

The Corporation of the Town of



**SPECIAL COUNCIL MEETING AGENDA**

Held on March 25, 2020 at 9:00 AM

**Public Teleconference Number – 1-613-714-9906**

**Access Code: 625 021 646**

<b>1</b>	<b>Call Meeting to Order</b>
<b>2</b>	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof</b>
<b>3</b>	<b>Pandemic Influenza Reports</b>
	<b>Shellee Fournier, CAO</b>
	Council-CAO-2020-01 – Amend Procedural By-law No. 2016-014 due to Pandemic
	<b>Melanie Kirkby, Treasurer</b>
	Council-FIN-2020-04 – Pandemic Financial Relief Report
<b>4</b>	<b>Consent Agenda</b>
<b>4a</b>	<b>Minutes of Council</b> – Approval of Council Minutes – Tuesday, March 3 and 10, 2020
<b>5</b>	<b>Notice Required Under the Notice By-law</b>
	1. Tuesday, April 7, 2020: Third and Final Reading of 2020 Water and Wastewater Operating and Capital Budget
<b>6</b>	<b>Staff Reports</b>
	<b>Kari Lambe, Manager of Community Services</b>
	Council-CS-2020-04 – Amend Economic Development Advisory Panel Terms of Reference – Membership
<b>7</b>	<b>Confirmation By-law</b>
	By-law No. 2020-038 – Confirm the proceedings of Council for the meeting held on Tuesday, March 25, 2020 (3 Readings)
<b>8</b>	<b>Next Meeting</b> – Tuesday, April 7, 2020
<b>9</b>	<b>Adjournment</b>



**COUNCIL Report – CAO-2020-01**

**Date:** March 25, 2020  **IN CAMERA**  
**Subject:** Amend Procedural By-law – COVID 19 Pandemic  
**Author:** Shellee Fournier, CAO  **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW 2020-039, BEING A BY-LAW TO AMEND THE PROCEDURAL BY-LAW NO. 2016-094, TO INCLUDE ELECTRONIC PARTICIPATION RESPONDING TO EMERGENCIES AND MATTERS CRITICAL TO COMMUNITY WELFARE, AS PRESENTED IN COUNCIL REPORT CAO-2020-01.

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE TEMPORARILY SET ASIDE THE PLANNING ADVISORY COMMITTEE (PAC) TERMS OF REFERENCE TO ALLOW PLANNING APPLICATIONS TO BE APPROVED DIRECTLY BY COUNCIL WITH ELECTRONIC INPUT RECEIVED BY THE MEMBERS OF THE PLANNING ADVISORY COMMITTEE IN LIEU OF PAC MEETINGS, AS PRESENTED IN COUNCIL REPORT CAO-2020-01.

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE TEMPORARILY POSTPONES ADVISORY PANEL MEETINGS RECOGNIZING THE HEALTH AND WELFARE OF ITS MEMBERS AND STAFF, UNTIL SUCH TIME AS THE PROVINCE LIFTS THE COVID-19 PANDEMIC STATE OF EMERGENCY, AS PRESENTED IN COUNCIL REPORT CAO-2020-01.

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**STRATEGIC PLAN COMMENTS:**

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

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

**BACKGROUND:**

On March 17, 2020, Premier Doug Ford declared a State of Emergency in the Province of Ontario due to the COVID 19 Pandemic. The declaration effectively bans people from most public spaces and prohibits events and gatherings. The decision was made based on conversations with the Province’s Chief Medical Officer of Health.

This impacts municipalities as local governments can only govern by by-law. By-laws may only be passed at a meeting open to the public. In addition, *Planning Act* applications require public meetings. This raises fundamental questions about how local governments can continue to function while still taking the necessary steps to avoid the further spread of COVID 19.

**INFORMATION/DISCUSSION:**

On March 19, 2020, the Province passed Bill 187 to allow electronic participation in council, board and committee meetings. The Bill amends section 238 of the *Municipal Act* to add the following:

(3.3) The applicable procedure by-law may provide that, during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*,

(a) despite subsection (3.1), a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and

(b) despite subsection (3.2), a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public.

Bill 187 amends *the Municipal Act, 2001*, to provide that during declared emergencies, should they choose to, members of councils, local boards and committees who participate electronically in open and closed meetings may be counted for purposes of quorum;

Section 238 of the Act was amended to state that the applicable Procedure By-law may provide that, during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, a municipality may amend its procedural by-law to provide for electronic participation of council members, and all such participating members shall count for purposes of establishing quorum.

To that end, for the Town of Gananoque Council to continue to safely meet and conduct business during this Pandemic, the attached amendment to the procedural by-law is required.

Further, staff have determined that the most effective/efficient and safe way of conducting Council business would be to host teleconferences available to Council, staff, media, and the public. The Teleconference details will be made public so that the persons wishing to “attend” a meeting can participate electronically.

Further, staff have determined that the most effective/efficient way to receive electronic input from Planning Advisory Committee members is for the members to email the Manager of Planning and Development with their individual comments within the timeline allocated. A “Reply All” will not be permitted as this would constitute a closed meeting.

Of note, the Province has eliminated all deadlines/limitation periods for statutes, regulations, rule, by-law or order for the duration of the emergency and retroactive to March 16, 2020. This applies to planning applications, building permits, etc. However, the Town will endeavour to continue to move forward applications as time and resources permit.

**APPLICABLE POLICY/LEGISLATION:**

Bill 187, an Act to amend the *Municipal Act, 2001*  
*Emergency Management and Civil Protection Act,*

**FINANCIAL CONSIDERATIONS:**

None

**CONSULTATIONS:**

Tony Fleming, Lawyer, Cunningham Swan  
Michael Jiggins, Executive Assistant to Steve Clark, Member of Provincial Parliament

**ATTACHMENTS:**

Draft - Amending By-law to the Procedural By-law  
Ontario Regulation No. 73/20

<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 Municipal Act and regulations.</p>
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**THE CORPORATION OF THE TOWN OF GANANOQUE  
BY-LAW NO. 2020-039**

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**BEING A BY-LAW TO AMEND THE PROCEDURAL BY-LAW NO. 2016-094, TO  
INCLUDE ELECTRONIC PARTICIPATION RESPONDING TO EMERGENCIES AND  
MATTERS CRITICAL TO COMMUNITY WELFARE**

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**WHEREAS** the *Municipal Act*, 2001 provides that municipalities may pass by-laws respecting accountability and transparency of the municipality;

**AND WHEREAS** the *Municipal Act*, 2001 requires a municipality to pass a by-law to govern the rules of procedure and public notice of its meetings;

**AND WHEREAS** Bill 187, an Act to amend the *Municipal Act*, 2001, and the *City of Toronto Act*, 2006, received Royal Assent on March 19, 2020;

**AND WHEREAS** Bill 187 amends *the Municipal Act, 2001*, to provide that during declared emergencies, should they choose to, members of councils, local boards and committees who participate electronically in open and closed meetings may be counted for purposes of quorum;

**AND WHEREAS** Section 238 of the Act was amended to state that the applicable Procedure By-law may provide that, during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, a municipality may amend its procedural by-law to provide for electronic participation of council members, and all such participating members shall count for purposes of establishing quorum;

**AND WHEREAS** the Council of the Town of Gananoque received Report Council-CAO-2020-01, and concurs with the recommendation amend the Procedural By-law No. 2016-094, Section 6, **“GENERAL RULES OF MEETINGS”** to include the following:

**6.17. Electronic Participation**

- 6.17.1. A member of Council, or of a Committee or Local Board can participate electronically in a meeting which is open to the public. A member of Council, Committee or a Local Board may also participate in a meeting or portion of a meeting that is closed to the public;
- 6.17.2. Any such member shall be counted towards quorum of members present at any point in time and shall be able to vote, unless prohibited by the *Municipal Act* or the *Municipal Conflict of Interest Act*;
- 6.17.3. The Clerk and Municipal staff can participate electronically in any such meeting;
- 6.17.4. **“Electronic Means”** includes telephone, video or audioconferencing or other interactive method whereby Members, staff and the public are able to hear the Member(s) participating by electronic means and the Member(s) participating by electronic means are able to hear other Members, staff and the public;
- 6.17.5. Any member who intends to participate electronically shall provide advance notice of four (4) hours to the Clerk, or designate, to enable the Clerk to configure the best means of electronic participation, when applicable;
- 6.17.6. Notwithstanding subsection 6.17 **‘Electronic Participation’** does not exclude the necessity of advance notice of agendas and meetings times/locations for public access and must follow the meeting notice provisions under this By-law.

**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 Procedural By-law No. 2016-094, Section 6, "**GENERAL RULES OF MEETINGS**" be amended to insert the following:

**"6.17. Electronic Participation**

- 6.17.1. A member of Council, or of a Committee or Local Board can participate electronically in a meeting which is open to the public. A member of Council, Committee or a Local Board may also participate in a meeting or portion of a meeting that is closed to the public;
- 6.17.2. Any such member shall be counted towards quorum of members present at any point in time and shall be able to vote, unless prohibited by the *Municipal Act* or the *Municipal Conflict of Interest Act*;
- 6.17.3. The Clerk and Municipal staff can participate electronically in any such meeting;
- 6.17.4. "**Electronic Means**" includes telephone, video or audioconferencing or other interactive method whereby Members, staff and the public are able to hear the Member(s) participating by electronic means and the Member(s) participating by electronic means are able to hear other Members, staff and the public;
- 6.17.5. Any member who intends to participate electronically shall provide advance notice of four (4) hours to the Clerk, or designate, to enable the Clerk to configure the best means of electronic participation, when applicable;
- 6.17.6. Notwithstanding subsection 6.17 '**Electronic Participation**' does not exclude the necessity of advance notice of agendas and meetings times/locations for public access and must follow the meeting notice provisions under this By-law.

1.2. That temporary electronic participation under this By-law shall be valid until such a time that it is revoked by Council.

**2. EFFECTIVE DATE:**

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

Read a first, second and third time and finally passed this 25<sup>th</sup> day of March, 2020

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Ted Lojko, Mayor

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Penny Kelly

(Seal)

Filed with the Registrar of Regulations  
Déposé auprès du registraire des règlements

MAR 20 2020

Number (O. Reg.)  
Numéro (Règl. de l'Ont.)

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[Bilingual]

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Until filed with the  
Registrar of Regulations

REG2020.0160.e  
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## ONTARIO REGULATION

made under the

### EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT

#### ORDER UNDER SUBSECTION 7.1 (2) OF THE ACT

Whereas an emergency has been declared pursuant to Order in Council 518/2020 (Ontario Regulation 50/20) on March 17, 2020 at 7:30 a.m. Toronto time pursuant to section 7.0.1 of the *Emergency Management and Civil Protection Act* (the "Act");

And Whereas the criteria set out in subsection 7.1 (2) of the Act have been satisfied;

Now Therefore, an Order is made pursuant to subsection 7.1 (2) of the Act, the terms of which Order are the following:

1. Any provision of any statute, regulation, rule, by-law or order of the Government of Ontario establishing any limitation period shall be suspended for the duration of the emergency, and the suspension shall be retroactive to Monday, March 16, 2020.
2. Any provision of any statute, regulation, rule, by-law or order of the Government of Ontario establishing any period of time within which any step must be taken in any proceeding in Ontario, including any intended proceeding, shall, subject to the discretion of the court, tribunal or other decision-maker responsible for the proceeding, be suspended for the duration of the emergency, and the suspension shall be retroactive to Monday, March 16, 2020.

The duration of this Order is subject to any renewal required under subsection 7.1 (4) and, if applicable, subsection 7.1 (5) of the Act.



**G NANOQUE**  
Council Report – FIN-2020-04

**Date:** March 25, 2020  **IN CAMERA**  
**Subject:** Pandemic Financial Relief Report  
**Author:** Melanie Kirkby, Treasurer  **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PROVIDES RELIEF DURING THE COVID-19 PANDEMIC AS FOLLOWS:

1. THAT THE DUE DATE FOR THE FIRST INSTALLMENT FOR THE 2020 INTERIM BILL BE DEFERRED TO MAY 29<sup>TH</sup>, 2020.
2. THAT THE APRIL AND MAY 2020 PENALTY AND INTEREST ON PAST DUE TAXES NOT BE APPLIED.
3. THAT 1 BAG OF CURBSIDE WASTE BE ACCEPTED WITHOUT A BAG TAG PER HOUSEHOLD FOR THE MONTHS OF APRIL AND MAY 2020.
4. THAT PARKING FEES BE WAIVED FOR UNTIL MAY 31, 2020.
5. THAT THE DUE DATE FOR MARINA SLIP PAYMENTS BE EXTENDED TO JUNE 1, 2020.
6. THAT THE DUE DATE FOR FEES AT THE VISITOR CENTER FOR RACK CARDS BE EXTENDED TO JUNE 1, 2020.
7. THAT THE LEASE RATE FOR THE 1000 ISLANDS KAYAKING BE EXTENDED TO DECEMBER 31, 2020.
8. THAT THE CANCELLATION FEE BE WAIVED FOR ANY RECREATIONAL BOOKINGS DURING THE STATE OF EMERGENCY.

AS OUTLINED IN COUNCIL REPORT FIN-2020-04.

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**STRATEGIC PLAN COMMENTS:**

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

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**BACKGROUND:**

Staff have been contacted by various residents and businesses seeking financial relief from the Town due to the Pandemic crisis.

Staff have already issued a statement that the March 30<sup>th</sup> tax due date would be extended until Municipal Offices are reopened for 5 business days, deferring the application of interest until the 6<sup>th</sup> business day, in order to allow for the property owners that still pay their taxes in person with cash.

Payments by cheque are, as usual, accepted through a drop box. Online payments are still being processed, and until such time as the banks close to the public, payments are accepted at all bank branches.

The Utility bills are scheduled to be issued in May, however, with the meter replacement program temporarily halted; this will likely be postponed, because the reads are required for the bills to be issued. The February billing cycle was based on estimates as the project had already started.

**INFORMATION/DISCUSSION:**

At this time, Staff are not able to predict how long the State of Emergency will linger before the Pandemic outbreak subsides. Based on the assumption that the crisis may be continue past the April 6<sup>th</sup> closures, Staff are recommending some financial relief for residents, businesses and other users of Town services.

Staff are recommending that these initiatives revisited monthly until the Pandemic has dissipated. If the crisis is prolonged, the time for these initiatives may need to be extended.

Below are details of the possible initiatives.

**Deferring Tax Installment Due Dates and Application of Penalty and Interest:**

The interim tax bill is due in 2 installments, March 31<sup>st</sup> and May 29<sup>th</sup>. For ease of administration, and in anticipation of the crisis possibly lasting beyond April 6<sup>th</sup>, Staff are recommending that the due date for the 1<sup>st</sup> installment be delayed to May 29<sup>th</sup>. This will be easier to track than choosing an alternate date within that timeframe and calculating interest on 2 separate cycles.

Staff are recommending that penalty and interest not be applied to overdue tax accounts for the months of April and May 2020. Penalty and interest are applied on the first business day of every month. The total interest on tax arrears in April and May 2019 was \$13,621.74, which would estimate the lost revenue for the Town for April and May 2020.

A Major Tourism Based Business in Town has contacted Council and Staff to request a tax installment deferral until the August tax due date. If the situation is not resolved before the tourism season, or if the Pandemic is abated but the 2020 Tourism season is severely impacted, Council may wish to offer tax deferment to the affected business sectors. This can be discussed in depth as the situation unfolds.

Deferring Utility Payments:

As the Neptune meter replacement program is on hold, the May 2020 utility billing cycle may be postponed as the new meters need to be installed and the old meter reads entered into Vadim to issue the bills.

It is anticipated that the program will not resume until the State of Emergency is revoked. Once the billing cycle resumes, if it is apparent that residents are in need of relief from interest charges, Staff will bring that issue back to Council. Interest on past due bills is applied 30 days after the due date of the Bill.

Relief from Bag Tag Fees:

Staff have received numerous inquiries about bag tags. Some neighbouring Municipalities have waived bag tag fees and Gananoque residents have become aware of these measures.

Obviously there is a cost to the curbside collection program which will not likely be subsidized by disaster relief funding. The bag tag revenue is used to fund the majority of the waste collection and disposal services.

In 2019 the bag tag sales totaled \$90,143. Based on these figures, the prorated tag sales for 2 month was \$15,022.33.

Alternatively, to provide some relief, but not lose sight of the climate crisis, Staff are recommending the Council allow the first bag for each residence be free, with additional bags being tagged. This would discourage excessive waste and encourage residents to continue to recycle.

Parking:

There have been some inquiries regarding waiving parking fees. As the majority of people will be observing social distancing, people are not generally driving around for nonessential reasons, this isn't a significant issue.

Currently Bylaw enforcement officers are only focussing on infractions such as parking in no parking zones, blocking fire hydrants or using accessible spots without a tag.

Waiving this revenue is not believed to impact the Town, because the majority of people are not visiting the areas where they would need paid parking. The grocery stores and pharmacies have their own parking lots.

Deferring the Due Date for Payment of Marina Slips:

Staff are recommending that the User Fees that are due in April be extended a grace period until June 1, 2020. Unfortunately between the Pandemic and the High Water Levels the entire 2020 Marina season may be in jeopardy and refunds may have to be issued if the Marina is not able to open for the 2020 boating season.

Deferring the Due Date for Rack Fees at the Visitor Center:

Each year a variety of local businesses pay to have their rack cards displayed at the Visitor Center. The annual fees are due in April. Staff are recommending to allow some relief to these businesses that the due date be extended to June 1 2020.

Extend the Lease Rate for the 1000 Islands Kayaking Agreement

Staff are recommending that the current 1000 Islands Kayaking lease agreement be extended to December 31<sup>st</sup> 2020. A new lease agreement will presented to Committee of the Whole prior to 2021.

Forgive Cancellation Fees for Recreational Bookings:

Staff are receiving cancellations for any events and bookings that have not yet happened and refunding their money. The contract cancellation policy states that a cancellation fee be drawn from the refund. Staff recommend that the rental cancellation fees be waived during the Provincial State of Emergency.

It is possible that the Federal or Provincial Government may provide some compensation for the Municipality to offset some of these costs. However, it should be assumed that these waived revenues will impact the 2020 income statement. Year end deficits will have to be funded though either reserves or the 2021 tax levy.

Also of concern is that with the closure of the Casino, the Town will not be receiving the funding from the slots that is used to fund capital projects. The average monthly revenue for this quarter last year was \$118,272 or \$354,818 per quarter. Again, dependant on the 2020 Tourism season, the loss of funding could be prolonged past the State of Emergency.

The Town is able to sustain its cash flow during this period by using capital reserves. It is anticipated that the Capital projects will be delayed until the State of Emergency is lifted.

Council may choose to approve all, some or none of these recommendations.

**APPLICABLE POLICY/LEGISLATION:**

2020 Interim Tax Bylaw  
Fees & Rates Bylaw

**FINANCIAL CONSIDERATIONS:**

As Described

**CONSULTATIONS:**

Senior Management Team  
Council

**ATTACHMENTS:**

None

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

<b>Moved by:</b>
<b>Seconded by:</b>
Be it resolved that the By-laws and Motions listed on the Consent Agenda be passed accordingly:
<b>BY-LAWS:</b>
<b>2020-020 – Video Surveillance Policy and Repeal By-law No. 2011-093</b>
<b>2020-035 – 2020 Water and Wastewater Operating and Capital Budget (1<sup>st</sup> and 2<sup>nd</sup> Reading)</b>
<b>2020-036 – Amend General Fees and Rates By-law – Schedule ‘H’ – King Street Pedestrian Bridge</b>
<b>MOTIONS:</b>
<b>#20-049 – Approval of Minutes – Tuesday, March 3 and 10, 2020</b> BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE REGULAR MINUTES OF TUESDAY, MARCH 3 <sup>RD</sup> , 2020, AND THE SPECIAL MINUTES OF TUESDAY, MARCH 10 <sup>TH</sup> , 2020 MEETINGS.
<b>#20-050 – Video Streaming at Lou Jeffries Arena</b> AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO ISSUE A REQUEST FOR PROPOSAL (RFP) SEEKING A PROPONENT TO PROVIDE LIVE STREAMING SERVICES AT THE LOU JEFFRIES ARENA AND REPORT BACK TO COMMITTEE OF THE WHOLE, AS PRESENTED IN COW REPORT CS-2020-10.
<b>#20-051 – Statement of the Treasurer – 2019 Council Remuneration and Expenses</b> AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION THE STATEMENT OF THE TREASURER WITH REGARDS TO THE 2019 COUNCIL REMUNERATION AND EXPENSES, AS PRESENTED IN COW REPORT FIN-2020-10.
<b>#20-052 – Long Term Debt Schedule</b> AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION THE 2020 LONG TERM DEBT SCHEDULE, AS PRESENTED IN COW REPORT FIN-2020-11.

As presented at the regular Council Meeting held this 25<sup>th</sup> day of March, 2020.

Approved: March 25, 2020

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

Unanimous  Carried

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

THE CORPORATION OF THE TOWN OF GANANOQUE

BY-LAW NO. 2020-020

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BEING A BY-LAW TO REPEAL BY-LAW NO. 2011-093, AND ADOPT THE VIDEO SURVEILLANCE POLICY

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

**AND WHEREAS** the Committee of the Whole considered COW Report CS-2020-08, and concurs with the recommendation to repeal the Video Surveillance Policy By-law No. 2011-093, and establish a new Video Surveillance Policy;

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

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

**1. SCHEDULE:**

1.1. That the Video Surveillance Policy, attached hereto and forming part of this is hereby adopted and marked as Schedule 'A'.

**2. REPEAL:**

2.1. That By-law No. 2011-093, is hereby repealed in its entirety.

**3. EFFECTIVE DATE:**

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

Read a first, second and third time and finally passed this 17<sup>th</sup> day of March, 2020.

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Ted Lojko, Mayor

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Penny Kelly, Clerk

(Seal)

<b>Video Surveillance Policy</b>	
<b>Authority</b>	Chief Administrative Officer (CAO)
<b>Establishing By-law No.</b>	2020-020

**1. PURPOSE**

Video surveillance, when utilized with other security measures, is an effective means of ensuring the security and safety of the Town of Gananoque facilities, the individuals who use them, and the assets housed within them. However, the need to ensure security and safety must be balanced with an individual’s right to privacy.

The Town recognizes that video surveillance technology has a potential for infringing upon an individual’s right to privacy. The Town’s objective is to balance individuals’ right to privacy with the need to enhance the safety of Town employees, clients, visitors and property.

Although a video surveillance system may be required for legitimate operational purposes, it must be used in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (“MFIPPA”)*, as well as the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms.

This Policy establishes guidelines for the use of video surveillance systems within and around Town-owned and leased buildings and properties including the collection, use, disclosure, and disposal of recorded information.

**2. SCOPE**

This Policy applies to sites within the jurisdiction of the Town of Gananoque.

The use of hidden surveillance systems to capture images of individuals without their knowledge is what is referred to as “covert surveillance”. This policy is in place to establish guidelines for video surveillance systems that are not covert in nature.

**3. AUTHORITY**

The Chief Administrative Officer (CAO) in conjunction with the Town Clerk are responsible for the monitoring and administration of this Policy.

**4. POLICY**

**4.1. Legislated Requirements:**

This Policy reflects the provisions of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms.

This Policy is intended to conform with practices outlined by the Information and Privacy Commissioner of Ontario (“IPC”) in their document titled “Guidelines for the Use of Video Surveillance”. The IPC has indicated that an institution may use video surveillance in accordance with Section 28(2) of MFIPPA, as long as it is necessary for the proper administration of a lawfully authorized activity (such as operating a Town owned facility).

**4.2. Definitions:**

**4.2.1. Personal Information** is defined in Section 2 of MFIPPA as recorded information about an identifiable individual, which includes, but is not limited to, information relating to an individual’s race, colour, national or ethnic origin, sex and age. If a video surveillance system captures and/or displays these characteristics of an identifiable individual or the activities in which he or she is engaged, its contents will be considered “personal information” under the Act.

- 4.2.2. **Receiving Equipment** refers to the equipment or device used to receive or record the personal information collected through a video surveillance system, including a camera or video monitor or any other video, audio, physical or other mechanical, electronic or digital device.
- 4.2.3. **Record**, also defined in Section 2 of MFIPPA, means any record of information, however recorded, whether in printed form, on film, by electronic means or otherwise, and includes: a photograph, a file, a microfilm, a videotape, a machine-readable record, and any record that is capable of being produced from a machine-readable record under the control of the Town of Gananoque.
- 4.2.4. **Service Provider** refers to the Town's Information Technology service provider.
- 4.2.5. **Storage Device** refers to a videotape, computer disk or drive, CD ROM, DVD, computer chip or other device used to store the recorded data or visual, audio or other images captured by a video surveillance system.
- 4.2.6. **Town** refers to The Corporation of the Town of Gananoque.
- 4.2.7. **Video Surveillance System** refers to a video, physical or other mechanical, electronic or digital surveillance system or device that enables continuous or periodic video recording, observing, or monitoring of personal information about individuals. In this policy, the term "video surveillance system" may refer to any component associated with capturing and/or recording the image of an individual.

#### 4.3. **Public Consultation**

The Town acknowledges the importance of public consultation when new or additional video surveillance systems are considered for municipally owned buildings and property. The extent of public consultation may vary depending on the extent of public access.

When new or additional video surveillance systems are being considered for open public spaces such as streets or parks, the Municipality shall consult with relevant stakeholders and the public to determine the necessity and acceptability.

When new or additional video surveillance systems are being considered for municipally owned or operated buildings to which the public are invited, such as a library, art gallery, or Town hall, notice shall be provided at the site and on the Town's website with an opportunity for public feedback.

When new or additional systems are contemplated inside municipal buildings or staff parking lots where there may be a high risk to staff or clients, consultation shall not be required.

Prior to installation of video surveillance equipment, the Town must ensure that any agreements with its Service Providers state that the records dealt with or created while delivering a video surveillance program are under the Town's ownership and are subject to privacy legislation (MFIPPA).

Employees and Service Providers involved with a video surveillance system, through a written agreement, must review and comply with this Policy and the MFIPPA in performing their duties and functions related to the operation of the video surveillance system.



## **5. PROCEDURE:**

### **5.1. Privacy Assessment**

Prior to the installation of video surveillance equipment, departments must ensure that the use is justified on the basis of significant safety concerns, or for crime prevention. Effects that the video surveillance system may have on personal privacy must be minimized.

### **5.2. Installation and Placement**

Video surveillance equipment shall be installed in strictly controlled access areas that have been identified as requiring video surveillance and should never include areas where the public and employees have a reasonable expectation of privacy such as washrooms and change rooms. Adjustment of monitor position must be restricted to ensure that only designated areas are being monitored.

### **5.3. Notification Requirements**

The public must be notified of the existence of video surveillance equipment by clearly written signs prominently displayed at the entrances, exterior walls, and interior of buildings and/or perimeter of the video surveillance areas. Signage must satisfy the notification requirements under section 29(2) of *Municipal Freedom of Information and Protection of Privacy Act* and designed as per Appendix 'A' and contain the following information:

- The legal authority for the collection;
- The principal purpose(s) for which the personal information is intended to be used; and
- The title, business address and business telephone number of someone who can answer questions about the collection.

### **5.4. Collection and Disposal**

Personal Information collected by the Town pursuant to this Policy will be recorded and will only be used for the purposes set out herein, or as may otherwise be permitted or required by law. For example, personal information may be disclosed to the police or other law enforcement agencies in Canada to aid an investigation. In the event of a reported or observed incident, the review of recorded information may be used to assist in the investigation of the incident.

Disclosure of storage devices should be made to authorities only upon the presentation by the authorities of a warrant or court order for the same and upon completion of a form (as set out in Appendix 'B') setting out the name of the individual(s) who took the storage device, under what legal authority, the date and whether the storage device will be returned or destroyed after its use by the authorities.

Storage devices containing personal information may be shared with third party service providers who have a need to access such information and only upon them entering into an agreement to keep such information confidential and handling the personal Information in accordance with the terms of this Policy and applicable law.

Upon receipt of a request and supply of video surveillance a second copy will be made of the information provided and stored in a secure place by the Freedom of Information Coordinator.

Storage devices (videos) that are not in use must be dated, labelled and stored securely. Access to the storage devices (videos) should only be by authorized personnel. Logs must be kept of all instances of access to, and use of, recorded material. The personal information recorded by video surveillance is subject to the *Municipal Freedom of Information and Protection of Privacy Act*. Circumstances which warrant review of the information are limited to an incident that has been reported or to investigate a potential crime.

### 5.5. **Records Retention**

The retention periods for video surveillance images are governed by the receiving equipment, and dependent upon the time of year ranges from seven to thirty days. Requests from law enforcement agencies, a department manager, or MFIPPA request will be for the same duration as FOI request as governed by the Town of Gananoque Records Retention By-law.

### 5.6. **Designated Responsibilities**

The Department Manager or designate is responsible for requesting and ensuring that the implementation and administration of any video surveillance system is in accordance with this procedure and the Video Surveillance Policy. This includes:

- Documenting the reason for implementation of a video surveillance system for each designated area;
- Maintaining a record of the locations of the video surveillance equipment;
- Maintaining a list of personnel who are authorized to access and operate the system(s);
- Maintaining a record of the times when video surveillance will be in effect;
- Posting Notice of Collection(s); and
- Assigning a person responsible for the day to day operation of the system in accordance with the policy, procedures and directions that may be issued.

All requests must be submitted to the Chief Administrative Officer for approval prior to purchasing and installing any video surveillance device.

The service provider shall, in conjunction with Departments, provide leadership, management and control over video surveillance application systems in order to ensure corporate strategies are supported, standardized, consistent and reliability.

The Head for MFIPPA is responsible for administering the requirements of *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and maintaining the following:

- A record of the locations of all video surveillance monitors (see Appendix 'C');
- The location of postings of all Notices of Collection (see Appendix 'A');
- A list of personnel who are authorized to access and operate the systems (see Appendix 'C');
- A record of times when the video surveillance will be in effect (see Appendix 'C'); and
- Control over the access and release of personal information recorded by the system (see Appendix 'D'). Maintain a log of all releases to law enforcement or FOI requests.

The video needs assessment will be assessed by the Chief Administrative Officer and Head for MFIPPA to ensure compliance with the principles of *Municipal Freedom of Information and Protection of Privacy Act* and other relevant legislation.

Where the Town has a contract with a service provider, the contract shall provide that failure by the service provider to comply with the policy or the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and other relevant legislation is considered a breach of contract leading to penalties up to and including contract termination.

## Appendix 'A' – Video Surveillance Policy

### Sign Standards

The size of the sign shall fit the individual situation



# ATTENTION!

**THIS AREA IS MONITORED BY VIDEO  
SURVEILLANCE CAMERAS - BY-LAW 2020-020**

THE CORPORATION OF THE TOWN OF



Canadian Gateway to the 1000 Islands

The information is collected under the legal authority of Section 29(1) (g) of the *Municipal Freedom of Information and Protection of Privacy Act*.

If you have any questions or concerns about this program, please

## Appendix 'B' – Video Surveillance Policy

### Storage Device Release Form

Record of Disclosure to Law Enforcement Agency (Please Print Clearly)

Name of Law Enforcement Officer			
Badge Number			
Agency			
Description of Record Being Seized			
Incident #		Date & Time of Incident	

Date Record Seized: \_\_\_\_\_

By signing below the representative of the law enforcement agency named above certifies that the record(s) seized are required by the named law enforcement agency to aid in investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result.

After use the record supplied shall be:

*Please check which method will be used to dispose of the record*

Destroyed  Returned

Town Personnel/Service Provider releasing record: \_\_\_\_\_  
(Please print Name)

Town Personnel/Service Provider Signature: \_\_\_\_\_

Seizing Officer's Signature: \_\_\_\_\_

## Appendix 'C' – Video Surveillance Policy

### List of Video Surveillance Systems

Location	Requested By	Install Date	Area Covered	Recording Time	Receiver Retention	Location Signage Posted	Authorized Access
Gananoque & TLTI Recreation Centre (600 King St. E.)	Manager of Community Services	2020	Exterior of building, lobby, Lou Jeffries Arena, Zamboni Room, Refrigeration Room	Based on Movement	Up to 30 days	Exterior of building, entrance, lobby, arena	CAO, Service Provider, Manager Community Services, Parks & Facilities Superintendent
Marina (125 Bay Rd.)	Manager of Community Services	2014 2020	Reception entrance, Garbage area main dock, boat launch	Based on Movement	Up to 30 days	Garbage area, exterior of main buildings, main dock	CAO, Service Provider, Manager Community Services, Marina & Recreation Coordinator
Town Hall/ Town Park (30 King St. E.)	Manager of Community Services	2020	Exterior of building, Gazebo area, Customer Service Desk	Based on Movement	Up to 30 days	Entrances to building, parking, Gazebo area	CAO, Service Provider, Manager of Community Services, Parks & Facilities Superintendent
Gananoque & Thousand Islands Visitor Centre (10 King St. W.)	Manager of Community Services	2019	Reception area, inside entrances, exterior front of building, west of building accessible entrance & parking area, Susan Push.	Continuous	1 week	Entrances to building, front counter, Susan Push.	CAO, Manager of Community Services, Visitor Centre Coordinator

## Appendix 'D' – Video Surveillance Policy

### Request Log/Report

Law Enforcement and/or Freedom of Information Request Releases

Incident #	Date of Incident / Request	Time of Incident / Request	Name of Requester	Name of Agency

**CORPORATION OF THE TOWN OF GANANOQUE  
BY-LAW NO. 2020-035**

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**A BY-LAW TO ADOPT THE 2020 WATER AND WASTEWATER OPERATING  
AND CAPITAL BUDGET AND ESTABLISH FEES AND RATES FOR WATER  
AND WASTEWATER SERVICES PROVIDED BY THE MUNICIPALITY**

---

**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 Minister for approval;

**AND WHEREAS** the Committee of the Whole reviewed COW Report-FIN-2020-05, and concurs with the staff recommendation to adopt the 2020 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	\$25.00
Collection Charge	\$25.00
Late payment charges	5% of current charges
Turning water off/on for summer services	\$75/meter
Turning water off/on for non-payment	\$75
Cost of Plumber or Other Contractor	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 Basic Charge 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>, 2020.

5. That any By-law or Motion inconsistent with this By-law is hereby amended.

Read a first and second time, this 25<sup>th</sup> day of March 2020.

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

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

(Seal)

Read a third time and finally passed this 7<sup>th</sup> day of April 2020.

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

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

(Seal)



**Water Rates:** 2020

## Fixed Quarterly Charge by Metre Size:

5/8 inch	\$ 14.60
3/4 inch	\$ 16.06
1 inch	\$ 23.36
1 1/2 inch	\$ 40.88
2 inch	\$ 67.16
3 inch	\$ 70.08
4 inch	\$ 192.72
rural 5/8 inch	\$ 29.20
additonal unmetred units on 5/8 or 3/4 services	\$ 14.60
outside area consumer charge	\$ 385.44

Water Consumption per Cubic Metre	\$ 1.60
-----------------------------------	---------

**Wastewater Rates:**

## Fixed Quarterly Charge by Metre Size:

5/8 inch	\$ 0.75
3/4 inch	\$ 0.83
1 inch	\$ 1.20
1 1/2 inch	\$ 2.10
2 inch	\$ 3.45
3 inch	\$ 3.60
4 inch	\$ 9.90
rural 5/8 inches	\$ 1.50
additonal unmetred units on 5/8 or 3/4 services	\$ 0.75
outside area consumer charge	\$ 19.80

Wastewater Consumption per Cubic Metre	\$ 1.60
--	---------

**Capital Replacement Fixed Quarterly Charge**

Users of Annual Consumption less than 1,000 m <sup>3</sup>	\$ 197.56
Users of Annual Consumption greater than 1,000 m <sup>3</sup>	\$ 395.11
additonal unmetred units on 5/8 or 3/4 services	\$ 197.56
outside area consumer charge	\$ 395.11

**Sprinkler Charges - Fixed Quarterly Charge**

2" Unmetred Sprinkler	\$ 89.30
4" Unmetred Sprinkler	\$ 213.36
6" Unmetred Sprinkler	\$ 342.35
8" Unmetred Sprinkler	\$ 466.36
Rural Hydrant Charge	\$ 789.34

TOWN OF GANANOQUE  
General Ledger Trial Balance

By-law No. 2020-035 - Schedule 'B'

GL5030 (T)

Page : 1

Date : Mar 05, 2020

Time : 2:10 pm



Fiscal Year : 2020  
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				SEWER - BANK INTEREST EARNI	0.00	-48,800
1-4-08100-4098				WORK RECOVERABLE REVENUE	-2,341.18	-1,000
Category Total					-2,341.18	-49,800
CATEGORY	8140			User Fees - Sanitary Sewer		
1-4-08140-4116				RESIDENTIAL SEWER BASE FEE:	-8,582.28	-7,427
1-4-08140-4119				RESIDENTIAL SEWER METERED	-114,695.96	-703,880
1-4-08140-4316				COMMERCIAL SEWER BASE FEE	-1,383.90	0
1-4-08140-4319				COMMERCIAL SEWER METERED	-63,683.61	0
1-4-08140-4416				INDUSTRIAL SEWER BASE FEES	-223.85	0
1-4-08140-4419				INDUSTRIAL SEWER METERED F	-4,844.91	0
1-4-08140-4916				RURAL SEWER FEE	-253.59	0
1-4-08140-4918				Multi Unit Rate	-639.93	0
1-4-08140-4935				CONNECTION FEES	0.00	-19,500
1-4-08140-4980				SEWER PENALTY	88.37	-13,500
1-4-08140-4982				Capital Replacement	-430,221.65	-1,426,009
Category Total					-624,441.31	-2,170,316
REVENUE Total					-626,782.49	-2,220,116
CLASS	5			EXPENDITURE		
CATEGORY	8100			Wastewater Treatment Non Union Wages		
1-5-08100-5101				FT SALARIES	16,819.94	81,911
1-5-08100-5103				OT SALARIES	37.85	0
1-5-08100-5115				EHT - EMPLOYER PORTION	332.27	1,619
1-5-08100-5116				SOURCE DEDUCTIONS	1,215.26	4,130
1-5-08100-5118				WSIB	276.76	2,118
1-5-08100-5119				MANULIFE BENEFITS	4,342.69	8,365
1-5-08100-5121				OMERS	1,849.58	8,892
Category Total					24,874.35	107,035
CATEGORY	8110			Wastewater Treatment Union Wages		
1-5-08110-5101				FT Wages	14,508.15	73,914
1-5-08110-5102				PT Wages	0.00	5,395
1-5-08110-5103				OT Wages	1,418.12	12,500
1-5-08110-5105				Standby	925.50	9,068
1-5-08110-5115				EHT	317.14	1,864
1-5-08110-5116				Source Deductions	1,154.85	5,357
1-5-08110-5117				Other Benefits	0.00	450
1-5-08110-5118				WSIB	179.87	967
1-5-08110-5119				Manulife	0.00	7,637
1-5-08110-5121				OMERS	1,072.14	7,021
1-5-08110-5123				Employee Programs	0.00	25

# By-law No. 2020-035 - Schedule 'B'

## TOWN OF GANANOQUE General Ledger Trial Balance

GL5030 (T)

Page : 2

Date : Mar 05, 2020

Time : 2:10 pm



Fiscal Year : 2020  
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	8110			Wastewater Treatment Union Wages		
<b>Category Total</b>					<b>19,575.77</b>	<b>124,198</b>
CATEGORY	8120			HR Management		
1-5-08120-5112				Uniforms	0.00	2,500
1-5-08120-5302				Memberships	0.00	3,400
1-5-08120-5303				Training of Staff	0.00	5,000
1-5-08120-5304				Conventions	0.00	700
<b>Category Total</b>					<b>0.00</b>	<b>11,600</b>
CATEGORY	8130			Office Expenses		
1-5-08130-5301				Ads, Subscriptions & Memberships	117.33	680
1-5-08130-5306				Postage / Courier	0.00	7,500
1-5-08130-5310				Computers	0.00	2,000
1-5-08130-5318				Materials & Supplies	830.39	500
1-5-08130-5327				Cellular & Pagers	124.79	2,632
1-5-08130-5330				Internet	67.82	250
1-5-08130-5400				Contracted Services	2,942.19	8,500
1-5-08130-5401				Audit Services	0.00	3,000
1-5-08130-5405				Insurance	5,962.98	13,200
1-5-08130-5409				IT	264.58	1,585
<b>Category Total</b>					<b>10,310.08</b>	<b>39,847</b>
CATEGORY	8140			Facility Maintenance		
1-5-08140-2530				Diesel Fuel	217.78	2,000
1-5-08140-5317				Repairs & Maintenance	0.00	500
1-5-08140-5318				Materials & Supplies	0.00	500
1-5-08140-5325				Lab Analysis	454.87	6,600
1-5-08140-5326				Treatment Chemicals	17,873.79	65,000
1-5-08140-5331				Hydro	0.00	38,000
1-5-08140-5400				Contracted Services	250.00	6,200
1-5-08140-5501				Property Taxes	0.00	21,402
<b>Category Total</b>					<b>18,796.44</b>	<b>140,202</b>
CATEGORY	8170			Machine & Equipment Maintenance		
1-5-08170-5317				Repairs & Maintenance	0.00	3,500
1-5-08170-5318				Materials & Supplies	0.00	2,000
1-5-08170-5319				Small Equipment	0.00	500
1-5-08170-5400				Contracted Services	1,127.00	5,000
<b>Category Total</b>					<b>1,127.00</b>	<b>11,000</b>
CATEGORY	8180			Fleet Maintenance		
1-5-08180-5321				Operating Expenses	514.27	9,813
1-5-08180-5322				Repairs & Maintenance	340.75	5,125

# By-law No. 2020-035 - Schedule 'B'

GL5030 (T)

Page : 3

Date : Mar 05, 2020

Time : 2:10 pm

## TOWN OF GANANOQUE General Ledger Trial Balance



Fiscal Year : 2020  
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	8180			Fleet Maintenance		
<b>Category Total</b>					<b>855.02</b>	<b>14,938</b>
CATEGORY	8190			Long Term Debt		
1-5-08190-5800				Principal	0.00	25,815
1-5-08190-5850				Interest	0.00	20,440
<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	1,426,009
<b>Category Total</b>					<b>0.00</b>	<b>1,426,009</b>
CATEGORY	8200			Wastewater Collection Non Union Wages		
1-5-08200-5101				FT Wages	9,676.59	81,911
1-5-08200-5115				EHT	190.48	1,619
1-5-08200-5116				Source Deductions	686.79	4,130
1-5-08200-5118				WSIB	162.56	2,118
1-5-08200-5119				Manulife	0.00	8,365
1-5-08200-5121				OMERS	1,041.49	8,892
<b>Category Total</b>					<b>11,757.91</b>	<b>107,035</b>
CATEGORY	8210			Wastewater Collection Union Wages		
1-5-08210-5101				FT Wages	9,431.25	73,913
1-5-08210-5102				PT Wages	0.00	5,395
1-5-08210-5103				OT Wages	1,414.28	12,500
1-5-08210-5105				Standby	277.50	9,068
1-5-08210-5115				EHT	190.20	1,864
1-5-08210-5116				Source Deductions	707.77	5,357
1-5-08210-5117				Other Benefits	0.00	450
1-5-08210-5118				WSIB	110.56	967
1-5-08210-5119				Manulife	0.00	7,637
1-5-08210-5121				OMERS	933.35	7,021
1-5-08210-5123				Employee Programs	0.00	25
<b>Category Total</b>					<b>13,064.91</b>	<b>124,197</b>
CATEGORY	8215			Distributed Wages		
1-5-08215-5101				FT Wages	1,162.33	0
1-5-08215-5103				OT Wages	666.81	0
1-5-08215-5115				EHT	22.77	0
1-5-08215-5116				Source Deductions	81.45	0
1-5-08215-5118				WSIB	36.82	0
1-5-08215-5121				OMERS	100.82	0
<b>Category Total</b>					<b>2,071.00</b>	<b>0</b>
CATEGORY	8240			Facility Maintenance		

# By-law No. 2020-035 - Schedule 'B'

GL5030 (T)

Page : 4

TOWN OF GANANOQUE

## General Ledger Trial Balance

Date : Mar 05, 2020

Time : 2:10 pm



Fiscal Year : 2020  
 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	8240			Facility Maintenance		
1-5-08240-2530				Diesel Fuel	71.51	850
1-5-08240-5330				Internet	0.00	1,800
1-5-08240-5331				Hydro	0.00	14,000
<b>Category Total</b>					<b>71.51</b>	<b>16,650</b>
CATEGORY	8245			Wastewater Service Laterals		
1-5-08245-5318				Materials & Supplies	36.08	3,000
1-5-08245-5319				SMall Equipment	0.00	1,500
1-5-08245-5400				Contracted Services	2,700.71	3,000
<b>Category Total</b>					<b>2,736.79</b>	<b>7,500</b>
CATEGORY	8250			Pumping Stations		
1-5-08250-5317				Repairs & Maintenance	0.00	3,500
1-5-08250-5318				Materials & SUPplies	0.00	2,000
1-5-08250-5400				Contracted Services	254.40	13,000
1-5-08250-5411				Electrical Services	0.00	3,000
1-5-08250-5501				Property Taxes	0.00	1,550
<b>Category Total</b>					<b>254.40</b>	<b>23,050</b>
CATEGORY	8260			Wastewater Collection Mains		
1-5-08260-5318				Materials & Supplies	0.00	3,100
1-5-08260-5319				Small Equipment	2,175.25	4,500
1-5-08260-5400				Contracted Services	193.34	13,000
<b>Category Total</b>					<b>2,368.59</b>	<b>20,600</b>
<b>EXPENDITURE Total</b>					<b>107,863.77</b>	<b>2,220,116</b>
<b>OPERATING Total</b>					<b>-518,918.72</b>	<b>0</b>
<b>REPORT TOTAL</b>					<b>-518,918.72</b>	<b>0</b>

By-law No. 2020-035 - Schedule 'B'

TOWN OF GANANOQUE  
General Ledger Trial Balance

GL5030 (T) Page : 1  
Date : Mar 05, 2020 Time : 1:55 pm



Fiscal Year : 2020  
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	-91.09	-500
1-4-08300-4081				INTEREST REVENUE EARNED	0.00	-9,800
1-4-08300-4098				WORK RECOVERABLE REVENUE	0.00	-500
1-4-08300-4102				HYDRANT CHARGES	0.00	-28,940
1-4-08300-4936				OCCUPANCY CHARGE	0.00	-325
Category Total					-91.09	-40,065
CATEGORY	8302			Water Storage Tower		
1-4-08302-4047				TOWER ANTENNA RENTAL	0.00	-14,000
Category Total					0.00	-14,000
CATEGORY	8303			Water Service Lateral		
1-4-08303-4098				SPRINKLER FEES	0.00	-28,896
Category Total					0.00	-28,896
CATEGORY	8340			User Fees - Water		
1-4-08340-4131				RESIDENTIAL WATER BASE FEES	-7,901.83	-149,024
1-4-08340-4134				RESIDENTIAL WATER METERED	-108,347.94	-703,880
1-4-08340-4331				COMMERCIAL WATER BASE FEE	-1,333.79	0
1-4-08340-4334				COMMERCIAL WATER METERED	-67,684.48	0
1-4-08340-4431				INDUSTRIAL WATER BASE FEES	-410.20	0
1-4-08340-4434				INDUSTRIAL WATER METERED R	-4,559.93	0
1-4-08340-4918				Multi Unit Rate	-633.82	0
1-4-08340-4931				RURAL WATER FEES	-1,489.73	0
1-4-08340-4934				RURAL WATER METERED RATE	-1,578.68	0
1-4-08340-4935				CONNECTION FEES	0.00	-19,500
1-4-08340-4980				LATE PENALTY	0.00	-13,500
1-4-08340-4982				Capital Replacement	0.00	-470,516
Category Total					-193,940.40	-1,356,420
REVENUE Total					-194,031.49	-1,439,381
CLASS	5			EXPENDITURE		
CATEGORY	8300			Water Treatment Non Union Wages		
1-5-08300-5101				FT SALARIES-WATER WORKS	16,819.94	81,911
1-5-08300-5103				OT SALARIES	45.42	0
1-5-08300-5115				EHT - EMPLOYER PORTION	330.74	1,619
1-5-08300-5116				SOURCE DEDUCTIONS	1,191.77	4,130
1-5-08300-5118				WSIB	273.13	2,118
1-5-08300-5119				BENEFITS - MANULIFE	4,342.69	8,365
1-5-08300-5121				OMERS	1,813.50	8,892
Category Total					24,817.19	107,035
CATEGORY	8310			Water Treatment Union Wages		

# By-law No. 2020-035 - Schedule 'B'

GL5030 (T)

Page : 2

Date : Mar 05, 2020

Time : 1:55 pm

**TOWN OF GANANOQUE**

**General Ledger Trial Balance**



Fiscal Year : 2020  
 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		
1-5-08310-5101				FT Wages	9,431.25	73,914
1-5-08310-5102				PT Wages	0.00	5,395
1-5-08310-5103				OT Wages	1,823.47	12,500
1-5-08310-5105				Standby	2,752.50	9,068
1-5-08310-5115				EHT	190.22	1,864
1-5-08310-5116				Source Deductions	912.30	5,357
1-5-08310-5118				WSIB	142.11	967
1-5-08310-5119				Manulife	0.00	7,637
1-5-08310-5121				OMERS	1,207.09	7,021
<b>Category Total</b>					<b>16,458.94</b>	<b>123,723</b>
CATEGORY	8320			HR Management		
1-5-08320-5112				Uniforms	0.00	2,500
1-5-08320-5302				Memberships	445.98	9,050
1-5-08320-5303				Training	0.00	10,000
1-5-08320-5304				Conferences	0.00	1,300
<b>Category Total</b>					<b>445.98</b>	<b>22,850</b>
CATEGORY	8330			Office Expenses		
1-5-08330-5301				Ads & Subscriptions	117.33	680
1-5-08330-5306				Postage / Courier	343.38	7,500
1-5-08330-5310				Computers	0.00	2,000
1-5-08330-5318				Materials & Supplies	142.00	2,000
1-5-08330-5327				Cellular & Pagers	343.30	4,854
1-5-08330-5330				Internet	414.06	3,337
1-5-08330-5335				Telephone	817.09	5,748
1-5-08330-5400				Contracted Services	6,081.40	7,500
1-5-08330-5401				Audit Services	0.00	3,000
1-5-08330-5404				Source Water Protection	0.00	11,000
1-5-08330-5405				Insurance	5,962.98	13,200
1-5-08330-5409				IT	0.00	5,285
1-5-08330-5502				Lease Payments	0.00	900
<b>Category Total</b>					<b>14,221.54</b>	<b>67,004</b>
CATEGORY	8340			Facility Maintenance		
1-5-08340-2530				Diesel Fuel	305.48	3,000
1-5-08340-5318				Materials & Supplies	449.96	0
1-5-08340-5324				Building Maintenance	2,030.26	2,700
1-5-08340-5325				Lab Analysis	2,251.95	17,000
1-5-08340-5326				Treatment Chemicals	-9,463.68	20,664
1-5-08340-5331				Hydro	0.00	81,204
1-5-08340-5332				Natural Gas	784.90	10,600
1-5-08340-5411				Electrical Services	772.48	6,000



By-law No. 2020-035 - Schedule 'B'

GL5030 (T)

Page : 3

Date : Mar 05, 2020

Time : 1:55 pm

TOWN OF GANANOQUE

General Ledger Trial Balance



Fiscal Year : 2020  
 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	8340			Facility Maintenance		
1-5-08340-5501				Property Taxes	0.00	40,800
				<b>Category Total</b>	<b>-2,868.65</b>	<b>181,968</b>
CATEGORY	8370			Machine & Equipment Maintenance		
1-5-08370-5317				Repairs & Maintenance	1,901.34	28,750
1-5-08370-5318				Materials & Supplies	684.90	11,000
1-5-08370-5319				Small Equipment	0.00	1,500
1-5-08370-5400				Contracted Services	5,002.28	42,600
1-5-08370-5404				Other Professional Services	0.00	1,800
				<b>Category Total</b>	<b>7,588.52</b>	<b>85,650</b>
CATEGORY	8380			Fleet Maintenance		
1-5-08380-5321				Operating Expenses	514.26	9,813
1-5-08380-5322				Repairs & Maintenance	0.00	5,125
				<b>Category Total</b>	<b>514.26</b>	<b>14,938</b>
CATEGORY	8390			Long Term Debt		
1-5-08390-5800				Principal	6,487.22	37,570
1-5-08390-5850				Interest	8,209.82	38,080
				<b>Category Total</b>	<b>14,697.04</b>	<b>75,650</b>
CATEGORY	8395			Transfer to Capital Reserve		
1-5-08395-5903				Transfer to Reserve	0.00	470,516
				<b>Category Total</b>	<b>0.00</b>	<b>470,516</b>
CATEGORY	8400			Water Distribution Non Union Wages		
1-5-08400-5101				FT Salaries	9,676.56	81,911
1-5-08400-5115				EHT	190.46	1,619
1-5-08400-5116				Source Deductions	686.79	4,130
1-5-08400-5118				WSIB	162.56	2,118
1-5-08400-5119				Manulife	0.00	8,365
1-5-08400-5121				OMERS	1,041.49	8,892
				<b>Category Total</b>	<b>11,757.86</b>	<b>107,035</b>
CATEGORY	8410			Water Distribution Union Wages		
1-5-08410-5101				FT Salaries	9,431.23	73,913
1-5-08410-5102				PT wages	0.00	5,395
1-5-08410-5103				OT wages	1,073.00	12,660
1-5-08410-5105				Standby Wages	277.50	9,068
1-5-08410-5115				EHT	190.20	1,864
1-5-08410-5116				Source Deductions	683.58	5,357
1-5-08410-5118				WSIB	106.83	967
1-5-08410-5119				Manulife	0.00	7,637
1-5-08410-5121				OMERS	933.35	7,021

TOWN OF GANANOQUE  
General Ledger Trial Balance

By-law No. 2020-035 - Schedule 'B'

GL5030 (T)

Page : 4

Date : Mar 05, 2020

Time : 1:55 pm



Fiscal Year : 2020  
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	8410			Water Distribution Union Wages		
Category Total					12,695.69	123,882
CATEGORY	8415			Distributed wages		
1-5-08415-5101				FT Wages	383.04	0
1-5-08415-5102				PT Wages	108.41	0
1-5-08415-5103				OT Wages	629.79	0
1-5-08415-5115				EHT	14.70	0
1-5-08415-5116				Source Deductions	53.31	0
1-5-08415-5118				WSIB	23.74	0
1-5-08415-5121				OMERS	31.19	0
Category Total					1,244.18	0
CATEGORY	8440			Water Tower		
1-5-08440-5318				Materials & Supplies	0.00	500
1-5-08440-5331				Hydro	0.00	2,330
Category Total					0.00	2,830
CATEGORY	8445			Water Service Laterals		
1-5-08445-5318				Materials & Supplies	0.00	4,500
1-5-08445-5400				Contracted Services	0.00	1,000
Category Total					0.00	5,500
CATEGORY	8450			Water Metre Maintenance		
1-5-08450-5318				Materials & Supplies	0.00	500
Category Total					0.00	500
CATEGORY	8455			Hydrants		
1-5-08455-5318				Materials & Supplies	0.00	10,600
1-5-08455-5400				Contracted Services	0.00	12,700
Category Total					0.00	23,300
CATEGORY	8460			Watermain Repairs		
1-5-08460-5318				Materials & Supplies	0.00	14,000
1-5-08460-5319				Small Equipment	3,347.90	5,500
1-5-08460-5400				Contracted Services	0.00	7,500
Category Total					3,347.90	27,000
EXPENDITURE Total					104,920.45	1,439,381
OPERATING Total					-89,111.04	0
REPORT TOTAL					-89,111.04	0

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



By-law No. 2020-035 - Schedule 'C'

Fiscal Year : 2020  
 Account : 2-4-08???-??? To 2-5-08???-???  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
<b>FUND</b>	2					
<b>CLASS</b>	4			<b>REVENUE</b>		
<b>CATEGORY</b>	8101			Wastewater		
<b>2-4-08101-5901</b>				Trans from reserves	0.00	-2,352,115
				<b>Category Total</b>	<b>0.00</b>	<b>-2,352,115</b>
<b>CATEGORY</b>	8125			Sewage Pumping Station Study		
<b>2-4-08125-4034</b>				Clean Water Wastewater Fund Grar	0.00	-575,000
				<b>Category Total</b>	<b>0.00</b>	<b>-575,000</b>
<b>CATEGORY</b>	8300			Water		
<b>2-4-08300-4029</b>				Modernization Grant	0.00	-661,440
				<b>Category Total</b>	<b>0.00</b>	<b>-661,440</b>
<b>CATEGORY</b>	8302			Water		
<b>2-4-08302-5901</b>				Trans from reserves	0.00	-1,420,210
				<b>Category Total</b>	<b>0.00</b>	<b>-1,420,210</b>
				<b>REVENUE Total</b>	<b>0.00</b>	<b>-5,008,765</b>
<b>CLASS</b>	5			<b>EXPENDITURE</b>		
<b>CATEGORY</b>	8103			Sewer - Lagoon Upgrades		
<b>2-5-08103-5400</b>				Contracted Services	0.00	224,100
				<b>Category Total</b>	<b>0.00</b>	<b>224,100</b>
<b>CATEGORY</b>	8104			Sewer - Pumping Station Upgrades		
<b>2-5-08104-5400</b>				Contracted Services	0.00	606,125
				<b>Category Total</b>	<b>0.00</b>	<b>606,125</b>
<b>CATEGORY</b>	8105			Sewer - Lagoon Cleaning		
<b>2-5-08105-5400</b>				Sewage Lagoon Cleaning	0.00	442,135
				<b>Category Total</b>	<b>0.00</b>	<b>442,135</b>
<b>CATEGORY</b>	8110			Stone St Pumping Station		
<b>2-5-08110-5318</b>				Materials & Supplies	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
<b>CATEGORY</b>	8112			East End Pump Stn VFD 1 & 2		
<b>2-5-08112-5400</b>				Contracted services	0.00	7,600
				<b>Category Total</b>	<b>0.00</b>	<b>7,600</b>
<b>CATEGORY</b>	8121			Sewer - Water & Wastewater Rate Study		
<b>2-5-08121-5403</b>				ARCHITECT, ENGINEERING, CON	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
<b>CATEGORY</b>	8122			Lagoon Cell 1		
<b>2-5-08122-5400</b>				Contracted Services	0.00	115,000
				<b>Category Total</b>	<b>0.00</b>	<b>115,000</b>
<b>CATEGORY</b>	8123			Lagoon Diversion Chamber		

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



By-law No. 2020-035 - Schedule 'C'

Fiscal Year : 2020  
 Account : 2-4-08???-???? To 2-5-08???-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
<b>FUND</b>	2					
<b>CLASS</b>	5			<b>EXPENDITURE</b>		
<b>CATEGORY</b>	8123			Lagoon Diversion Chamber		
<b>2-5-08123-5400</b>				Contracted Services	0.00	115,000
				<b>Category Total</b>	<b>0.00</b>	<b>115,000</b>
<b>CATEGORY</b>	8124			Lagoon Road		
<b>2-5-08124-5400</b>				Contracted Services	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
<b>CATEGORY</b>	8125			Sewage Pumping Station Study		
<b>2-5-08125-5400</b>				Contracted Services	10,716.87	727,900
				<b>Category Total</b>	<b>10,716.87</b>	<b>727,900</b>
<b>CATEGORY</b>	8131			East End Pumping Station AC		
<b>2-5-08131-5400</b>				Contracted Services	0.00	5,000
				<b>Category Total</b>	<b>0.00</b>	<b>5,000</b>
<b>CATEGORY</b>	8138			Sewer - Pine Street		
<b>2-5-08138-5400</b>				Contracted Services	0.00	421,155
				<b>Category Total</b>	<b>0.00</b>	<b>421,155</b>
<b>CATEGORY</b>	8147			Force Main Upgrades		
<b>2-5-08147-5101</b>				FT Wages	652.62	0
<b>2-5-08147-5118</b>				WSIB	17.42	0
<b>2-5-08147-5400</b>				Contracted Services	0.00	188,100
				<b>Category Total</b>	<b>670.04</b>	<b>188,100</b>
<b>CATEGORY</b>	8301			WTP Filter Air Scour Actuators		
<b>2-5-08301-5400</b>				CONTRACTED SERVICES	0.00	12,000
				<b>Category Total</b>	<b>0.00</b>	<b>12,000</b>
<b>CATEGORY</b>	8302			WTP Roof		
<b>2-5-08302-5400</b>				CONTRACTED SERVICES	0.00	125,000
				<b>Category Total</b>	<b>0.00</b>	<b>125,000</b>
<b>CATEGORY</b>	8303			WTP HVAC		
<b>2-5-08303-5318</b>				MATERIALS & SUPPLIES	0.00	15,000
<b>2-5-08303-5400</b>				CONTRACTED SERVICES	0.00	40,000
				<b>Category Total</b>	<b>0.00</b>	<b>55,000</b>
<b>CATEGORY</b>	8304			WTP Prog Logic Ctrl		
<b>2-5-08304-5400</b>				CAPITAL-WATER QUALITY -CONT	0.00	15,000
				<b>Category Total</b>	<b>0.00</b>	<b>15,000</b>
<b>CATEGORY</b>	8305			WTP FILTERS & Coating		
<b>2-5-08305-5400</b>				CONTRACTED SERVICES	0.00	130,000
				<b>Category Total</b>	<b>0.00</b>	<b>130,000</b>

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



By-law No. 2020-035 - Schedule 'C'

Fiscal Year : 2020  
 Account : 2-4-08???-???? To 2-5-08???-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	2					
CLASS	5			EXPENDITURE		
CATEGORY	8306			WTP Turbidity Analyzers		
CATEGORY	8306			WTP Turbidity Analyzers		
2-5-08306-5415				EQUIPMENT	0.00	20,000
				<b>Category Total</b>	<b>0.00</b>	<b>20,000</b>
CATEGORY	8307			WTP GAC & Sand Filters		
2-5-08307-5400				CONTRACTED SERVICES	0.00	160,000
				<b>Category Total</b>	<b>0.00</b>	<b>160,000</b>
CATEGORY	8308			WTP Chlorine Feed Lines		
2-5-08308-5400				Contracted Services	0.00	10,000
				<b>Category Total</b>	<b>0.00</b>	<b>10,000</b>
CATEGORY	8310			WTP SCADA Computers & Software		
2-5-08310-5400				Contracted Services	0.00	15,000
				<b>Category Total</b>	<b>0.00</b>	<b>15,000</b>
CATEGORY	8311			Water - Tower Inspection		
2-5-08311-5400				Contracted Services	0.00	15,000
				<b>Category Total</b>	<b>0.00</b>	<b>15,000</b>
CATEGORY	8312			Flush Stations		
2-5-08312-5410				Project Contracts	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
CATEGORY	8313			SCBA Units		
2-5-08313-5318				MATERIALS AND SUPPLIES	4,728.26	10,000
				<b>Category Total</b>	<b>4,728.26</b>	<b>10,000</b>
CATEGORY	8314			WTP Generator		
2-5-08314-5400				Contracted Services	614.63	198,635
				<b>Category Total</b>	<b>614.63</b>	<b>198,635</b>
CATEGORY	8315			Hydrant Replacement		
2-5-08315-5318				Materials & Supplies	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</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	8321			Water - Water & Wastewater Rate Study		
2-5-08321-5403				ARCHITECT, ENGINEERING, CON	0.00	25,000
				<b>Category Total</b>	<b>0.00</b>	<b>25,000</b>
CATEGORY	8322			Curb Stop Repair / Replacements		
2-5-08322-5400				Contracted Services	0.00	75,000

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



By-law No. 2020-035 - Schedule 'C'

Fiscal Year : 2020  
 Account : 2-4-08???-???? To 2-5-08???-????  
 Period : 1 To 12

Account Code	CC1	CC2	CC3	Account Name	Balance	Budget Amt - BV
FUND	2					
CLASS	5			EXPENDITURE		
CATEGORY	8322			Curb Stop Repair / Replacements		
				<b>Category Total</b>	<b>0.00</b>	<b>75,000</b>
CATEGORY	8338			Water - Pine Street		
2-5-08338-5400				Contracted Services	0.00	409,575
				<b>Category Total</b>	<b>0.00</b>	<b>409,575</b>
CATEGORY	8345			Metres		
2-5-08345-5318				Metres	0.00	30,000
				<b>Category Total</b>	<b>0.00</b>	<b>30,000</b>
CATEGORY	8350			Meter Replacement Program		
2-5-08350-5400				Contracted Services	97,010.89	661,440
				<b>Category Total</b>	<b>97,010.89</b>	<b>661,440</b>
CATEGORY	8355			Neptune Reader & Software		
2-5-08355-5318				Materials & Supplies	0.00	35,000
				<b>Category Total</b>	<b>0.00</b>	<b>35,000</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>
				<b>EXPENDITURE Total</b>	<b>113,740.69</b>	<b>5,008,765</b>
				<b>CAPITAL FUND Total</b>	<b>113,740.69</b>	<b>0</b>
				<b>REPORT TOTAL</b>	<b>113,740.69</b>	<b>0</b>

**THE CORPORATION OF THE TOWN OF GANANOQUE**

**BY-LAW NO. 2020-036**

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**BEING A BY-LAW TO AMEND THE GENERAL FEES AND RATES BY-LAW NO. 2016-047, SCHEDULE 'H', COMMUNITY RECREATIONAL SERVICES, INCLUDE A FOUR (4) HOUR RENTAL FEE FOR THE KING STREET PEDESTRIAN BRIDGE**

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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 COW Report CS-2020-09, and concurred with the recommendation to amend the General Fees and Rates By-law No. 2016-047, Schedule 'H', Community Recreational Services, to include a four (4) hour rental rate of \$50.00 for the King Street Pedestrian Bridge;

**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 'H', Community Recreational Services Fees be hereby removed and replaced with the Schedule 'H', 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 'H', is hereby repealed.

Read a first, second and third time and finally passed this 17<sup>th</sup> day of March 2020.

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Ted Lojko, Mayor

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Penny Kelly, Clerk

(Seal)

**General Fees & Rates By-law No. 2016-047,  
as amended by By-law No. 2020-036**

**Schedule 'H' – Community Recreational Services  
(plus HST, where applicable)**

DESCRIPTION		CURRENT FEE	
<b>Town Hall Board Room</b>	After Hours (Example: Film Shoot)	Hourly Rate Plus 30% Admin Fee	Security Required
<b>King Street Pedestrian Bridge</b>	Full day	\$100.00	
	Half Day (up to 4 hours)	\$50.00	
<b>Banquet Hall (Upstairs)– Recreation Centre</b>	Full Day	\$ 257.50	
	9:00 AM to 5:00 PM	\$ 118.45	
	4 Hours	\$ 58.71	
	Hourly	\$ 20.60	Per Hour
<b>Sports Fields</b>	Adults	\$ 22.00	Per Game
	Youth	\$ 5.00	Per Game
	Adult Ball/Soccer Tournament	\$ 170.00	Per Day
	Youth Ball/Soccer Tournament	\$ 85.00	Per Day
<b>Parks (events)</b>	Daily Fee	\$ 115.00	Per Day
	Daily Fee (S.O.P./Hydro)	\$ 250.00	Per Day
	Farmers Market – Town Hall Park	\$0.00	N/A
	Note: 1. Events that are cost neutral and/or do not generate a profit are exempt from these fees. i.e. Pumpganfest, Huck Finn Derby, etc. ( <i>Groups seeking exemption shall provide sufficient financial data to the Town to demonstrate their status.</i> ) 2. Fundraising events will be subject to the equipment fees. i.e. Ribfest, Lions Club Car show, etc. 3. Private sector events are subject to the fees. i.e. Skydive Gan, weddings, birthday parties, etc.		
<b>Equipment</b>	Tables (8 foot)	\$ 3.00	Per table
	Chairs	\$ 1.00	Per chair
	Garbage Cans	\$ 1.00	Each
	Barricades	\$ 2.00	Each
	Fencing	\$ 5.00	Per Section
	Delivery in Town	\$ 30.00	Per Delivery
	Pick Up in Town	\$ 30.00	Per Pick Up
	Deposit	\$100.00	Refundable upon return of undamaged equipment

<b>Dry Surface (Arena Floor)</b>	<b>Summer Rental</b>		
	Non-Commercial Use	\$65.00	Per Hour
	Commercial Use *	\$115.00	Per Hour
	<i>*Commercial is defined as “engaging in commerce, trade, business, private enterprise, sales, etc.” Examples: Trade Shows, Home Shows, Gun Shows, etc.</i>		



**Schedule 'H' – Community Recreational Services (cont'd)**  
(plus HST, where applicable)

<b>Ice Surface</b>	<b>Winter rates</b>		<b>Includes Tax</b>
Prime Hours**	Adult	\$213.00	Per Hour
	Youth	\$149.00	Per Hour
Non-Prime Hours (Mon-Fri, 6am – 5pm)  <i>Single and Double skater rates are only available during Non-Prime Hours</i>	Adult	\$149.00	Per Hour
	Youth	\$108.00	Per Hour
	Senior	\$98.00	Per Hour
	Schools	\$82.00	Per Hour
	Youth Tournament	\$113.00	Per Hour
	Figure Skating – Single Skater	\$55.00	Per Hour
	Figure Skating – Double Skater	\$59.00	Per Hour
Jr. C Islanders	Practices	\$149.00	Per Hour
	Games (Charging Admission)	\$213.00	Per Hour
	Public Skating	\$3.00	(tax exempt)
	Moms and Tots/Seniors	\$2.00	(tax exempt)
Non-Contributing Users**	See Prime Hours Rate		

<b>Advertising – Rec. Centre</b>	Rink Boards/Fields (4 X 8)	\$ 250.00	Per Year
	Dressing Rooms (4 X 8)	\$ 600.00	Per Year
	Home Bench (8 X 16)	\$ 1000.00	Per Year
	Away Bench (8 X 16)	\$ 800.00	Per Year
	Ice Logo	\$ 1000.00	Per Year

**REGULAR COUNCIL MEETING MINUTES**

Held on Tuesday, March 3, 2020

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

COUNCIL MEMBERS PRESENT		STAFF PRESENT
<b>Mayor:</b>	Ted Lojko	Shellee Fournier, CAO/Deputy Clerk
<b>Councillors:</b>	Adrian Haird	Penny Kelly, Clerk/CEMC
	Matt Harper	Brenda Guy, Manager of Planning and Development
	Mike Kench	Melanie Kirkby, Treasurer
	Dennis O'Connor	Kari Lambe, Manager of Community Services
	David Osmond	Don Richards, Superintendent of Water and Wastewater
<b>Regrets:</b>	Dave Anderson	Paul McMunn, Manager of Public Works
		Steve Tiernan, Fire Chief

<b>1.</b>	<b>Call Meeting to Order</b>
	Mayor Lojko called the meeting to order at 5:30 PM.
<b>2.</b>	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof – None</b>
<b>3.</b>	<b>Closed Meeting of Council</b>
	<p><b>Move Into Closed Session</b></p> <ul style="list-style-type: none"> <li>Moved by Councillor O'Connor that the Council of the Town of Gananoque in accordance with Section 239.2 of the <i>Municipal Act</i>, move into Closed Session at 5:32 PM for the purpose of discussing one (1) item under A Proposed or Pending Acquisition or Disposition of Land by the Municipality and; one (1) item under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees.</li> </ul> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<b>4.</b>	<b>Move Out of Closed Session at 6:06 PM</b>
	The Open Session of Council began at 6:06 PM.
<b>5.</b>	<b>Matters Arising Out of Closed Session</b>
	<ul style="list-style-type: none"> <li>Mayor Lojko reported that Council considered one (1) item under A Proposed or Pending Acquisition or Disposition of Land by the Municipality and; one (1) item under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees. There was nothing to report out.</li> </ul>
<b>6.</b>	<b>Disclosure of Additional Items – None</b>
<b>7.</b>	<b>Presentations / Awards / Deputations</b>
<b>8.</b>	<b>Mayor's Declaration</b>
	<p><b>1. Epilepsy Awareness Day "Purple Day" – Thursday, March 26, 2020</b></p> <ul style="list-style-type: none"> <li>Mayor Lojko proclaimed Thursday, March 26, 2020, as Epilepsy Awareness Day in the Town of Gananoque and encouraged citizens to wear purple on this day to show support.</li> </ul>
<b>9.</b>	<b>Public Meetings – None</b>





15.	<b>Discussion of Additional Items – None</b>		
16.	<b>Miscellaneous / Staff Reports – None</b>		
17.	<b>Confirmation By-law</b>		
	<p><b>By-law No. 2020-032 – Confirming By-law – March 3, 2020 (3 Readings)</b></p> <p><b>Moved by:</b> Councillor O'Connor                      <b>Seconded by:</b> Councillor Osmond</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2020-032, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS REGULAR MEETING HELD ON MARCH 3<sup>RD</sup>, 2020, BE READ THREE TIMES AND FINALLY PASSED THIS 3<sup>RD</sup> DAY OF MARCH, 2020.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>		
18.	<b>Next Meeting – March 17, 2020</b>		
19.	<b>Adjournment</b>		
	<p><b>Moved by:</b> Councillor O'Connor</p> <p>Be it resolved that Council hereby adjourns this regular meeting of Council at 6:34 PM.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; vertical-align: bottom;"> <hr style="width: 80%; margin: 0 auto;"/> <p>Ted Lojko, Mayor</p> </td> <td style="width: 50%; text-align: center; vertical-align: bottom;"> <hr style="width: 80%; margin: 0 auto;"/> <p>Penny Kelly, Clerk</p> </td> </tr> </table>		<hr style="width: 80%; margin: 0 auto;"/> <p>Ted Lojko, Mayor</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Penny Kelly, Clerk</p>
<hr style="width: 80%; margin: 0 auto;"/> <p>Ted Lojko, Mayor</p>	<hr style="width: 80%; margin: 0 auto;"/> <p>Penny Kelly, Clerk</p>		

**SPECIAL COUNCIL MEETING MINUTES**

Held on Tuesday, March 10, 2020

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

COUNCIL MEMBERS PRESENT		STAFF PRESENT
<b>Mayor:</b>	Ted Lojko	Shellee Fournier, CAO/Deputy Clerk
<b>Councillors:</b>	Adrian Haird	Penny Kelly, Clerk / CEMC
	Matt Harper	Brenda Guy, Manager of Planning & Development
	Mike Kench	Kari Lambe, Manager of Community Services
	Dennis O'Connor	
	David Osmond	<b>GUEST:</b>
		Debbie Bellinger, Nelligan O'Brien Payne LLP
<b>Regrets:</b>	Dave Anderson	

<b>1.</b>	<b>Call Meeting to Order</b>
	Mayor Lojko called the meeting to order at 5:28 PM.
<b>2.</b>	<b>Disclosure of Pecuniary Interest &amp; General Nature Thereof – None</b>
<b>3.</b>	<b>Closed Meeting of Council</b>
	<p><b>Move Into Closed Session</b></p> <ul style="list-style-type: none"> <li>Moved by Deputy Mayor Harper that the Council of the Town of Gananoque in accordance with Section 239.2 of the <i>Municipal Act</i>, move into Closed Session at 5:09 PM for the purpose of discussing one (1) item under Advice that is Subject to Solicitor-client Privilege, including Communications Necessary for that Purpose with respect to 175 St. Lawrence Street, Condo Garage.</li> </ul> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<b>4.</b>	<b>Move Out of Closed Session at 6:24 PM</b>
<b>5.</b>	<b>Matters Arising Out of Closed Session</b>
	<ul style="list-style-type: none"> <li>Mayor Lojko reported that a Closed Meeting was held. Council considered one (1) item under Advice that is Subject to Solicitor-client Privilege, including Communications Necessary for that Purpose with respect to 175 St. Lawrence Street, Condo Garage. There was nothing to report out.</li> </ul>
<b>6.</b>	<b>Confirmation By-law</b>
	<p><b>By-law No. 2020-034 – Confirming By-law – March 10, 2020 (3 Readings)</b></p> <p><b>Moved by:</b> Deputy Mayor Harper      <b>Seconded by:</b> Councillor Haird</p> <p>BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2020-034, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS SPECIAL MEETING HELD ON MARCH 10<sup>TH</sup>, 2020, BE READ THREE TIMES AND FINALLY PASSED THIS 10<sup>TH</sup> DAY OF MARCH, 2020.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<b>7.</b>	<b>Next Meeting – March 17, 2020</b>
<b>8.</b>	<b>Adjournment</b>
	<p><b>Moved by:</b> Deputy Mayor Harper</p> <p>Be it resolved that Council hereby adjourns this regular meeting of Council at 6:25 PM.</p> <p style="text-align: right;"><b>CARRIED – UNANIMOUS</b></p>
<p>_____</p> <p>Ted Lojko, Mayor</p>	
<p>_____</p> <p>Penny Kelly, Clerk / CEMC</p>	



# GANANOQUE

Council Report – CS-2020-04

**Date:** March 25, 2020       **IN CAMERA** Economic Development  
**Subject:** Advisory Panel Terms of Reference & Membership Kari Lambe,  
**Author:** Manager of Community Services     **OPEN SESSION**

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2020-037, BEING A BY-LAW TO AMEND THE ECONOMIC DEVELOPMENT ADVISORY PANEL TERMS OF REFERENCE SECTION 4. MEMBERSHIP TO REMOVE AND REPLACE SUBSECTION 4.1. WITH THE FOLLOWING:

**“4.1. THE ADVISORY PANEL WILL BE COMPOSED OF ONE (1) MEMBER OF COUNCIL AND SIX (6) MEMBERS OF THE PUBLIC FROM THE VARIOUS BUSINESS SECTORS.”,**

AS PRESENTED IN COUNCIL REPORT CS-2020-04.

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**RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO PLACE AN ADVERTISEMENT ON THE TOWN'S WEBSITE AND SOCIAL MEDIA SEEKING TWO (2) MEMBERS, FROM THE VARIOUS BUSINESS SECTORS, TO THE VACANCIES ON THE ECONOMIC DEVELOPMENT ADVISORY PANEL, AND REPORT BACK TO COUNCIL, AS PRESENTED IN COUNCIL REPORT CS-2020-04.

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**STRATEGIC PLAN COMMENTS:**

Sector #1 – Economic Prosperity – All strategic initiatives of sector #1

Economic Development Advisory Panel Terms of Reference – Mandate:

**3. Mandate:**

- 3.1. The Economic Development Committee will serve as an advisory group to provide recommendations to Council in regards to economic development matters.
- 3.2. The Economic Development Committee will oversee the Economic Development Strategic Plan.
- 3.3. The Economic Development Committee may work on special projects as part of the Economic Development Strategic Plan.
  - 3.3.1. The Economic Development Vision (Economic Development Strategic Plan)
    - 3.3.1.1. The Town of Gananoque will build upon the Town's unique heritage, environment and culture to lead economic development efforts, foster the growth of strategic industries and promote the region as a location for investment, tourism and residence.

- 3.4. When reviewing applications the Committee will take into account the requirements of various Provincial and Federal Statutes such as the *Accessibility for Ontario with Disabilities Act*.

**BACKGROUND:**

The Economic Development Advisory Panel meets bi-monthly, second Tuesday of the month, at 6:00 PM. Recently, one (1) member has submitted their resignation due to conflicts in scheduling.

The Terms of Reference outline membership to be composed of two (2) members of Council and five (5) members of the public from various business sectors. The Council Members for this Advisory Panel are Councillor Osmond (Chair) and Mayor Lojko.

**INFORMATION/DISCUSSION:**

Since the establishment of the Economic Development Advisory Panel for the current Term of Council, quorum has been difficult to achieve, and recently, one (1) member has submitted their resignation due to conflicts in scheduling.

In an effort to maintain quorum and achieve the Advisory Panel's mandate, staff recommend that the Terms of Reference, Section 4. Membership, subsection 4.1. be removed and replaced with the following:

**“4.1. The Advisory Panel will be composed of one (1) member of Council and six (6) members of the public from the various business sectors.”**

Of note, the Mayor can continue to attend meetings as Ex-Officio and is entitled to vote, however; should the Mayor be absent from a meeting this would not impact quorum.

Should Council deem it appropriate to amend the Terms of Reference, two (2) vacancies would be created on the Advisory Panel and therefore, staff further recommend that advertisements be placed on the Town's website and social media seeking two (2) business sector individuals to fill the vacancies.

**APPLICABLE POLICY/LEGISLATION:**

Procedural By-law No. 2016-094, as amended  
Economic Development Advisory Panel – Terms of Reference

**FINANCIAL CONSIDERATIONS:**

None

**CONSULTATIONS:**

Penny Kelly, Clerk / CEMC

**ATTACHMENTS:**

Economic Development Advisory Panel Terms of Reference  
Draft By-law No. 2020-037



<b>APPROVAL</b>	<hr/> <p>Kari Lambe, Manager of Community Services</p> <hr/> <p>Shellee Fournier, CAO</p>
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<b>Economic Development Advisory Panel</b>			
<b>Subject:</b>	<b>Terms of Reference</b>	<b>Issued by:</b>	Council

**1. Name:**

1.1. The name of the Advisory Panel is the “**Economic Development Advisory Panel**”.

**2. Duration:**

2.1. The Term of the Advisory Panel is for a four (4) year term, which runs consecutive with the Term of Council.

**3. Mandate:**

3.1. The Economic Development Advisory Panel will serve as an advisory group to provide recommendations to Council in regards to economic development matters.

3.2. The Economic Development Advisory Panel will oversee the Economic Development Strategic Plan.

3.3. The Economic Development Advisory Panel may work on special projects as part of the Economic Development Strategic Plan.

**3.3.1. The Economic Development Vision (Economic Development Strategic Plan)**

3.3.1.1. The Town of Gananoque will build upon the Town’s unique heritage, environment and culture to lead economic development efforts, foster the growth of strategic industries and promote the region as a location for investment, tourism and residence.

3.4. When reviewing applications the Advisory Panel will take into account the requirements of various Provincial and Federal Statutes such as the *Accessibility for Ontario with Disabilities Act*.

**4. Membership:**

~~4.1. The Committee will be composed of two (2) members of Council and five (5) members of the public from the various business sectors.~~

**4.1. The Advisory Panel will be composed of one (1) member of Council and six (6) members of the public from the various business sectors.**

**5. Advisory Panel Selection:**

5.1. Advisory Panel selection will be conducted in accordance with Procedural By-law No. 2016-094.

5.2. The appointment of the Advisory Panel shall be done by Council through an Application screening process.

5.3. The appointment of replacements/alternates to the Advisory Panel shall be done at the discretion of Council.

- 5.4. Applications will be considered confidential, in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*, until such time as Council appoints the Committee members at which time only the successful members will be publicly announced.
- 5.5. The Council may not appoint a direct family member to sit on any committee and/or board.
- 5.6. The Terms of Reference and Application form will be posted on the Town's websites in addition to selected local media outlets.
- 5.7. The selection process will be based upon clearly understood and equitable criteria. Members will be selected on the basis of the following:
  - 5.7.1. Demonstrated knowledge and understanding of the local history;
  - 5.7.2. Proven analytical and decision-making skills;
  - 5.7.3. Experience working on a Committee, Advisory Panel, Task Force or similar setting;
  - 5.7.4. Availability and willingness to attend meetings, and;
  - 5.7.5. Excellent oral and written communication skills.

**6. Conflict of Interest:**

- 6.1. The principles of the *Municipal Conflict of Interest Act*, apply to this Committee. Failure to adhere to this requirement will result in the individual being removed from the Committee.

**7. Chair:**

- 7.1. The Advisory Panel will select a Chair from amongst its members at its first meeting.
- 7.2. The Chair shall enforce the observance of order and decorum among the Committee members and the public at all meetings.
- 7.3. When the Chair is absent, the Advisory Panel may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.

**8. Meetings:**

Meeting of the Advisory Panel will be conducted in accordance with the Procedural By-law, as amended.

**8.1. Timing of Meetings**

- 8.1.1. The regular time and date of the meetings is the fourth Tuesday of each month at 6:00 pm. The Advisory Panel may be required to meet at other times to accommodate time frames under the *Planning Act*.

**8.2. Meeting Location**

- 8.2.1. The Advisory Panel shall meet at the Town Hall Boardroom, 30 King Street East unless otherwise noted.

### **8.3. Meeting Notices, Agendas and Minutes**

8.3.1. Staff shall give notice of the respective Advisory Panel's meeting by posting the Agendas and backup material on the Town's website in accordance with the Town's Notice Policy.

8.3.2. Minutes of the Advisory Panel shall be recorded, adopted by the Advisory Panel, signed by the Chair and recording secretary, posted on the Town's website, and then forwarded to the Clerk.

### **8.4. Quorum**

8.4.1. Quorum for meetings shall consist of four (4) members of the Advisory Panel.

8.4.2. If no quorum is present fifteen (15) minutes after the time appointed for a meeting, staff shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

### **8.5. Meeting Attendance**

8.5.1. Any member of the Advisory Panel, who misses three (3) consecutive meetings, without being excused by the Advisory Panel, may be removed from the Advisory Panel. The Advisory Panel must make recommendations, by a report to Council for the removal of any member.

### **8.6. Motions and Voting**

8.6.1. A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.

8.6.2. Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.

8.6.3. In the case of a tie vote, the motion shall be considered to have been lost.

8.6.4. The manner of determining the vote on a motion shall be by show of hands.

8.6.5. The Chair shall announce the result of every vote.

## **9. Staff Support**

9.1. Manager of Community Services and his/her alternate.

## **10. Administrative Practices and Procedures:**

10.1. The Terms of Reference constitute the Administrative Practices and Procedures of the Advisory Panel.

## **11. Records Retention:**

11.1. Will conform with the Town's Records Management Policy.

# THE CORPORATION OF THE TOWN OF GANANOQUE

## BY-LAW NO. 2020-037

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### BEING A BY-LAW TO AMEND ECONOMIC DEVELOPMENT ADVISORY PANEL TERMS OF REFERENCE, AMEND SECTION 4. MEMBERSHIP

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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 reviewed Council Report CS-2020-04, and concurs with the recommendation to amend Section 4. Membership, to remove and replace subsection 4.1. to read as follows: "The Advisory Panel will be composed of one (1) member of Council and six (6) members of the public from the various business sectors."

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

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

**1. AUTHORIZATION:**

1.1. That the Economic Development Terms of Reference, Section 4. Membership amended to remove and replace subsection 4.1., as follows:

**"4.1. The Advisory Panel will be composed of one (1) member of Council and six (6) members of the public from the various business sectors."**

**2. EFFECTIVE DATE:**

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

Read a first, second and third time and finally passed this 25<sup>th</sup> day of March 2020.

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Ted Lojko, Mayor

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Penny Kelly, Clerk

(Seal)



**MOTION / RESOLUTION OF COUNCIL**

<b>Date: March 25, 2020</b>	
<b>Subject: Confirming By-law – March 25, 2020</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. 2020-038, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS SPECIAL MEETING HELD ON MARCH 25<sup>TH</sup>, 2020, BE READ THREE TIMES AND FINALLY PASSED THIS 25<sup>TH</sup> DAY OF MARCH 2020.</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.

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