

REGULAR COUNCIL MEETING MINUTES

Held on Tuesday, April 16, 2024, at 6:00 PM Held via WebEx Video, Teleconference and In-Person

COUNCIL MEMBERS PRESENT		STAFF PRESENT	
Mayor:	John Beddows	Melanie Kirkby, CAO / Treasurer	
Councillors:	Colin Brown	Penny Kelly, Clerk / CEMC	
	Matt Harper	Brenda Guy, Manager of Planning and Development	
	Patrick Kirkby	David Armstrong, Manager of Public Works	
	Anne-Marie Koiner		
	Vicky Leakey		
	David Osmond		
Regrets:		Jeff Johnston, Manager of Parks and Recreation	
		Scott Gee, Police Chief	
		Gord Howard, Fire Chief	

1.	Call Meeting to Order		
	Mayor Beddows called the meeting to order at 5:01 PM.		
2.	Disclosure of Pecuniary Interest & General Nature Thereof – None		
3.	Closed Meeting of Council (Beginning at 5:00 PM)		
	Move into Closed Session		
	Moved by Deputy Mayor Leakey that the Council of the Town of Gananoque, in accordance with Section 239.2 of the <i>Municipal Act</i> , moves into Closed Session at 5:02 PM for the purpose of discussing:		
	One (1) item under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees;		
	2. One (1) item under A Proposed or Pending Acquisition or Disposition of Land by the Municipality;		
	 One (1) item under A Position, Plan, Procedure, Criteria or Instruction to be Applied to any Negotiations Carried On or to be Carried on by or on Behalf of the Municipality or Local Board, and; One (1) item under Advice that is Subject to Solicitor-client Privilege, including 		
	Communications Necessary for that Purpose CARRIED – UNANIMOUS		
4.	Move Out of Closed Session at 5:51 PM		
	Council resumed the Open Session at 6:00 PM		
	Reporting Out of Closed Session – Matters Arising		
	 Mayor Beddows advised that due to time constraints the Closed Session meeting recessed at 5:51 PM and would resume immediately following the Open Session of Council. 		
5.	Canadian National Anthem		
	The National Anthem was sung.		
	1		
6.	Land Acknowledgement Statement		

7. Public Question / Comment (Only Addressing Motion(s) or Reports on the Agenda) A Member of the public addressed a Report listed on the Agenda. 8. **Disclosure of Additional Items** Report Council-RDS-2024-05 – King Street Pedestrian Bridge – Amend Request for Tender Cost 2. Regular Meeting of Council – Tuesday, May 7, 2024 – Amend Start Time 9. **Delegations** 1. Rachel Burns, RNJ Youth Services - Request for Support • Rachel Burns, Executive Director of RNJ Youth Services, Jen McMaster, and Roberta Abbott, appeared before Council and presented a PowerPoint presentation entitled "RNJ Youth Services - Programs and Services in Lanark, Leeds & Grenville". 10. Presentations / Awards / Deputations – None 11. **Mayor's Declaration** 1. Be A Donor Month – April 2024 Mayor Beddows proclaimed the month of April as "Be A Donor" month in the Town of Gananoque. 2. National Volunteer Week - April 14 to 20, 2024 Mayor Beddows proclaimed the week of April 14 to 20, 2024 as "National Volunteer Week" in the Town of Gananoque. 12. Public Meetings – None 13. **Unfinished Business** – None 14. **Consent Agenda Moved By:** Deputy Mayor Leakey Seconded By: Councillor Koiner Be it resolved that the Motion and By-law listed on the Consent Agenda be passed accordingly: Motion #24-040 – Approval of Minutes – April 2, 2024 BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE REGULAR COUNCIL MINUTES OF TUESDAY, APRIL 2ND, 2024, MINUTES.

By-law No. 2024-029 – Business Improvement Area (BIA) – 2024 Budget (3rd Reading)

BEING A BY-LAW TO ADOPT THE 2024 BUSINESS IMPROVEMENT AREA (BIA) OPERATING AND CAPITAL BUDGET.

CARRIED - UNANIMOUS

15. Staff Reports

Council-PD-2024-06 – Secondary Suites & Accessory Dwelling Units

Motion #24-041 – Secondary Suites & Accessory Dwelling Units – Draft Amendment to Development Permit By-law

Moved By: Deputy Mayor Leakey

BE IT RESOLVED THAT COUNCIL OF THE TOWN OF GANANOQUE DIRECTS
STAFF TO PROCEED WITH DRAFTING AN AMENDMENT TO THE
DEVELOPMENT PERMIT BY-LAW TO SET PROVISIONS FOR SECONDARY
SUITES AND ACCESSORY BUILDINGS, AS RECOMMENDED BY THE
PLANNING ADVISORY COMMITTEE MOTION #2024-11, AND AS PRESENTED
IN COUNCIL REPORT PD-2024-06.

CARRIED – UNANIMOUS

Council-CSC-2024-02 - Amend By-law No. 2019-067 - Civil Marriage Solemnization Officiant

By-law No. 2024-031 - Amend By-law No. 2019-067 - Civil Marriage **Solemnization Officiant**

Moved by: Deputy Mayor Leakey Seconded by: Councillor Koiner BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2024-031, BEING A BY-LAW TO AMEND BY-LAW NO. 2019-067, AUTHORIZE CIVIL MARRIAGE SOLEMNIZATION SERVICE IN THE TOWN OF GANANOQUE TO REMOVE "SHELLEE FOURNIER, CHIEF ADMINISTRATIVE OFFICER (CAO)," AND; ADD "LYNSEY ZUFELT, DEPUTY CLERK", AS A DELEGATED CIVIL MARRIAGE OFFICIANT, AS PRESENTED IN COUNCIL REPORT CSC-2024-02.

CARRIED - UNANIMOUS

Council-FIN-2024-10 - Capital Matters Pending

Motion #24-042 - Capital Matters Pending

Moved by: Deputy Mayor Leakey Seconded by: Councillor Koiner BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE CAPITAL MATTERS PENDING UPDATE, AS PRESENTED IN COUNCIL REPORT FIN-2024-10.

CARRIED - UNANIMOUS

16. **Motions** (Council Direction to Staff) – None

17. Correspondence

- 1. Accounts Payable March 25 to April 8, 2024
- 2. Prostate Cancer Foundation Canada September Prostate Cancer Awareness Month - Request to Light Town Hall in Blue

Motion #24-043 - Prostate Cancer Foundation Canada - September Prostate Cancer Awareness Month - Request to Light Town Hall in Blue

Seconded by: Councillor Koiner **Moved by**: Deputy Mayor Leakey BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE, DIRECTS STAFF TO LIGHT THE TOWN HALL IN BLUE FOR THE MONTH OF SEPTEMBER TO SHOW ITS SUPPORT OF PROSTATE CANCER AWARENESS MONTH, AS REQUESTED BY THE PROSTATE CANCER FOUNDATION OF CANADA.

CARRIED – UNANIMOUS

Town of Fort Erie - Ontario Heritage Act Amendment - Request for Support

Motion #24-044 - Town of Fort Erie - Ontario Heritage Act Amendment -Request for Support

Moved by: Deputy Mayor Leakey Seconded by: Councillor Koiner BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE SUPPORTS THE TOWN OF ERIE'S RESOLUTION REGARDING THE ONTARIO HERITAGE ACT AMENDMENT.

CARRIED – UNANIMOUS

- 4. Second (2nd) Annual Volunteer Fair April 23, 2024
- Solicitor General Delegation at Rural Ontario Municipal Association (ROMA) Conference - Thank-You
- 6. Minister of Infrastructure Delegation at Rural Ontario Municipal Association
- (ROMA) Conference Thank-You

 7. Leeds, Grenville and Lanark District Health Unit LGL Health Unit Board of Health Votes in Favour of Voluntary Merger
- Cataragui Conservation News Release Watershed Conditions Statement -Water Safety for Inland Lakes and Streams

^{***}At this point, the Mayor called a recess at 7:09 PM.

^{***}The meeting reconvened at 7:22 PM.

- 9. United Counties of Leeds & Grenville Media Release Leeds and Grenville's Affordable Housing 2024 Workshop Series is Calling on Innovators, Builders and Land Developers
- 10. Unadopted Minutes Downtown Business Improvement Area (BIA) Annual General Meeting March 7, 2024

18. Notice Required Under the Notice By-law

- Mayor Beddows informed that Public Meetings will be held on Tuesday, May 7, 2024 at 6:00 PM, for Council to consider the following:
 - Proposed Official Plan Amendment No. 7-20 (OPA7-20) and Class III Development Permit (DP2024-07) – 9-15 King Street East – Urban Hydroponic and Retail Farm;
 - 2. Proposed Class III Development Permit (DP2024-08) 83 Elizabeth Street Short-Term Accommodation Rental with Three (3) Bedrooms, and;
 - Proposed Class III Development Permit (DP2024-09) 154 King Street East

 Renovate a Second Storey Commercial Building to Accommodate Four (4)
 Residential Apartments and Relief for Parking Off-site

19. | Committee Updates (Council Reps)

Members of Council provided their updates.

20. Discussion of Additional Items

1. Report Council-RDS-2024-05 – King Street Pedestrian Bridge – Amend Request for Tender Cost (Report Attached)

Motion #24-045 – King Street Pedestrian Bridge – Amend Request for Tender Cost

Moved by: Deputy Mayor Leakey

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE

APPROVES THE GREER GALLOWAY FEE PROPOSAL FOR DESIGN AND

DRAFT OF A TENDER FOR REHABILITATION OF THE KING STREET

PEDESTRIAN BRIDGE, TO AN UPSET LIMIT OF \$45,705 TO BE DRAWN FROM

CAPITAL RESERVES, AS PRESENTED IN COUNCIL REPORT RDS-2024-05.

DEFEATED - 3 Ayes, 4 Nays

2. Regular Meeting of Council - Tuesday, May 7, 2024 - Amend Start Time

**Mayor Beddows vacated the Chair to speak to the proposed recommendation.
**Deputy Mayor Leakey took the Chair.

Motion #24-046 – Regular Meeting of Council – Tuesday, May 7, 2024 – Amend Start Time

Moved by: Mayor Beddows **Seconded by**: Councillor Koiner BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE, AS PER THE PROVISIONS OF THE PROCEDURAL BY-LAW NO. 2016-094, SECTION 5.3.4., PROVIDES NOTICE THAT THE REGULAR OPEN MEETING OF COUNCIL, SCHEDULED FOR MAY 7, 2024, SHALL BEGIN AT 5:00 PM.

CARRIED - UNANIMOUS

**Deputy Mayor Leakey vacated the Chair.

**Mayor Beddows resumed the Chair.

- **21.** Questions from the Media None
- 22. Reconvene Closed Session of Council

Moved by Councillor Osmond that the Council of the Town of Gananoque reconvenes the Closed Session Council meeting at 8:15 PM.

- 23. Moved Out of Closed Session at 8:47 PM
- 24. Council Resumed the Open Session at 8:47 PM

	T				
25.	Matters Arising from Closed Session				
	 Mayor Beddows advised that a Closed Meeting was held. Council discussed one (1) Item Under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees; one (1) Item Under A Proposed or Pending Acquisition or Disposition of Land by the Municipality; one (1) Item Under A Position, Plan, Procedure, Criteria or Instruction to be Applied to any Negotiations Carried On or to be Carried on by or on Behalf of the Municipality or Local Board, and; one (1) Item Under Advice that is Subject to Solicitor-client Privilege, including Communications Necessary for that Purpose. There was nothing to report out on these items. 				
26.	Confirmation By-law	Confirmation By-law			
	By-law No. 2024-030 – Confirming By-law – April 16, 2024 Moved By: Deputy Mayor Leakey Seconded By: Councillor Koiner BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2024-030, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS REGULAR MEETING HELD ON TUESDAY, APRIL 16 TH , 2024, BE READ THREE TIMES AND FINALLY PASSED THIS 16 TH DAY OF APRIL 2024. CARRIED – UNANIMOUS				
27.	Next Meeting(s): Tuesday, May 7, 2024	, at 5:00 PM			
28.	Adjournment				
	Moved By: Deputy Mayor Leakey Be it resolved that Council hereby adjourns this regular meeting of Council at 8:49 PM. CARRIED – UNANIMOUS				
Johi	John S. Beddows, Mayor Penny Kelly, Clerk / CEMC				



Date: April 16, 2024, □ IN CAMERA

Subject: King Street Pedestrian Bridge – Amend Request for Tender Cost

Author: David Armstrong, Manager of Public Works

☑ **OPEN SESSION**

RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES THE GREER GALLOWAY FEE PROPOSAL FOR DESIGN AND DRAFT OF A TENDER FOR REHABILITATION OF THE KING STREET PEDESTRIAN BRIDGE, TO AN UPSET LIMIT OF \$45,705 TO BE DRAWN FROM CAPITAL RESERVES, AS PRESENTED IN COUNCIL REPORT RDS-2024-05.

STRATEGIC PLAN COMMENTS:

Sector 8 – Governance and Administration – Strategic Initiative #4 – Town Council will ensure openness and transparency in its operations.

BACKGROUND:

At the April 2, 2024, Council meeting Motion #24-039 was passed to amend the Tender that was to be issued for the demolition and removal of the King Street Pedestrian Bridge, to include the option to bid on repair of the structure.

Staff were asked to estimate the engineering costs to draft the specifications and tender for the repair scope and the belief was that it would be less than \$25,000.

INFORMATION/DISCUSSION:

Staff reached out to Greer Galloway, the engineering firm that is preparing the tender for demolition, and the fee proposal to revise the scope of design and tender is \$44,915 plus the Town's share of HST, for a total cost of \$45,705.50.

The cost for the original scope of work for the demolition tender, including permits and environmental assessments is \$19,895 plus the Town's share of HST, for a total cost of \$20,245.15.

A Cultural Heritage Assessment will be an additional \$5,000.

As Motion #24-039, allowed an upset limit of \$25,000, staff require authorization for the additional \$20,705 spend and draw from reserves.

APPLICABLE POLICY/LEGISLATION:

By-law No. 2015-070 Procurement

FINANCIAL CONSIDERATIONS/GRANT OPPORTUNITIES:

Cost and draw from Capital Reserves of \$45,705.

CONSULTATIONS:

Jaime Maitland, Structural Project Manager, Greer Galloway Group Inc. Brittany Rothwell, Project Manager, Greer Galloway Group Inc. Kevin Hawley, Branch Manager, Greer Galloway Group Inc.

ATTACHMENTS:

Motion #24-039 - King Street Pedestrian Bridge RFP - Include Repair of Bridge

APPROVAL

David Armstrong, Manager of Public Works

Melanie Kirkby, CAO / Treasurer

Certifies that unless otherwise provided for in this report the funds are contained within the approved Budgets and that the financial transactions are in compliance with Council's own policies and guidelines and the *Municipal Act* and regulations.



MOTION / RESOLUTION OF COUNCIL

Date: April 4, 202	4	Motion No. 24 - 039			
Subject: King Street Pedestrian Bridge Request for Proposal (RFP) – Include Repair of Bridge					
Moved by:	Mayor Beddows				
Seconded by:	Deputy Neight healey.				
INCLUDE IN THE THE FOLLOWING OF THE BRIDGE ESTIMATE OF TO WORDS TO THAT AND FURTHER	THAT THE COUNCIL OF THE TOWN OF GE KING STREET PEDESTRIAN BRIDGE RECOUNCIL BIDDERS CHOOSE TO SUBMITS, IT SHALL INCLUDE NOT ONLY COSTS OF THE USEFUL LIFE OF THE STRUCTURE FOR THE STRUCTURE FOR THE STRUCTURE FOR THE COUNCIL APPROVES AN ADDITIONAL AN UPSET LIMIT OF \$25,000, TO FUND THE	LUEST FOR PROPOSAL (RFP), T A COSTING FOR THE REPAIR F REPAIR BUT ALSO AN LLOWING THE REPAIR", OR L SPEND FROM CAPITAL			
Carried:	Ayes Nays				
Defeated:					
Tabled/Postponed:	Jus 3	eddown			
	John Beddows,	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
Brown, Colin			
Harper, Matt			
Kirkby, Patrick			
Koiner, Anne-Marie			
Leakey, Vicki			
Osmond, David			
Beddows, John			
	TOTALS		