sworn in as councillors but I am interested in knowing if there is a plan to make such changes to the procedural bylaw.

J.E.Garrah
456 Garden Street, Gananoque
(613) 382-3323



Mayor and Gananoque Town Council
Re: Lou Jeffries Arena Rental

February 27, 2019

Dear Mayor and Gananoque Town Council,

It is with great excitement and anticipation that the Gananoque Curling Club will be hosting the Ontario Elementary School Championship April 4-7, 2019. This will be the fifth time we have had the honor to host this event. Hosting 80 teams of elementary school age children, brings parents, teachers, and family members to Gananoque for four nights and five days during winter months when tourism is at its lowest. In previous years, this has brought over 1000 people into our community, visiting local restaurants, shopping in our local stores, and bringing awareness to our beautiful, welcoming town.

Due to the large volume of teams attending this event, the Gananoque Curling Club is unable to host the entire event, and we must use the Gananoque Recreation Centre as well. In the past years we have hosted this event, we were only billed for the hours of the actual event, April 4-7. This did not include the hours we require for installation. The preparation required to make curling ice is extensive, and we therefore require the ice for 22 hours before the event, March 31-April 3. After receiving the invoice from Adam McCluskey, we were charged for the 22 hours of installation. Due to the fact that the Gananoque Town Council waived this fee in the previous years, we were not anticipating this substantial fee.

The Gananoque Curling Club is therefore asking if you, the members of Gananoque Town Council will consider waiving this fee for the hours of installation, in hopes of running another successful event that has brought an estimated 1.5 million dollars to our community.

If you have any questions or concerns regarding the contents of this letter, or the event, please contact me directly.

Sincerely,

Jayne Curtis
Curling Club Manager
613-382-3281
info@gananoquecurlingclub.com

Facility Rental Rates + - Invoice #801

Lou Jeffries Arena - Facilities: Ice Surface Set Rates -

Rental Rate: --- Select Rental Rate ---

Other Rate Name:

Other Rate Amount: 13% HST Save Rate

Date	Time	Rate	ID	Total
<input type="checkbox"/> Mar 31, 2019	06:00PM - 10:00PM	Non-Prime Time - Schools - \$80.00 Per Hour	n/a	\$320.00
<input type="checkbox"/> Apr 1, 2019	11:00AM - 05:00PM	Non-Prime Time - Schools - \$80.00 Per Hour	n/a	\$480.00
<input type="checkbox"/> Apr 2, 2019	11:00AM - 05:00PM	Non-Prime Time - Schools - \$80.00 Per Hour	n/a	\$480.00
<input type="checkbox"/> Apr 3, 2019	11:00AM - 05:00PM	Non-Prime Time - Schools - \$80.00 Per Hour	n/a	\$480.00
<input type="checkbox"/> Apr 4, 2019	07:30AM - 06:30PM	Non-Prime Time - Schools - \$80.00 Per Hour	n/a	\$880.00
<input type="checkbox"/> Apr 5, 2019	07:30AM - 07:30PM	Non-Prime Time - Schools - \$80.00 Per Hour	n/a	\$960.00
<input type="checkbox"/> Apr 6, 2019	07:30AM - 07:30PM	Non-Prime Time - Schools - \$80.00 Per Hour	n/a	\$960.00
<input type="checkbox"/> Apr 7, 2019	07:30AM - 01:30PM	Non-Prime Time - Schools - \$80.00 Per Hour	n/a	\$480.00

Total Facility Hours: 63.00 Facility Total: \$5,040.00

Facility Rates Subtotal:		\$5,040.00
<input type="button" value="Apply Discount"/>	0	% -\$0.00
Discount Subtotal:		\$5,040.00
13% HST:		\$0.00
Facility Rates Total:		\$5,040.00

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



AP5060
 Date : Feb 26, 2019

Page : 1
 Time : 10:24 am

Vendor : 1000 To ZYCOM
 Batch : All

Cheque Dates : Feb 14, 2019 To Feb 26, 2019
 Bank : 0099 To 07

Vendor Code	Vendor Name				Invoice Amount	Paid Amount	Discount Amount
Invoice No.	Description	Batch	Invoice Date	Due Date			
10007	1000 ISLAND EMERGENCY RESPONSE TRAINING						
2019-001	FIRE TRAINING JANUARY 12 - 27	1	27-Jan-2019	26-Feb-2019	4,800.00	4,800.00	0.00
Supplier Totals :					4,800.00	4,800.00	0.00
10011	1000 ISLANDS WRITER FESTIVAL						
MOTION #2019-02	COUNCIL GRANT MOTION #2019-028	69	05-Feb-2019	05-Feb-2019	5,000.00	5,000.00	0.00
Supplier Totals :					5,000.00	5,000.00	0.00
ABE01	ABELL PEST CONTROL						
A1534105	WTP PEST CONTROL FEBRUARY	69	01-Feb-2019	28-Feb-2019	93.23	93.23	0.00
Supplier Totals :					93.23	93.23	0.00
ALL10	ALLAN & PARTNERS LLP						
HAA-GANAN-4337	SECOND INTERIM BILLING	1	23-Jan-2019	22-Feb-2019	3,955.00	3,955.00	0.00
Supplier Totals :					3,955.00	3,955.00	0.00
AMC01	AMCTO						
13535	2018 TRAINING WORKSHOP FOR ELECTED OFFICIALS	664	05-Dec-2018	04-Jan-2019	5,311.00	5,311.00	0.00
Supplier Totals :					5,311.00	5,311.00	0.00
ATS01	ATS CONTAINERS SERVICES						
207617	WORKS BILLING SHIPPING CONTAINER	664	24-Oct-2018	31-Dec-2018	7,232.00	7,232.00	0.00
Supplier Totals :					7,232.00	7,232.00	0.00
BEL01	BELL CANADA						
FIRE JANUARY 20	FIRE BILLING 613 341-9339 JAN 22 - FEB 21	1	22-Jan-2019	22-Feb-2019	166.80	166.80	0.00
Supplier Totals :					166.80	166.80	0.00
BEL02	BELL CANADA						
WATERTOWER JA	WATER TOWER BILLING JANUARY	1	28-Jan-2019	28-Feb-2019	297.76	297.76	0.00
Supplier Totals :					297.76	297.76	0.00
BEL04	BELL MOBILITY INC						
FEBRUARY 2019	CELL BILLING FEBRUARY	69	27-Jan-2019	27-Feb-2019	4,271.44	4,271.44	0.00
Supplier Totals :					4,271.44	4,271.44	0.00
BEL16	BELL MOBILITY INC. (RADIO DIVISION)						
1-248906	FIRE MONTHLY MAINTENANCE BILLING	69	01-Feb-2019	28-Feb-2019	711.14	711.14	0.00
1-248907	POLICE FEBRUARY MAINTENANCE	69	01-Feb-2019	28-Feb-2019	1,110.79	1,110.79	0.00
1-922708	- RADIO BATTERIES	1	28-Jan-2019	27-Feb-2019	2,122.71	2,122.71	0.00
Supplier Totals :					3,944.64	3,944.64	0.00

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



AP5060
 Date : Feb 26, 2019

Page : 2
 Time : 10:24 am

Vendor : 1000 To ZYCOM
 Batch : All

Cheque Dates : Feb 14, 2019 To Feb 26, 2019
 Bank : 0099 To 07

Vendor Code	Vendor Name				Invoice Amount	Paid Amount	Discount Amount
Invoice No.	Description	Batch	Invoice Date	Due Date			
BEL17	BELL MOBILITY INC.						
POLICE FEBRUAR	POLICE ACCT #530392438 BILLING FEBRUARY	69	28-Jan-2019	28-Feb-2019	559.13	559.13	0.00
Supplier Totals :					559.13	559.13	0.00
BIS01	BISHOPS RUG CLEANING						
4639	E.S. BUILDING MATS CLEANED JANUARY	1	31-Jan-2019	28-Feb-2019	45.00	45.00	0.00
4641	ARENA MATS CLEANED JANUARY	1	31-Jan-2019	28-Feb-2019	90.00	90.00	0.00
4646	TOWN HALL MATS CLEANED JANUARY	1	31-Jan-2019	28-Feb-2019	160.00	160.00	0.00
4670	LIBRARY MATS CLEANED JANUARY	1	31-Jan-2019	28-Feb-2019	30.00	30.00	0.00
Supplier Totals :					325.00	325.00	0.00
CAD01	CADUCEON ENVIRONMENTAL LABS						
19-1203	WATER SAMPLES	1	31-Jan-2019	28-Feb-2019	2,499.00	2,499.00	0.00
19-1205	SEWAGE SAMPLES	1	31-Jan-2019	28-Feb-2019	613.03	613.03	0.00
Supplier Totals :					3,112.03	3,112.03	0.00
CAN07	CANADIAN TIRE						
TRANS #43 JAN 1	ARENA SUPPLIES	1	11-Jan-2019	31-Jan-2019	12.34	12.34	0.00
TRANS 107 JAN 5	FIRE - DIESEL OIL	1	05-Jan-2019	31-Jan-2019	23.15	23.15	0.00
Supplier Totals :					35.49	35.49	0.00
CAN08	CANADIAN TIRE REAL ESTATE LIMITED						
JANUARY 21, 2015	PROPERTY TAX REFUND - 2017 & 2018 MOS	1	21-Jan-2019	21-Jan-2019	14,113.33	14,113.33	0.00
Supplier Totals :					14,113.33	14,113.33	0.00
CAR01	CARLETON UNIFORMS INC						
88449	FIRE CLOTHING	664	26-Nov-2018	25-Dec-2018	343.52	343.52	0.00
Supplier Totals :					343.52	343.52	0.00
CAU01	CAU PENG SANG						
14001	ECONOMIC DEVELOPMENT WORKSHOP SPEAKER	69	27-Jan-2019	28-Feb-2019	1,000.00	1,000.00	0.00
Supplier Totals :					1,000.00	1,000.00	0.00
CIM01	CIMCO REFRIGERATION						
90653524	ARENA BILLING	1	18-Jan-2019	31-Jan-2019	978.32	978.32	0.00
90653569	ARENA BILLING	1	18-Jan-2019	31-Jan-2019	2,728.76	2,728.76	0.00
Supplier Totals :					3,707.08	3,707.08	0.00
CIN01	CINTAS CANADA LIMITED						
5012646759	ARENA FIRST AID SUPPLIES	1	31-Jan-2019	28-Feb-2019	316.10	316.10	0.00
Supplier Totals :					316.10	316.10	0.00
CIT04	CITY OF BROCKVILLE						
11476	SEMI ANNUAL LODGE DEBT CHARGES	1	30-Jan-2019	01-Mar-2019	5,249.51	5,249.51	0.00

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11493	SHARED ADVERTISING FOR ELECTION	664	31-Dec-2018	30-Jan-2019	198.76	198.76	0.00
Supplier Totals :					5,448.27	5,448.27	0.00
COL01	COLLINS 3289419 CANADA INC						
230699	WORKS SUPPLIES	1	28-Jan-2019	27-Feb-2019	155.74	155.74	0.00
Supplier Totals :					155.74	155.74	0.00
CUL02	CULLIGAN OF BROCKVILLE						
1029398	E.S. BUILDING BILLING JANUARY	1	28-Jan-2019	27-Feb-2019	64.50	64.50	0.00
Supplier Totals :					64.50	64.50	0.00
CUN01	CUNNINGHAM SWAN CARTY LITTLE & BONHAM LLP						
155783	LEGAL BILLING NOVEMBER 28 - JANUARY 10	664	30-Jan-2019	28-Feb-2019	734.78	734.78	0.00
155784	VARIOUS LEGAL FEES JANUARY 7 - 29	1	30-Jan-2019	28-Feb-2019	372.83	372.83	0.00
155786	BYLAW ORDER LEAGAL BILLING JANUARU 16 - 24	1	30-Jan-2019	28-Feb-2019	169.50	169.50	0.00
155910	LEGAL BILLING NOVEMBER 5 - JANUARY 25	664	31-Jan-2019	28-Feb-2019	282.50	282.50	0.00
Supplier Totals :					1,559.61	1,559.61	0.00
CW01	CW AND COMPANY						
5443	FIRE CLOTHING	664	24-Sep-2018	31-Dec-2018	186.45	186.45	0.00
5691	FIRE CLOTHING	664	24-Sep-2018	31-Jan-2019	559.35	559.35	0.00
Supplier Totals :					745.80	745.80	0.00
DEN05	DENCHEM SURFACE SOLUTIONS						
INV0072695	DEICER	1	25-Jan-2019	24-Feb-2019	5,723.13	5,723.13	0.00
Supplier Totals :					5,723.13	5,723.13	0.00
ELI01	ELITE ENGRAVING & EMBROIDERY INC.						
27753	NAME PLATES FOR STAFF & COUNCIL	664	27-Nov-2018	27-Dec-2018	154.26	154.26	0.00
Supplier Totals :					154.26	154.26	0.00
FIR04	FIRE MARSHAL'S PUBLIC FIRE SAFETY COUNCIL						
IN153652	FIRE PREVENTION MATERIAL	1	28-Jan-2019	27-Feb-2019	3,480.40	3,480.40	0.00
Supplier Totals :					3,480.40	3,480.40	0.00
FIR10	FIREHALL BOOKSTORE						
BK0000548	FIRE TRAINING MATERIAL	1	24-Jan-2019	23-Feb-2019	103.95	103.95	0.00
Supplier Totals :					103.95	103.95	0.00
FRO05	FRONTENAC MUNICIPAL LAW ENFORCEMENT INC.						
GAN-2019-JANUAI	BYLAW JANUARY	1	31-Jan-2019	28-Feb-2019	6,807.36	6,807.36	0.00
Supplier Totals :					6,807.36	6,807.36	0.00

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FRO08	FRONTLINE OUTFITTERS						
0000040532	POLICE CLOTHING	69	01-Feb-2019	28-Feb-2019	574.80	574.80	0.00
Supplier Totals :					574.80	574.80	0.00
FSET	FSET INC.						
2110	POLICE BILLING FEBRUARY	69	01-Feb-2019	01-Feb-2019	4,407.00	4,407.00	0.00
Supplier Totals :					4,407.00	4,407.00	0.00
GAL05	GALLIAH MARY						
FAMILY DAY 2019	FAMILY DAY EXPENSES	69	21-Feb-2019	21-Feb-2019	254.25	254.25	0.00
Supplier Totals :					254.25	254.25	0.00
GAN01	GANANOQUE AUTO SERVICE - UNIQUE TOWING						
28271	works vehicle service	1	21-Jan-2019	20-Feb-2019	101.70	101.70	0.00
Supplier Totals :					101.70	101.70	0.00
GAN06	GANANOQUE HORTICULTURAL SOCIETY						
MOTION #2019-02	COUNCIL GRANT MOTION #2019-026	69	05-Feb-2019	05-Feb-2019	2,000.00	2,000.00	0.00
Supplier Totals :					2,000.00	2,000.00	0.00
GAN09	GANANOQUE HISTORICAL SOCIETY						
PLICE 2019	POLICE MEMBERSHIP 2019	69	01-Feb-2019	28-Feb-2019	60.00	60.00	0.00
Supplier Totals :					60.00	60.00	0.00
GAN18	GANANOQUE & DISTRICT HUMANE SOCIETY						
MOTION #2019-03	COUNCIL GRANT MOTION #2019-038	69	05-Feb-2019	05-Feb-2019	10,000.00	10,000.00	0.00
Supplier Totals :					10,000.00	10,000.00	0.00
GAN26	GANANOQUE CURLING CLUB						
MOTION #2019-02	COUNCIL GRANT MOTION #2019-025	69	05-Feb-2019	05-Feb-2019	10,000.00	10,000.00	0.00
Supplier Totals :					10,000.00	10,000.00	0.00
GIN01	GIN-COR INDUSTRIES INC.						
52857	WORKS PLOW PARTS	1	28-Jan-2019	27-Feb-2019	2,021.57	2,021.57	0.00
Supplier Totals :					2,021.57	2,021.57	0.00
GIR03	GIRLS INCORPORATED OF UPPER CANADA						
MOTION #2019-01	COUNCIL GRANT MOTION #2019-027	69	05-Feb-2019	05-Feb-2019	1,500.00	1,500.00	0.00
Supplier Totals :					1,500.00	1,500.00	0.00
GOL01	GOLDSMITH SAW TOOL & KNIFE						
59640	ICE BLADES SHARPENED	1	22-Jan-2019	21-Feb-2019	81.93	81.93	0.00
Supplier Totals :					81.93	81.93	0.00

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GOR09	GORDANIER TANA						
FEBRUARY 11, 20	DESK FOR MAYOR	69	11-Feb-2019	11-Feb-2019	325.00	325.00	0.00
Supplier Totals :					325.00	325.00	0.00
GRA01	GRAND AND TOY LTD						
N268209	WORKS OFFICE SUPPLIES	1	08-Jan-2019	07-Feb-2019	38.65	38.65	0.00
N272072	WORKS OFFICE SUPPLIES	1	09-Jan-2019	08-Feb-2019	159.18	159.18	0.00
N297315	WORKS OFFICE SUPPLIES	1	15-Jan-2019	14-Feb-2019	100.06	100.06	0.00
N310416	OFFICE SUPPLIES - TOWN HALL & WORKS DEPT	1	17-Jan-2019	16-Feb-2019	164.19	164.19	0.00
N345533	TOWN HALL OFFICE SUPPLIES	1	25-Jan-2019	24-Feb-2019	255.00	255.00	0.00
N352633	OFFICE SUPPLIES	1	28-Jan-2019	27-Feb-2019	467.03	467.03	0.00
N362770	GOODWILL CREDIT	1	29-Jan-2019	28-Feb-2019	-186.48	-186.48	0.00
N364973	OFFICE SUPPLIES TOWN HALL & WORKS DEPT	1	30-Jan-2019	01-Mar-2019	107.23	107.23	0.00
Supplier Totals :					1,104.86	1,104.86	0.00
GRA11	MARK GRAHAM						
FEBRUARY 7, 201	POLICE - MEETING MILEAGE	69	07-Feb-2019	07-Feb-2019	162.00	162.00	0.00
Supplier Totals :					162.00	162.00	0.00
GRE13	GREER GALLOWAY CONSULTING ENGINEERS						
21543	ARENA TOPOGRAPHICAL STUDY BILLED TO DECEMBER 31	664	30-Jan-2019	28-Feb-2019	2,825.00	2,825.00	0.00
Supplier Totals :					2,825.00	2,825.00	0.00
HAC02	HACH SALES & SERVICE CANADA LP						
186648	WTP LAB SUPPLIES & TURBIDITY METER	1	31-Jan-2019	28-Feb-2019	7,522.87	7,522.87	0.00
Supplier Totals :					7,522.87	7,522.87	0.00
HIC02	HICKS MORLEY HAMILTON STEWARTSTORIE LLP						
476087	VARIOUS LEAGAL SERVICES BILLED TO DECEMBER 31/18	664	28-Jan-2019	28-Feb-2019	429.40	429.40	0.00
Supplier Totals :					429.40	429.40	0.00
HIG06	LESLIE M. HIGGINSON SURVEYING LTD.						
3067	AREAN BILLING	1	31-Jan-2019	28-Feb-2019	6,644.40	6,644.40	0.00
Supplier Totals :					6,644.40	6,644.40	0.00
HOM01	HOME HARDWARE BUILDING CTR						
932842	ARENA - SUPPLIES	1	04-Jan-2019	25-Feb-2019	36.14	36.14	0.00
932930	ARENA SUPPLIES	1	04-Jan-2019	25-Feb-2019	96.04	96.04	0.00
934451	PUC SUPPLIES	1	07-Jan-2019	25-Feb-2019	71.02	71.02	0.00
934724	WORKS TRACKLESS PARTS	1	08-Jan-2019	25-Feb-2019	4.03	4.03	0.00
935247	VISTORS CENTRE SUPPLIES	1	09-Jan-2019	25-Feb-2019	30.49	30.49	0.00
935343	FIRE SUPPLIES	1	09-Jan-2019	25-Feb-2019	9.02	9.02	0.00
936039	PUC SUPPLIES	1	11-Jan-2019	25-Jan-2019	63.79	63.79	0.00
937450	ARENA SUPPLIES	1	14-Jan-2019	25-Feb-2019	54.19	54.19	0.00
937884	TOWN HALL SUPPLIES	1	15-Jan-2019	25-Jan-2019	13.88	13.88	0.00
938283	FIRE VEHICLE OIL	1	16-Jan-2019	25-Feb-2019	33.87	33.87	0.00

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939125	VISTORS CENTRE SUPPLIES	1	18-Jan-2019	25-Feb-2019	3.72	3.72	0.00
939172	WORKS GARAGE SUPPLIES	1	18-Jan-2019	25-Feb-2019	16.90	16.90	0.00
939900	PROPERTY SUPPLIES	1	19-Jan-2019	25-Feb-2019	133.88	133.88	0.00
940513	ARENA SUPPLIES	1	21-Jan-2019	25-Feb-2019	62.14	62.14	0.00
941023	PUC - SHOVELS	1	23-Jan-2019	25-Feb-2019	49.70	49.70	0.00
941041	PUC SUPPLIES	1	23-Jan-2019	25-Feb-2019	84.70	84.70	0.00
941530	TOWN HALL SUPPLIES	1	24-Jan-2019	25-Feb-2019	24.26	24.26	0.00
941948	ARENA SUPPLIES	1	25-Jan-2019	25-Feb-2019	112.98	112.98	0.00
942080	ARENA SUPPLIES CREDIT	1	25-Jan-2019	25-Feb-2019	-56.49	-56.49	0.00
942185	PUC SUPPLIES	1	25-Jan-2019	25-Feb-2019	2.03	2.03	0.00
942527	VISITOR CENTRE SUPPLIES	1	26-Jan-2019	25-Feb-2019	9.03	9.03	0.00
942854	WORKS SUPPLIES	1	27-Jan-2019	25-Feb-2019	15.53	15.53	0.00
943178	WORKS ICE MELT	1	28-Jan-2019	25-Feb-2019	51.96	51.96	0.00
943622	WORKS LUMBER	1	29-Jan-2019	25-Feb-2019	56.65	56.65	0.00
943794	PUC SUPPLIES	1	29-Jan-2019	25-Feb-2019	46.76	46.76	0.00
944001	SARENA SUPPLIES	1	30-Jan-2019	25-Feb-2019	40.65	40.65	0.00
944021	PUC SUPPLIES	1	30-Jan-2019	25-Feb-2019	65.88	65.88	0.00
944486	TOWN HALL SUPPLIES	1	31-Jan-2019	25-Feb-2019	44.00	44.00	0.00
Supplier Totals :					1,176.75	1,176.75	0.00
HUL01	HULL GARRY						
FEBRUARY 2019	VEHICLE ALLOWANCE	69	13-Feb-2019	28-Feb-2019	550.00	550.00	0.00
	FEBRUARY						
Supplier Totals :					550.00	550.00	0.00
IMA01	IMAGE ADVANTAGE						
685	FILEHOLD SUPPORT APR	69	12-Feb-2019	01-Mar-2019	2,688.27	2,688.27	0.00
	1/19 - MAR 31/2020						
Supplier Totals :					2,688.27	2,688.27	0.00
JAN01	JANSEN JOE						
FEBRUARY 20, 20	NOMINATION FEE	664	21-Feb-2019	21-Feb-2019	100.00	100.00	0.00
	REINBURSEMENT						
Supplier Totals :					100.00	100.00	0.00
JET02	JET ELECTRICAL CONTRACTORS						
30012019	STREET LIGHT REPAIRS	1	30-Jan-2019	01-Mar-2019	166.96	166.96	0.00
4814	ARENA THERMOSTAT	1	22-Jan-2019	21-Feb-2019	2,923.92	2,923.92	0.00
	INSTALLATION						
4815	STREET LIGHT REPAIRS	1	22-Jan-2019	21-Feb-2019	51.88	51.88	0.00
	ONTARIO ST						
4819	TRAFFIC SIGNALS REPAIRS	1	29-Jan-2019	28-Feb-2019	259.80	259.80	0.00
4820	EAST END PUMP STN	1	29-Jan-2019	28-Feb-2019	93.85	93.85	0.00
	BILLING						
4828	WTP BILLING	1	31-Jan-2019	03-Feb-2019	51.88	51.88	0.00
4830	TRAFFIC SIGNALS REPAIR	69	01-Feb-2019	03-Mar-2019	164.88	164.88	0.00
4831	LOCATES	69	01-Feb-2019	03-Mar-2019	99.85	99.85	0.00
4832	STREETLIGHTS KING &	69	01-Feb-2019	03-Mar-2019	59.27	59.27	0.00
	OSBORNE						
Supplier Totals :					3,872.29	3,872.29	0.00
JEW01	JEWELL ENGINEERING INC.						
00110524	BOAT LAUNCH BILLING TO	664	17-Jan-2019	16-Feb-2019	296.63	296.63	0.00
	DECEMBER 2						
00110536	VICTORIA AVE BILLING TO	664	25-Jan-2019	24-Feb-2019	912.48	912.48	0.00
	DECEMBER 31						

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Supplier Totals :					1,209.11	1,209.11	0.00
JLR01	J L RICHARDS & ASSOCIATES						
84992	PUC ROUTINE ENGINEERING SERVICES OCTOBER	664	16-Nov-2018	31-Jan-2019	384.43	384.43	0.00
85919	ROUTINE ENGINEERING SERVICES NOVEMBER	664	31-Dec-2018	28-Feb-2019	6,890.60	6,890.60	0.00
85921	SOURCE WATER PROTECTION GRANT BILLIED TO DECEMBER 31	664	31-Dec-2018	31-Jan-2019	8,234.31	8,234.31	0.00
85923	ROUTINE ENGINEERING SERVICES DECEMBER	664	31-Dec-2018	28-Feb-2019	2,417.50	2,417.50	0.00
Supplier Totals :					17,926.84	17,926.84	0.00
KNAP01	KNAPP DR. GOSIAA.						
DECEMBER 31, 2018	POLICE BILLING JUL 26 - AUGUST 1	664	31-Dec-2018	30-Jan-2019	480.00	480.00	0.00
Supplier Totals :					480.00	480.00	0.00
KREDITING	KREDITING						
INV-000005	ECONOMIC DEVELOPMENT CONFERENCE PERFORMANCE	69	04-Feb-2019	04-Feb-2019	100.00	100.00	0.00
Supplier Totals :					100.00	100.00	0.00
LAN05	LAND OF LAKES CHAPTER OBOA - ATTN: JOE KUIPERS						
2019 MEMBERSHIP	2019 MEMBERSHIP T WILLING	1	31-Jan-2019	01-Mar-2019	40.00	40.00	0.00
Supplier Totals :					40.00	40.00	0.00
MAC04	MACEWEN PETROLEUM INC						
24424	COLORED DIESEL	1	31-Jan-2019	28-Feb-2019	1,719.44	1,719.44	0.00
25931	COLOURED DIESEL	69	02-Feb-2019	28-Feb-2019	799.68	799.68	0.00
25932	CLEAR DIESEL	69	02-Feb-2019	28-Feb-2019	2,479.64	2,479.64	0.00
30629 JULY 26/18	CLEAR DIESEL	664	26-Jul-2018	31-Jan-2019	693.73	693.73	0.00
94694	COLORED DIESEL STONE ST PUMP STN	1	09-Jan-2019	28-Feb-2019	75.88	75.88	0.00
94695	COLORED DIESEL KATE ST PIPE 1	1	09-Jan-2019	28-Feb-2019	253.26	253.26	0.00
94696	COLORED DIESEL EAST GATES	1	09-Jan-2019	28-Feb-2019	260.85	260.85	0.00
94697	COLORED DIESEL KATE ST PIPE FILL 2	1	09-Jan-2019	28-Feb-2019	265.58	265.58	0.00
952411	CLEAR DIESEL	1	11-Jan-2019	28-Feb-2019	560.07	560.07	0.00
95242	COLORED DIESEL	1	09-Jan-2019	28-Feb-2019	297.54	297.54	0.00
Supplier Totals :					7,405.67	7,405.67	0.00
MIL17	MILLER IAN						
FEBRUARY 20, 2018	NOMINATION FEE REIMBURSEMENT	664	21-Feb-2019	21-Feb-2019	100.00	100.00	0.00
Supplier Totals :					100.00	100.00	0.00
MIN08	MINAKER'S FLOWER CENTRE						
4092	BIA - CHRISTMAS GREENERY FOR BASKETS	664	31-Dec-2018	30-Jan-2019	5,181.05	5,181.05	0.00

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Supplier Totals :					5,181.05	5,181.05	0.00
MUN01	MUNICIPAL FINANCE OFFICERS ASSOC. OF ONT.						
2019-113	2019 MEMBERSHIP	69	20-Feb-2019	20-Feb-2019	282.50	282.50	0.00
Supplier Totals :					282.50	282.50	0.00
NOR07	NORTRAX CANADA INC.						
1144851	WORKS VEHICLE SERVICE	1	23-Jan-2019	22-Feb-2019	2,729.08	2,729.08	0.00
1144990	WORKS VEHICLE SERVICE	1	23-Jan-2019	22-Feb-2019	414.45	414.45	0.00
Supplier Totals :					3,143.53	3,143.53	0.00
OSM01	OSMOND DAVID						
FEBRUARY 20, 20	NOMINATION FEE REIMBURSEMENT	664	21-Feb-2019	21-Feb-2019	100.00	100.00	0.00
Supplier Totals :					100.00	100.00	0.00
PAC01	PACIFIC SAFETY PRODUCTS INC						
IN073737	POLICE BILLING	1	29-Jan-2019	28-Feb-2019	762.62	762.62	0.00
Supplier Totals :					762.62	762.62	0.00
PAT02	PAT'S RADIATOR SERVICE LTD.						
0000141337	WORKS VEHICLE PARTS	69	01-Feb-2019	28-Feb-2019	307.43	307.43	0.00
0000141406	WORKS VEHICLE PARTS	69	06-Feb-2019	06-Feb-2019	129.41	129.41	0.00
0000149663	WORKS VEHICLE PARTS	1	31-Jan-2019	28-Feb-2019	180.73	180.73	0.00
0000149803	WORKS VEHICLE PARTS	1	30-Jan-2019	28-Feb-2019	949.20	949.20	0.00
Supplier Totals :					1,566.77	1,566.77	0.00
PET19	TOWN HALL PETTY CASH - CINDY JEFFRIES						
FEBRUARY 2019	REIMBURSEMENT JAN - FEB 21	69	22-Feb-2019	22-Feb-2019	493.00	493.00	0.00
Supplier Totals :					493.00	493.00	0.00
PIO01	PIONEER ENERGY A DIVISION OF PARKLAND INDUSTRIES						
JANUARY 2019	GAS CHARGES JANUARY	1	31-Jan-2019	25-Feb-2019	4,502.70	4,502.70	0.00
Supplier Totals :					4,502.70	4,502.70	0.00
PIT01	PITNEY BOWES						
3201034396	STUFFER MACHINE LEASE JAN & FEBRUARY 2019	1	30-Jan-2019	28-Feb-2019	640.04	640.04	0.00
3201034396 - 2018	STUFFING MACHINE LEASE DECEMBER	664	31-Dec-2018	28-Feb-2019	320.04	320.04	0.00
Supplier Totals :					960.08	960.08	0.00
POS02	POSTMEDIA NETWORKS INC.						
81087	ECONOMIC DEVELOPMENT AD	664	31-Dec-2018	30-Jan-2019	2,960.26	2,960.26	0.00
DM02702408	APPOINTMENT FOR COMMITTEE AD	1	31-Jan-2019	28-Feb-2019	262.16	262.16	0.00
DM02702428	APPOINTMENT FOR COMMITTEES AD	1	31-Jan-2019	28-Feb-2019	262.16	262.16	0.00
DM02702478	PUC - PUBLIC INFORMATION CENTRE AD	1	31-Jan-2019	28-Feb-2019	262.16	262.16	0.00

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Cheque Dates : Feb 14, 2019 To Feb 26, 2019

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Vendor Code	Vendor Name	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
DM02702507	PUC - PUBLIC INFORMATION AD	1	31-Jan-2019	28-Feb-2019	131.08	131.08	0.00
Supplier Totals :					3,877.82	3,877.82	0.00
QMI01	QMI-SAI CANADA LIMITED						
IN285496	DRINKING WATER QUALITY MANAGEMENT UPGRADE AUDIT	1	31-Jan-2019	28-Feb-2019	1,582.00	1,582.00	0.00
Supplier Totals :					1,582.00	1,582.00	0.00
QUI04	QUINTE SEWER SERVICE						
9837	RE: 170 SYDENHAM ST BILLING	1	31-Jan-2019	28-Feb-2019	847.50	847.50	0.00
Supplier Totals :					847.50	847.50	0.00
RAC02	RACKAIR						
2856	LIBRARY SERVICE NO HEAT	1	19-Jan-2019	18-Feb-2019	361.60	361.60	0.00
2865	VISITORS CENTRE SERVICE BILLING	1	23-Jan-2019	22-Feb-2019	1,083.62	1,083.62	0.00
2866	LIBRARY SERVICE BILLING	1	23-Jan-2019	22-Feb-2019	584.65	584.65	0.00
Supplier Totals :					2,029.87	2,029.87	0.00
REC01	RECEIVER GENERAL						
JANUARY 2019	ACCT #868264912RT0001 JANUARY PAYMENT	1	31-Jan-2019	28-Feb-2019	1,150.90	1,150.90	0.00
Supplier Totals :					1,150.90	1,150.90	0.00
RICOH	RICOH CANADA INC.						
INV90680426	POLICE - COPIER TONER	1	30-Jan-2019	28-Feb-2019	144.64	144.64	0.00
Supplier Totals :					144.64	144.64	0.00
SHREE01	SHREE SARASWATI INC						
PUC REFUND	REFUND ACCT #009-00301690.002	69	22-Feb-2019	22-Feb-2019	113.76	113.76	0.00
Supplier Totals :					113.76	113.76	0.00
STL05	ST. LAWRENCE TESTING & INSPECTION CO. LTD.						
18D351	PINE ST GEOTECHNICAL SUBSURFACE INVESTIGATION	664	31-Dec-2018	31-Jan-2019	5,995.05	5,995.05	0.00
19D005	OAK ST GROUNDWATER INVESTIGATION BILLING	664	31-Jan-2019	28-Feb-2019	9,610.03	9,610.03	0.00
Supplier Totals :					15,605.08	15,605.08	0.00
STMP000508	PULEC BORIS						
UBREFFEB1119	Refund on account 009-00301760-004.	71	11-Feb-2019	11-Feb-2019	304.09	304.09	0.00
Supplier Totals :					304.09	304.09	0.00
STO01	STOKES INTERNATIONAL						
124121	POLICE CLOTHING ACCESORIES	1	29-Jan-2019	28-Feb-2019	72.26	72.26	0.00

TOWN OF GANANOQUE
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Vendor Code	Vendor Name	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
Supplier Totals :					72.26	72.26	0.00
STO03	STONE'S MILL INVESTMENTS LTD						
MARCH RENT 201	25 MILL ST RENT MARCH	69	20-Feb-2019	01-Mar-2019	4,417.71	4,417.71	0.00
Supplier Totals :					4,417.71	4,417.71	0.00
SUP01	SUPERIOR PROPANE						
23455433	PROPANE - ARENA	1	29-Jan-2019	28-Feb-2019	546.44	546.44	0.00
Supplier Totals :					546.44	546.44	0.00
SWI01	SWISH MAINTENANCE LIMITED						
K604856	E.S. BUILDING CLEANING SUPPLIES	1	28-Jan-2019	27-Feb-2019	325.09	325.09	0.00
K604922	ARENA SUPPLIES	1	28-Jan-2019	27-Feb-2019	126.39	126.39	0.00
Supplier Totals :					451.48	451.48	0.00
TAN01	TANDET EASTERN LTD.						
2602333	EAST END PUMP STATION GENERATOR INSPECTION	1	22-Jan-2019	21-Feb-2019	282.50	282.50	0.00
2602334	STONE ST GENERATOR ANNUAL INSPECTION	1	22-Jan-2019	21-Feb-2019	282.50	282.50	0.00
2602335	WTP GENERATOR ANNUAL INSPECTION	1	22-Jan-2019	21-Feb-2019	282.50	282.50	0.00
Supplier Totals :					847.50	847.50	0.00
TAN02	TANGENT MTW INCORPORATED						
19017	ECONOMIC DEVELOPMENT WORKSHOP SPEAKER	69	02-Feb-2019	28-Feb-2019	565.00	565.00	0.00
Supplier Totals :					565.00	565.00	0.00
TEC01	TECHNICAL STANDARDS & SAFETY AUTHORITY						
3260975	ARENA ELEVATOR INSPECTION	69	01-Feb-2019	28-Feb-2019	293.80	293.80	0.00
Supplier Totals :					293.80	293.80	0.00
[REDACTED SECTION]							
TEL01	TELUS MOBILITY						
26942179063	FLEET TRACKER BILLING JANUARY	1	31-Jan-2019	25-Feb-2019	793.89	793.89	0.00
POLICE JANU 201	POLICE BILLING JAN 25 - FEB 24	1	24-Jan-2019	19-Feb-2019	141.13	141.13	0.00
Supplier Totals :					935.02	935.02	0.00
TEN01	TENNANT'S WELDING						
47222	PUBLIC WORKS BILLING	1	23-Jan-2019	22-Feb-2019	2,000.83	2,000.83	0.00
Supplier Totals :					2,000.83	2,000.83	0.00

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Vendor Code	Vendor Name				Invoice Amount	Paid Amount	Discount Amount
Invoice No.	Description	Batch	Invoice Date	Due Date			
THO08	THOUSAND ISLANDS FOUNDATION FOR THE						
FH19_11	ECONOMIC DEVELOPMENT VENUE REVENUE FEBRUARY 4	69	04-Feb-2019	28-Feb-2019	508.50	508.50	0.00
Supplier Totals :					508.50	508.50	0.00
TIM02	TIMBER TREE SERVICE						
2019-016	TREE TRIMMING JAMES ST	69	11-Feb-2019	28-Feb-2019	605.12	605.12	0.00
Supplier Totals :					605.12	605.12	0.00
TLT02	T.L.T.I.						
199-18	50% SHARE OF RECREATION MASTER PLAN	664	31-Dec-2018	30-Jan-2019	2,337.58	2,337.58	0.00
207-18	FIRE TRAINING COSTS OCT 29 & NOV 3 & 4	664	31-Dec-2018	31-Jan-2019	2,600.00	2,600.00	0.00
FEBRUARY 8, 201	TLTI TAX PYMNT MADE TO US IN ERROR E RANKIN	69	08-Feb-2019	08-Feb-2019	1,920.42	1,920.42	0.00
Supplier Totals :					6,858.00	6,858.00	0.00
TRI01	TRI COUNTY LIFT TRUCK LTD.						
7173	ARENA SERVICE CALL	664	28-Dec-2018	27-Jan-2019	289.85	289.85	0.00
Supplier Totals :					289.85	289.85	0.00
TRI06	TRICELL SALES & MARKETING LTD.						
76770	POLICE EQUIPMENT SUPPLIES	1	30-Jan-2019	28-Feb-2019	161.87	161.87	0.00
Supplier Totals :					161.87	161.87	0.00
ULL01	ULLMAN DONALD THOMAS						
MARINA REFUND	REFUND ON CONTRACT MOVE TO NON POWERED SLIP	664	25-Feb-2019	25-Feb-2019	198.88	198.88	0.00
Supplier Totals :					198.88	198.88	0.00
UNI03	UNITED COUNTIES OF LEEDS AND GRENVILLE						
INV000000000184	PROPERTY ASSESSMENT - LEGAL FOR CASINO	664	31-Dec-2018	30-Jan-2019	772.16	772.16	0.00
Supplier Totals :					772.16	772.16	0.00
UNI16	UNIVERSAL SUPPLY GROUP						
013119	WORKS CHARGE	1	31-Jan-2019	28-Feb-2019	1.00	1.00	0.00
107-059826	WORKS VEHICLE SUPPLIES CREDIT	1	02-Jan-2019	28-Feb-2019	-457.16	-457.16	0.00
107-059827	WORKS VEHICLE SUPPLIES	1	02-Jan-2019	28-Feb-2019	386.51	386.51	0.00
107-059985	WORKS SUPPLIES	1	03-Jan-2019	28-Feb-2019	44.38	44.38	0.00
107-060068	WORKS SUPPLIES	1	04-Jan-2019	28-Feb-2019	68.34	68.34	0.00
107-060215	WORKS VEHICLE SUPPLIES	1	07-Jan-2019	28-Feb-2019	11.23	11.23	0.00
107-060224	WORKS VEHICLE SUPPLIES	1	07-Jan-2019	28-Feb-2019	11.87	11.87	0.00
107-060245	WORKS SUPPLIES	1	07-Jan-2019	28-Feb-2019	47.32	47.32	0.00
107-060246	WORKS VEHICLE SUPPLIES	1	07-Jan-2019	28-Feb-2019	114.37	114.37	0.00
107-060346	WORKS VEHICLE SUPPLIE	1	08-Jan-2019	28-Feb-2019	2.15	2.15	0.00
107-060368	WORKS SUPPLIS	1	08-Jan-2019	28-Feb-2019	2.10	2.10	0.00
107-060369	WORKS VEHICLE SUPPLY	1	08-Jan-2019	28-Feb-2019	2.15	2.15	0.00
107-060550	WORKS SUPPLIES	1	10-Jan-2019	28-Feb-2019	45.15	45.15	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			
107-060947	FIRE VEHICLE SUPPLIES	1	16-Jan-2019	28-Feb-2019	32.45	32.45	0.00
107-061490	WORKS VEHICLE SUPPLIES	1	23-Jan-2019	28-Feb-2019	47.39	47.39	0.00
107-061492	WORKS VEHICLE SUPPLIES	1	23-Jan-2019	28-Feb-2019	27.05	27.05	0.00
107-061733	WORKS SUPPLIES	1	25-Jan-2019	28-Feb-2019	67.73	67.73	0.00
107-061788	WORKS SUPPLIES	1	25-Jan-2019	28-Feb-2019	26.62	26.62	0.00
107-061892	WORKS SUPPLIES	1	28-Jan-2019	28-Feb-2019	60.14	60.14	0.00
107-061915	WORKS SUPPLIES	1	28-Jan-2019	28-Feb-2019	30.37	30.37	0.00
107-061923	WORKS SUPPLIES	1	28-Jan-2019	28-Feb-2019	12.86	12.86	0.00
107-061951	WORKS SUPPLIES	1	28-Jan-2019	28-Feb-2019	18.50	18.50	0.00
107-062177	WORKS SUPPLIES	1	31-Jan-2019	28-Feb-2019	1.31	1.31	0.00
Supplier Totals :					603.83	603.83	0.00
UPP06	UPPER CANADA FAMILY HEALTH TEAM						
1353	ADDITIONAL RENT FOR 25 MILL ST	1	23-Jan-2019	22-Feb-2019	383.12	383.12	0.00
MARCH RENT 201	25 MILL ST RENT MARCH	69	20-Feb-2019	01-Mar-2019	93.96	93.96	0.00
Supplier Totals :					477.08	477.08	0.00
VEL01	VELOCITYEHS						
193594	PUBLIC WORKS ONLINE SOFTWARE	1	16-Jan-2019	15-Feb-2019	1,972.00	1,972.00	0.00
Supplier Totals :					1,972.00	1,972.00	0.00
WHI03	WHITEHOTS INC.						
3306827	LIBRARY BOOKS	1	10-Jan-2019	09-Feb-2019	97.92	97.92	0.00
3307796	LIBRARY BOOKS	1	17-Jan-2019	16-Feb-2019	397.09	397.09	0.00
3308586	LIBRARY BOOKS	1	23-Jan-2019	22-Feb-2019	160.36	160.36	0.00
Supplier Totals :					655.37	655.37	0.00
WIL03	WILCORE CONCRETE DRILLING & CUTTING LTD.						
5658	BIRTCB ST BILLING	664	25-Oct-2018	31-Dec-2018	355.95	355.95	0.00
Supplier Totals :					355.95	355.95	0.00
WOL01	WOLSELEY MECHANICAL GROUP						
.7673927	ARENA SUPPLIES	1	21-Jan-2019	20-Feb-2019	152.01	152.01	0.00
7623710	PUC SUPPLIES	1	19-Jan-2019	18-Feb-2019	124.44	124.44	0.00
Supplier Totals :					276.45	276.45	0.00
WRB01	W. R. BRIGHTMAN & SONS LTD						
18094	E.S. BUILDING SERVICE	1	24-Jan-2019	28-Feb-2019	1,286.45	1,286.45	0.00
Supplier Totals :					1,286.45	1,286.45	0.00
ZYCOM	ZYCOM TECHNOLOGY INC.						
IN-62614-01	MANAGED IT SERVICES JANUARY	69	01-Feb-2019	28-Feb-2019	6,149.14	6,149.14	0.00
IN-62721-01	CLOUD STORAGE JANUARY	1	31-Jan-2019	28-Feb-2019	2,463.68	2,463.68	0.00
Supplier Totals :					8,612.82	8,612.82	0.00
Computer Paid Total :					245,702.56	245,702.56	0.00

Total Unpaid for Approval :	0.00
Total Discount :	0.00
Total Manually Paid for Approval :	0.00
Total Computer Paid for Approval :	245,702.56
Total EFT Paid for Approval :	0.00
Grand Total ITEMS for Approval :	<u>245,702.56</u>



COW Report – FIN-2019-04

Date: March 5, 2019

IN CAMERA

Subject: Statement of the Treasurer – 2018 Council Remuneration and Expenses

Author: Melanie Kirkby, Treasurer

OPEN SESSION

RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION THE STATEMENT OF THE TREASURER WITH REGARDS TO THE 2018 COUNCIL REMUNERATION AND EXPENSES, AS PRESENTED IN COW REPORT FIN-2019-04.

STRATEGIC PLAN COMMENTS:

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

BACKGROUND:

In accordance with the *Municipal Act*, each year the Treasurer is required to prepare a report that details the amounts paid to each member of Council in the previous year.

INFORMATION/DISCUSSION:

Section 284 (1) of the *Municipal Act* 2001 requires that the Treasurer prepare a report to Council itemizing remuneration paid and expenses reimbursed in the previous fiscal year to each member of Council.

2018 remuneration is the Council honorarium as per By-law No 2013-90. Expenses are reimbursement for cost occurred while acting as a member of Council such as mileage and costs for attending training sessions, meetings or conferences.

APPLICABLE POLICY/LEGISLATION:

Municipal Act 2001, Section 284 (1)

FINANCIAL CONSIDERATIONS:

Council Remuneration is included annually in the Municipal Operating Budget.

CONSULTATIONS:

None.

ATTACHMENTS:

Statement of the Treasurer 2018.

APPROVAL	<p>_____</p> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the Municipal Act and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p>
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Town of Gananoque
2018 Council Remuneration and Expenses

Council Member	Honorarium	Expenses	Total
Erika Demchuck	\$ 25,894.53	\$ 1,867.00	\$ 27,761.53
Brian Brooks	\$ 11,336.27	\$ 220.00	\$ 11,556.27
Dwayne Fletcher	\$ 9,605.09	\$ -	\$ 9,605.09
Jeff Girling	\$ 10,756.31	\$ -	\$ 10,756.31
Jan Hayes	\$ 10,756.31	\$ 1,000.00	\$ 11,756.31
Joe Jansen	\$ 10,756.31	\$ -	\$ 10,756.31
Anne Warren	\$ 10,756.31		\$ 10,756.31
Total	\$ 89,861.13	\$ 3,087.00	\$ 92,948.13



COW Report – FIN-2019-05

COW Date: March 5, 2019

IN CAMERA

Subject: Public Sector Accounting Board (PSAB) Compliant 2019 Budget

Author: Melanie Kirkby, Treasurer

OPEN SESSION

RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES AND ADOPTS THE 2019 PUBLIC SECTOR ACCOUNTING BOARD (PSAB) COMPLIANT BUDGET, AS PRESENTED IN COW REPORT FIN-2019-05.

STRATEGIC PLAN COMMENTS:

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

BACKGROUND:

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

The regulation requires that the report contain information regarding:

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

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

Please see attached the reconciliation of the 2019 Budget to a PSAB compliant format.

INFORMATION/DISCUSSION:

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

In a cash based budget, the purchase of a capital asset is shown as an expense in the year of purchase. In an accrual based budget, only the annual amortization or depreciation is expensed each year. The budgeted amount of TCA purchases for 2019 is \$6,795,979. For this budget, the annual amortization was estimated based on previous annual amortization plus the amortization of the budgeted TCA purchases. The estimated 2019 amortization is \$3,267,832. This would indicate that in 2019 the Town is investing \$3,527,965 more into renewing infrastructure than the 2019 consumption of TCAs.

It is important to note that although in 2019 the Town's budget includes a greater investment in infrastructure than consumption, the amortization is recorded based on historical cost, not replacement cost. Even if assets are being replaced at the rate of amortization, there is still a gap caused by inflation. The Town of Gananoque owns over \$17,774,392 worth of assets that have reached their useful life and are no longer being amortized. The annual amortization on the assets that are already fully amortized is approximately \$374,408 for linear infrastructure.

In a cash based budget, transfers from reserves are recorded as income and transfers to reserves are recorded as expenses. In accrual based accounting, neither of these transactions are shown in the income statement. In 2019, \$5,089,545 is budgeted to be transferred from reserves or debt to fund capital and operating projects. \$4,699,618 is budgeted to be transferred to reserves from various departments. In Cash based accounting, loan principal repayments are recorded as expenses and in accrual based accounting they are not. The 2019 budgeted amount for debt principal repayment is \$566,521.

In a cash based budget, the expense for post retirement employee benefits is expensed in the fiscal year that they occur. For PSAB standards, the liability amount for the current staffing levels are calculated and disclosed in the budget. This actuary has been performed in 2018 for the 2017 year end and it is estimated that the annual shortfall for post retirement employee benefits is \$19,336.

The net effect of all of the adjustments is an annual surplus of \$4,075,782.

APPLICABLE POLICY/LEGISLATION:

Ontario Regulation 284-09, Budget Matters

FINANCIAL CONSIDERATIONS:

2019 Budget

CONSULTATIONS:

None

ATTACHMENTS:

2019 PSAB Budget Reconciliation.

APPROVAL	<p>_____</p> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council’s own policies and guidelines and the Municipal Act and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p>
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Town of Gananoque
2019 Budget Reconciliation
Summary

Report COW-FIN-19-05

	2019	2019
2018 Cash Based Budget		
Operating Expenses	\$ 14,037,702	
Capital Expenses (non TCA)	\$ 242,410	
Acquisition of Tangible Capital Assets	\$ 6,795,979	
Transfer to Reserves	\$ 4,699,618	
Subtotal Expenses		\$ 25,775,709
Revenues	\$ (20,686,164)	
Transfer from Reserves	\$ (5,089,545)	
Subtotal Revenues		\$ (25,775,709)
2018 Cash Based Surplus (Deficit)		\$ -
2018 Accrual Based Budget		
Add		
Acquisition of Tangible Capital Assets	\$ 6,795,979	
Transfer to Reserves	\$ 4,699,618	
Reduction in Debt	\$ 566,521	
Subtotal		\$ 12,062,118
Less		
Transfer from Reserves	\$ (4,699,618)	
Amortization (estimated)	\$ (3,267,382)	
Post Retirement Employee Benefits	\$ (19,336)	
Disposal of Tangible Capital Assets		
Subtotal		\$ (7,986,336)
2018 Annual Accrual Based Surplus (Deficit)		\$ 4,075,782



COW Report – RDS-2019-02

Date: March 5, 2019

IN CAMERA

Subject: Contract Award – Supply of Curbside Solid Waste and Recycling Collection Services

Author: Paul McMunn, Public Works Manager

OPEN COUNCIL

RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH WASTE CONNECTIONS OF CANADA INC., FOR THE PROVISION OF CURBSIDE SOLID WASTE AND RECYCLING COLLECTION SERVICES, FOR A THREE (3) YEAR TERM, WITH AN OPTION TO EXTEND THE AGREEMENT FOR AN ADDITIONAL TWO (2) YEARS, AS PRESENTED IN COW REPORT RDS-2019-02.

RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS A BY-LAW, BEING A BY-LAW TO AMEND THE GENERAL FEES AND RATES BY-LAW NO. 2016-047, SCHEDULE 'I', LANDFILL DISPOSAL SITE FEES, TO INCREASE THE GARBAGE BAG TAG FEES TO \$2.25/TAG, AS PRESENTED IN COW REPORT RDS-2019-02.

STRATEGIC PLAN COMMENTS:

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

BACKGROUND:

This report is to be read in conjunction with Council Report – RDS-2018-09 (Attachment 1) for reference. The Town's current Curbside Solid Waste and Recycling Contract expires on March 31, 2019.

INFORMATION/DISCUSSION:

The Public Works Department advertised a Request for Proposal (RFP) on January 22, 2019, for the "Supply of Curbside Solid Waste and Recycling Collection Services". This RFP was advertised on Biddingo. Proposals were accepted by the Town up until the closing date of February 11, 2019 at Noon. The Town had a good response from interested Solid Waste and Recycling contractors, with ten (10) contractors downloading the RFP, however, only two (2) submitted Proposal's and are as follows:

**Waste Connections of Canada Inc.
Waste Management of Canada Corporation**

The RFP document that was advertised, outlined the review and scoring rationale/process to be followed by the Review Committee. The Review Committee members were as follows:

Paul McMunn – Manager of Public Works
Sherri Ogilvie – Supervisor of Utilities
Matthew Linton – Public Works Technologist

Respondents to the RFP were required to submit as part of their proposal, a Technical Proposal (scored out of 50), including items such as Company Capabilities and Credentials, Human Resource Requirements, Facility and Equipment Requirements, Implementation and Operational Requirements, Quality Assurance and Quality Control, Environmental Control, and AODA Compliance, and Pricing Proposal (scored out of 50). Each of the three (3) members of the Review Committee reviewed the RFP submissions independently.

Following the independent review of both proposals by the members of the Review Committee, the scoring for each proposal was tabulated, from each reviewer, and all three (3) scores were then added together and divided by three (3), to get the final score out of 100. As a result, of the scoring, based on the requirements of the RFP, Waste Connections of Canada scored 95.8/100, while Waste Management of Canada Corporation scored 76.0/100.

Comparatively speaking, both contractors scored well in the Technical Proposal, with the spread of the scoring being primarily influenced by the submitted Price Proposals. For reference, Waste Connections of Canada's per tonne price for curbside collection of Solid Waste is 36.1% less than that of Waste Management of Canada Corporation, and Waste Connection of Canada's per tonne price for curbside collection of Recycling is 87.0% less than that of Waste Management of Canada Corporation.

Waste Connections of Canada indicated in their Technical Proposal, given the fact that they are the Town's current Solid Waste and Recycling contractor that come April 1, 2019, when a new contract is to take effect there would be no lapse in service.

In order to offset the increase in costs associated with the recommended award of this contract to Waste Connection of Canada, staff are recommending an increase in the cost to residents for Bag Tags.

APPLICABLE POLICY/LEGISLATION:

Procurement By-law No. 2015-087
General Rates and Fees By-law No. 2016-047, Schedule 'I'

FINANCIAL CONSIDERATIONS:

If Council supports the staff recommendation to award a three (3) year contract to Waste Connections of Canada Inc., the Pricing Proposal submitted recognizes a 28.05% increase, compared to the 2018 overall contract price. The 2019 budget includes a 10% contract increase. The Pricing Proposals from the two (2) respondents are as follows:

Waste Connections of Canada Inc.	= \$280,436.83 (excl. HST)
Waste Management of Canada Corporation	= \$431,862.10 (excl. HST)

The aforementioned pricing will be subject to net HST of 1.76%. The pricing is calculated by multiplying the 2018 actual tonnage amounts (for both solid waste, fiber and containers), by the price per tonne bid for that material. The tonnage prices bid are not included in this report as staff felt those amounts are proprietary to the respondents. 2019 bid prices, for subsequent years will be subject to an annual CPI adjustment. It should also be noted that there were provisions in the RFP to allow for a monthly Fuel Cost Adjustment for diesel. This protects both the contractor and the Town against fuel price volatility. The Town will make a Fuel Cost Adjustment (FCA) to the monthly payment owed the contractor to compensate for fluctuations in the price of diesel fuel, based upon changes to the Ministry of Energy, Northern Development and Mines for Ottawa, averaged for the month as published on the Ministry website. In essence, the contractor is protected as they can claim for increased fuel prices, if prices increase by more than 5¢/litre, and conversely, the Town will get a rebate for decreased fuel prices, if prices decrease by more than 5¢/litre.

The second recommendation of this report speaks to raising the current price of bag tags from \$2.00/Tag to \$2.25/Tag. As services for curbside collection of solid waste and recycling are primarily funded through user pay (bag tag proceeds), this proposed increase will cover most of the remainder of the 2019 increased costs for collection. When the overall proposed 2019 price for Curbside Collection of Solid Waste and Recycling is divided by the number of 2018 bag tag sales, it suggests that bag tags should be raised to \$2.34/Tag.

2018 Bag Tag sales volumes were used for the calculation, assuming 2019 Bag Tag sales would be comparable. The shortfall of \$0.09/Tag equates to an approximate \$9,000 deficit for the program, which may be absorbed within the Public Works 2019 Operating Budget, with savings in other operational accounts.

CONSULTATIONS:

Melanie Kirkby, Treasurer

ATTACHMENTS:

Attachment 1 - Council-RDS-2018-09-Paul McMunn-Solid Waste Collection Disposal and Recycling Contract Extension

APPROVAL	<p>_____ Paul McMunn, Manager of Public Works</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>_____ Shellee Fournier, CAO</p>
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Council Report – RDS-2018-09

Council Date: December 18, 2018

IN CAMERA

Subject: Solid Waste Collection, Disposal and Recycling – Contract Extension

Author: Paul McMunn, Manager of Public Works

OPEN SESSION

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2018-112 BEING A BY-LAW TO EXTEND THE TOWN'S SOLID WASTE COLLECTION, DISPOSAL, AND RECYCLING AGREEMENT WITH WASTE CONNECTIONS OF CANADA FOR A THREE (3) MONTH PERIOD, AS PRESENTED IN COUNCIL REPORT RDS-2018-09.

STRATEGIC PLAN COMMENTS:

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

BACKGROUND:

On December 19, 2017, Council received Council Report RDS-2017-07 for consideration. The report requested a one (1) year extension to the existing contract that the Town has with Waste Connections of Canada, for collection and disposal of solid waste, and collection and processing of recycling, being fiber (cardboard and paper products) and containers (metal containers, plastics and glass). Council approved the option to extend the contract for up to four (4), one (1) year consecutive periods, under the provisions of the original contract. This report should be read in conjunction with that report (Attachment 1).

INFORMATION/DISCUSSION:

The Public Works Department contacted Waste Connections of Canada in October, 2018 to discuss extending the Solid Waste Collection, Disposal and Recycling contract for one (1) year, from January 1, 2019, to December 31, 2019. The Manager of Public Works received an email in November 1, 2018 from Amber Fenlong (site supervisor – Waste Connections of Canada – Brockville site summarizing costing increases (from Kevin Fraser – District Controller – Eastern Ontario – Waste Connections of Canada) that Waste Connections of Canada have continued to incur since the original contract had been awarded in 2011. That contract had provisions for CPI adjustments on an annual basis to cover inflationary costs with respect to their operation.

On November 8, 2018, the Manager of Public Works received a follow up email from Kevin Fraser outlining the proposed metric tonnage price for waste and recycling, which represented a 20% increase for each, from our current tonnage price. Following receiving that email, the manager of Public Works discussed this proposed price increase with the CAO,

Shellee Fournier and the Treasurer, Melanie Kirkby. Given the fact that staff do not have the authority to approve agreements, let alone a 20% price increase, the Manager of Public Works was directed to consult with Kevin Fraser to discuss negotiating better terms for an extension, if the Town and the Waste Connections of Canada were to entertain a 3 month extension from January 1, 2019 to March 31, 2019, allowing for time for the Manager of Public Works to draft a Request for Proposal, and advertise it to receive proposals from Solid Waste and Recycling contractors.

Kevin Fraser was contacted via email on November 16, 2019, requesting a three (3) month extension (under the current Terms of the original Agreement), affording the Town some time to draft and advertise a Request for Proposal (RFP). Following sending the email to Kevin Fraser on November 16, 2018, the Manager of Public Works received a phone call from Kevin Fraser and Jason Noll of Waste Connections of Canada. Through that conversation, the Manager of Public Works was able to negotiate a new proposal for a three (3) month extension. Waste Connections of Canada are supportive of a 10% increase to their current rates for the period from January 1, 2019 to March 31, 2019, to afford the Town of Gananoque time to draft and advertise a Request for Proposal.

Under the circumstances, Senior Management are of the opinion, that this short term proposal is fair, given the fact that it is half of what Waste Connections of Canada originally proposed for 2019 prices. Waste Connections of Canada has had, and continues to have, a great working relationship with the Town of Gananoque in support of our waste and recycling needs. They are appreciative of our position with respect to transitioning to a new council as well as our budgetary restraints, and are willing to work with us in good faith, which they have demonstrated. The Request for Proposal, which is currently being drafted, will be advertised before the New Year.

APPLICABLE POLICY/LEGISLATION:

Procurement By-law No. 2015-087

FINANCIAL CONSIDERATIONS:

Based of 2018 tonnages (November and December are prorated) for solid waste and recycling, a 10% increase to the 2019 Operating Budget for the 3 month period, being January 1, 2019 to March 31, 2019, is estimated at the following:

2018 Tonnage Report and 2019-3 Month Pricing Analysis		
Month	Curbside Waste Collection	Curbside Recycling Collection
January	73.00	38.39
February	59.10	28.29
March	64.85	29.70
April	65.52	34.10
May	77.08	34.91
June	73.53	32.51
July	77.27	36.38
August	76.36	35.92
September	65.30	30.80
October	67.94	35.36
November (prorated)	70.00	33.64
December (prorated)	70.00	33.64
Totals	839.94	403.63
2018 price per tonne	\$192.80	\$141.72
2018 total price with net HST	\$164,790.58	\$58,209.50
+ proposed 10% increase (2019 - 3 month price per tonne)	\$212.08	\$155.89
2019 total price with net HST	\$181,269.64	\$64,030.44
Total 3 month anticipated increase including net HST	\$4,119.76	\$1,455.24
Cumulative Total	\$5,575.00	

CONSULTATIONS:

Amber Fenlong – Site Supervisor – Waste Connections of Canada

Kevin Fraser - District Controller – Eastern Ontario – Waste Connections of Canada

Jason Noll – Waste Connections of Canada

Shellee Fournier - CAO

Melanie Kirkby – Treasurer

ATTACHMENTS:

Attachment 1 – Council Report RDS-2017-07

<p>APPROVAL</p>	<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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Council Report – RDS-2017-07

Council Date: December 19, 2017 **IN CAMERA**

Subject: Solid Waste Collection, Disposal and Recycling Contract Extension

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

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES BY-LAW 2017- 101 WITH RESPECT TO EXTENDING THE SOLID WASTE COLLECTION, DISPOSAL, AND RECYCLING CONTRACT FOR ONE (1) YEAR WITH THE OPTION TO EXTEND FOR UP TO FOUR (4), ONE (1) YEAR PERIODS, AS PRESENTED IN COUNCIL REPORT RDS-2017-07.

STRATEGIC PLAN COMMENTS:

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

BACKGROUND:

Earlier this year, Council approved a one (1) year extension (Attachment 1) with Progressive Waste Solutions Canada Inc. (now Waste Connections of Canada). The extension was granted with the understanding that this would afford staff some time to work on and develop a waste management strategy.

In November 2016, the *Waste Diversion Act* was repealed and replaced by the *Waste-Free Ontario Act*, which includes both the *Waste Diversion Transition Act* and the *Resource Recovery and Circular Economy Act*. This legislation will affect existing and future municipal waste management programs. Currently, the cost to run programs for collecting and recycling paper products and packaging is split 50/50 between municipalities and the companies that produce these items.

Annually, municipalities report to Waste Diversion Ontario on their previous year's tonnages of collected and processed Blue Box material and is funded at 50% to run that program. Municipal Blue Box recycling programs will undergo significant changes as under the framework of the new program, municipalities will have to make a choice of one of the three (3) options;

- 1) To act as service providers to producers (100% paid for by the producers)
- 2) To work with private service providers contracted by the producers (100% paid for by the producers)
- 3) Opt out of the program and maintain status quo (receive 50% cost reimbursement)

On August 14, 2017, the Ontario Minister of the Environment and Climate Change issued a letter directing Stewardship Ontario and the Resource Productivity and Recovery Authority to prepare an amended Blue Box Program Plan by February 15, 2018. The amended plan will transition the

program from its current shared cost model to that of a full producer responsibility pursuant to s.13 of the *Waste Diversion Transition Act*.

INFORMATION/DISCUSSION:

Town staff attended a meeting on November 14, 2017 in Perth where staff representatives from a number of neighbouring municipalities (Eastern Ontario) met with a representative from Stewardship Ontario to get some insight into the next steps of the program. Alarming, municipal representatives were advised that Stewardship is breaking the province up into “catchment areas” which will be determined by population density, geographic area and lastly, when service contracts were coming up for renewal. These catchment areas will determine when municipalities which are going to fully participate in the program (Options 1 or 2 from the Background information), will be brought on board, with respect to the program and start being funded at 100%.

If following the Ministers announcement on February 15, 2018, a municipality such as Gananoque wishes to participate and advises Stewardship Ontario of our intent to participate, we would only receive 50% of our overall costs for collection and processing of Paper Products and Containers. The 50% funding would be in effect until such time as our catchment area is brought online, which could, based on the worst case scenario, be up to five (5) years. This presents many issues for municipalities as most have long term contracts which are coming up for renewal, or in some cases, have recently signed long term contracts with their service providers, and it is unknown what the penalties will be to break those contracts when the time comes. There were a few municipalities including Gananoque, whose contracts have expired and have opted to extend those contracts for shorter terms. Stewardship Ontario suggests that this is an ideal strategy for those that are in that position until the catchment areas are determined and program start dates for respective catchment areas are published.

Waste Connections of Canada, formerly Progressive Waste Solutions Canada Inc. has agreed to extend the current contract to December 31, 2018, with the provision of a CPI adjustment in February 2018. The current pricing will remain in effect until February when the Consumer Price Index for January 2017 to January 2018 is posted on the Statistics Canada website. The increase for 2017 was 1.2% based on the posted CPI adjustment for household operations, furnishings and equipment, January 2016 to January 2017. Management at Progressive Waste Solutions (BFI) are prepared to enter into an extension, and look forward to continuing their relationship of servicing the Town’s solid waste and recycling needs.

APPLICABLE POLICY/LEGISLATION:

Procurement By-law 2015-087

FINANCIAL CONSIDERATIONS:

The 2018 Provisional Budget items for solid waste collection, disposal and recycling were increased (from 2017) by 2.5%. Council’s mandate to staff was a 1.5% increase; however, an increase of 2.5% seemed realistic in anticipation of the CPI adjustment to be posted in February, which will affect the

contract price with our provider, while leaving a small buffer for potential increases in waste or recycling quantities at the curb. Solid waste collection, disposal, and recycling costs are anticipated to be approximately \$251,771 for 2017 (November and December 2017 bills not yet received). There is \$258,192 budgeted for 2018, which will accommodate an overall increase to the contract of 2.5%.

It should be noted that collection of waste and recycling as well as disposal fees are measured by the tonne and the Town pays a fixed rate based on the tonnage produced by its residents. It is expected that volumes can fluctuate marginally, up or down from one year to the next.

CONSULTATIONS:

Amber Fenlong – Site Supervisor – Waste Connections of Canada
Melanie Kirkby – Treasurer

ATTACHMENTS:

Attachment 1 - COW Report RDS-2017-01

APPROVAL	<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 – RDS-2017-01

COW Date: January 17, 2017 **IN CAMERA**

Subject: Solid Waste Collection, Disposal and Recycling Contract Extension

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

RECOMMENDATION:

BE IT RESOLVED THAT THE COMMITTEE OF THE WHOLE HEREBY RECOMMENDS THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES BY-LAW 2017-008 WITH RESPECT TO EXTENDING THE SOLID WASTE COLLECTION, DISPOSAL, AND RECYCLING CONTRACT, AS PRESENTED IN COMMITTEE OF THE WHOLE REPORT RDS-2017-01.

STRATEGIC PLAN COMMENTS:

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

BACKGROUND:

In September of 2011, Tender WKS-2011-11, a tender for Solid Waste Collection, Disposal and Recycling was awarded to BFI Canada Inc. for a 3-year period. In October 2014, a provision of the contract to extend the contract for a further 2-years was exercised, resulting in an overall 5-year term (see Attachment 2). That contract expired on August 25, 2016.

Due to Manager of Public Works turnover, staff are seeking a further one (1) year extension of the contract. This will allow staff to utilize the remainder of 2017 to develop a Waste Management Strategy and prepare options for Council’s consideration prior to 2018 budget deliberations.

INFORMATION/DISCUSSION:

Progressive Waste Solutions, formerly BFI Canada Inc. has agreed to extend the current contract to December 31, 2017, with the provision of a CPI adjustment in February 2017. The current pricing will remain in effect until February when the Consumer Price Index for January 2016 to January 2017 is posted on the Statistics Canada website. The increase for 2016 was 1.7% based on the posted CPI adjustment for household operations, furnishings and equipment, January 2015 to January 2016. Management at Progressive Waste Solutions (BFI) are prepared to enter into an extension, and look forward to continuing their relationship of servicing the Town’s solid waste and recycling needs.

APPLICABLE POLICY/LEGISLATION:

Procurement Bylaw 2015-087

FINANCIAL CONSIDERATIONS:

In 2011 during the tender opening of Contract WKS-2011-11, 2 bids were submitted and opened, the first by BFI Canada Inc. and the second by Waste Management. Unit prices were submitted for various items (see Attachment 1).

The 2017 Provisional Budget items for solid waste collection, disposal and recycling were increased (from 2016) by 1.5% as per council's mandate to staff. An increase of 1.5% seemed realistic in anticipation of the CPI adjustment to be posted in February. Solid waste collection, disposal, and recycling costs are anticipated to be approximately \$302,000 for 2016 (December 2016 bill not yet received). There is \$310,735 budgeted for 2017, which will accommodate a CPI adjustment of approximately 3%.

It should be noted that collection of waste and recycling as well as disposal fees are measured by the tonne, and the Town pays a fixed rate based on the tonnage produced by its residents. It's expected that volumes can fluctuate marginally, up or down from one year to the next.

CONSULTATIONS:

Amber Fenlong – Site Supervisor – Progressive Waste Solutions
Melanie Kirkby – Treasurer

ATTACHMENTS:

Attachment 1 - Council Report RDS-2011-12
Attachment 2 – Extension Letter – Dated October 20, 2014.

APPROVAL	<p>_____</p> <p>Paul McMunn, Manager of Public Works</p> <p>_____</p> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the Municipal Act and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p>
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Council Report: RDS-2011-12

Council Date: September 06, 2011

 IN CAMERA

Subject: Waste Collection, Disposal and Recycling Contract

Author: Ryan C. Morton MPM,CIPM
Director of Public Works OPEN COUNCIL**RECOMMENDATION:**

That Council pass a by-law to enter in to a 3 year agreement with BFI Canada Inc. for the provision of waste collection, disposal and recycling services.

AND FURTHER, that Council authorize staff to abandon the current practice of hosting "dump days" for large items and initiate a large item pickup program through the contractor, complete with a detailed fee schedule and pickup schedule.

BACKGROUND:

The current waste collection, disposal and recycling contract has expired. Staff initiated a tender process to obtain competitive pricing from organizations capable of delivering our service requirements.

The tender is a "unit price" tender being that the Town produces varying quantities of waste and recycling.

INFORMATION/DISCUSSION

Staff received and reviewed 2 tender proposals. The tenders were compared based on unit prices. (see unit price schedule attached)

It is important to note that this service cannot be delayed and that Waste Management's proposal was contingent upon starting service in March of the year 2012.

APPROVAL	<p><u>Ryan Morton</u> Ryan C. Morton MPM,CIPM</p> <hr/> <p>Ross Jeffery, Director of Financial Services and 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> <hr/> <p>Robert Small, CAO</p>
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BFI Canada Inc. is the lowest bidder based on unit prices and also included pricing for all provisional/optional items.

FINANCIAL CONSIDERATIONS:

See unit price schedule attached

CONSULTATIONS:

Sherri Ogilvie, Utilities Manager

ATTACHMENTS:

Unit Price Schedule

Unit Price Schedule:

Unit Price Schedule	BFI Canada Inc.	Waste Management – Cannot start until March 2012	
	3 and 5 yr.	3 yr.	5 yr.
Waste Collection	\$100.10 / tonne	\$141.03 / tonne	\$134.31 / tonne
Waste Disposal	\$74.90 / tonne	\$90.00 / tonne	\$90.00 / tonne
Recycling Collection and Disposal	\$130.00 / tonne	\$231.03 / tonne	\$224.31 / tonne
Large Item Pickup	\$175.00 / tonne	\$116.82 / tonne	\$111.26 / tonne
Large Item Pickup Labour	\$1160.00 / day	Did not specify	Did not specify
Waste Bin Collection	\$100.00 / tonne	\$162.98 / tonne	\$155.22 / tonne
Recycle Bin Collection	\$259.73 / bin	\$90.00 / tonne	\$90.00 / tonne
Minor Optional Items	Provided pricing	No pricing	No pricing

Based on unit prices, BFI Canada Inc. is the lowest bid.

Data:

Residential Collection and Disposal

Year	Waste Cost	Recycling Cost	Total
2010	\$143 854.47	\$77 847.00	\$221 701.47
2011 (based on 2010 data)	\$155 925.00	\$63 050.00	\$218 975.00

The data above is based on previous year's totals and the immediate information available. The town has seen an increase in recycling over the years and a decrease in waste.

In addition, recyclable products for resale such as metal, fibres and plastics are in more demand, therefore increasing their resale value and lowering contract costs for removal.

These 2 points would highlight a "hypothetical" decrease in contract costs. However, additional homes, businesses, economic fluctuations and etc. will impact the actual contract costs. Although there appears to be a decrease in total costs, it is suspected that our costs and quantities will increase slightly. This is one of the difficulties with a unit price contract and staff will work diligently to budget accordingly.

THE CORPORATION OF THE TOWN OF
GANANOQUE
Canadian Gateway to the 1000 Islands

October 20, 2014

BFI
1266 McAdoo Lane, P.O./ Box 1531
Kingston, Ontario
K7L 5C7

Attention: Mr., Paul Wills

Re: Contract #WKS-2011-01 Extension Clause

As per contract WKS-2011-01 we wish to extend the contract a further two years to a five year term, ending on August 25th, 2016.

Sincerely,



Robert W. Small
Chief Administrative Officer
C.C. Mr. Rick Cooper
Acting Director of Public Works

30 King Street East, Box 100
Gananoque, Ontario
K7G 2T6
Phone: (613) 382-2149
Fax: (613) 382-8587
www.townofgananoque.ca



COW Report – UTIL-2019-02

COW Date: March 5, 2019

IN CAMERA

Subject: 2018 Summary Report for Municipalities, 2018 Annual Drinking Water Report and 2018 Annual Lagoon Performance Report

Author: Paul McMunn, Manager Public Works

OPEN SESSION

RECOMMENDATION:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE 2018 SUMMARY REPORT FOR MUNICIPALITIES, THE 2018 ANNUAL DRINKING WATER REPORT, AND THE 2018 LAGOON ANNUAL PERFORMANCE REPORT AS PRESENTED IN COW REPORT UTIL-2019-02.

STRATEGIC PLAN COMMENTS:

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

BACKGROUND:

Summary Reports for Municipalities:

It is a requirement under O. Reg. 170/03, Schedule 22, that the owner of a Drinking Water Subsystem produce an annual summary report. The purpose of this summary report is to keep Town Council (the Owner) and the public informed regarding the quantity and quality of their drinking water. Information contained in this report will enable the owner to assess the capability of the water system to meet existing and planned uses of the system. Council must receive this report no later than March 31st of each year for the proceeding calendar year.

Annual Drinking Water Report:

It is a requirement under O. Reg. 170/03, Section 11 that the owner of a Drinking Water System ensures that an annual report is prepared by February 28th of each year for the proceeding calendar year. The annual report describes the system and water quality test results.

Lagoon Annual Performance Report:

It is a requirement under Condition 8(4) (a) through (i) of the Certificate of Approval # 0999-7X8QL3, that the owner prepares and submits to the Ministry of Environment, Conservation and Parks District Manager, a performance report on an annual basis within 90 days following the end of the period being reported.

INFORMATION/DISCUSSION:

The Summary Report for Municipalities is the only report legislated to be received by Council; however, the 2018 Annual Drinking Water Report and the 2018 Gananoque Lagoons Annual Performance Reports are included for Council's information.

APPLICABLE POLICY/LEGISLATION:

Ontario Regulation 170/03
Certificate of Approval #0999-7X8QL3

FINANCIAL CONSIDERATIONS:

N/A

CONSULTATIONS:

Sherrri Ogilvie, Public Utilities Supervisor
Public Utilities Operators

ATTACHMENTS:

2018 Summary Report for Municipalities
2018 Annual Drinking Water Report
2018 Annual Lagoon Performance Report

APPROVAL	<p>_____ Paul McMunn, Manager Public Works</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>_____ Shellee Fournier, CAO</p>
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**2018 Summary Report for Municipalities
James W. King Water Treatment Plant**

Introduction

The Ontario Ministry of Environment, Conservation and Parks (MOECP) regulates and enforces the production and delivery of safe potable water to consumers under the Safe Drinking Water Act, (SDWA) 2002 and associated regulations. Most notably is the Ontario Drinking Water System Regulation (O. Reg.) 170/03 that outlines treatment and testing parameters. It is a requirement under O. Reg. 170/03 – Schedule 22 that the owner of a Drinking Water System produce an annual summary report. The purpose of this summary report is to keep Town Council (the Owner) and the public informed regarding the quantity and quality of their drinking water.

This report is submitted annually for the previous calendar year and Council must receive the report no later than March 31st for the previous calendar year. The report is required to contain the following information:

- A list of the requirements of the Safe Drinking Water Act and its Regulations that the water system failed to meet during the report's time frame including the duration of the failure.
- A list of the requirements of the water system's Approvals, Permit and Licence that the water system failed to meet during the report's time frame including the duration of the failure.
- A list of any Orders that the water system failed to meet during the report's time frame including the duration of the failure.
- For each of the above failures, a description of the measures taken to correct the failures.
- A summary of the quantities and flow rates of the water supplied "including monthly average and maximum daily flows and daily instantaneous peak flow rates."
(Information is to enable the owner to assess the capability of the water system to meet existing and future uses.)
- A statement that captures the comparison of the flow information above to the rated capacity and flow rates approved in the water supply's approval.

Drinking Water Compliance Program

Our 2018/2019 MOECP Inspection was conducted on Wednesday February 6, 2018 for the period September 24, 2017 to December 31, 2018. The final report was not received at the time of this report.

On November 19, 2018, a licenced operator did not witness the disinfection of watermain appurtenances on Osborne Street prior to the connection being made to the distribution system as per the Ministry of Environment Watermain Disinfection Procedure and our Drinking Water Works Permit Issue 2, Schedule B Section 2 – Alterations to the Drinking Water System. MOECP was notified of the non-compliance on December 21, 2018. This non-compliance may be identified in our 2018/2019 Inspection Report however; staff have already taken measures to ensure this does not reoccur in the future.

Flow information, Rated Capacity and Flow Rates

The Permit to Take Water #85-P-4065 allows a maximum instantaneous rate not to exceed 14,000 litres per minute (233 L/sec) from the St. Lawrence River or a maximum daily rate of taking (volume per day) not to exceed 10,220 m³/day. This permit was issued on February 13, 1998 and has no expiry date. This permit is referenced as in effect under the current Municipal Drinking Water Licence. The drinking water system may operate at a rate higher when necessary to fight a fire or for maintenance of the system.

The Town holds a Drinking Waterworks Permit, #156-201 (issue 2), and Municipal Drinking Water Licence, #156-101 (Issue 4). The DWWP has an issue date of August 4, 2016 and the MDWL has an issue date of February 22, 2017. Both documents form key parts in the Town's Accreditation as an Operating Authority. The Licence defines the plant's rated capacity at 10,220m³/day. The License has an Expiry Date of August 3, 2021 and an Application for Renewal Date of February 3, 2021.

The 2018 Annual Water Taking Summary and Treated Annual Summary

Month	Total Flows (m ³) Of Raw Water	Maximum Day Flow (m ³) of Raw Water	Daily Average Flows (m ³) Of Raw Water	Maximum Daily Flow Rate (L/s)	Total Flows (m ³) Of Treated Water	Maximum Day Flow (m ³) of Treated Water	Daily Average Flows (m ³) Of Treated Water
January	53,807	2,616	1,736	157	52,054	2,787	1,679
February	41,820	1,754	1,494	158	39,952	1,911	1,427
March	43,934	1,581	1,417	156	42,223	1,764	1,362
April	45,126	2,125	1,504	158	43,386	2,006	1,446
May	58,713	2,512	1,894	165	56,866	2,633	1,834
June	62,776	2,401	2,093	163	61,940	2,545	2,065
July	70,233	2,612	2,266	163	68,616	2,626	2,213
August	66,581	2,501	2,148	160	64,522	2,675	2,081
September	58,204	2,316	1,940	158	56,291	2,484	1,876
October	50,134	1,887	1,617	160	48,796	2,169	1,574
November	44,172	1,743	1,472	157	42,287	1,561	1,410
December	46,133	1,738	1,448	161	44,316	1,576	1,430
Total	641,633				621,249		
Maximum	70,233	3,522			68,616	2,787	
Annual Average	53,469		1,752	160	51,771		1,700

In accordance with our Permit to Take Water (#85-P-4065), we did not exceed the rate of water taking of 14,000 L/m (233 L/s) 10,200,000 litres/day (10,220 m³/day).

In accordance with our Municipal Drinking Water Licence (#156-101 issue 4, Schedule C), we did not exceed our rated capacity of 10,220 m³/day.

**Drinking-Water Systems Regulation
 O. Reg. 170/03 Section 11 Annual Report**

Drinking-Water System Number:	220001254
Drinking-Water System Name:	James W. King Water Treatment Plant
Drinking-Water Licence Number:	156-101
Drinking-Water Works Permit:	156-201
Drinking-Water System Owner:	Separated Town of Gananoque
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1, 2018 to December 31, 2018

The Town of Gananoque owns and operates a Large Municipal Residential Water System. The annual report is available to the public at The Public Works Office at 665 Charles Street North, Gananoque between 7 AM and 3 PM and on the Town’s website. Notification that this report is available for the public is achieved through the Town’s website and Radio Station.

Description of Gananoque’s Drinking-Water System

The raw water source is the St. Lawrence River. Water enters the water plant via a 600 mm intake pipe which extends along the river bottom for 416 meters and terminates at depth of about 6 meters below the water surface. Chlorine is added at the intake or low lift wet well for zebra mussel control and disinfection.

Chlorinated raw water passes through two removable stationary screens into a wet well where one of three vertical turbine pumps, each having a capacity of 60 L/sec., pumps water into a rapid mix tank.

Water and alum are mixed together in the rapid mix chamber. Alum is a coagulant used to join suspended particles in the water into floc. Water then flows into the flocculation tanks where it is stirred gently to allow the particles of floc and suspended particles to join and create larger floc.

Two dual media filters each containing 750 mm of filter GAC over 250 mm of silica sand receives water from the flocculation tanks. The GAC media has eliminated the need for PAC addition seasonally for taste and odour control. These filters remove the floc as water passes through the dual media into clearwells.

Filtered water flows into the clearwells, storage reservoir and high left well. A total of 3,144 m³ of treated water can be stored. Chlorine is added to the water as it first enters the clearwells to provide sufficient chlorine contact time and adequate free chlorine residual is maintained to ensure the water is safe for consumption.

For filter cleaning, called backwashing, air is forced backwards through the filter media to loosen the floc caught during filtration, and then treated water is pumped through the media in a reverse direction, to wash loosened floc and sediment into the backwash tanks. Each tank has a pump, which discharges backwash water into the sanitary sewer system.

There are four high lift pumps: two 100 HP pumps in normal rotating operation and two 200 HP fire pumps, which move water to the distribution system and elevated water storage tank. Up to 1,327 m³ of treated water is stored in the elevated water tank, which supplies water to the distribution system when the high lift pumps are off. A 400 KVA diesel-driven standby generator provides enough power to run the water plant.

There are approximately 48 km of water mains in Gananoque's distribution system. They range in size from 75 mm to 350 mm, and they supplied an average of 1700m³ of water daily to the residents, businesses, and industries in Gananoque in 2018. There are approximately 230 fire hydrants connected to the distribution system.

The water plant provides multiple barriers against bacteriological contamination. Water samples are collected from the distribution system, raw water, and treated water weekly, quarterly and annually. Samples are sent to an accredited laboratory for analysis, satisfying the regulated sampling requirements. Chlorine levels in the distribution system are checked daily and at the time of sampling. Chlorine residual and turbidity of the treated water is monitored continuously to ensure safe water leaving the plant.

Chemicals used over this reporting period include:

- Aluminum Sulfate
- Gaseous Chlorine

Significant expenses incurred throughout the year:

- Purchase three (3) new ABB Water Master Series Electromagnetic Flowmeters with direct mount transmitters and one (1) ABB Water Master 3" Magnetic Flowmeter with remote mount transmitter for the WTP - \$21,000. Installation in 2019
- Osborne Street – Water portion of full replacement - \$350,135
- Purchase of 3 Rotork MOV - \$16,000. Installation 2019
- Lowlift pump and motor rehabilitation - \$15,310

Notice submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

- No adverse water quality issues occurred in 2018

Microbiological testing done during this reporting period (Schedule 10 of ON reg. 170/03):

	Number of Samples	Range of E.Coli Results (min #)-(max #) Limit = 0 in finished water	Range of Total Coliform Results (min #)-(max #) Limit = 0 in finished water	Range of HPC Results (min #)-(max #) Limit = 500 cfu/ mL in finished water
Raw	52	0 – 2 G	0 – 470 G	NA
Treated*	52	0 - 0	0 - 0	<10 - 20
Distribution*	210	0 - 0	0 - 0	<10 - 380

Operational testing done under Schedule 7 of Regulation 170/03 during the period covered by this Annual Report:

	Number of Grab Samples	Range of Results (min #) - (max #)
Turbidity(Filters)	8760	0.023 – 0.451 NTU
Chlorine(Treated)	8760	1.75 – 3.62 mg/L
Distribution Chlorine	548	0.17 – 2.70 mg/L

NOTE: For continuous monitors use 8760 as the number of samples.

Summary of Inorganic parameters tested during this reporting period or the most recent sample results:

Parameter	Sample Date	Result Value	Unit of Measure	Limit
Antimony	Jan 09 2018	0.0001	mg/L	0.006
Arsenic	Jan 09 2018	0.0007	mg/L	0.01
Barium	Jan 09 2018	0.020	mg/L	1.0
Boron	Jan 09 2018	0.020	mg/L	5.0
Cadmium	Jan 09 2018	0.000015	mg/L	0.005
Chromium	Jan 09 2018	<0.002	mg/L	0.05
*Lead (For Systems Testing Under Sch. 15.2)	Oct 20 2015	0.00017	mg/L	0.01
Mercury	Jan 09 2018	<0.00002	mg/L	0.001
Selenium	Jan 09 2018	0.001	mg/L	0.05
Sodium	Jan 09 2018	14.3	mg/L	20
Uranium	Jan 09 2018	0.00026	mg/L	0.02
Fluoride	Jan 09 2018	<0.1	mg/L	1.5
Nitrite	Jan 09 2018	<0.1	mg/L	1.0
Nitrate	Jan 09 2018	0.3	mg/L	10.0

Summary of lead testing during this reporting period:

Location Type	Number of Samples (Locations) Round 1	Number of Samples (Locations) Round 2	Number of Samples outside the sampling period as per our CCP	Lead Results (mg/L) (min#) - (max#)	Number of Exceedances >0.01 mg/L (Individual Bottles)	Alkalinity (ppm) (min#) – (max #)
Distribution	1	1		0.00013 - 0.00025	0	80-100
Plumbing Residential	10	14		0.00004 - 0.01540	2	-
Plumbing Non-Residential	1	1		0.00063 - 0.00365	0	-

Note: These results cover December 15, 2017 to April 15, 2018 and June 15, 2018 to October 15, 2018.

Summary of Organic parameters sampled during this reporting period or the most recent sample results:

Parameter	Sample Date	Result Value	Unit of Measure	Limit
Alachlor	Jan 09 2018	<0.3	ug/L	5
Aldicarb	Jan 13 2015	<3	ug/L	9
Aldrin + Dieldrin	Jan 13 2015	<0.02	ug/L	0.7
Atrazine + metabolites	Jan 09 2018	<0.5	ug/L	5
Azinphos-methyl	Jan 09 2018	<1	ug/L	20
Bendiocarb	Jan 13 2015	<3	ug/L	40
Benzene	Jan 09 2018	<0.5	ug/L	1
Benzo(a)pyrene	Jan 09 2018	<0.005	ug/L	0.01
Bromoxynil	Jan 09 2018	<0.3	ug/L	5
Carbaryl	Jan 09 2018	<3	ug/L	90
Carbofuran	Jan 09 2018	<1	ug/L	90
Carbon Tetrachloride	Jan 09 2018	<0.2	ug/L	2
Chlordane (Total)	Jan 13 2015	<0.04	ug/L	7
Chlorpyrifos	Jan 09 2018	<0.5	ug/L	90
Cyanazine	Jan 13 2015	<0.5	ug/L	10
Diazinon	Jan 09 2018	<1	ug/L	20
Dicamba	Jan 09 2018	<5	ug/L	120
1,2-Dichlorobenzene	Jan 09 2018	<0.1	ug/L	200
1,4-Dichlorobenzene	Jan 09 2018	<0.2	ug/L	5
Dichlorodiphenyltrichloroethane (DDT) + metabolites	Jan 13 2015	<0.01	ug/L	30
1,2-Dichloroethane	Jan 09 2018	<0.1	ug/L	5
1,1-Dichloroethene (vinylidene chloride)	Jan 09 2018	<0.1	ug/L	14
Dichloromethane	Jan 09 2018	<0.3	ug/L	50
2-4 Dichlorophenol	Jan 09 2018	<0.1	ug/L	900
2,4-Dichlorophenoxy acetic acid (2,4-D)	Jan 09 2018	<5	ug/L	100
Diclofop-methyl	Jan 09 2018	<0.5	ug/L	9

Dimethoate	Jan 09 2018	<1	ug/L	20
Dinoseb	Jan 13 2015	<0.5	ug/L	10
Diquat	Jan 09 2018	<5	ug/L	70
Diuron	Jan 09 2018	<5	ug/L	150
Glyphosate	Jan 09 2018	<25	ug/L	280
Heptachlor + Heptachlor Epoxide	Jan 13 2015	<0.1	ug/L	3
Lindane (Total)	Jan 13 2015	<0.1	ug/L	4
Malathion	Jan 09 2018	<5	ug/L	190
MCPA	Jan 09 2018	<10	ug/L	100
Methoxychlor	Jan 13 2015	<0.1	ug/L	900
Metolachlor	Jan 09 2018	<3	ug/L	50
Metribuzin	Jan 09 2018	<3	ug/L	80
Monochlorobenzene	Jan 09 2018	<0.2	ug/L	80
Paraquat	Jan 09 2018	<1	ug/L	10
Parathion	Jan 13 2015	<3	ug/L	50
Pentachlorophenol	Jan 09 2018	<0.1	ug/L	60
Phorate	Jan 09 2018	<0.3	ug/L	2
Picloram	Jan 13 2017	<5	ug/L	190
Polychlorinated Biphenyls(PCB's)	Jan 09 2018	<0.05	ug/L	3
Prometryne	Jan 09 2018	<0.1	ug/L	1
Simazine	Jan 09 2018	<0.5	ug/L	10
THM (NOTE: show latest annual average)	Jan 09 , April 10 , July 10, Oct 09 2018	43.73	ug/L	100
Temephos	Jan 13 2015	<10	ug/L	280
Terbufos	Jan 09 2018	<0.3	ug/L	1
Tetrachloroethylene	Jan 09 2018	<0.2	ug/L	10
2,3,4,6-Tetrachlorophenol	Jan 09 2018	<0.1	ug/L	100
Triallate	Jan 09 2018	<10	ug/L	230
Trichloroethylene	Jan 09 2018	<0.1	ug/L	5
2,4,6-Trichlorophenol	Jan 09 2018	<0.1	ug/L	5
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)	Jan 13 2015	<10	ug/L	280
Trifluralin	Jan 09 2018	<0.5	ug/L	45
Vinyl Chloride	Jan 09 2018	<0.2	ug/L	1

The results demonstrate that the quality of drinking water treated and distributed from the Gananoque James W. King Water Treatment Plant met all Ontario Drinking Water Standards

If you have any questions or concerns regarding the quality of your drinking water please contact the Sherri Ogilvie, Public Utilities Supervisor at 613-382-2149 extension 1611 or at sogilvie@gananoque.ca.

February 26, 2019

Jim Mahoney, Supervisor
 Ministry of the Environment
 1259 Gardiners Road
 Box 22032
 Kingston, ON
 K7M 8S5

RE: 2018 Gananoque Sewage Lagoons Annual Performance Report

Dear Mr. Mahoney:

The following 2018 Performance Report is submitted in accordance with Condition 8(4) (a) through (i) of the Certificate of Approval # 0999-7X8QL3 for the Gananoque Sewage Lagoons. This report has been prepared by the Town of Gananoque Public Utilities Staff.

a) Summary and Interpretation of Monitoring Data/Comparison to Effluent Limits:

The lagoon treatment system operated well during 2018, producing an effluent meeting the Certificate of Approval criteria requirements for all limits. Refer to Table 1 below for monthly averages. Appendix "A" summarizes flows, raw influent and treated effluent results.

Table 1

Effluent Parameter	Average Monthly Effluent Concentration in mg/l	C of A Effluent Concentration Limit in mg/l	Average Monthly Effluent Waste Loading in kg/day	C of A Effluent Waste Loading Limit in kg/day
CBOD ₅	8.84	30.0	32.31	159
Total S. S.	29.90	30.0	109.26	159
Total P.	0.41	1.0	1.49	5.30
pH	8.2	5.5 to 9.5	n/a	n/a

Notes: CBOD₅, TSS are annual averages, while Total P. is a monthly average. pH is maintained at all times.

Flow Data and Overflows

Annual average day flow for 2018 recorded 3,664 m³, this equals 69% of the 5,300 m³/day capacity. The annual average day flow is based on the annual flow as submitted in the M.U.M.P.S. reporting program. Monthly influent average day flows ranged from 2,269 m³ to 5,626 m³, while monthly effluent average day flows ranged from 1,030 m³ to 5,953 m³. Weather conditions account for variations in flow differentials throughout the year. There were six bypass events recorded during the year. All events were reported to Spills Action Centre. Refer to Appendix "B" for a summary of the 2018 bypassing occurrences.

b) Operating Problems Encountered and Corrective Action:

The facility did not experience any abnormal operating problems throughout the year, other than not meeting the average monthly concentration for the objective limit (25mg/L) for Total Suspended Solids.

c) Summary of Maintenance on Major Structures and Equipment:

Major expenses and capital work completed in 2018 include:

- PS 2 – Design, drafting, topo survey, ECA application - \$21,690
- Osborne St Reconstruction - \$211,931
- Municipal Class Environmental Assessment– East End Pumping Station and Forcemain - \$130,271

Major work scheduled for 2019 include:

- Complete PS 2 Reconstruction
- Force main and EEPS Detailed Design and Upgrades (multi year)
- Lagoon Chamber Replacement x 2
- Lagoon Desludging – cell 1 N/E corner (multi year)
- Maple St Reconstruction

d) Summary of Effluent Quality Assurances/ Control Measures:

Raw influent entering and final effluent discharging to the St. Lawrence River is summarized as follows:

CBOD₅: Raw influent CBOD₅ reported an annual average concentration of 110.73 mg/L and a loading of 404.58 kg/day. This was within the C of A limit of 517.5 kg/day. Final Effluent CBOD₅ discharging reported an annual average concentration of 8.84 mg/L with a loading of 32.31 kg/day. The overall CBOD₅ reduction was 91.85%.

TSS: Raw influent TSS reported an annual average concentration of 176.96 mg/L, with an average loading of 646.61 kg/day. Final Effluent TSS discharging reported an annual average concentration of 29.90 mg/L, with an annual loading average of 109.26 kg/day. The overall TSS reduction was 83.10%.

Total Phosphorous: Raw Total Phosphorous reported an annual average of 5.02 mg/L and an annual average of 18.33 kg/day loading. Effluent Total Phosphorous averaged 0.41 mg/L with a loading of 1.49 kg/day annually. The overall reduction was 91.83%.

pH: pH met the criteria of the C of A throughout 2018, averaging 8.2 annually. Monthly averages ranged from 7.2 to 8.8. C of A criteria for pH has a range of 5.5 to 9.5.

E.Coli: E.Coli. Met the criteria of the C of A with an annual Average (Geometric Mean Density) of 87.76 cfu/100ml.

Refer to Appendix "C" for a summary performance report.

e) Summary of Calibrations/Maintenance of Effluent Monitoring Equipment:

The influent and effluent flow meters are calibrated annually for accuracy to within plus or minus 10 percent (+/- 10%) of actual flowrate. The effluent (Outfall) Magmeter that was last calibrated December 5, 2018. The Influent meter was last calibrated on December 5, 2018. Records of calibrations are retained at the Public Utilities Office and on the Town server.

f) Efforts and Results Achieved in Meeting Effluent Objectives (Condition 4):

Table 2 below summarizes the average monthly concentrations versus the C of A Effluent Objective criteria.

E. Coli: E.coli met the criteria of the C of A objective throughout 2018, averaging 87.76 ct/100mL. Monthly averages ranged from 11.89 to 3081.79. The C of A objective criteria is 200 ct/100mL as an annual geometric mean.

Table 2

Effluent Objective Parameter	Average Monthly Effluent Concentration in mg/l	C of A Effluent Objective Concentration in mg/l	Average Monthly Effluent Waste Loading in kg/day	C of A Effluent Objective Waste Loading in kg/day
CBOD ₅	8.84	25.0	32.31	133
Total S. S.	29.90	25.0	109.26	133
Total P.*	0.41	1.0	1.49	5.30
pH	8.2	6.0 to 9.0	n/a	n/a
E Coli	87.76	200ct/100ml	n/a	n/a

Notes: CBOD₅, TSS are annual averages, while Total Phosphorus is a monthly average pH is maintained at all times and E. Coli. is a Geo. Mean Density. Effluent concentrations shown are monthly averages. TSS results did not meet objective limit (25mg/L) but did meet the imposed limit (30mg/L). The Town has reduced flow through the inflow and infiltration program and reconstruction projects which equates to higher strength sewage with respect to TSS. The Town is undertaking further desludging in Cell 1 which could eliminate sludge being carried to Cell 2 which could affect the transferring of elevated TSS further though the lagoon system and closer to the outlet. The town is actively undertaking measures to reduce the TSS under the objective levels.

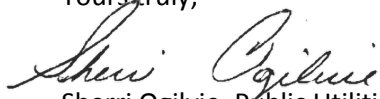
g) Summary of Complaints:

There were three (3) complaint received in 2018. Two complaints were regarding odour from Pumping Station #3 and one complaint was sewer gas smell from a homeowner in close proximity to the outfall.

Additional Information Requested (if asked for):

No additional information was requested.

Yours truly,



Sherri Ogilvie, Public Utilities Supervisor

Matthew Hout, Utilities Operator

Attachments: Appendix A: Summary of Flows, Raw Influent and Treated Effluent.
Appendix B: Summary of Bypass Occurrences
Appendix C: Summary Performance Report

cc: Mahmud Mahmud, Environmental Inspector, Ministry of the Environment
Shellee Fournier, Chief Administrative Officer, Town of Gananoque
Paula Stewart, MD, FRCPC, Medical Office of Health, Leeds, Grenville & Lanark District Health Unit

Appendix A – 2018 Summary of Flows, Raw Influent and Treated Effluent Results

Gananoque Lagoon Treatment Facility

Month	Influent Flows			Effluent Flows		Bypass
	Total	Avg. Day	Max. Day	Total	Avg. Day	Total
	m ³	m ³ /day	m ³ /day	m ³	m ³ /day	m ³
January	130,906	4,222	17,800	146,668	4,731	6,777
February	130,167	4,649	13,483	134,511	4,804	0
March	118,531	3,823	5,050	170,204	5,490	0
April	168,787	5,626	14,040	178,592	5,953	202
May	95,554	3,082	5,027	135,994	4,387	0
June	81,217	2,707	5,987	8,1754	2,725	0
July	70,336	2,269	2,999	31,937	1,030	0
August	76,121	2,456	4,544	71,833	2,317	12
September	72,979	2,432	5,756	47,362	1,579	0
October	88,138	2,843	3,547	86,490	2,790	0
November	137,217	4,574	9,944	131,756	4,392	0
December	163,737	5,282	10,462	167,773	5,412	0
Total	1,333,690			1,384,874		6,991
Average		3,664			3,801	
Max. Day			17,800			

Appendix “B” RECORD OF BYPASSING

Facility Name: Gananoque Waste Stabilization Lagoon Treatment Facility

Report Year: 2018

Date (mm/dd/yy)	Location	Type P/S	Start Time	Duration min/hours	Volume m3	Disinfect Y/N/U	Reason Code	Sample Results			
								CBOD5 mg/L	TSS mg/L	TP mg/l	E Coli Cts/100
01/11/18	MH #18	P	23:14	22.5 hours	6404	N	1 / 2				
01/12/18	#3 Pumping Station	P	07:15	3 hours	232.60	N	1 / 2	10	34	0.67	140,000
01/12/18	MH 480 Stone St.	P	07:20	4 hours	15	N	1 / 2				
01/12/18	Stone St Pumping Station	P	09:00	2 hours	125	N	1 / 2				
04/16/18	MH #18	P	16:00	3 hours	202	N	1 / 2				
08/08/18	MH #18	P	17:35	1 hour	12	N	1 / 2				

Definitions, Abbreviations & Codes:

P = Primary
S = Secondary
Y = Yes
N = No
U = Unknown

Reason Codes:

1 = Heavy Precipitation
2 = Snow Melt/Freshet
3 = Equipment Failure
4 = Equipment Maintenance
5 = Sewer Problems
6 = Power Failure
7 = Exceed Design
0 = Others

Primary Bypass - the discharge of raw sewage subject to no treatment except grit removal and/or chlorination.

Secondary Bypass - The discharge of sewage that has undergone solids removal at the primary clarifiers but bypassed the secondary treatment process.

Appendix C - Gananoque Sewage Lagoon Performance Report

Municipality:	Town of Gananoque	YEAR:	2018	Completed By:	Matthew Hoult
PROJECT:	Gananoque Sewage Lagoons	RECEIVING BODY:	St. Lawrence River	Job Title:	Utilities Operator
C of A:	0999-7X8QL3	DESIGN CAPACITY:	5300 m3/Day		
Works #:	110000285				

Month	Days	Flows					Raw						Treated						Performance					
		Raw	Average Raw	Treated	Average Treated	Bypass	Raw CBOD5		Raw TSS		Raw TP		Treated CBOD5		Treated TSS		Treated TP		E.Coli	Ammonia	TKN	Removals		
		m3	m3	m3	m3	m3	mg/L	Loading	mg/L	Loading	mg/L	Loading	mg/L	Loading	mg/L	Loading	mg/L	Loading	Cfu/100mL	mg/L	mg/L	%CBOD5	%TSS	%TP
January	31	130,906	4223	146,668	4,731	6,777	115.8	489.00	191	806.55	4.598	19.42	9	42.58	15.2	71.91	0.372	1.76	2404.1005			92.23	92.04	61.72
February	28	130,167	4649	134,511	4,804	0	67.5	313.80	191.5	890.25	5.22	24.27	12	57.65	17	81.67	0.34	1.63	3081.7937			82.22	91.12	68.71
March	31	118,531	3824	170,204	5,490	0	75.75	289.64	125	477.95	4.27	16.33	7.25	39.81	12.3	67.26	0.2775	1.52	98.168284			90.43	90.20	64.32
April	30	168,787	5626	178,592	5,953	202	67.5	379.77	122.5	689.21	3.065	17.24	5.5	32.74	15.8	93.76	0.23	1.37	11.892071			91.85	87.14	55.33
May	31	95,554	3082	135,994	4,387	0	93.6	288.51	164.8	507.98	3.748	11.55	3.6	15.79	19.6	85.98	0.204	0.89	77.459667			96.15	88.11	76.12
June	30	81,217	2707	81,754	2,725	0	83	224.70	187.67	508.07	5.33	14.43	2	5.45	9	24.53	0.2933	0.80	17.782794			97.59	95.20	85.00
July	31	70,336	2269	31,937	1,030	0	133.8	303.58	218	494.62	6.98	15.84	7.2	7.42	42.6	43.89	0.608	0.63	16.437518			94.62	80.46	91.03
August	31	76,121	2456	71,833	2,317	12	134.25	329.65	187.5	460.41	6	14.73	12.75	29.54	75.5	174.95	0.6475	1.50	16.817928			90.50	59.73	74.99
September	30	72,979	2433	47,362	1,579	0	142.25	346.04	175	425.71	5.625	13.68	10.25	16.18	75	118.41	0.7175	1.13	31.301692			92.79	57.14	79.86
October	31	88,138	2843	86,490	2,790	0	183.8	522.57	226	642.55	5.958	16.94	13	36.27	39.4	109.93	0.486	1.36	33.14454			92.93	82.57	77.24
November	30	137,217	4574	131,756	4,392	0	103.25	472.26	125	571.74	4.875	22.30	14.5	63.68	20.3	88.94	0.41	1.80	124.4666			85.96	83.80	63.06
December	31	163,737	5282	167,773	5,412	0	100.25	529.50	190	1003.55	4.3125	22.78	8	43.30	12.8	69.27	0.2775	1.50	416.17915			92.02	93.26	65.17
MIN	28	70336	2269	31937	1030		67.50	224.70	122.50	425.71	3.07	11.55	2.00	5.45	9.00	24.53	0.20	0.63	11.89			82.22	57.14	55.33
MAX	31	168787	5626	178592	5953		183.80	529.50	226.00	1003.55	6.98	24.27	14.50	63.68	75.50	174.95	0.72	1.80	3081.79			97.59	95.20	91.03
AVERAGE			3664		3801		110.73	404.58	176.96	646.61	5.02	18.33	8.84	32.31	29.90	109.26	0.41	1.49	87.76 *			92.02	83.10	91.93
TOTAL	365	1333690		1384874		6991																		
CRITERIA			5300					517.5						30	159	30		1	5.3	200				
COMPLIANCE			YES					YES						YES	YES	YES		YES	YES	YES				