



**\*CLOSED SESSION Meeting beginning at 5:00 PM\***

**REGULAR COUNCIL MEETING AGENDA**

**Held on Tuesday, January 11, 2022 at 6:00 PM**

Via Telephone and Video Conference

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

**Access Code: 2632 551 3773**

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

**Access Code: 2632 551 3773**

1.	<b>Call Meeting to Order</b>
2.	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof</b>
3.	<b>Closed Meeting of Council (Beginning at 5:00 PM)</b>
	<input checked="" type="checkbox"/> <b>A Proposed or Pending Acquisition or Disposition of Land by the Municipality</b> <ul style="list-style-type: none"> <li>• Two (2) Items</li> </ul>
4.	<b>Reporting Out of Closed Session</b>
5.	<b>Land Acknowledgement Statement</b>
6.	<b>Public Question/Comment</b> (Only Addressing Reports on the Agenda)
7.	<b>Disclosure Additional Items</b>
8.	<b>Delegations – None</b>
9.	<b>Presentations/Awards/Deputations – None</b>
10.	<b>Mayor’s Declarations – None</b>
11.	<b>Public Meetings – None</b>
12.	<b>Correspondence</b>
	1. Accounts Payable – December 17, 2021 to January 5, 2022
	2. United Counties of Leeds and Grenville – Housing Affordability Task Force Report (postponed from December 21, 2021)

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

	3. United Counties of Leeds and Grenville (UCLG) – Joint Services Committee – Secondary Suites Program
	4. Cataraqui Region Conservation Authority (CRCA) – Transition Plan
	5. OLG – Temporary Closure of Casinos
	6. Ministry of Municipal Affairs and Housing (MMAH) – Update on Bill 13, <i>Supporting People and Business Act</i> & Bill 276, <i>Supporting Recovery and Competitiveness Act</i>
	7. Frontenac Arch Biosphere Network (FABN) – Request for Council Grant
	8. Gananoque Seniors Association Inc. - Request to the Gananoque Town Council
<b>13.</b>	<b>Unfinished Business</b>
	<b>Melanie Kirkby, Treasurer</b>
	Council-FIN-2022-01 – 2022 Operating and Capital Budget
	Council-FIN-2022-02 – 2022 Water / Wastewater Budget and Rates
	<b>Shellee Fournier, CAO</b>
	Council-CAO-2022-01 – Urban Hen By-law Pilot Program Expiration
<b>14.</b>	<b>Motion #22-001 – Approval of Minutes – Tuesday, December 21, 2021</b>
<b>15.</b>	<b>Motions</b> (Council Direction to Staff) – None
<b>16.</b>	<b>Notice Required Under the Notice By-law</b> – None
<b>17.</b>	<b>Committee Updates</b> (Council Reps)
<b>18.</b>	<b>Discussion of Additional Items</b>
<b>19.</b>	<b>Staff Reports</b> – None
<b>20.</b>	<b>Questions from the Media</b>
<b>21.</b>	<b>Confirmation By-law</b>
	By-law No. 2022-003 – Confirm the proceedings of Council for the meeting held on Tuesday, January 11, 2022 (3 Readings)
<b>22.</b>	<b>Next Meeting</b> – Tuesday, February 1, 2022
<b>23.</b>	<b>Adjournment</b>

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## **The Corporation of the Town of Gananoque**

### **Land Acknowledgement Statement**

We begin this meeting of Council by acknowledging that we are on traditional territory of the Haudenosaunee (*Hoe-den-oh-show-nee*) and Anishinabe (*A-nish-in-'a-bay*) and First Peoples. We do so respecting both the land and the Indigenous People who continue to walk with us through this world.

We are grateful for the opportunity to gather here.

In recognition of the contributions and importance of all Indigenous Peoples, we strongly support Truth and Reconciliation Calls to Action in our nation and commit to support local endeavors where possible.



Vendor : 1 To ZYCOM

Batch : All

Cash Requirement Date : Jan 06, 2022

Bank : 0099 To 07

Vendor Invoice	Vendor Name Description	Batch/ Pay Medium Code	Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
<b>10023</b>	<b>THOUSAND ISLANDS ACCOMODATION PARTNERS</b>							
DEC072021BOOI	4 BOOKS CONSIGNMEN'	283	17-Dec-2021	50.00	50.00	0.00	0.00	0.00
		T	17-Dec-2021					
DEC292021	TOURISM ADVISORY PANEL FUNDING	290	29-Dec-2021	5,000.00	5,000.00	0.00	0.00	0.00
		T	29-Dec-2021					
<b>995423ONT</b>	<b>995423 ONTARIO INC</b>							
DP2021-2SECRE	security refund	287	16-Dec-2021	67,839.25	67,839.25	0.00	0.00	0.00
		T	16-Dec-2021					
<b>ABE01</b>	<b>ABELL PEST CONTROL</b>							
A3737884	NOV PEST CONTROL	283	11-Jan-2021	97.42	97.42	0.00	0.00	0.00
		T	11-Jan-2021					
<b>AJS01</b>	<b>A J STONE COMPANY LTD</b>							
10053122-0	ADV 4000 FACEPIECES	283	15-Dec-2021	864.69	864.69	0.00	0.00	0.00
		T	15-Dec-2021					
<b>ALL04</b>	<b>ALLAN GRAPHICS LTD.</b>							
68460	bus start-up & grow with us material	287	20-Dec-2021	4,972.00	4,972.00	0.00	0.00	0.00
		T	20-Dec-2021					
68473	500 Dog License Forms	290	23-Dec-2021	237.30	237.30	0.00	0.00	0.00
		T	23-Dec-2021					
<b>BAR11</b>	<b>BARIL JENNIFER</b>							
CELLREIMBURSI	CELL REIMBURSEMENT 2021	283	15-Dec-2021	175.25	175.25	0.00	0.00	0.00
		T	15-Dec-2021					
EXPDEC72021CF	PD TO BARIL IN ERROR S/B TIAP	283	17-Dec-2021	-50.00	-50.00	0.00	0.00	0.00
		T	17-Dec-2021					
<b>BIS04</b>	<b>BISHOP MICHAEL</b>							
221	LOST CHANNEL TREE LIGHTING	283	09-Dec-2021	450.00	450.00	0.00	0.00	0.00
		T	09-Dec-2021					
<b>BMO01</b>	<b>BMO MASTERCARD</b>							
OCT272021STM1	OCT 27 2021 STMT SEPT 28-OCT 27 2021	282	27-Oct-2021	21,817.93	21,817.93	0.00	0.00	0.00
		E	27-Oct-2021					
SEPT272021STM	Sept 27th statement Aug 28-Sept 27/21 invoices	282	01-Oct-2021	24,341.65	24,341.65	0.00	0.00	0.00
		E	01-Oct-2021					
AUG27STMT	aug 27/21 STMT JULY 28-AUG 27 2021	282	10-Jan-2021	23,827.16	23,827.16	0.00	0.00	0.00
		E	10-Jan-2021					
<b>BT01</b>	<b>BRANDT TRACTOR</b>							
06 7515477	resistor	287	08-Dec-2021	194.33	194.33	0.00	0.00	0.00
		T	08-Dec-2021					
<b>CAR08</b>	<b>JOHN CARON</b>							
CELLREIMBURSI	2021 CELL REIMB	283	15-Dec-2021	279.84	279.84	0.00	0.00	0.00
		T	15-Dec-2021					
<b>CELLCOM</b>	<b>8755477 CANADA INC.</b>							
243869-B1	SAMSUN GALAXY	283	07-Dec-2021	566.13	566.13	0.00	0.00	0.00
		T	07-Dec-2021					
<b>CLA04</b>	<b>CLARKE &amp; WRIGHT PROFESSIONAL CORPORATION</b>							
02122021	KINSMEN HALL & BAY ROAD TITLE SEARCH	283	02-Dec-2021	204.19	204.19	0.00	0.00	0.00
		T	02-Dec-2021					



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<b>CON12</b>	<b>CONTINENTAL CARBON GROUP INC.</b>							
INV-12721	HOLDBACK BYLAW 2020-136	287 T	16-Dec-2021 16-Dec-2021	41,721.30	41,721.30	0.00	0.00	0.00
<b>CSN01</b>	<b>2829158 Ontario Inc. CSN Collision Centre</b>							
685	2011 red chev c1500	283 T	08-Dec-2021 08-Dec-2021	2,399.36	2,399.36	0.00	0.00	0.00
<b>CUP01</b>	<b>CANADIAN UNION OF PUBLIC EMPLOYEES</b>							
DEC21DUES	DECEMBER DUES	290 T	23-Dec-2021 23-Dec-2021	986.60	986.60	0.00	0.00	0.00
<b>DIC01</b>	<b>DICKSON ANDREW</b>							
CELLREIMB	2021 CELL REIMB	283 T	15-Dec-2021 15-Dec-2021	782.81	782.81	0.00	0.00	0.00
<b>DIG04</b>	<b>DIGITAL WATER SOLUTIONS</b>							
DW22-5	ANNUAL DATA FEES	290 T	22-Dec-2021 22-Dec-2021	372.90	372.90	0.00	0.00	0.00
<b>DRI04</b>	<b>DRIVE PRODUCTS INC.</b>							
TORINV693535	VELOCITY FUSE	283 T	14-Dec-2021 14-Dec-2021	184.71	184.71	0.00	0.00	0.00
<b>ENB01</b>	<b>ENBRIDGE GAS (UNION GAS)</b>							
910056141031DA		283 C	01-Oct-2021 01-Oct-2021	227.79	227.79	0.00	0.00	0.00
<b>ENVCONT1</b>	<b>ENVIRONMENTAL CONTRACTING SERVICES INC.</b>							
PROGPMT#1	BYLAW2021-097 NOVEMBER PMT#1 RDS-2021-13 TOWN PARK REVITALIZATION	283 T	08-Dec-2021 08-Dec-2021	186,399.72	186,399.72	0.00	0.00	0.00
<b>EVA01</b>	<b>EVANS PETER</b>							
CELLREIMB	2021 cell reimbursement	283 T	15-Dec-2021 15-Dec-2021	151.57	151.57	0.00	0.00	0.00
<b>EVA03</b>	<b>FOURNIER SHELLEE R.</b>							
CELLREIMB	2021 CELL REIMB	283 T	15-Dec-2021 15-Dec-2021	454.22	454.22	0.00	0.00	0.00
<b>EXCELPRO</b>	<b>EXCELPRO AUTOMATION INC.</b>							
INV-16894-2021	DEC 10 PROGRAMMING SERVICES	290 T	31-Dec-2021 31-Dec-2021	646.36	646.36	0.00	0.00	0.00
<b>FLU01</b>	<b>FLUENT INFORMATION MANAGEMENT SYSTEMS INC</b>							
INV-6313		290 T	15-Nov-2021 15-Nov-2021	1,243.00	1,243.00	0.00	0.00	0.00
<b>FOS01</b>	<b>FOSTER REPAIR SERVICE</b>							
I00030109 00	2001 FREIGHTLINER 2 LADDER TRUCK	287 T	21-Dec-2021 21-Dec-2021	197.11	197.11	0.00	0.00	0.00
<b>FRO03</b>	<b>FRONTENAC ARCH BIOSPHERE NETWORK</b>							
2021-027	COUNCIL GRANT	283 T	01-Oct-2021 01-Oct-2021	1,429.00	1,429.00	0.00	0.00	0.00
<b>GAN01</b>	<b>GANANOQUE AUTO SERVICE - UNIQUE TOWING</b>							
42323	CHEV IMPALA TO GAN CHEV	283 T	09-Dec-2021 09-Dec-2021	96.05	96.05	0.00	0.00	0.00



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42432	XYLEM ETOBICOKE TO TOWN OF GAN	283 T	15-Nov-2021 15-Nov-2021	2,288.25	2,288.25	0.00	0.00	0.00
41472	REMOVE PUMP AND LOAD	283 T	15-Nov-2021 15-Nov-2021	2,966.25	2,966.25	0.00	0.00	0.00
<b>GAN08</b>	<b>GANANOQUE CHEVROLET BUICK GMC CADILLAC</b>							
74087-1221	2020 CHEV TAHOE 1GNSKDECXLR190863	283 T	09-Dec-2021 09-Dec-2021	6,466.55	6,466.55	0.00	0.00	0.00
3330063	2012 CHEV IMPALA ALTERNATOR	283 T	14-Dec-2021 14-Dec-2021	776.56	776.56	0.00	0.00	0.00
329778	2019 CHEV 3500 SILV WT 70177 v2819	283 T	06-Dec-2021 06-Dec-2021	105.03	105.03	0.00	0.00	0.00
329827	2016 CHEV SILV 2500T ID59744 V160608	283 T	06-Dec-2021 06-Dec-2021	368.35	368.35	0.00	0.00	0.00
<b>GAN28</b>	<b>GANANOQUE POLICE ASSOCIATION</b>							
4TH QTR DUES 2	4TH QTR DUES OCT NOV DEC 2021	290 T	23-Dec-2021 23-Dec-2021	4,902.50	4,902.50	0.00	0.00	0.00
<b>GAN44</b>	<b>GAN SIGN WORKS</b>							
11088	AUG 19/21 INV VINYL	283 T	01-Oct-2021 01-Oct-2021	96.05	96.05	0.00	0.00	0.00
11091	AUG 25/21 INV VINYL PRINTS POKER RUN SIGNAGE	283 T	01-Oct-2021 01-Oct-2021	-111.87	-111.87	0.00	0.00	0.00
11091INV	ENTERED AS CR IN ERROR	283 T	14-Dec-2021 14-Dec-2021	111.87	111.87	0.00	0.00	0.00
11091INVA	AUG 25/21 INV POKER RUN SIGNAGE	283 T	01-Oct-2021 01-Oct-2021	111.87	111.87	0.00	0.00	0.00
11048	JULY 23/21 INV SHOP LOCAL SIGNAGE	283 T	01-Oct-2021 01-Oct-2021	220.35	220.35	0.00	0.00	0.00
11163	SHOP LOCAL SIGNAGE	283 T	02-Dec-2021 02-Dec-2021	508.50	508.50	0.00	0.00	0.00
10783	OCT 23 2020 INV SIDEWALK CLOSED ALUM SIGNS	283 T	01-Oct-2021 01-Oct-2021	565.00	565.00	0.00	0.00	0.00
11121	SEPT 29/21 INV ARMSTRONG BUS CARDS	283 T	01-Oct-2021 01-Oct-2021	45.20	45.20	0.00	0.00	0.00
11167	DIGITAL VINYL PRINTS SHOP LOCAL	283 T	16-Dec-2021 16-Dec-2021	271.20	271.20	0.00	0.00	0.00
11170	BUS CARDS BROCK WEBB DAVID ARMSTRONG	290 T	21-Dec-2021 21-Dec-2021	90.40	90.40	0.00	0.00	0.00
<b>GIN01</b>	<b>GIN-COR INDUSTRIES INC.</b>							
70589	quick disconnect	287 T	16-Dec-2021 16-Dec-2021	418.55	418.55	0.00	0.00	0.00
<b>GOF01</b>	<b>GOFF CLIFF</b>							
26112021	REMOVE LEAVES LIBRARY	283 T	26-Nov-2021 26-Nov-2021	254.25	254.25	0.00	0.00	0.00
<b>GOL01</b>	<b>GOLDSMITH SAW TOOL &amp; KNIFE</b>							



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1978464	SHARPENING	290	13-Dec-2021	124.30	124.30	0.00	0.00	0.00
		T	13-Dec-2021					
<b>GOU01</b>	<b>GOUDEY BRENT</b>							
CELLREIMB	CELL REIMB 2021	283	15-Dec-2021	275.25	275.25	0.00	0.00	0.00
		T	15-Dec-2021					
<b>GRA20</b>	<b>GRANT LINDSAY</b>							
CELLREIMB	2021 CELL REIMBURSEMENT	283	15-Dec-2021	142.42	142.42	0.00	0.00	0.00
		T	15-Dec-2021					
<b>GRE13</b>	<b>GREER GALLOWAY CONSULTING ENGINEERS</b>							
25326	services rendered through Oct 31 2021	287	15-Nov-2021	203.40	203.40	0.00	0.00	0.00
		T	15-Nov-2021					
<b>GUY01</b>	<b>GUY BRENDA</b>							
CELLREIMB	2021 CELL REIMB	283	15-Dec-2021	412.93	412.93	0.00	0.00	0.00
		T	15-Dec-2021					
<b>HAC02</b>	<b>HACH SALES &amp; SERVICE CANADA LP</b>							
263650	test kit	287	06-Oct-2021	93.79	93.79	0.00	0.00	0.00
		T	06-Oct-2021					
<b>HAI02</b>	<b>HAIRD ADRIAN</b>							
CELLREIMB	2021 CELL REIM	283	15-Dec-2021	643.01	643.01	0.00	0.00	0.00
		T	15-Dec-2021					
<b>HAN01</b>	<b>HANSLER SMITH LTD</b>							
5681058	winter gear	283	13-Dec-2021	182.38	182.38	0.00	0.00	0.00
		T	13-Dec-2021					
<b>HAR12</b>	<b>HARDING JOEL</b>							
CELLREIMB	2021 CELL REIMB	283	15-Dec-2021	1,509.79	1,509.79	0.00	0.00	0.00
		T	15-Dec-2021					
<b>HOW001</b>	<b>HOWARD GORDON E.</b>							
CELLREIMB	CELL PHONE REIMB 2021	283	15-Dec-2021	659.95	659.95	0.00	0.00	0.00
		T	15-Dec-2021					
<b>ICO01</b>	<b>ICONIX WATERWORKS LP</b>							
C21121459242		283	09-Dec-2021	621.16	621.16	0.00	0.00	0.00
		T	09-Dec-2021					
C2116138382	TILE GRT	290	16-Dec-2021	1,652.38	1,652.38	0.00	0.00	0.00
		T	16-Dec-2021					
C2117008299	CREDIT CI TILE GRT	290	16-Dec-2021	-890.21	-890.21	0.00	0.00	0.00
		T	16-Dec-2021					
C2116139676	UTIL-2021-HYDRANTS	290	22-Dec-2021	10,308.93	10,308.93	0.00	0.00	0.00
		T	22-Dec-2021					
<b>IND02</b>	<b>INDUSTRIAL ELECTRICAL CONTRACTORS LTD.</b>							
2199	Sept 15th inv BYLAW 2021-027 RINK	283	01-Oct-2021	8,950.65	8,950.65	0.00	0.00	0.00
		T	01-Oct-2021					
	ELECTRICAL UPGRADES							
2200	Sept15 inv Rink Electrical	283	01-Oct-2021	24,271.47	24,271.47	0.00	0.00	0.00
		T	01-Oct-2021					
	Upgr10%HDBKs BYLAW 2021-027							
<b>JET02</b>	<b>JET ELECTRICAL CONTRACTORS</b>							

## Council/Board Report - Combined

Date : Jan 06, 2022

Time : 9:38 am



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6936	HEATING CABLE	283	08-Dec-2021	706.82	706.82	0.00	0.00	0.00
		T	08-Dec-2021					
6947	AIR MOTOR ADJUST ALIGNMENT	283	10-Dec-2021	97.18	97.18	0.00	0.00	0.00
		T	10-Dec-2021					
6816	SEPT 28TH REP RECEPTACLE ZAMBONI ROOM AND BALLAST OVER ICE	283	01-Oct-2021	615.80	615.80	0.00	0.00	0.00
		T	01-Oct-2021					
6846	INST 50 AMP AND 30 AMP RECEPT/BREAK AT AMPHITHEATRE(ALLOW CAMPERS,FOOD TRUCKS)	283	15-Oct-2021	368.33	368.33	0.00	0.00	0.00
		T	15-Oct-2021					
6851	TEMP FIXED POLE LIGHTING CONFED PARK	283	20-Oct-2021	1,083.54	1,083.54	0.00	0.00	0.00
		T	20-Oct-2021					
6888	REPLACE BALLAST SENIOR ISLANDERS OFFICE	283	05-Nov-2021	218.09	218.09	0.00	0.00	0.00
		T	05-Nov-2021					
6898	REPAIR LIGHT POLES CONFED PARK	283	11-Nov-2021	6,073.75	6,073.75	0.00	0.00	0.00
		T	11-Nov-2021					
6908	REPLACE LIGHT SWITCH COUNCIL CHAMBERS	283	17-Nov-2021	210.18	210.18	0.00	0.00	0.00
		T	17-Nov-2021					
6918	CANDY CANE LANE GFI INSTALL	283	22-Nov-2021	3,503.00	3,503.00	0.00	0.00	0.00
		T	22-Nov-2021					
6932	VISITOR CENTRE OUTSIDE RECEPTACLE	283	03-Dec-2021	268.11	268.11	0.00	0.00	0.00
		T	03-Dec-2021					
6935	REPAIR LIGHTING OVER ALLEY TO GARDEN PARKING LOT	283	04-Dec-2021	158.20	158.20	0.00	0.00	0.00
		T	04-Dec-2021					
6939	PLUG IN ROOFING HEATING CABLES	283	08-Dec-2021	93.79	93.79	0.00	0.00	0.00
		T	08-Dec-2021					
6916	TOWN HALL MAIN WIRES	283	20-Nov-2021	20,972.80	20,972.80	0.00	0.00	0.00
		T	20-Nov-2021					
6893	TOWN HALL SITE 2	283	10-Nov-2021	2,210.17	2,210.17	0.00	0.00	0.00
		T	10-Nov-2021					
6925	LOCATES	283	28-Nov-2021	124.30	124.30	0.00	0.00	0.00
		T	28-Nov-2021					
6887	KING&CARMICHAEL 2 HEADS AND HANGERS	283	03-Nov-2021	1,469.00	1,469.00	0.00	0.00	0.00
		T	03-Nov-2021					
6933	various locates	283	01-Dec-2021	146.90	146.90	0.00	0.00	0.00
		T	01-Dec-2021					
6944	MAIN ST BORING	283	10-Dec-2021	13,952.68	13,952.68	0.00	0.00	0.00
		T	10-Dec-2021					
6907	town hall job	287	17-Nov-2021	2,054.47	2,054.47	0.00	0.00	0.00
		T	17-Nov-2021					
6964	AURORA PUMP & mOTO	290	16-Dec-2021	4,258.63	4,258.63	0.00	0.00	0.00
		T	16-Dec-2021					
<b>JLR001</b>	<b>J.L. RICHARDS &amp; ASSOCIATES LTD</b>							
102149	PROF SERVICES NOVEMBER 2021	287	13-Dec-2021	1,649.24	1,649.24	0.00	0.00	0.00
		T	13-Dec-2021					
<b>JLR01</b>	<b>J L RICHARDS &amp; ASSOCIATES</b>							
97079	FEB 12 21 INV ENG SERVICES	290	01-Nov-2021	439.01	439.01	0.00	0.00	0.00
		T	01-Nov-2021					





Vendor : 1 To ZYCOM

Batch : All

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Vendor Invoice	Vendor Name Description	Batch/ Pay Medium Code	Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
1000410	sEPT 11 21 INV SEWAGE LAGOON DESLUDGING	290 T	01-Nov-2021 01-Nov-2021	1,159.81	1,159.81	0.00	0.00	0.00
100518	SEPT 13 21 INV SEWAGE LAGOON STRUCTURE REHAB	290 T	01-Nov-2021 01-Nov-2021	2,206.89	2,206.89	0.00	0.00	0.00
101014	SEPT 30 21 INV WTP ON CT LICENSE/PERMIT UPDATE	290 T	01-Nov-2021 01-Nov-2021	450.87	450.87	0.00	0.00	0.00
101015	SEPT 21 PROF SERVICES	290 T	01-Nov-2021 01-Nov-2021	1,664.07	1,664.07	0.00	0.00	0.00
101021	SEWAGE LAGOON STRUCTURE REHAB	290 T	01-Nov-2021 01-Nov-2021	1,128.66	1,128.66	0.00	0.00	0.00
101583	SEWAGE LAGOON DESLUDGING	290 T	10-Nov-2021 10-Nov-2021	384.13	384.13	0.00	0.00	0.00
101586	SEWAGE LAGOON REHA	290 T	10-Nov-2021 10-Nov-2021	574.72	574.72	0.00	0.00	0.00
102246	SEWAGE LAGOON DESLUDGING	290 T	21-Dec-2021 21-Dec-2021	958.10	958.10	0.00	0.00	0.00
102247	SEWAGE LAGOON STRUCTURE REHAB	290 T	21-Dec-2021 21-Dec-2021	958.10	958.10	0.00	0.00	0.00
102248	SEWAGE LAGOON DESLUDGING	290 T	21-Dec-2021 21-Dec-2021	201.71	201.71	0.00	0.00	0.00
102249	SEWAGE LAGOON STRUCTURE REHAB	290 T	21-Dec-2021 21-Dec-2021	661.48	661.48	0.00	0.00	0.00
<b>JOE01</b>	<b>JOE JOHNSON EQUIPMENT</b>							
P38653	seal kit	287 T	16-Dec-2021 16-Dec-2021	187.20	187.20	0.00	0.00	0.00
<b>JOH07</b>	<b>JOHNSTON JEFF W.</b>							
CELLREIMB	2021 CELL REIMB	283 T	15-Dec-2021 15-Dec-2021	1,192.60	1,192.60	0.00	0.00	0.00
<b>JOV01</b>	<b>JOVISS VISUALS</b>							
174		287 T	17-Dec-2021 17-Dec-2021	3,000.00	3,000.00	0.00	0.00	0.00
<b>JUM01</b>	<b>JUMPHOST INC.</b>							
20094358	2022 website maint	283 C	15-Dec-2021 15-Dec-2021	3,553.85	3,553.85	0.00	0.00	0.00
<b>KEM01</b>	<b>KEMIRA WATER SOLUTION CANADA INC.</b>							
9019207669	LIQUIDE CORR ACIDE	283 T	15-Dec-2021 15-Dec-2021	7,592.65	7,592.65	0.00	0.00	0.00
9019207670	LIQUID CORR ACIID	283 T	15-Dec-2021 15-Dec-2021	7,592.65	7,592.65	0.00	0.00	0.00
<b>KIR03</b>	<b>KIRKBY MELANIE</b>							
CELLPHONEREII	2021 CELL REIMBURSEMENT	283 T	15-Dec-2021 15-Dec-2021	16.69	16.69	0.00	0.00	0.00
<b>KRA01</b>	<b>KRAFT SEAN</b>							
CELLREIMB	2021CELL REIMB	283 T	15-Dec-2021 15-Dec-2021	177.43	177.43	0.00	0.00	0.00
<b>LAC01</b>	<b>LACKEY-RUWALD LANDON B.</b>							



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EXPDEC202121	tuition	287	20-Dec-2021	2,234.16	2,234.16	0.00	0.00	0.00
	reimbursment	T	20-Dec-2021					
<b>LEE02</b>	<b>LEEDS GRENVILLE &amp; LANARK DISTRICT HEALTH UNIT</b>							
MUNICIPAL2022	MONTHLY TRS	3	01-Jan-2022	8,831.94	8,831.94	0.00	0.00	0.00
		T	01-Jan-2022					
<b>LINFOSTER1</b>	<b>LINDSAY FOSTER PHOTOGRAPHY</b>							
283	PHOTO COVERAGE SHC	283	15-Dec-2021	3,390.00	3,390.00	0.00	0.00	0.00
	LOCAL/TREE CEREMONY	T	15-Dec-2021					
<b>LOR01</b>	<b>PETER LORENZ</b>							
CELLREIMB	2021CEKK REIMB	283	15-Dec-2021	410.30	410.30	0.00	0.00	0.00
		T	15-Dec-2021					
<b>LOV02</b>	<b>LOVE THIS RIVER CORP. O/S LTR CORP</b>							
1414	BUSINESS CHRONICLES	283	14-Dec-2021	2,260.00	2,260.00	0.00	0.00	0.00
	/ GANANOQUE	C	14-Dec-2021					
	LIFESTYLE VIDEO PRODUCTION							
<b>MAC04</b>	<b>MACEWEN PETROLEUM INC</b>							
915488	MAINT YARD CLEAR	283	01-Dec-2021	1,325.87	1,325.87	0.00	0.00	0.00
	DIESEL	T	01-Dec-2021					
915499	DYED DIESEL WINTER	283	01-Dec-2021	435.63	435.63	0.00	0.00	0.00
		T	01-Dec-2021					
964066	DYES DIESEL WINTER	287	20-Dec-2021	530.38	530.38	0.00	0.00	0.00
		T	20-Dec-2021					
964050	DYES DIESEL WINTER	287	20-Dec-2021	78.90	78.90	0.00	0.00	0.00
		T	20-Dec-2021					
964121	dyed diesel winter	287	20-Dec-2021	491.69	491.69	0.00	0.00	0.00
		T	20-Dec-2021					
<b>MAR002</b>	<b>MARK R. HALLADAY EMERGENCY SERVICES</b>							
2021OCT20	TRAINING & CERTIFICATION 3 PARTICIPANTS	290	01-Nov-2021	745.80	745.80	0.00	0.00	0.00
		T	01-Nov-2021					
<b>MCC05</b>	<b>ZUFELT LYNSEY</b>							
EXPDEC072021		283	07-Dec-2021	385.68	385.68	0.00	0.00	0.00
		T	07-Dec-2021					
EXPDEC721		283	07-Dec-2021	316.89	316.89	0.00	0.00	0.00
		T	07-Dec-2021					
<b>MES01</b>	<b>MESSER CANADA INC. 15687</b>							
2104472978		283	27-Nov-2021	18.44	18.44	0.00	0.00	0.00
		T	27-Nov-2021					
<b>MIT03</b>	<b>MITCHELL FRANK</b>							
CELLREIMB	CELLREIMB 2021	283	15-Dec-2021	38.62	38.62	0.00	0.00	0.00
		T	15-Dec-2021					
<b>MOL01</b>	<b>MOLLESON LYNSAY</b>							
CELLPHONEREII 2021	CELLPHONE REIMB	283	15-Dec-2021	7.34	7.34	0.00	0.00	0.00
		C	15-Dec-2021					
<b>MOO04</b>	<b>MOOREHEAD MARK</b>							
CELLREIMB	2021 CELL REIMB	283	15-Dec-2021	338.04	338.04	0.00	0.00	0.00
		T	15-Dec-2021					



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<b>MMS2 MS2 PRODUCTIONS</b>								
2021-1286	SHOP LOCAL CAMP	283	10-Dec-2021	2,260.00	2,260.00	0.00	0.00	0.00
		T	10-Dec-2021					
<b>MUL03 K. MULROONEY TRUCKING LTD</b>								
2021-003622	CULVERTS AT ENTRANCE TO LAGOON	283	15-Dec-2021	74,565.17	74,565.17	0.00	0.00	0.00
		T	15-Dec-2021					
<b>MYFM01 MYFM</b>								
21122358	XMAS GREETING 2021 BIA	290	26-Dec-2021	258.77	258.77	0.00	0.00	0.00
		T	26-Dec-2021					
<b>OME01 OMERS</b>								
DEC2021	DECEMBER 2021	290	23-Dec-2021	81,452.98	81,452.98	0.00	0.00	0.00
		T	23-Dec-2021					
<b>PAMSTREATS PAM'S TREATS</b>								
2	LARGE XMAS TRAYS	283	13-Dec-2021	200.00	200.00	0.00	0.00	0.00
		T	13-Dec-2021					
<b>PLU02 PLUM HOLLOW EXCAVATION INC</b>								
275	Nov 24 2020 inv	290	01-Nov-2021	1,130.00	1,130.00	0.00	0.00	0.00
		T	01-Nov-2021					
296	May 1 2021 invoice plowing	290	01-Nov-2021	1,130.00	1,130.00	0.00	0.00	0.00
		T	01-Nov-2021					
		283	15-Dec-2021	45.00	45.00	0.00	0.00	0.00
		T	15-Dec-2021					
<b>RICOH RICOH CANADA INC.</b>								
SCO93516699	IM C300F	290	31-Dec-2021	111.34	111.34	0.00	0.00	0.00
		T	31-Dec-2021					
SCO93516700		290	31-Dec-2021	67.80	67.80	0.00	0.00	0.00
		T	31-Dec-2021					
SCO93530051	WTP	290	31-Dec-2021	136.86	136.86	0.00	0.00	0.00
		T	31-Dec-2021					
<b>RIV14 RIVERSTONE JANITORIAL</b>								
2844	water treatment plant janitorial services	287	20-Dec-2021	641.84	641.84	0.00	0.00	0.00
		T	20-Dec-2021					
<b>ROI01 ROI RESEARCH ON INVESTMENT</b>								
8500	FDI LEAD GENERATION PROGRAM	287	15-Dec-2021	10,000.00	10,000.00	0.00	0.00	0.00
		T	15-Dec-2021					
<b>SKY01 SYKES JUSTIN F.</b>								
CELLREIMB	2021 CELL REIMB	283	15-Dec-2021	474.02	474.02	0.00	0.00	0.00
		T	15-Dec-2021					
<b>STA10 PAM STAPLES/LITTLE PUMP HOUSE</b>								
69	RED FUNDING COORDINATOR	283	01-Dec-2021	904.00	904.00	0.00	0.00	0.00
		C	01-Dec-2021					
<b>STL06 ST. LAWRENCE WILDLIFE &amp; PEST CONTROL SERVICES</b>								
13672	10 king st e	283	27-Oct-2021	50.85	50.85	0.00	0.00	0.00
		T	27-Oct-2021					
13673	665 charles st north	283	27-Oct-2021	62.15	62.15	0.00	0.00	0.00
		T	27-Oct-2021					



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13674	340 herbert st	283	27-Oct-2021	50.85	50.85	0.00	0.00	0.00
		T	27-Oct-2021					
13675	600 king st e rink	283	27-Oct-2021	62.15	62.15	0.00	0.00	0.00
		T	27-Oct-2021					
13671		283	27-Oct-2021	50.85	50.85	0.00	0.00	0.00
		T	27-Oct-2021					
<b>STMP000549</b>	<b>VERSAILLES CONSTRUCTION &amp;</b>							
UBREFJAN0522	Refund on account 008-00201282-000.	1	05-Jan-2022	2,631.69	2,631.69	0.00	0.00	0.00
		T	05-Jan-2022					
<b>STO03</b>	<b>STONE'S MILL INVESTMENTS LTD</b>							
RENT- 20218916	STONE'S MILLS INVESTMENTS- 2021 RENT	2	28-Dec-2021	4,417.71	4,417.71	0.00	0.00	0.00
		T	28-Dec-2021					
<b>STRONGBR1</b>	<b>STRONG BROS GENERAL CONTRACTING LTD</b>							
1884	OCT 7-NOV 30/21 BYLAW#2021-104 BALLFIELD	287	03-Dec-2021	77,887.91	77,887.91	0.00	0.00	0.00
		T	03-Dec-2021					
<b>SUP01</b>	<b>SUPERIOR PROPANE</b>							
29333437	mARCH 25 21 INV	290	01-Nov-2021	259.81	259.81	0.00	0.00	0.00
		T	01-Nov-2021					
31582362	oCT 27 2020 INV	290	01-Nov-2021	432.70	432.70	0.00	0.00	0.00
		T	01-Nov-2021					
29137553	OCT 3 2020 INV	290	01-Nov-2021	438.48	438.48	0.00	0.00	0.00
		T	01-Nov-2021					
36734225	ZAMBONI	290	16-Dec-2021	594.90	594.90	0.00	0.00	0.00
		T	16-Dec-2021					
<b>SUP03</b>	<b>SUPREME CLEANING</b>							
123265	SEPT 30TH INV EMERGENCY SERVICES SEPT 2021	283	01-Oct-2021	2,090.50	2,090.50	0.00	0.00	0.00
		T	01-Oct-2021					
<b>T4P01</b>	<b>T4POWER</b>							
310-00004594	SERVICE CALL	283	16-Dec-2021	491.55	491.55	0.00	0.00	0.00
		T	16-Dec-2021					
<b>TAC02</b>	<b>G. TACKABERRY &amp; SONS CONSTRUCTION CO. LTD.</b>							
S-0073577	washed filter sand	283	13-Dec-2021	532.70	532.70	0.00	0.00	0.00
		T	13-Dec-2021					
<b>TEC01</b>	<b>TECHNICAL STANDARDS &amp; SAFETY AUTHORITY</b>							
9060794	TSSA CER OF INSPECTION 2021	283	10-Dec-2021	96.00	96.00	0.00	0.00	0.00
		T	10-Dec-2021					
9060795	TSSA CERT OF INSPECTION PLATE AND FRAME CHILLER	283	10-Dec-2021	96.00	96.00	0.00	0.00	0.00
		T	10-Dec-2021					
<b>TIERCEL</b>	<b>TIERCEL TECHNOLOGY CORP</b>							
P10282	garbage cans	283	29-Oct-2021	3,000.15	3,000.15	0.00	0.00	0.00
		T	29-Oct-2021					
<b>TIM02</b>	<b>TIMBER TREE SERVICE</b>							
2021-201	TOWN HALL STUMP GRINDING	283	30-Nov-2021	706.25	706.25	0.00	0.00	0.00
		T	30-Nov-2021					



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2021-212	TREE SPADE&OPER PINE AND METRP	283 T	14-Dec-2021 14-Dec-2021	1,491.60	1,491.60	0.00	0.00	0.00
<b>TRA08</b>	<b>TRACKMATICS INC.</b>							
38091	camera monitoring	287 T	05-Dec-2021 05-Dec-2021	630.54	630.54	0.00	0.00	0.00
<b>UNI03</b>	<b>UNITED COUNTIES OF LEEDS AND GRENVILLE</b>							
INV2022	MONTHLY	2 T	01-Jan-2022 01-Jan-2022	63,929.13	63,929.13	0.00	0.00	0.00
<b>UNI16</b>	<b>UNIVERSAL SUPPLY GROUP</b>							
107-152159	WINDSHIELD WASHER/MOTOR TREATMENT	290 T	28-Dec-2021 28-Dec-2021	43.56	43.56	0.00	0.00	0.00
<b>UPP04</b>	<b>UPPER CANADA ELEVATORS</b>							
20763A	BALANCE ON APRIL 18 21 INV 20763	290 T	01-Nov-2021 01-Nov-2021	152.00	152.00	0.00	0.00	0.00
<b>VAN02</b>	<b>VANDUSEN TRACI W.</b>							
CELLREIMB	2021 CELL PHONE REIMB	283 T	15-Dec-2021 15-Dec-2021	876.12	876.12	0.00	0.00	0.00
<b>VINFREAK</b>	<b>VINYL FREAK DESIGNS</b>							
26	shop local campaign	283 T	09-Dec-2021 09-Dec-2021	1,500.00	1,500.00	0.00	0.00	0.00
<b>VOLSTLRID</b>	<b>VOLUNTEER CENTRE OF ST LAWRENCE-RIDEAU</b>							
2021-196GRANT	COMMUNITY GRANT	283 C	07-Dec-2021 07-Dec-2021	1,000.00	1,000.00	0.00	0.00	0.00
		283 T	15-Dec-2021 15-Dec-2021	379.01	379.01	0.00	0.00	0.00
<b>WARKDG1</b>	<b>WARK DOUG</b>							
CELLREIMB	2021 CELL REIMB	283 T	15-Dec-2021 15-Dec-2021	113.61	113.61	0.00	0.00	0.00
<b>WAT08</b>	<b>WATERFRONT REGENERATION TRUST CORPORATION</b>							
016-2223	2022 MBSH GREAT LAKES WATERFRONT TRAIL	283 T	21-Nov-2021 21-Nov-2021	250.00	250.00	0.00	0.00	0.00
<b>WAT09</b>	<b>CURTIS WATSON</b>							
CELLREIMB	2021 CELLPHONE REIMB	283 T	15-Dec-2021 15-Dec-2021	146.61	146.61	0.00	0.00	0.00
<b>WEB001</b>	<b>WEBB BROCK T.</b>							
CELLREIMB	2021 CELL PHONE REIMB	283 T	15-Dec-2021 15-Dec-2021	411.45	411.45	0.00	0.00	0.00
<b>WHI03</b>	<b>WHITEHOTS INC.</b>							
3427486		283 T	03-Dec-2021 03-Dec-2021	118.42	118.42	0.00	0.00	0.00
<b>WIL09</b>	<b>WILLING TERRY</b>							
CELLREIMB	2021 CELL REIMB	283 T	15-Dec-2021 15-Dec-2021	440.87	440.87	0.00	0.00	0.00
<b>WOL01</b>	<b>WOLSELEY MECHANICAL GROUP -WATERWORKS GROUP</b>							



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1595220	COUPLING	290	30-Dec-2021	139.11	139.11	0.00	0.00	0.00
		T	30-Dec-2021					
<b>XYL01</b>	<b>XYLEM CANADA COMPANY</b>							
3558364288		283	10-Dec-2021	2,477.86	2,477.86	0.00	0.00	0.00
		T	10-Dec-2021					
<b>ZYCOM</b>	<b>ZYCOM TECHNOLOGY INC.</b>							
IN-70535-01	RENEWAL 2022	283	13-Dec-2021	2,267.64	2,267.64	0.00	0.00	0.00
		T	13-Dec-2021					
IN-70594-01	WATCGGYARD RENEWA	290	22-Dec-2021	2,432.31	2,432.31	0.00	0.00	0.00
		T	22-Dec-2021					
IN-70697-01		290	31-Dec-2021	3,177.01	3,177.01	0.00	0.00	0.00
		T	31-Dec-2021					
<b>Totals :</b>				<b>923,259.21</b>	<b>923,259.21</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



United Counties of Leeds and Grenville

Administration Division  
Clerk's Office  
Economic Development  
POA Services

25 Central Ave. W., Suite 100  
Brockville, ON K6V 4N6  
T 613-342-3840  
800-770-2170  
F 613-342-2101  
[www.leedsgrenville.com](http://www.leedsgrenville.com)

December 10, 2021

Mayor and Council  
Town of Gananoque  
30 King Street, East  
GANANOQUE, ON  
K7G 2T6

Dear Mayor Lojko and Members of Council

At the December 8<sup>th</sup> meeting of the Leeds and Grenville Joint Services Committee, the report of the Housing Affordability Task Force was adopted which included the Task Force's recommendation as follows:

***"THAT** the Housing Affordability Task Force recommends that the recommendations contained in Report HA-013-2021 – Housing Affordability Task Force - Summary Report and Recommendations, be implemented by the United Counties of Leeds and Grenville, City of Brockville, Town of Gananoque and Town of Prescott."*

A copy of this report is attached and within it, the final recommendations of the Task Force are outlined. Two short term recommendations requiring your Council's support which will encourage attainable housing opportunities, include the creation of an Attainable Housing Action Group and the hiring of an Attainable Housing Coordinator.

To implement the first recommendation, the identification of elected and non-elected persons for the positions on the Attainable Housing Action Group are requested. If your Council wishes to put names forward, a short bio would be required to help make selections based on the attached Terms of Reference

For the second recommendation, it is recommended a position be hired as a Counties' employee which is beyond the scope of the Joint Services Agreement. Although the financial impacts are unknown at this time, there would be a required financial contribution (formula to be determined) for costs associated with the position and its

where **lifestyle**  
grows good **business**

synonyme de **qualité de vie**  
et de **réussite en affaires**



activities. Your Council's approval of participation in the activities and cost to this position is required, even if in principle. Counties Council will be discussing this position as part of its 2022 Budget considerations and at that time a better understanding of the costs will be available.

Yours truly

A handwritten signature in black ink that reads "Lesley Todd".

Lesley Todd  
Interim County Clerk and  
Manager of Legislative Services





**NOVEMBER 17, 2021**

**HOUSING AFFORDABILITY TASK FORCE  
REPORT**

**REPORT NO. HA-013-2021**

**HOUSING AFFORDABILITY TASK FORCE -  
SUMMARY REPORT AND RECOMMENDATIONS**

**ALISON TUTAK  
DIRECTOR, COMMUNITY AND  
SOCIAL SERVICES**

---

**RECOMMENDATIONS**

**THAT** the Housing Affordability Task Force recommends that the recommendations contained in Report HA-013-2021 – Housing Affordability Task Force - Summary Report and Recommendations, be implemented by the Counties of Leeds and Grenville, City of Brockville, Town of Gananoque and Town of Prescott.

**BACKGROUND**

The purpose of the Housing Affordability Task Force (Task Force) was to strategically examine housing affordability throughout Leeds and Grenville and recommend prioritized solutions for increased affordable housing and other related and/or associated urban and rural housing solutions that may be implemented by both upper and lower-tier municipal government and community stakeholders.

**Housing Affordability Task Force Members and Responsibilities**

The Task Force was comprised of the members of the United Counties of Leeds and Grenville Joint Services Committee. Mayors of the ten member municipalities of Leeds and Grenville, as well as the Mayor of the City of Brockville, the Mayor of the Town of Gananoque and the Mayor of the Town of Prescott form the membership.

The initial work responsibilities (Scope of Work) of the Task Force were as follows:

- Review and analyze demographic and other determining statistics and trends related to housing affordability and needs in Leeds and Grenville.
- Identify current and projected needs in Leeds and Grenville.
- Identify constraints and opportunities in Leeds and Grenville.
- Research and document effective models and approaches (best practices) for housing affordability within different types of Ontario municipalities (upper, lower, or single-tier municipalities, as well as urban and rural municipalities).
- Research and document applicable senior government priorities, programs and funding potentially applicable to housing affordability in Leeds and Grenville.
- Identify potential public and private partners and partnership opportunities that may enhance housing affordability opportunities in Leeds and Grenville.
- Host delegations by housing stakeholders including but not limited to
  - senior government and their agencies (including the Canada Mortgage and Housing Corporation [CMHC], and the Ministry of Municipal Affairs and Housing [MMAH] - housing and land use planning)
  - best practice municipalities (upper, lower, and single-tier municipalities as well as urban and rural municipalities)
  - non-profit and private providers
  - three-P affordable developments
  - regional developers/builders
  - Habitat for Humanity
  - community organizations; and
  - emergency services
- Identify, document, and promote potential and prioritized options and solutions that may assist municipalities and or appropriate stakeholders to enhance housing opportunities in Leeds and Grenville.

### Local Priorities

During the September 2020 Task Force meeting, members identified priorities for each of their individual municipalities. A summary of these priorities can be found in Attachment 1 - Local Municipal Priorities.

### Consultative Process

Between August 2020 and September 2021, the Task Force held 13 meetings to examine and discuss housing affordability and issues surrounding homelessness within Leeds and Grenville. This consultative approach included a number of housing stakeholders who presented multifaceted ideas, experiences, and proposed solutions to the current housing situation. Representatives from the CMHC and the MMAH, along with representatives from various community partners, participated in this consultative process. A full list of speakers can be found in Attachment 2 - Community Partner Presentations.

### Staff Reports

The following staff reports were presented to the Task Force during the period of August 2020 to September 2021:

<b>Report Number</b>	<b>Report Title</b>
HA-001-2021	Homeownership Program Purchase Price and Asset Limit
HA-002-2021	Asset Limit Policy
HA-003-2021	Request for Proposal – Development to Analyze Affordable Housing in Leeds and Grenville
HA-004-2021	Funding from the Ministry of Municipal Affairs and Housing: Social Services Relief Fund Phase 2 Holdback
HA-005-2021	General Updates on Projects
HA-006-2021	Summary of Municipal Planning Staff Consultation
HA-007-2021	Social Services Relief Fund – Housing Support Team
HA-008-2021	Request for Proposal (RFP-2021-02) – Analysis of Housing Affordability Needs in Leeds and Grenville – Update
HA-009-2021	Official Plan and Zoning By-law Considerations for Additional Residential Units
HA-010-2021	Update on Identifying Surplus Properties
HA-011-2021	Marco Polo 100 Digital Build Challenge – Gananoque
HA-012-2021	Housing Programs Update

### Third-Party Reports

A Request for Proposal (RFP) was issued in March 2021 with the purpose of procuring consultant services. As per the RFP, the consultant was requested to:

- Review and analyze demographic and other determining statistics and trends related to housing affordability and needs in Leeds and Grenville.
- Identify current and projected needs in Leeds and Grenville.
- Identify constraints and opportunities in Leeds and Grenville.
- Define what constitutes affordable housing for rental and purchase in each municipality, and across Leeds and Grenville overall.
- Identify the proportion of affordable housing available, and define future targets.
- Review social economic and census data to determine where in Leeds and Grenville the Housing should be.

Through the RFP selection process, Dillon Consulting was chosen for an Affordable Housing Needs and Demand Study. This study produced two reports:

1. United Counties of Leeds and Grenville Housing Affordability Discussion Paper, Technical Brief. August 2021-21-1772.
2. The United Counties of Leeds and Grenville Housing Affordability Plan. August 2021-21-1772.

Staff comments regarding Dillon Consulting's recommendations can be found in Attachment 3 - Dillon Consulting Recommendations: Staff Comments.

### Main Themes

Task Force members discussed a wide variety of ideas and topics during the period of August 2020 to September 2021. The central themes that emerged during these discussions were as follows:

- The requirement for a common definition of "affordable" and determining what constitutes an affordable price for purchase and rental within each municipality.
- The need for more housing options, with a focus on housing that is affordable and attainable for individuals at all stages of life.
- The importance of taking a multi-faceted approach to housing affordability, which may include community housing.

- The importance of developing working relationships with local developers and of having a set of tools to better incentivize developers.
- The desire for a collaborative approach amongst municipalities with consistent messaging and common approaches to housing solutions.

### Actioned Items

During the period of August 2020 to September 2021, the Task Force carried the following key resolutions (list is not inclusive):

	<b>Number</b>	<b>Resolution</b>
1	HA-005-2020	<b>THAT</b> the Housing Working Group recommends to the Joint Services Committee of Leeds and Grenville the adoption of the Terms of Reference for the Housing Affordability Task Force.
2	JSC-003-2021	<b>THAT</b> the Housing Affordability Task Force recommends to the Leeds and Grenville Joint Services Committee the following changes in the Homeownership Program: Home purchase price: \$280,000.00. Asset limit for applicants: \$50,000.00.
3	JSC-004-2021	<b>THAT</b> the original motion be amended to set a household limit to \$35,000.00.
4	JSC-005-2021	<b>THAT</b> the Housing Affordability Task Force recommends to the Leeds and Grenville Joint Services Committee that an asset limit for the purposes of determining eligibility for rent-gear-to-income or affordable housing, be established as follows: \$35,000 per household.
5	HA-006-2021	<b>THAT</b> the Housing Affordability Task Force recommends to the Leeds and Grenville Joint Services Committee that a Request for Proposal be developed and issued to request services to analyze the current state of affordable housing in Leeds and Grenville, and to provide strategic recommendations to address gaps.
6	HA-009-2021	<b>THAT</b> the Housing Affordability Task Force recommends that the motion related to 256 Victor Road, Prescott be reconsidered at a Joint Services Committee meeting.

7	HA-016-2021	<p><b>THAT</b> the Counties and local municipalities be requested to identify potential surplus properties that may be made available to address the housing affordability crisis and;</p> <p><b>THAT</b> the Chair of the Housing Affordability Task Force work with Counties staff to request the federal and provincial government; and</p> <p><b>THAT</b> area school boards also be requested to identify surplus lands; and</p> <p><b>THAT</b> Counties' and local planning staff review and share best language for local Official Plans and Zoning By-laws on the issue of secondary dwelling units.</p>
8	HA-023-2021	<p><b>THAT</b> the Housing Affordability Task Force encourage local municipalities to update local planning policies to support affordable housing development; and</p> <p><b>THAT</b> Report No. HA-009-2021: Official Plan and Zoning By-law Considerations for Additional Residential Units be shared with all local municipalities.</p>

The Task Force can choose to proceed with all of the above-noted recommendations and/or consider each one separately.

## **DISCUSSION**

Considering the work of the Task Force over the past year, the following are some recommendations moving forward:

### Staff Recommendations to Encourage Attainable Housing Opportunities

After review of the Task Force meetings, staff and third-party reports, and community partner presentations, staff make the following strategic recommendations for short-term and long-term actions to address housing affordability within Leeds and Grenville:

#### **Short-Term Recommendations – Within One Year**

- 1. Separate actionable items into two categories - affordable housing and attainable housing.**

- a) **Affordable housing** is supported by direct public financing through ownership of capital assets, direct operating subsidies, or funding or income supplements to residents. Affordable Housing will be supported through existing organizational structures established within the United Counties of Leeds and Grenville (Counties) as the Consolidated Municipal Service Provider (CMSM) and those partner organizations that the Counties currently works with to provide adequate supply or subsidize resident expenditures on housing that are at a level below market value. This ongoing work is done within the Counties' Housing Department.
  - b) Attainable housing is used to describe the ability of households to enter and graduate to higher levels in the housing market.
  - c) Developing housing that is attainable is focused upon increasing residential units that are constructed in a manner to ensure they are affordable to persons or families with annual income of up to \$75,000. Attainable housing supports are activities geared toward economic development initiatives, planning systems or programs meant to influence development patterns to increase the supply of homes or manage the cost of homes or market rental rates.
2. **Create an Attainable Housing Action Group** based on the attached Terms of Reference (Attachment 4 - Attainable Housing Action Group – Terms of Reference).
  3. **Create an Attainable Housing Coordinator position** (Dillon recommendation 9).

Develop local infrastructure and organizational structures and processes to increase housing units that are affordable.

- a) This position would be developed to support the development and creation of housing that is affordable and attainable. This would include, but not be limited to, working with local planners, Economic Development staff and the Counties' Housing Department. The position would work with a broad cross section of stakeholders such as developers, landlords, funding programs, etc., and would directly report to the Chief Administrative Officer.
- b) This position would be included in the 2022 Budget for the Counties and participating separated municipalities.
- c) The Coordinator would have four main objectives for 2022:
  - Identify local champions to fill the membership positions on the Attainable Housing Action Group and begin supporting the implementation of the Terms of Reference.

- Create an immediate action plan to promote the secondary suites program and advocate for planning reform and development application process review to assist land owners and developers to add new units into the marketplace.
- Seek opportunities for the creation/development of additional housing units in Leeds and Grenville that are attainable.
- Build necessary partnerships and identify and assist the private and not for profit sector to access grants.
- Development of recommendations for consideration and regular reporting to Committee of the Whole and separated councils
- Create a longer range work plan to develop actionable items identified as part of the additional recommendations as identified below.

4. Develop and implement a secondary suites program (separate report).

### **Additional Recommendations – Within Two Years**

1. The Attainable Housing Coordinator in consultation with the Attainable Housing Action Group will:
  - Develop resources (e.g. website, information packets, etc.) to support the education of developers on provincial and federal-sourced funding opportunities for affordable housing creation, maintenance and retrofitting (Dillon recommendation 6).
  - Consider a request to the MMAH to be a “prescribed” upper-tier municipality under O. Reg 221/07. Create a Counties’-level Community Improvement Plan (CIP) to enable the provision of financial incentives (e.g. property tax breaks, tax credits, cash-in-lieu contributions), in addition to the waiving of municipal fees, to eligible applicants who want to build and/or supply affordable housing (Dillion Recommendation 7).
  - Develop outcome-based performance indicators for affordable housing, reflective of the urban-versus-rural setting, that link to those set-in strategies of upper levels of government (e.g. Long-Term Affordable Housing Strategy by the MMAH). Compare the data against these indicators to evaluate progress made towards achieving affordable housing objectives at the county, separated and lower-tier municipal level (Dillon recommendation 10).
  - Partner with the member and partner municipalities to have an ongoing dialogue on attainable housing, and work collaboratively towards local initiatives and treat the Counties’ Official Plan as one of the key mechanisms



for this collaboration (Dillon recommendation 11). This could in part be achieved through hosting a “Housing Summit”.

2. Acquire land to build affordable rental housing that would be managed by the Counties, primarily through purchasing land. Donation of lands could also support land acquisition (Dillon recommendation 1).
3. Partner with a non-profit housing provider to identify suitable lands for affordable rental housing, or establish a local community land trust to begin a similar process (Dillon recommendation 2).
4. Consider the purchase of multi-unit buildings on the market that could be procured to retain existing rental housing stock, which may be managed by a community land trust to ensure that they remain attainable (Dillon recommendation 4).

### Conclusion

Over the past year, the Task Force has responded to pressing housing needs within Leeds and Grenville. The Task Force has consulted with housing stakeholders and analyzed local housing data to seek viable, evidence-based, solutions. A number of initiatives have started because of this work however housing affordability is an intricate issue that requires a multi-faceted approach. Incorporation of key recommendations will set next steps for housing affordability in Leeds and Grenville, while ongoing review of priorities will be required to support evolving community needs. A solution to creating new housing units that are attainable within the marketplace will require leadership from the Counties to develop multi-sectorial partnerships and work plans. A position dedicated to championing solutions and advocating for landowners, developers and people seeking accommodation that is attainable and affordable, will ensure action plan results in successful outcomes.

### **FINANCIAL IMPLICATIONS**

The cost to hire a Coordinator position would impact the 2022 Budget and the total cost would need to be finalized depending on the number of communities electing to participate in this initiative.

**ATTACHMENTS**

Attachment 1 – Local Municipal Partners – Summary of Presentations

Attachment 2 – Community Partner Presentations

Attachment 3 – Dillon Consulting Recommendations: Staff Comments

Attachment 4 – Attainable Housing Action Group – Terms of Reference

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**ALISON TUTAK**  
**DIRECTOR OF COMMUNITY AND SOCIAL SERVICES**

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**DATE**

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**RAYMOND CALLERY**  
**CHIEF ADMINISTRATIVE OFFICER**

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**DATE**

**Local Municipal Partners – Summary of Priorities**

<b>Municipality</b>	<b>Local Priorities</b>
Township of Athens	<ul style="list-style-type: none"> <li>• Affordable housing needed – Valleyview Court consistently at capacity.</li> <li>• Better knowledge of what is currently available for funding and support (e.g. programs currently offered by governments).</li> </ul>
Township of Augusta	<ul style="list-style-type: none"> <li>• Potential for residential, commercial and industrial growth.</li> <li>• Regional approach is required in initiatives.</li> <li>• Looking at opportunities for partnerships.</li> <li>• Waste water systems should be explored.</li> <li>• Transit is an issue in the area.</li> </ul>
City of Brockville	<ul style="list-style-type: none"> <li>• Housing stock is priority and the shortage of available homes.</li> <li>• Affordable housing comes from availability of homes.</li> <li>• Interested in density and increasing population per kilometre.</li> <li>• Interested in creating similar planning rules and incentives so that development is not pushed out of the area.</li> <li>• Looking to develop partnerships to acquire more land.</li> </ul>
Township of Edwardsburgh Cardinal	<ul style="list-style-type: none"> <li>• Contractors needed to work at the lower end of the market to create houses that are affordable.</li> <li>• Interested in rejuvenating old style housing (similar to university neighbourhoods).</li> <li>• Raise the issue of absentee landlords.</li> <li>• Difficult to find builders to build in Township subdivisions.</li> <li>• Important that plans be in place for the future so that they are ready when developers move out of Ottawa to other regions.</li> <li>• Interested in also looking at social housing; subsidizing similar to what was done at Wall Street Village.</li> </ul>
Township of Elizabethtown-Kitley	<ul style="list-style-type: none"> <li>• Noted modular waste systems may unlock some of the rural potential.</li> <li>• There are hidden soft costs regarding homelessness and shelters (e.g. policing); need to share these soft costs.</li> <li>• Provincial Policy Statement and Official Plan may limit municipalities from certain activities; flexibility is required.</li> <li>• Transit is an issue and may unlock solutions.</li> </ul>

<b>Municipality</b>	<b>Local Priorities</b>
Township of Front of Yonge	<ul style="list-style-type: none"> <li>• Working on partnerships is important; example of a septic issue with developer resulted in developer going elsewhere.</li> <li>• Affordable housing needed in the area.</li> <li>• Portable housing is a key to housing solutions.</li> <li>• Seniors are looking for affordable homes.</li> </ul>
Town of Gananoque	<ul style="list-style-type: none"> <li>• Interested in consistency across Leeds and Grenville with respect to incentives and how they forward with initiatives like secondary suites, tiny homes, etc.</li> <li>• Interested in providing social housing for seniors; this will open up housing for others, allowing families to move in.</li> <li>• Interested in high-density development.</li> </ul>
Township of Leeds and Thousand Islands	<ul style="list-style-type: none"> <li>• Identifying lots for higher density housing.</li> <li>• New zoning by-laws.</li> <li>• Interest to involve the Counties in a manner that can speed up the process for builders.</li> <li>• What are the things we are doing not so well?</li> <li>• Need more affordable and RGI housing.</li> </ul>
Village of Merrickville-Wolford	<ul style="list-style-type: none"> <li>• Concern regarding capacity of services and what is done when the municipality approaches capacity.</li> <li>• Addition of septic and wells add to the overall cost of the home. This can take an affordable home and make it unaffordable.</li> <li>• Aging in place is an issue as the private sector not building this type of housing.</li> <li>• Affordable and manageable housing is a priority.</li> </ul>
Municipality of North Grenville	<ul style="list-style-type: none"> <li>• Concern that inflationary housing prices are shifting what affordability looks like.</li> <li>• Interested in having a zoning framework to apply.</li> <li>• Interested in a collective approach by looking at common interests.</li> </ul>
Town of Prescott	<ul style="list-style-type: none"> <li>• Interested in examining the reallocation of housing, including where people can live in order to access services.</li> <li>• Locating supportive services with social housing.</li> <li>• Transportation is a challenge.</li> <li>• Examining rental subsidy versus ownership.</li> <li>• Important to have a mixed use of commercial housing and private housing.</li> </ul>

<b>Municipality</b>	<b>Local Priorities</b>
Town of Prescott – Cont’d	<ul style="list-style-type: none"> <li>• Interested in looking at public/private partnerships where properties revert to private ownership at end of lease.</li> <li>• Partnerships are key.</li> </ul>
Township of Rideau Lakes	<ul style="list-style-type: none"> <li>• Village vitality key.</li> <li>• High demand for senior housing.</li> <li>• Senior housing required in Delta and Newboro.</li> <li>• Affordable housing options for families, seniors, low-income individuals that want to stay in the hamlets/villages they are in.</li> <li>• Energy efficiency with housing initiatives.</li> <li>• Rehabilitation of older homes into multiple units.</li> <li>• Locating additional trailer parks in rural areas.</li> </ul>
Village of Westport	<ul style="list-style-type: none"> <li>• Attraction of younger families.</li> <li>• Affordable housing for families with children.</li> <li>• Assistance to seniors.</li> <li>• Stakeholders should include churches.</li> </ul>

**Community Partner Presentations**

<b>Meeting</b>	<b>Presentations/Reports</b>	
Aug. 26, 2020	Carl Cannon, Co-Chair, Mayor’s Affordable Housing Task Force, Municipality of North Grenville	
Sept. 23, 2020	Cherie Mills, Manager, Planning Department, UCLG	
Oct. 21, 2020	Jamie Shipley, Outreach Specialist, Partnerships and Promotions, Canada Mortgage and Housing Corporation	
	Jim Adams, Director, Housing Program Branch, Ministry of Municipal Affairs and Housing	
Nov. 18, 2020	<ul style="list-style-type: none"> <li>• Lynda Garrah, Vice-Chair, Gananoque Housing Incorporation</li> <li>• Community and Social Services</li> </ul>	<ul style="list-style-type: none"> <li>• Non-profit housing.</li> <li>• Non-profit/cooperative housing providers in Leeds and Grenville.</li> </ul>
	Alison Tutak, Director, Community and Social Services	Memos/Social Housing Waitlist and Homeownership Program.
Jan. 20, 2021	Alison Tutak, Director, Community and Social Services	<ul style="list-style-type: none"> <li>• Report HA-001-2021 - Homeownership Program Purchase Price and Asset Limit.</li> <li>• Report HA-002-2021 - Asset Limit Policy.</li> <li>• Report HA-003-2021 - Request for Proposal – Development to Analyze Affordable Housing in Leeds and Grenville.</li> <li>• Report HA-004-2021 - Funding from the Ministry of Municipal Affairs and Housing: Social Services Relief Fund Phase 2 Holdback.</li> </ul>
		<ul style="list-style-type: none"> <li>• Judy Lightbound, Managing Director, Housing Services Corporation Business Solutions</li> <li>• Alison Tutak, Director, Community and Social Services</li> </ul>

<b>Meeting</b>	<b>Presentations/Reports</b>	
March 24, 2021	<ul style="list-style-type: none"> <li>• Leigh Burse, National Alliance to End Rural and Remote Homelessness and the Tiny Home Alliance Canada</li> <li>• Sonya Jodoin, Victim Services of Leeds and Grenville</li> <li>• Robyn Holmes, Connect Youth</li> <li>• Calvin Wong and Erin Wong, the Salvation Army Kemptville</li> </ul>	<ul style="list-style-type: none"> <li>• Homelessness in Leeds and Grenville.</li> <li>• Homelessness in Leeds and Grenville.</li> <li>• Youth Homelessness Findings.</li> <li>• Overview of services.</li> </ul>
Apr. 21, 2021	<ul style="list-style-type: none"> <li>• Cherie Mills, Manager, Planning Services</li> <li>• Alison Tutak, Director, Community and Social Services</li> <li>• Alison Tutak, Director, Community and Social Services</li> <li>• Alison Tutak, Director of Community and Social Services</li> </ul>	<ul style="list-style-type: none"> <li>• Report HA-006-2021 - Summary of Municipal Planning Staff Consultation.</li> <li>• Report HA-007-2021 - Social Services Relief Fund – Housing Support Team.</li> <li>• Report HA-008-2021 - Request for Proposal (RFP-2021-02) – Analysis of Housing Affordability Needs in Leeds and Grenville – Update.</li> <li>• For Information – Increasing Affordable Housing Supply in Ontario: Leading Practices of Non-Profit Housing Sector (presentation slides).</li> </ul>
May 19, 2021	<ul style="list-style-type: none"> <li>• Monica Belliveau, Project Manager, Dillon Consulting Ltd.</li> <li>• Scott Tylor, Senior Planner County of Grey</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction and Scope of Project.</li> <li>• Affordable and Attainable Housing Strategies in Grey County.</li> </ul>
June 23, 2021	<ul style="list-style-type: none"> <li>• Arfona Zwiers, Director of Social Housing, County of Simcoe</li> </ul>	<ul style="list-style-type: none"> <li>• Affordable Housing and Homelessness Prevention.</li> </ul>

**ATTACHMENT 2**

<b>Meeting</b>	<b>Presentations/Reports</b>	
June 23, 2021 – Cont'd	<ul style="list-style-type: none"> <li>• Cherie Mills, Manager, Planning Services</li> <li>• Alison Tutak, Director, Community and Social Services</li> </ul>	<ul style="list-style-type: none"> <li>• Report HA-009-2021 - Official Plan and Zoning By-law Considerations for Additional Residential Units.</li> <li>• Report HA-010-2021 - Update on Identifying Surplus Properties.</li> </ul>
July 21, 2021	<ul style="list-style-type: none"> <li>• Patricia Kyle, Chief Executive Officer, Lanark, Leeds and Grenville Addictions and Mental Health</li> <li>• Monica Belliveau, Project Manager, Dillon Consulting Ltd; Amy Greenberg, Planner, Dillon Consulting Ltd; Irene Pereira, Housing Specialist, Dillon Consulting Ltd.</li> </ul>	<ul style="list-style-type: none"> <li>• Overview of Services.</li> <li>• Draft Affordability Plan.</li> </ul>
Sept. 24, 2021	Alison Tutak, Director, Community and Social Services	<ul style="list-style-type: none"> <li>• Report HA-011-2021 - Marco Polo 100 Digital Build Challenge – Gananoque.</li> <li>• Report HA-012-2021 - Updates</li> </ul>



**Dillon Consulting Recommendations: Staff Comments**

<b>Recommendation 1</b>	Acquire land to build affordable rental housing that would be managed by the Counties, primarily through purchasing land; however, donation of lands from municipalities and the public could also support land acquisition.							
<b>Key Issues Addressed</b>	1	✓	2	✓	3	✓	4	✓

**Considerations:**

- Cost to purchase land.
- Cost of construction.
- Ongoing costs of operations, staffing and contribution to capital reserve.
- Could have a mix of market/commercial and affordable rents to cover operational costs.
- Affordable units do not count towards service level standards.
- Ability to target new property where there is the greatest need in terms of location and unit size.
- Direct control will ensure affordability remains in effect indefinitely.

<b>Recommendation 2</b>	Partner with a non-profit housing provider to identify suitable lands for affordable rental housing, or establish a local community land trust to begin a similar process.							
<b>Key Issues Addressed</b>	1	✓	2	✓	3	✓	4	✓

**Considerations:**

- If the non-profit providers were to operate solely on rents, the only ongoing cost for the United Counties of Leeds and Grenville (Counties) would be a rent subsidy.
- Direct ongoing costs of operations, staffing and contribution to capital reserve not the responsibility of the Counties.
- Could have a mix of market/commercial and affordable rents to cover operational costs.
- Affordable units do not count towards service level standards.

- Ability to target new property where there is the greatest need in terms of location and unit size.

<b>Recommendation 3</b>	Identify underutilized properties that could be converted to provide affordable housing units.							
<b>Key Issues Addressed</b>	1	✓	2	✓	3	✓	4	✓

**Considerations:**

- Cost to purchase.
- Cost of construction.
- Ongoing cost of operations, staffing and contribution to capital reserve.
- Affordable units do not count towards service level standards.
- Ability to target new property where there is the greatest need in terms of location and unit size.
- Direct control will ensure affordability remains in effect indefinitely.

<b>Recommendation 4</b>	Consider the purchase of multi-unit buildings on the market that could be procured to retain existing rental housing stock, which may be managed by a community land trust to ensure that they remain affordable.							
<b>Key Issues Addressed</b>	1	-	2	✓	3	✓	4	✓

**Considerations:**

- Inherit existing building and tenant issues.
- Does not increase the number of units in an area.
- Does not address those areas that do not have existing rental housing.
- Cost to purchase.
- Ongoing costs of operations, staffing and contribution to capital reserve.

<p><b>Recommendation 5 &amp; 5A</b></p>	<p>Create a revolving Affordable Housing program fund, via a housing levy to generate funds within the counties, to support various housing initiatives.</p> <p><b>(A)</b> The funds could specifically be used towards the expansion of the counties current Housing Allowance Program.</p>							
<p><b>Key Issues Addressed</b></p>	<p>1</p>	<p>✓</p>	<p>2</p>	<p>✓</p>	<p>3</p>	<p>✓</p>	<p>4</p>	<p>✓</p>

**Considerations:**

- Will create a budget increase annually.
- Clear and distinct criteria will need to be created for use of funding.

<p><b>Recommendation 6</b></p>	<p>Educate developers on provincial and federal sourced funding opportunities for affordable housing creation, maintenance, and retrofitting.</p>							
<p><b>Key Issues Addressed</b></p>	<p>1</p>	<p>-</p>	<p>2</p>	<p>✓</p>	<p>3</p>	<p>✓</p>	<p>4</p>	<p>✓</p>

**Considerations:**

- Without confirmed reliable sources of funding at the provincial and federal levels there would not be much information to provide.
- Developers often find the funding agreements and time frames for required participation restrictive.

<b>Recommendation 7</b>	Submit a request to the M.M.A.H. to be a “prescribed” upper-tier municipality under O. Reg. 221/07. Create a Counties-level Community Improvement Plan (C.I.P.) to enable the provision of financial incentives (e.g., property tax breaks, tax credits, cash-in-lieu contributions), in addition to the waiving of municipal fees, to eligible applicants who want to build and/or supply affordable housing.							
<b>Key Issues Addressed</b>	1	✓	2	-	3	✓	4	✓

**Considerations:**

- Being a “prescribed” municipality will enable the Counties to prepare a Counties-CIP, when the Counties decides to proceed with one.
- Process to change the Ontario Regulation would be similar to that undertaken when the Counties requested delegated Counties’ Official Plan amendment approval. Planning staff would initiate a discussion with the Ministry of Municipal Affairs and Housing (MMAH) and prepare a report to Counties Council to support the request.
- In creating a future CIP, the Counties would need to define what it wants to achieve and how to get there (e.g. programs and financial incentives).
- Potential cost to prepare the plan in staff time or by consultants.

<b>Recommendation 8</b>	Amend the Counties Official Plan to state that the Counties, local municipalities, and partners will promote, pursue, and incentivize public-private partnerships to build affordable housing.							
<b>Key Issues Addressed</b>	1	-	2	✓	3	✓	4	✓

**Considerations:**

- A Counties’ Official Plan amendment is a prescribed Planning Act process (steps and timelines) and is open to appeal to the Ontario Land Tribunal (former OMB).
- Counties’ Official Plan amendments require consultation with local municipalities and agencies.
- Potential cost to prepare the amendment in staff time or by consultants.

- Potential cost for advertising of public meeting.
- Will lead to future amendments to local official plans.

<b>Recommendation 9</b>	Create an Affordable Housing Coordinator position who would be responsible for all Counties-led actions in this strategy, as well as any other actions taken towards progressing affordable housing initiatives.							
<b>Key Issues Addressed</b>	1	✓	2	✓	3	✓	4	✓

**Considerations:**

- Dedicated staff would ensure a continued focus on the priority of creating new housing options and solutions.
- Ability to review, analyze, and maintain demographic and other determining statistics and trends related to housing affordability and needs in Leeds and Grenville.
- Focus on research and ability to document applicable senior government priorities, programs and funding applicable to housing affordability in Leeds and Grenville, or new housing models.
- Cost of wages and benefits.

<b>Recommendation 10</b>	Develop outcome-based performance indicators for affordable housing, reflective of the urban versus rural setting, that link to those set in strategies of upper levels of government (e.g., Long-Term Affordable Housing Strategy by the Ministry of Municipal Affairs and Housing). With the release of new Census data every five years, compare the data against these indicators to evaluate progress made towards achieving affordable housing objectives at the Counties and lower-tier municipalities levels.							
<b>Key Issues Addressed</b>	1	✓	2	✓	3	✓	4	✓

**Considerations:**

- Performance indicators will ensure accountability to the commitment of increasing affordable housing.
- Will assist in prioritizing limited housing development funds to projects that match housing needs based on current data.
- A dedicated Affordable Housing Coordinator would ensure consistency in monitoring performance indicators.

<b>Recommendation 11</b>	Partner with the member and partner municipalities to have an ongoing dialogue on affordable housing and work collaboratively towards local affordable housing initiatives, and treat the Counties Official Plan as one of the key mechanisms for this collaboration.							
<b>Key Issues Addressed</b>	1	✓	2	✓	3	✓	4	✓

**Considerations:**

- There are planning group meetings held twice a year which include those staff who do planning across Leeds and Grenville (including the separated municipalities) and conservation authority representatives. This also includes other Counties’ staff (i.e. Housing) as needed. This group could be utilized as a forum to discuss and collaborate on local affordable housing initiatives.
- Alternatively, a new group comprised of Planning Department staff and Housing Department representatives could be created. This group should have a formal terms of reference to set out its purpose, number of meetings, membership and expected duties/scope.
- The dedicated Affordable Housing Coordinator could support this new group.

**Staff Questions for Task Force Members:**

- Do you want to exceed the current service level standards for RGI units or increase the current number of affordable units?
- Do you want to set goals for the creation of housing units?
- Do you want the Joint Services Committee to fund the housing units?
- How do you want to fund the units; annual amount on housing budget, levy?
- How much do you want to fund?

- Do you want to focus on bricks and mortar buildings, housing allowances, or both?
- Where do you want the units located?
- What is the mandate (will impact size)?
- What size of units will be prioritized?

## **Attainable Housing Action Group**

### **Terms of Reference (Draft)**

#### **Purpose**

The purpose of the Attainable Housing Action Group is to strategically examine how we create inclusive communities as to enable those that want to live in Leeds and Grenville to live in Leeds and Grenville. The group will examine and identify solutions to urban and rural attainable housing needs for implementation and consideration by municipal government and other stakeholders.

#### **Membership**

##### Core membership with voting privileges

- Elected Officials (three) – Two elected officials and the Warden
- Members of the public (up to two and by request of the group based on expertise required)
- Developer/builder (up to two)
- Non-profit housing (up to one)

##### Staff support without voting privileges

- Economic development (up to two)
- Attainable Housing Coordinator (one)
- Counties' Housing Department Manager (one - available upon request of the Chair)
- Municipal planning (up to three - representation for urban and rural)

#### **Terms of Membership**

- Core members are appointed for a two-year term.
- Membership is assigned to the individual versus an organization - substitutes are not allowed.
- Meetings will be scheduled every two months.
- Members can be added upon full consensus and agreement of the Attainable Housing Action Group.
- Chairperson (elected voting member)



## Definition of Attainable Housing and Affordable Housing

### Attainable Housing

The term attainable housing is used to describe the ability of households to enter and graduate to successively higher levels of the local housing market. Implicit in this usage of attainability is the idea that a range of housing options (e.g. type, size, tenure, cost) exists in the local market. Households at various income levels can find and secure (attain) suitable housing and can ultimately advance to a different level.

Affordable Housing - In the case of **ownership housing**, the least expensive of:

1. housing for which the purchase price results in annual accommodation costs which do not exceed 30% of gross annual household income for low and moderate income households; or
2. housing for which the purchase price is at least 10% below the average purchase price of a resale unit in the regional market area

In the case of **rental housing**, the least expensive of:

1. a unit for which the rent does not exceed 30% of gross annual household income for low and moderate income households; or
2. a unit for which the rent is at or below the average market rent of a unit in the regional market area.
3. To focus on the "blue section" of the housing continuum: Affordable Rental and Affordable Home Ownership.

### THE HOUSING CONTINUUM



## Work Responsibilities/Scope of Work

1. Review and analyze demographic and other determining statistics and trends related to attainable and affordable housing needs in Leeds and Grenville.

## **Attainable Housing Action Group - Terms of Reference (Draft)**

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2. Identify current and projected needs in Leeds and Grenville.
3. Identify constraints and opportunities in Leeds and Grenville.
4. Research and document effective models and approaches (best practices) for attainable housing within different types of Ontario municipalities (i.e. upper, lower, or single-tier municipalities, as well as urban and rural municipalities).
5. Research and document applicable senior government priorities, programs and funding potentially applicable to attainable housing in Leeds and Grenville.
6. Identify potential public and private partners and partnership opportunities that may enhance housing opportunities in Leeds and Grenville.
7. Host delegations by housing stakeholders including but not limited to
  - senior government and their agencies (including the Canada Mortgage Housing Corporation [CMHC], Ministry of Municipal Affairs and Housing [MMAH] - housing and land use planning);
  - best practice municipalities (i.e. upper, lower and single-tier municipalities, as well as urban and rural municipalities);
  - non-profit and private providers;
  - three-P affordable developments; and
  - regional developers/builders
8. Identify, document and promote potential and prioritized options and solutions that may assist municipalities and/or appropriate stakeholders to enhance housing opportunities in Leeds and Grenville.
9. Responsibility of core members to bring back information or recommendations to the Leeds and Grenville Joint Services Committee.

### **Staff Support**

- Administrative staff support will be provided by the United Counties of Leeds and Grenville.
- Other staff or external technical resources or content experts may be provided as appropriate.

### **Meetings**

Generally, meetings will be held once every two months. Additional meetings may be held at the call of the Chair.

### **Timeline**

The Attainable Housing Action Group will have its first meeting in January 2022.

**JANUARY 4, 2022**

**JOINT SERVICES COMMITTEE REPORT**

**REPORT NO. JSC-003-2022**

**SECONDARY SUITES PROGRAM**

**CHRIS MORRISON  
MANAGER, HOUSING DEPARTMENT**

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**RECOMMENDATIONS**

**THAT** the Leeds and Grenville Joint Services Committee approve the establishment of a Secondary Suites Program for 2022, to promote affordable housing in Leeds and Grenville.

**FINANCIAL IMPLICATIONS**

If the Ontario Priorities Housing Initiative (OPHI) funding is accessed for a residential home Secondary Suites Program, the amount of \$250,000.00 would be available as of April 1, 2022.

For a municipally funded Secondary Suites Program, the amount of \$312,000.00 is recommended which includes \$12,000 for legal fees, and would need to be included in the 2022 Housing Department Budget. This program could proceed upon budget approval.

**CLIMATE CHANGE IMPLICATIONS**

It is anticipated that the conversion or renovations to create a secondary suite will also include the use of more energy efficient products.

## **ACCESSIBILITY CONSIDERATIONS**

Although there are no priorities for this funding, it is anticipated that many of the secondary suite designs will address accessibility in order to accommodate seniors or persons requiring modifications.

## **COMMUNICATIONS CONSIDERATIONS**

Once the Secondary Suites Program is established, information on the criteria, and how to apply, will be made available to the local municipalities so the information can be shared. The general public will be able to access the program information, including the application through the Leeds Grenville website.

## **BACKGROUND**

As an initiative to increase the supply of affordable housing in Leeds and Grenville, the Affordable Housing Task Force requested staff investigate the initiation of a Secondary Suites Program for Leeds and Grenville.

The benefits of a Secondary Suites Program may include:

- An increase to the supply of rental housing, without having to build at a high density. As the majority of residential structures in Leeds and Grenville are single-family homes, a secondary suite should fit compatibly into a residential neighborhood's esthetics.
- Stability in housing for seniors, adults requiring assisted living alternatives, and young adults seeking an affordable alternative to traditional rental housing. Often a secondary suite is specifically created for an aging parent, or for an adult child.

At the November 17, 2021 meeting, the Affordable Housing Task Force endorsed Report No. HA-014-2021 which recommended the Joint Services Committee consider a Secondary Suites Program.

## **DISCUSSION/ALTERNATIVES**

Staff are recommending that if a Secondary Suites Program is approved, the Counties follow the established practice of the County of Simcoe and administer a dual-streamed Secondary Suites Program. Administering a dual-streamed Secondary Suite Program will offer the greatest opportunity to create new units. In addition, it will provide the data on which stream is the most effective for the creation of new units in Leeds and Grenville.

The following are the two recommended options for a dual-streamed Secondary Suite Program:

### **1. Ontario Priorities Housing Initiative (OPHI) Ontario Renovates – Secondary Suites**

As Service Manager for Community Housing, the United Counties of Leeds and Grenville has access to the provincial funding initiative Ontario Priorities Housing Initiative (OPHI) Ontario Renovates – Secondary Suites sub-component. Funded by the Ministry of Municipal Affairs and Housing, the Secondary Suites Program is intended to increase the supply of affordable rental housing for low-income households. The funding must follow the Ministry Guidelines, which are comprehensive in identifying who can apply, the period of affordability, and the terms of the loan.

An OHPI-funded stream would target the creation of units at a person's sole and principal residence. Under this program, the maximum funding for a secondary suite is \$25,000, in the form of an interest-free, forgivable loan. The period of loan forgiveness is twenty years, amortized equally over the twenty-year period, and begins on the project completion date.

To be eligible:

- The property must be located within the United Counties of Leeds and Grenville, or the municipalities of the City of Brockville, Town of Prescott, or Town of Gananoque.
- Applicants must reside in a home that is their sole and principal residence for the duration of the Affordability Period (i.e. 20 years). The applicant cannot own another property, including a cottage or have partial ownership of another property.

- A mortgage will be registered on title to secure loans in excess of \$7,000; a Promissory Note Agreement is required to secure loans of \$7,000 or less.
- Applicant's household income and assets are not subject to income or asset limits, ie. investments and vehicles.
- Property taxes and mortgage payments for the unit must be verified and up-to-date.
- The total of all mortgages and any other encumbrances registered on title, plus the Program Funding, cannot exceed the market value of the home.
- The applicants cannot be in the process of applying for bankruptcy or have an active bankruptcy filed.
- The property must be insured for the full value of the home or project, and property insurance must be verified as paid up-to-date.
- Rents must be charged at or below the Canada Mortgage and Housing Corporation (CMHC) Average Market Rent (AMR), or Alternate Average Market Rent (AAMR), as applicable, for the Service Manager area for the entire loan forgiveness period, excluding the phase-out period, ie. One bedroom in Leeds and Grenville the AAMR would apply, and is \$1,112.00 –Affordable Rent at 80% would be \$890.00
- The Secondary Suite may only be rented to a household that is determined as eligible for Affordable Housing by the Social Housing Registry prior to occupying the unit.
- There cannot be any outstanding municipal or provincial work orders on the project property.

## **2. Leeds Grenville Local Secondary Suites Program (Municipally Funded)**

The second Secondary Suites Program option would be a municipally funded stream, with program criteria that would be tailored to Leeds and Grenville's specific needs, and contain program flexibility that the provincially funded program does not offer; allowing the program to be accessible to small landlords. A small landlord would be defined as owning up to 10 units

To be eligible a small landlord would need to meet the same criteria as the OPHI program, with these exceptions:

- The maximum funding for a secondary suite is \$25,000, in the form of a forgivable interest-free loan. The loan is repayable in full should the property be sold prior to the 15 year affordability period.

- The Secondary Suite can be in a new purpose built property, not only existing homes.
- The property does not have to be their sole and principal residence, and the applicant can own another property, or have partial ownership of another property.
- Rents would still need to be affordable; however, the definition of what constitutes an affordable rent would be determined by Leeds Grenville.

### **ATTACHMENTS**

Nil.

**CHRIS MORRISON  
HOUSING MANAGER**

**DECEMBER 8, 2021**

**PAT HUFFMAN  
TREASURER**

**DECEMBER 8, 2021**

**ALISON TUTAK  
DIRECTOR, COMMUNITY AND SOCIAL SERVICES**

**DECEMBER 8, 2021**

**RAYMOND CALLERY  
CHIEF ADMINISTRATIVE OFFICER**

**DECEMBER 15, 2021**



# Transition Plan

**Pursuant to Section 21.1.4 of the  
*Conservation Authorities Act*, R.S.O. 1990, c.  
C.27**

Ontario Regulation 687/21:  
Transition Plans and Agreements for Programs and  
Services under Section 21.1.2 of the CA Act.

**December 8, 2021**





## Introduction

Ontario Regulation 687/21, Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the *Conservation Authorities Act* (the Act), requires Conservation Authorities to develop and implement a Transition Plan to ensure compliance with subsection 21.1.4(1) of the Act.

The purpose of the Transition Plan is to outline Cataraqi Conservation’s workplan for completing the necessary programs & services inventory and cost-apportioning agreements with watershed municipalities over the transition period (October 1, 2021 – January 1, 2024) to support non-mandated programs and services.

The Transition Plan is in effect for eleven (11) municipalities in whole or in part within Cataraqi Conservation’s watershed. With regard to the Cataraqi Source Protection Area requirements under the *Clean Water Act*, the Township of Frontenac Islands is also included. Participating Counties within the watershed include Frontenac County, Lennox & Addington County, and United Counties of Leeds and Grenville. The Ministry of Environment, Conservation and Parks will also be circulated.

Township of Athens  
 City of Brockville  
 Township of Elizabethtown-Kitley  
 Township of Front of Yonge  
 Town of Gananoque  
 City of Kingston

Township of Leeds & the Thousand Islands  
 Loyalist Township  
 Town of Greater Napanee  
 Township of Rideau Lakes  
 Township of South Frontenac

Below is a summary of the timeline and deliverables for Phase 1: Transition Plan & Inventory Development and Phase 2: Municipal Agreement Development.

### Phase 1 Implementation – Transition Plan & Inventory Development

Requirement	Action / Deliverable	Deadline
<i>Transition Plan Development</i>		
Summary of upcoming deliverables with municipalities	E-mail update to all watershed municipalities	November 4, 2021
Obtain Board approval of Transition Plan	Report IR-116-21 – Proposed Transition Plan	December 8, 2021
Submit and Circulate Transition Plan	Approved Transition Plan to MECP, municipalities and online	December 31, 2021
<i>Programs &amp; Services Inventory Development</i>		
Consult and collaborate with neighbouring Conservation Authorities for consistency	Bi-weekly calls and meetings as necessary	Ongoing
Engage Board on scope of non-mandatory programs and services & cost apportioning agreements required	Staff report outlining options	January 26, 2022
Obtain Board approval of Programs & Services Inventory	Draft Programs & Services Inventory	February 23, 2022
Submit and Circulate Programs & Services Inventory	Approved Programs & Services Inventory	February 28, 2022



### Phase 2 Implementation – Municipal Agreement Development

Requirements	Deliverable	Deadline
Municipal consultation period to elicit feedback and establish negotiating timelines	One-on-one outreach Council presentation (as requested) Municipal Workshop	March 1, 2022 - June 17, 2022
Adjust Programs & Services Inventory as required based on municipal feedback and complete required quarterly reporting	Log of feedback received Mandatory reports completed Staff reports to the Board	Mandatory Reporting: July 1, 2022 October 1, 2022 January 1, 2023 April 1, 2023 July 1, 2023 October 1, 2023
Consultation with neighbouring Conservation Authorities	Meetings as required	March 1, 2022 - June 30, 2023
Negotiate cost-apportioning agreements as required	Meetings with municipal staff Develop and circulate draft agreements Council meetings as required Cost-apportioning agreements with municipalities finalized	March 1, 2022 - June 30, 2023
Cataraqui Conservation Budget Development and Consultation	Draft Operating & Capital Budget for 2024 incorporating cost-sharing models	June 30 - November 30, 2023
Municipal Agreements Extension request	Letter to MECP (if required)	October 1, 2023
Cataraqui Conservation Budget Approval	Approved 2024 Operating & Capital Budget	December 2023
Final Report / Transition Date	Execute municipal agreements	January 1, 2024

Notes:

- The Board will receive the Transition Plan, Programs & Services Inventory, and all reporting requirements prior to submission and circulation.
- Deadlines are based on current regulations. Timelines may be influenced by the issuance of new related regulations.
- Lennox & Addington County, United Counties of Leeds & Grenville, Frontenac County will be kept fully informed throughout the process.
- All deliverables listed within Ontario Regulation 687/21 – Mandatory Programs and Services will be initiated in 2022 and municipalities, partners, and the public engaged throughout 2022-2024 for completion of deliverables by **December 31, 2024**. For Cataraqui Conservation, these include:
  - o Asset Management Plans & Operating Manuals for ten Water Control Structures
  - o Conservation Lands Inventory & Strategy
  - o Core Watershed-Based Resource Strategy



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Suite 500  
Toronto, Ontario M2P 2B8

4120, rue Yonge  
Bureau 500  
Toronto (Ontario)  
M2P 2B8

Tel. (416) 224-7080

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

January 3, 2022

*Sent via email*

Dear Mayor Lojko,

I hope this letter finds you, your family and community in safety and good health as we all grapple with managing the increasing challenges arising from COVID-19.

I write to advise you that the Government has today announced a return to a modified version of Step Two of the Roadmap to Reopen effective Wednesday, January 5, 2022 at 12:01 a.m. for at least 21 days (until January 26, 2022), subject to trends in public health and health system indicators.

The link to the announcement is here: <https://news.ontario.ca/en/release/1001394/ontario-temporarily-moving-to-modified-step-two-of-the-roadmap-to-reopen>

While it is not expressed directly in the news release, the enhanced health and safety measures will include the closure of casinos and cGaming halls.

The health and safety of casino customers and employees is a priority for OLG and its service providers.

OLG, working with our land-based gaming service providers, will ensure an orderly shutdown of all casinos and slot facilities across Ontario. We expect the closure to be complete in line with the above date and time of January 5, 2022 at 12:01 a.m.

We will provide an update, when available, on the timing of when land-based gaming facilities will re-open, taking into account guidance from the Province and local public health authorities.

In the meantime, do not hesitate to reach out to me should you have any further questions or concerns.

Stay safe, and all the best.

Kathleen Devine  
Senior Community Partnerships Manager

Cc. Shellee Fournier, CAO

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2022-61

Dear Head of Council:

The supply of housing in Ontario has not kept up with demand over the past decade and everyone has a role to play in fixing Ontario's housing crisis. More than ever, we need municipalities, non-profits and private industry to work with us to encourage the building of different kinds of housing – so that Ontario families have more affordable options.

To help support this important priority, I am pleased to provide you with an update on recent changes our government has made to help streamline and simplify Ontario's planning system.

**Bill 13, the *Supporting People and Businesses Act, 2021***

Schedule 19 of Bill 13, the *Supporting People and Businesses Act, 2021* came into force December 2, 2021 upon royal assent.

Changes have been made to help streamline the planning system and, in some cases, help shorten approval timelines by providing municipal councils broader authority to allow more planning decisions to be made by committees of council or staff. Municipalities can now, subject to having appropriate official plan policies, delegate decisions dealing with minor amendments to zoning by-laws, such as temporary use by-laws and the lifting of holding symbols, should they choose to.

You can find more information about these changes on the Environmental Registry of Ontario ([019-4419](https://www.ero.on.ca/)) and the Regulatory Registry ([21-MMAH025](https://www.ero.on.ca/)) and some frequently asked questions are provided below.

At this time, I encourage you to review and update your existing delegation policies and consider exercising this new authority to help streamline your decision-making processes, and free up council's valuable time to focus on other more strategic matters.

**Bill 276, the *Supporting Recovery and Competitiveness Act, 2021***

As you know, we also recently made *Planning Act* changes related to control of the division of land, including subdivision control, plans of subdivision, consents and validations through Bill 276, the *Supporting Recovery and Competitiveness Act, 2021*, which received Royal Assent on June 3, 2021. I am writing to confirm that Schedule 24 of Bill 276 and associated regulations came into force on January 1, 2022.

We are proud to make these changes, which will help save time and money for those involved in the land division approval process, including municipalities, landowners, purchasers and some lease holders. Our changes will continue to protect Ontarians when they buy and sell property, while making the rules of subdivision control clearer and simpler.

Your municipality may wish to consider whether adjustments to your land division application and review processes to align with the changes would be beneficial.

More information about these changes and the feedback we received during our consultation can be found on the Environmental Registry of Ontario ([019-3495 and 019-3958](#)) and Regulatory Registry ([Proposal 21-MMAH008 and Proposal 21-MMAH015](#)). Some frequently asked questions are provided below. Any further questions about the changes to the *Planning Act* and related regulations can be directed to [ProvincialPlanning@ontario.ca](mailto:ProvincialPlanning@ontario.ca).

Sincerely,



Steve Clark  
Minister

c: Chief Administrative Officer

# FAQs

## Schedule 19 (Planning Act) to Bill 13, the Supporting People and Businesses Act, 2021

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### What changes have been made to the Planning Act?

- Changes to the Planning Act, Municipal Act, 2001 and City of Toronto Act, 2006 provide municipalities with discretionary authority to delegate additional decisions to committees of council or municipal staff for minor amendments to zoning by-laws like:
  - Temporary use by-laws
  - Lifting of holding provisions
- Before matters may be delegated, official plan policies will need to be developed to establish the type of minor zoning by-law amendments that may be delegated, such as authorization of temporary uses, the lifting of a holding symbol, and other minor zoning by-law amendments.

### What types of “minor” amendments to a zoning by-law may be delegated?

- If a municipality would like to use this authority, official plan policies will need to be established to scope and define the types of “minor” zoning amendments that may be delegated. This could include matters like temporary use by-laws and by-laws lifting holding provisions.
- This approach is intended to allow for a locally tailored approach that reflects input from the public.

### What types of conditions could council apply when delegating its authority?

- Council will have the ability to apply conditions on the delegation of its decision(s). These conditions would be determined locally when the official plan policies and implementing by-law for the delegation are being developed.

### Will this new delegation authority alter the public meeting or appeal rights of the matters delegated?

- The delegation of additional planning matters would not alter any notice or public meeting requirements or limit appeal rights.

### What other planning decisions can be delegated?

- Under the Planning Act, municipal council can delegate the following decisions to a committee of council, staff, or, in some cases, a committee of adjustment:
  - Community planning permit system permits
  - Approval of adopted lower-tier official plan amendments
  - Plans of subdivision and condominiums
  - Consents
  - Site plan
  - Validations
- Other planning matters, such as administrative functions related to by-laws, may be delegated by council based on the delegation provisions in the Municipal Act, 2001 (or City of Toronto Act, 2006).

# **Schedule 24 (Planning Act) to Bill 276, the Supporting Recovery and Competitiveness Act, 2021**

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## **What changes will be made to the Planning Act?**

- The changes include technical, administrative and policy changes to provisions in sections 50, 51, 53, 54, 55 and 57 of the Planning Act related to control of the division of land, as well as other housekeeping or consequential changes.
- Upon proclamation, the changes will:
  - provide new exceptions to subdivision control and part lot control (i.e., exceptions from the need for land division approval) – for example, by preventing parcels from merging with other lands in certain circumstances
  - change the plan of subdivision process – for example, by aligning the requirements for public notice, information, and public meetings with other instruments under the Act
  - change the consent application process – for example, by requiring a municipality or the Minister, where requested, to issue a certificate for the retained land in addition to providing a certificate for the lands that are subject to the consent application, and
  - make other changes regarding subdivision control and its related processes – for example, by requiring that a decision on a validation conform with the same criteria which are applicable to consents.

## **What changes will be made with respect to “lot mergers”?**

- Changes will be made to the subdivision control provisions to prevent lots from merging where lands were previously owned by, or abutted land previously owned by, joint tenants and where the ownership would have otherwise merged as a result of the death of one of the joint tenants.
- Outside of a “death of a joint tenant” scenario, lot mergers will continue to occur.

## **What changes will be made to the consent application process?**

- Changes will be made to the consent application process to, for example:
  - permit a purchaser of land or the purchaser’s agent to apply for a consent
  - establish a new certificate of cancellation
  - provide for certificates to be issued in respect of retained land in addition to the lands that are subject to the consent application
  - provide for a standard two-year period during which the conditions of a consent must be satisfied, and
  - permit a consent application to be amended by an applicant prior to a decision about the consent being made by the consent-granting authority.
- Municipalities may need to modify or update certain administrative processes as a result of some of these changes.

## **What is a certificate for retained land?**

- Changes to the Planning Act will provide for a consent-granting authority to issue a certificate for the retained land (the other part of the parcel approved through the land division process) resulting from certain consents.
- This certificate will show that the retained land has “consent” status.
- An applicant will need to specify in their application whether they are requesting a retained land certificate, and if so, require that a statement from a solicitor

confirming the extend of the owner's retained land be included as part of that application.

### **What is a certificate of cancellation?**

- In some situations, the original consent granted for a parcel of land may no longer be wanted or needed. This could occur, for example, where a parcel created by consent may need to be widened to accommodate a driveway. In these cases, the original consent may need to be cancelled to ensure the revised parcel will function as a single unit.
- Changes to the Planning Act will allow owners to apply to the consent-granting authority for a certificate of cancellation for a parcel that was previously severed with a consent. The consent-granting authority may also require the owner to apply as a condition of approval.
- Once a certificate of cancellation is issued, the parcel would be treated as though the previous consent had not been given. This could mean that the parcel would merge with neighbouring lands that are owned by the same person.

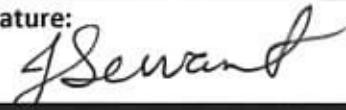
### **What considerations need to be applied to validation requests?**

- A validation can be used in place of obtaining a consent to the contravening transaction (transfer or other transaction that was made in breach of the Planning Act requirements) in certain situations; for example, where the landowners at the time of the contravention are not available to sign the new transfer documents.
- The validation allows the validation authority to consider each situation on its merits and decide whether a request to validate title should be supported. The validation authority may, as a condition to issuing the validation, impose conditions as it considers appropriate.
- Bill 276 will make changes to require that a decision regarding a validation must conform with the same criteria which are applicable to consents, for example:
  - having regard to provincial interests and the land division criteria set out in the Planning Act
  - ensuring the validation is consistent with the Provincial Policy Statement and conforms, or does not conflict, with provincial plans, and
  - ensuring the validation conforms with all applicable official plans.



**COUNCIL GRANT APPLICATION**

(PLEASE PRINT CLEARLY)

Organization Name: <b>FRONTENAC ARCH BIOSPHERE NETWORK</b>	
Purpose of Grant: (Specify what the grant will be used for)  <b>CORE OPERATIONS, BUILDING CAPACITY</b>	
Date: <b>DEC. 2021</b>	Application Year: <b>2022</b>
Name of Person Completing the Application: <b>JULIE SERVANT</b>	Title of Person Completing Application: <b>EXECUTIVE DIRECTOR</b>
Contact Information:	Email: <b>julie@fabn.ca</b>
Phone #: <b>613 659 4824</b>	
Mailing Address: <b>PO BOX 281 BROCKVILLE, ON K6V 5V5</b>	
Signing Officer's Name: (Please print clearly) <b>JULIE SERVANT</b>	Signature: 
Other Funding or Reduced Rates Received: (Please check off)	
Community Grant <input type="checkbox"/> Reduced Facility Rate <input type="checkbox"/> P.O.P. Funding <input type="checkbox"/> Provincial <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/>	
Please specify any other funding received from other sources: <b>ONTARIO TRILLIUM FUND CANADA SUMMER JOBS, COLLEGES &amp; INSTITUTES CANADA, ECO-CANADA</b>	
Funding Applied For: (Please check which type of funding)	
Recreation/Health and Wellness <input checked="" type="checkbox"/> Civic <input type="checkbox"/> Social <input type="checkbox"/>	

**ATTACHMENTS:** The following items must be attached.

- Proposed Budget – showing all revenues and expenditures.
- Business Plan – in the business plan please include a description on how this application benefits the Town and its residents.

Please Submit Application to: [mkirkby@gananoque.ca](mailto:mkirkby@gananoque.ca); or Town of Gananoque, 30 King St E., PO Box 100, Gananoque, ON K7G 2T6. Please direct questions to: Melanie Kirkby at 613-382-2149 Ext. 1124; or [mkirkby@gananoque.ca](mailto:mkirkby@gananoque.ca)

**FOR TOWN USE ONLY:**

Circulated to Management Team: Yes \_\_\_ No \_\_\_

Attach any comments before adding to the Council Agenda – Date of Council Meeting \_\_\_\_\_, 20

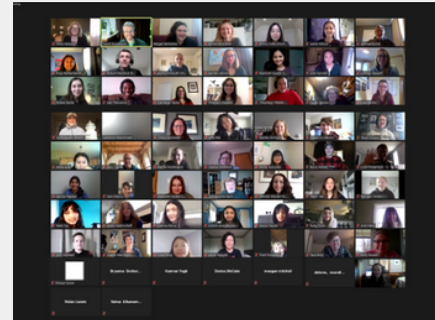


Dear Council Members,

Last year your municipality contributed \$1,429 to help support the Frontenac Arch Biosphere Network core operations. The timing of this contribution helped immensely through a difficult time as we navigated providing services to communities through COVID-19. The purpose of this letter is twofold: to report on our activities in 2021 and for your consideration of continued support in the amount of \$1400 to the organization, as we grow our capacity and sustainability in 2022.

The mission of the Frontenac Arch Biosphere Network is to implement the UNESCO Man and the Biosphere Programme to improve relationships between people and their environments. In line with that mission, we held numerous events throughout 2021 and hosted a variety of programs.

In May 2021 we held the first annual **Youth Climate Action Summit** virtually over two days. There were 42 youth participants and 10 guest speakers. The speakers of the event were well received and the feedback from participants was very positive. For next year's event, we will hopefully be hosting a combined event with in-person components and virtual participation, allowing students unable to travel to still attend. The goal for next year's event will be to host 100 youth from across the region.



*"I loved meeting new people with similar interests to my own and hearing the amazing speakers."  
-Summit attendee*

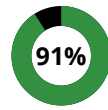
Over the summer our **Nature Camp Programs** were able to operate at 98.75% capacity. Our fourth location at Sand Lake (Rideau Lakes) was added in 2021, in addition to the other camps at Landon Bay, Kendricks Park, and Mac Johnson. We secured a \$98,300 grant from the Ontario Trillium Foundation to support and build capacity for the program. This program is supported by eight different partnerships, has hired 15 summer students/staff, and has garnered 1,960 volunteer hours.

Additionally, the **Forest and Farm School** held a spring and fall session providing children aged 5-13 with a nature based educational experience in partnership with Furnace Falls Farms in Lyndhurst.





Following the pilot project year in 2020, this year in 2021 there were four **StoryWalk**<sup>®</sup> locations in Leeds and the Thousand Islands, Front of Yonge, Rideau Lakes, and Gananoque. There were 4-6 stories at each location throughout the summer encouraging families and children to spend time outside, read, and engage in physical activity.



of StoryWalk<sup>®</sup> survey respondents felt more connected to nature:

*"These forests are beautiful. The scenery & walk/ story posts invited conversation about the plants and natural systems around us, which allowed for further exploration and education for my children." -Survey Respondent*



felt more connected to the community:

*"We think about the people who put the trail in place and the local bookstore where we can find this book and others!" -Survey Respondent*

The annual **Trails Festival** was held in August and featured hikes across the biosphere region. Through corporate sponsorship and private donations we were able to raise over \$1,400 to support the biosphere programs. The event featured three days of hiking and the registrations this year were free for participants.

Through support from Sustainable Eastern Ontario's **Eco-Internship Program**, the Frontenac Arch Biosphere Network was also able to hire three interns for 6-12-month contracts. These interns are working towards developing new programs in the biosphere region and helping to apply for grants and funding to support capacity growth in 2022.

These successes are only made possible through partnerships with organizations and municipalities. We appreciate your contributions and encourage continued support for the core operation of the UNESCO Frontenac Arch Biosphere as your support allows us to continue to bring grants and programs to the region.

We look forward to serving the Frontenac Arch Biosphere Region in 2022.

Sincerely,

Julie Servant, B.Sc.

Executive Director

Frontenac Arch Biosphere Network

## 2021 in Review

- \$143,300 in grants received
- \$111,854 in wage subsidies received
- 22 staff positions
- 19 partnerships
- 2,141 hours of work donated by volunteers

**FABN OPERATING CASH BUDGET  
(CORE)**

<b>REVENUE</b>	<b>NOTES</b>	<b>2022</b>
Revenue	CEBA Loan	\$20,000
Donations		\$2,000
Memberships		\$1,500
Partners - Municipalities		\$15,200
Grants - Government		\$1,600
Grants - Foundations		\$850
Grants - Partners	BIPOC Fellowship (non-discretionary funds that follow Julie Servant)	\$10,000
Fund Raising	online auction	\$1,070
Interest Earned (non-cash item)		\$40
<b>TOTAL REVENUE</b>		<b>\$52,260</b>
<b>EXPENSES</b>		
Staff Costs - total	Executive Director @ 25hrs/week	\$41,132
Total Partner Services	Membership - Ontario Trails Council	\$124
Advertising & Promotions		\$0
Insurance		\$3,446
Telephone		\$204
Internet Service Fees		\$1,628
Software/Licenses		\$312
Office Supplies/Printing		\$37
Postage/Courier		\$377
Travel		\$200
Accounting/Legal		\$1,925
Financial Review		\$3,390
Service Fees-Paypal/Banking/Square		\$51
Interest & Bank Charges	various (ex. Nsf fee)	\$157
<b>TOTAL EXPENSE</b>		<b>\$52,983</b>
<b>NET INCOME</b>		<b>-\$723</b>

**From:** John Atkins

**To:** Ted Lojko

**Subject:** Re: Gananoque Seniors Association Inc. - Request to the Gananoque Town Council.

Dear Mayor and Members of Town of Gananoque Council:

On behalf of the Gananoque Seniors Association Inc. which is composed of members of the community and members from various service organizations within Gananoque we request that the Town of Gananoque consider providing or leasing community space to the Gananoque Seniors Association in 2022, either at the Lou Jeffries Arena or at the Kinsmen Centre (vacant space that was previously used for the DayCare Centre).

Obviously the first few months the Gananoque Seniors Association would be operating virtually and subsequently once the pandemic has subsided the group would use the space for social gatherings, the possibility of various workshops, the possibility of weekly movie nights, as well as, possible cooking classes/nutrition classes etc.

Your consideration would be greatly appreciated

Sincerely,

John Atkins

Chair – Gananoque Seniors Association

[acorncentreblog.com](http://acorncentreblog.com)

343-363-1414



## Council Report – FIN-2022-01

**Date:** January 11, 2022  **IN CAMERA**

**Subject:** 2022 Operating and Capital Budget

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

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### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE READS BY-LAW NO. 2022-001, A FIRST AND SECOND TIME ON TUESDAY, JANUARY 11, 2022, BEING A BY-LAW TO ADOPT THE 2022 OPERATING AND CAPITAL BUDGETS,

AND FURTHER, THAT BY-LAW NO. 2022-001, BE CONSIDERED AND READ A THIRD TIME FOR FINAL PASSAGE ON TUESDAY, FEBRUARY 1, 2022, AS PRESENTED IN REPORT COUNCIL-FIN-2022-01.

### **STRATEGIC PLAN COMMENTS:**

Sector 3 – Financial Sustainability – Strategic Initiative #1 – Ensure Gananoque is and remains an affordable place to do business and raise a family.  
Action A) Maintain a competitive tax rate to attract businesses.  
B) Establish yearly budgetary goals benchmarked at the Consumer Price Index.

### **BACKGROUND:**

At the December 2<sup>nd</sup> and 9<sup>th</sup>, 2021 Budget Meetings, Council reviewed the Draft 2022 Operating and Capital Budgets.

The 2022 draft Municipal Budget included a 2% levy increase in accordance with the Council Motion #21-147.

The 2022 draft Police Services Budget included a 2.9% levy increase.

Council directed that the transfer to capital reserves from the Municipal tax levy be reduced by \$23,600 to offset the Police levy in order to lower the consolidated tax levy increase to 2%.

### **INFORMATION/DISCUSSION:**

The 2022 Draft Municipal Tax Levy, excluding real growth, is \$8,830,829. This includes a 2% levy increase over 2021, or a \$175,154 increase.

Additional funds of \$411,201 will be contributed due to real growth. These are additional units added to the roll for 2022 taxation. The majority of these units are within the Caraco Development on South St. These additional revenues are budgeted to be transferred to the Town reserves.

Due to the Pandemic, MPAC did not undertake a reassessment for the 2022 roll return. As such, properties are assessed at the same value in 2022 as they were in 2021 & 2020, unless there was a change to the property.

This means that the average house assessment in 2020 of \$196,408 will remain the same for 2022. If the 2022 tax ratios remain at the 2020 levels, the average house will see an increase on the municipal share of the property taxes from \$2,608.68 in 2021 to \$2,658.84 in 2022. This is an average increase of \$52.13 or 2%.

The Roll Return was received on December 10<sup>th</sup> and is held at the 2021 & 2020 assessment levels, with the exception of any in year changes, being assessment reductions or supplementary, or new to roll, taxation. The net assessment due to growth is as follows:

- Residential                   \$31,532,100
- Multi-residential           \$65,000
- Commercial                 \$-714,400 (due to a successful appeal)
- Pipeline                      \$24,000

The Ontario Municipal Partnership Fund (OMPF) which is the annual transfer payment from the Province to the Town has been further reduced to \$1,322,000, \$55,000 less than 2021. This accounts for 33% of the 2022 levy increase.

The Federal Gas Tax Grant allotment to the Town is \$327,236 for 2022. The OCIF funding for 2022 is \$740,047. These funds may be used for any capital projects, including Roads, Bridges, Water and Wastewater Projects, as long as they are identified in the Asset Management Plan. In 2021 they will be applied to the Engineering fees for the Arthur St reconstruction project and for the 2022 Road Maintenance or ACPM. \$100,000 of the OCIF funding will be allocated to the water and wastewater shares of the Arthur St. Engineering to provide some funding relief to the system.

The budget for Casino revenues has again been projected at \$600,000, to reflect closures due to the Pandemic. These funds are used for Capital Projects, Economic Development and Community Grants and a Contingency Fund.

The Operating budget includes a contribution to Capital Reserves in the Amount of \$636,710 toward capital projects funded by the tax levy.

The Municipal Grant to the Library was increased by 2% and Museum funding is increasing by 9.3%, which includes 2% on grant and \$5000 or 33% on the artifact oversight funding.

Increases for services and goods were reviewed to reach the 2% target as directed by Council. Many contract renewals are coming in at the 10% level. Certain supplies have increased significantly due to Covid.

During the Budget Meeting, \$5,000 was added to the Museum transfer for the artifact oversight and \$3,000 to the Heritage Committee. These increases were offset by a decrease in the Emergency Services Hydro budget.

Increases were added to the capital budget for purchase of a vehicle for Public Works after discussion of purchasing a hybrid, from \$20,000 to \$30,000, and for the Recreation side-by-side from \$16,000 to \$20,000 for an electric model. To facilitate these vehicles, \$5,000 has been added to the capital budget for a charging station.

Joint Services and other External Budgets were increased by 2% as per Council direction. The Health Unit Levy has since been received at a 2% increase.

9 applications for the 2022 Council Grants program were reviewed by Council. Grants were approved as follows:

- Wheels of Care	\$10,000
- Gananoque Horticultural Society	\$ 2,000
- Girls Inc.	\$ 1,250
- Kingston University Hospitals	\$ 2,500
- Gananoque Curling Club	\$ 4,596
- Chamber of Commerce 2022 Santa Parade	<u>\$ 2,500</u>
<b>Total</b>	<b>\$22,846</b>

The remaining budget for the year is \$2,154.

A revised 2022 BIA budget has not yet been received for Council consideration.

**APPLICABLE POLICY/LEGISLATION:**

*The Ontario Municipal Act.*

**FINANCIAL CONSIDERATIONS:**

2022 Tax Levy, and;  
2022 Tax Supported Operating and Capital Budgets.

**CONSULTATIONS:**

All Department Managers and;  
Chief Administrative Officer (CAO).

**ATTACHMENTS:**

Draft 2022 Operating and Capital Budget By-law No. 2022-001  
MPAC Roll Return Comparison Report



<b>APPROVAL</b>	<p>_____</p> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p>
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**THE CORPORATION OF THE TOWN OF GANANOQUE  
BY-LAW NO. 2022-001**

---

**BEING A BY-LAW TO ADOPT THE 2022 OPERATING AND CAPITAL BUDGETS**

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**WHEREAS** by Section 5 of the *Municipal Act*, 2001, S.O. 2001, c. 25, the powers of a municipal corporation are to be exercised by its Council;

**AND WHEREAS** Subsection 2 of Section 11 of the *Municipal Act*, 2001, S.O. 2001, c. 25, the powers of every Council are to be exercised by By-law;

**AND WHEREAS** the Council of the Town of Gananoque met on December 2<sup>nd</sup> and 9<sup>th</sup> 2021, and prepared a budget including estimates of all sums it requires during the year 2022 for the purposes of the Town pursuant to Section 290 of the *Municipal Act*, 2001, S.O. 2001, c. 25 as amended;

**AND WHEREAS** the Council of the Town of Gananoque received Council Report FIN-2022-001, and concurs with its recommendation to read By-law No. 2022-001, a first and second time on January 11<sup>th</sup>, 2022, being a By-law to adopt the 2022 Operating and Capital Budgets, and that the third and final reading take place on February 1<sup>st</sup>, 2022;

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

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

**1. AUTHORIZATION:**

- 1.1. That the 2022 Operating Fund budget, attached hereto as Schedule 'A', is hereby adopted.
- 1.2. That the 2022 Capital Fund budget, attached hereto as Schedule 'B', is hereby adopted.
- 1.3. That the total 2022 amount to be raised from taxation for Town and Police Services shall be \$9,242,030.

**2. EFFECTIVE DATE:**

- 2.1. This By-law shall come into full force and effect on January 1, 2022.

Read a first and second time this 11<sup>th</sup> day of January 2022.

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

\_\_\_\_\_  
Penny Kelly

(Seal)

Read a third time and finally passed this 1<sup>st</sup> day of February 2022.

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

\_\_\_\_\_  
Penny Kelly, Clerk

(Seal)

Town of Gananoque  
2022 Operating Budget

Bylaw 2022-001 Schedule 'A'

		2020 Budget	2021 Budget	2022 Budget	\$ Change 2021/22	% Change 2021/22
Council	Revenues			0	0	
	Expenditures	132,990	134,765	143,105	8,340	6.19%
	Net Levy	132,990	134,765	143,105	8,340	6.19%
Election	Revenues			-22,000	-22,000	
	Expenditures	9,000	9,000	30,000	21,000	233.33%
	Net Levy	9,000	9,000	8,000	-1,000	-11.11%
Corporate	Revenues	-3,200,500	-2,342,730	-2,273,828	68,902	-2.94%
inc tx to reserves	Expenditures	2,870,130	2,102,258	2,461,077	358,819	17.07%
	Net Levy	-330,370	-240,472	187,249	427,721	-177.87%
Town Hall	Revenues	-141,143	-141,143	-141,143	0	0.00%
	Expenditures	202,158	197,113	198,232	1,119	0.57%
	Net Levy	61,015	55,970	57,089	1,119	2.00%
IT	Revenues				0	
	Expenditures	182,840	185,125	188,825	3,700	2.00%
	Net Levy	182,840	185,125	188,825	3,700	2.00%
Fire	Revenues	-20,000	-20,000	-20,000	0	0.00%
	Expenditures	946,085	904,965	885,184	-19,781	-2.19%
	Net Levy	926,085	884,965	865,184	-19,781	-2.24%
Crossing Guards	Revenues				0	
	Expenditures	30,138	36,830	43,945	7,115	19.32%
	Net Levy	30,138	36,830	43,945	7,115	19.32%
Police	Revenues	-726,900	-711,900	-996,137	-284,237	39.93%
	Expenditures	3,361,486	3,401,169	3,762,790	361,621	10.63%
	Net Levy	2,634,586	2,689,269	2,766,653	77,384	2.88%
Emerg Management	Revenues					
Emergency Services	Expenditures	304,206	303,116	297,116	-6,000	-1.98%
	Net Levy	304,206	303,116	297,116	-6,000	-1.98%
Building Inspection	Revenues	-186,600	-214,100	-160,600	53,500	-24.99%
	Expenditures	196,640	224,155	229,345	5,190	2.32%
	Net Levy	10,040	10,055	68,745	58,690	583.69%
Bylaw Enforcement	Revenues	-3,000	-3,000	-3,000	0	0.00%
	Expenditures	61,900	62,295	68,225	5,930	9.52%
	Net Levy	58,900	59,295	65,225	5,930	10.00%

Town of Gananoque  
2022 Operating Budget

		2020 Budget	2021 Budget	2022 Budget	\$ Change 2021/22	% Change 2021/22
Animal Control	Revenues	-10,750	-11,250	-11,250	0	0.00%
	Expenditures	26,100	24,600	24,850	250	1.02%
	Net Levy	15,350	13,350	13,600	250	1.87%
Parking	Revenues	-100,000	-115,000	-136,000	-21,000	18.26%
	Expenditures	49,570	49,570	58,140	8,570	17.29%
	Net Levy	-50,430	-65,430	-77,860	-12,430	19.00%
Public Works	Revenues	0	0	-42,000	-42,000	
	Expenditures	1,639,315	1,659,800	1,731,051	71,251	4.29%
	Net Levy	1,639,315	1,659,800	1,689,051	29,251	1.76%
Waste Management	Revenues	-270,963	-270,963	-295,618	-24,655	9.10%
	Expenditures	419,900	416,693	450,277	33,584	8.06%
	Net Levy	148,937	145,730	154,659	8,929	6.13%
Planning	Revenues	-30,906	-35,906	-39,406	-3,500	9.75%
	Expenditures	158,470	160,060	170,870	10,810	6.75%
	Net Levy	127,564	124,154	131,464	7,310	5.89%
Ec Deve	Revenues	-170,580	-168,147	-225,660	-57,513	34.20%
	Expenditures	350,865	346,947	401,795	54,848	15.81%
	Net Levy	180,285	178,800	176,135	-2,665	-1.49%
Visitor's Centre	Revenues	-49,837	-34,425	-43,390	-8,965	26.04%
	Expenditures	150,018	153,425	164,770	11,345	7.39%
	Net Levy	100,181	119,000	121,380	2,380	2.00%
Rec Admin	Revenues	-500	-500	-500	0	0.00%
	Expenditures	29,906	31,110	36,566	5,456	17.54%
	Net Levy	29,406	30,610	36,066	5,456	17.82%
Parks and Programs	Revenues	-3,378	-3,378	-3,378	0	0.00%
	Expenditures	358,271	355,850	357,153	1,303	0.37%
	Net Levy	354,893	352,472	353,775	1,303	0.37%
Arena	Revenues	-371,695	-398,465	-415,010	-16,545	4.15%
	Expenditures	518,144	571,279	591,090	19,811	3.47%
	Net Levy	146,449	172,814	176,080	3,266	1.89%
Special Events	Revenues	-15,000	-15,000	-15,000	0	0.00%
	Expenditures	49,520	49,520	49,520	0	0.00%
	Net Levy	34,520	34,520	34,520	0	0.00%

Town of Gananoque  
2022 Operating Budget

		2020 Budget	2021 Budget	2022 Budget	\$ Change 2021/22	% Change 2021/22
Marina	Revenues	-871,157	-914,185	-989,850	-75,665	8.28%
	Expenditures	695,259	736,705	808,821	72,116	9.79%
	Net Levy	-175,898	-177,480	-181,029	-3,549	2.00%
External Agencies	Revenues	-55,399	-45,399	-46,004	-605	1.33%
	Expenditures	1,077,109	1,087,167	1,109,695	22,528	2.07%
	Net Levy	1,021,710	1,041,768	1,063,691	21,923	2.10%
Grants	Revenues	-96,000	-69,000	-51,000	18,000	-26.09%
	Expenditures	483,808	459,950	452,047	-7,903	-1.72%
	Net Levy	387,808	390,950	401,047	10,097	2.58%
Properties *excludes ext txs	Revenues	-69,704	-85,480	-71,635	13,845	-16.20%
	Expenditures	469,170	450,335	406,408	-43,927	-9.75%
	Net Levy	399,466	364,855	334,773	-30,082	-8.24%
<b>Tax Total Only</b>						
<b>Total Expenditures</b>		<b>\$ 19,082,659</b>	<b>\$ 18,791,796</b>	<b>\$ 14,823,781</b>	<b>\$ (290,863)</b>	<b>-1.5%</b>
<b>Total Revenue</b>		<b>-\$ 10,962,104</b>	<b>-\$ 10,541,666</b>	<b>-\$ 6,573,651</b>	<b>\$ 420,438</b>	<b>-3.8%</b>
<b>Net Tax Levy</b>		<b>\$ 8,120,555</b>	<b>\$ 8,655,676</b>	<b>\$ 8,830,830</b>	<b>\$ 175,154</b>	<b>2.0%</b>
<b>Tax Levy Including Real Growth</b>				<b>\$ 9,242,030</b>		
Payments in Lieu of T	\$ (251,832)					
Supplemental Taxes	\$ (25,000)					
Tax Write Offs	\$ 57,500					
Encubered Taxes	334,058					
Library	Revenues	-17,300	-15,050	-15,050	2,250	-13.0%
	Expenditures	220,363	220,650	224,762	287	0.1%
	Net Levy	203,063	205,600	209,712	4,112	2.00%

**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 2-?-?????-???? To 2-?-?????-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	2					
CLASS	4			REVENUE		
CATEGORY	2502			Corporate Services		
2-4-02502-5901				TRANSFER FROM RESERVES	0.00	-120,000
				<b>Category Total</b>	<b>0.00</b>	<b>-120,000</b>
CATEGORY	4111			Pumper 4		
2-4-04111-5901				Transfer from Reserves	0.00	-36,000
				<b>Category Total</b>	<b>0.00</b>	<b>-36,000</b>
CATEGORY	4200			Police		
2-4-04200-5901				TRANSFER FROM RESERVES	0.00	-60,000
				<b>Category Total</b>	<b>0.00</b>	<b>-60,000</b>
CATEGORY	4400			Building / Bylaw / GIS		
2-4-04400-4034				Grant	0.00	-20,250
				<b>Category Total</b>	<b>0.00</b>	<b>-20,250</b>
CATEGORY	4410			Parking		
2-4-04410-5901				Transfer from Reserves	0.00	-15,000
				<b>Category Total</b>	<b>0.00</b>	<b>-15,000</b>
CATEGORY	4450			Community Safety Plan		
2-4-04450-5901				Transfer from Reserves	0.00	-41,959
				<b>Category Total</b>	<b>0.00</b>	<b>-41,959</b>
CATEGORY	6003			Public Works		
2-4-06003-5901				TRANSFER FROM RESERVES	0.00	-592,816
				<b>Category Total</b>	<b>0.00</b>	<b>-592,816</b>
CATEGORY	6100			Roads		
2-4-06100-4043				Gas Tax Revenue	0.00	-327,237
				<b>Category Total</b>	<b>0.00</b>	<b>-327,237</b>
CATEGORY	6112			Roads		
2-4-06112-4029				OCIF Grant	0.00	-640,047
				<b>Category Total</b>	<b>0.00</b>	<b>-640,047</b>
CATEGORY	8101			Wastewater		
2-4-08101-5903				TRANSFER FROM RESERVE FUN	0.00	-2,186,260
				<b>Category Total</b>	<b>0.00</b>	<b>-2,186,260</b>
CATEGORY	8142			Maple & Osbourne		
2-4-08142-4024				OCIF	0.00	-50,000
				<b>Category Total</b>	<b>0.00</b>	<b>-50,000</b>
CATEGORY	8302			Water		
2-4-08302-5903				TRANSFER FROM RESERVE FUN	0.00	-865,555

**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 2-?-?????-???? To 2-?-?????-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	2					
CLASS	4			REVENUE		
CATEGORY	8302			Water		
				<b>Category Total</b>	<b>0.00</b>	<b>-865,555</b>
CATEGORY	8342			Maple & Osbourne		
2-4-08342-4029				OCIF Grant	0.00	-50,000
				<b>Category Total</b>	<b>0.00</b>	<b>-50,000</b>
CATEGORY	16101			Recreation		
2-4-16101-5901				Transfer from Reserves	0.00	-125,300
				<b>Category Total</b>	<b>0.00</b>	<b>-125,300</b>
CATEGORY	16313			Recreation - Software		
2-4-16313-4034				Grant	0.00	-10,500
				<b>Category Total</b>	<b>0.00</b>	<b>-10,500</b>
CATEGORY	16341			Arena		
2-4-16341-5901				Transfer from Reserves	0.00	-154,000
				<b>Category Total</b>	<b>0.00</b>	<b>-154,000</b>
CATEGORY	16700			Marina Revenue		
2-4-16700-5901				Transfer from Reserves	0.00	-146,300
				<b>Category Total</b>	<b>0.00</b>	<b>-146,300</b>
CATEGORY	17500			Visitor Center		
2-4-17500-5901				Transfer from Reserves	0.00	-13,860
				<b>Category Total</b>	<b>0.00</b>	<b>-13,860</b>
CATEGORY	18100			Planning		
2-4-18100-5901				Transfer from Reserves	0.00	-43,642
				<b>Category Total</b>	<b>0.00</b>	<b>-43,642</b>
CATEGORY	18600			Economic Development		
2-4-18600-5901				TRANSFER FROM RESERVES	0.00	-47,500
				<b>Category Total</b>	<b>0.00</b>	<b>-47,500</b>
CATEGORY	19001			Property		
2-4-19001-5901				TRANSFER FROM RESERVES	0.00	-65,000
				<b>Category Total</b>	<b>0.00</b>	<b>-65,000</b>
				<b>REVENUE Total</b>	<b>0.00</b>	<b>-5,611,226</b>
CLASS	5			EXPENDITURE		
CATEGORY	2514			Asset Management Plan		
2-5-02514-5400				Contracted Services	0.00	120,000
				<b>Category Total</b>	<b>0.00</b>	<b>120,000</b>

**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 2-?-?????-???? To 2-?-?????-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	2					
CLASS	5			EXPENDITURE		
CATEGORY	4201			Police - Replacement Vehicle		
CATEGORY	4201			Police - Replacement Vehicle		
2-5-04201-5314				VEHICLE REPLACEMENT	0.00	35,000
				<b>Category Total</b>	<b>0.00</b>	<b>35,000</b>
CATEGORY	4203			Police - Computer Purchases		
2-5-04203-5415				EQUIPMENT	0.00	5,000
				<b>Category Total</b>	<b>0.00</b>	<b>5,000</b>
CATEGORY	4211			Tasers		
2-5-04211-5318				Materials & Supplies	0.00	15,000
				<b>Category Total</b>	<b>0.00</b>	<b>15,000</b>
CATEGORY	4212			Speed Detectors		
2-5-04212-5318				Materials & Supplies	0.00	5,000
				<b>Category Total</b>	<b>0.00</b>	<b>5,000</b>
CATEGORY	4400			Building / BYlaw / GIS Software		
2-5-04400-5318				Materials & Supplies	0.00	35,250
				<b>Category Total</b>	<b>0.00</b>	<b>35,250</b>
CATEGORY	4450			Community Safety Plan		
2-5-04450-5318				Materials & Supplies	0.00	41,959
				<b>Category Total</b>	<b>0.00</b>	<b>41,959</b>
CATEGORY	4502			ES Building HVAC		
2-5-04502-5400				Contracted Services	0.00	36,000
				<b>Category Total</b>	<b>0.00</b>	<b>36,000</b>
CATEGORY	6007			Roads Needs Study		
2-5-06007-5400				Contracted Services	0.00	30,000
				<b>Category Total</b>	<b>0.00</b>	<b>30,000</b>
CATEGORY	6008			Electric Vehicle Charging Stn		
2-5-06008-5400				Contracted Services	0.00	5,000
				<b>Category Total</b>	<b>0.00</b>	<b>5,000</b>
CATEGORY	6103			PW - Asphalt Paving Program		
2-5-06103-5400				PW - Asphalt Paving -Contracted Se	0.00	1,008,000
				<b>Category Total</b>	<b>0.00</b>	<b>1,008,000</b>
CATEGORY	6111			Blacksnapper Bridge		
2-5-06111-5400				Contracted Services	0.00	47,100
				<b>Category Total</b>	<b>0.00</b>	<b>47,100</b>
CATEGORY	6121			Replacement Pickup Truck		



**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 2-?-?????-???? To 2-?-?????-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	2					
CLASS	5			EXPENDITURE		
CATEGORY	6121			Replacement Pickup Truck		
2-5-06121-5314				Replacement Truck	0.00	40,000
				<b>Category Total</b>	<b>0.00</b>	<b>40,000</b>
CATEGORY	6122			PW - Vehicle Replacement		
2-5-06122-5314				PW - Veh Replacement 95 Chev Pic	0.00	30,000
				<b>Category Total</b>	<b>0.00</b>	<b>30,000</b>
CATEGORY	6124			Dump / Plow Truck		
2-5-06124-5314				REPLACEMENT OF '06 CHEV COL	0.00	280,000
				<b>Category Total</b>	<b>0.00</b>	<b>280,000</b>
CATEGORY	6144			Arthur St		
2-5-06144-5400				Contracted Services	0.00	120,000
				<b>Category Total</b>	<b>0.00</b>	<b>120,000</b>
CATEGORY	8103			Sewer - Lagoon Upgrades		
2-5-08103-5400				Contracted Services	0.00	137,135
				<b>Category Total</b>	<b>0.00</b>	<b>137,135</b>
CATEGORY	8105			Sewer - Lagoon Cleaning		
2-5-08105-5400				Sewage Lagoon Cleaning	0.00	908,000
				<b>Category Total</b>	<b>0.00</b>	<b>908,000</b>
CATEGORY	8106			Service Lateral / Manhole		
2-5-08106-5400				CONTRACTED SERVICES	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
CATEGORY	8122			Lagoon Cell 1		
2-5-08122-5400				Contracted Services	0.00	103,000
				<b>Category Total</b>	<b>0.00</b>	<b>103,000</b>
CATEGORY	8123			Lagoon Diversion Chamber		
2-5-08123-5400				Contracted Services	0.00	115,000
				<b>Category Total</b>	<b>0.00</b>	<b>115,000</b>
CATEGORY	8124			Lagoon Road		
2-5-08124-5400				Contracted Services	0.00	125,000
				<b>Category Total</b>	<b>0.00</b>	<b>125,000</b>
CATEGORY	8130			EAST END PUMPING Building		
2-5-08130-5400				Contracted Services	0.00	400,000
				<b>Category Total</b>	<b>0.00</b>	<b>400,000</b>
CATEGORY	8132			East End Pumping Station Pump 2		
2-5-08132-5400				Contracted Services	0.00	42,770

**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 2-?-?????-???? To 2-?-?????-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	2					
CLASS	5			EXPENDITURE		
CATEGORY	8132			East End Pumping Station Pump 2		
				<b>Category Total</b>	<b>0.00</b>	<b>42,770</b>
CATEGORY	8133			East End Pumping Stn Spare Pump		
2-5-08133-5400				Contracted Services	0.00	44,635
				<b>Category Total</b>	<b>0.00</b>	<b>44,635</b>
CATEGORY	8134			East End Pumping Stn Alum Tank		
2-5-08134-5400				Contracted Services	0.00	75,000
				<b>Category Total</b>	<b>0.00</b>	<b>75,000</b>
CATEGORY	8144			Arthur St		
2-5-08144-5400				Contracted Services	0.00	50,000
				<b>Category Total</b>	<b>0.00</b>	<b>50,000</b>
CATEGORY	8146			Stone Street Pumping Station		
2-5-08146-5400				Contracted Services	0.00	50,000
				<b>Category Total</b>	<b>0.00</b>	<b>50,000</b>
CATEGORY	8147			Force Main Upgrades		
2-5-08147-5400				Contracted Services	0.00	120,720
				<b>Category Total</b>	<b>0.00</b>	<b>120,720</b>
CATEGORY	8210			Pump Stn 2		
2-5-08210-5400				Contracted Services	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
CATEGORY	8230			Pump Station 3		
2-5-08230-5400				Contracted Services	0.00	15,000
				<b>Category Total</b>	<b>0.00</b>	<b>15,000</b>
CATEGORY	8301			WTP Filter Air Scour Actuators		
2-5-08301-5400				CONTRACTED SERVICES	0.00	17,500
				<b>Category Total</b>	<b>0.00</b>	<b>17,500</b>
CATEGORY	8315			Hydrant Replacement		
2-5-08315-5400				Contracted Costs	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
CATEGORY	8316			Water Tower Communications		
2-5-08316-5400				Contracted Services	0.00	50,000
				<b>Category Total</b>	<b>0.00</b>	<b>50,000</b>
CATEGORY	8317			Water - Corrosion Control		
2-5-08317-5400				Contracted Services	0.00	25,000

**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 2-?-?????-???? To 2-?-?????-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	2					
CLASS	5			EXPENDITURE		
CATEGORY	8317			Water - Corrosion Control		
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
CATEGORY	8320			WTP Electrical Upgrade		
2-5-08320-5400				CONTRACTED SERVICES	0.00	50,000
				<b>Category Total</b>	<b>0.00</b>	<b>50,000</b>
CATEGORY	8322			Curb Stop Repair / Replacements		
2-5-08322-5400				Contracted Services	0.00	36,840
				<b>Category Total</b>	<b>0.00</b>	<b>36,840</b>
CATEGORY	8326			WTP Process Treatment Upgrades		
2-5-08326-5318				Materials and supplies	0.00	10,000
				<b>Category Total</b>	<b>0.00</b>	<b>10,000</b>
CATEGORY	8328			Leak Detection / Water Audit Program		
2-5-08328-5400				Contracted Services	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
CATEGORY	8344			Arthur St		
2-5-08344-5400				Contracted Services	0.00	50,000
				<b>Category Total</b>	<b>0.00</b>	<b>50,000</b>
CATEGORY	8350			Meter Replacement Program		
2-5-08350-5400				Contracted Services	0.00	225,000
				<b>Category Total</b>	<b>0.00</b>	<b>225,000</b>
CATEGORY	8360			Tools		
2-5-08360-5318				Materials & Supplies	0.00	5,000
				<b>Category Total</b>	<b>0.00</b>	<b>5,000</b>
CATEGORY	8377			High Lift Pump 2		
2-5-08377-5400				Contracted Services	0.00	29,215
				<b>Category Total</b>	<b>0.00</b>	<b>29,215</b>
CATEGORY	8381			High Lift Pump 4		
2-5-08381-5400				Contracted Services	0.00	105,000
				<b>Category Total</b>	<b>0.00</b>	<b>105,000</b>
CATEGORY	8382			VDF 4 & 5		
2-5-08382-5400				Contracted Services	0.00	220,000
				<b>Category Total</b>	<b>0.00</b>	<b>220,000</b>
CATEGORY	8383			WTP Discharge Pressure Transducer		
2-5-08383-5400				Contracted Services	0.00	20,000

**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 2-?-?????-???? To 2-?-?????-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	2					
CLASS	5			EXPENDITURE		
CATEGORY	8383			WTP Discharge Pressure Transducer		
				<b>Category Total</b>	<b>0.00</b>	<b>20,000</b>
CATEGORY	8384			Distribution Hydraulic Modeling		
2-5-08384-5400				Contracted Services	0.00	10,000
				<b>Category Total</b>	<b>0.00</b>	<b>10,000</b>
CATEGORY	8410			Equipment		
2-5-08410-5318				Materials & Supplies	0.00	4,500
				<b>Category Total</b>	<b>0.00</b>	<b>4,500</b>
CATEGORY	8420			Chemical Storage Tanks		
2-5-08420-5400				Contracted Services	0.00	7,500
				<b>Category Total</b>	<b>0.00</b>	<b>7,500</b>
CATEGORY	16105			Lions Boat Launch		
2-5-16105-5400				Contracted Services	0.00	8,000
				<b>Category Total</b>	<b>0.00</b>	<b>8,000</b>
CATEGORY	16301			Arena Structural Maint - Backflow		
2-5-16301-5400				Contracted Services	0.00	12,000
				<b>Category Total</b>	<b>0.00</b>	<b>12,000</b>
CATEGORY	16302			Arena Fire Panel		
2-5-16302-5400				CONTRACTED SERVICES	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
CATEGORY	16308			Arena Mechanical Replacements		
2-5-16308-5400				Contracted Services	0.00	20,000
				<b>Category Total</b>	<b>0.00</b>	<b>20,000</b>
CATEGORY	16313			Recreation - Software		
2-5-16313-5400				Contracted Services	0.00	14,000
				<b>Category Total</b>	<b>0.00</b>	<b>14,000</b>
CATEGORY	16314			Recreation - Park Confederation		
2-5-16314-5400				Contracted Services	0.00	20,000
				<b>Category Total</b>	<b>0.00</b>	<b>20,000</b>
CATEGORY	16317			Recreation New Mule		
2-5-16317-5317				EQUIPMENT REPAIRS & MAINTEN	0.00	20,000
				<b>Category Total</b>	<b>0.00</b>	<b>20,000</b>
CATEGORY	16319			Recreation - Benches/Tables		
2-5-16319-5318				Materials & Supplies	0.00	6,800

**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 2-?-?????-???? To 2-?-?????-????  
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Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	2					
CLASS	5			EXPENDITURE		
CATEGORY	16319			Recreation - Benches/Tables		
				<b>Category Total</b>	<b>0.00</b>	<b>6,800</b>
CATEGORY	16320			Trees		
2-5-16320-5400				Contracted Services	0.00	40,000
				<b>Category Total</b>	<b>0.00</b>	<b>40,000</b>
CATEGORY	16324			Arena Sidewalk		
2-5-16324-5400				Contracted Services	0.00	12,000
				<b>Category Total</b>	<b>0.00</b>	<b>12,000</b>
CATEGORY	16334			Skatepark		
2-5-16334-5400				Contracted Services	0.00	10,000
				<b>Category Total</b>	<b>0.00</b>	<b>10,000</b>
CATEGORY	16336			400 Stone St N		
2-5-16336-5400				Contracted Services	0.00	5,000
				<b>Category Total</b>	<b>0.00</b>	<b>5,000</b>
CATEGORY	16342			Arena Sound System		
2-5-16342-5318				Materials & Supplies	0.00	20,000
				<b>Category Total</b>	<b>0.00</b>	<b>20,000</b>
CATEGORY	16350			Arena Ammonia Alarm		
2-5-16350-5400				Contracted Services	0.00	5,000
				<b>Category Total</b>	<b>0.00</b>	<b>5,000</b>
CATEGORY	16351			Arena Zamboni Room Exhaust Fan		
2-5-16351-5400				Contracted Services	0.00	5,000
				<b>Category Total</b>	<b>0.00</b>	<b>5,000</b>
CATEGORY	16352			Arena Roof		
2-5-16352-5400				Contracted Services	0.00	12,000
				<b>Category Total</b>	<b>0.00</b>	<b>12,000</b>
CATEGORY	16354			Arena Steel Beam Maintenance		
2-5-16354-5400				Contracted Services	0.00	30,000
				<b>Category Total</b>	<b>0.00</b>	<b>30,000</b>
CATEGORY	16355			Arena Score Clock		
2-5-16355-5400				Contracted Services	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
CATEGORY	16410			Pumpout		
2-5-16410-5400				Contracted Services	0.00	41,300

**TOWN OF GANANOQUE**  
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FUND	2					
CLASS	5			EXPENDITURE		
CATEGORY	16410			Pumpout		
				<b>Category Total</b>	<b>0.00</b>	<b>41,300</b>
CATEGORY	16413			Marina Waste Enclosure		
2-5-16413-5400				Contracted Services	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
CATEGORY	16700			Marina		
2-5-16700-5400				Dock Renewal	0.00	80,000
				<b>Category Total</b>	<b>0.00</b>	<b>80,000</b>
CATEGORY	17501			Visitor Center Website		
2-5-17501-5400				Contracted Services	0.00	13,860
				<b>Category Total</b>	<b>0.00</b>	<b>13,860</b>
CATEGORY	18100			Planning - Official Plan		
2-5-18100-5403				Architect, Engineering, Consulting	0.00	18,642
				<b>Category Total</b>	<b>0.00</b>	<b>18,642</b>
CATEGORY	18102			Planning - Development Permit Bylaw		
2-5-18102-5403				CIT Arch/Eng/Consulting/Design	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
CATEGORY	18604			Lighting		
2-5-18604-5318				Materials & Supplies	0.00	40,000
				<b>Category Total</b>	<b>0.00</b>	<b>40,000</b>
CATEGORY	18607			Ec Dev Events		
2-5-18607-5400				Contracted Services	0.00	7,500
				<b>Category Total</b>	<b>0.00</b>	<b>7,500</b>
CATEGORY	19005			Property - Pumphouse		
2-5-19005-5400				CONTRACTED SERVICES	0.00	40,000
				<b>Category Total</b>	<b>0.00</b>	<b>40,000</b>
CATEGORY	19040			Visitor Center Shelter		
2-5-19040-5400				Contracted Services	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
				<b>EXPENDITURE Total</b>	<b>0.00</b>	<b>5,611,226</b>
				<b>CAPITAL FUND Total</b>	<b>0.00</b>	<b>0</b>
				<b>REPORT TOTAL</b>	<b>0.00</b>	<b>0</b>



**GANANOQUE**  
Council Report – FIN-2022-02

**Date:** January 11, 2022  **IN CAMERA**

**Subject:** 2022 Water and Wastewater Operating and Capital Budget

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

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE READS BY-LAW NO. 2022-002, A FIRST AND SECOND TIME ON JANUARY 11, 2022, BEING A BY-LAW TO ADOPT THE 2022 WATER AND WASTEWATER RATES, OPERATING AND CAPITAL BUDGETS,

AND FURTHER, THAT BY-LAW NO. 2022-002, BE CONSIDERED AND READ A THIRD TIME FOR FINAL PASSAGE ON FEBRUARY 1, 2022, AS PRESENTED IN REPORT COUNCIL-FIN-2022-02.

**STRATEGIC PLAN COMMENTS:**

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

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

**BACKGROUND:**

The 2019 capital budget approved a Water / Wastewater Rate Study.

At the August 11, 2020 Council meeting, Council was presented the DFA Draft 2020 Water Rate Study. Council voted to defer accepting the study, and requested that the rates be redrafted to facilitate that the 5/8” residential water meters increase at an equal rate, which equated to 7%, over the 5-year period of 2021-2025.

At the September 1, 2020 Council meeting, Council passed Motion #20-186, that Council receives and adopts in principle the 2020 Water Rate Study. Council also passed Motion #20-187, that Council approves the 2021-2026 Water Wastewater Financial Plan 156-301 for submission to the Province of Ontario for Water license renewal 2021.

The rate study included a shortfall over the 6 years of \$600,000 in capital funding. These funds are anticipated to come from grants, loans project cuts or additional draws from reserves.

The Town of Gananoque successfully applied to the Province to renew the license to provide Municipal drinking water in 2021.

## **INFORMATION/DISCUSSION:**

The 2022 water and wastewater operating and capital budgets are drafted in accordance with the 2020 rate study figures, as adopted in principle by Council Motion #20-186.

The 2022 operating budget is a 0% net increase over the 2021 operating budget. The Water Rate Study had provided for a 2% increase in operations, but the loss of connection fee revenues and reduced interest on the reserves impacted the revenue budget by \$42,840.

The water system faces all of the same budgetary pressures that the other Municipal departments face, such as; collective agreements, increases in contracted services, increases in Insurance and especially in lab fees and chemical costs due to changes in legislative requirements.

Staff are concerned that reduced consumption, due to the many business closures of Covid-19, may result in a shortfall in 2022 Operating Revenues. Hopefully the increased consumption from the new condo projects will make up the lost revenues.

As per Council direction in Motion #20-079, beginning in 2021, operating budgets are funded through consumption charges only. This is in an effort to simplify the billing process and make it more user friendly.

As per Council direction in Motion #20-080, beginning in 2021, capital user fees are based on meter sizes instead of consumption levels. The 5-year phase in of the meter ratios to AWWA specifications began will in 2021.

Staff are introducing a bulk water rate for 2022. There have been requests for bulk water during the construction on the 401 and staff are proposing that that "out of Town" rate be applied to bulk water, which is double the resident rate.

Staff have made wording changes to the by-law to identify the occupancy charges. When the charge was introduced several years ago, it was charged to each new account of offset the administrative costs of setting up a new account and the final meter reads on the closing account. At some point through staffing changes, the practise became that the fee was charged only at the time of a new build occupancy permit. Charging the fee for each new account is in line with the fee charged for the sale of a property on the tax account for a tax certificate.

Staff are also recommending the change from late fees to penalty, also in line with the tax accounts. Currently a 5% late fee is added to past due bills on the day after the due date. The proposed by-law has been altered to reflect a monthly interest of 1.25% on past due accounts.

Attached are the draft 2022 Water and Wastewater Operating and Capital Budgets.

Attached are the projected average 2022 residential bill, based on the average 2019 consumption, as well as the average 2021 commercial bills for the larger meters.



**APPLICABLE POLICY/LEGISLATION:**

*Bill 175 Sustainable Water and Sewage Act, 2002*

2021 Town of Gananoque Water License Renewal 5 Year Financial Plan 156-301

**FINANCIAL CONSIDERATIONS:**

2022 Water and Wastewater Rates, and;

2022 Water and Wastewater Operating and Capital Budgets.

**CONSULTATIONS:**

Don Richards, Superintendent of Public Utilities

David Armstrong, Manager of Public Works

**ATTACHMENTS:**

Draft 2022 Water / Wastewater Budget and Rates By-law No. 2022-002

Schedule A – 2022 Water & Wastewater Rates

Schedule B - Draft 2022 Operating Budget

Schedule C - Draft 2022 Capital Budget

Average Residential Water Bill

Average Commercial Utility Bill

<b>APPROVAL</b>	<p>_____</p> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p>
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**CORPORATION OF THE TOWN OF GANANOQUE  
BY-LAW NO. 2022-002**

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**A BY-LAW TO ADOPT THE 2022 WATER AND WASTEWATER OPERATING  
AND CAPITAL BUDGET AND ESTABLISH FEES AND RATES FOR WATER  
AND WASTEWATER SERVICES PROVIDED BY THE MUNICIPALITY**

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**WHEREAS** pursuant to Section 391(1) of the *Municipal Act*, 2001, a municipality may impose fees and charges on any class of persons for services or activities provided or done by or on behalf of it;

**AND WHEREAS** Section 398 of the *Municipal Act*, 2001 allows the municipality to add unpaid fees and charges to the collector's roll for the property and collect in the same manner as taxes;

**AND WHEREAS** pursuant to Bill 175, the *Sustainable Water and Sewage Systems Act*, 2002, each municipality must provide full cost recovery financial plans to pay the full cost of providing water services or waste water services to the Minister for approval;

**AND WHEREAS** Council reviewed Council Report-FIN-2022-02, and concurs with the staff recommendation to adopt the 2022 Water and Wastewater Operating and Capital Budget and, establish fees and rates for Water and Wastewater Services provided by the municipality.

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

1. That the Water/ Wastewater Operating Budget attached hereto as Schedule 'B' and Water/Wastewater Capital Budget attached hereto as Schedule 'C' and forming part of this By-law is hereby adopted.
2. That quarterly billing Water and Wastewater Rates as set out in Schedule 'A', attached hereto and forming part of this By-law are hereby established.
3. That Other Charges and Fees shall be established as:

Occupancy Charges for Each New Account	\$50.00
Collection Charge for Each Transfer to Taxes	\$50.00
Late payment charges	1.25% per month
Turning water off/on for summer services	\$150/meter
Turning water off/on for non-payment	\$150
Cost of Plumber or Other Contractor	100%
Registered Mail Fees for Collection Notices	100%

Services connected to the municipal water system but not connected to the municipal sewer system, commonly referred to as 'Water Only Accounts', shall be charged the Water Capital Fee plus the Water Rate per Cubic Meter charge times the water consumption.

4. That the fees established by this By-law shall come into full force and effect on January 1<sup>st</sup>, 2022.
5. That any By-law or Motion inconsistent with this By-law is hereby amended.

Read a first and second time this 11<sup>th</sup> day of January, 2022.

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

\_\_\_\_\_  
Penny Kelly, Clerk

(Seal)

Read a third time and finally passed this 1<sup>st</sup> day of February, 2022.

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

\_\_\_\_\_  
Penny Kelly, Clerk

(Seal)

DRAFT

**Water Rates:****2022**

## Fixed Capital Charge by Metre Size:

**Annual****Quarterly**

5/8 inch	\$ 461.95	\$ 115.49
3/4 inch	\$ 582.06	\$ 145.52
1 inch	\$ 905.43	\$ 226.36
1 1/2 inch	\$ 1,699.98	\$ 425.00
2 inch	\$ 2,753.23	\$ 688.31
3 inch	\$ 2,993.45	\$ 748.36
4 inch	\$ 8,278.18	\$ 2,069.55
rural 5/8 inch	\$ 1,154.88	\$ 288.72
additonal unmetred units on 5/8 or 3/4 services	\$ 461.95	\$ 115.49
outside area consumer charge	\$ 1,154.88	\$ 288.72

Water Consumption per Cubic Metre

1.98

Bulk Water Sales

3.96

**Wastewater Rates:****2022**

## Fixed Capital Charge by Metre Size:

**Annual****Quarterly**

5/8 inch	\$ 518.49	\$ 129.62
3/4 inch	\$ 653.30	\$ 163.33
1 inch	\$ 1,016.24	\$ 254.06
1 1/2 inch	\$ 1,908.04	\$ 477.01
2 inch	\$ 3,090.19	\$ 772.55
3 inch	\$ 3,359.80	\$ 839.95
4 inch	\$ 9,291.31	\$ 2,322.83
rural 5/8 inches	\$ 1,296.22	\$ 324.06
additonal unmetred units on 5/8 or 3/4 services	\$ 518.49	\$ 129.62
outside area consumer charge	\$ 1,296.22	\$ 324.06

Wastewater Consumption per Cubic Metre

1.64

**Sprinkler Charges - Fixed Quarterly Charge****Quarterly**

2" Unmetred Sprinkler	\$ 95.64
4" Unmetred Sprinkler	\$ 228.51
6" Unmetred Sprinkler	\$ 366.66
8" Unmetred Sprinkler	\$ 499.47
Rural Hydrant Charge	\$ 845.38

**Hydrant Charge****Annual**

Annual User Fee to the Fire Department	\$ 33,135
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**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 1-4-081??-???? To 1-5-082??-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	8100			SANITARY SEWER		
1-4-08100-4081				Wastewater Reserve Interest	0.00	-40,400
1-4-08100-4098				WORK RECOVERABLE REVENUE	0.00	-1,020
<b>Category Total</b>					<b>0.00</b>	<b>-41,420</b>
CATEGORY	8140			User Fees - Sanitary Sewer		
1-4-08140-4119				Wastewater Consumption Fees	-124.30	-747,530
1-4-08140-4935				CONNECTION FEES	0.00	-7,190
1-4-08140-4936				Occupancy Charge	0.00	-5,000
1-4-08140-4980				Wastewater Penalty	0.00	-11,400
1-4-08140-4982				Capital Replacement	-135.41	-1,426,010
<b>Category Total</b>					<b>-259.71</b>	<b>-2,197,130</b>
<b>REVENUE Total</b>					<b>-259.71</b>	<b>-2,238,550</b>
CLASS	5			EXPENDITURE		
CATEGORY	8100			Wastewater Treatment Non Union Wages		
1-5-08100-5101				FT SALARIES	0.00	75,345
1-5-08100-5115				EHT - EMPLOYER PORTION	0.00	1,705
1-5-08100-5116				SOURCE DEDUCTIONS	0.00	4,420
1-5-08100-5118				WSIB	0.00	3,720
1-5-08100-5119				MANULIFE BENEFITS	0.00	6,165
1-5-08100-5121				OMERS	0.00	9,030
<b>Category Total</b>					<b>0.00</b>	<b>100,385</b>
CATEGORY	8110			Wastewater Treatment Union Wages		
1-5-08110-5101				FT Wages	0.00	95,820
1-5-08110-5103				OT Wages	0.00	10,850
1-5-08110-5105				Standby	0.00	8,068
1-5-08110-5115				EHT	0.00	2,621
1-5-08110-5116				Source Deductions	0.00	5,909
1-5-08110-5117				Other Benefits	0.00	500
1-5-08110-5118				WSIB	0.00	3,961
1-5-08110-5119				Manulife	0.00	9,300
1-5-08110-5121				OMERS	0.00	9,526
<b>Category Total</b>					<b>0.00</b>	<b>146,555</b>
CATEGORY	8120			HR Management		
1-5-08120-5112				Uniforms	0.00	2,000
1-5-08120-5302				Memberships	0.00	900
1-5-08120-5303				Training of Staff	0.00	5,000
<b>Category Total</b>					<b>0.00</b>	<b>7,900</b>
CATEGORY	8130			Office Expenses		
1-5-08130-5301				Ads, Subscriptions & Memberships	0.00	680

**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 1-4-081??-???? To 1-5-082??-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	8130			Office Expenses		
1-5-08130-5306				Postage / Courier	0.00	5,000
1-5-08130-5310				Computers	0.00	2,000
1-5-08130-5318				Materials & Supplies	0.00	500
1-5-08130-5327				Cellular & Pagers	0.00	1,430
1-5-08130-5400				Contracted Services	0.00	8,500
1-5-08130-5401				Audit Services	0.00	2,000
1-5-08130-5405				Insurance	0.00	18,900
1-5-08130-5409				IT	0.00	2,285
<b>Category Total</b>					<b>0.00</b>	<b>41,295</b>
CATEGORY	8140			Facility Maintenance		
1-5-08140-2530				Diesel Fuel	0.00	2,000
1-5-08140-5317				Repairs & Maintenance	0.00	500
1-5-08140-5318				Materials & Supplies	0.00	300
1-5-08140-5325				Lab Analysis	0.00	6,600
1-5-08140-5326				Treatment Chemicals	0.00	65,000
1-5-08140-5331				Hydro	0.00	26,000
1-5-08140-5400				Contracted Services	0.00	5,500
1-5-08140-5501				Property Taxes	0.00	20,000
<b>Category Total</b>					<b>0.00</b>	<b>125,900</b>
CATEGORY	8170			Machine & Equipment Maintenance		
1-5-08170-5317				Repairs & Maintenance	0.00	3,500
1-5-08170-5318				Materials & Supplies	0.00	3,000
1-5-08170-5319				Small Equipment	0.00	500
1-5-08170-5400				Contracted Services	0.00	4,000
<b>Category Total</b>					<b>0.00</b>	<b>11,000</b>
CATEGORY	8180			Fleet Maintenance		
1-5-08180-5321				Operating Expenses	0.00	10,810
1-5-08180-5322				Repairs & Maintenance	0.00	4,500
<b>Category Total</b>					<b>0.00</b>	<b>15,310</b>
CATEGORY	8190			Long Term Debt		
1-5-08190-5800				Principal	0.00	26,702
1-5-08190-5850				Inerest	0.00	19,553
<b>Category Total</b>					<b>0.00</b>	<b>46,255</b>
CATEGORY	8195			Transfer to Capital Reserve		
1-5-08195-5903				Transfer to Reserves	0.00	1,426,010
<b>Category Total</b>					<b>0.00</b>	<b>1,426,010</b>
CATEGORY	8200			Wastewater Collection Non Union Wages		
1-5-08200-5101				FT Wages	0.00	75,345

TOWN OF GANANOQUE  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 1-4-081??-???? To 1-5-082??-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	8200			Wastewater Collection Non Union Wages		
1-5-08200-5115				EHT	0.00	1,705
1-5-08200-5116				Source Deductions	0.00	4,420
1-5-08200-5118				WSIB	0.00	3,720
1-5-08200-5119				Manulife	0.00	6,165
1-5-08200-5121				OMERS	0.00	9,030
<b>Category Total</b>					<b>0.00</b>	<b>100,385</b>
CATEGORY	8210			Wastewater Collection Union Wages		
1-5-08210-5101				FT Wages	0.00	95,820
1-5-08210-5103				OT Wages	0.00	12,500
1-5-08210-5105				Standby	0.00	8,068
1-5-08210-5115				EHT	0.00	2,639
1-5-08210-5116				Source Deductions	0.00	5,909
1-5-08210-5117				Other Benefits	0.00	450
1-5-08210-5118				WSIB	0.00	3,961
1-5-08210-5119				Manulife	0.00	9,300
1-5-08210-5121				OMERS	0.00	9,526
<b>Category Total</b>					<b>0.00</b>	<b>148,173</b>
CATEGORY	8215			Distributed Wages		
1-5-08215-5101				FT Wages	0.00	7,330
1-5-08215-5115				EHT	0.00	160
1-5-08215-5116				Source Deductions	0.00	482
1-5-08215-5118				WSIB	0.00	795
1-5-08215-5121				OMERS	0.00	115
<b>Category Total</b>					<b>0.00</b>	<b>8,882</b>
CATEGORY	8240			Facility Maintenance		
1-5-08240-2530				Diesel Fuel	0.00	850
1-5-08240-5330				Internet	0.00	1,000
1-5-08240-5331				Hydro	0.00	10,500
<b>Category Total</b>					<b>0.00</b>	<b>12,350</b>
CATEGORY	8245			Wastewater Service Laterals		
1-5-08245-5318				Materials & Supplies	0.00	2,500
1-5-08245-5319				SMall Equipment	0.00	2,000
1-5-08245-5400				Contracted Services	0.00	9,000
<b>Category Total</b>					<b>0.00</b>	<b>13,500</b>
CATEGORY	8250			Pumping Stations		
1-5-08250-5317				Repairs & Maintenance	0.00	2,000
1-5-08250-5318				Materials & SUPplies	0.00	1,750
1-5-08250-5400				Contracted Services	0.00	11,250



**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 1-4-081??-???? To 1-5-082??-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	8250			Pumping Stations		
1-5-08250-5411				Electrical Services	0.00	2,500
1-5-08250-5501				Property Taxes	0.00	1,550
<b>Category Total</b>					<b>0.00</b>	<b>19,050</b>
CATEGORY	8260			Wastewater Collection Mains		
1-5-08260-5318				Materials & Supplies	0.00	1,100
1-5-08260-5319				Small Equipment	0.00	1,500
1-5-08260-5400				Contracted Services	0.00	13,000
<b>Category Total</b>					<b>0.00</b>	<b>15,600</b>
<b>EXPENDITURE Total</b>					<b>0.00</b>	<b>2,238,550</b>
<b>OPERATING Total</b>					<b>-259.71</b>	<b>0</b>
<b>REPORT TOTAL</b>					<b>-259.71</b>	<b>0</b>

**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 1-4-083??-???? To 1-5-084??-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	4			REVENUE		
CATEGORY	8300			Water Works		
1-4-08300-4000				MISCELLANEOUS REVENUE	0.00	-510
1-4-08300-4081				Water Reserve Interest	0.00	-5,348
1-4-08300-4098				WORK RECOVERABLE REVENUE	0.00	-510
1-4-08300-4102				HYDRANT CHARGES	0.00	-33,135
1-4-08300-4936				OCCUPANCY CHARGE	0.00	-5,000
<b>Category Total</b>					<b>0.00</b>	<b>-44,503</b>
CATEGORY	8302			Water Storage Tower		
1-4-08302-4047				TOWER ANTENNA RENTAL	0.00	-4,030
<b>Category Total</b>					<b>0.00</b>	<b>-4,030</b>
CATEGORY	8303			Water Service Lateral		
1-4-08303-4098				SPRINKLER FEES	0.00	-30,920
<b>Category Total</b>					<b>0.00</b>	<b>-30,920</b>
CATEGORY	8340			User Fees - Water		
1-4-08340-4134				Water Consumption Fees	-199.18	-902,505
1-4-08340-4980				Water Penalty	0.00	-11,400
1-4-08340-4982				Capital Replacement	-165.32	-1,270,516
<b>Category Total</b>					<b>-364.50</b>	<b>-2,184,421</b>
<b>REVENUE Total</b>					<b>-364.50</b>	<b>-2,263,874</b>
CLASS	5			EXPENDITURE		
CATEGORY	8300			Water Treatment Non Union Wages		
1-5-08300-5101				FT SALARIES-WATER WORKS	0.00	75,345
1-5-08300-5103				OT SALARIES	0.00	1,395
1-5-08300-5115				EHT - EMPLOYER PORTION	0.00	1,705
1-5-08300-5116				SOURCE DEDUCTIONS	0.00	4,420
1-5-08300-5117				OTHER BENEFITS	0.00	450
1-5-08300-5118				WSIB	0.00	3,720
1-5-08300-5119				BENEFITS - MANULIFE	0.00	6,165
1-5-08300-5121				OMERS	0.00	9,030
<b>Category Total</b>					<b>0.00</b>	<b>102,230</b>
CATEGORY	8310			Water Treatment Union Wages		
1-5-08310-5101				FT Wages	0.00	95,820
1-5-08310-5103				OT Wages	0.00	12,500
1-5-08310-5105				Standby	0.00	9,068
1-5-08310-5115				EHT	0.00	2,639
1-5-08310-5116				Source Deductions	0.00	5,909
1-5-08310-5117				Other Benefits	0.00	450
1-5-08310-5118				WSIB	0.00	3,961
1-5-08310-5119				Manulife	0.00	9,300

**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 1-4-083??-???? To 1-5-084??-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	8310			Water Treatment Union Wages		
1-5-08310-5121				OMERS	0.00	9,526
<b>Category Total</b>					<b>0.00</b>	<b>149,173</b>
CATEGORY	8320			HR Management		
1-5-08320-5112				Uniforms	0.00	2,500
1-5-08320-5302				Memberships	0.00	1,000
1-5-08320-5303				Training	0.00	9,000
1-5-08320-5304				Conferences	0.00	1,300
<b>Category Total</b>					<b>0.00</b>	<b>13,800</b>
CATEGORY	8330			Office Expenses		
1-5-08330-5301				Ads & Subscriptions	0.00	680
1-5-08330-5306				Postage / Courier	0.00	5,000
1-5-08330-5310				Computers	0.00	2,000
1-5-08330-5318				Materials & Supplies	0.00	2,000
1-5-08330-5327				Cellular & Pagers	0.00	2,200
1-5-08330-5330				Internet	0.00	1,340
1-5-08330-5335				Telephone	0.00	400
1-5-08330-5400				Contracted Services	0.00	12,500
1-5-08330-5401				Audit Services	0.00	3,000
1-5-08330-5404				Source Water Protection	0.00	1,000
1-5-08330-5405				Insurance	0.00	19,100
1-5-08330-5409				IT	0.00	1,400
1-5-08330-5502				Lease Payments	0.00	900
<b>Category Total</b>					<b>0.00</b>	<b>51,520</b>
CATEGORY	8340			Facility Maintenance		
1-5-08340-2530				Diesel Fuel	0.00	3,000
1-5-08340-5324				Building Maintenance	0.00	2,700
1-5-08340-5325				Lab Analysis	0.00	28,000
1-5-08340-5326				Treatment Chemicals	0.00	20,665
1-5-08340-5331				Hydro	0.00	76,420
1-5-08340-5332				Natural Gas	0.00	10,600
1-5-08340-5411				Electrical Services	0.00	6,000
1-5-08340-5501				Property Taxes	0.00	36,200
<b>Category Total</b>					<b>0.00</b>	<b>183,585</b>
CATEGORY	8370			Machine & Equipment Maintenance		
1-5-08370-5317				Repairs & Maintenance	0.00	30,335
1-5-08370-5318				Materials & Supplies	0.00	11,000
1-5-08370-5319				Small Equipment	0.00	1,500
1-5-08370-5400				Contracted Services	0.00	44,035
1-5-08370-5404				Other Professional Services	0.00	1,800

**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 1-4-083??-???? To 1-5-084??-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	8370			Machine & Equipment Maintenance		
<b>Category Total</b>					<b>0.00</b>	<b>88,670</b>
CATEGORY	8380			Fleet Maintenance		
1-5-08380-5321				Operating Expenses	0.00	3,000
1-5-08380-5322				Repairs & Maintenance	0.00	5,125
<b>Category Total</b>					<b>0.00</b>	<b>8,125</b>
CATEGORY	8390			Long Term Debt		
1-5-08390-5800				Principal	0.00	38,709
1-5-08390-5850				Interest	0.00	36,941
<b>Category Total</b>					<b>0.00</b>	<b>75,650</b>
CATEGORY	8395			Transfer to Capital Reserve		
1-5-08395-5903				Transfer to Reserve	0.00	1,270,516
<b>Category Total</b>					<b>0.00</b>	<b>1,270,516</b>
CATEGORY	8400			Water Distribution Non Union Wages		
1-5-08400-5101				FT Salaries	0.00	75,345
1-5-08400-5103				OT Salaries	0.00	1,395
1-5-08400-5115				EHT	0.00	1,705
1-5-08400-5116				Source Deductions	0.00	4,420
1-5-08400-5117				Other Benefits	0.00	450
1-5-08400-5118				WSIB	0.00	3,720
1-5-08400-5119				Manulife	0.00	6,165
1-5-08400-5121				OMERS	0.00	9,030
<b>Category Total</b>					<b>0.00</b>	<b>102,230</b>
CATEGORY	8410			Water Distribution Union Wages		
1-5-08410-5101				FT Salaries	0.00	95,820
1-5-08410-5103				OT wages	0.00	12,500
1-5-08410-5105				Standby Wages	0.00	9,068
1-5-08410-5115				EHT	0.00	2,639
1-5-08410-5116				Source Deductions	0.00	5,909
1-5-08410-5117				Other Benefits	0.00	450
1-5-08410-5118				WSIB	0.00	3,961
1-5-08410-5119				Manulife	0.00	9,300
1-5-08410-5121				OMERS	0.00	9,526
<b>Category Total</b>					<b>0.00</b>	<b>149,173</b>
CATEGORY	8415			Distributed wages		
1-5-08415-5101				FT Wages	0.00	7,430
1-5-08415-5103				OT Wages	0.00	800
1-5-08415-5115				EHT	0.00	180
1-5-08415-5116				Source Deductions	0.00	632

**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 1-4-083??-???? To 1-5-084??-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	1					
CLASS	5			EXPENDITURE		
CATEGORY	8415			Distributed wages		
1-5-08415-5118				WSIB	0.00	795
1-5-08415-5121				OMERS	0.00	265
<b>Category Total</b>					<b>0.00</b>	<b>10,102</b>
CATEGORY	8440			Water Tower		
1-5-08440-5318				Materials & Supplies	0.00	500
1-5-08440-5331				Hydro	0.00	1,830
<b>Category Total</b>					<b>0.00</b>	<b>2,330</b>
CATEGORY	8445			Water Service Laterals		
1-5-08445-5318				Materials & Supplies	0.00	2,500
1-5-08445-5400				Contracted Services	0.00	1,000
<b>Category Total</b>					<b>0.00</b>	<b>3,500</b>
CATEGORY	8450			Water Metre Maintenance		
1-5-08450-5318				Materials & Supplies	0.00	500
<b>Category Total</b>					<b>0.00</b>	<b>500</b>
CATEGORY	8455			Hydrants		
1-5-08455-5318				Materials & Supplies	0.00	13,670
1-5-08455-5400				Contracted Services	0.00	7,700
<b>Category Total</b>					<b>0.00</b>	<b>21,370</b>
CATEGORY	8460			Watermain Repairs		
1-5-08460-5318				Materials & Supplies	0.00	18,400
1-5-08460-5319				Small Equipment	0.00	5,500
1-5-08460-5400				Contracted Services	0.00	7,500
<b>Category Total</b>					<b>0.00</b>	<b>31,400</b>
<b>EXPENDITURE Total</b>					<b>0.00</b>	<b>2,263,874</b>
<b>OPERATING Total</b>					<b>-364.50</b>	<b>0</b>
<b>REPORT TOTAL</b>					<b>-364.50</b>	<b>0</b>

**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 2-?-081??-???? To 2-?-082??-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	2					
CLASS	4			REVENUE		
CATEGORY	8101			Wastewater		
2-4-08101-5903				TRANSFER FROM RESERVE FUN	0.00	-2,186,260
				<b>Category Total</b>	<b>0.00</b>	<b>-2,186,260</b>
CATEGORY	8142			Maple & Osbourne		
2-4-08142-4024				OCIF	0.00	-50,000
				<b>Category Total</b>	<b>0.00</b>	<b>-50,000</b>
				<b>REVENUE Total</b>	<b>0.00</b>	<b>-2,236,260</b>
CLASS	5			EXPENDITURE		
CATEGORY	8103			Sewer - Lagoon Upgrades		
2-5-08103-5400				Contracted Services	0.00	137,135
				<b>Category Total</b>	<b>0.00</b>	<b>137,135</b>
CATEGORY	8105			Sewer - Lagoon Cleaning		
2-5-08105-5400				Sewage Lagoon Cleaning	0.00	908,000
				<b>Category Total</b>	<b>0.00</b>	<b>908,000</b>
CATEGORY	8106			Service Lateral / Manhole		
2-5-08106-5400				CONTRACTED SERVICES	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
CATEGORY	8122			Lagoon Cell 1		
2-5-08122-5400				Contracted Services	0.00	103,000
				<b>Category Total</b>	<b>0.00</b>	<b>103,000</b>
CATEGORY	8123			Lagoon Diversion Chamber		
2-5-08123-5400				Contracted Services	0.00	115,000
				<b>Category Total</b>	<b>0.00</b>	<b>115,000</b>
CATEGORY	8124			Lagoon Road		
2-5-08124-5400				Contracted Services	0.00	125,000
				<b>Category Total</b>	<b>0.00</b>	<b>125,000</b>
CATEGORY	8130			EAST END PUMPING Building		
2-5-08130-5400				Contracted Services	0.00	400,000
				<b>Category Total</b>	<b>0.00</b>	<b>400,000</b>
CATEGORY	8132			East End Pumping Station Pump 2		
2-5-08132-5400				Contracted Services	0.00	42,770
				<b>Category Total</b>	<b>0.00</b>	<b>42,770</b>
CATEGORY	8133			East End Pumping Stn Spare Pump		
2-5-08133-5400				Contracted Services	0.00	44,635

**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 2-?-081??-???? To 2-?-082??-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	2					
CLASS	5			EXPENDITURE		
CATEGORY	8133			East End Pumping Stn Spare Pump		
				<b>Category Total</b>	<b>0.00</b>	<b>44,635</b>
CATEGORY	8134			East End Pumping Stn Alum Tank		
2-5-08134-5400				Contracted Services	0.00	75,000
				<b>Category Total</b>	<b>0.00</b>	<b>75,000</b>
CATEGORY	8144			Arthur St		
2-5-08144-5400				Contracted Services	0.00	50,000
				<b>Category Total</b>	<b>0.00</b>	<b>50,000</b>
CATEGORY	8146			Stone Street Pumping Station		
2-5-08146-5400				Contracted Services	0.00	50,000
				<b>Category Total</b>	<b>0.00</b>	<b>50,000</b>
CATEGORY	8147			Force Main Upgrades		
2-5-08147-5400				Contracted Services	0.00	120,720
				<b>Category Total</b>	<b>0.00</b>	<b>120,720</b>
CATEGORY	8210			Pump Stn 2		
2-5-08210-5400				Contracted Services	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
CATEGORY	8230			Pump Station 3		
2-5-08230-5400				Contracted Services	0.00	15,000
				<b>Category Total</b>	<b>0.00</b>	<b>15,000</b>
				<b>EXPENDITURE Total</b>	<b>0.00</b>	<b>2,236,260</b>
				<b>CAPITAL FUND Total</b>	<b>0.00</b>	<b>0</b>
				<b>REPORT TOTAL</b>	<b>0.00</b>	<b>0</b>

**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 2-?-083??-???? To 2-?-084??-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	2					
CLASS	4			REVENUE		
CATEGORY	8302			Water		
2-4-08302-5903				TRANSFER FROM RESERVE FUN	0.00	-865,555
				<b>Category Total</b>	<b>0.00</b>	<b>-865,555</b>
CATEGORY	8342			Maple & Osbourne		
2-4-08342-4029				OCIF Grant	0.00	-50,000
				<b>Category Total</b>	<b>0.00</b>	<b>-50,000</b>
				<b>REVENUE Total</b>	<b>0.00</b>	<b>-915,555</b>
CLASS	5			EXPENDITURE		
CATEGORY	8301			WTP Filter Air Scour Actuators		
2-5-08301-5400				CONTRACTED SERVICES	0.00	17,500
				<b>Category Total</b>	<b>0.00</b>	<b>17,500</b>
CATEGORY	8315			Hydrant Replacement		
2-5-08315-5400				Contracted Costs	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
CATEGORY	8316			Water Tower Communications		
2-5-08316-5400				Contracted Services	0.00	50,000
				<b>Category Total</b>	<b>0.00</b>	<b>50,000</b>
CATEGORY	8317			Water - Corrosion Control		
2-5-08317-5400				Contracted Services	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
CATEGORY	8320			WTP Electrical Upgrade		
2-5-08320-5400				CONTRACTED SERVICES	0.00	50,000
				<b>Category Total</b>	<b>0.00</b>	<b>50,000</b>
CATEGORY	8322			Curb Stop Repair / Replacements		
2-5-08322-5400				Contracted Services	0.00	36,840
				<b>Category Total</b>	<b>0.00</b>	<b>36,840</b>
CATEGORY	8326			WTP Process Treatment Upgrades		
2-5-08326-5318				Materials and supplies	0.00	10,000
				<b>Category Total</b>	<b>0.00</b>	<b>10,000</b>
CATEGORY	8328			Leak Detection / Water Audit Program		
2-5-08328-5400				Contracted Services	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
CATEGORY	8344			Arthur St		
2-5-08344-5400				Contracted Services	0.00	50,000



**TOWN OF GANANOQUE**  
**General Ledger Trial Balance**



Fiscal Year : 2022  
 Account : 2-?-083??-???? To 2-?-084??-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	2					
CLASS	5			EXPENDITURE		
CATEGORY	8344			Arthur St		
				<b>Category Total</b>	<b>0.00</b>	<b>50,000</b>
CATEGORY	8350			Meter Replacement Program		
2-5-08350-5400				Contracted Services	0.00	225,000
				<b>Category Total</b>	<b>0.00</b>	<b>225,000</b>
CATEGORY	8360			Tools		
2-5-08360-5318				Materials & Supplies	0.00	5,000
				<b>Category Total</b>	<b>0.00</b>	<b>5,000</b>
CATEGORY	8377			High Lift Pump 2		
2-5-08377-5400				Contracted Services	0.00	29,215
				<b>Category Total</b>	<b>0.00</b>	<b>29,215</b>
CATEGORY	8381			High Lift Pump 4		
2-5-08381-5400				Contracted Services	0.00	105,000
				<b>Category Total</b>	<b>0.00</b>	<b>105,000</b>
CATEGORY	8382			VDF 4 & 5		
2-5-08382-5400				Contracted Services	0.00	220,000
				<b>Category Total</b>	<b>0.00</b>	<b>220,000</b>
CATEGORY	8383			WTP Discharge Pressure Transducer		
2-5-08383-5400				Contracted Services	0.00	20,000
				<b>Category Total</b>	<b>0.00</b>	<b>20,000</b>
CATEGORY	8384			Distribution Hydraulic Modeling		
2-5-08384-5400				Contracted Services	0.00	10,000
				<b>Category Total</b>	<b>0.00</b>	<b>10,000</b>
CATEGORY	8410			Equipment		
2-5-08410-5318				Materials & Supplies	0.00	4,500
				<b>Category Total</b>	<b>0.00</b>	<b>4,500</b>
CATEGORY	8420			Chemical Storage Tanks		
2-5-08420-5400				Contracted Services	0.00	7,500
				<b>Category Total</b>	<b>0.00</b>	<b>7,500</b>
				<b>EXPENDITURE Total</b>	<b>0.00</b>	<b>915,555</b>
				<b>CAPITAL FUND Total</b>	<b>0.00</b>	<b>0</b>
				<b>REPORT TOTAL</b>	<b>0.00</b>	<b>0</b>

Town of Gananoque Average Residential Water Bill:											
2020 residential bill				Monthly	Quarterly	2021 residential bill				Monthly	Quarterly
Metered Costs	monthly consumption	rate				Metered Costs	monthly consumption	rate			
metred water	10.49	\$ 1.60	\$ 16.78	\$ 50.35		metred water	10.49	\$ 2.03	\$ 21.29	\$ 63.88	
metred wastewater	10.49	\$ 1.60	\$ 16.78	\$ 50.35		metred wastewater	10.49	\$ 1.70	\$ 17.83	\$ 53.50	
consumption charges			\$ 33.57	\$ 100.70		consumption charges			\$ 39.13	\$ 117.38	
Flat Rate Costs	quarterly					Flat Rate Costs	annual				
water	\$ 14.60		\$ 4.87	\$ 14.60		water	\$ 330.65		\$ 27.55	\$ 82.66	
wastewater	\$ 0.75		\$ 0.25	\$ 0.75		wastewater	\$ 541.64		\$ 45.14	\$ 135.41	
capital investment	\$ 197.56		\$ 65.85	\$ 197.56					\$ -	\$ -	
Subtotal Flat Rate Charges			\$ 70.97	\$ 212.91		Subtotal Flat Rate Charges			\$ 72.69	\$ 218.07	
Total			\$ 104.54	\$ 313.61		Total			\$ 111.82	\$ 335.46	
						Quarterly Increase			\$ 21.84	7.0%	
						Monthly Increase			\$ 7.28	7.0%	
2022 residential bill				Monthly	Quarterly	2023 residential bill				Monthly	Quarterly
Metered Costs	monthly consumption	rate				Metered Costs	monthly consumption	rate			
metred water	10.49	\$ 1.98	\$ 20.77	\$ 62.31		metred water	10.49	\$ 1.91	\$ 20.04	\$ 60.11	
metred wastewater	10.49	\$ 1.64	\$ 17.20	\$ 51.61		metred wastewater	10.49	\$ 1.66	\$ 17.41	\$ 52.24	
consumption charges			\$ 37.97	\$ 113.92		consumption charges			\$ 37.45	\$ 112.35	
Flat Rate Costs	annual					Flat Rate Costs	annual				
water	\$ 461.95		\$ 38.50	\$ 115.49		water	\$ 586.58		\$ 48.88	\$ 146.65	
wastewater	\$ 518.49		\$ 43.21	\$ 129.62		wastewater	\$ 500.73		\$ 41.73	\$ 125.18	
			\$ -	\$ -					\$ -	\$ -	
Subtotal Flat Rate Charges			\$ 81.70	\$ 245.11		Subtotal Flat Rate Charges			\$ 90.61	\$ 271.83	
Total			\$ 119.68	\$ 359.03		Total			\$ 128.06	\$ 384.18	
Quarterly Increase			\$ 23.58	7.0%		Quarterly Increase			\$ 25.14	7.0%	
Monthly Increase			\$ 7.86	7.0%		Monthly Increase			\$ 8.38	7.0%	

Town of Gananoque Average Residential Water Bill:									
2020 residential bill					2021 residential bill				
	monthly		Monthly	Quarterly		monthly		Monthly	Quarterly
Metered Costs	consumption	rate			Metered Costs	consumption	rate		
metred water	10.49	\$ 1.60	\$ 16.78	\$ 50.35	metred water	10.49	\$ 2.03	\$ 21.29	\$ 63.88
metred wastewater	10.49	\$ 1.60	\$ 16.78	\$ 50.35	metred wastewater	10.49	\$ 1.70	\$ 17.83	\$ 53.50
consumption charges			\$ 33.57	\$ 100.70	consumption charges			\$ 39.13	\$ 117.38
Flat Rate Costs	quarterly				Flat Rate Costs	annual			
water	\$ 14.60		\$ 4.87	\$ 14.60	water	\$ 330.65		\$ 27.55	\$ 82.66
wastewater	\$ 0.75		\$ 0.25	\$ 0.75	wastewater	\$ 541.64		\$ 45.14	\$ 135.41
capital investment	\$ 197.56		\$ 65.85	\$ 197.56				\$ -	\$ -
Subtotal Flat Rate Charges			\$ 70.97	\$ 212.91	Subtotal Flat Rate Charges			\$ 72.69	\$ 218.07
Total			\$ 104.54	\$ 313.61	Total			\$ 111.82	\$ 335.46
					Quarterly Increase			\$ 21.84	7.0%
					Monthly Increase			\$ 7.28	7.0%
2022 residential bill					2023 residential bill				
	monthly		Monthly	Quarterly		monthly		Monthly	Quarterly
Metered Costs	consumption	rate			Metered Costs	consumption	rate		
metred water	10.49	\$ 1.98	\$ 20.77	\$ 62.31	metred water	10.49	\$ 1.91	\$ 20.04	\$ 60.11
metred wastewater	10.49	\$ 1.64	\$ 17.20	\$ 51.61	metred wastewater	10.49	\$ 1.66	\$ 17.41	\$ 52.24
consumption charges			\$ 37.97	\$ 113.92	consumption charges			\$ 37.45	\$ 112.35
Flat Rate Costs	annual				Flat Rate Costs	annual			
water	\$ 461.95		\$ 38.50	\$ 115.49	water	\$ 586.58		\$ 48.88	\$ 146.65
wastewater	\$ 518.49		\$ 43.21	\$ 129.62	wastewater	\$ 500.73		\$ 41.73	\$ 125.18
			\$ -	\$ -				\$ -	\$ -
Subtotal Flat Rate Charges			\$ 81.70	\$ 245.11	Subtotal Flat Rate Charges			\$ 90.61	\$ 271.83
Total			\$ 119.68	\$ 359.03	Total			\$ 128.06	\$ 384.18
Quarterly Increase			\$ 23.58	7.0%	Quarterly Increase			\$ 25.14	7.0%
Monthly Increase			\$ 7.86	7.0%	Monthly Increase			\$ 8.38	7.0%



**G NANOQUE**  
Council Report – CAO-2022-01

**Date:** January 11, 2022  **IN CAMERA**

**Subject:** Urban Hen By-law Pilot Program Expiration

**Author:** Shellee Fournier, CAO  **OPEN COUNCIL**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE AUTHORIZES STAFF TO PROCEED WITH OPTION #\_\_\_\_\_, AS IT PERTAINS TO THE URBAN HEN BY-LAW PILOT PROGRAM EXPIRATION, AS PRESENTED IN COUNCIL REPORT CAO-2022-01.

**STRATEGIC PLAN COMMENTS:**

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

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

**BACKGROUND:**

On August 11<sup>th</sup>, 2020, Council established an Urban Hen By-law to allow laying hens to be raised in the Town of Gananoque. The By-law was for an 18-month pilot program and expires on February 11, 2022, unless renewed.

Despite the moderate amount of interest generated from the 2020 Town-wide survey, only three (3) permits have been obtained in the last 18 months. No complaints have been received by By-law Enforcement. One permit holder disclosed to the Town that he became severely ill with Campylobacter Bacteria directly related to his chickens and had to be hospitalized for a week, however chose to continue with his permit.

**INFORMATION/DISCUSSION:**

Council has the following options to consider:

**Option 1 – Do Nothing – Let the By-law Expire.**

If Council takes no action, the By-law will self-expire. Town staff would notify the three (3) permit holders that they can no longer have hens in Town.

**Option 2 – Renew the By-law and Increase the Annual Renewal Fee to \$50**

Council can direct staff to renew the By-law with no expiry date, however include a provision to repeal the By-law at any time.

The current permit renewal fee is \$25 per year. With only 3 permit applications, the fee does not cover Town staff time to administer/enforce this program. Increasing the annual renewal fee to \$50 would be more cost effective.

**APPLICABLE POLICY/LEGISLATION:**

By-law 2020-092 – A By-law to regulate and govern the housing of urban hens in the Town of Gananoque.

**FINANCIAL CONSIDERATIONS:**

Option #1 – \$0

Option #2 – The current permit renewal fee is \$25 per year. With only 3 permit applications, the fee does not cover Town staff time to administer/enforce this program. Increasing the fee to \$50 would be more cost effective. If option 2 is selected, staff will bring back the necessary by-laws at the next meeting.

**CONSULTATIONS:**

Brenda Guy, Manager of Planning and Development

**ATTACHMENTS:**

By-law 2020-092

Council Report CAO-2020-17

<b>APPROVAL</b>	<hr/> <p>Shellee Fournier, CAO</p> <hr/> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p>
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THE CORPORATION OF THE TOWN OF GANANOQUE  
BY-LAW NO. 2020-092

BEING A BY-LAW TO REGULATE AND GOVERN THE HOUSING OF  
URBAN HENS IN THE TOWN OF GANANOQUE

---

**AND WHEREAS** Section 5 of the *Municipal Act*, 2001, S.O. 2001, c. 25, the powers of a municipal corporation are to be exercised by its Council;

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

**AND WHEREAS** the Council of the Corporation of the Town of Gananoque considered Council Report CAO-2020-17 and concurs with the recommendation.

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

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

**1. DEFINITIONS:**

Wherever a word is used in this By-law with its first letter Capitalized and **bolded**, the Term is being used as it is defined in this Section 1. Where any word appears in ordinary case, its regularly applied meaning in the English language is intended.

- 1.1. **At-Large** – means in the case of **Hens**, being outside a **Hen Coop** or **Run**.
- 1.2. **By-law Enforcement Officer** – means a person appointed by **Council** to enforce and carry out the provisions of this By-law.
- 1.3. **Council** – means the **Council** of the Corporation of the **Town** of Gananoque.
- 1.4. **Development Permit By-law** – means the Town's **Development Permit By-law** No. 2010-065, as amended from time to time.
- 1.5. **Dwelling** – means a self-contained residential unit.
- 1.6. **Hen** – means a domesticated female chicken that is at least four (4) months old.
- 1.7. **Hen Coop** – means a fully enclosed, locking weatherproof and adequately ventilated structure in which **Hens** are kept and which the interior includes nest boxes for egg laying, perches for the **Hens** to sleep on and food and water containers.
- 1.8. **Hen Run** – means a covered secure enclosure that allows **Hens'** access to an outdoor area.
- 1.9. **Manager of Planning and Development** – means the **Manager of Planning and Development** and his or her designate or, in the event of organizational changes, another person designated by **Council**.
- 1.10. **Noise** – means the persistent clucking, calling or other similar persistent noise made by **Hens**.
- 1.11. **Owner** – means a person or persons who possess, harbor or have custody of a **Hen**, resides on the **Property** where a **Hen** is housed and where the **Owner** is a minor, the person responsible for the custody of the minor.

- 1.12. **Poultry** – includes game birds and roosters but does not include any bird sold as a household pet or a **Hen**.
- 1.13. **Property** – means a parcel of land and any buildings or other structures on the land.
- 1.14. **Residential Property** – means a **Property** that is designated for residential use in the **Development Permit By-law** that applies to the **Property**.
- 1.15. **Rural Designation Property** – means a **Property** that is designated rural for agricultural use.
- 1.16. **Town** – means the Corporation of the **Town** of Gananoque.
- 1.17. **Urban Hen Permit** – means a Permit issued by the **Manager of the Planning and Development** pursuant to this By-law being the Urban Hen By-law, which authorizes the owner to keep **Hens** on a specific **Property** within the **Town**.
- 1.18. **Urban Hen Permit Fee** – means any start up and/or annual fee that the Town may impose as per the General Fees and Rates By-law.
- 1.19. **Veterinarian** – means a person licensed under the *Veterinarians Act*.

## 2. PURPOSE

- 2.1. The purpose of the Urban Hen By-law is to regulate and control the keeping of **Hens** on **Residential Property** in the **Town** of Gananoque.

## 3. GENERAL REGULATIONS:

- 3.1. No person shall keep **Hens** anywhere within the Town unless he or she has first obtained an **Urban Hen Permit**.
- 3.2. Every person who holds an **Urban Hen Permit** shall allow, at any reasonable time, a **By-law Enforcement Officer** or other authorized employee or agent of the **Town** to inspect the **Property**, other than any room or place used as a **Dwelling**, to determine whether all requirements of this By-law are being complied with.
- 3.3. No **Owner** shall cause or permit his or her **Hen** to be **At-Large**.
- 3.4. **Hen Coops** and **Hen Runs** shall be a distance of at least 1.2 m from the rear lot line and at least 1.2 m from any side lot line of the **Dwelling** lot on which the **Hen Coop** is located.
- 3.5. **Hen Coops** and **Hen Runs** shall be located at least 15 m from any school.
- 3.6. **Hen Coops** and **Hen Runs** shall be located at least 7.5 m from any church or business (including Home Occupation/Bed and Breakfasts and Heritage Tourist Inns) unless agreed to by the church or business.
- 3.7. **Hen Coops** and **Hen Runs** shall be a minimum distance of 3 m from all windows and doors of **Dwellings** that are located on an abutting **Property**.
- 3.8. **Hen Coops** and **Hen Runs** are not permitted in any front yard or exterior side yard.
- 3.9. A maximum of six (6) **Hens** will be permitted on any **Residential Property**.
- 3.10. **Hens** must be for egg production and not intended to be eaten as **Poultry**. Eggs must be for personal consumption only. The sale of eggs is prohibited.

- 3.11. The keeping of **Hens** shall only be permitted in residential designations as defined in the **Development Permit By-law**. Tenants must obtain permission from the **Property Owner** to keep **Hens** on the **Owner's Property**.
- 3.12. The **Owner** of the **Hens** must reside on the **Property** where the **Hens** are kept.
- 3.13. Home slaughter of **Hens** is prohibited, and any deceased **Hens** shall be disposed of at a livestock disposal facility or through the services of a **Veterinarian**.
- 3.14. Sale of manure and other products associated with the keeping of **Hens** are prohibited.
- 3.15. **Hens** shall be kept in their coops between 9:00 PM and 7:00 AM.
- 3.16. **Hen Coops** and **Hen Runs** shall be maintained in a clean condition and the coop shall be kept free of obnoxious odours, substances and vermin.
- 3.17. Stored manure shall be kept in an enclosed structure such as a compost bin, in accordance with compost regulations, and no more than three (3) cubic feet shall be stored at any one time. Manure shall be disposed of properly.
- 3.18. No **Owner** shall cause or permit his or her **Hen** to become a public nuisance by persistently clucking or continuous **Noise**.
- 3.19. The regulations set out in Sections 3.1 to 3.18 do not apply to any **Rural Designated Property**.
- 3.20. Any person applying for an **Urban Hen Permit** shall provide notification to the owners of all properties abutting the person's **Property** of the applicant's intention to obtain an **Urban Hen Permit**. Neighbour notification and signed Consent Form must be included with Application for a Permit.
- 3.21. Participants must comply with all other applicable laws.
- 3.22. Every person who contravenes any provision of this By-law and any person who fails to comply with an order issued under this By-law is guilty of an offence and, upon conviction, is liable to a penalty as provided for in the *Provincial Offences Act* and to any other applicable penalties.

#### 4. ENFORCEMENT AND PENALTIES

- 4.1. The **Town** is authorized to terminate any Permit at their own discretion who in the opinion of the **Manager of Planning and Development**, has taken any action or failed to take any action that has jeopardized public health and safety, or welfare of a **Hen**, or caused a nuisance.
- 4.2. All provisions of this By-law may be enforced by a **By-law Enforcement Officer**, Police Officer, Animal Control Officer or any other employee or agent authorized by the **Town**.
- 4.3. A **By-law Enforcement Officer**, Police Officer, Animal Control Officer or any other employee or agent authorized by the **Town** may, at all reasonable times, enter on land including buildings and structures other than a **Dwelling** unit, for carrying out an inspection to determine compliance with this By-law.



4.4. No person shall hinder or obstruct or attempt to hinder or obstruct, any officer exercising a power or performing a duty under this By-law. Any person who is alleged to have contravened any of the sections of this By-law shall identify themselves to the Officer upon request; failure to do so shall be deemed to have obstructed or hinder the Officer in the execution of their duties.

4.5. Every person who contravenes any section of the Terms and Conditions as set out in this By-law is, upon conviction, guilty of an offence and shall be liable to a fine as provided for by the *Provincial Offences Act*, R.S.O. 1990, c.P. 33, as amended, and be subjected to any other penalties permitted by law for each offence. Each day such violation continues, shall constitute a separate offence and may be punishable as such.

4.6. This By-law shall govern in the event of any conflict between this By-law and any other **Town** By-law.


**5. SHORT-TITLE:**

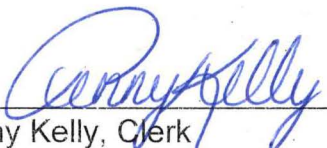
5.1. This By-law may be referred to as the "Urban Hen By-law".

**6. EFFECTIVE DATE:**

6.1. This By-law shall come into full force and effect on the date it is passed by Council and shall remain in effect for eighteen (18) months upon which time, if it is not renewed, shall expire.

Read a first, second and third time and finally passed this 11<sup>th</sup> day of August 2020.

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

  
\_\_\_\_\_  
Penny Kelly, Clerk

(Seal)

# THE CORPORATION OF THE TOWN OF GANANOQUE

## BY-LAW NO. 2020-093

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**BEING A BY-LAW TO AMEND THE GENERAL FEES AND RATES BY-LAW NO. 2016-047, SCHEDULE 'A', FEES FOR GENERAL LICENSES AND PERMITS, TO INCLUDE A START UP URBAN HEN PERMIT FEE AND AN ANNUAL RENEWAL FEE**

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**AND WHEREAS** Section 5 of the *Municipal Act*, 2001, S.O. 2001, c. 25, the powers of a municipal corporation are to be exercised by its Council;

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

**AND WHEREAS** the Council of the Town of Gananoque received Council Report CAO-2020-17, and concurred with the recommendation to amend the General Fees and Rates By-law No. 2016-047, Schedule 'A', Fees for General Licenses and Permits, to include a Start-Up Urban Hen Permit Fee of \$100.00 and an annual renewal fee of \$25.00;

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

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

1. **SCHEDULES:**

1.1 That the General Fees and Rates By-law No. 2016-047, Schedule 'A', Fees for General Licenses and Permits be hereby removed and replaced with the Schedule 'A', attached hereto and forming this By-law.

2. **EFFECTIVE DATE:**

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

3. **REPEAL:**

3.1 Any By-law inconsistent with this By-law, specifically in reference to Schedules 'A', is hereby repealed.

Read a first, second and third time and finally passed this 11<sup>th</sup> day of August 2020.

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

  
\_\_\_\_\_  
Penny Kelly, Clerk

**General Fees & Rates By-law No. 2016-047, as amended by By-law No. 2020-093**  
**Schedule 'A' – General Licenses**  
 (plus HST, where applicable)

<b>DESCRIPTION OF LICENCE</b>	<b>CURRENT FEE</b>
<b><u>Adult Entertainment Parlours</u></b>	
Adult Entertainment Performer	
- Initial License	\$1,500.00
- Renewal	\$1,500.00
Operator of an Adult Entertainment Performer	
- Initial License	\$5,000.00
- Renewal	\$5,000.00
Owner (Non-Operator) of an Adult Entertainment Parlour	
- Initial License	\$5,000.00
- Renewal	\$5,000.00
Owner/Operator of an Adult Entertainment Parlour- Initial	
- License	\$5,000.00
- Renewal	\$5,000.00
<b><u>Auctioneers and other persons</u></b>	
Selling or putting up for sale goods, wares, merchandise or effects by public auction	\$ 100.00
<b><u>Billiard, Pool or Bagatelle Tables;</u></b>	
First one of each billiard, pool or bagatelle table	\$ 15.00
Second table of any kind	\$ 15.00
Third and each additional table of any kind	\$ 5.00
<b><u>Buskers</u></b>	
License – annual fee	\$ 20.00
<b><u>Cash-in-lieu of Parking</u></b>	
Application Processing Fee	\$ 100.00
Initial Space Fee	\$500.00/space
Annual Space Fee	\$ 50.00/space
<b><u>Pawnbrokers</u></b>	
Initial Application Fee	\$ 250.00
Annual License Fee	\$ 100.00
<b><u>Refreshment Vehicles</u></b>	
Annual Fee unless otherwise noted. All canteen owners are responsible to bag and tag their own garbage and the cost thereof, effective January 1, 2017	
Type A Mobile Canteen (Public Property)	\$2,500.00
• Plus: Environmental Fees for Disposal and Refuse of Garbage	\$ 450.00
Type A Mobile Canteen (Private Property)	\$1,000.00
Type B Mobile Canteen – transient	\$ 100.00

**Short Term Accommodations**

Annual Licence Fee prior to March 31 each calendar year	\$130 Plus 50 per guest room
Annual Licence Fee April 1 each calendar year	\$150 Plus 50 per guest room
Plus Fire Department Inspection/Re-inspection every four (4) years	As Per Schedule J
Appeal Fee (non-refundable)	\$200

**Urban Hen Permit**

Start-Up Urban Hen Permit Fee	\$100.00
Annual Renewal Licence Fee	\$25.00



**G NANOQUE**  
Council Report – CAO-2020-17

**Date:** August 11, 2020

**IN CAMERA**

**Subject:** Urban Hen By-law and Amend General Fees and Rates By-law

**Author:** Shellee Fournier, CAO

**OPEN COUNCIL**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2020-092, BEING A BY-LAW TO ESTABLISH AN URBAN HEN BY-LAW FOR THE TOWN OF GANANOQUE, AS PRESENTED IN COUNCIL REPORT CAO-2020-17.

**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2020-093, BEING A BY-LAW TO AMEND THE GENERAL FEES AND RATES BY-LAW NO. 2016-047, SCHEDULE 'A', FEES FOR GENERAL LICENSES AND PERMITS, TO INCLUDE A START UP URBAN HEN PERMIT FEE OF \$100.00 AND AN ANNUAL RENEWAL FEE OF \$25.00, AS PRESENTED IN COUNCIL REPORT CAO-2020-17.

**STRATEGIC PLAN COMMENTS:**

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

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

**BACKGROUND:**

At the July 21, 2020 Council Meeting, Council directed staff to initiate an 18-month pilot program for laying hens via a new Urban Hens By-law under the *Municipal Act*. After 18 months, the program could be reviewed, and the Town could decide whether backyard hens are an appropriate use in urban areas. Several municipalities have launched pilot programs by amending or developing a new by-law (e.g. animal control, backyard hens) under the *Municipal Act*.

**INFORMATION/DISCUSSION:**

Staff have prepared an Urban Hen By-law based on a combination of the City of Kingston's By-law and the Township of North Dumfries By-law along with requested amendments received from Councillor Anderson and the Gananoque Chicken Club.

**APPLICABLE POLICY/LEGISLATION:**

Motion #20-092 – Directing staff to prepare a report on the feasibility of backyard hens.

Motion #20-128 – Directing staff to determine the level of community interest for raising backyard hens.

Motion #20-159 – Directing staff to initiate an 18-month pilot program for allowing Urban Hens

**FINANCIAL CONSIDERATIONS:**

The proposed fees are as follows:

1. Start Up Urban Hen Permit Fee = \$100 (plus HST)
2. Annual Urban Hen Permit Renewal Fee = \$25.00 (plus HST)

**CONSULTATIONS:**

Brenda Guy, Manager of Planning and Development  
Councillor Anderson  
Gananoque Chicken Club Members

**ATTACHMENTS:**

Draft Urban Hen By-law No. 2020-092  
Draft By-law No. 2020-093 – Amend General Fees and Rates By-law No. 2016-047

<b>APPROVAL</b>	<hr/> <p>Shellee Fournier, CAO</p> <hr/> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council’s own policies and guidelines and the <i>Municipal Act</i> and regulations.</p>
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**MOTION / RESOLUTION OF COUNCIL**

<b>Date:</b> January 11, 2022	<b>Motion No.</b> 2022 – 001
<b>Subject:</b> Approval of Minutes – Tuesday, December 21, 2021	
<b>Moved by:</b>	
<b>Seconded by:</b>	
<p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE REGULAR MINUTES OF TUESDAY, DECEMBER 21<sup>ST</sup>, 2021 MEETING.</p>	

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

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

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

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

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

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

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

**REGULAR COUNCIL MEETING MINUTES**

Held on Tuesday, December 21, 2021 at 6:00 PM

Held via WebEx Video and Teleconference

COUNCIL MEMBERS PRESENT		STAFF PRESENT
<b>Mayor:</b>	Ted Lojko	Shellee Fournier, CAO
<b>Councillors:</b>	Dave Anderson	Penny Kelly, Clerk/CEMC
	Adrian Haird	Melanie Kirkby, Treasurer
	Matt Harper	David Armstrong, Manager of Public Works
	Mike Kench	Brenda Guy, Manager of Planning and Development
	Dennis O'Connor	Gord Howard, Fire Chief
	David Osmond	Doug Wark, Manager of Community Services
		Scott Gee, Chief of Police
	<b>Guest:</b>	
	Tony Fleming, Integrity Commissioner	

<b>1.</b>	<b>Call Meeting to Order</b>
	Mayor Lojko called the meeting to order at 5:02 PM, with the following Council Members present: Deputy Mayor Osmond, Councillor Anderson, Councillor Harper, Councillor Kench, and Councillor O'Connor.
<b>2.</b>	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof</b>
	1. Mayor Lojko declared a pecuniary interest with respect to Report Council-FIN-2021-41 – Municipal Accommodation Tax (MAT) Agreement with the Thousand Islands Accommodation Partners (TIAP), as he is a co-owner of a bed and breakfast.
	2. Councillor O'Connor declared a pecuniary interest with respect to Report Council-FIN-2021-40, 2021 Community Grants – Final Intake as the co-applicant is his Gallery's landlord.
<b>3.</b>	<b>Closed Meeting of Council (Beginning at 5:00 PM)</b>
	<b>Move into Closed Session</b>
	Moved by Deputy Mayor Osmond that the Council of the Town of Gananoque, in accordance with Section 239.2 of the <i>Municipal Act</i> , moves into Closed Session at 5:02 PM for the purpose of discussing one (1) item under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees, regarding an Integrity Commissioner Report.
	<b>CARRIED – UNANIMOUS, by those present</b>
<b>4.</b>	<b>Move Out of Closed Session at 5:23 PM</b>
	<b>Council resumed the Open Session at 6:00 PM</b>
<b>5.</b>	<b>Matters Arising from Closed Session</b>
	<ul style="list-style-type: none"> <li>A Closed Meeting was held. Council discussed one (1) item under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees regarding an Integrity Commissioner Report. The following was considered.</li> </ul>





<b>10.</b>	<b>Presentations / Awards / Deputations</b>
	<b>1. urbanMetrics – Peter Thoma – Age-Friend Gananoque Action Plan (+Ref. Report Council-CS-2021-43)</b> <ul style="list-style-type: none"> <li>Peter Thoma, urbanMetrics, Consulting Partner, presented a PowerPoint providing an overview of the Age-friendly Gananoque Action Plan.</li> </ul>
<b>***At this point, Council considered Council Report-CS-2021-43.</b>	
	<b>2. Tourism Advisory Panel (TAP) – Annual Update – Councillor Dennis O’Connor, Chair and John Nagy, TAP Member (+TAP Report)</b> <ul style="list-style-type: none"> <li>Mayor Lojko advised that John Nagy forwarded his regrets. This item will be presented to Council at the next scheduled meeting being held on January 11, 2022.</li> </ul>
<b>***Councillor Anderson reconnected at 7:11 PM</b>	
<b>11.</b>	<b>Mayor’s Declaration – None</b>
<b>12.</b>	<b>Public Meetings – None</b>
<b>13.</b>	<b>Correspondence</b>
	1. Accounts Payable – November 29 to December 16, 2021
	2. United Counties of Leeds and Grenville – Housing Affordability Task Force Report
	<b>***It was generally agreed that the United Counties of Leeds and Grenville – Housing Affordability Task Force request be brought back to the next regular Council meeting scheduled for January 11, 2022.</b>
	3. Municipal Property Assessment Corporation (MPAC) – Gananoque Assessment Change Summary and 2021 Municipal Partnerships Report
	4. Minutes – Tourism Advisory Panel (TAP) – December 2, 2021
	5. Rural Economic Development (RED) Project – New Business Chronicle Video
	<b>***A YouTube video was played with respect to the RED Project – New Business Chronicle.</b>
<b>14.</b>	<b>Unfinished Business</b>
<b>Council-CS-2021-42 – The Rotary Club of Gananoque – Community Gardens Agreement</b>	
	<b>By-law No. 2021-126 – The Rotary Club of Gananoque – Community Gardens Agreement</b> <b>Moved by:</b> Deputy Mayor Osmond <b>Seconded by:</b> Councillor Haird BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE, PASS BY-LAW NO. 2021-126, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN A TEN (10) YEAR LEASE AGREEMENT WITH THE ROTARY CLUB OF GANANOQUE GRANTING PERMISSION TO USE TOWN PROPERTY FOR THE PURPOSE OF ESTABLISHING AND MAINTAINING A COMMUNITY GARDEN AT 355 ARTHUR STREET, AND 200 SECOND STREET, AS PRESENTED IN COUNCIL REPORT CS-2021-42. <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
	<b>Motion #21-216 – The Rotary Club of Gananoque – 2022 Community Grant</b> <b>Moved by:</b> Councillor Haird <b>Seconded by:</b> Councillor Anderson BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES A 2022 COMMUNITY GRANT IN THE AMOUNT OF \$2,000 TO THE ROTARY CLUB OF GANANOQUE COMMUNITY GARDENS COMMITTEE FOR THE PURCHASE AND INSTALLATION OF A COMMUNITY GARDEN SIGN AT 200 SECOND STREET, AS PRESENTED IN COUNCIL REPORT CS-2021-42. <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>

<b>Council-CS-2021-43 – Age Friendly Final Survey Results and Action Plan Approval (+Presentation)</b>	
	<p><b>Motion #21-215 – Age Friendly Final Survey Results and Action Plan Approval</b>  <b>Moved by:</b> Deputy Mayor Osmond                      <b>Seconded by:</b> Mayor Lojko  BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE AGE-FRIENDLY GANANOQUE BACKGROUND REPORT AND ACTION PLAN FOR INFORMATION AND DIRECT STAFF TO SEEK OUT SUPPORTING GRANT OPPORTUNITIES, AS PRESENTED IN COUNCIL REPORT CS-2021-43.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<b>15.</b>	<b>Consent Agenda</b>
	<p><b>Moved by:</b> Councillor Haird                                      <b>Seconded by:</b> Councillor Harper  Be it resolved that the Motion and By-law listed on the Consent Agenda be passed accordingly:</p>
	<b>MOTION:</b>
	<p><b>#21-213 – Approval of Minutes – Tuesday, December 7; Thursday, December 2 and 9, 2021</b>  BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE REGULAR MINUTES OF TUESDAY, DECEMBER 7TH, 2021 AND THE SPECIAL MINUTES OF THURSDAY, DECEMBER 2ND AND 9TH, 2021 MEETINGS.</p>
	<b>BY-LAW:</b>
	<p><b>By-law No. 2021-118 – Adopt the 2022-2027 Multi-Year Accessibility Plan (Third and Final Reading)</b>  BEING A BY-LAW TO ADOPT THE 2022-2027 MULTI-YEAR ACCESSIBILITY PLAN.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<b>16.</b>	<b>Motions (Council Direction to Staff)</b>
	<p><b>1. Notice of Motion – Reduce Transfer to Capital Reserve – 2022 Budget – Mayor Lojko</b></p> <p><b>Motion #21-220 – Notice of Motion – Reduce Transfer to Capital Reserve – 2022 Budget</b>  <b>Moved by:</b> Councillor Haird                                      <b>Seconded by:</b> Councillor Anderson  WHEREAS, AT THE DECEMBER 9<sup>TH</sup>, 2021 SPECIAL COUNCIL BUDGET MEETING, COUNCIL DIRECTED THE TREASURER TO REDUCE THE TRANSFER TO CAPITAL RESERVES BY \$23,600 TO ACHIEVE A 2% 2022 TAX LEVY INCREASE, AND WHEREAS FURTHER REDUCTIONS TO THE CONTRIBUTION TO CAPITAL RESERVES CAN FURTHER REDUCE THE TAX LEVY,  NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS THE TREASURER TO FURTHER REDUCE THE TRANSFER TO CAPITAL RESERVES BY \$0.00, MAINTAIN 2% 2022 TAX LEVY INCREASE.</p> <p style="text-align: right;"><b>CARRIED – 6 Ayes, 1 Nay</b></p>
	<p><b>2. Notice of Motion – Add Funds to 2022 Budget to Hire a Temporary Labourer in Community Services – Councillor Anderson</b></p> <p><b>Motion #21-221 – Notice of Motion – Add Funds to 2022 Budget to Hire a Temporary Labourer in Community Services</b>  <b>Moved by:</b> Councillor Anderson                                      <b>Seconded by:</b> Deputy Mayor Osmond  BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS THE TREASURER TO ADD \$19,161 TO THE 2022 COMMUNITY SERVICES OPERATIONAL BUDGET TO HIRE A TEMPORARY LABOURER FOR 20 WEEKS DURING THE SPRING/SUMMER SEASON TO ASSIST WITH TRAILS AND PARK MAINTENANCE.</p> <p style="text-align: right;"><b>DEFEATED – 2 Ayes, 5 Nays</b></p>

	<b>3. Notice of Motion – Amend Special Events Policy – Recycling and Environmental Plan – Deputy Mayor Osmond</b>
	<p><b>Motion #21-222 – Notice of Motion – Amend Special Events Policy – Recycling and Environmental Plan</b></p> <p><b>Moved by:</b> Deputy Mayor Osmond      <b>Seconded by:</b> Councillor Haird</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO AMEND THE SPECIAL EVENTS POLICY TO MANDATE THAT ALL APPLICANTS WHO SEEK A PARK PERMIT FOR AN EVENT BE REQUIRED TO SUBMIT A RECYCLING/ENVIRONMENTAL PLAN SHOWING HOW THE EVENT WILL USE ONLY BIODEGRADABLE/COMPOSTABLE CUPS, PLATES, FORKS, ETC.;</p> <p>AND FURTHER, THAT THE APPLICANT ATTEST THAT THE PLAN WILL BE STRICTLY ENFORCED THROUGHOUT THE EVENT AND SHOULD IT NOT BE, THAT THE PERMIT FOR FUTURE YEARS WILL BE DENIED.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
17.	<b>Notice Required Under the Notice By-law – None</b>
18.	<b>Committee Updates (Council Reps)</b>
	<ul style="list-style-type: none"> <li>• Councillors provided their updates.</li> </ul>
19.	<b>Discussion of Additional Items</b>
	<b>1. Amphitheatre Wind Damage – Councillor Anderson</b>
	<ul style="list-style-type: none"> <li>• Councillor Anderson informed Council that he contacted staff regarding the damage to the Amphitheatre during the recent wind storm and requested that staff provide rationale as to why the Amphitheatre cover remained up this year.</li> <li>• David Armstrong and Doug Wark explained that the Amphitheatre “tarping” is very fragile due to its age, and; the decision to leave it up was to avoid tearing and damage while in storage.</li> <li>• It was noted, that the Public Works bucket truck that is used to remove the “tarping” was also out of service at the time.</li> <li>• The Town’s insurer has been notified of the loss and a claim has been created.</li> </ul>
20.	<b>Staff Reports</b>
	<b>Council-FIN-2021-40 – 2021 Community Grants – Final Intake</b>
	<b>***Councillor O’Connor declared a pecuniary interest with respect to the Community Grant Application from the Gananoque Arts Network, as his Gallery’s landlord is named on the application, and refrained from voting and discussion.</b>
	<p><b>Motion #21-217 – 2021 Community Grants – Final Intake – Gananoque Arts Network</b></p> <p><b>Moved by:</b> Councillor Anderson      <b>Seconded by:</b> Deputy Mayor Osmond</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES A 2021 COMMUNITY GRANT TO THE GANANOQUE ARTS NETWORK, IN THE AMOUNT OF \$5,000, AS PRESENTED IN COUNCIL REPORT FIN-2021-40.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS, by those voting</b></p>
	<p><b>***Moved by Mayor Lojko and seconded by Councillor Anderson to add “AND FURTHER THAT COUNCIL SET ASIDE THE PROVISIONS OF THE COMMUNITY GRANTS POLICY TO AUTHORIZE AN ADDITIONAL \$10,000 TO THE GANANOQUE ROTARY CLUB RIBFEST.”.</b></p> <p style="text-align: right;"><b>CARRIED – 6 Ayes, 1 Nay</b></p>







**Cunningham Swan**

LAWYERS

• EST 1894 •

**Tony E. Fleming**  
**Direct Line: 613.546.8096**  
**E-mail: [tfleming@cswan.com](mailto:tfleming@cswan.com)**

**CONFIDENTIAL**

December 17, 2021

**SENT BY EMAIL TO: [clerk@gananoque.ca](mailto:clerk@gananoque.ca)**

Members of Council  
c/o Penny Kelly, Clerk  
The Town of Gananoque  
30 King Street East  
Gananoque, Ontario  
K7G 2T6

Dear Members of Council:

**RE: Municipal Code of Conduct Complaint – Councillor Mike Kench  
Our File No. 16418-153**

Please be advised that our investigation under the Code of Conduct is now complete. We attach the final report herewith and the report should now be circulated to members of the Council. We have provided a copy of the report to the member and complainant separately.

As a financial sanction was recommended, the Member has a direct pecuniary interest in the report and they would not normally be able to participate in the discussion about the penalty. However, amendments to the MClA now allow the Member to make submissions to Council and attempt to influence their decision as it relates to the recommendation financial sanction only:

Section 5

....

**Exception, consideration of penalty**

(2.1) The following rules apply if the matter under consideration at a meeting or a part of a meeting is to consider whether to suspend the remuneration paid to the

00560061.DOCX:

TEL: 613-544-0211  
FAX: 613-542-9814  
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)  
WEB: [WWW.CSWAN.COM](http://WWW.CSWAN.COM)

member under subsection 223.4 (5) or (6) of the *Municipal Act, 2001* or under subsection 160 (5) or (6) of the *City of Toronto Act, 2006*:

1. Despite clauses (1) (b) and (c), the member may take part in the discussion of the matter, including making submissions to council or the local board, as the case may be, and may attempt to influence the voting on any question in respect of the matter, whether before, during or after the meeting. However, the member is not permitted to vote on any question in respect of the matter.
2. Despite subsection (2), in the case of a meeting that is not open to the public, the member may attend the meeting or part of the meeting during which the matter is under consideration. [emphasis added]

The Member is not permitted to attempt to influence Council's decision as to receipt of the report itself. The Act creates an exemption that only permits the Member to attempt to influence the decision on penalty or any question related to that recommended financial penalty.

We recommend that the Member follow the process set out below when Council receives and considers the report:

1. The Member must declare a conflict of interest and abide by section 5(1)(a) of the MCIA for any part of the consideration of the report that does not relate to Council's consideration of the recommended financial penalty;
2. The Member may take part in the debate on Council's decision on whether to implement the financial penalty or the amount of the penalty;
3. They may not vote.

This investigation is hereby closed. If Council requires the attendance of the Integrity Commissioner when the report is dealt with by Council please advise.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**



Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation

TEF:mj





**Cunningham Swan**

LAWYERS

• EST 1894 •

**Tony E. Fleming**  
**Direct Line: 613.546.8096**  
**E-mail: [tfleming@cswan.com](mailto:tfleming@cswan.com)**

**CONFIDENTIAL**

December 17, 2021

**SENT BY EMAIL TO: [clerk@gananoque.ca](mailto:clerk@gananoque.ca)**

Members of Council  
The Town of Gananoque  
30 King Street East  
Gananoque, Ontario  
K7G 2T6

Dear Members of Council:

**RE: Municipal Code of Conduct Complaint – Councillor Mike Kench**  
**Our File No. 16418-153**

**The Complaint**

A complaint was received on September 1, 2021, alleging that Councillor Mike Kench was, “a proponent of the anti-vax movement and is using his position on Council to promote this movement to the detriment of Council business and the community.” The complaint then attached a series of emails related to Councillor Kench’s response to the YMCA COVID-19 protocol news release, a response to an internal email thanking staff for their support at a vaccination clinic and an internal email with the Mayor and CAO.

Councillor Kench was provided with a copy of the complaint and supporting emails on September 10, 2021, and was asked to provide a written response. A response was received on September 19, 2021. The complainant was provided with a copy of the response on September 21, 2021, and asked if they had any further submissions to make. No further comments were received, and the Integrity Commissioner conducted a preliminary review of the complaint. There was sufficient evidence contained in the complaint to warrant further investigation. The investigation consisted of additional document review and interviews.

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TEL: 613-544-0211  
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## FINDINGS OF FACT

### Vaccine Clinic

On July 22, 2021 the Fire Chief sent an email to the senior management team, firefighters, Council and the Mayor thanking everyone who volunteered their time for the COVID-19 vaccine clinics. On July 22, 2021, Councillor Kench responded, asking the Fire Chief not to include him on future emails as “COVID is over”. Councillor Kench went on to state,

“The below message is for all, and not just for [the Fire Chief].

Have you ever heard of the Nuremberg trials?

... I have been doing a ton of reading about this so-called ‘health crisis’, and nothing seems to add up.

I graduated with a four year health degree from Queen’s and I owned a gym for five years. I’m very passionate about healthy living and the human body. These vaccines are not something I can support. They are almost completely useless and unnecessary from what I can understand.

I took a few statistics courses in university and learned how to read, understand and manipulate statistics to show something that might not be true. This non-deadly Covid-19 has been hijacked and sensationalized to make you feel like you need these suspicious vaccines. This is only a massive play by big pharmaceutical companies so they can make a pile of \$\$\$.

...”

When asked what he meant with his reference to the Nuremberg Trials, Councillor Kench responded that the Pandemic and the government’s response to the Pandemic has certain parallels to the Nuremberg Trials. In the Councillor’s view, the trials were about a circumstance where people on trial were defending their actions by claiming that they were simply doing what they were directed to do by the government. Councillor Kench does not want to be associated with COVID-19 vaccines that he does not know are safe. He then stated that it is a slippery slope to coerce people to take COVID-19 vaccinations, “it reeks of Nazi Germany and the Holocaust”. It is his view that the government is effectively coercing people to get vaccinated and they are doing so in a way that is segregating society; similar to what occurred in Nazi Germany.

When asked why he felt it was appropriate to equate the Pandemic response to Nazi Germany and the Holocaust Councillor Kench replied that it was not genocide he was referring to, only the segregation inherent in the Holocaust.

When asked what he meant by COVID -19 being “non-deadly” Councillor Kench replied that of the more than 29,000 deaths reported in Canada, they are reported as “COVID related” and that it is primarily pre-existing health issues that actually cause death; it is not the COVID-19 virus itself that is killing the majority of people.

The complaint asserted that the Councillor was a proponent of the “anti-vaccination” movement. The Councillor disagreed with that characterization as he was in favour of some vaccines, just not the vaccines for COVID-19. His rationale for the distinction was that there is no evidence that the vaccine prevents transmission of the virus. Although he acknowledged that the vaccine does protect individuals from the virus, unless it stops transmission of the virus there is no community benefit in the Councilor’s view.

Throughout this decision the Integrity Commissioner will refer to the Councillor’s “views” or “opinions” of the issues. During the interview process the Councillor took issue with the Integrity Commissioner characterizing his statements as his view or his opinion, arguing that it was not his “opinion” and stressing that his statements were scientific facts.

## **YMCA**

On August 26, 2021, the YMCA of Eastern Ontario issued a press release setting out its COVID-19 protocols. Councillor Kench responded the same day by email to the employee issuing the press release stating,

“Disgusting. You should be ashamed to represent the YMCA. You should resign from any group that would discriminate like this.”

The CEO of the YMCA responded to Councillor Kench to express that he was,

“... very disappointed that someone in your position would attack one of my staff as you have in your email. Not only is this unprofessional, but takes aim at an individual who has dedicated over 30 years to help better her surrounding communities, especially individuals who are less fortunate.”

Councillor Kench replied the same day, August 27, 2021, that “we obviously share different perspectives on what is taking place.” The councillor then went on to explain his perspective:

“I see a tyrannical government that is doing everything in its legal powers (sic) for force and coerce our citizens to injecting something into their body that they might not want to do.

...

In my opinion, if you and [YMCA employee named in the original email] cared about our fellow citizens and our children, you would push back on any kind of vaccine

mandates and/or resign to illustrate your commitment to the health and safety of our people. We need to band together to push back anywhere we can.

My concern is that I am disappointed that you would support any kind of discrimination in the buildings and programs that you offer.”

Councillor Kench ended by indicating that his intent was not to offend and that he could have articulated his position better, but that, “we need people like [redacted] and yourself to speak up against discriminatory restrictions. I hope you will get on board and help protect our communities with me.”

### **Internal Email**

A separate exchange occurred between Councillor Kench and the Town’s CAO and Mayor Lojko on August 26, 2021, where Councillor Kench requested confirmation that Town staff did not “.. think it is their job to harass people that cannot wear masks. Businesses are starting to come around and learn what the mandate means.” The Mayor responded by excerpting what the YMCA required and confirming that Public Health protocols must continue to be enforced for Town facilities.

Councillor Kench responded, “I see that the YMCA is moving along with the tyrannical Trudeau and Ford governments. It’s sad how many people are complicit in the Holocaust 2021.”

Councilor Kench was asked if he understood what the Holocaust was and how it related to his comment. He reiterated that his comment was highlighting what he perceived as government sponsored segregation, not genocide. When asked if he could understand why people might be offended by his reference, his response was that people need to develop thicker skin.

### **Council Position**

The Integrity Commissioner reviewed various documents such as minutes of the Municipal Emergency Control Group and Council, the declaration of an emergency, and motions passed by Council related to COVID-19 to understand the nature of the Town’s response to COVID-19 and how Council dealt with Public Health and Provincial mandates regarding COVID-19 protocols. This exercise was necessary to determine if the complaint was correct that Councillor Kench was not representing the views of Council and the Town. In addition, we were provided with Notices issued by the Town at various times during the Pandemic to advise residents of service and facility disruptions and closures to respond to the Pandemic and direction from Public Health.

Early in the Pandemic, Council issued an emergency order and throughout the Pandemic has issued multiple facility notices in conformity to Public Health guidance. Council moved to virtual Council meetings to respect the health and safety of councillors and staff. Council passed a Resolution on July 21, 2020, to support border closures. Throughout the Pandemic the Emergency Management Group met frequently and made decisions related to managing municipal facilities and events in accordance with Public Health guidance. Later in the Pandemic, after the Emergency order was rescinded, Council passed a resolution on May 18, 2021, encouraging the Province to end the lockdown and increase its efforts, “to educate Ontarians on how to maintain their maximum immunity with a healthy diet, getting regular exercise and maintaining proper vitamin D levels.”

Our review confirms that Council consistently managed Town facilities in accordance with Public Health and Provincial protocols and health protections measures were implemented as required. Although Council did not pass any resolutions that addressed vaccinations, on April 19, 2021, the Town issued a press release titled “vaccination update” in which the Mayor is quoted as saying, “While we may not see large numbers in our own community it does not give us the right to become complacent. Enjoy the fresh air and take a walk but let’s be smart about it and not gather in groups. And please, get your vaccine.”

The Integrity Commissioner found no evidence that Council passed any resolution, by-law or policy that supports Councillor Kench’s personal view that COVID-19 is not a serious health risk, that the Provincial and Public Health protocols were not necessary or that vaccines were ineffective, dangerous or that they should not be promoted. To the contrary, Council has adopted policies and passed resolutions to consistently promote safe conduct that is consistent with public health guidance and scientific advice.

### **Code of Conduct**

The Council Code of Conduct provides at s. 1 that Members of Council are governed by a series of legislation, including, “by-laws and policies of Council as adopted and amended from time to time.” The Integrity Commissioner includes in the list of policies and by-laws of Council resolutions passed and actions taken to respond to the Pandemic.

The purpose of the Code of Conduct is stated, in part, as, “... protect and maintain the Town of Gananoque’s reputation and integrity... The public is entitled to expect the highest standards of conduct from members that are elected or appointed to serve their local Government.”

Section 4 contains a list of matters that are titled “General integrity”. Included in this section are the following requirements that are relevant to this complaint:

- Members are committed to performing their functions with integrity, accountability and transparency;

- Members are responsible for complying with all applicable legislation, by-laws and policies pertaining to their position as an elected official;
- Members shall at all times serve and be seen to serve the interests of their constituents and the Town in a conscientious and diligent manner and shall approach decision-making with an open mind.”

Section 8 provides, ‘All members have a duty to treat members of the public, one another and staff with respect and without abuse, bullying or intimidation...’

Section 11 provides, ‘Members are expected to: (a) represent the public and to consider the well-being and interests of the municipality;’

### **Councillor Kench’s Position**

In his written response, Councillor Kench suggested that it was ironic that when he was attempting to prevent discrimination and harassment that he would be attacked. He suggested that his defence of people’s rights to their own bodies was not a detriment to the community and then asked whether Betty Friedan, Rosa Parks or Harry Hay were a detriment to their communities. The Councillor then attached a series of links to websites and videos that he claimed supported his position, the majority of which were found on YouTube, with almost no peer-reviewed scientific data.

Betty Friedan was a champion for women’s rights and equality and the author of ‘The Feminine Mystique’. Rosa Parks famously resisted segregation in the US and was a prominent civil rights activist. Harry Hay was an influential gay rights activist, described by many as the founder of the modern gay movement. The Integrity Commissioner finds no parallel between these leaders of civil rights and the actions of Councillor Kench.

In addition to his written response, Councillor Kench provided more links to the Integrity Commissioner after being interviewed, stating, ‘A number of times [during the interview with the Councillor] he [the Integrity Commissioner] suggested that it was my 'opinion' that the vaccines didn't stop the spread of Covid 19. I wanted to make sure he understood that it is a matter of fact and it is undisputable at this point.’

The various links provided by Councillor Kench in support of his ‘opinion’ are not relevant to this complaint. During the interview the Integrity Commissioner made it clear that this complaint is not about whether the Councillor’s views are right or wrong. While the Integrity Commissioner disagrees with many of the Councillor’s views, what is relevant to this complaint is the manner in which the Councillor disseminated his views: did Councillor Kench use his position as a Member of the Town of Gananoque Council to attack those who disagree with his personal view in a manner contrary to the Code? Additionally, it is relevant to the complaint to compare the Councillor’s public statements with Council’s public position on the Pandemic.

During his interview, the Councillor repeatedly asked what reading the Integrity Commissioner had done on the issue of COVID-19 and vaccines and told the Integrity Commissioner to do more investigation so that he would come to understand the science better. It was very clear that the Councillor has formed very strong opinions based on his personal reading and there is no doubt in the Integrity Commissioner's mind that Councillor Kench believes he is correct and that all of his beliefs are supported by sound science.

The Integrity Commissioner finds that Councillor Kench has treated and continues to treat as misguided anyone who does not share his views on COVID-19 and he (often aggressively) advances his position in an attempt to convince his audience that he is right and they are wrong.

From our interview, the Integrity Commissioner understands that Councilor Kench disputes that COVID-19 has the fatality rates that are reported and believes that some deaths reported as related to COVID-19 are in fact deaths from other causes, where the deceased also had COVID-19. This means to the Councillor that the Pandemic is not as serious as the media and government are reporting. He in fact refers to COVID-19 as the "so called health crisis" in his emails, excerpted above.

The Councilor's belief that COVID-19 is not a true health crisis fuels his belief that the government is "coercing" the population to become vaccinated, and is doing so in a manner that "segregates" or "discriminates" against those who choose not to become vaccinated. The Councillor believes that vaccines offer protections to individuals (primarily those who are predisposed to do poorly if they contract COVID-19) but the decision to become vaccinated should be a personal choice.

Councillor Kench further believes that because vaccinations do not stop the transmission of COVID-19, the government should not be "coercing" people to get vaccinated. This is equivalent to segregation on the basis of race or sexual orientation according to the Councillor.

## **ANALYSIS**

### **Code of Conduct**

A Member of Council is obligated to:

- protect and maintain the Town of Gananoque's reputation and integrity... The public is entitled to expect the highest standards of conduct from members that are elected or appointed to serve their local Government. (Code of Conduct purpose statement)
- perform their functions with integrity, accountability and transparency (section 4)
- comply with all applicable legislation, by-laws and policies pertaining to their position as an elected official (section 4)
- treat members of the public, one another and staff with respect and without abuse, bullying or intimidation (section 8)

- represent the public and to consider the well-being and interests of the municipality (section 11)

### **Comply with By-law and Policy**

The Integrity Commissioner finds that Councillor Kench's opinions about COVID-19 are not consistent with actions taken by Council to respond to the Pandemic. His views and his forceful manner of advocating for his views do not, "represent the public and ... consider the well-being and interests of the municipality" as required by section 11.

The Integrity Commissioner finds that the Councillor was actively encouraging and, in some cases, bullying individuals to act in a manner contrary to the general direction of Council related to the Pandemic. Council declared a state of emergency and managed its public facilities in accordance with Provincial and Public Health guidance. The Town supported and advocated for vaccines. Council's actions were in the public interest and represented what Council felt was important for the well-being of the public.

For the Councillor to suggest that Covid-19 is not a "true" health crisis or that it is "non-deadly" demeans Council's actions and sends a message to the public that Council's decisions were wrong. More importantly, the Councillor's statements support a view opposed to Council's clear direction designed to preserve the safety of the public.

Expressing a minority view on the topic of vaccinations or policies that encourage vaccinations is not a breach of the Code. What breaches the Code is the fact that the Councillor has taken such aggressive steps to advocate for "pushing back" on these directives. That is not the Councillor's role and it is a message that is contrary to the direction Council has advocated.

### **Treat Members of the Public and Staff with Respect**

Councillor Kench has not treated members of the public with respect and has engaged in email correspondence (specifically with the YMCA staff) that is abusive in an attempt to bully or intimidate them. There is no other way to interpret Councillor Kench's email where he states the policy is "disgusting". Further, Councillor Kench stated:

"In my opinion, if you [CEO] and [YMCA employee named in the original email] cared about our fellow citizens and our children, you would push back on any kind of vaccine mandates and/or resign to illustrate your commitment to the health and safety of our people. We need to band together to push back anywhere we can.

My concern is that I am disappointed that you would support any kind of discrimination in the buildings and programs that you offer."

The Integrity Commissioner finds that the Councillor was using his position as an elected official to advocate for his personal belief and that he did so in a manner that was abusive.



In his July 22, 2021, email to the Fire Chief and senior management team, firefighters, Council and the Mayor, Councillor Kench asked the Fire Chief not to include him on future emails as, “COVID is over”, going on to state,

“The below message is for all, and not just for [the Fire Chief].

Have you ever heard of the Nuremberg trials? ...”

The Integrity Commissioner does not accept the explanation offered by the Councillor that his reference to the Nuremberg Trials was meant to suggest that he did not want to follow government guidance on COVID vaccines when he did not believe in their efficacy. Using the Nuremberg Trials evokes a very specific and negative set of emotions and images associated with Nazi Germany and the atrocities committed in World War II. The Councillor also referred to the Holocaust in another email and in his interview with the Integrity Commissioner. The Integrity Commissioner finds that this was a deliberate use of language to evoke a negative perception of the current government’s handling of the Pandemic.

The Councillor deliberately equated the promotion of COVID vaccinations with Nazi Germany’s forced segregation of various groups into Concentration Camps for purposes of genocide. The Integrity Commissioner rejects the Councillor’s explanation that his reference was only intended to be a commentary on the segregation of non-vaccinated individuals. To equate policy that seeks to ensure a majority of the population obtains a vaccine to combat a global Pandemic with actions taken by Nazi Germany to exterminate targeted segments of society is wrong it is nothing more than an attempt to bully those who disagree with the Councillor into accepting his view. In the case of the YMCA, he went so far as to label their policy as “disgusting” and encouraged staff to resign if they had beliefs different than his.

The Integrity Commissioner finds that using the Holocaust and Nuremberg Trials was a course of action designed to make those who disagreed with the Councillor feel that their actions were more than just wrong; that they were complicit in something morally repugnant and that they should be “disgusted”.

It is simply unacceptable for the Councillor to use the tragedy of the Holocaust in a cavalier and demeaning attempt to attack those who disagree with his opinions on COVID. The Integrity Commissioner rejects Councillor Kench’s position that anyone who is offended by his use of this imagery needs to grow a thicker skin.

Councillor Kench has crossed the line from having a strongly held view to using his position to attack members of the public and staff who disagree with him.

The actions described above are a breach of the Code of Conduct, section 8.

## Recommendations

The Integrity Commissioner is aware that Councillor Kench was the subject of a previous Integrity Commissioner's report where the Integrity Commissioner found that Councillor Kench has been disrespectful to staff and the public. Council imposed a penalty on the Councillor by suspending his remuneration for a period of 60 days.

While the issues in this investigation and report are different, the commonality is a finding that Councillor Kench advocates for a position he believes in strongly in a manner that is disrespectful. In the current investigation his advocacy was more than simply disrespectful; it crossed the line into bullying and intimidation.

The Integrity Commissioner recommends that Council suspend the Councillor's remuneration for a period of 90 days.

In making this recommendation, the Integrity Commissioner is guided by the fact that the Councillor is not remorseful and does not see his behaviour as inappropriate. His sole motivation during the interview process appeared to be to advance his views on COVID and vaccinations, going so far as to chastise the Integrity Commissioner for what he perceived as a lack of research by the Integrity Commissioner into the issue of vaccines. Rather than appreciating that his aggressive approach is not appropriate, the Councillor advocated that anyone offended by his reference to the Holocaust should grow a thicker skin. This behaviour does not reflect well on Council, the Town or its residents and requires a significant penalty to deter future incidents.

The Integrity Commissioner also recommends that Council issue a formal reprimand so that the public understand that Council and the Town of Gananoque do not support the views of the Councillor and especially do not condone the manner in which he expressed his views. While Council may not have a specific vaccination policy, it is clear that the Town has taken important public safety measures during the Pandemic to respect Provincial guidance and Public Health direction on fighting the Pandemic. Views expressed by the Councillor undermine the severity of the Pandemic and the legitimacy of efforts taken to protect the most vulnerable in society from the Pandemic.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**



Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation

TEF:mj

**1000 Islands Accommodation Partners  
Expenditures from \$170,000 DMP Replacement Funds from  
Town of Gananoque 01/01/21 to 12/31/21**

**REVENUE**

**FUNDING REVENUE - PROGRAM**

MAT TRANSFER -Town of Gananoque	170,000.00
<b>TOTAL FUNDING REVENUE - PROGRAM</b>	<u>170,000.00</u>

<b>TOTAL REVENUE</b>	<u>170,000.00</u>
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**EXPENSE**

**PAYROLL EXPENSES**

WAGES	37,956.90
EI EXPENSE	839.61
CPP EXPENSE	1,855.60
WSIB EXPENSE	185.99
<b>TOTAL PAYROLL EXPENSE</b>	<u>40,838.10</u>

**ADMINISTRATIVE EXPENSES**

GENERAL OFFICE & ADMINISTRATION	2,952.65
PHONE & INTERNET	761.54
TOWN OF GANANOQUE RENT EXPENSE	2,970.00
BANK CHARGES AND INTEREST	75.00
INSURANCE	3,176.28
PROFESSIONAL FEES	6,781.25
<b>TOTAL ADMINISTRATION</b>	<u>16,716.72</u>

**MARKETING & DEVELOPMENT**

MEMBERSHIPS	1,114.00
CONVENTIONS	3,409.68
MARKETING - TRAVEL TRADE/ MEDIA	37,423.16
ADVERTISING (Digital ad campaigns, print ads, etc.)	37,316.78
ARTWORK & COMMUNICATIONS	5,131.31
EVENT SUPPORT (Poker Run, Curling Club Bonspiels, Artisan Market, etc.)	27,924.66
WORKFORCE TRAINING	425.00
<b>TOTAL MARKETING &amp; DEVELOPMENT</b>	<u>112,744.59</u>

<b>TOTAL EXPENSE</b>	<u>170,299.41</u>
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<b>NET INCOME(LOSS)</b>	<u><u>-299.41</u></u>
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## 2022 Projected TIAP Budget Proposal

Expenses		
	<b>Marketing</b> Budgeted items include: <ul style="list-style-type: none"> <li>- Digital Ad Campaigns for Summer &amp; Fall of 2022</li> <li>- Odessa Billboard Rental</li> <li>- Digital &amp; Print ads (ex. Ontario by Bike, Visit 1000 Islands Visitor Guide, 1000 Islands Gananoque Chamber Visitor Guide)</li> </ul>	<b>\$63,000.00</b>
	<b>Events</b> Additional financial support available for events & marketing expenses related to event promotion.	<b>\$15,000.00</b>
	<b>Travel Media</b> Budgeted items include: <ul style="list-style-type: none"> <li>- Rendezvous Canada 2022</li> <li>- Influencer/Blogger/Travel Writer visits &amp; FAM tours</li> <li>- Travel Media Association of Canada</li> <li>- Association Memberships</li> </ul>	<b>\$42,150.00</b>
	<b>Administrative</b> Publicity/Marketing Staff Expenses <ul style="list-style-type: none"> <li>- Staff wages &amp; Mandatory Employment Related Costs</li> </ul> Other Administration Expenses <ul style="list-style-type: none"> <li>- Rent to Town</li> <li>- Phone</li> <li>- Professional Fees</li> <li>- Insurance</li> <li>- Office Supplies</li> </ul>	<b>\$53,900.00</b>
		<b>\$16,620.00</b>
<b>Total expenses</b>		<b>\$190,674.00</b>
Revenue		
	DMP receipts	\$15,000.00
	MAT	\$170,000.00
	Service Canada Summer Student	
	RTO9 Funding	
	Destination Ontario Funding	
	Tourism & Hospitality Recovery Program	
	Ministry of Heritage, Sport, Tourism and Culture Funding	
<b>Total revenue</b>		<b>\$185,000.00</b>
Profit / Loss		-\$5,674.00

# Marketing Campaigns 2021

Winter social media Campaign in partnership with the United Counties of Leeds & Grenville through the month of March – all campaigning went through the 1000 Islands Tourism Facebook/Instagram & Twitter

Summer campaign plans ran from June - October, including the “Win a Two Night Getaway to the 1000 Islands” contest as the highlight

Separate fall campaign ran from September - October featuring the beauty of the area in the autumn.

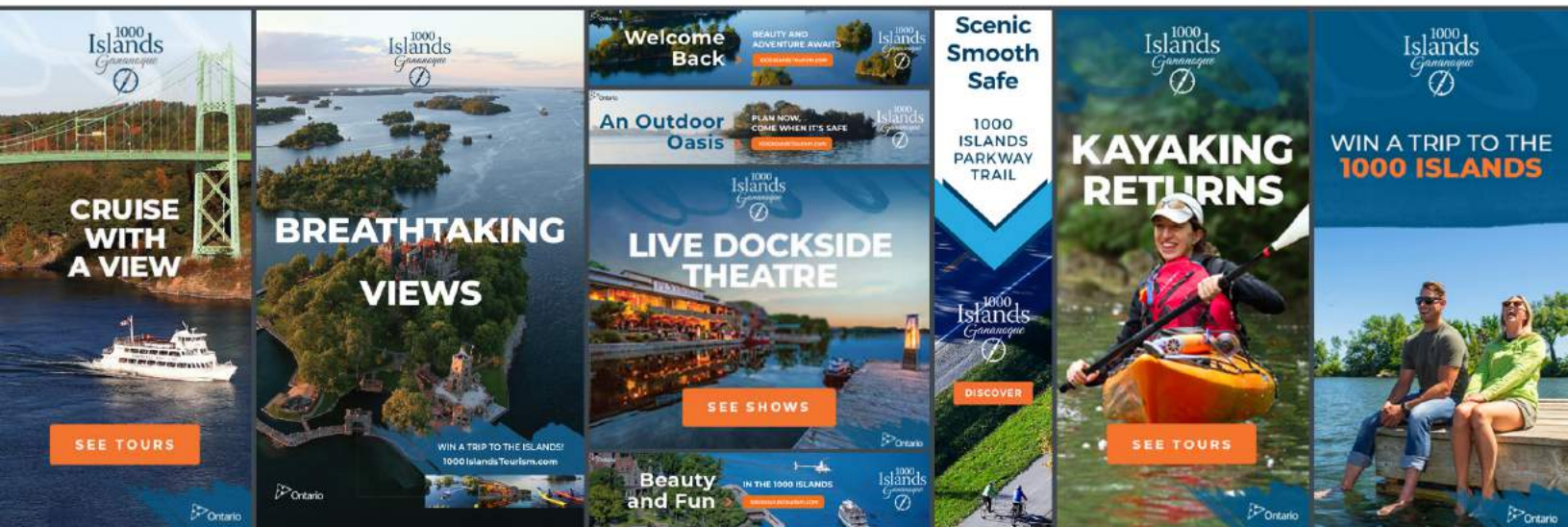
## RESULTS

- A total of over **258,000 impressions** for the winter campaign with over **13,600 clicks** through to the campaign landing page
- A total of **12,636 unique contest entries** were received for contesting, including information and insight re: their travel preferences.
- Email subscribers increased from 14,305 subscribers at the beginning of the campaign to **22,242 email subscribers** at the end
- Between January 1 and October 31, we received **144,877 visits** to the TIAP website and **309,957 page views**. A focus in this campaign was to push website visits to our partners/attractions where promoted. This generated **1000s of clicks to their websites**.
- There was an email **open-rate of 23%** generated over the 5 emails launched during the campaign period of Jun - Oct.

Social media quick stats (Jan 1, 2021 – Dec 15, 2021):

Facebook Reach: **754K+**

Instagram Reach: **218.7K+**

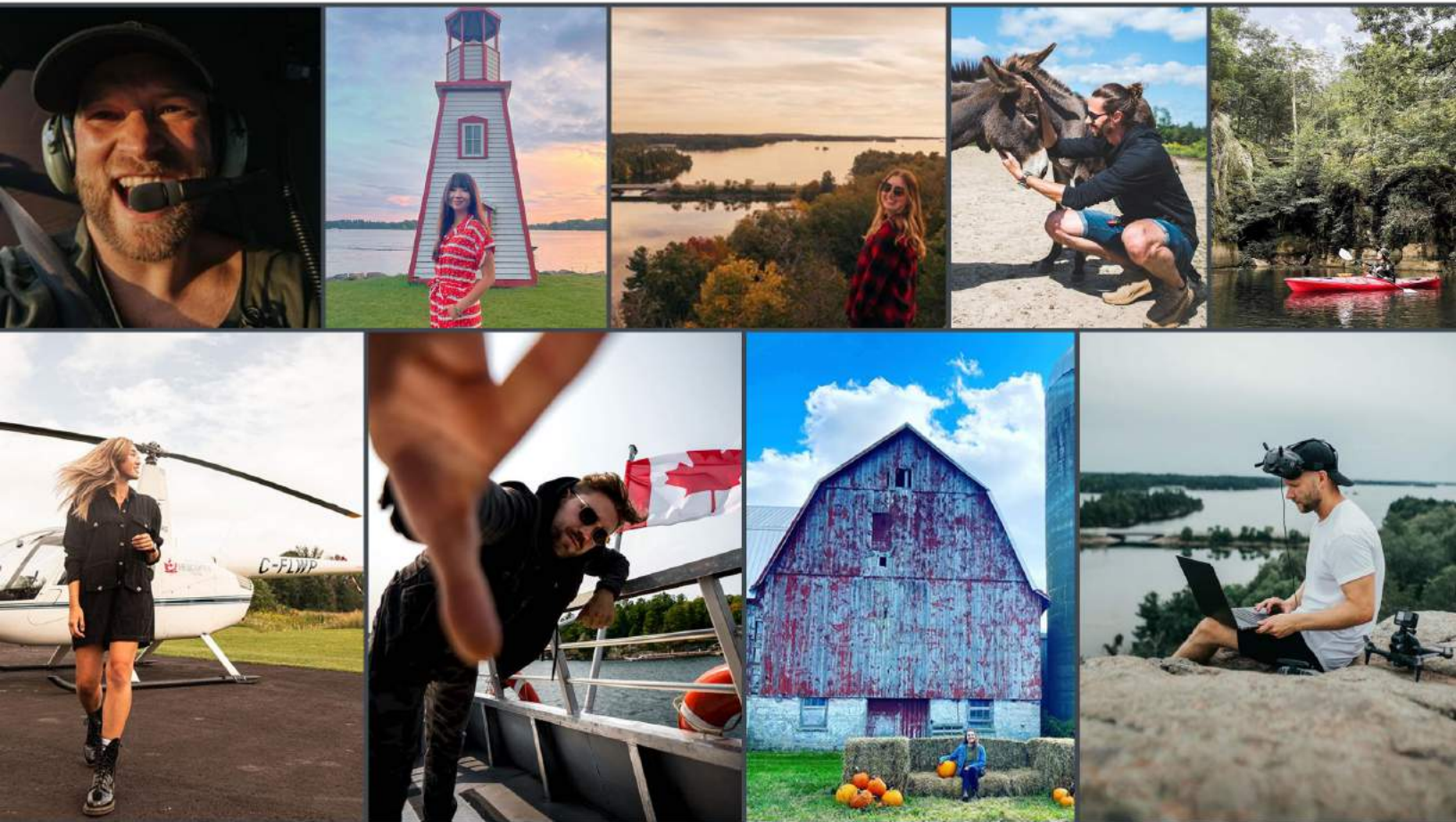


# Travel Media 2021

TIAP welcomed the following travel media members and influencers in 2021 both independently & through partnership opportunities with: RTO9, Destination Ontario and Destination Canada. Media personnel are the most valuable way to incur organic reach and act as an authentic testimonial for the traveller experience to their followers & readers.

**Mel Whang - Mel Inspired** | @melwhang | **142K Followers**  
**Elise Purdon - Tiny Town Tours** | @apoelise / @elisepurdon | **48.3K Followers**  
**Brigitte Truong - Tiny Town Tours** | @brigittetruong | **21.4K Followers**  
**Megan Renaud - Ottawa River Lifestyle** | @ottawariverlifestyle | **7.7K Followers**  
**Julia Weber - Little Miss Ottawa** | @littlemissottawa | **48.7K Followers**  
**Matti Haapoja** | @mattih | **398K Followers - 1.14M Subscribers**  
**Teppo Haapoja** | @teppohaapoja | **45.6K Followers - 76.3K Subscribers**  
**Jay Kana - Modern Mississauga Media** | @modernmississauga | **2.9K Followers**  
**Stephen Johnson - Family Fun Canada** | @familyfuncanada | **5.6K Followers**  
**Andrea Traynor - Mommy Gearest** | @mommygearest | **29.6K Followers**  
**Dave Pereira - See Dave Do** | @seedavedo | **10.6K Followers**  
**Adam Waxman - Dine Magazine**

**Gananoque & the 1000 Islands saw over 2,000,000,000+ Impressions through paid & earned media in 2021!** (source: Beattie Tartan, RTO9)



10 King St. East, Gananoque, ON K7G 1E6 | [www.1000Islandstourism.com](http://www.1000Islandstourism.com)

*1000 points of view*





**MOTION / RESOLUTION OF COUNCIL**

<b>Date:</b> January 11, 2022	
<b>Subject: Confirming By-law – January 11, 2022</b>	
<b>Moved By:</b>	
<b>Seconded By:</b>	
<p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2022-003, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS REGULAR MEETING HELD ON TUESDAY, JANUARY 11<sup>TH</sup>, 2022, BE READ THREE TIMES AND FINALLY PASSED THIS 11<sup>TH</sup> DAY OF JANUARY 2022.</p>	

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

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

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

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

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

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

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