

**The Corporation of the Town of**



**SPECIAL COUNCIL MEETING AGENDA**

Held on August 25, 2020 at 5:00 PM

Via Telephone and Video Conference

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

**Access Code: 132 894 1066**

<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>Public Question/Comment</b> (Only Addressing Reports on the Agenda)
<b>4</b>	<b>Staff Reports</b>
	<b>Kari Lambe, Manager of Community Services</b>
	Council-CS-2020-21 – 1000 Islands Gananoque Poker Run – Overnight Parking at PUC Docks
	<b>Melanie Kirkby, Treasurer</b>
	Council-FIN-2020-30 – Poker Run – Request for Council Grant
<b>5</b>	<b>Questions from the Media</b>
<b>6</b>	<b>Confirmation By-law</b>
	By-law No. 2020-098 – Confirm the proceedings of Council for the Special meeting held on Tuesday, August 25, 2020 (3 Readings)
<b>7</b>	<b>Next Meeting</b> – Tuesday, September 1, 2020
<b>8</b>	<b>Adjournment</b>



## Council Report – CS-2020-21

**Date:** August 25, 2020

**IN CAMERA**

**Subject:** 1000 Islands Gananoque Poker Run – Overnight Parking at PUC Docks

**Author:** Kari Lambe, 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. 2020-099, BEING A BY-LAW TO APPROVE A TEMPORARY EXEMPTION FROM BY-LAW NO. 2010-08 AS AMENDED, SECTION 5. B), TO EXTEND THE THREE (3) HOUR LIMIT AT THE PUC DOCKS TO ALLOW THE PARTICIPANTS TO DOCK OVERNIGHT DURING THE 1000 ISLANDS GANANOQUE POKER RUN EVENT, SCHEDULED FOR THE EVENINGS OF AUGUST 28TH AND 29TH, 2020, AS RECOMMENDED BY THE HARBOUR MASTER, AND AS PRESENTED IN COUNCIL REPORT CS-2020-21.

### **STRATEGIC PLAN COMMENTS:**

Sector #1 – Economic Prosperity – Strategic Initiative #4 – Develop and promote Gananoque as a four-season tourist destination that supports the local economy.

### **BACKGROUND:**

The 1000 Islands Gananoque Poker Run is scheduled to run from August 28-30, 2020. The event will start and end in Gananoque. The event has requested 50 slips at the Gananoque Municipal Marina. Only 15 slips are available. Event organizers are working with TIAP to execute the event.

### **INFORMATION/DISCUSSION:**

Staff, Chief Hull and TIAP Representatives met at the Gananoque Municipal Marina to discuss the impact of the event and the docking requirements.

Given the pandemic, rafting (tethering to other boats in one slip), is not permitted. This is in an effort to encourage social distancing and for the safety of everyone at the Marina.

Due to provincial restrictions, the event is limited to 100 participants and provincial restrictions (ie. social distancing) must be implemented.

The event has been in Gananoque for years. The goal is to continue to attract the event to Gananoque due to the positive economic impact for the community.

Docking options have been considered in a variety of other locations however no appropriate solutions have been found.

Therefore, it is recommended that Council provide the Poker Run a temporary exemption to By-law No. 2010-08, being a By-law to prevent unauthorized docking of boats for the nights of August 28<sup>th</sup> and 29<sup>th</sup>, 2020, for boats participating in the event. No participants are permitted on the boats overnight.

**APPLICABLE POLICY/LEGISLATION:**

By-law No. 2010-08, as amended  
By-law No. 2016-047, as amended

**FINANCIAL CONSIDERATIONS:**

The Gananoque Municipal Marina daily docking fee is \$2.10 per foot. This will be charged to all boats docked in the marina.

**CONSULTATIONS:**

Patrick Kavanagh, Special Events Coordinator  
Kim McQuaid, Marina and Recreation Coordinator  
Jeff Brown, President, TIAP  
Kathrine Christenson, Executive Director, TIAP  
Chief Hull, Gananoque Police Service

**ATTACHMENTS:**

Draft By-law No. 2020-099, Exemption to By-law No. 2010-08, as amended, Section 5. b).

<b>APPROVAL</b>	Kari Lambe, Manager of Community Services
	Shellee Fournier, CAO
	Melanie Kirkby, Treasurer Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.

**THE CORPORATION OF THE TOWN OF GANANOQUE**

**BY-LAW NO. 2020-099**

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**BEING A BY-LAW TO APPROVE A TEMPORARY EXEMPTION FROM BY-LAW NO. 2010-08, AS AMENDED, SECTION 5. B), TO EXTEND THE THREE (3) HOUR LIMIT AT THE PUC DOCKS TO ALLOW THE PARTICIPANTS TO DOCK OVERNIGHT DURING THE 1000 ISLANDS GANANOQUE POKER RUN EVENT**

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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 passed By-law No. 2010-08, as amended, being a By-law to prevent the unauthorized docking of boats;

**AND WHEREAS** the provisions of the aforesaid By-law, Section 5. b), in part, allows for boats to be docked, anchored or moored at the PUC (Visitor's) Dock for a maximum of three (3) hours, without penalty;

**AND WHEREAS** the 1000 Islands Gananoque Poker Run Event is scheduled to take place from August 28<sup>th</sup> to 30<sup>th</sup>, 2020, with a requirement to use 50 boat slips for its participants, with the Town's Municipal Marina only able to accommodate 15 slips;

**AND WHEREAS** the Council of the Town of Gananoque received Council Report CS-2020-21 and concurs with the recommendation to approve a temporary exemption from By-law No. 2010-08 as amended, Section 5. b), to extend the three (3) hour limit at the PUC docks to allow overnight parking during the 1000 Islands Gananoque Poker Run Event, scheduled for the evenings of August 28<sup>th</sup> and 29<sup>th</sup>, 2020, in order to allow participants to dock their boats overnight;

**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. **AUTHORIZATION:**

- 1.1 That a temporary exemption from By-law No. 2010-08 as amended, Section 5. b), to extend the three (3) hour limit at the PUC docks to allow overnight parking during the 1000 Islands Gananoque Poker Run Event, scheduled for the evenings of August 28<sup>th</sup> and 29<sup>th</sup>, 2020, in order to allow participants to dock their boats overnight.
- 1.2 That when docked at the PUC, no participant(s) shall be permitted on boats overnight.

2. **EFFECTIVE DATE:**

- 2.1 This By-law shall come into full force and effect on Friday, August 28<sup>th</sup>, 2020 and shall expire on Sunday, August 30<sup>th</sup>, 2020 at 1:00 PM.

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

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Ted Lojko, Mayor

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Penny Kelly, Clerk

(Seal)



## Council Report – FIN-2020-30

**Date:** August 25, 2020  **IN CAMERA**

**Subject:** Poker Run – Request for Council Grant

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

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### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES OPTION #\_\_\_\_\_, IN THE AMOUNT OF \$\_\_\_\_\_ CONCERNING THE POKER RUNS INC.'S REQUEST FOR FUNDING, AS PRESENTED IN COUNCIL REPORT FIN-2020-30.

### **STRATEGIC PLAN COMMENTS:**

Sector #1 – Economic Prosperity - Strategic Initiative #4 – Develop and promote Gananoque as a four-season tourist destination that supports the local economy.

### **BACKGROUND**

Organizer Bill Taylor, President, Poker Runs Inc., submitted the attached letter for support for the 35<sup>th</sup> Annual 2020 Poker Run event (Attachment 1 – Council Grant Application) in Gananoque from August 28 to 30, 2020.

### Partners:

- Thousand Islands Accommodation Partners (TIAP)
- Chamber of Commerce
- Comfort Inn & Suites (event host hotel – parking)

### **INFORMATION/DISCUSSION:**

Poker Runs Inc. are requesting a Council Grant in the amount of \$5,000. They would use the grant toward the cost of Facility fees and other expenses.

The MAT Advisory Panel is supportive of this application as the event is one of few that are able to occur despite the Pandemic.

The estimate for Marina fees, at \$2.10 per foot at 40 feet for 15 boats is \$1,260 plus hst. There is not a fee schedule for the PUC dock.

Attached is the budget for the 2020 event which indicates \$53,000 in revenues and \$51,950 in expenses for a projected profit of \$1,050.

This application is complicated in that it does not meeting all of the criteria for either Community or Council Grants.

If Council wishes to fund this event, Options Include:

1. **Approve a Council Grant** – Provide Poker Runs Inc. with a Council Grant. The eligibility criteria for a Council Grant includes that the Organization be based in Gananoque, which this company is not. The Council Grant Policy states that Grants up to \$10,000 may be given when the application is submitted by the due date of November 1<sup>st</sup> of the preceding year. The practice for grants outside of the official process is to give a maximum of \$500 grant for this stream. To date \$4,866 of the \$25,000 budget for Council Grants has been spent.
2. **Approve a Community Grant** - Provide Poker Runs Inc. with a Community Grant. The eligibility criteria for a Community Grant includes that the Gananoque Organization is a non profit or charity, which this company is not. The Community Grant Policy states that Grants up to \$5,000 as a maximum of 50% of the cost of the event. Grants may be granted for the first 3 years of an event, however Council set this criteria aside for other applications this year. This is the 35<sup>th</sup> annual Poker Run. The Policy does state that ‘the applicant may appeal to Council to set aside the 50% grant of facility rentals if they can provide a Community Benefit that outweighs the financial implications’. To date \$58,190 of the \$85,000 budget for Community Grants has been expensed. This Program is funded by Casino Revenues.
3. **Refer the Funding Request to the MAT Advisory Panel** – At the August 20, 2020 MAT Advisory Panel meeting there was discussion of granting \$5,000 from the \$25,000 funding for events, subject to Council Approval of the Event Plan, to Poker Run Inc. (Council Motion 2020-175) .
4. **Decline to Support the Event** – Deny funding for the 2020 event.

**APPLICABLE POLICY/LEGISLATION:**

General Rates and Fees By-law.

**FINANCIAL CONSIDERATIONS:**

As described.

**CONSULTATIONS:**

Town of Gananoque, Senior Management Team, and;  
Katherine Christensen, Executive Director, Tourism 1000 Islands.

**ATTACHMENTS:**

Attachment 1 – Poker Run Inc. Letter of Request & Council Grant Application  
Attachment 2 – Poker Run Inc. Budget

<b>APPROVAL</b>	<p>_____</p> <p>Melanie Kirkby, Treasurer</p> <p>Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the <i>Municipal Act</i> and regulations.</p> <p>_____</p> <p>Shellee Fournier, CAO</p>
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Re: Sponsorship request for \$5,000 grant

First and foremost, we would like to thank the Town of Gananoque, TIAP and the Chamber for working with the 2020 Gananoque Poker run to help bring the event to life.

In order to bring this event to Gananoque and have it run successfully we would like to request assistance in the form of a \$5,000 grant to help with the following expenses:

- Boat Parking
- Trailer & Truck Parking
- Posters
- Radios for event Staff
- Covid Markings and Safety Equipment
- Volunteers
- Dockage for up to 40+ boats
- Security
- Boat Launching
- Electrics
- Joel Stone Park
- A pathway for trucks & trails to launch the boats from

We really look forward to bringing this event to the 1000 Islands as we celebrate the 35th anniversary of the Poker Run and bringing more expose to the Town of Gananoque through major publicity and post event press.

*Bill*

Bill Taylor,  
President,  
Poker Runs Inc.





**The Corporation of the Town of Gananoque**

**POLICY AND PROCEDURE MANUAL**

<b>POLICY NO.</b>	ADM 17-2015	<b>POLICY TYPE:</b>	Administrative
<b>AUTHORITY</b>	Treasury Department	<b>APPROVAL DATE:</b>	June 2, 2015
		<b>EFFECTIVE DATE:</b>	<b>June 2, 2015</b>
		<b>LAST REVISION DATE:</b>	n/a
<b>SUBJECT</b>	Council Grant Policy		

**1. PURPOSE:**

The Town of Gananoque acknowledges the efforts of our local volunteer community and believes that many services, events or projects are best provided through the volunteer efforts of local community organizations. Council Grant funding demonstrates Council's commitment to working with community organizations without eroding their strength and independence and encourages organizations to work toward financial self-sufficiency. The Council Grant program provides financial assistance to provide direct services, events or programs to the benefit of the residents of Gananoque.

This policy establishes eligibility requirements and the application process. Applicants are further encouraged to pursue other opportunities for financial support.

**2. ELIGIBILITY CRITERIA:**

Local organizations are eligible for a Town of Gananoque Council Grant if they are based within the Town of Gananoque delivering programs, events or services to the residents of Gananoque. Applicants must provide, a completed application form, a budget and a business plan demonstrating how their service, event or program will directly benefit the overall economy of Gananoque.

**3. Ineligible Activities**

The Council Grant Program is not intended to provide funding:

- To organizations with a political mandate, such as political parties or individual, citizen ratepayers associations, etc.;
- To individuals;
- To organizations that provide services or programs that are the responsibility of another level of government;
- To organizations indebted to the Town of Gananoque;
- To organizations who may be receiving municipal funding through other grants, rates subsidies, etc.; or
- For debt repayment

**4. FUNDING CATEGORIES:**

**Recreation/Health and Wellness** – is defined as those organizations offering athletic or leisure opportunities which promote a healthy life style and are not offered by the Municipality.

**Civic** - is defined as those organizations providing events or services promoting the Town of Gananoque which could be expected to bring economic and/or public relation benefits to the Town.

**Social** - is defined as those organizations offering a specific service (other than Recreational/Health and Wellness) to residents of the Town, which is not considered to be the responsibility of another level of government.

**5. PURPOSE OF GRANT:**

Grants may be provided to eligible activities as defined above, for:

- Activities/events that benefit the community as a whole and generally occurring within Town boundaries;
- Activities/events that directly benefit children or youth of the Town and/or aged friendly; or
- For programs, activities and events addressing a community need or contributing to the positive image of the Town.

**6. COUNCIL GRANT APPLICATION:**

Applications are available from the Municipal Office and/or the Town's website. Complete applications are due by the first municipal business day in November for the following year's budget process. Late submissions will be accepted pending the availability of funds, and will be reviewed by Council on a case by case basis.

- a) Applications will be accepted from organizations with an elected executive. Other organizations will be considered who have one of the following: - a constitution; a mission statement; a statement of purpose; and minutes showing an Annual General Meeting.
- b) All requests for funding must be accompanied by a fully completed "Council Grant Application" and must include:
  - b.1) a budget showing a list of anticipated revenues and expenditures;
  - b.2) a business plan showing what is entailed in the project or event and what the target population is, registration or entry fees, and anticipated number of participants, and the plan should also include a statement as to how and when the event will become self-sustainable; and
  - b.3) be forwarded to the Finance Department for inclusion in the following year's budget.
- c) Applications must be legible, completed in full, signed, and include all required documentation.

- d) Applications may be submitted not more than two (2) consecutive years; or three (3) in five years; excluding commitments already extended to certain organizations prior to the adoption of this policy.
- e) The maximum amount that can be applied for at any one application process is ten thousand dollars (\$10,000); excluding commitments already extended to certain organizations prior to the adoption of this policy.

**7. VETTING PROCESS:**

All applications received, by the Finance Department, for a Council grant will be circulated to the Senior Management Team for comment and vetted to ensure that there is no duplicate municipal funding and that the application meets the criteria of this policy.

Once vetted the request will be included in the budget process. If the application is received outside the budget process the application will be taken to, and considered by, Council for approval on a case-by-case basis.

All successful applicants must provide accreditation/recognition to the Town of Gananoque in their promotional material for the funding received.

**8. REPORTING REQUIREMENTS:**

Successful applicants shall be required to submit an accounting of all grant dollars received within sixty (60) days after the event; or by year end whichever comes first. Said report shall include but not limited to: a financial statement showing how the grant was utilized, a summary of the event indicating how successful it was, local and regional attendance, age demographic of participants and attendees, and how the project or event benefitted the Town of Gananoque residents.

Failure to file the required report will disqualify the possibility of any future funding for any event or project the applicant may be involved in/with.

**9. ACCESS TO INFORMATION:**


As Council Grants are provided from public funds the application process is open for public review, including the application and any documents attached thereto.

**10. RECORDS RETENTION:**

All records relative to Council grants will be kept, as part of the budget documents, in accordance with the Town's Records Retention Policy.

**COUNCIL GRANT APPLICATION**

(PLEASE PRINT CLEARLY)

<b>Organization Name:</b> Poker Runs of America <i>Power Boat Canada</i>	
<b>Purpose of Grant:</b> (Specify what the grant will be used for) The grant will be used to cover expenses that will be incurred to pay for dockage, signage, security, parking for the 2020 Poker Run in Gananoque	
<b>Date:</b> August 28 and August 29, 2020	<b>Application Year:</b> 2020
<b>Name of Person Completing the Application:</b> Bill Taylor	<b>Title of Person Completing Application:</b> Bill Taylor, President of the Poker Runs of America
<b>Contact Information:</b> Bill Taylor, President of the Poker Runs of America <i>Power Boat CANADA</i>	<b>Phone #:</b> 1 905 844 8219 (Bill Taylor) <b>Email:</b> btaylor@taylorpublishinggroup.com <b>Mailing Address:</b> <i>Sarah Taylor PG of 6@aol.com</i>
<b>Signing Officer's Name:</b> (Please print clearly) Mr. Bill Taylor	<b>Signature:</b> 
<b>Other Funding or Reduced Rates Received:</b> (Please check off) Community Grant <input type="checkbox"/> Reduced Facility Rate <input type="checkbox"/> P.O.P. Funding <input type="checkbox"/> Provincial <input type="checkbox"/> Federal <input type="checkbox"/>	
<b>Please specify any other funding received from other sources:</b> This is a grant for council funding.	
<b>Funding Applied For:</b> (Please check which type of funding) Recreation/Health and Wellness <input type="checkbox"/> Civic <input checked="" type="checkbox"/> Social <input type="checkbox"/>	

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

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

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

**FOR TOWN USE ONLY:**

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

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

<b>Gananoque Poker Run 2020 Forecast</b>		
<b>Income</b>		
Sponsors		\$ 35,000.00
Entrants based on 40 boats		\$ 18,000.00
	<b>Total</b>	<b>\$ 53,000.00</b>
<b>Expenses</b>		
Helicopter		\$ 3,000.00
Lunch		\$ 2,000.00
Dinner 120 x \$40.00		\$ 4,800.00
Cash and Prizes		\$ 10,000.00
Vidography		\$ 1,100.00
Photographers Friday and Sat.		\$ 1,500.00
T-Shirts 120 x \$9.00		\$ 1,800.00
Trophies		\$ 1,700.00
Staff expenses/event help/office staff		\$ 4,000.00
Banners/Signage		\$ 900.00
Hotel rooms		\$ 4,050.00
Print Posters/ Delivery		\$ 1,100.00
Outdoor Theatre and Sound System Rental		\$ 2,500.00
Social Media/Promotion		\$ 2,500.00
COVID -19 Supplies		\$ 1,500.00
Misc supplies poker cards/envolopes		\$ 500.00
MC		\$ 1,000.00
Event Insurance		\$ 3,500.00
Paramedics		\$ 400.00
Flags and Banners for saftey boats		\$ 2,000.00
Marshall Boat Fuel		\$ 400.00
Courier		\$ 200.00
Pace Boats Fuel		\$ 1,500.00
		<b>\$ 51,950.00</b>



**MOTION / RESOLUTION OF COUNCIL**

<b>Date: August 25, 2020</b>	
<b>Subject: Confirming By-law – August 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. 2020-098, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS SPECIAL MEETING HELD ON AUGUST 25<sup>TH</sup>, 2020, BE READ THREE TIMES AND FINALLY PASSED THIS 25<sup>TH</sup>, DAY OF AUGUST 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>		