# The Corporation of the Town of GANOQUE

## \*CLOSED SESSION Meeting beginning at 5:30 PM\*

### REGULAR COUNCIL MEETING AGENDA

Held on Tuesday, September 6, 2022 at 6:00 PM Via Telephone, Video Conference and In-Person

Teleconference Toll Free Number – 1-833-311-4101 Access Code: 2632 301 8101

Video Conference Link: Click here Access Code: 2632 301 8101

1.	Call Meeting to Order
2.	Disclosure of Pecuniary Interest & General Nature Thereof
3.	Closed Meeting of Council (Beginning at 5:30 PM)
	<ul> <li>A Proposed or Pending Acquisition or Disposition of Land by the Municipality</li> <li>One (1) Item</li> </ul>
4.	Reporting Out of Closed Session
5.	Land Acknowledgement Statement
6.	Public Question/Comment (Only Addressing Notice of Motion(s) or Reports on the Agenda)
7.	Disclosure Additional Items
8.	Delegations – None
9.	Presentations/Awards/Deputations - None
10.	Mayor's Declarations – None
11.	Public Meetings – None

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

12.	Correspondence
	1. Accounts Payable – July 30 to August 29, 2022
	1000 Islands Family Ribfest – Request for Support for Additional Costs –     Transformer Installation
	3. Terry Fox Run for Cancer Research – September 18, 2022
	4. Marion Sprenger – King Street Pedestrian Bridge
	5. Old English Pub – Request to Remove the Patio Pilot Project
	6. Epilepsy South Eastern Ontario Summer Games Report
	7. Township of Edwardsburgh-Cardinal – Letter to MPP Clark – Physician Health Care Requirement
	Cataraqui Conservation Regulations Guidelines Update – Public Engagement     Session
	9. Cataraqui Region Conservation Authority (CRCA) – Flood Hazard Identification and Mapping Program (FIMP)
	Municipal Property Assessment Corporation (MPAC) – Property Assessment     Continued Postponement
	11. Unadopted Minutes – Tourism Advisory Panel – August 4, 2022
	12. Unadopted Minutes – Downtown Business Improvement Area (BIA) Board – August 10, 2022
13.	Unfinished Business
	Scoolpt Project – 3D Printed Concrete Structure – Verbal Update – Mayor     Ted Lojko
14.	Motion #22-144 – Approval of Minutes – August 9 and 22, 2022
15.	Motions (Council Direction to Staff)
	Notice of Motion – Alcohol Consumption in Public Spaces – Councillor Kench
	2. Notice of Motion – Reconsider Motion #19-195 – Amend Traffic and Parking By-law No. 2015-070 – Allow Sports Activities on Roadways – Councillor Kench (New Information to be provided)
16.	Notice Required Under the Notice By-law – None
17.	Committee Updates (Council Reps)
18.	Discussion of Additional Items

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19.	Staff Reports
	Penny Kelly, Clerk
	Council-CSC-2022-06 – Joint Leeds and Grenville Election Compliance Audit Committee Appointments and Terms of Reference
	Council-CSC-2022-07 – Next Generation 9-1-1 (NG911) Authority Service Agreement
	Council-CSC-2022-08 – Restricted Acts of Council (Lame Duck Periods)
	Doug Wark, Manager of Community Services
	Council-CS-2022-23 – Establish a Child Safeguarding Policy
20.	Questions from the Media
21.	Confirmation By-law
	By-law No. 2022-093 – Confirm the proceedings of Council for the meeting held on Tuesday, September 6, 2022 (3 Readings)
22.	Next Meeting – Tuesday, September 20, 2022
23.	Adjournment

# The Corporation of the Town of Gananoque Land Acknowledgement Statement

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

We are grateful for the opportunity to gather here.

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

# Council/Board Report - Combined

Vendor: 1000 To ZYCOM

Batch : All



AP5060

**Date :** Aug 29, 2022

Page: 1 **Time:** 9:03 am

Cash Requirement Date : Aug 29, 2022

Vendor Invoice	Vendor Name Description	Batch/ Pay Medium Code	Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
10097047	10097047 CANADA INC.	- EVB ENGINE	ERING					_
5876	OVERHEAD TANK COMMUNICATIONS UPGRADE	216 T		2,966.25	2,966.25	0.00	0.00	0.00
2278089ONT	2278089 ONTARIO LTD							
3153	DEPOSIT POD LARGE FURNITURE	227 T		8,810.00	8,810.00	0.00	0.00	0.00
ABC02	ABC FIRE PROTECTION	INC						
27451	ANNUAL LIFE SAFETY INSPECTIONS	227 T	Ü	264.42	264.42	0.00	0.00	0.00
27448	ANNUAL FIRE INSPECTION	235 T	J	1,190.68	1,190.68	0.00	0.00	0.00
27458	ANNUAL FIRE INSPECTION	235 T	Ü	788.24	788.24	0.00	0.00	0.00
ABE01	ABELL PEST CONTROL							
A4356708	AUG 2022 PEST CONTROL	216 T	Ü	103.95	103.95	0.00	0.00	0.00
ACCRES	ACCESS RESCUE CDA	INC						
22-20119	WATER RESCUE AWARENESS	235 T	Ü	2,707.48	2,707.48	0.00	0.00	0.00
AJS01	A J STONE COMPANY L	.TD						
168806	REPAIR G1 SCBA #11	227 T	J	27.65	27.65	0.00	0.00	0.00
ALL02	ALLIANCE WIRELESS O	OMMUNICATIO	NS					
C2751-080122	JULY 2022 SERVICE	220 T	Ü	229.01	229.01	0.00	0.00	0.00
ALL04	ALLAN GRAPHICS LTD.							
68881	3000 MAPS	227 T	3	830.55	830.55	0.00	0.00	0.00
ANGROB	AMANDA ROBINSON							
EXPAUG182022	COFFEE	235 T	Ü	41.99	41.99	0.00	0.00	0.00
ARC02	ARCTIC GLACIER							
4218221506	MARINA ICE	216 T	Ü	1,441.12	1,441.12	0.00	0.00	0.00
4220218302	ICE MARINA	227 T		202.80	202.80	0.00	0.00	0.00
4216218203	ICE MARINA	227 T		1,379.10	1,379.10	0.00	0.00	0.00
4220220903	ICE MARINA	227 T		1,477.60	1,477.60	0.00	0.00	0.00
4218222403	ICE MARINA	227 T	Ü	1,522.47	1,522.47	0.00	0.00	0.00
4221223504	ICE FOR MARINA	235 T	23-Aug-2022	321.10	321.10	0.00	0.00	0.00
4220223002	ICE MARINA	235 T	Ü	215.63	215.63	0.00	0.00	0.00
BAR11	BARIL JENNIFER							

# Council/Board Report - Combined

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**Page**: 2 **Time**: 9:03 am

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Vendor Invoice	Vendor Name Description	Batch/ Pay Medium Code	Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
EXPAUG102022	PWA WELCOME EXPENSES	220 T	10-Aug-2022 10-Aug-2022	111.17	111.17	0.00	0.00	0.00
BAT01	BATTLEFIELD EQUIP R	ENTALS						
24260988	DIESEL PUMP AND DISCARGE HOSE RENTAL LAGOON	216 T		2,588.43	2,588.43	0.00	0.00	0.00
BEL02	BELL CANADA							
N6087206JULY28		220 C	28-Jul-2022 28-Jul-2022	396.29	396.29	0.00	0.00	0.00
BEL04	BELL MOBILITY INC							
530782071JULY2	JULY 27 2022 EMPLOYEE BILL	220 T	27-Jul-2022 27-Jul-2022	6,343.43	6,343.43	0.00	0.00	0.00
BEL08	BELL CANADA							
JULY2022PAP	2022 PAP INVS	228 E	31-Jul-2022 31-Jul-2022	1,093.11	1,093.11	0.00	0.00	0.00
BEL16	BELL MOBILITY INC. (R	ADIO DIVISION)						
1-935087	4 ANTENNAS	216 T	25-Jul-2022 25-Jul-2022	67.80	67.80	0.00	0.00	0.00
BMO01	BMO MASTERCARD							
JULY272022STM	MASTERCARD STMT JULY 27 2022	231 E	17-Aug-2022 17-Aug-2022	30,846.79	30,846.79	0.00	0.00	0.00
JUNE272022STN	JUNE 27 2022 BMO MC STMT	233 E	18-Jul-2022 18-Jul-2022	39,652.11	39,652.11	0.00	0.00	0.00
BRO07	BROWN KRISTA							
12	JUNE-NOV 2022 MUTE SWANS PERMIT AV-OR-2022-05234	216 T	30-Jun-2022 30-Jun-2022	1,800.00	1,800.00	0.00	0.00	0.00
CAN01	CANADIAN SAFETY EQ	UIPMENT INC.						
51576-1	GLOVES	216 T	29-Jul-2022 29-Jul-2022	4,392.88	4,392.88	0.00	0.00	0.00
CAN06	CANTY AIDAN							
EXPJULY272022	EXP VISITOR CENTRE	220 T		496.22	496.22	0.00	0.00	0.00
EXPAUG172022	MILEAGE AUG 1-13 244 KMS	235 T	J	141.52	141.52	0.00	0.00	0.00
CAN16	CANADIAN NIAGARA P	OWER INC						
JULY2022PAP	JULY 2022 PAP PMTS	228 E		28,980.04	28,980.04	0.00	0.00	0.00
CAN29	CANSEL SURVEY EQUI	PMENT INC.						
91209016	SURVEY PAINT	227 T	J	661.05	661.05	0.00	0.00	0.00
CELLCOM	8755477 CANADA INC.							
253165-B1	apple ipone 13 red	216 T		347.61	347.61	0.00	0.00	0.00
252508-B1	TEMPERED GLASS SAMSUNG	227 T	13-Jul-2022	443.13	443.13	0.00	0.00	0.00
253449-B1	TEMPERED GLASS SAMSUNG	227 T	J	443.13	443.13	0.00	0.00	0.00

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Aug 29, 2022

Page: 3 **Time:** 9:03 am

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APPLE IPAD FIRE		•	355.39	355.39	0.00	0.00	0.00
IPONE 13	235 T	18-Aug-2022 18-Aug-2022	310.26	310.26	0.00	0.00	0.00
SIMCARD 5G	235 T	19-Aug-2022 19-Aug-2022	10.74	10.74	0.00	0.00	0.00
CINTAS CANADA LIMITE	D						
TOWN HALL RUG RENTAL	216 T	01-Aug-2022 01-Aug-2022	43.31	43.31	0.00	0.00	0.00
TOWN HALL RUG RENTAL		•	43.31	43.31	0.00	0.00	0.00
CLARKE & WRIGHT PRO	FESSIONAL CO	ORPORATION					
575 KING EAST DEVELOPMENT PERMIT AGREEMENT		•	361.29	361.29	0.00	0.00	0.00
LARIVIERE CHRIS							
HOME HARDWARE RECEIPT	227 T	15-Aug-2022 15-Aug-2022	30.49	30.49	0.00	0.00	0.00
CLEARTECH INDUSTRIES	S INC						
WT-cALIBRATIONS			8,419.10	8,419.10	0.00	0.00	0.00
CLEAR WATER							
WATER SOD BYLAW 2021-98			1,843.64	1,843.64	0.00	0.00	0.00
WATER SOD BYLAW 2021-98	227 T	27-Jul-2022 27-Jul-2022	1,714.88	1,714.88	0.00	0.00	0.00
WATER SOD BYLAW 2021-98	227 T	20-Jul-2022 20-Jul-2022	2,418.77	2,418.77	0.00	0.00	0.00
water for sod bylaw 2021-98	Т	21-Jul-2022	2,353.71	2,353.71	0.00	0.00	0.00
water sod bylaw 2021-98		25-Jul-2022	1,927.92	1,927.92	0.00	0.00	0.00
WATER SOD BYLAW 2021-98	Т		1,908.03	1,908.03	0.00	0.00	0.00
COGECO CONNEXION IN	C.						
JULY 2022 PAP PMTS			2,211.05	2,211.05	0.00	0.00	0.00
CONLIN TY							
MILEAGE LYNDHURST TO SEELEYS BAY			83.11	83.11	0.00	0.00	0.00
MILEAGE DINING GUIDES		•	124.88	124.88	0.00	0.00	0.00
CULLIGAN OF BROCKVII	LE						
JULY SERVICE			140.45	140.45	0.00	0.00	0.00
CUNNINGHAM SWAN CA	RTY LITTLE &	BONHAM LLP					
CODE OF CONDUCT FILE 16418-160			1,977.50	1,977.50	0.00	0.00	0.00
	Description  APPLE IPAD FIRE  IPONE 13  SIMCARD 5G  CINTAS CANADA LIMITER TOWN HALL RUG RENTAL TOWN HALL RUG RENTAL CLARKE & WRIGHT PRO  575 KING EAST DEVELOPMENT PERMIT AGREEMENT LARIVIERE CHRIS HOME HARDWARE RECEIPT CLEARTECH INDUSTRIES WT-CALIBRATIONS  CLEAR WATER WATER SOD BYLAW 2021-98 COGECO CONNEXION IN JULY 2022 PAP PMTS  CONLIN TY MILEAGE LYNDHURST TO SEELEYS BAY MILEAGE DINING GUIDES CULLIGAN OF BROCKVIL JULY SERVICE  CUNNINGHAM SWAN CA CODE OF CONDUCT	Description Medium Code  APPLE IPAD FIRE 227  IPONE 13 235  SIMCARD 5G 235  T  CINTAS CANADA LIMITED  TOWN HALL RUG 216 RENTAL T TOWN HALL RUG 220 RENTAL T CLARKE & WRIGHT PROFESSIONAL CO  575 KING EAST 220 DEVELOPMENT PERMIT T AGREEMENT LARIVIERE CHRIS  HOME HARDWARE 227 RECEIPT T CLEAR WATER  WATER SOD BYLAW 227 2021-98 T COGECO CONNEXION INC.  JULY 2022 PAP PMTS 228 COGLIN TY MILEAGE LYNDHURST 216 TO SEELEYS BAY T MILEAGE DINING 220 GUIDES T CULLIGAN OF BROCKVILLE  JULY SERVICE 220 T CUNNINGHAM SWAN CARTY LITTLE & CODE OF CONDUCT 216	Description         Medium Code         Due Date           APPLE IPAD FIRE         227         03-Aug-2022           IPONE 13         235         18-Aug-2022           IPONE 13         235         19-Aug-2022           SIMCARD 5G         235         19-Aug-2022           CINTAS CANADA LIMITED         19-Aug-2022           TOWN HALL RUG         216         01-Aug-2022           RENTAL         T         08-Aug-2022           RENTAL         T         08-Aug-2022           TEARKE & WRIGHT PROFESSIONAL CONPORATION         208-Aug-2022           CLARKE & WRIGHT PROFESSIONAL CONPORATION         03-Aug-2022           AGREEMENT         T         03-Aug-2022           AGREEMENT         T         15-Aug-2022           AGREEMENT         T         15-Aug-2022           CLEAR HARDWARE         227         15-Aug-2022           RECEIPT         T         15-Aug-2022           CLEAR WATER         WATER SOD BYLAW         227         26-Jul-2022           WATER SOD BYLAW         227         26-Jul-2022           WATER SOD BYLAW         227         27-Jul-2022           WATER SOD BYLAW         227         25-Jul-2022	Description         Medium Code         Due Date         Amount           APPLE IPAD FIRE         227         03-Aug-2022         355.39           IPONE 13         235         18-Aug-2022         310.26           IFONE 13         235         18-Aug-2022         10.74           IFONE 13         235         19-Aug-2022         10.74           IFONE 14         19-Aug-2022         10.74           IFONE 15         235         19-Aug-2022         43.31           IFONE 16         01-Aug-2022         43.31           RENTAL         T         01-Aug-2022         43.31           RENTAL         T         08-Aug-2022         43.31           RENTAL         T         08-Aug-2022         43.31           RENTAL         T         08-Aug-2022         361.29           CLARKE 8 WRIGHT PROFESSIONAL CORPORATION         3-Aug-2022         361.29           STS KING EAST         200         03-Aug-2022         30.49           CLARKE 8 WRIGHT PROFESSIONAL CORPORATION         T         15-Aug-2022         30.49           MAGREEMENT         T         03-Aug-2022         30.49           LARKINGER CHRIS         T         15-Aug-2022         8.419.10           W	Description   Medium Code   Due Date   Amount   Amount	Description   Medium Code   Dufe   Date   Amount   Amou	Description   Medium Code   Due   Date   Amount   Amoun

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AP5060

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Page: 4 **Time:** 9:03 am

Cash Requirement Date : Aug 29, 2022

Vendor Name Description	Batch/ Pay Medium Code	Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable
			Amount	Amount	Amount	Amount	Amount
lot 1110 east gan river file 16418-156	216 T	27-Jul-2022 27-Jul-2022	2,110.21	2,110.21	0.00	0.00	0.00
BOATHOUSE LEASE	220 T	28-Jul-2022 28-Jul-2022	423.75	423.75	0.00	0.00	0.00
FILE 16418-87 OPINION	220 T	27-Jul-2022 27-Jul-2022	310.75	310.75	0.00	0.00	0.00
	220 T	11-Aug-2022 11-Aug-2022	425.00	425.00	0.00	0.00	0.00
DELAGE LANDEN FINAL	NCIAL SERVICE	S CANADA INC.					
CONTRACT 001-0282743-000 APPLE LIC	227 T	16-Aug-2022 16-Aug-2022	645.46	645.46	0.00	0.00	0.00
	220 C	05-Aug-2022 05-Aug-2022	558.46	558.46	0.00	0.00	0.00
	235 C	19-Aug-2022 19-Aug-2022	558.46	558.46	0.00	0.00	0.00
DOUBLE CONCEPT PRO	DUCTION						
RED HOT BLUE ROCKABILLY WKEND	227 T	17-Aug-2022 17-Aug-2022	2,750.00	2,750.00	0.00	0.00	0.00
DRAPER DOORS							
REMOTE ENTRY FOR YARD	227 T	29-Jul-2022 29-Jul-2022	598.90	598.90	0.00	0.00	0.00
DOOR REPAIR WATER TREATMENT PLANT	227 T	04-Aug-2022 04-Aug-2022	389.85	389.85	0.00	0.00	0.00
HELLS ANGELS NATIONAL RIDE TORONTO	220 T	10-Aug-2022 10-Aug-2022	801.38	801.38	0.00	0.00	0.00
EASTERN ONTARIO PO	WER						
WATER ST STREETLIGHTS CONNECTION	216 T	25-Jul-2022 25-Jul-2022	350.30	350.30	0.00	0.00	0.00
EAST SIDE TRACTOR A	NFD TURF						
V4314 TRACKLESS	227 T	31-Jul-2022 31-Jul-2022	3,524.21	3,524.21	0.00	0.00	0.00
ENVIRONMENTAL CON	TRACTING SER	ICES INC.					
PARK	220 T	31-Jul-2022 31-Jul-2022	103,164.28	103,164.28	0.00	0.00	0.00
	ERN ONTARIO						
	216 T	12-Jul-2022 12-Jul-2022	2,500.00	2,500.00	0.00	0.00	0.00
EVANS UTILITY AND MU	JNICIPAL						
MAY 27 INV	227 T	01-Jul-2022 01-Jul-2022	611.33	611.33	0.00	0.00	0.00
	river file 16418-156 BOATHOUSE LEASE  FILE 16418-87 OPINION  DELAGE LANDEN FINAL CONTRACT 001-0282743-000 APPLE LIC  DOUBLE CONCEPT PRO RED HOT BLUE ROCKABILLY WKEND DRAPER DOORS REMOTE ENTRY FOR YARD DOOR REPAIR WATER TREATMENT PLANT MIKE DRISCOLL HELLS ANGELS NATIONAL RIDE TORONTO EASTERN ONTARIO PO WATER ST STREETLIGHTS CONNECTION EAST SIDE TRACTOR A V4314 TRACKLESS  ENVIRONMENTAL CONT BYLAW2021-097 TOWN PARK REVITILIZATION PMT#6 EPILEPSY SOUTH EAST 2022 COMMUNITY GRANT 2022-119 EVANS UTILITY AND MU	river file 16418-156  BOATHOUSE LEASE 220 T FILE 16418-87 OPINION T  DELAGE LANDEN FINANCIAL SERVICE CONTRACT 227 001-0282743-000 APPLE LIC  COUDUBLE CONCEPT PRODUCTION RED HOT BLUE ROCKABILLY WKEND T DRAPER DOORS REMOTE ENTRY FOR YARD T DOOR REPAIR WATER TOOOR REPAIR WATER TREATMENT PLANT T MIKE DRISCOLL HELLS ANGELS NATIONAL RIDE TORONTO EASTERN ONTARIO POWER  WATER ST STREETLIGHTS T CONNECTION EAST SIDE TRACTOR ANFD TURF  V4314 TRACKLESS 227 TREVITICION EAST SIDE TRACTOR ANFD TURF  V4314 TRACKLESS 227 TREVITICION EAST SIDE TRACTOR ANFD TURF  ENVIRONMENTAL CONTRACTING SERVE BYLAW2021-097 TOWN PARK T REVITILIZATION PMT#6 EPILEPSY SOUTH EASTERN ONTARIO  2022 COMMUNITY GRANT 2022-119 T EVANS UTILITY AND MUNICIPAL  MAY 27 INV 227	river file         T         27-Jul-2022           16418-156         220         28-Jul-2022           BOATHOUSE LEASE         220         27-Jul-2022           FILE 16418-87         220         27-Jul-2022           OPINION         T         27-Jul-2022           BOLAGE LANDEN FINANCIAL SERVICES         CANADA INC.           CONTRACT         227         16-Aug-2022           APPLE LIC         16-Aug-2022           CO10-282743-000         T         16-Aug-2022           APPLE LIC         220         05-Aug-2022           C         05-Aug-2022         C           C         19-Aug-2022         C           C         19-Aug-2022         C           C         17-Aug-2022         D           RED HOT BLUE         227         29-Jul-2022           PARER DOORS <td< td=""><td>river file         T         27-Jul-2022         423.75           16418-156         220         28-Jul-2022         423.75           FILE 16418-87         220         27-Jul-2022         310.75           OPINION         T         27-Jul-2022         310.75           OPINION         T         27-Jul-2022         425.00           CONTRACT         227         11-Aug-2022         645.46           O01-0282743-000         T         16-Aug-2022         558.46           C         05-Aug-2022         558.46           C         05-Aug-2022         558.46           C         19-Aug-2022         558.46           C         05-Aug-2022         558.46           C         05-Aug-2022         558.46           C         19-Aug-2022         558.46           C         19-Aug-2022         2,750.00           RED HOT BLUE         227         17-Aug-2022         2,750.00           REMOTE ENTRY FOR         227         29-Jul-2022         598.90           YARD         T         29-Jul-2022         389.85           TREATMENT PLANT         T         04-Aug-2022         389.85           TREATMENT PLANT         T         04-A</td><td>  Invertible   T   27-Jul-2022   16418-156   16418-156   17   28-Jul-2022   1423.75   1423.75   17   28-Jul-2022   1423.75   1423.75   18-Jul-2022   18-Jul-</td><td>  New File</td><td>  The File   The Property   The Prop</td></td<>	river file         T         27-Jul-2022         423.75           16418-156         220         28-Jul-2022         423.75           FILE 16418-87         220         27-Jul-2022         310.75           OPINION         T         27-Jul-2022         310.75           OPINION         T         27-Jul-2022         425.00           CONTRACT         227         11-Aug-2022         645.46           O01-0282743-000         T         16-Aug-2022         558.46           C         05-Aug-2022         558.46           C         05-Aug-2022         558.46           C         19-Aug-2022         558.46           C         05-Aug-2022         558.46           C         05-Aug-2022         558.46           C         19-Aug-2022         558.46           C         19-Aug-2022         2,750.00           RED HOT BLUE         227         17-Aug-2022         2,750.00           REMOTE ENTRY FOR         227         29-Jul-2022         598.90           YARD         T         29-Jul-2022         389.85           TREATMENT PLANT         T         04-Aug-2022         389.85           TREATMENT PLANT         T         04-A	Invertible   T   27-Jul-2022   16418-156   16418-156   17   28-Jul-2022   1423.75   1423.75   17   28-Jul-2022   1423.75   1423.75   18-Jul-2022   18-Jul-	New File	The File   The Property   The Prop

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Aug 29, 2022

**Page:** 5 **Time:** 9:03 am

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166224	NEPTUNE 360 RENEWAL AUG 2021-JULY 31 2023	227 T	09-Aug-2022 09-Aug-2022	3,270.22	3,270.22	0.00	0.00	0.00
FANSONL	FANSON LISA							
REFUND DEPOS	BOOKING DEPOSIT FEE REFUND INVOICE 3294 ARENA	227 T	17-Aug-2022 17-Aug-2022	100.00	100.00	0.00	0.00	0.00
FIR04	FIRE MARSHAL'S PUBLIC	C FIRE SAFETY	COUNCIL					
N160345	WO055113	216 T	02-Aug-2022 02-Aug-2022	379.97	379.97	0.00	0.00	0.00
N160382	FIRE PREVENTION WEEK BANNER 2022	227 T	10-Aug-2022 10-Aug-2022	73.22	73.22	0.00	0.00	0.00
FOS01	FOSTER REPAIR SERVICE	E						
100031168 00	2019 PIERCE #S3 TRUCK	235 T	13-Jul-2022 13-Jul-2022	1,207.98	1,207.98	0.00	0.00	0.00
FRO05	FRONTENAC MUNICIPAL	LAW ENFORC	EMENT INC.					
GAN-2022-JULY	JULY ENFORCEMENT	227 T	31-Jul-2022 31-Jul-2022	9,148.98	9,148.98	0.00	0.00	0.00
GAN-LANDFILL-2	JULY LANDFILL	235 T	31-Jul-2022 31-Jul-2022	1,187.85	1,187.85	0.00	0.00	0.00
FRONTSYS	FRONTLINE SYSTEMS IN	IC						
35966	GRAPHICS PKG FLAG POLE	216 T	15-Jul-2022 15-Jul-2022	1,492.73	1,492.73	0.00	0.00	0.00
FSET	FSET INC.							
4319	JULY SERVICE	220 T	01-Aug-2022 01-Aug-2022	6,339.30	6,339.30	0.00	0.00	0.00
GAL06	ARTHUR J. GALLAGHER	CANADA LIMIT	ΓED					
597796	MAY 11 INV SPORTS LIAB USER GROUP RENEWAL	220 T	30-Jun-2022 30-Jun-2022	1,620.00	1,620.00	0.00	0.00	0.00
GAL07	GAL POWER SYSTEMS (	OTTAWA LTD.						
103004	SERVICE CALL ALARM LOW BATTERY	227 T	31-Jul-2022 31-Jul-2022	1,688.06	1,688.06	0.00	0.00	0.00
GAN09	GANANOQUE HISTORICA	AL SOCIETY						
2022MEMB	2022 MEMBERSHIP	220 T	01-Aug-2022 01-Aug-2022	60.00	60.00	0.00	0.00	0.00
GAN18	GANANOQUE & DISTRIC	T HUMANE SO	CIETY					
REFUND	REFUND INV 3026 BOOKING	227 T	17-Aug-2022 17-Aug-2022	282.50	282.50	0.00	0.00	0.00
GAN44	GAN SIGN WORKS							
11168	DEC 16 2021 INV CABLE EITHER NET 50"	216 T	30-Jun-2022 30-Jun-2022	45.19	45.19	0.00	0.00	0.00
11232	APR 29 22 INV SEASONAL PARKING PASSES	216 T	30-Jun-2022 30-Jun-2022	904.00	904.00	0.00	0.00	0.00
11256	MAY 20 2022 INV DIGITAL VINYL PRINTS MARINA	216 T	30-Jun-2022 30-Jun-2022	183.06	183.06	0.00	0.00	0.00

# Council/Board Report - Combined

Vendor: 1000 To ZYCOM

Batch : All

AP5060

**Date:** Aug 29, 2022

**Page:** 6 **Time:** 9:03 am

Cash Requirement Date : Aug 29, 2022

Vendor	Vendor Name	Batch/ Pay Medium Code	Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
Invoice	Description							
11324	VINYL LETTERS	220 T	28-Jul-2022 28-Jul-2022	45.20	45.20	0.00	0.00	0.00
GAN47	GANANOQUE LIONS CL	.UB						
REFUND	REFUND BOOKING INV3199	227 T	17-Aug-2022 17-Aug-2022	500.00	500.00	0.00	0.00	0.00
GANARTS01	GANANOQUE ARTS NE	TWORK						
MOTION2022-44	GAN ARTS FEST TAP ART TOUR 2022 CULTURAL DAYS	235 T	04-Aug-2022 04-Aug-2022	5,500.00	5,500.00	0.00	0.00	0.00
GANRKWAY	GANA ROCK WAY							
REFUND INV 327	REFUND OF DEPOSIT	227 T	17-Aug-2022 17-Aug-2022	500.00	500.00	0.00	0.00	0.00
GEE01	SCOTT GEE							
MONTHLYVEHAL	AUGUST VEHICLE ALLOWANCE	216 T	02-Aug-2022 02-Aug-2022	550.00	550.00	0.00	0.00	0.00
GOU01	GOUDEY BRENT							
EXPJULY 21 202:	DISTRICT 8 ROADS SUPER	227 T	21-Jul-2022 21-Jul-2022	150.00	150.00	0.00	0.00	0.00
GRAYTOM	GRAY TOM							
REFUND DEPOS	INV 3290 REFUND DEPOSIT FEE	235 T	24-Aug-2022 24-Aug-2022	113.00	113.00	0.00	0.00	0.00
GRE09	GREEN TRACTORS INC							
W32981	REPAIR NEW HOLLAND MOWER DECK MC22	216 T	27-Jun-2022 27-Jun-2022	839.83	839.83	0.00	0.00	0.00
W33116	REPLACEMENT DRIVE SHAFT NH TRACTOR TC24D	216 T	30-Jul-2022 30-Jul-2022	5,649.99	5,649.99	0.00	0.00	0.00
W33698	REPAIR HYDRAULIC LIFE VALVE MC22	227 T	16-Aug-2022 16-Aug-2022	2,918.61	2,918.61	0.00	0.00	0.00
GRE13	GREER GALLOWAY CO	NSULTING ENG	INEERS					
26305	BYLAW 2022-001 OSIM BRIDGE INSPECTION AND CAP NEEDS ASSES	216 T SSMENT	12-Jul-2022 12-Jul-2022	1,810.83	1,810.83	0.00	0.00	0.00
26318	JOEL STONE AMPHITHEATER CANOPY	220 T	14-Jul-2022 14-Jul-2022	296.64	296.64	0.00	0.00	0.00
HAL06	HALPENNY INSURANCE	E BROKERS LTD	)					
2022-2023 INSUF	AUGUST 2022-JULY 2023 INSURANCE	235 T	31-Jul-2022 31-Jul-2022	317,243.56	317,243.56	0.00	0.00	0.00
HAN01	HANSLER SMITH LTD							
5697296	APR 14 2022 PADLOCKS FOR PARKS	216 S T	30-Jun-2022 30-Jun-2022	535.62	535.62	0.00	0.00	0.00
5711556	TOILETRIES	227 T	09-Aug-2022 09-Aug-2022	350.84	350.84	0.00	0.00	0.00
HAR16	HARTINGTON EQUIPME	:NT						
IV72757	KUBOTA PARTS	227 T	03-Aug-2022 03-Aug-2022	196.47	196.47	0.00	0.00	0.00
HGCMGT	HGC MANAGEMENT INC							

# Council/Board Report - Combined

Vendor: 1000 To ZYCOM

Batch : All

AP5060 Date :

Aug 29, 2022

**Page:** 7 **Time:** 9:03 am

Cash Requirement Date : Aug 29, 2022

Vendor Invoice	Vendor Name Description	Batch/ Pay Medium Code	Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
45271	POLYSTYRENE	227 T	31-Jul-2022 31-Jul-2022	79.10	79.10	0.00	0.00	0.00
HIGGSLORI	HIGGS LORI							
EXPAUG32022	MARINA SUPPLIES	216 T	03-Aug-2022 03-Aug-2022	49.60	49.60	0.00	0.00	0.00
EXPAUG232022	MARINA SUPPLIES	235 T	23-Aug-2022 23-Aug-2022	18.37	18.37	0.00	0.00	0.00
HOG01	HOGAN'S PORTABLE TO	ILET RENTAL						
10174	JUNE10-27 PORTABLE TOILET RENTAL	216 T	30-Jun-2022 30-Jun-2022	135.60	135.60	0.00	0.00	0.00
HOPKINST	HOPKINS THOMAS							
REFUNDYOGAIN	CANCELLED FUTURE CLASSES YOGA	235 T	31-Jul-2022 31-Jul-2022	81.36	81.36	0.00	0.00	0.00
JET02	JET ELECTRICAL CONTI	RACTORS						
7340	ELECTRICAL ENCLOSURE CONFEDERATION PARK	216 T	28-Jul-2022 28-Jul-2022	2,712.00	2,712.00	0.00	0.00	0.00
7345	CHANGED PHOTO CELLS 800'S	216 T	28-Jul-2022 28-Jul-2022	180.80	180.80	0.00	0.00	0.00
7351	REPAIR TWO RECEPTACLES AMPHITHEATRE	216 T	29-Jul-2022 29-Jul-2022	189.04	189.04	0.00	0.00	0.00
7336	TRAFFIC LIGHTS MVA KING WILLIAM	216 T	25-Jul-2022 25-Jul-2022	1,635.82	1,635.82	0.00	0.00	0.00
7342	STREETLIGHTS RIVA CATHOLIC CHURCH AREA	216 T	28-Jul-2022 28-Jul-2022	1,147.93	1,147.93	0.00	0.00	0.00
7347	KING & CARMICHAEL STREETLIGHTS	216 T	28-Jul-2022 28-Jul-2022	184.19	184.19	0.00	0.00	0.00
7348	ELIZABETH DR STREETLIGHT FUSE	216 T	28-Jul-2022 28-Jul-2022	1,044.12	1,044.12	0.00	0.00	0.00
7354	PHOTOCELLS MARINA	220 T	_	317.79	317.79	0.00	0.00	0.00
7337	AIR CONDITIONING REPAIR	220 T	25-Jul-2022 25-Jul-2022	632.80	632.80	0.00	0.00	0.00
7343	EXTERIOR LIGHT REPAIR	220 T	28-Jul-2022	167.21	167.21	0.00	0.00	0.00
INV7087CREDIT	OVPMT ON INVOICE 7087	220 T	01-Aug-2022 01-Aug-2022	-194.36	-194.36	0.00	0.00	0.00
7274	VARIOUS LOCATES	227 T	03-Jul-2022 03-Jul-2022	618.12	618.12	0.00	0.00	0.00
7335	VARIOUS LOCATES	227 T		339.00	339.00	0.00	0.00	0.00
7356	KING & HERBERT TIGHTEN HEAD	227 T	J	262.73	262.73	0.00	0.00	0.00
7360	VAROPIS LOCATES	227 T	3	367.25	367.25	0.00	0.00	0.00
7376	TOWN HALL REPAIRS EMERGENCY LIGHTING	227 T	15-Aug-2022 15-Aug-2022	1,909.93	1,909.93	0.00	0.00	0.00
7383	AMPHITHEATRE DEFECTIVE	235 T	J	218.64	218.64	0.00	0.00	0.00

# Council/Board Report - Combined

Vendor: 1000 To ZYCOM

Batch : All

**AP5060 Date:** Aug 29, 2022

2 **T**ii

**Page:** 8 **Time:** 9:03 am

Cash Requirement Date : Aug 29, 2022

Vendor Invoice	Vendor Name Description	Batch/ Pay Medium Code	Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
	RECEPTACLES							
JLR01	J L RICHARDS & ASSOC	CIATES						
103985	OFFICIAL PLAN REVIEW	227 T	01-Jul-2022 01-Jul-2022	5,398.58	5,398.58	0.00	0.00	0.00
104216	APR 11 INV WTP SEWAGE LAGOON DESLUDGING	227 T	01-Jul-2022 01-Jul-2022	2,723.02	2,723.02	0.00	0.00	0.00
104337	APR 13 INV BYLAW 2021-014 SEWAGE PUMP STATION DESIGN	227 T PHASE 2	01-Jul-2022 01-Jul-2022	864.45	864.45	0.00	0.00	0.00
104763	MAY 11 INV BYLAW 2021-014 PUMP STN DES PHASE 2	227 T	01-Jul-2022 01-Jul-2022	2,895.63	2,895.63	0.00	0.00	0.00
104766	MAY 11 INV SEWAGE LAGOON DESLUDGING APRIL	227 T	01-Jul-2022 01-Jul-2022	1,810.89	1,810.89	0.00	0.00	0.00
105417	SEWAGE LAGOON DESLUDGING MAY	227 T	13-Jun-2022 13-Jun-2022	823.14	823.14	0.00	0.00	0.00
105943	SEWAGE LAGOON DESLUDGING JUNE 2022	227 T	14-Jul-2022 14-Jul-2022	15,417.09	15,417.09	0.00	0.00	0.00
106431	SEWAGE LAGOON DESLUDGING JULY	227 T	11-Aug-2022 11-Aug-2022	10,629.56	10,629.56	0.00	0.00	0.00
		227 T	16-Aug-2022 16-Aug-2022	135.00	135.00	0.00	0.00	0.00
JONKJACK	JONKMAN JACKIE							
REIMBSPEEDY	REPLACEMENT WINDOV - SPEEDY AUTO GLASS	220 T	10-Aug-2022 10-Aug-2022	723.18	723.18	0.00	0.00	0.00
KEM01	KEMIRA WATER SOLUT	ION CANADA IN	IC.					
9019216510	SULFATE ALUMINIUM	220 T	-	7,625.95	7,625.95	0.00	0.00	0.00
KIL02	KILEY PAVING LTD.							
22-5746	KATE ST PARKING LOT BYLAW 2022-47	227 T	30-Jun-2022 30-Jun-2022	86,046.68	86,046.68	0.00	0.00	0.00
22-5800	VARIOUS PAVING BYLAW 2022-47	227 T		33,485.22	33,485.22	0.00	0.00	0.00
22-5758 BYLAW2	LOWERTOWN REV'Z / RECONST OAK ALLEY bylaw2021-98	235 T		297,933.28	297,933.28	0.00	0.00	0.00
CN-5645	CREDIT LOWERTOWN REV AND REC OF OAK ALLEY	235 T	31-Jul-2022 31-Jul-2022	-5,532.54	-5,532.54	0.00	0.00	0.00
KIN08	KINGSTON HUMANE SO	CIETY						
810497	MONTHLY FEE	227 T	31-Jul-2022 31-Jul-2022	224.36	224.36	0.00	0.00	0.00
KIN13	KINGSTON MUSICIANS'	UNION						
2	FINAL PMT MUSIC AT THE FARMERS MARKET	227 T	0	2,000.00	2,000.00	0.00	0.00	0.00

# Council/Board Report - Combined

Vendor: 1000 To ZYCOM

Batch : All



AP5060 Date :

Aug 29, 2022

**Page:** 9 **Time:** 9:03 am

Cash Requirement Date : Aug 29, 2022

MUNICIPAL 2022 MONTHLY TRS  MACO4 MACEWEN PET  160544 CLEAR DIESEL  160496 DYED DIESEL  MAMASBRG MAMA'S BURG  1001 ICE CREAM CA  MIN12 MINISTER OF F  30130722101707 APRIL-JUNE 20 FIRE REGISTR FEES  MIS03 MISTER SAFET  LUCAS WILLIAMS  1604 STORE 21 LUCAS WILLIAMS  MYFM01 MYFM  22072899 FOOD DRIVE S 2022  22072898 SEPT 2021-AUG GAN MINUTE	TILLE & LANARK DIST TROLEUM INC  SERS & SHAKES AKE FINANCE	235 T TRIC1 214 T 216 T 216 T	22-Aug-2022 22-Aug-2022 T HEALTH UNIT 01-Aug-2022 01-Aug-2022 03-Aug-2022 03-Aug-2022 03-Aug-2022 03-Aug-2022 29-Jul-2022	450.00 8,831.94 1,916.91 509.52	450.00 8,831.94 1,916.91 509.52	0.00 0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00
MACO4 MACEWEN PET 160544 CLEAR DIESEL 160496 DYED DIESEL 160496 MAMA'S BURG 1001 ICE CREAM CA MINISTER OF F 30130722101707 APRIL-JUNE 20 FIRE REGISTR FEES MISO3 MISTER SAFET LUCASWILLIAMS 1604 STORE 21 LUCAS WILLIAMS 2	TROLEUM INC  GERS & SHAKES  AKE FINANCE	214 T 216 T 216 T 216 T	01-Aug-2022 01-Aug-2022 03-Aug-2022 03-Aug-2022 03-Aug-2022 03-Aug-2022 03-Aug-2022	1,916.91 509.52	1,916.91	0.00	0.00	0.00
MACO4 MACEWEN PET 160544 CLEAR DIESEL 160496 DYED DIESEL MAMASBRG MAMA'S BURG 1001 ICE CREAM CA MIN12 MINISTER OF F 130130722101707 APRIL-JUNE 20 FIRE REGISTR FEES MISO3 MISTER SAFET LUCASWILLIAMS 1604 STORE 21 LUCAS WILLIA 1604 STORE 21 LUCAS WILLIAMS 22072899 FOOD DRIVE S 2022 22072898 SEPT 2021-AUG GAN MINUTE NEP01 NEPTUNE TEC 10000005111 METERS DFF04 OFFORD PLUM 1625 GBM WATER S	TROLEUM INC  SERS & SHAKES  AKE FINANCE	T 216 T 216 T	01-Aug-2022 03-Aug-2022 03-Aug-2022 03-Aug-2022 03-Aug-2022	1,916.91 509.52	1,916.91	0.00	0.00	0.00
MAMASBRG MAMA'S BURG 1001 ICE CREAM CA MIN12 MINISTER OF F 30130722101707 APRIL-JUNE 20 FIRE REGISTR FEES MIS03 MISTER SAFET LUCASWILLIAMS 1604 STORE 21 LUCAS WILLIAMS 1604 STORE 21 LUCAS WILLIAMS 22072899 FOOD DRIVE S 2022 22072898 SEPT 2021-AUG GAN MINUTE NEP01 NEPTUNE TEC 10000005111 METERS OFF04 OFFORD PLUM 1625 GBM WATER S	GERS & SHAKES  AKE FINANCE	T 216 T	03-Aug-2022 03-Aug-2022 03-Aug-2022 29-Jul-2022	509.52	•			
MAMASBRG MAMA'S BURG 1001 ICE CREAM CA MIN12 MINISTER OF F 30130722101707 APRIL-JUNE 20 FIRE REGISTR FEES MIS03 MISTER SAFET LUCASWILLIAMS 1604 STORE 21 LUCAS WILLIA  MYFM01 MYFM 22072899 FOOD DRIVE S 2022 22072898 SEPT 2021-AUG GAN MINUTE NEP01 NEPTUNE TEC 1000005111 METERS  OFFO4 OFFORD PLUM 1625 GBM WATER S	SERS & SHAKES  AKE FINANCE	T 216 T	03-Aug-2022 03-Aug-2022 03-Aug-2022 29-Jul-2022	509.52	•			
MAMASBRG MAMA'S BURG 1001 ICE CREAM CA  MIN12 MINISTER OF F 30130722101707 APRIL-JUNE 20 FIRE REGISTR FEES  MIS03 MISTER SAFET  LUCASWILLIAMS 1604 STORE 21 LUCAS WILLIA  MYFM01 MYFM  22072899 FOOD DRIVE S 2022  22072898 SEPT 2021-AUG GAN MINUTE  NEP01 NEPTUNE TEC  1000005111 METERS  DFF04 OFFORD PLUM 1625 GBM WATER S	SERS & SHAKES  AKE FINANCE	T 235	03-Aug-2022 29-Jul-2022		509.52	0.00	0.00	0.00
MIN12 MINISTER OF F 30130722101707 APRIL-JUNE 20 FIRE REGISTR FEES MIS03 MISTER SAFET LUCASWILLIAMS 1604 STORE 21 LUCAS WILLIA  MYFM01 MYFM 22072899 FOOD DRIVE S 2022 22072898 SEPT 2021-AUG GAN MINUTE NEP01 NEPTUNE TEC 1000005111 METERS  DFF04 OFFORD PLUM 1625 GBM WATER S	AKE FINANCE 022			30.00				
MIN12 MINISTER OF F 30130722101707 APRIL-JUNE 20 FIRE REGISTR FEES  MIS03 MISTER SAFET  LUCASWILLIAMS 1604 STORE 21 LUCAS WILLIAMS  MYFM01 MYFM  22072899 FOOD DRIVE S 2022  22072898 SEPT 2021-AUG GAN MINUTE  NEP01 NEPTUNE TEC  1000005111 METERS  OFFORD PLUM  1625 GBM WATER S	FINANCE 022			30.00				
### APRIL-JUNE 20 FIRE REGISTR FEES  ### FEES  ### ### ### ### ### ### ### ### ### #	)22				30.00	0.00	0.00	0.00
FIRE REGISTR FEES  MIS03  MISTER SAFET  LUCASWILLIAMS 1604 STORE 21 LUCAS WILLIA  MYFM01  MYFM  22072899  FOOD DRIVE S 2022  22072898  SEPT 2021-AUG GAN MINUTE  NEPTUNE TEC  10000005111  METERS  DFF04  OFFORD PLUM  1625  GBM WATER S								
MYFM01 MYFM 22072899 FOOD DRIVE S 2022 22072898 SEPT 2021-AUG GAN MINUTE NEP01 NEPTUNE TEC 1000005111 METERS  OFFO4 OFFORD PLUM 1625 GBM WATER S		220 C	13-Jul-2022 13-Jul-2022	195.00	195.00	0.00	0.00	0.00
MYFM01 MYFM 22072899 FOOD DRIVE S 2022 22072898 SEPT 2021-AUG GAN MINUTE NEP01 NEPTUNE TEC 1000005111 METERS  DFF04 OFFORD PLUM 1625 GBM WATER S	TY SHOES INC.							
22072899 FOOD DRIVE S 2022 22072898 SEPT 2021-AUG GAN MINUTE NEP01 NEPTUNE TEC 1000005111 METERS  OFFORD PLUM 1625 GBM WATER S		216 T	28-Jul-2022 28-Jul-2022	344.04	344.04	0.00	0.00	0.00
22072899 FOOD DRIVE S 2022 22072898 SEPT 2021-AUG GAN MINUTE NEP01 NEPTUNE TEC 1000005111 METERS  OFF04 OFFORD PLUM 1625 GBM WATER S		216 T	03-Aug-2022 03-Aug-2022	85.00	85.00	0.00	0.00	0.00
2022 22072898 SEPT 2021-AUG GAN MINUTE NEP01 NEPTUNE TEC 1000005111 METERS  OFF04 OFFORD PLUN 1625 GBM WATER S								
GAN MINUTE NEP01 NEPTUNE TEC 1000005111 METERS  DFF04 OFFORD PLUM 1625 GBM WATER S	SPONSOR	216 T	31-Jul-2022 31-Jul-2022	337.87	337.87	0.00	0.00	0.00
1000005111 METERS  DFF04 OFFORD PLUN 1625 GBM WATER S		216 T	31-Jul-2022 31-Jul-2022	649.75	649.75	0.00	0.00	0.00
OFFORD PLUM 1625 GBM WATER S	HNOLOGY GROUP (C	CANA	DA) LTD.					
1625 GBM WATER S		216 T	29-Jul-2022 29-Jul-2022	40,269.41	40,269.41	0.00	0.00	0.00
	MBING							
	ERVICE	220 T	22-Jun-2022 22-Jun-2022	1,935.83	1,935.83	0.00	0.00	0.00
OME01 OMERS								
JULY2022 JULY 2022		216 T	02-Aug-2022 02-Aug-2022	84,120.54	84,120.54	0.00	0.00	0.00
ONTO9 ONTARIO EAS	T ECONOMIC DEVEL	OPMI	ENT COMMISSIO	N				
0167REVISED APR 22 INV OE MEMBERSHIP 2022-2023		216 T	30-Jun-2022 30-Jun-2022	6,172.63	6,172.63	0.00	0.00	0.00
ONT16 ONTARIO ONE	CALL							
202236565 PHONE CALLS ASSESSED NOTIFICATION	&	216 T	31-Jul-2022 31-Jul-2022	129.51	129.51	0.00	0.00	0.00
ONT59 ONTARIO HOS	S							

# Council/Board Report - Combined

Vendor: 1000 To ZYCOM

Batch : All



AP5060

**Date:** Aug 29, 2022

**Page:** 10 **Time:** 9:03 am

Cash Requirement Date : Aug 29, 2022

Datell . All					Dank .	0033 10 01		
	Vendor Name Description	Batch/ Pay Medium Code	Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
5261926	3IN X 25FT OAL KANAFLEX 180AR SUCTION HOSE	216 T		464.62	464.62	0.00	0.00	0.00
OUEL01	OUELLETTE MASLIN							
EXP20072022	TRAINING	216 T		150.00	150.00	0.00	0.00	0.00
PAC04	PACIFIC TIER SOLUTIO	NS INCORPORA	TED					
INV-0149	JULY 1 - SEPT 30 2022 QTRLY BILLING	235 T		433.52	433.52	0.00	0.00	0.00
PAL01	PALADIN SECURITY GR	ROUP LTD						
901977	JULY SECURITY MARINA	220 T		6,707.84	6,707.84	0.00	0.00	0.00
PAR02	PARKS AND RECREATI	ON ONT.						
MUN1-1-23654	MARCH 4TH INV PRO MEMBERSHIP	216 T		1,209.10	1,209.10	0.00	0.00	0.00
PIO01	PIONEER ENERGY A DI	VISION OF PAR	KLAND INDUSTR	ES				
JULY272022STM	july 27 2022 STMTAUG 25 2022 DRAW	225 E	J	8,671.95	8,671.95	0.00	0.00	0.00
JUNE272022STN	JUNE 2022 STATEMENT	236 E		9,239.28	9,239.28	0.00	0.00	0.00
PT00000148	LUDLOW TECHNICAL P	RODUCTS CAN	DA LTD					
PTREF AUG0922	Refund on PT Account 000 - 01533700.0000	219 C	J	47,909.10	47,909.10	0.00	0.00	0.00
PT00000149	LUDLOW TECHNICAL P	RODUCTS CAN	DA LTD					
PTREF AUG1222	Refund on PT Account 000 - 01533700.0000	224 T	12-Aug-2022 12-Aug-2022	17,293.17	17,293.17	0.00	0.00	0.00
RABCO	R.A.B.C.O. TECHNOLOG	ΞY						
1505	SHARPEN CHIPPER BLADES	227 T	J	384.20	384.20	0.00	0.00	0.00
REL01	RELIANCE COMMERCIA	AL SOLUTIONS						
JULY2022PAP	JULY2022 PAP PMTS	228 E		29.06	29.06	0.00	0.00	0.00
RICOH	RICOH CANADA INC.							
SC093767972	RICOH C300F	216 T		113.01	113.01	0.00	0.00	0.00
SC093767973	RICOH	216 T		67.80	67.80	0.00	0.00	0.00
SC093767974	WATER TREATMENT PLANT C3000	216 T		102.44	102.44	0.00	0.00	0.00
ROI01	ROI RESEARCH ON INV	ESTMENT						
	DEC 15 2021 ICCI PROJ MARKETING DESIGN & COLLATERAL	216 T CREATION		10,000.00	10,000.00	0.00	0.00	0.00
	ROTORK CONTROLS (C							

# Council/Board Report - Combined

Vendor: 1000 To ZYCOM

Batch : All

AP5060

**Date:** Aug 29, 2022

**Page**: 11 **Time**: 9:03 am

Cash Requirement Date : Aug 29, 2022

Vendor Invoice	Vendor Name Description	Batch/ Pay   Medium Code	nvoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
1-27631.001	ACTUATORS	216 T	20-Jul-2022 20-Jul-2022	15,599.01	15,599.01	0.00	0.00	0.00
SAU04	SAULT STE. MARIE POL	LICE SERVICE						
CHIEFPOLICERE	SCOTT GEE SMALL & MID SIZED CHIEF OF POLICE OCT 5-7 2022	220 C	01-Aug-2022 01-Aug-2022	250.00	250.00	0.00	0.00	0.00
SEW02	SEWER & TECHNOLOG	IES INC.						
20856	SEWER GROUTING BIRCH, SECOND, VICTORIA AND HERBER	216 T RT	29-Jun-2022 29-Jun-2022	11,300.00	11,300.00	0.00	0.00	0.00
SMILE	SMILEMAKERS							
1039377A	may 25 inv tattoos and stickets cda day	227 T	01-Jul-2022 01-Jul-2022	360.88	360.88	0.00	0.00	0.00
STL06	ST. LAWRENCE WILDLI	FE & PEST CONT	ROL SERVICES					
16932	JULY 2022 PEST CONTROL	216 T	28-Jul-2022 28-Jul-2022	50.85	50.85	0.00	0.00	0.00
16933	JULY 2022 PEST CONTROL	216 T	28-Jul-2022 28-Jul-2022	50.85	50.85	0.00	0.00	0.00
16934	JULY 2022 PW PEST CONTROL	216 T	28-Jul-2022 28-Jul-2022	62.15	62.15	0.00	0.00	0.00
16935	JULY 2022 PEST CONTROL ES BUILDING	216 T	28-Jul-2022 28-Jul-2022	50.85	50.85	0.00	0.00	0.00
17126	10 OSBORNE ST REMOVE BEE HIVE	227 T	15-Aug-2022 15-Aug-2022	169.50	169.50	0.00	0.00	0.00
16936	ARENA JULY 2022	227 T	28-Jul-2022 28-Jul-2022	62.15	62.15	0.00	0.00	0.00
STMP000507	RKJL FOODS LTD O/A	MCDONALD'S RE	STAURANT					
DP2021-12 SECE	REIMBURSE SECURITY DEPOSIT 670 KING ST EAST DP2021-12	227 T	11-Aug-2022 11-Aug-2022	144,099.98	144,099.98	0.00	0.00	0.00
STMP000555	SEARLE BRIAN STEPH	ΞN						
UBREFAUG0422	Refund on account 012-00301521-002.	218 T	04-Aug-2022 04-Aug-2022	271.23	271.23	0.00	0.00	0.00
STO03	STONE'S MILL INVESTM	MENTS LTD						
RENTMAY91300	RENT MAY 2022	214 T	01-Aug-2022 01-Aug-2022	4,417.71	4,417.71	0.00	0.00	0.00
SUP03	SUPREME CLEANING							
450294	LIBRARY	220 T	30-Jun-2022 30-Jun-2022	508.50	508.50	0.00	0.00	0.00
450293	TOWN HALL	220 T	30-Jun-2022 30-Jun-2022	1,073.50	1,073.50	0.00	0.00	0.00
450292	EMERG SERVICES	220 T	30-Jun-2022 30-Jun-2022	2,090.50	2,090.50	0.00	0.00	0.00
450295	PUBLIC WORKS	220 T	30-Jun-2022 30-Jun-2022	339.00	339.00	0.00	0.00	0.00
450296	BORDER SERVICES	220 T	30-Jun-2022 30-Jun-2022	67.80	67.80	0.00	0.00	0.00

## Council/Board Report - Combined

Vendor: 1000 To ZYCOM

Batch : All

AP5060

**Date:** Aug 29, 2022

**Page**: 12 **Time**: 9:03 am

Cash Requirement Date : Aug 29, 2022

Batch : All			The state of the s	Obscuri	Bank: 0099 10 07			
Vendor Invoice	Vendor Name Description	Batch/ Pay Medium Code	Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
450303	LIBRARY	220 T		508.50	508.50	0.00	0.00	0.00
450302	TOWN HALL	220 T		1,073.50	1,073.50	0.00	0.00	0.00
450301	EMERGENCY SERVICES	220 T		2,090.50	2,090.50	0.00	0.00	0.00
450304	PUBLIC WORKS	220 T		339.00	339.00	0.00	0.00	0.00
450305	BORDER SERVICES	220 T		67.80	67.80	0.00	0.00	0.00
SWI01	SWISH MAINTENANCE L	IMITED						
K678830	GARB BAGS	216 T		144.79	144.79	0.00	0.00	0.00
K681187	GARBAGE BAGS PAPER PRODUCTS	227 T	O	149.07	149.07	0.00	0.00	0.00
K681188	PAPER PRODUCTS CLEANING SUPPLIES	227 T	0	282.91	282.91	0.00	0.00	0.00
K680394	HAND SOAP ROLL TOWELS	227 T	0	235.29	235.29	0.00	0.00	0.00
TAYLORPUB	TAYLOR PUBLISHING 17	0916 Cda Inc						
TAP MOTION 202	POKER RUN MOTION 2022-27 TAP FUNDING MINUS EXPS	220 T	0	5,504.03	5,504.03	0.00	0.00	0.00
TEL03	TELIZON INC.							
JULY2022PAP	JULY 2022 PAP PMTS	228 E		2,745.17	2,745.17	0.00	0.00	0.00
THE41	THE COMPUTER MEDIA	GROUP						
1518490-IN	LJ TINER CARTRIDGE LIBRARY	216 T		163.97	163.97	0.00	0.00	0.00
THISBARK	THOUSAND ISLANDS BA	RKBASH						
REFUND DEPOS	REFUND DEPOSIT INV 1430	235 T	-	100.00	100.00	0.00	0.00	0.00
TIM02	TIMBER TREE SERVICE							
2022-081	STUMP GRINDING	227 T		474.60	474.60	0.00	0.00	0.00
2022-080	TREE SPADING	227 T		1,470.41	1,470.41	0.00	0.00	0.00
TKE01	TK ELEVATOR (CANADA	) LIMITED						
2153040	MUSEUM REPAIRS STUCK ON GROUND FLOOR	216 T		1,874.38	1,874.38	0.00	0.00	0.00
TRA08	TRACKMATICS INC.							
38787	MONTHLY MONITORING	227 T	O	630.54	630.54	0.00	0.00	0.00
UNI02	ENBRIDGE GAS (UNION	GAS)						
JULY2022PAP	JULY 2022 PAP PMTS	228 E		1,054.64	1,054.64	0.00	0.00	0.00
UNI03	UNITED COUNTIES OF LI	EEDS AND GR	ENVILLE					

# Council/Board Report - Combined

Vendor: 1000 To ZYCOM

Batch : All

AP5060

**Date:** Aug 29, 2022

**Page**: 13 **Time**: 9:03 am

Cash Requirement Date : Aug 29, 2022

Vendor Invoice	Vendor Name Description	Batch/ Pay Medium Code	Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
INV202291297	MONTHLY	214 T	01-Aug-2022 01-Aug-2022	65,500.37	65,500.37	0.00	0.00	0.00
INV00000000020	2022 MUNICIPAL GIS VIEWER SERVICE AGREEMENT	227 T	11-Aug-2022 11-Aug-2022	10,220.13	10,220.13	0.00	0.00	0.00
UNI16	UNIVERSAL SUPPLY GR	OUP						
107-160940	APRIL 27 INV FUEL FILTER KUBOTA ZERO TURN	216 T	01-Jun-2022 01-Jun-2022	14.34	14.34	0.00	0.00	0.00
107-160796	APR 26 INV OIL FILTER KUBOTA	216 T	01-Jun-2022 01-Jun-2022	18.69	18.69	0.00	0.00	0.00
107-163769	MAY 30 INV TOGGLE SWITCH FOR POLARIS	216 T	01-Jun-2022 01-Jun-2022	14.92	14.92	0.00	0.00	0.00
107-160870	RETURN FUEL FILTER	216 T	01-Jun-2022 01-Jun-2022	-5.94	-5.94	0.00	0.00	0.00
107-160711	FUEL FILTERS FOR TRACTORS	216 T	01-Jun-2022 01-Jun-2022	11.15	11.15	0.00	0.00	0.00
107-160872	OIL ZERO TURNS AND MOWERS	216 T	01-Jun-2022 01-Jun-2022	30.02	30.02	0.00	0.00	0.00
107-160794	OIL FOR DIESEL TRACTORS	216 T	01-Jun-2022 01-Jun-2022	30.50	30.50	0.00	0.00	0.00
107-169629	SHOP SUPPLIES	220 T	03-Aug-2022 03-Aug-2022	284.24	284.24	0.00	0.00	0.00
107-169537	BOOSTER PAC	227 T	03-Aug-2022 03-Aug-2022	310.74	310.74	0.00	0.00	0.00
107-170281	ARENA AIR TOOLS	227 T	10-Aug-2022 10-Aug-2022	33.64	33.64	0.00	0.00	0.00
107-169686	SPOP TOOLS	227 T	04-Aug-2022 04-Aug-2022	164.27	164.27	0.00	0.00	0.00
107-170315	AC UNIT BELT	227 T	10-Aug-2022 10-Aug-2022	27.11	27.11	0.00	0.00	0.00
UNIQUETOW	2591519 ONTARIO INC U	NIQUE TOWING	AND					
181	C0414 CHEVY 3500 RED	227 T	15-Jul-2022 15-Jul-2022	193.23	193.23	0.00	0.00	0.00
UPP04	UPPER CANADA ELEVA	TORS						
24204	MTHLY ELEVATOR MAINT ARENA	220 T	08-Aug-2022 08-Aug-2022	298.75	298.75	0.00	0.00	0.00
UPP06	UPPER CANADA FAMILY	HEALTH TEAN	1					
25MILLLEASE912	MONTHLY LEASE 25 MILL STREET	214 T	01-Aug-2022 01-Aug-2022	93.96	93.96	0.00	0.00	0.00
VAL03	VALLEY BLADES LTD.		_					
SV062499	fisher chain	227 T	27-Jun-2022 27-Jun-2022	922.53	922.53	0.00	0.00	0.00
WAC01	WACHS CANADA LTD.							
INV26260	HYDRAULIC POWER CART	216 T	20-Jul-2022 20-Jul-2022	15,560.10	15,560.10	0.00	0.00	0.00
INV26412	WATER MAIN OPERATING VALVE NUTS	227 T	15-Aug-2022 15-Aug-2022	273.30	273.30	0.00	0.00	0.00
WAS01	WASTE CONNECTIONS	OF CANADA INC	<b>.</b> .					

# Council/Board Report - Combined

Vendor: 1000 To ZYCOM

Batch : All

AP5060

**Date:** Aug 29, 2022

**Page**: 14 **Time**: 9:03 am

Cash Requirement Date : Aug 29, 2022

Vendor Invoice	Vendor Name Description	Batch/ Pay Medium Code	Invoice Date/ Due Date	Invoice Amount	Paid Amount	Discount Amount	Released Amount	Payable Amount
7150-0000401936	JULY 2022 GARBAGE	220 T	31-Jul-2022 31-Jul-2022	32,407.04	32,407.04	0.00	0.00	0.00
		220 T	06-Jul-2022 06-Jul-2022	450.00	450.00	0.00	0.00	0.00
WES02	J. CUMMINGS CONTRAC	TING LTD/WES		APE				
2560	NATURAL CEDAR MULCI	220 T	29-Jul-2022 29-Jul-2022	266.68	266.68	0.00	0.00	0.00
WHI03	WHITEHOTS INC.							
3453822	BOOKS	220 T	22-Jul-2022 22-Jul-2022	229.73	229.73	0.00	0.00	0.00
3454932	BOOKS	220 T	28-Jul-2022 28-Jul-2022	108.71	108.71	0.00	0.00	0.00
WIN04	WINTERGREEN LEARNIN	IG MATERIALS	LTD.					
FORD0329661	STORYTELLING SETS	220 T	05-Aug-2022 05-Aug-2022	229.10	229.10	0.00	0.00	0.00
WRA01	WRAY'S FIRE PROTECTI	ON						
22188	ANNUAL SPRINKLER TESTING MUSEUM	216 T	26-Jul-2022 26-Jul-2022	423.75	423.75	0.00	0.00	0.00
YOU03	YOUNG SIGNS							
4663	MAY 12 INV MUSEUM	220 T	30-Jun-2022 30-Jun-2022	192.10	192.10	0.00	0.00	0.00
4622	COMMUNITY GARDEN ROTARY SIGN MOTION 2021-216	220 T	30-Jun-2022 30-Jun-2022	3,327.85	3,327.85	0.00	0.00	0.00
4730	QR CODES PARKING METERS	227 T	07-Aug-2022 07-Aug-2022	93.79	93.79	0.00	0.00	0.00
4676	MAY 27 INV VINYL STICKERS TRUCK 3218	227 T	01-Jul-2022 01-Jul-2022	124.30	124.30	0.00	0.00	0.00
4621	COMM GARDEN AND FOOD FOREST ROTARY SIGN	235 T	01-Jul-2022 01-Jul-2022	3,327.85	3,327.85	0.00	0.00	0.00
ZAM01	ZAMBONI COMPANY LTI	)						
112483	TANK SEAL FOR ZAMBONI	227 T	11-Aug-2022 11-Aug-2022	160.54	160.54	0.00	0.00	0.00
ZYCOM	ZYCOM TECHNOLOGY IN	IC.						
RC0000988	ITM BACKOFFICE WORKFORCE / MIC 365	227 T	01-Aug-2022 01-Aug-2022	7,066.00	7,066.00	0.00	0.00	0.00
IN-71930-01	BITDEFENDER RENEWA ONE YR	235 T	01-Jul-2022 01-Jul-2022	1,499.68	1,499.68	0.00	0.00	0.00
IN-71540-01	2 WINDOWS SERVER 2022 LICE / CONFIGURATION UPGRA	235 T ADE TERMINAL	18-Aug-2022 18-Aug-2022 FILE SERVERS	12,448.08	12,448.08	0.00	0.00	0.00
IN-72136-01	WIND SERVER LIC PERPETUAL VERS	235 T	17-Aug-2022 17-Aug-2022	4,361.80	4,361.80	0.00	0.00	0.00
IN-71829-01	HP PROBOOK	235 T	31-Jul-2022 31-Jul-2022	2,205.34	2,205.34	0.00	0.00	0.00

### Council/Board Report - Combined

Vendor Name

Description

Vendor: 1000 To ZYCOM

Batch : All

Vendor Invoice

Invoice Amount

Batch/ Pay Invoice Date/ Medium Code Due Date

AP5060 Date:

Aug 29, 2022

**Page:** 15 **Time:** 9:03 am

Cash Requirement Date : Aug 29, 2022

Bank: 0099 To 07

Paid Amount Discount Amount Released Amount Payable Amount

0.00 1,741,214.09 1,741,214.09 0.00 0.00 Totals:

### RECEIVED AUG n 8 2022

July 28th 2022

Mayor and Council Town of Gananoque 30 King St E. Gananoque. ON K7G 2T6



RE: Transformer install at the Lou Jeffries, Gananoque and T.I.T.L. Recreation Centre

Dear Mayor and Council,

As you are aware, the 1000 Islands Family Ribfest committee worked with the Town of Gananoque this past spring in order to upgrade the electrical services at the Recreation Centre. This upgrade was needed in order to accommodate the recent Ribfest event held on Canada Day weekend. It was agreed that the Ribfest Committee would arrange and pay for the required upgrades, including a new transformer, however we applied for and received a Community Grant in the amount of \$15,000 to offset the cost of this work. The value of this grant request was based on preliminary estimates for the electrical work. Unfortunately, the actual cost of the work done amounted to \$26,600 for a cost over-run of \$11,600. Several factors impacted the increased costs including a metal stand required by town and obvious rapid inflation of the cost of supplies. At this time, we are requesting your financial support to reimburse the Ribfest Committee for the shortfall in expenses. We will provide copies of all invoices for work completed.

Please keep in mind that the Ribfest event was required to move to the Recreation Centre as a result of the major landscaping being completed, both in front and behind Town Hall, the location for all previous Ribfest events. Also, the new transformer and additional electrical work is the property of the Town of Gananoque and will benefit the community for many larger events in the future.

Ribfest representatives would be pleased to address Council to discuss this request in further detail.

Thank you for your consideration.

Regards

Brian Tunnicliffe Chairperson

1000 Islands Family Ribfest brian tunnicliffe@hotmail.com

613-888-3467



August 24, 2022

To: The Mayor & Council

Corporation of the Town of Gananoque

30 King St. E.

Gananoque, ON K7G 2T6

The "2022 Terry Fox Run For Cancer Research" returns to an in-person event this year after two years of virtual events due to the Covid 19 pandemic on Sunday, September 18, 2022 and it is my hope that the Town will allow this event to return to the Town Hall Park for the start and finish of this very important fundraiser for cancer research in Canada.

The Gananoque event has been a part of The Terry Fox Run from the early days of this event (site number 361 in all of Canada!) and has always shown the generous heart of Gananoqueans to the world from what I consider the heart of Gananoque, the Town Hall Park.

The local "Terry Fox Run For Cancer Research" has appreciated the support shown by this Mayor, Council and Town staff by flying the Terry Fox flag at the Town Hall for the week preceding the annual run and we ask that you allow this to be flown in 2022 during the week of September 12 to September 19 if at all possible.

The generous spirit of Gananoque enabled the local event to maintain fundraising levels even during the virtual runs, a truly amazing statistic!

In addition to the above "asks" please consider supporting this year's events through perhaps the purchase of the iconic t-shirts that are so inspirational (this year "I'm Not A Quitter"), creating a "run" group within town departments, supporting local groups or simply donating online at <a href="https://run.terryfox.ca/3430">https://run.terryfox.ca/3430</a>. Every dollar is appreciated, every dollar supports cancer research which benefits us all. Terry's legacy has made positive impacts in all our lives. The cancer research funded by the run has improved outcomes significantly for many cancers including the cancer that Terry Fox eventually succumbed to.

Thank you for your consideration of these asks,

Sincerely,

Christine

Christine Milks 613-532-8498

THE TERRY FOX RUN Sunday September 18, 2022

August 26, 2022

Re: King Street Pedestrian Bridge

Att: Mayor and Councillors

The following motion was passed at the August 9th Council Meeting

"Motion #22-128 – King Street Pedestrian Bridge – Structural Analysis Update Moved by:
Councillor Harper Seconded by: Councillor Haird BE IT RESOLVED THAT THE
COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE KING STREET PEDESTRIAN BRIDGE
STRUCTURAL ANALYSIS UPDATE REPORT FOR INFORMATION AND APPROVES OPTION #1, LEAVE
THE BRIDGE CLOSED AND LOOK TO FUND THE REPAIRS OR REPLACEMENT IN THE 2023
BUDGET, AS OUTLINED AND PRESENTED IN COUNCIL REPORT RDS-2022-15, AND FURTHER
THAT A DETAILED STAFF REPORT BE BROUGHT BACK FOR COUNCIL'S CONSIDERATION
OUTLINING THE COST TO REPAIR VS. THE REMOVAL OF THE BRIDGE IN ITS ENTIRETY. CARRIED
– UNANIMOUS, as amended"

Value is not solely determined by dollars and cents.

I request that now is an appropriate time to formally request that the Heritage Advisory Panel research the historical aspects of the Gananoque Railway in conjunction with the significance of the current King Street Pedestrian Bridge. Further that a report be presented to Council prior to the 2023 Budget deliberation process.

Thank you, Sincerely, Marion Sprenger 140 Elmwood Drive 613-382-6790 ----Original Message-----

From: Darren (Old English Pub) Sent: September 1, 2022 1:00 PM

To: Penny Kelly Subject: Patio

### Hi Penny.

Not sure if my email from yesterday went through to you. Spoke with Ted and he said I need you to send you my eMail.

Subject is to request the month of October be included for that extra fall month. Also. I was not aware it was only a 2 year thing for the patio so second request that it be passed for the next for seasons or Permanent.

Regards
Darren
Sent from my iPhone



Phone: 613-542-6222 993 Princess St., Unit 14 Suite 1430 Kingston, ON Canada K7L 1H3 www.epilespyresource.org charitable registration #: 11890 0794 RP0001

TO:

Ted Lojko, Mayor, Town of Gananoque

30 King Street East, Gananoque, Ontario K&G 2T6

FROM:

Colin Slack, Executive Director, Epilepsy South Eastern Ontario

993 Princess Street, Unit 14, Suite 1430, Kingston, On K7L 1H3

DATE:

August 24, 2022

RE:

Summer Games for Epilepsy Event Report to Town Council

Dear Ted;

As you know, Epilepsy South Eastern Ontario (ESEO) was fortunate to receive a Grant from the Municipality of Gananoque in the amount of \$2,500. ESEO is a Not-for-Profit, Charitable organization that provides services to persons affected by Epilepsy and Seizure Disorders. I sent a detailed Proposal to the Town requesting support for the Event and outlined the Goals of the Event. These included raising Awareness about Epilepsy and Seizure Disorders, raising Funds to allow us to continue to provide services to our clients (we have many clients in Gananoque that we presently serve), decreasing the Stigma associated with Epilepsy as well as demonstrating how small communities like Gananoque (including the businesses in the Town) work together to ensure that persons affected by Epilepsy and Seizure Disorders are recognized as valuable members of our Community.

I am pleased to Report that the Summer Games for Epilepsy Event was a success. Seventy persons actively participated in the Games, and forty-four others stopped by to encourage and cheer on participants or make monetary donations. The vast majority of attendees indicated that they are from outside of Gananoque and came to the event as a result of the TV and radio interviews we completed in an effort to advertise the Games. We have received numerous emails from those who made it who were thrilled with both the Games and the Scavenger Clue Hunt which took them to businesses who had graciously agreed to participate. All have indicated that they were not aware of many of the businesses, and they will all be returning so that they can shop and enjoy the sights. We have also received emails from businesses we had not had the time to get to, and they have asked us to include them if we decide to do the event in Gananoque next year.







Phone: 613-542-6222 993 Princess St., Unit 14 Suite 1430 Kingston, ON Canada K7L 1H3

www.epilespyresource.org charitable registration #: 11890 0794 RP0001

Summer Games for Epilepsy raised \$ 470 for ESEO. While a higher figure would have been beneficial, this is the first time an event of this nature has occurred, and I consider it a success. The Grant we received was used to offset the costs of the rental of the Park from the Municipality, the cost of the permit from the Town, the purchase of Foodstuffs for the BBQ, the purchase of Gift Cards and products from participating retail stores, restaurants and venues in Gananoque which were included in Themed Gift Baskets. We did receive Gifts from two local Bed and Breakfasts, but both refused to accept any payment for these Gifts. A local Gallery also agreed to participate but adamantly refused to allow us to purchase a Gift Certificate. These gestures were unexpected, and we greatly appreciate them.

The Event benefited the Town in many ways. In excess of one hundred (100) persons from areas outside of the Municipality came to this event. They toured the area, visited participating stores and restaurants, and became aware of the vibrance and community spirit which is in existence in the Town. Volunteers from outside of the Municipality came to lend a hand, got a chance to help with the Games but also attended participating venues which they did not know existed. Their feedback has been extremely positive, and they are hoping that ESEO will consider running this event again. I will table this Feedback at the next Board meeting, and I will be more than happy to provide the Recreation and Marina Services Coordinator, Lori Higgs, with an update once the meeting has occurred. Ms. Higgs was very helpful as I tried to get the event planned, and I am grateful to her for the assistance she provided. Her help in arranging for the provision of power to the site, the clean up assistance by the two Town Staff who brought garage and recycling cans to make it easier and her ability to connect me to the other departments really eased the process. I do hope that you will pass on my sincere thanks to her on behalf of our organization.

This Event succeeded for a lot of reasons. The one I have not underscored enough is the contribution that the Town made by providing us with the \$2,500. As a Not-for-Profit Charity, we would not have been able to run this event. Thank you very much.

Colin Slack, Executive Director, Epilepsy South Eastern Ontario

ld Stal







Phone: 613-658-3055 Fax: 613-658-3445 Toll Free: 866-848-9099

E-mail: mail@twpec.ca

P.O. Box 129, 18 Centre St. Spencerville, Ontario K0E 1X0

August 8, 2022

Office of MPP Steve Clark 100 Strowger Blvd. Suite 101 Brockville, ON K6V 5J9

Attention Ms. Jackson,

Thank you very much for keeping MPP Clark aware of the Tri-Council meeting held on Thursday July 28. We understand his busy schedule.

We know that Minister Clark shares our concerns about Doctor and Health Care Professional Recruitment which was one of the items on the meeting agenda.

Thank you for providing a copy of the letter which MPP Clark sent to the Minister of Health following his meeting with the thirteen Mayors after the recent Joint Services Committee meeting. That letter was shared at the Tri-Council meeting so that all councillors would be aware of his support of our concerns.

Following below is a short summary of issues raised following the presentation by Dr. Mathew of the Prescott Family Health Team which we would like to share with your office as requested.

- 1. Absence of a Blood Test Draw Center: It appears that blood tests are now conducted by Life Labs at centers operated by their staff. The Prescott Family Health Team would like to have such a draw centre located in Prescott and believe they could find space to accommodate. How can we reach out to Life Labs to request the establishment of such a center in Prescott?
- 2. Transportation to Blood Test Center in Brockville: Issues around transportation of seniors and others with no car. Suggestion was made to donate a number of free bus passes on the River Route Bus Service...further discussion.
- 3. Absence of Brockville Hospital Residency Program for Family Medicine: Another identified need which could and would provide local training in Family Medicine, bringing training closer to the area in which they might eventually practice. How can we work with BGH and other partners to achieve such a Residency Program? Further discussion. Who is best to champion and lead such an effort?



Phone: 613-658-3055 Fax: 613-658-3445

Toll Free: 866-848-9099 E-mail: mail@twpec.ca P.O. Box 129, 18 Centre St. Spencerville, Ontario KOE 1X0

- 4. Tri-Municipal Bursary to be presented annually to local High School graduate proceeding to studies at a Medical School. Further discussion at local council level.
- 5. Absence of Robust Financial Recruitment Package: Identified by Dr. Mathew. Further discussion at local councils. Who are our best collaborating partners to assist with financing? Who is best suited to lead/champion such an initiative?

Following the presentation by Dr. Mathew and a wide-ranging Q & A session it was:

Moved By Mayor Todd Seconded by Councillor Shankar:

That the Tri-Council endorse the creation of a steering committee for physician recruitment efforts and to refer discussions back to each Municipal Council.

Carried

In conclusion, let me report that there was wide-spread support at the meeting for these suggestions and all will be further discussed at the local council level but as you can see there are a number of questions centered around leadership and direction.

Please pass this short summary to MPP CLARK.

Sincerely,

Pat Sayeau, Mayor

Township of Edwardsburgh Cardinal

Chair of the July 28, 2022 Tri-Council Meeting

From: Donna Campbell

**Sent:** August 30, 2022 12:18 PM **To:** Municipal CAOs and Clerks

Cc: Katrina Furlanetto; Andrew Schmidt; Mike Dakin

Subject: Cataraqui Conservation Regulations Guidelines Update - Public Engagement Session

### Dear Member Municipalities CAOs and Clerks,

Based on comments and feedback provided through the public consultation phase of our regulatory Guidelines update process, Cataraqui Conservation will be hosting a virtual public engagement session to discuss the proposed updates, provide clarification on some key areas and facilitate a Q&A session.

The virtual public engagement session will be held on September 15, 2022, at 6:45 p.m. through Microsoft Teams. Registration will be required for those who wish to attend. For additional details and to register for the session **please visit the link below**. The session will be recorded and available for public viewing shortly afterwards for those who are unable to attend. Please feel free to circulate more broadly.

#### https://cataraquiconservation.ca/pages/cataraqui-conservation-permitting-policy-updates

If there are any issues or questions regarding registration, please contact us by responding to this email.

Thank you,

Cataraqui Conservation

### Michael Dakin MCIP, RPP Supervisor, Development Review



1641 Perth Road, PO Box 160, Glenburnie ON, K0H 1S0

**Phone:** (613) 546-4228 ext. 228 **Toll-Free:** 1-877-956-2722

**Fax:** (613) 547-6474

Web: www.CataraquiConservation.ca

Please consider the environment before printing this email

Cataraqui Conservation sits on the traditional lands of the Haudenosaunee & Anishinabek peoples, and we want to thank the Indigenous people for their continued care and protection of All of Our Relations on this shared land.

From: Donna Campbell

**Sent:** August 25, 2022 4:22 PM

**To:** Shellee Fournier **Cc:** Andrew Schmidt

Subject: Flood Hazard Identification and Mapping Program (FHIMP) - 50% Funding Opportunity (GAN)

### Dear Shellee,

Recently, the Ministry of Natural Resources and Forestry (MNRF) released the application and project eligibility guide (attached) for the Flood Hazard Identification and Mapping Program (FHIMP). This is a federally funded program by Natural Resources Canada (NRCan) that is being administered in Ontario through the MNRF. This program provides 50% funding for data acquisition (e.g. Lidar elevation data), flood plain mapping projects and dissemination of flood plain information to the public.

In 2020, Cataraqui Conservation completed the Cataraqui Region Risk Assessment and Hazards Mapping Strategy (D.M. Wills Associates Ltd., June 2020). This report identified flood plain mapping priorities in the Cataraqui region. One of the higher priorities that was identified in the study was updating flood hazard information / mapping for the St. Lawrence River shoreline from Kingston to Brockville. Presently used flood risk mapping was developed under the Canada-Ontario Flood Damage Reduction Program in 1985 and updated with wave uprush information in 1993 so the best available information is almost 30 years old and is quickly becoming irrelevant. For example, climate change was not considered as part of the currently available mapping. As I'm sure you can appreciate, having up to date flood risk information is integral to protecting people and property from flood risk.

The Wills report suggests that this mapping is in need of updating and Cataraqui Conservation has given this a high priority due in part to the recent high water levels experienced on Lake Ontario and the St. Lawrence River in 2017 and 2019 as well as the high degree of development pressure that is occurring in this area. CRCA has experienced a 65% increase in *Planning Act* applications from 2019 to 2021 within the municipalities having St. Lawrence River shoreline.

This is a rare opportunity to receive 50% funding for projects of this sort and Cataraqui Conservation is offering to coordinate submission of an application on behalf of the six municipalities having jurisdiction along this stretch of shoreline, those being the City of Kingston, the City of Brockville, the Town of Gananoque and the Townships of Leeds and the Thousand Islands, Front of Yonge and Elizabethtown-Kitley. An arrangement to share the remaining 50% of the costs would be developed in consultation with the participating municipalities. For Cataraqui Conservation's part, CRCA is proposing to prepare and submit the application, and provide in-kind project management and other support valued at approximately \$13,000.

If your municipality is interested in taking advantage of this opportunity, I am available to discuss it further at your earliest convenience as the deadline for submissions is September 16, 2022. Alternatively, you could choose to reply to this email if interested.

Thank you for your consideration of this opportunity.

Best regards,
Andrew Schmidt (he/him)

### Manager, Watershed Planning & Engineering



1641 Perth Road, PO Box 160, Glenburnie ON, K0H 1S0

**Phone:** (613) 546-4228 ext. 244 **Toll-Free:** 1-877-956-2722

**Fax:** (613) 547-6474

Web: www.CataraquiConservation.ca

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# Flood Hazard Identification and Mapping Program (FHIMP) – Project Eligibility and Requirements

In January 2022, Natural Resources Canada (NRCan) launched the <u>Flood Hazard Identification and Mapping</u> <u>Program</u> (FHIMP) to flow federal funding, up to 50% reimbursement for eligible activities, to provinces and territories for eligible flood mapping projects through March 2024.

This document contains essential information which must be reviewed ahead of applying for FHIMP Project Funding in Ontario. It contains details which may impact the eligibility of, and costs to carry out, certain flood mapping activities, including:

- 1) Eligible Activities
- 2) Eligible and Ineligible Costs
- 3) Program Requirements
- 4) Technical Requirements

For questions related to these requirements, please contact: FHIMPapplications@ontario.ca.

### 1) Eligible Activities

As per federal program guidelines, priority eligible projects include:

- Data acquisition used in hydrological and hydraulic modeling of high-priority areas to inform the development of new flood hazard maps.
  - Examples include LiDAR (terrestrial, bathymetric, and airborne), Land surveys (including survey of hydraulic structures, such as culverts, bridges, etc.), Survey of historical food extents, Hydrometry (water levels, flow measurements, high water marks, ice thickness measurements, etc.), Stream bathymetry and Rainfall data
- Flood Hazard Modelling and Mapping
  - Includes, hydraulic and hydrological modelling and analysis for riverine, overland and coastal flooding scenarios, and must include at least 3 climate change scenarios
  - Must produce products suitable for regulatory maps and follow federal flood mapping guidelines and industry best practices where provincial standards are not in place
- Dissemination of Flood Hazard Information to improve access to flood hazard maps.
  - Examples include web portals and maps, communication campaigns, training in flood map usage, publicity, videos, webinars, etc., Indigenous engagement, workshops and engagement sessions.

In addition to the identified federal priority areas, the following projects and their associated costs will also be considered on a case-by case basis, as per federal guidelines:

- Hazard Assessment, Priority setting and scoping: Activities that increase a jurisdiction's understanding of their flood data needs, priority areas, the flood hazard mapping process or status of their current data and map holdings
- Research that is directly applicable to the development of new flood hazard maps

### 2) Eligible and Ineligible Costs

### **Eligible Costs**

Applicants can request eligible expenses to be cost-shared for activities initiated after April 1, 2022. Consideration of back-dated cost-share expenses will be on a case-by-case basis.

All eligible costs must relate directly to FHIMP activities and may include contractor fees or in-kind contributions. The following costs are eligible for cost-sharing which may be detailed at the project proposal stage:

- Production of regulatory flood hazard maps (or flood hazard maps approved by an engineer when no legislation is in place)
- Hydraulic and hydrological modelling and analysis
- Dissemination of flood hazard information (web portals and maps, communication campaigns, workshops and engagement sessions, publicity, videos, webinars, training in flood map usage, indigenous engagement etc.)
- Data acquisition for inputs into flood hazard maps (LiDAR, land surveys, survey of historical food extents, hydrometry bathymetry rainfall data, cross sections, etc.)
- · Exceptional salary costs, benefits, and incidentals
- Exceptional administrative costs
- Exceptional transportation costs
- In-kind investments include, but are not limited to, temporary personnel salaries, student intern salaries, and administrative costs.

### Ineligible Costs

Costs which are ineligible for cost-sharing include:

- Hospitality
- Administrative costs which are not directly related to a specific a FHIMP project.
- Salaries of existing full-time employees
- Capital costs (IT equipment, permanent hydrometric stations, etc.)
- Costs associated with the development of proposals or agreements
- · Costs reimbursed by the National Disaster Mitigation Program or any other federal program
- In-kind investments including, but not limited to, salaries for permanent staff, hospitality, capital costs, and costs associated with the development proposals and agreements.

### 3) Program Requirements

The following requirements are associated with the overall implementation of FHIMP in Ontario and will be required to be confirmed in the application form, that if successful, the applying Organization will:

- Agree to share with the government of Canada any project deliverables, data, flood maps or other information learned as a result of the project.
- Make flood hazard maps, data, and data-derived products publicly available online by March 31, 2024, in accordance with the Open Government License – Ontario and Open Government License – Canada.
   Where the organization does not have the means to do so, federal government methodologies may be used.
- Agrees that no other federal funding received by another federal program are used for this project. If any
  new sources of federal funding become available to this project, it must be disclosed immediately.
- Enter into an agreement with the Ministry of Natural Resources and Forestry (MNRF) that will further outline requirements related to the release of deliverables, technical requirements, and reporting.
- Be eligible for up to 50% reimbursement for the costs agreed to be cost-shared and incurred in the completion eligible projects, from April 2022 until March 2024.
- Be required to demonstrate that they have the support of local municipal/planning authorities, indicating
  alignment with overall land use planning in the jurisdiction. This can be provided via Council resolution or
  similar planning authority letter and must be provided prior to entering into a transfer payment agreement
  with MNRF. It is recommended that applicants work with their planning authority early in the project
  planning process to ensure projects meet the needs and interests of the jurisdiction.
- Ensure that Flood maps and sub-elements of the FHIMP project are consistent with the policies in the Provincial Policy Statement and the policies and performance standards outlined in MNRFs natural hazard technical guides. Maps created to support administration of section 28 regulations under the Conservation Authorities Act must be suitable for use in a regulatory regime.

ON00429E\_Guide (2022/08) Page 2 of 5

- Agree that NRCan and Ontario may release information regarding the Projects such as: its title, the names of successful applicants, and the level of NRCan funding and other support.
- Agree to publicly recognize the contribution of the federal government in any announcement.
- Agree to participate in a technical team with provincial and federal staff to discuss project status and deliverables.
- Be required to have/create a Transfer Payment Ontario account, to facilitate project payment(s).

### 4) Technical Requirements

The following list outlines the technical requirements for FHIMP projects. These requirements are specific to project types that include data acquisition, hydraulic and hydrologic modelling, and flood hazard mapping.

### 1. National Flood Hazard Data Layer (NFHDL)

The NFHDL Compliance Form facilitates the conversion of flood mapping data products to NFHDL database standard and must be completed for each project involving the creation of a Flood Hazard Map. The NFHDL Compliance Form will be provided to successful applicants.

### 2. Geospatial Reference Systems

The following geospatial reference systems should be used:

- Projection system: UTM Zones 15, 16, 17 and 18
- Geometric reference system: NAD83(CSRS)
- Height reference system: CGVD2013

### 3. Geospatial File Formats

Gridded raster files should be provided in the GeoTIFF format. Vector files should be provided in the Esri Shapefile, Esri File Geodatabase or Geopackage format.

### 4. Geospatial Reference Systems

All geospatial vectors must be geometrically valid according to Open Geospatial Consortium (OGC) standards as defined in <a href="OpenGIS Implementation Specification for Geographic information">OpenGIS Implementation Specification for Geographic information</a> (#06-103r4). These standards include, but are not limited to, the requirements that geometry be non-empty, topologically closed, and be free of self-intersecting paths or discontinuous parts.

#### 5. Geospatial Reference Systems

The LiDAR point cloud data shall be tiled in 1 km x 1 km files and provided in LAZ format. The point cloud should meet the following minimum technical specifications:

aggregate nominal pulse density: >= 8.0 pls/m2

The point cloud data should meet the following accuracy benchmarks:

- Non-Vegetated Vertical Accuracy (NVA): 95% Confidence level <= 9.8 cm</li>
- Vegetated Vertical Accuracy (VVA): 95th percentile <= 14.7 cm</li>

Point cloud data should be classified according to the following minimum standard categories:

- Class Value 1: Processed, but unclassified
- Class Value 2: Ground
- Class Value 6: Building
- Class Value 7: Low noise
- · Class Value 9: Water
- Class Value 17: Bridge deck
- Class Value 18: High noise

ON00429E\_Guide (2022/08) Page 3 of 5

### 6. Federal Flood Mapping Guidelines Series

The guiding principles and standards recommended within the following <u>Federal Flood Mapping Guidelines</u> <u>Series</u> of documents should be followed as appropriate. To ensure maps can be used for regulatory purposes, Ontario's technical guidance, standards and policies take precedence where any conflicts arise.

### 7. Topographic Analysis

The most relevant and recent topographic information, including but not limited to Digital Elevation Models (DEM) and Digital Terrain Models (DTM), should be applied in all stages of the flood mapping process. Accuracies for these datasets should follow the recommendations set out in the <u>Federal Geomatics</u> <u>Guidelines for Flood Mapping</u>.

### 8. Bathymetric Analysis

If applicable, qualified surveyors and technicians shall be employed for the collection of bathymetric data. A survey report detailing methods and results of bathymetric survey shall be provided, along with the processed bathymetric data. Bathymetric surveys should be conducted to obtain relevant and required information as outlined in the <a href="Federal Hydrologic and Hydraulic Procedures for Flood Hazard Delineation">Federal Hydrologic and Hydraulic Procedures for Flood Hazard Delineation</a>. Topography LiDAR should be considered if available for the region in question.

### 9. Field Investigations

If applicable, qualified surveyors and technicians shall be employed for the collection of field data. A survey report detailing the methods and results of field investigations shall be provided. Field investigations should be conducted to obtain relevant and required information as outlined in the <u>Federal Hydrologic and Hydraulic Procedures for Flood Hazard Delineation</u>.

### 10. Hydrologic and Hydraulic Analysis

Industry standard practices and modelling software should be used to conduct required hydrologic and hydraulic analysis in accordance with Ontario's Technical Guide – River & Stream Systems: Flooding Hazard Limit (2002) for riverine systems, the Technical Guide for Great Lakes – St. Lawrence River Shorelines, Flooding, Erosion and Dynamic Beaches (2001) for the Great Lakes, St. Lawrence and interconnecting channels, as well as the Technical Guide for Large Inland Lakes Shorelines (1996). Federal Hydrologic and Hydraulic Procedures for Flood Hazard Delineation may also be consulted, as appropriate.

Documentation for all steps of analysis and results must be provided along with rationale for model selection and analysis methodology.

The following annual exceedance probabilities (AEPs) are recommended for modelling purposes: 50%, 5%, 2%, 1%, 0.5%, 0.2%, and 0.1%., however they will not all be mapped in the final study deliverables.

### 11. Climate Change Considerations

An industry standard approach to estimating flood zone variability attributable to climate change must be applied to hydrologic and hydraulic analysis in accordance with Provincial Policy Statement (PPS) policy 3.1.3, the Federal Hydrologic and Hydraulic Procedures for Flood Hazard Delineation, and the Case Studies on Climate Change in Floodplain Mapping. Rationale for the methodology used to incorporate the anticipated impacts of climate change should also be provided.

### 12. Minimum Mapped Annual Exceedance Probabilities

It is understood that the hydrologic and hydraulic analysis provide results for a range of AEPs, however they will not necessarily all be mapped in the final study deliverables.

Flood Hazard Criteria Zones of Ontario are defined in the Technical Guide – River & Stream Systems: Flooding Hazard Limit (2002):

ON00429E\_Guide (2022/08) Page 4 of 5

- Zone 1: Flood produced by Hurricane Hazel Storm or the 100 Year Flood, whichever is greater
- · Zone 2: The 100 Year Flood
- · Zone 3: Flood produced by the Timmins Storm, or the 100 Year Flood, whichever is greater

As per FHIMP objectives, it is recommended to map a minimum of three flood events with varying magnitude to better inform flood risk assessment and management at the local level. In general, the regulatory flood would be mapped according to the Flood Hazard Criteria Zones of Ontario, as well as a flood event with a magnitude lower than the regulatory flood, and a flood event with a magnitude higher than the regulatory flood.

Since climate change considerations are not yet included in provincial flood mapping technical guidelines, the flood event of higher magnitude will serve as a proxy scenario for climate change. The higher magnitude event should be equal to or higher than a 200 Year Flood (0.5% AEP).

### 13. Geospatial Flood Features

The following features should be provided as georeferenced vectors:

- · Study area
- Flood hazard areas subdivided into:
- · Direct inundation areas
- For two-zone flood plains Floodway and flood fringe sub-polygons

Furthermore, any geospatial vectors either required for or produced by hydrological or hydraulic modeling should be included. Application or consideration of these attributes produced by hydrological or hydraulic modeling shall be consistent with policies and performance standards outlined in Ontario's natural hazard Technical Guides. These can include, but are not limited to:

- Reach lengths
- Channel and overbank center lines
- Bank stations and bank lines.
- Ineffective flow areas or 2D areas
- Hydraulic and flood control structures (bridges, culverts, weirs, dikes/levees, etc.)
- Model cross sections and/or bathymetry used, with all computed flood frequency levels contained as attributes
- Final digital elevation models (DEMs) used in the hydraulic modeling or mapping phase, if applicable

The following features should be provided as georeferenced raster format:

- Water surface elevation
- Flood depth
- Flood velocity
- Other applicable deliverables (such as depth x velocity results)

### 14. Regulatory Flood Hazard Maps and Engineering Reports

All maps must be suitable for regulatory purposes, including engineering reports to be stamped.

Print



# Continued Postponement

As part of the Ontario Government's *Ontario Economic Outlook and Fiscal Review* on November 4, 2021, Peter Bethlenfalvy, Minister of Finance and President of the Treasury Board announced the Province's decision to once again postpone a province-wide property assessment update due to the pandemic.

Property assessments for the 2022 and 2023 property tax years will continue to be based on January 1, 2016 current values. This means your property assessment remains the same as it was for the 2021 tax year, unless there have been changes to your property, for example:

- A change to your property including an addition, new construction, or renovation.
- A structure on your property was assessed for the first time
- A change to your property's classification
- A property no longer qualifies as farmland, conservation land or managed forests
- All or part of your property no longer qualifies to be tax exempt

MPAC will continue to maintain a comprehensive database and deliver property values, insights and services, which enable organizations and municipalities to make smart decisions.

We also continue to support the 444 municipalities across the province with assessing new properties, renovations, and property improvements to support the management of their assessment base.

#### THE CORPORATION OF THE TOWN OF



# **Tourism Advisory Panel Minutes**

On Thursday, August 4, 2022 at 10:30AM Online meeting through

# **WebEx Teleconference**

PANEL MEMBERS PRESENT		STAFF COUNCIL PRESENT
Chair:	Dave Osmond	Melanie Kirkby, Treasurer
	Meg Dabros (Katherine C.	Amanda Trafford, Business Development
	alternate)	Coordinator
	Lisa Robichaud	
	Jeff Brown	
	John Nagy	
Non-Voting:	Jan Murray	
Regrets:	Peter Sweet	
	Trusha Tanna	
	Matt Harper	

1.	Call Meeting to Order – Chair called the meeting to order at 10:32am		
2.	Disclosure of Pecuniary Interest & General Nature Thereof NONE		
3.	MATTAP Motion #2022-43 – Approval of Minutes from July 7, 2022		
	Moved by: Jeff Brown Seconded by: Lisa Robichaud BE IT RESOLVED THAT THE TOURISM ADVISORY PANEL ADOPTS TO MINUTES OF THURSDAY, JUNE 2, 2022 MEETING.	THE	
		CARRIED	
4.	Public Question/Comment (Only Addressing Items on the Agenda)	NONE	
5.	Disclosure of Additional Items	NONE	
6.	Delegations	NONE	

7.	Presentations by Staff/Others	NONE	
8.	Municipal Accommodation Tax – Treasurer, Melanie Kirkby		
	1. MATTAX statement		
	a. Melanie provided details regarding the current financial statement.		
	2. Funding year-to-date		
	a. Melanie went over the year to date funding that TAP has prov	ided for	
	events/marketing		
9.	Unfinished Business		
	Council Approved budget deviation		
10.	New Business		
	<ul> <li>Gananoque Arts Network (GAN) Funding Application for Culture Day</li> <li>Advisory panel discussed application from GAN for \$7425.00</li> </ul>	/S	
	MATTAP Motion #2022-44 - Fund GANANOQUE ARTS NETWORK (GAN) ARTS FEST – Art Tour 2022 - Culture Days in the amount of \$5,500		
	Moved by: Jeff Brown Seconded by: John Nagy		
	BE IT RESOLVED THAT THE TOURISM ADVISORY PANEL (TAP) HEREBY APPROVES THE FUNDING OF GAN ARTS FEST – Art Tour 2022 – CULTURE DAYS IN THE AMOUNT OF \$5,500.00 SUBJECT TO ALL REQUIRED DOCUMENTS RECEIVED UNDER THE MUNICIPAL SPECIAL EVENTS AND FACILITY BOOKING POLICY AND APPROVALS FROM THE TOWN.		
		CARRIED	
	<ul> <li>Event advertising         <ul> <li>When events are advertising the community we must ensure a sharing the most up to date information for restaurants, busine and accommodations.</li> <li>Will work on a strategy at a later date to help promote the TAR within the community.</li> </ul> </li> </ul>	esses	
11.	Correspondence	NONE	
13.	Next Meeting – Thursday, September 8, 2022 at 10:30am		

MATTAP Motion #2022-45 - To Adjourn Meeting 14.

Moved by: John Nagy

BE IT RESOLVED THAT THE TOURISM ADVISORY PANEL HEREBY ADJOURNS THIS MEETING.

**CARRIED** 

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



# Downtown Business Improvement Area (BIA) Board UNADOPTED MINUTES

Held in Person (& WebEx) at Laverne's 21 King Street East Wednesday August 10<sup>th</sup> 2022 at 6:30 PM

СОММІТ	TEE MEMBERS PRESENT	STAFF PRESENT
Members:	Lisa Robichaud, Chair	Lynsey Zufelt, Recording Secretary
	Ray Stedman	
	Ted Lojko	
	Kathrine Christensen	
	Shawna Singers	
Regrets:	Darren Towriess	
	Veronica Fitzgerald	
	Randall Smith	
	Sarah Preston	

1.	Call Meeting to Order			
1.	The Chair called the meeting to order at 6:55 PM, as there were some technical issues with two members joining the meeting remotely.			
2.	Disclosure of Pecuniary Interest & General Nature Thereof – None			
3.	Approval of Minutes (Adoption)			
Motion #2	022-025 – Approval of Minutes – June 1 <sup>st</sup> & June 8 <sup>th</sup> 2022			
	Moved By: Ted Lojko Seconded By: Ray Stedman			
	BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD APPROVE THE MINUTES OF THE MAY 11 <sup>TH</sup> 2022 MEETING.			
	- CARRIED			
4.	Public Question / Comment (Only Addressing Reports on the Agenda)			
5.	Disclosure of Additional Items			
6.	Delegations - None			
7.	Presentations by Staff (Others) - None			
8.	Unfinished Business			

	Mural Panel Project – the (For Action) BIA Treasurer and Town     Treasurer to review the financials for this project and report back at next meeting.		
	Les FestivILES – Councillor David Osmond sent an update via rmail on the success of the festival.		
9.	Correspondence		
	Carol Avertick re: Accessibility		
10.	New Business/Reports		
Motion #20	022-026 – Festival of Lights Committee		
	Moved By: Ray Stedman Seconded By: Kathrine Christensen		
	BE IT RESOLVED THAT THE DOWNTOWN BIA BOARD FORM A SUB-COMMITTEE COMPRISED OF THE CHAMBER, TIAP, TAP, BIA AND THE TOWN, TO EXECUTE THE FESITVAL OF LIGHTS FOR THE 2022-2023 SEASON.  - CARRIED		
11.	Discussion of Additional Items		
12.	Next Meeting – Wednesday, September 14, 2022 at 6:00PM		
13.	Questions from the Media – None		
14.	Adjournment		
	Moved by: Ted Lojko		
	Be it resolved that the Downtown BIA Board hereby adjourns the August 10 <sup>th</sup> , 2022 meeting at 7:48 PM.  - CARRIED		
Lisa Robich	haud, Chair Lynsey Zufelt, Recording Secretary		
LISA KUDICI	Lyrisey Zuleit, Necolulity Secretary		

# **MOTION / RESOLUTION OF COUNCIL**

Date: September 6, 2022		Motion No. 2022 – 144	
Subject: Approv	Subject: Approval of Minutes – August 9 and 22, 2022		
Moved by:			
Seconded by:			
THE REGULAR N	BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE REGULAR MINUTES OF TUESDAY, AUGUST 9 <sup>TH</sup> , AND THE SPECIAL MINUTES OF AUGUST 22, 2022 MEETINGS.		
Carried: Defeated:	Ayes	Nays	_
Tabled/Postponed:	<del></del>	Ted Lojko, Mayo	or

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.		
TOTALS		

# **MOTION / RESOLUTION OF COUNCIL**

DATE: September 17, 2019		MOTION NO. 2019 – 195
Subject: Amend Tr	affic and Parking By-law No. 2015-070 – Allow Sp	ports Activities on Roadways
MOVED BY:	mate thereon Harper	
SECONDED BY:	Hom Olda	NOR
TOWN OF GANANC PARKING BY-LAW V TRAFFIC AND PARK	D BY THE COMMITTEE OF THE WHOLE, BE IT RESO EQUE APPROVES OPTION #1, (UPHOLD THE CURRI WITH RESPECT TO SECTIONS 53.1 AND 63.2.5) IN C ING BY-LAW NO. 2015-070, TO ALLOW SPORTS AC W REPORT-RDS-2019-06.	LVED THAT THE COUNCIL OF THE ENT PROVISIONS OF THE TRAFFIC AND CONSIDERATION OF AMENDING THE
Carried: Defeated: Tabled/Postponed:	Ayes H Nays 3	
	Ted Lojko, May	ror

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



# **REGULAR COUNCIL MEETING MINUTES**

Held on Tuesday, August 9, 2022 at 5:00PM Closed Session and 6:00PM Open Session Held via WebEx Video, Teleconference and; In-Person

COUNCIL MEMBERS PRESENT		STAFF PRESENT
Mayor:	Ted Lojko	Shellee Fournier, CAO
Councillors:	Dave Anderson	Penny Kelly, Clerk/CEMC
	Adrian Haird	Melanie Kirkby, Treasurer
I Matt Harber (5.13 PlVI)		Brenda Guy, Manager of Planning and Development
	Dennis O'Connor	Doug Wark, Manager of Community Services
		David Armstrong, Manager of Public Works
		Scott Gee, Chief of Police
		Andrew Dickson, Deputy Fire Chief
Regrets:	Mike Kench	Gord Howard, Fire Chief
	David Osmond	

1.	Call Meeting to Order
	Mayor Lojko called the meeting to order at 5:00 PM, with the following Council Members present: Deputy Mayor Anderson, Councillor Haird, and Councillor O'Connor.
2.	Disclosure of Pecuniary Interest & General Nature Thereof
	Mayor Lojko declared a Pecuniary Interest with respect to the Public Meeting and Council Report-PD-2022-15, as he is a co-owner of a Bed & Breakfast.
3.	Closed Meeting of Council (Beginning at 5:00 PM)
	Move into Closed Session
	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> , moves into Closed Session at 5:00 PM for the purpose of discussing one (1) item under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees, with respect to an Integrity Commissioners Report.
	CARRIED – UNANIMOUS
4.	Move Out of Closed Session at 5:24 PM
	Council resumed the Open Session at 6:00 PM
5.	Reporting Out of Closed Session – Matters Arising
	A Closed Meeting was held. Council discussed item one (1) under Personal Matters Concerning an Identifiable Individual, Including Municipal or Board Employees regarding an Integrity Commissions report. The following was considered.
	Moved by Councillor Harper and seconded by Councillor Haird to amend the recommendation to remove in its entirety "AND FURTHER THAT THE REMUNERATION PAID TO COUNCILLOR KENCH, IN THE AMOUNT OF \$3,605, BE SUSPENDED FOR NINETY (90) DAYS."  CARRIED – 4 Ayes, 1 Nay
1	Ontitle - Thyes, Thay

Motion #22-141 – Integrity Commissioner Report – Councillor Mike Kench Moved by: Councillor Haird Seconded by: Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE INTEGRITY COMMISSIONER REPORT REGARDING COUNCILLOR MIKE KENCH AND AUTHORIZES, AS PER SECTION 223.6 (3) OF THE MUNICIPAL ACT, THAT THE REPORT BE MADE PUBLIC, 2006, C. 32, SCHED. A. S. 98, AS AN ATTACHMENT TO THE COUNCIL MINUTES OF AUGUST 9, 2022.

CARRIED - 4 Ayes, 1 Abstain, as amended

# 6. Land Acknowledgement Statement

- Mayor Lojko read the Land Acknowledgement Statement.
- 7. Public Question / Comment (Only Addressing Notice of Motion(s) or Reports on the Agenda)
  - Members of the public addressed Reports on the Agenda.
- 8. Disclosure of Additional Items
- 9. Delegations
  - 1. Scoolpt Project Nhung Nguyen and Michal Trpak
    - Nhung Nguyen and Michal Trpak appeared before Council and presented a PowerPoint explaining the concept of a potential 3D Print Concrete Structure on the waterfront (Joel Stone Park).
    - Nhung advised that this project would be donated to the Town by Horizon Legacy, with the 3D Print Structure being designed by Scoolpt. The Town would be responsible for the cement base and lighting.
    - Council considered the following recommendation.

Motion #22-142 – Scoolpt Project – 3D Printed Concrete Structure

Moved by: Councillor O'Connor Seconded by: Councillor Harper

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE

SUPPORTS, IN PRINCIPLE, A 3D PRINTED CONCRETE SCULPTURE,

DEVELOPED BY SCOOLPT, THAT FOCUSES ON NATURE, THE ENVIRONMENT,

AND WATER ELEMENTS, TO BE LOCATED NEAR THE ST. LAWRENCE RIVER

(JOEL STONE PARK).

**CARRIED - UNANIMOUS** 

#### **10.** Presentations / Awards / Deputations – None

- 11. Mayor's Declaration None
- \*\*\*At this point the Chair requested that Joanne van Dreumel come forward to provide an overview of the Artefact Oversight Committee's Recommendations for the Civic Collection.
- \*\*\*Joanne provided an overview.
- \*\*\* At this point, Council considered the recommendation contained in Council Report CAO-2022-12.
- 12. Public Meeting
- \*\*\*Mayor Lojko declared a pecuniary interest and requested that Deputy Mayor Anderson take the Chair.
- \*\*\*Deputy Mayor Anderson took the Chair.
  - 1. Development Permit Application Class III DP2022-13 107-113 King Street East Short-Term Accommodation with Three (3) Guest Rooms (+Council Report PD-2022-15 Brenda Guy, Manager of Planning and Development)
    - A Public Meeting was held with respect to a Proposed Class III Development Application received from the Applicant / Owner, known as 873174 ONTARIO LTD., requesting to permit a Short-Term Accommodation containing three (3) guest rooms above a commercial store-front business in the Commercial Traditional Core.
    - Brenda Guy, Manager of Planning and Development provided an overview of Council Report PD-2022-15.
  - The Chair asked the Applicant/Owner if they had anything to add to the Staff overview The Applicant / Owner was not in attendance.

- The Chair asked if any member of Council had any questions or comments None.
- The Chair advised that under the Development Permit By-law, comments may be made by the public, however, once a Permit has been approved the only party able to appeal to the Ontario Land Tribunal is the Applicant.

The Chair asked if any member of the public had any questions or comments – None.

- The Chair asked if the Applicant / Owner had any additional questions or comments The Applicant / Owner was not in attendance.
- Council considered the following recommendation.

# Motion #22-127 - Development Permit Application - DP2022-13 - 107-113 King Street East

Moved by: Councillor Harper Seconded by: Councillor Haird BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES DP2022-13 (107-113 KING STREET E) TO PERMIT A SHORT-TERM ACCOMMODATION CONTAINING THREE (3) GUEST ROOMS ON THE SECOND STOREY OF THE SUBJECT PROPERTY, WITH THREE (3) DEDICATED PARKING SPACES IN THE REAR FOR THE USE, PROVIDED:

- THAT ADEQUATE LIGHTING BE PROVIDED AT THE REAR PARKING LOT IN ACCORDANCE WITH THE BUILDING CODE ACT,
- THAT THE OWNER ENTER INTO AN AGREEMENT WITHIN ONE (1) YEAR OF THE NOTICE OF DECISION, AND;
- THAT ALL COSTS ASSOCIATED WITH FULFILLING THE CONDITIONS OF THIS DECISION ARE BORNE BY THE OWNER,

AS PRESENTED IN COUNCIL REPORT PD-2022-15.

**CARRIED - UNANIMOUS** 

# \*\*At this point, Mayor Lojko resumed the Chair.

## 13. Correspondence

- 1. Accounts Payable July 5 to July 29, 2022
- 2. Gananoque Public Library Adding a Lift to Second Floor Request for Approval

# Motion #22-143 – Gananoque Public Library – Adding a Lift to Second Floor – Request for Approval

Moved by: Councillor Harper Seconded by: Mayor Lojko BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES THE GANANOQUE PUBLIC LIBRARY BOARD'S REQUEST TO ALLOW THE ARCHITECTURAL FIRM OF SHOALTS AND ZABACK ARCHITECTS LTD., TO CONDUCT A REVIEW OF GANANOQUE PUBLIC LIBRARY ACCESSIBILITY AND THE VIABILITY OF ADDING A LIFT THAT GOES TO THE SECOND FLOOR, IN THE AMOUNT OF \$3,200,

AND FURTHER, THAT THIS AMOUNT SHALL BE DRAWN FROM THE LIBRARY RESERVES.

**CARRIED – UNANIMOUS** 

- 3. Request(s) for Early Ice:
  - a. Gananoque Girls Hockey Association
  - b. Gananoque SR Islanders
  - c. Gananoque Minor Hockey
- 4. Winifred McGowan Request for Long-Term Parking at Marina
- 5. Chris McDonald My Concerns Raised at the Council Meeting of 12<sup>th</sup> July 2022
- Ministry of Infrastructure Accelerated High Speed Internet Program (AHSIP) Update

- 7. Ministry of Tourism Culture & Sport Reconnect Ontario 2022 Program Funding Approval
- 8. United Counties of Leeds & Grenville Media Release Highlight from Counties Council July 21, 2022 Meeting
- 9. United Counties of Leeds & Grenville Media Release Maple View Lodge Tender Announced
- 10. Emergency Management Ontario (EMO) Organizational Updates
- 11. Unadopted Minutes Heritage Advisory Panel May 31, 2022
- 12. Unadopted Minutes Kinsmen Building Advisory Panel July 11, 2022

#### 14. Unfinished Business

# Council-RDS-2022-15 – King Street Pedestrian Bridge – Structural Analysis Update

Moved by Councillor Harper and seconded by Councillor Haird to amend the recommendation in Council Report RDS-2022-15, to add "AND FURTHER THAT A DETAILED STAFF REPORT BE BROUGHT BACK FOR COUNCIL'S CONSIDERATION OUTLINING THE COST TO REPAIR VS. THE REMOVAL OF THE BRIDGE IN ITS ENTIRETY."

**CARRIED - UNANIMOUS** 

Motion #22-128 – King Street Pedestrian Bridge – Structural Analysis Update
Moved by: Councillor Harper Seconded by: Councillor Haird
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE
RECEIVES THE KING STREET PEDESTRIAN BRIDGE STRUCTURAL ANALYSIS
UPDATE REPORT FOR INFORMATION AND APPROVES OPTION #1, LEAVE THE
BRIDGE CLOSED AND LOOK TO FUND THE REPAIRS OR REPLACEMENT IN THE
2023 BUDGET, AS OUTLINED AND PRESENTED IN COUNCIL REPORT
RDS-2022-15,

AND FURTHER THAT A DETAILED STAFF REPORT BE BROUGHT BACK FOR COUNCIL'S CONSIDERATION OUTLINING THE COST TO REPAIR VS. THE REMOVAL OF THE BRIDGE IN ITS ENTIRETY.

CARRIED - UNANIMOUS, as amended

## 15. Consent Agenda

**Moved by:** Councillor Harper **Seconded by:** Councillor O'Connor Be it resolved that the Motion and By-law listed on the Consent Agenda be passed accordingly:

# **MOTION:**

Motion #22-126 – Approval of Minutes – Tuesday, July 12, 2022
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE HEREBY ADOPTS THE REGULAR MINUTES OF TUESDAY, JULY 12, 2022 MEETING.

#### **BY-LAW:**

# By-law No. 2022-088 – Cataraqui Region Conservation Authority (CRCA) Service Level Agreement

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2022-088, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN A SERVICE LEVEL AGREEMENT WITH CATARAQUI REGION CONSERVATION AUTHORITY (CRCA) FOR LAND USE PLAN INPUT AND REVIEW SERVICES.

# **CARRIED - UNANIMOUS**

- **16. Motions** (Council Direction to Staff) None
- 17. Notice Required Under the Notice By-law None

- 18. Committee Updates (Council Reps)
  - Councillors provided their updates.
- 19. Discussion of Additional Items None
- 20. Staff Reports

Council-CAO-2022-11 – Notice of Intention to Amend Three (3) Municipal Heritage
Designations – 11 Church Street, 120 King Street West, 145
Stone Street South

# Motion #22-129 - Notice of Intention to Amend Three (3) Municipal Heritage Designations - 11 Church Street, 120 King Street West, 145 Stone Street South

**Moved by:** Deputy Mayor Anderson **Seconded by:** Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE AUTHORIZE STAFF TO PUBLISH THE NOTICE OF INTENTION TO AMEND THE FOLLOWING MUNICIPALLY DESIGNATED HERITAGE PROPERTIES AS PER SECTION 30.1 (1) OF THE *ONTARIO HERITAGE ACT*:

- 11 CHURCH STREET, PART LOTS 1043, 1044, AND 1045 (VS. 1047), PART 3, PLAN 28R1096, TOWN OF GANANOQUE, BY-LAW NO. 1992-40;
- 2. 120 KING STREET WEST, LOT A, PLAN 170, WEST OF THE GANANOQUE RIVER, TOWN OF GANANOQUE, BY-LAW NO. 1993-41:
- 3. 145 STONE STREET SOUTH BY-LAW NO. 1992-032;

AS PRESENTED IN COUNCIL REPORT CAO-2022-11.

**CARRIED - UNANIMOUS** 

# Council-CAO-2022-12 – Artefact Oversight Committee Recommendations for Civic Collection

# Motion #22-130 – Artefact Oversight Committee Recommendations for Civic Collection

**Moved by:** Councillor Harper Seconded by: Councillor Haird BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES THE FOLLOWING ADDITIONS TO THE TOWN'S CIVIC COLLECTION:

- 1. WWII RED CROSS QUILT:
- 2. GANANOQUE CLOCK TOWER WINDOW;
- 3. SHEET MUSIC HANDWRITTEN BY WILLIAM REES;
- 4. PHOTOGRAPHS OF THE THOUSAND ISLANDS BRIDGE, AND;
- 5. LINKLATER PUBLIC SCHOOL OBJECTS.

AS PRESENTED IN COUNCIL REPORT CAO-2022-12.

**CARRIED - UNANIMOUS** 

# Council-CAO-2022-13 – Kinsmen Building Advisory Panel – Request to Hire a Contractor

# Motion #22-131 – Kinsmen Building Advisory Panel – Request to Hire a Contractor

**Moved by:** Deputy Mayor Anderson **Seconded by:** Councillor Haird BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES THE HIRING OF A LICENSED CONTRACTOR TO REVIEW THE BUILDING CONDITION ASSESSMENT (INCLUDING A SITE INSPECTION) TO PROVIDE A REALISTIC AMOUNT FOR CAPITAL IMPROVEMENTS ON THE KINSMEN BUILDING AT A COST NOT TO EXCEED \$5,000;

AND FURTHER, THAT THE CONTRACTOR INCLUDE BUILDING CODE COMPLIANCE AS IT RELATES TO ACCESSIBILITY IN THE RECOMMENDATION;

AND FURTHER, THAT THE FUNDS FROM THE 2022 CAPITAL BUDGET HVAC WORK FOR THE BUILDING IN THE AMOUNT OF \$5,000 BE APPROVED TO COVER THIS COST IN LIEU OF REPLACING THE HVAC UNIT,

AS PRESENTED IN COUNCIL REPORT CAO-2022-13.

CARRIED - 3 Ayes, 2 Nays

# Council-FIN-2022-29 - Capital Matters Pending

Motion #22-132 - Capital Matters Pending

**Moved by**: Councillor Harper **Seconded by**: Deputy Mayor Anderson BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES THE CAPITAL MATTERS PENDING UPDATE, AS PRESENTED IN COUNCIL REPORT FIN-2022-29.

**CARRIED - UNANIMOUS** 

# Council-FIN-2022-30 – 2022 Second Quarter Operating Income Statement

Motion #22-133 – 2022 Second Quarter Operating Income Statement

Moved by: Councillor Harper Seconded by: Deputy Mayor Anderson
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE
RECEIVES THE 2022 SECOND QUARTER OPERATING INCOME STATEMENT
AT JUNE 30, 2022, AS PRESENTED IN COUNCIL REPORT FIN-2022-30.

**CARRIED - UNANIMOUS** 

#### Council-FIN-2022-31 – 2023 Budget Deliberations

Motion #22-134 – 2023 Budget Deliberations

**Moved by:** Councillor Harper Seconded by: Councillor Haird BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION THE 2023 BUDGET DELIBERATIONS, AS PRESENTED IN COUNCIL REPORT FIN-2022-31.

**CARRIED - UNANIMOUS** 

Council-CSC-2022-05 – Joint Leeds and Grenville Election Compliance Audit
Committee Appointments and Terms of Reference

\*\*\*In light of new information, Council Report-CSC-2022-05, was withdrawn.

Naming of Corporate Assets - Naming of Band Shell (30 King Street East)

By-law No. 2022-090 – Naming of Corporate Assets – Naming of Band Shell (30 King Street East)

**Moved by:** Deputy Mayor Anderson **Seconded by:** Councillor Harper BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2022-090, BEING A BY-LAW TO NAME THE BAND SHELL, LOCATED AT 30 KING STREET EAST, AS THE "WILLIAM "BILL" REES BAND SHELL", AS RECOMMENDED BY THE HERITAGE ADVISORY PANEL MOTION #2022-12, AND AS PRESENTED IN COUNCIL REPORT CSC-2022-06.

**CARRIED - UNANIMOUS** 

# Council-FIRE-2022-05 – Fire Department – Second (2<sup>nd</sup>) Quarter Report

Motion #22-135 – Fire Department – Second (2<sup>nd</sup>) Quarter Report
Moved by: Councillor Harper Seconded by: Councillor Haird
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE
RECEIVES THE 2022 SECOND QUARTER FIRE DEPARTMENT REPORT FOR
INFORMATION PURPOSES, AS PRESENTED IN THE COUNCIL REPORT FIRE2022-05.

**CARRIED - UNANIMOUS** 

# Council-RDS-2022-16 – Award of Contract – Comprehensive Roads Needs Study – Request for Proposal (RFP)

By-law No. 2022-091 – Award of Contract – Comprehensive Roads Needs Study – Request for Proposal (RFP)

Moved by: Councillor Harper Seconded by: Councillor O'Connor BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2022-091, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND THE CLERK TO SIGN AN AGREEMENT WITH GREER GALLOWAY GROUP INC., FOR THE PROCUREMENT OF SERVICES TO COMPLETE A COMPREHENSIVE ROADS NEEDS STUDY, TO AN UPSET LIMIT OF \$28,430.00 (EXCLUDING HST), AS PRESCRIBED IN TENDER RDS-2022-06, AND AS PRESENTED IN COUNCIL REPORT RDS-2022-16.

**CARRIED - UNANIMOUS** 

# Council-UTIL-2022-07 – Water and Wastewater Second (2<sup>nd</sup>) Quarter Report

Motion #22-136 – Water and Wastewater Second (2<sup>nd</sup>) Quarter Report

Moved by: Councillor Harper Seconded by: Deputy Mayor Anderson
BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE
RECEIVES THE WATER AND WASTEWATER SECOND (2ND) QUARTER
REPORT FOR INFORMATION, AS PRESENTED IN COUNCIL REPORT UTIL
-2022-07.

**CARRIED - UNANIMOUS** 

# Council-CS-2022-22 - Market Kiosks - Festival of Lights Request

Motion #22-137 - Market Kiosks - Festival of Lights Request

**Moved by:** Councillor Harper Seconded by: Councillor Haird BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES OPTION #2, APPROVE THE PURCHASE OF FOUR (4) KIOSKS AND FUND THE 2022 OPERATIONAL COSTS FROM THE COMMUNITY GRANTS BUDGET.

AND FURTHER THAT THE 2023 COSTS BE ADDED TO THE 2023 BUDGET AS A NEW INITIATIVE REGARDING THE MARKET KIOSKS, AS PRESENTED IN COUNCIL REPORT CS-2022-22.

DEFEATED - 2 Ayes, 3 Nays

# Motion #22-138 – Market Kiosks – Festival of Lights Request – Refer to 2023 Budget Deliberations

**Moved by:** Councillor Harper **Seconded by:** Mayor Lojko BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE APPROVES OPTION #1, REFER TO THE 2023 BUDGET DELIBERATIONS, TO INCLUDE INSURANCE AND LABOUR COSTS, REGARDING THE MARKET KIOSKS, AS PRESENTED IN COUNCIL REPORT CS-2022-22.

CARRIED - 3 Ayes, 2 Nays

# Motion #22-139 – Market Kiosks – Festival of Lights Request – Reassign Tourism Advisory Panel (TAP) Funding

**Moved by:** Councillor Harper **Seconded by:** Mayor Lojko BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE ADVISES THE TOURISM ADVISORY PANEL (TAP) THAT THE FUNDING APPROVED BY THE PANEL FOR THE MARKET KIOSKS WITH RESPECT TO THE FESTIVAL LIGHTS REQUEST, IN THE AMOUNT OF \$15,000, CAN BE REASSIGNED TO OTHER TAP PROJECTS/EVENTS, AS THIS MATTER HAS BEEN REFERRED TO THE 2023 BUDGET DELIBERATIONS FOR COUNCIL'S CONSIDERATION.

**CARRIED - UNANIMOUS** 

Council-LIB-2022-03 – Gananoque Public Library Quarterly Report		
	Motion #22-140 – Gananoque Public Library Quarterly Report  Moved by: Councillor Harper Seconded by: Councillor Haird  BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE  RECEIVES THE GANANOQUE PUBLIC LIBRARY QUARTERLY REPORT AS  PRESENTED IN COUNCIL REPORT LIB-2022-03.  CARRIED – UNANIMOUS	
	Questions from the Media – None	
22.	Confirmation By-law	
	<b>Moved by:</b> Councillor Haird BE IT RESOLVED THAT THE COUN BY-LAW NO. 2022-087, BEING A BY	By-law – August 9, 2022 (3 Readings) Seconded by: Councillor Harper CIL OF THE TOWN OF GANANOQUE PASS -LAW TO CONFIRM THE PROCEEDINGS OF NG HELD ON TUESDAY, AUGUST 9 <sup>TH</sup> , 2022, LLY PASSED THIS 9 <sup>TH</sup> DAY OF  CARRIED – UNANIMOUS
23.	Next Meeting – Tuesday, September	
24.	Adjournment	
	Moved by: Councillor Haird Be it resolved that Council hereby adjourns this regular meeting of Council at 8:36 PM.  CARRIED – UNANIMOUS	
Ted L	ojko, Mayor	Penny Kelly, Clerk / CEMC



Tony E. Fleming Direct Line: 613.546.8096 E-mail: tfleming@cswan.com

#### **CONFIDENTIAL**

July 21, 2022

### SENT BY EMAIL TO: SFournier@gananoque.ca

Shellee Fournier, CAO Town of Gananoque 30 King Street East P.O. Box 100 Gananoque, Ontario K7G 1E9

Dear Ms. Fournier:

RE: Code of Conduct Complaint Our File No. 16418-160

Please be advised that this investigation into the complaint is now complete. We attach a copy of the report for your records. The report shall remain confidential until it is released to the Council, and must be treated as such.

This investigation is hereby closed, and no further steps will be taken by the Integrity Commissioner in this regard.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP

Tony E. Fleming, C.S.

LSO Certified Specialist in Municipal Law

(Local Government / Land Use Planning)

Anthony Fleming Professional Corporation

TEF:mj

Enclosure

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T E L : 6 1 3 - 5 4 4 - 0 2 1 1 F A X : 6 1 3 - 5 4 2 - 9 8 1 4 E M A I L : I N F O @ C S W A N . C O M W E B : W W W . C S W A N . C O M



Tony E. Fleming
Direct Line: 613.546.8096
E-mail: tfleming@cswan.com

#### CONFIDENTIAL

July 21, 2022

# SENT BY EMAIL TO: clerk@gananoque.ca

Mayor and Members of Council c/o Penny Kelly, Clerk Town of Gananoque 30 King Street East P.O. Box 100 Gananoque, Ontario K7G 1E9

Dear Mayor and Members of Council:

RE: Code of Conduct Complaint Our File No. 16418-160

This public report of our investigation is being provided to Council in accordance with Section 223.6(1) of the *Municipal Act*. I note that Section 223.6(3) of the *Municipal Act* requires that Council make the report public. The Clerk should identify on the agenda for the next open session Council meeting that this report will be discussed. Staff should consider whether it is appropriate to place the full report on the agenda in advance of Council deciding how the report should otherwise be made public.

Should Council desire, the Integrity Commissioner is prepared to attend at the open session meeting to present the report and answer any questions from Council.

At the meeting, Council must first receive the report for information. The only decision Council is afforded under the *Municipal Act* is to decide how the report will be made public, and whether to adopt any recommendations made by the Integrity Commissioner. Council does not have the authority to alter the findings of the report, only consider the recommendations.

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T E L : 6 1 3 - 5 4 4 - 0 2 1 1 F A X : 6 1 3 - 5 4 2 - 9 8 1 4 E M A I L : I N F O @ C S W A N . C O M W E B : W W W . C S W A N . C O M The Integrity Commissioner has included only the information in this report that is necessary to understand the findings. In making decisions about what information to include, the Integrity Commissioner is guided by the duties set out in the *Municipal Act*. Members of Council are also reminded that Council has assigned to the Integrity Commissioner the duty to conduct investigations in response to complaints under the Code of Conduct, and that the Integrity Commissioner is bound by the statutory framework to undertake a thorough process in an independent manner. The findings of this report represent the Integrity Commissioner's final decision in this matter.

### **Investigation**

On March 8, 2022, a complaint was received against Councillor Kench (the "Complaint") under the Code of Conduct. It was alleged that Councillor Kench breached the Code of Conduct in a series of emails sent to staff challenging the Public Health recommendations that were being implemented at the Municipality with respect to masking and vaccination. Specifically, on December 21, 2021, Councillor Kench emailed the "All Staff" distribution list stating his beliefs that getting vaccinated and wearing a mask does not stop the spread of COVID-19. This email was sent as a direct reply to policy sent out to staff by the CAO regarding COVID-19 safety measures.

Further, on March 4, 2022, Councillor Kench again emailed the "All Staff" distribution list as well as the CAO, Mayor and the Medical Officer of Health reiterating his beliefs regarding masking and vaccination and stating, "instead of thanking me for helping clarify the advice from the health unit, the Mayor and the CAO discouraged that I share the truth about the situation". It is alleged by the Complainant that this conduct constitutes a breach of the Code of Conduct.

This complaint was investigated under the Code of Conduct only as it does not engage the *Municipal Conflict of Interest Act*.

The Complaint was provided to the Integrity Commissioner on March 8, 2022. A summary of the Complaint was provided to Councillor Kench on March 25, 2022. No response was received from Councillor Kench in response to the Complaint. A follow-up email to Councillor Kench regarding the Complaint was sent on May 9, 2022. No response was received from Councillor Kench in response to this follow-up email.

An interview was conducted with the Complainant. Councillor Kench was contacted regarding scheduling an interview but failed to respond. As such, this investigation was conducted without interviewing Councillor Kench.

The Complaint engages the following sections of the Code of Conduct:

### 11. Conduct Respecting Staff

. . .

Members shall be respectful of the role of staff to provide advice based on political neutrality and objectivity and without undue influence from an individual Member or group of members.

#### Members should not:

- Maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff;
- Compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing to engage in such activities; or
- Use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in staff's duties.

### **Findings**

Councillor Kench did Maliciously or Falsely Injure the Professional or Ethical Reputation, or the Prospects or Practice of Staff

On December 21, 2021, Councillor Kench sent an email to all staff at the Municipality stating his beliefs that getting vaccinated and wearing a mask does not stop the spread of COVID-19. This email was sent as a reply to policy sent out to all staff by the CAO. On March 4, 2022, Councillor Kench again emailed all staff as well as Public Health promoting his beliefs and stating "instead of thanking me for helping clarify the advice from the health unit, the Mayor and the CAO discouraged that I share the science and truth about the situation", among other comments about the validity of the Municipality's policies regarding masking and vaccination.

I find that Councillor Kench's comments in this email directly imply that the Mayor and CAO lied to staff and were attempting to suppress the "truth" by implementing policy regarding masking and vaccination. This commentary directed at the Mayor and CAO constitutes an attempt by Councillor Kench to undermine the professional and ethical reputations of both the Mayor and CAO as well as the practices of staff with respect to COVID-19 measures.

As such, Councillor Kench is in breach of this section of the Code of Conduct.

Councillor Kench did Use, or Attempt to Use, his Authority or Influence for the Purpose of Intimidating, Threatening, Coercing, Commanding or Influencing Staff Members with the Intent of Interfering in Staff's Duties

The emails sent by Councillor Kench reflect a serious attempt to use his authority or influence as a Member of Council to intimidate, coerce, command, and influence the CAO and the other staff members to whom the emails were sent with the express intent of interfering with their duties regarding practicing and implementing the recommended COVID-19 protection measures. The emails sent were of the Councillor's own initiative and done without any support from Council as a whole.

As such, Councillor Kench is in breach of this section of the Code of Conduct.

#### Recommendation

The incidents investigated in this report followed closely the incidents investigated in the report of the Integrity Commissioner submitted to Council on December 17, 2021. In the December 2021 report the Integrity Commissioner found that Councillor Kench was advocating his beliefs regarding COVID in a manner that amounted to bullying and intimidation. In this earlier report the Integrity Commissioner found that the Councillor was not remorseful and recommended that his pay be suspended for a period of 90 days.

Instead of recognizing that his behaviour was inappropriate, Councillor Kench ignored the previous report and decision of Council and continues to act in a manner that is disrespectful of staff. He appears to rely on the strength of his personal beliefs as a justification for his inappropriate behaviour.

This finding and recommendation is not about whether Councillor Kench's personal views are correct or not. His personal views are not shared by Council and the Corporation of the Town of Gananoque. The Town has chosen to follow Provincial and Public Health guidance to protect residents and employees. This decision must be respected by its elected officials even if they do not personally believe in the efficacy of the protection measures. An elected member of Council cannot undermine Council and staff and expect that the public will have confidence in their decisions.

Councillor Kench has chosen to place his personal views above those of the public interest, and for that reason the Integrity Commissioner is recommending the maximum penalty of a suspension of pay for 90 days.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP

Tony E. Fleming, C.S.

LSO Certified Specialist in Municipal Law

(Local Government / Land Use Planning)

Anthony Fleming Professional Corporation

TEF:mj



# **SPECIAL COUNCIL MEETING MINUTES**

Held on Monday, August 22, 2022 at 9:00 AM **Held via WebEx Video and Teleconference** 

COUNCIL MEMBERS PRESENT		STAFF PRESENT
Mayor:	Ted Lojko	Shellee Fournier, CAO
Councillors:	Adrian Haird	Penny Kelly, Clerk/CEMC
	Mike Kench	
	Dennis O'Connor	
	David Osmond	
Regrets:	Dave Anderson	
	Matt Harper	

	Oall Masting to Onder	
1.	Call Meeting to Order	
	Mayor Lojko called the meeting to order at 9:00 AM.	
2.	Disclosure of Pecuniary Interest & General Nature Thereof – None	
3.	Land Acknowledgement Statement	
	Mayor Lojko read the Land Acknowledgment Statement	
4.	Closed Meeting of Council	
	Move into Closed Session	
	Moved by Councillor Osmond that the Council of the Town of Gananoque, in accordance with Section 239.2 of the <i>Municipal Act</i> , moves into Closed Session at 9:01 AM for the purpose of discussing 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.	
5.	Move Out of Closed Session at 9:25 AM	
6.	Matters Arising from Closed Session	
	A Closed Meeting was held. Council discussed 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. There is nothing to report out on this item.	
7.	Questions from the Media – None	
8.	Confirmation By-law	
	By-law No. 2022-092 – Confirming By-law – August 22, 2022 (3 Readings) Moved by: Councillor Kench Seconded by: Councillor O'Connor BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2022-092, BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS SPECIAL MEETING HELD ON MONDAY, AUGUST 22 <sup>ND</sup> , 2022, BE READ THREE TIMES AND FINALLY PASSED THIS 22 <sup>ND</sup> DAY OF AUGUST 2022.	
	CARRIED - UNANIMOUS	
9.	Next Meeting – Tuesday, September 6, 2022	

10.	Adjournment	
	<b>Moved by:</b> Councillor Kench Be it resolved that Council hereby adj meeting at 9:28 AM.	ourns the Monday, August 22 <sup>nd</sup> , 2022 special
	3	CARRIED – UNANIMOUS
Ted Lojko, Mayor		Penny Kelly, Clerk / CEMC



# **MOTION / RESOLUTION OF COUNCIL**

Date: September 6, 2022		Motion No. 2022 –
Subject: Notice of Motion – Alcohol Consumption in Public Spaces		
Moved by:		
Seconded by:		
WHERE AS MUNICIPALITIES NOW HAVE THE ABILITY TO PERMIT ALCOHOL CONSUMPTION IN PUBLIC SPACES.  THEREFORE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE DIRECTS STAFF TO BRING BACK A DRAFT BY-LAW, PERMITTING THE CONSUMPTION OF ALCOHOL IN JOEL STONE PARK WITHIN THE CONFINES OF THE PROVINCIAL LEGISLATION.		
Carried: Defeated: Tabled/Postponed:	Ayes Nays	
	Ted Lojko, May	or

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.		
TOTALS		



Date: September 6, 2022 ☐ IN CAMERA

**Subject:** Joint Leeds and Grenville Election Compliance Audit Committee Appointments

and Terms of Reference

Author: Penny Kelly, Clerk / CEMC 

☑ OPEN SESSION

#### RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2022-089, BEING A BY-LAW TO:

- 1. ADOPT THE JOINT LEEDS AND GRENVILLE ELECTION COMPLIANCE AUDIT COMMITTEE TERMS OF REFERENCE:
- 2. APPOINT THE FOLLOWING MEMBERS TO THE JOINT LEEDS AND GRENVILLE ELECTION COMPLIANCE AUDIT COMMITTEE FOR THE 2022 TO 2026 TERM:
  - 2.1. ANDY BROWN;
  - 2.2. MEL CAMPBELL;
  - 2.3. JOHN DICKSON,
  - 2.4. DIANNE MERKLEY;
  - 2.5. ANTHONY VACHON, AND;
  - 2.6. NIGEL WHITE;
- 3. DESIGNATE THE UNITED COUNTIES OF LEEDS AND GRENVILLE COUNTY CLERK, OR DESIGNATE, TO ACT AS THE SECRETARY TO THE COMMITTEE,

AS PRESENTED IN COUNCIL REPORT 2022-CSC-06.

#### STRATEGIC PLAN COMMENTS:

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

#### BACKGROUND:

In 2010, the appointment of a Compliance Audit Committee was made mandatory through changes to the *Municipal Elections* Act and states that a Council shall establish such a Committee before October 1 of an election year.

The Committee is responsible for reviewing and making decisions on applications for municipal election campaign finance compliance audits by electors and on reports from the participating clerks with respect to apparent contraventions of contribution limits.

Members of the Committee shall serve the same term of office as the Council that takes office following a regular municipal election (November 15, 2022 to November 14, 2026).

#### INFORMATION/DISCUSSION:

The *Municipal Elections Act, 1996,* as amended *(MEA),* requires municipalities to establish a Compliance Audit Committee to consider applications requesting audits of election campaign finances. The committee shall have the authority to:

- a) Grant or reject a compliance audit application received from an eligible elector with respect to apparent election campaign finance contraventions;
- b) Grant or reject a report received from the Clerk with respect to apparent contribution contraventions;
- c) Appoint an auditor to conduct an audit where the application is granted and to receive the results, and;
- d) Commence legal proceedings against the candidate or contributor for any apparent contravention.

The Clerks of Leeds and Grenville and the partner municipalities support a continued collaborative approach to pool resources for the Joint Leeds and Grenville Compliance Audit Committee. A joint advertisement requesting applications from qualified individuals who wish to be appointed to the Committee was released to various media groups, placed on the participating municipalities' websites and on the Counties' website, and shared on social media. By the submission deadline of July 22, 2022, five (5) applications were received and reviewed and; three (3) applicants met the criteria as set out in the Terms of Reference.

Two (2) applicant were members of a local board and therefore were deemed ineligible to sit on the Audit Committee, as per Subsection 88.37(2) of the *Municipal Elections Act*, 1996, as amended. The advertisement was re-issued seeking additional members with a submission deadline of August 19, 2022. Three (3) additional applications were received and met the criteria as set out in the Terms of Reference.

Therefore, it is recommended that the Council of the Town of Gananoque pass the following By-law to:

- 1. Establish the Joint Leeds and Grenville Compliance Audit Committee for the 2022-2026 term to be compliant with the *Municipal Elections Act*, 1996, as amended;
- 2. Adopt the Terms of Reference;
- 3. Appoint the United Counties of Leeds and Grenville County Clerk, or designate, to act as the Secretary to the Committee, and;
- 4. Appoint to the Joint Leeds and Grenville Compliance Audit Committee:
  - 4.1. Andy Brown;
  - 4.2. Mel Campbell:
  - 4.3. John Dickson,
  - 4.4. Dianne Merkely:
  - 4.5. Anthony Vachon, and;
  - 4.6. Nigel White.

#### APPLICABLE POLICY/LEGISLATION:

Municipal Elections Act, 1996, as amended (MEA)

#### FINANCIAL CONSIDERATIONS:

Appointed members in good standing will be provided a \$100 annual honorarium. This cost will be shared amongst all participating municipalities. Additional compensation may be provided to members if called upon, depending on the compensation policies of the municipality requiring their services.

#### **CONSULTATIONS:**

The Clerks of Leeds and Grenville and the partner municipalities

#### **ATTACHMENTS:**

Draft By-law No. 2022-089 Joint Compliance Audit Committee Terms of Reference

٦٢	Penny Kelly, Clerk / CEMC
APPROVA	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.
	Shellee Fournier, CAO

# CORPORATION OF THE TOWN OF GANANOQUE

#### **BY-LAW NO. 2022-089**

# A BY-LAW TO APPOINT MEMBERS TO THE JOINT LEEDS AND GRENVILLE COMPLIANCE AUDIT COMMITTEE AND ADOPT THE TERMS OF REFERENCE

**WHEREAS** Subsection 5(3) of the *Municipal Act, 2001, S.O. 2001, c. 25,* as amended, provides that a municipal power shall be exercised by by-law:

provides that a municipal power shall be exercised by by-law;

**AND WHEREAS** Section 9 of the *Municipal Act, 2001, S.O. 2001, c. 25,* as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Subsection 11(1) of the *Municipal Act, 2001, S.O. 2001, c. 25,* as amended, provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**AND WHEREAS** Section 88.37 of the *Municipal Elections Act, 1996*, as amended, requires council to establish a compliance audit committee;

**AND WHEREAS** the Council of the Town of Gananoque considered Report Council-CSC-2022-06, and concurs with its recommendation to establish a Joint Leeds and Grenville Compliance Audit Committee to carry out duties specified in Sections 88.33 to 88.37 of the *Municipal Elections Act,* 1996, as amended, regarding the 2022 Municipal Election and any by-elections from November 15, 2022 to November 14, 2026; adopt its Terms of Reference, and; designate the United Counties of Leeds and Grenville County Clerk, or designate, to act as the Secretary to the Committee.

**AND WHEREAS 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 hereby enact as follows:

#### 1. AUTHORIZATION:

- 1.1. That the Joint Leeds and Grenville Compliance Audit Committee is hereby established for the 2022 to 2026 term.
- 1.2. That the following individuals are hereby appointed as members to the Joint Leeds and Grenville Compliance Audit Committee for the term beginning November 15, 2022 and ending November 14, 2026:
  - 1.2.1. Andy Brown;
  - 1.2.2. Mel Campbell;
  - 1.2.3. John Dickson;
  - 1.2.4. Dianne Merkley;
  - 1.2.5. Anthony Vachon, and;
  - 1.2.6. Nigel White.
- 1.3. That the United Counties of Leeds and Grenville County Clerk, or designate, is hereby appointed to act as the Secretary to the Committee.

# 2. SCHEDULE(S):

2.1. Attached to and forming part of this By-law is the Joint Leeds and Grenville Compliance Audit Committee Terms of Reference, marked as Schedule 'A'.

#### 3. REPEAL:

3.1. Any by-laws or parts of by-laws contrary to or inconsistent with this By-law are hereby repealed.

4. EFFECTIV		CTIVE DATE:
	4.1.	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 6<sup>th</sup> day of September 2022.

Ted Lojko, Mayor

Penny Kelly, Clerk

(Seal)

# Joint Leeds & Grenville Election Compliance Audit Committee Terms of Reference

### **Participating Municipalities**

The name of the Committee is the "Joint Leeds & Grenville Election Compliance Audit Committee". The participating municipalities are as follows:

Township of Athens
Township of Augusta
City of Brockville
Township of Edwardsburgh Cardinal
Township of Elizabethtown-Kitley
Township of Front of Yonge
Town of Gananoque
Township of Leeds and the Thousand Islands
Village of Merrickville-Wolford
Municipality of North Grenville
Town of Prescott
Township of Rideau Lakes
Village of Westport

The Clerk of the United Counties of Leeds and Grenville will provide administrative support and act as Secretary to the Compliance Audit Committee. The clerks of the participating municipalities have delegated the authority of administering the duties related to the Compliance Audit Committee to the County Clerk.

#### **Duration**

The term of office is from November 15, 2022 to November 14, 2026 to deal with compliance audit applications and participating clerk's reports arising from the 2022 Municipal Election and any by-election during this term.

#### Mandate

The powers and functions of the Committee are set out in Sections 88.33 to 88.37 of the Municipal Elections Act, 1996, as amended (included as Appendix "A"). The Committee shall have the authority to:

- a) Grant or reject a compliance audit application received from an eligible elector with respect to apparent election campaign finance contraventions;
- b) Grant or reject a report received from the Clerk with respect to apparent contribution contraventions;
- c) Appoint an auditor to conduct an audit where the application is granted and to receive the results; and
- d) Commence legal proceedings against the candidate or contributor for any apparent contravention.

# **Membership**

The Committee shall be composed of not less than three (3) and not more than seven (7) members. Upon receipt of a compliance audit application or participating clerk's report, the County Clerk, at their discretion, will select three (3) members who will be voting members to consider the complaint. The remaining members will be alternate members. The County Clerk will confirm the committee membership for each compliance audit application or clerk's report received. An alternate member may be used in the following circumstances at the discretion of the County Clerk:

- 1. A committee member is an eligible elector in the municipality requiring the audit; and/or
- 2. A committee member is unavailable.

Membership will be comprised of individuals with legal, election administration, public administration, auditing and/or accounting experience, professionals who are required to adhere to codes of standards of their profession and those with in-depth knowledge of the campaign financing rules of the *Municipal Elections Act*, 1996, as amended, and regulations made thereunder.

Pursuant to subsection 88.37(2) of the *Municipal Elections Act*, 1996, as amended, Committee members shall not include:

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established.

Any person who has committed to providing professional accounting advice to any person running for office in any of the participating municipalities shall not be eligible to be appointed to the Committee.

Members will be required to take training, including Accessible Customer Service training, by the Counties as a condition of appointment.

### **Membership Selection**

Notice of recruitment of individuals for the Committee will be posted on the participating municipalities' websites and on the Counties' website. Notice will also be provided in local newspapers. Clerks of the participating municipalities and the County Clerk may also contact and solicit individuals with experience. Applications received after the specified deadline will not be considered.

All applicants will be required to complete an application form outlining their qualifications and experience. The County Clerk and clerks of the participating municipalities may interview eligible applicants who meet the selection criteria. A list of recommended candidates will be submitted to the council of each participating municipality for consideration.

The selection process will be based upon the following criteria:

- eligibility under the Municipal Elections Act, 1996, as amended;
- demonstrated knowledge and understanding of municipal election campaign financing rules;
- proven analytical and decision-making skills;
- experience working on a committee, task force or similar setting;
- availability and willingness to attend meetings; and
- possession of excellent oral and written communication skills.

#### **Conflict of Interest**

The principles of the *Municipal Conflict of Interest Act* apply to this Committee. Should a member of the Committee discover a real or potential conflict of interest exists at any time during the Committee's term of office, the member shall disclose the interest to the County Clerk immediately and shall not proceed to carry out duties related to the Committee where a conflict exists. Failure to adhere to this requirement will result in the individual being removed from the Committee.

### **Compensation**

Voting and Alternate Members will be provided with an annual retainer of \$100.00 at the end of each year of the term. The County Clerk will issue payment to each member in good standing on behalf of participating municipalities. Costs will be divided evenly amongst the participating municipalities.

Members may receive additional compensation (ex. per diem, mileage) depending on compensation by-laws of the participating municipalities.

### **Chairperson**

The Committee will select a chairperson from amongst its members at its first meeting upon receipt of each compliance audit application or Clerk's report.

The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process.

The Chair shall enforce the observance of order and decorum among the Committee members and those present at all meetings.

When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.

# <u>Funding</u>

The participating municipality requiring the services of the Committee shall be responsible for all associated expenses, in addition to a portion of the annual retainer fee.

# **Meetings Open to the Public**

While meetings of the Committee will be open to the public, Sections 88.33 (5.1), 88.34 (9.1) and 88.36 (6.1) of the *Municipal Elections Act*, 1996, as amended, state the Committee may choose to deliberate in private.

# **Timing of Meetings**

The Clerk of the municipality where the audit is being requested shall forward the application to the County Clerk immediately upon receipt, noting the date and time the

application was received. The application shall be provided to the Committee within ten (10) days of its receipt at the local municipality in accordance with Section 88.33 (4) of the *Municipal Elections Act*, 1996, as amended. Upon receipt of an application, the County Clerk will determine the date and time of the first meeting in consultation with the members. Subsequent meetings will be held at the call of the Chair in consultation with the County Clerk.

Committee activity shall be determined primarily by the number and complexity of applications for compliance audits received. The frequency and duration of meetings will be determined by the Committee in consultation with the County Clerk.

### **Meeting Location**

The Committee shall meet at the location determined by the County Clerk.

### **Meeting Notices, Agendas & Minutes**

Reasonable notice of Committee meetings shall be given to the candidate, applicant, contributor and/or registered third party, the Clerk of the municipality where the application was requested, and the public.

The County Clerk shall cause notice of the meeting(s) to be provided a minimum of two (2) business days prior to the date of each meeting. The agendas and minutes of Committee meetings shall be posted on the municipal website of the United Counties of Leeds and Grenville and on the website of the municipality requesting the services of the Compliance Audit Committee.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations.

The Committee must provide brief written reasons for decisions made regarding acceptance or rejection of the application, and whether legal proceedings will be commenced following receipt of an auditor's report.

These written reasons must be provided to the candidate, County Clerk, Clerk for the municipality where the candidate filed their nomination, applicant, and contributor and/or registered third party.

#### Quorum

Quorum for meetings shall consist of a simple majority of the members of the Committee selected by the County Clerk upon receipt of the compliance audit application or participating clerk's report.

If no quorum is present thirty (30) minutes after the meeting is scheduled to commence, the County Clerk shall record the names of members present and the meeting shall stand adjourned until the date of the next meeting, as determined by the County Clerk or the Chair, if appointed.

### **Meeting Attendance**

Any member of the Committee who is absent from two (2) consecutive meetings without excusal by the Committee may be removed from the Committee at the discretion of the County Clerk in consultation with the clerks of the participating municipalities.

## **Motions & Voting**

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.

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.

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

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

The Chair shall announce the result of every vote.

Administrative Practices and Procedures

The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the *Municipal Elections Act*, 1996, as amended.

# Appendix "A" – Sections 88.33 to 88.37 of the Municipal Elections Act, 1996, as amended Compliance Audits and Reviews of Contributions

#### Compliance audit of candidates' campaign finances

## **Application by elector**

**88.33** (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

#### Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 63.

### **Deadline for applications**

- (3) The application must be made within 90 days after the latest of the following dates:
- 1. The filing date under section 88.30.
- 2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
- 3. The candidate's supplementary filing date, if any, under section 88.30.
- 4. The date on which the candidate's extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

# **Compliance audit committee**

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

# Notice of meetings

(5) Reasonable notice of the meetings of the committee under this section shall be given to the candidate, the applicant and the public. 2017, c. 20, Sched. 10, s. 1.

# **Open meetings**

(5.1) The meetings of the committee under this section shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 1.

#### Same

(6) Subsection (5.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 1.

#### **Decision of committee**

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

#### Same

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

### **Appeal**

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

# **Appointment of auditor**

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

#### Same

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

# **Duty of auditor**

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

#### Who receives report

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

# Report to be forwarded to committee

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

# **Powers of auditor**

- (15) For the purpose of the audit, the auditor,
- (a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and (b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

#### Costs

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

#### **Decision**

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

#### **Notice of decision, reasons**

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

# **Immunity**

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

# **Saving provision**

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

# Section Amendments with date in force (d/m/y) Review of contributions to candidates

**88.34** (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

# Report, contributions to candidates for council

- (2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and, (a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council. 2016, c. 15, s. 64.

#### Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

#### Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

# Report, contributions to candidates for a local board

- (5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and, (a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out

the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

#### Same

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

#### Same

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

# **Decision of compliance audit committee**

(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

# **Notice of meetings**

(9) Reasonable notice of the meetings of the committee under subsection (8) shall be given to the contributor, the applicable candidate and the public. 2017, c. 20, Sched. 10, s. 2.

# **Open meetings**

(9.1) The meetings of the committee under subsection (8) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 2.

# Same

(10) Subsection (9.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 2.

#### Notice of decision, reasons

(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

# **Saving provision**

(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

# Section Amendments with date in force (d/m/y) Compliance audit of registered third parties Application by elector

**88.35** (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

# Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

#### **Deadline**

- (3) The application must be made within 90 days after the latest of the following dates:
- 1. The filing date under section 88.30.
- 2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
- 3. The supplementary filing date, if any, for the registered third party under section 88.30.
- 4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires. 2016, c. 15, s. 65.

# Application of s. 88.33 (4) to (20)

- (4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:
- 1. A reference to a candidate shall be read as a reference to the registered third party.
- 2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.
- 3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

# Section Amendments with date in force (d/m/y) Review of contributions to registered third parties

**88.36** (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

# Report by the clerk

- (2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,
- (a) if the contributor's total contributions to a registered third party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the registered third party in relation to third party advertisements; and
- (b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

#### Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

#### Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

# **Decision of compliance audit committee**

(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.

# **Notice of meetings**

(6) Reasonable notice of the meetings of the committee under subsection (5) shall be given to the contributor, the registered third party and the public. 2017, c. 20, Sched. 10, s. 3.

# **Open meetings**

(6.1) The meetings of the committee under subsection (5) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 3.

# Notice of decision, reasons

(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

# **Saving provision**

(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.

# Section Amendments with date in force (d/m/y) Compliance audit committee

**88.37** (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

# Composition

- (2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,
- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established; or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

# **Eligibility for appointment**

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

#### Same

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

#### Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

# Role of clerk or secretary

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

#### Costs

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.



Date: September 6, 2022 ☐ IN CAMERA

**Subject:** Next Generation 9-1-1 (NG9-1-1) Authority Service Agreement

Author: Penny Kelly, Clerk / CEMC 

☑ OPEN SESSION

#### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2022-094, BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH BELL CANADA FOR THE PROVISION OF THE NEXT GENERATION 9-1-1 (NG9-1-1) SERVICES, AS PRESENTED IN COUNCIL REPORT 2022 -CSC-07.

#### STRATEGIC PLAN COMMENTS:

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

#### **BACKGROUND:**

In August 1994, The Town signed a Public Emergency Reporting Service (PERS) Agreement with Bell Canada for the provision of 9-1-1 call services (24 hours/year) within the geographic area in Gananoque, and subsequently signed an amending Agreement in October 2014. These calls are directed to the Emergency Services Dispatch (Police / Fire) located at 340 Herbert Street.

In August 2019, CRTC adopted Telecom Decision 2018-217, and the Commission imposed certain network compatibility, reliability, resiliency, and security requirements on NG9-1-1 network providers and TSPs.

#### INFORMATION/DISCUSSION:

Currently, the public can only make emergency voice calls and Teletype calls with minimal data being delivered.

The new mandated NG9-1-1 will upgrade the system from analog to a digital platform. This new platform will be implemented gradually overtime, and once fully functional, emergency situation information can be relayed to dispatch and first responders via internet protocol (IP) based emergency communications system and allow additional details about the situation to be transmitted via voice, text or video. Its design is to allow communication between the 9-1-1 caller, 9-11 centre (dispatch) and first responders using the various forms of multimedia.

Provincial, territorial, and municipal governments are required to ensure their emergency call centres are ready for the new service, and; therefore, Bell Canada has provided the Town with the Next Generation 9-1-1 Authority Service Agreement, attached. It should be noted that during the transition, the current 9-1-1 system will not be affected.

In order to become compliant with the new 9-1-1 system, digital consoles will be required for the communications centre. Staff are working to have estimates for these costs, which are approximately \$149,500. A Trillium Grant Application has been submitted to offset these costs.

#### APPLICABLE POLICY/LEGISLATION:

Canadian Radio-television and Telecommunications Commission (CRTC)

# FINANCIAL CONSIDERATIONS:

As described.

#### **CONSULTATIONS:**

Scott Gee, Chief of Police Gord Howard, Fire Chief Shellee Fournier, CAO Melanie Kirkby, Treasurer

#### ATTACHMENTS:

Draft By-law No. 2022-094 Next Generation 9-1-1 Authority Service Agreement

_	Penny Kelly, Clerk / CEMC
APPROVA	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.
	Shellee Fournier, CAO

# THE CORPORATION OF THE TOWN OF GANANOQUE

# **BY-LAW NO. 2022-094**

# BEING A BY-LAW TO AUTHORIZE THE MAYOR AND CLERK TO SIGN AN AGREEMENT WITH BELL CANADA FOR THE PROVISION OF THE NEXT GENERATION 9-1-1 (NG9-1-1) SERVICES

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

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

**AND WHEREAS** the Council of the Town of Gananoque received Council Report CSC-2022-07, and concurred with the recommendation to authorize the Mayor and Clerk to sign an Agreement with Bell Canada for the provision of the Next Generation 9-1-1 (NG9-1-1-) Services;

**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 the Mayor and Clerk are hereby authorized to sign an Agreement with Bell Canada for the provision of the Next Generation 9-1-1 (NG9-1-1-) Services.

# 2. SCHEDULE:

2.1 Attached to and forming part of this By-law is the Agreement, marked as Schedule 'A'.

# 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 a	and third tir	ne and fina	lly passed	this 6 <sup>th</sup> da	ay of Sept	ember 2022

Ted Lojko, Mayor	Penny Kelly, Clerk
	(Seal)

Confidential Information of Bell Canada December 2021

#### **NEXT GENERATION 9-1-1 AUTHORITY SERVICE AGREEMENT**

This Agreement is between

[INSERT 9-1-1 AUTHORITY NAME], a municipality, local service board, first nation, province or other authorized signing authority located at [INSERT ADDRESS] (the "9-1-1 Authority")

AND

**BELL CANADA,** a company incorporated under the laws of Canada, and located at 1 carrefour Alexander Graham Bell, Building A7, Verdun, Quebec H3E 3B3 ("Bell")

**WHEREAS** Next Generation 9-1-1 Service (as defined below) is a service that replaces Enhanced 9-1-1 ("**E9-1-1**") service and is based on Internet Protocol (IP) technologies and supports 9-1-1 Calls natively IP end-to-end;

**AND WHEREAS** the Canadian Radio-television and Telecommunications Commission ("CRTC") determined in Telecom Decision CRTC 2015-531 that Canada's NG9-1-1 system should use the National Emergency Number Association standard ("NENA i3") as the baseline reference architecture;

**AND WHEREAS** in June 2017, the CRTC rendered Telecom Regulatory Policy CRTC 2017-182, which, among other things, directed all Incumbent Local Exchange Carriers ("ILEC"s) to establish Next Generation 9-1-1 networks by 9-1-1 network service providers;

**AND WHEREAS** Bell operates and manages a Next Generation 9-1-1 System serving the provinces where it is the ILEC and where requested by a Small Incumbent Local Exchange Carrier ("SILEC") to operate as the SILEC's NG9-1-1 network provider, including in the territory in which the 9-1-1 Authority operates.

**NOW THEREFORE**, for valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

#### 1. **DEFINITIONS**

In this Agreement, in addition to those terms which are parenthetically defined, capitalized terms shall have the meanings ascribed to them in Schedule "A" (Definitions).

#### 2. SCOPE OF AGREEMENT

- (a) <u>Agreement:</u> The 9-1-1 Authority requests and Bell will provide to the 9-1-1 Authority the Next Generation 9-1-1 services (the "NG9-1-1 Service") described below and in the schedules attached to, and forming part of, this agreement (each a "Schedule") in accordance with the terms and conditions of this agreement. Altogether, the Tariffs (as defined in Section 2(b), the terms and conditions set out in this agreement, and the applicable Schedules form the "Agreement".
- (b) <u>Tariffed Services and CRTC Approval:</u> The NG9-1-1 Service is regulated by the CRTC and shall only be provided in compliance with the applicable tariffs including CRTC 7400, Bell Canada National Services Tariff Item 601 Next Generation 9-1-1 (NG9-1-1) Service (together with all applicable decisions, directions and orders of the CRTC, are referred to herein as the "Tariffs"), and the Tariffs, which form part of this Agreement, shall prevail in the event of a conflict with the terms and conditions set out herein.
- (c) <u>Service Description:</u> The NG9-1-1 Service provides a managed, private, dedicated IP network referred to as the Emergency Services Internet Protocol network ("ESInet"). The ESInet provides the transport and interconnectivity for all i3-PSAPs within the Serving Area as well as Originating Service Provider networks supporting 9-1-1 Calls over IP-based networks and devices. For i3-PSAPs, the ESInet is delivered to the PSAP operations premise using Bell's IP VPN service to the PSAPs authorized by the 9-1-1 Authority. The NG9-1-1 Service also provides a series of applications and service interfaces known as NG9-1-1 Core Services ("NGCS") and may include other

third party applications from trusted entities as may be requested by the 9-1-1 Authority and agreed to by Bell. Bell provided NG9-1-1 Service features are described in the User-to-Network Interface ("**UNI**") and in Schedule 'B" (NG9-1-1 Network Features). 9-1-1 Authority agrees that Bell is not responsible nor liable for damages arising from 9-1-1 Authority's use of third party applications in conjunction with the NG9-1-1 Service.

- (i) In accordance with CRTC 7400, Bell Canada National Services Tariff Item 601, Bell agrees to:
  - A. Provide NG9-1-1 Service to the 9-1-1 Authority within the Serving Area;
  - B. Provide ESInet IP connection with redundant and, dependent upon availability, diverse facilities to PSAP locations designated by the 9-1-1 Authority and as listed in Schedule "C" (PSAP Designations & Locations);
  - C. Selectively route and enable selective transfer of 9-1-1 Calls to the Primary-PSAP, Secondary-PSAPs and Dispatch Agency according to policy routing rules crafted to the needs of the 9-1-1 Authority, including those described in PSAP Contingency Plans;
  - D. Transmit geodetic and/or civic location information, call back number of the 9-1-1 Caller and any additional available data elements as made available by the Originating Network Provider ("**ONP**");
  - E. Receive, aggregate and maintain into a single dataset representative of Bell's entire serving area, mapping and addressing information provided by the 9-1-1 Authority or to its designee;
  - F. Perform Quality Assurance and Quality Control (QA/QC) on the aggregated dataset and provide mapping and addressing discrepancy / errors reporting back to the 9-1-1 Authorities or to their designees;
  - G. Maintain a dedicated 24X7 9-1-1 Control Centre to support the NG9-1-1 Service;
  - H. Maintain a Basic 9-1-1 Final Routing Alternative involving a third-party call centre, such as those used for nomadic VoIP calls; and
  - Enable access to location information when provided by-reference by the ONP with the original NG9-1-1 call;
  - J. Enable access to the additional data repositories provided by trusted entities as defined by the CRTC.
- (ii) The 9-1-1 Authority agrees to:
  - A. Designate Primary PSAPs, Secondary PSAPs and Back-Up PSAPs to answer and dispatch 9-1-1 Calls in the Serving Area;
  - B. Where not otherwise defined by applicable provincial legislation and absent a provincial body that acts as a GIS data aggregator, create, maintain and update all boundaries, addressing and mapping information according to applicable standards (MSAG and GIS) and perform quality assurance and control on the data prior to submission. If a third party is to provide the GIS data on behalf of the 9-1-1 authority, such party shall be identified in Schedule "G", and that 9-1-1 specific GIS data layers must be provided directly to Bell in a secure manner without transiting through any shared open platform;
  - C. Take responsibility for changes to the 9-1-1 call routing resulting from submitted GIS data.

- D. Ensure that all designated PSAPs are compliant with specifications and guidelines outlined in Schedule "D" (Specifications & Guidelines);
- E. Ensure, all PSAPs in the Serving Area are compliant with the deployment criteria listed in Schedule "E" (Deployment Criteria);
- F. Ensure all PSAPs in the Serving Area have secure 9-1-1 data and systems which security includes physical security, network security, cybersecurity and all other considerations within the PSAPs domains;
- G. Ensure all PSAPs in the Serving Area have and maintain current contact information and make it available as per the NENA i3 standard;
- H. Ensure the Primary PSAP accepts specific planned test calls from the public;
- I. Ensure the Primary PSAP implements a call handling solution that includes a test call interface and automaton as described in NENA i3:
- J. Resolve mapping and addressing discrepancies / errors reported to the GIS Authorities by Bell in a timely manner or as otherwise specified in the discrepancy report;
- K. Provide supporting technical and operational documentation as listed in Schedule "D" (Specifications & Guidelines) on the Bell 9-1-1 Flex Portal; and
- L. Ensure Bell is provided in writing the information listed in Schedule F where the 9-1-1 Authority is a Government Provincial PSAP and ensure such information is current at all times.
- (iii) The NG9-1-1 Authority acknowledges and agrees that NG9-1-1 Service resiliency, reliability and security depends upon the following:
  - A. The type and capabilities of the Originating Service Provider and the technology from which 9-1-1 Calls originate;
  - B. The accuracy of the data provided by the various NG9-1-1 stakeholders including the 9-1-1 Authority, PSAP and Originating Service Providers and other trusted entities;
  - C. The use of encryption and appropriate security protocols as described in Schedule E of this Agreement and as may be further developed over time; and
  - D. The availability of entrance diversity configuration, and physical attributes including the distance between entry points and power diversity of the PSAP Location,
  - and agrees that ensuring the foregoing elements are the best available will improve its experience with the NG9-1-1 Service.
- (iv) Bell and 9-1-1 Authority agree that the implementation of Next Generation 9-1-1 Service within the Serving Area shall be carried out pursuant to the User-to-Network Interface (UNI) Technical Specification Document and the requirements established by the CRTC, and the Parties agree to update this Agreement as the CRTC requirements evolve.
- (v) The NG9-1-1 Service allows for many new feature possibilities with regards to types of data that can be transmitted. The availability of these features may require upgrades to software and or hardware by the PSAP.

- (vi) The NG9-1-1 Service will require security updates on an ongoing basis. To ensure the security of the NG9-1-1 Service, the NG9-1-1 Authority commits to ensure the PSAPs selected to serve its inhabitants, apply security updates (including any security patches) promptly. In the event of a PSAP failure to apply security updates Bell may, in its sole discretion, remove the PSAP from Bell's ESInet.
- (vii) In the event a PSAP is removed from Bell's ESInet, 9-1-1 Calls destined for the PSAP will be rerouted in accordance with the PSAP's defined Policy Routing Rules.
- (d) <u>Bell Providers:</u> Bell may perform its obligations under this Agreement through its affiliates (as defined in the *Canada Business Corporations Act*) (an "Affiliate"), agents, suppliers or subcontractors (the "Bell Providers"), but Bell shall not be relieved of its obligations by using the Bell Providers.

#### 3. FEES

The Tariffs set out certain approved rates, fees, and charges and capital, development or installation costs (if any) (the "Fees") applicable to the NG9-1-1 Services. The 9-1-1 Authority shall pay Fees that are specified in the Tariffs. For services related to the NG9-1-1 Services but not specified in the Tariffs including those related to tertiary sites and third circuits the 9-1-1 Authority shall pay the fees as agreed to by the Parties. The 9-1-1 Authority shall also pay applicable commodity taxes, and similar taxes levied or assessed by any local and/or government authority, as well as surcharges for foreign taxes or those imposed by third-party providers, withholding tax, and interexchange carrier charges, if any (collectively, "Taxes"). The 9-1-1 Authority shall pay Fees and Taxes within 30 days of the invoice date. Fees and Taxes are subject to a late payment charge ("Late Payment Charge") at the rate specified in the invoice, which rate may vary from time to time, calculated from the invoice date, if Fees and Taxes are not paid within 30 days of the invoice date. For clarity, the NG9-1-1 Authority may pay all amounts referred to in this Section 3 via arrangements it may make with an applicable PSAP.

#### 4. TERM AND TERMINATION

- (a) <u>Term:</u> The term of this Agreement (the "Initial Term") will begin on the date it is signed by the 9-1-1 Authority (the "Effective Date") and it will expire or terminate after ten (10) years unless otherwise terminated under the terms of this Agreement.
- (b) Renewal Term(s): If permitted under the relevant Tariffs, upon expiry of the Initial Term the Agreement shall be automatically renewed for successive periods of five (5) years each unless one party gives to the other at least six (6) months written notice of termination prior to the end of the initial term or any renewal period (in each case, a "Renewal Term"). The Initial Term and any Renewal Term(s) are collectively referred to as the "Term".
- (c) <u>Termination or Suspension of a Service:</u> Bell may immediately suspend the entirety or a portion of the NG9-1-1 Service where Bell has reasonable cause to believe that the 9-1-1 Authority's traffic is compromised or otherwise poses a risk to the NG9-1-1 Service. For any reason other than the integrity of NG9-1-1 Service, the 9-1-1 Authority may terminate the NG9-1-1 Service, or Bell may terminate or suspend the NG9-1-1 Service, in accordance with the terms of the relevant Tariffs with six (6) months prior written notice.

#### 5. LIMITATION OF LIABILITY

- (a) Bell's liability for the performance of its obligations pursuant to this Agreement shall be subject to and governed by Bell's Tariffs.
- (b) The 9-1-1 Authority and Bell shall, during the Term, maintain sufficient insurance to cover their respective obligations under this Agreement and shall provide evidence of same to the other party or, if either the 9-1-1 Authority or Bell is self-insured, provide to the other party evidence that is satisfactory to that party that the 9-1-1

Authority and/or Bell, as the case may be, is and will be, at all relevant times, in a position to face successfully its monetary obligations stemming from liability under this Agreement.

#### 6. CONFIDENTIAL INFORMATION

- (a) "Confidential Information" means any data, documentation or other information of a proprietary or confidential nature of a party, or its Affiliates, or which is treated as confidential by a party or its Affiliates, whether or not identified as being confidential or proprietary, which is disclosed or made available to the other party in connection with the negotiation, preparation or performance of this Agreement. The design, installation, delivery or implementation of the Services, including pricing information, service levels and network design specifications shall constitute Confidential Information of Bell. Confidential Information excludes the 9-1-1 Authority's name, address and listed telephone number and any data, documentation or other information which is (i) in the public domain, (ii) known to the receiving party prior to receipt thereof from the disclosing party, or (iii) available to the receiving party on a non-confidential basis from a source other than the disclosing party, if that source or its source is not in breach of any obligations of confidentiality to the disclosing party; or (iv) the receiving party can show to have been developed independently by the receiving party without using the Confidential Information of the disclosing party. The receiving party agrees to take such care to protect the confidentiality of the Confidential Information as would be taken by a reasonable party to protect its own Confidential Information from disclosure subject to the exceptions set out below.
- (b) Except as: (i) permitted or required by law, regulation or lawful request or to carry out its obligations; and (ii) required to receive or provide the Services under this Agreement, as applicable, the receiving party agrees not to use or disclose the Confidential Information without disclosing party's prior written consent. For clarity, any information exchanged between Bell and the 9-1-1 Authority, their employees, servants, agents and/or co-contractors pertaining to the design, the development, the implementation, the operation and the maintenance of the NG9-1-1 Service is confidential, and shall be provided only to such persons who have a need to know for the purposes of this Agreement.
- (c) The 9-1-1 Authority consents to Bell disclosing 9-1-1 Authority information to the CRTC as required for the CRTC to approve any regulatory filings or CRTC requests for information related to the Services. Additionally, 9-1-1 information that is available with a 9-1-1 Call is provided on a confidential basis pursuant to CRTC 7400, Bell Canada National Services Tariff Item 601 as an exception to Item 10 Article 11 of the Bell Canada General Tariff and shall be used for the sole purpose of answering and dispatching 9-1-1 Calls
- (d) In the event that Bell is provided with access to the 9-1-1 Authority's End Users' information ("End User Data"), 9-1-1 Authority shall ensure that it has all the requisite consents for Bell to use such End User Data in the manner contemplated under this Agreement. The 9-1-1 Authority acknowledges and agrees that in the event that the 9-1-1 Authority provides Bell with access to End User Data where Bell is not required to have such access, Bell shall not be liable for any loss, unauthorized access to, or any other act or omission in relation to the End User Data.
- (e) The 9-1-1 Authority and Bell agree to abide by all applicable legislation with respect to the protection of privacy in effect from time to time.
- (f) The 9-1-1 Authority shall ensure their PSAPs comply with the terms of this Section 6. Bell shall only share Confidential Information pertaining to this Agreement with the PSAPs identified in Schedule "B" (PSAP Designations & Locations).

#### 7. FORCE MAJEURE

(a) If there is a default or delay in a party's performance of its obligations under this Agreement (except for the obligation to make any payments under this Agreement), and the default or delay is caused by circumstances beyond the reasonable control of that party including fire, flood, earthquake, elements of nature, acts of God, epidemic, pandemic, explosion, power failure, third party caused damage to network infrastructure (e.g., a cable cut), war, terrorism, cyber terrorism/warfare, revolution, civil commotion, cyber terrorism/warfare, acts of public enemies, law, order, regulation, ordinance or requirement of any government or legal body having jurisdiction, or

labour unrest such as strikes, slowdowns, picketing or boycotts (each an "Event of Force Majeure"), then that party shall not be liable for that default or delay, and shall be excused from further performance of the affected obligations on a day-by-day basis, if that party uses commercially reasonable efforts to expeditiously remove the causes of such default or delay in its performance.

(b) Bell and the 9-1-1 Authority agree that in the Event of a Force Majeure the parties will co-operate and make all reasonable efforts to provide a temporary replacement service until the NG9-1-1 Service is restored. The costs required to provide temporary replacement service shall be borne as between Bell and the 9-1-1 Authority in accordance with the Parties' respective obligations as described in Sections 2(c)(i) & (ii) of this Agreement.

#### 8. **GENERAL PROVISIONS**

- (a) <u>No Resale:</u> The 9-1-1 Authority shall not resell or remarket any Service for commercial purposes under the terms and conditions of this Agreement.
- (b) Entire Agreement and Amendment: This Agreement is the entire agreement between the 9-1-1 Authority and Bell with respect to the subject matter, and supersedes all prior agreements, understandings, commitments, undertakings, proposals, representations, negotiations and discussions on the subject matter, whether written or oral. There are no, and Bell shall not be liable for, conditions, agreements, representations, warranties or other provisions, express or implied (including through course of dealing), collateral or otherwise, relating to the subject matter of this Agreement, which induced either party to enter into this Agreement or on which either party places any reliance, other than those set forth in this Agreement. This Agreement shall not be amended other than by an instrument in writing signed by both parties and stating that the parties intend to amend this Agreement.

#### (c) Assignment:

- (i) This Agreement shall bind and enure to the benefit of Bell and the 9-1-1 Authority and their respective successors and permitted assigns. Neither party may assign this Agreement in whole or in part, including any Schedule, without the prior written consent of the other party, not to be unreasonably withheld. However, without the other party's consent, subject to Paragraph (ii) below, a party may assign all or part of its benefits, rights or obligations under this Agreement to an Affiliate or to an entity in connection with any transaction or series of transactions pursuant to which all or a substantial part of the assigning party's business is assigned to or otherwise results in forming all or part of the business of such entity (including a present or future affiliate, whether by way of reorganization, consolidation, amalgamation, arrangement, merger, transfer, sale, change in control or otherwise, and, provided such entity, as assignee, agrees to be bound by this Agreement and assumes the obligations assigned under this Agreement pursuant to this Subsection, on and after the effective date of such assignment.
- (ii) Bell's prior written consent shall be required in the event of a proposed assignment by 9-1-1 Authority if, in Bell's determination, the 9-1-1 Authority's proposed assignee is deemed to be (A) not credit worthy; (B) a competitor of Bell; or (C) non-compliant with any eligibility criteria for the Services. Bell may also assign any receivable that arises under this Agreement, any right to receive payment related to that receivable and any interest in that receivable or right to receive payment.
- (d) <u>Governing Law:</u> This Agreement shall be governed by and interpreted according to the laws of Ontario unless the 9-1-1 Authority's head office is situated in Quebec. If the 9-1-1 Authority's head office is situated in Quebec, this Agreement shall be governed by and interpreted according to the laws of Quebec. The applicable governing law shall be determined as noted above without regard to any conflicts of law rules that might apply the laws of any other jurisdiction. The parties attorn to the exclusive jurisdiction of the courts of Toronto unless the 9-1-1 Authority's head office is situated in Quebec, in which case the Parties attorn to the exclusive jurisdiction of the courts of Montreal in respect of all matters arising out of or in connection with this Agreement except CRTC regulatory matters. For CRTC regulatory matters the parties attorn to the exclusive jurisdiction of the federal courts or tribunals of Canada.
- (e) <u>Interpretation:</u> In this Agreement, the headings are for convenience of reference only and shall not affect its construction or interpretation. If there is any conflict between the terms of the main body of this Agreement and a

Tariff, if applicable to the Service in dispute, the terms of the applicable Tariff shall govern. If there is any conflict between the terms of the main body of this Agreement and the Schedules, the terms of the main body of the Agreement shall govern unless otherwise expressly provided in writing in a Schedule.

- (f) <u>Waivers:</u> No waiver of any provision of this Agreement shall bind a party unless consented to in writing by that party. No waiver of any provision of this Agreement shall be a waiver of any other provisions, nor shall any waiver be a continuing waiver, unless otherwise expressly provided in the waiver.
- (g) Notice: All notices and consents provided for shall be given in writing and delivered by personal delivery, prepaid first class registered or certified mail, by facsimile, by regular mail or e-mail. Notices delivered by facsimile shall be considered to have been received upon the sender obtaining a bona fide confirmation of such delivery. Notices delivered by e-mail shall include the following, and shall only be effective if the recipient provides by e-mail a confirmation of delivery and the date of acceptance of the delivery: (i) sender's name, address, telephone number, fax number and e-mail address; (ii) date and time of the transmission; and (iii) the name and telephone number of a person to contact in the event of transmission problems. Delivery of notices after 4:00 p.m. at the address being served constitutes delivery the following day. Notices delivered by regular mail shall be deemed received on the fifth day after the notice has been mailed. The address for notice shall be:

For the 9-1-1 Authority,	
	; and

For Bell,

c/o 9-1-1 Service Team 930 d'Aiguillon, B320 Quebec, G1R 5M9

Email: signatures.911@bell.ca

With a copy to,

c/o Corporate Secretary 1 Carrefour Alexander Graham Bell, Building A, 4th Floor Verdun, Québec H3E 3B3.

Facsimile: (514) 766-8161

The 9-1-1 Authority shall notify Bell of a change in its billing address and any change in its corporate name or any business or trade name used in connection with the Services.

- (h) <u>Severability:</u> If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or unenforceable, the other provisions of this Agreement shall not be affected or impaired, and the offending provision shall automatically be modified to the least extent necessary in order to be valid, legal and enforceable.
- (i) <u>Survival:</u> The following Sections of this Agreement shall survive termination or expiration of this Agreement: Sections 3 (Fees ), 4(c) (Termination or Suspension of a Service), 5 (Limitation of Liability), 6 (Confidential Information), and this Section 8 (General Provisions).
- (j) <u>Counterparts:</u> This Agreement may be signed in one or more counterparts (including through electronic signatures), each of which shall be considered an original and all of which, taken together, shall constitute one and the same instrument.

- (k) <u>Language:</u> The parties have requested that this Agreement and all correspondence and all documentation relating to this Agreement be written in the English language. Les parties aux présentes ont exigé que la présente entente, de même que toute la correspondance et la documentation relative à cette entente, soient rédigées en langue anglaise.
- (I) No Partnership and Third-Party Beneficiaries: Bell is an independent contractor of the 9-1-1 Authority. The Agreement shall not be construed to and does not create a relationship of agency, partnership, employment or joint venture. Nothing in this Agreement, express or implied, shall or is intended to confer on any other person, firm or enterprise, any rights, benefits, remedies, obligations or liabilities of this Agreement, other than the parties, their respective successors or permitted assigns.

[9-1-1 AUTHORITY NAME]	BELL CANADA
SIGNATURE:  NAME:  TITLE:	SIGNATURE:  NAME:  TITLE:
I am authorized to bind the 9-1-1 Authority to the terms and conditions of this Service Schedule.	I am authorized to bind Bell Canada to the terms and conditions of this Service Schedule.
DATE:	DATE:

#### Schedule "A"

#### **DEFINITIONS**

In this Agreement, in addition to those terms which are parenthetically defined, capitalized terms shall have the meanings ascribed to them in this Schedule "A" and where not otherwise defined in this Agreement, as ascribed in the current Network Interconnection (UNI) Document.

- "9-1-1 Authority" means the municipality, local service board, first nation, province or any other authorized signing authority responsible for 9-1-1 service operations pursuant to the Bell Canada National Services Tariff Item 601 Next Generation 9-1-1 (NG9-1-1) Service, and defined as the 9-1-1 Authority party to this Agreement;
- **"9-1-1 Call"** means a request for public safety assistance signalled by a 9-1-1 Caller using a device and communications service supporting 9-1-1 dialling, and delivered through the NG9-1-1 Service, regardless of the media (e.g., voice, video, text, other) used to make that request;
- "9-1-1 Caller" means end user dialing 9-1-1;
- "9-1-1 Control Centre" means a dedicated 9-1-1 24/7 support, maintenance and surveillance centre;
- "Agreement" has the meaning ascribed to it in Section 2(a);
- "Back-Up PSAP" or "Back-Up Public Safety Answering Point" means the back-up PSAP as identified by the 9-1-1 Authority in Schedule "C";
- "Basic 9-1-1 Final Routing Alternative" means the designated last resort routing destination involving a third-party call centre, such as those used for nomadic VoIP calls;
- "Bell 9-1-1 Flex Portal" means a secure Web site accessible from the public Internet for Customers to access information pertaining to its NG9-1-1 Services.
- "CEE" means Customer Edge Equipment and refers to the peering equipment provided by the customer, facing the Bell Customer Edge router;
- "CRTC" or "Canadian Radio-Television and Telecommunications Commission" has the meaning ascribed to it in the preamble to this Agreement;
- "Effective Date" has the meaning ascribed to it in Section 4(a);
- "End User Data" has the meaning ascribed to it in Section 6(d);
- "Event of Force Majeure" has the meaning ascribed to it in Section 7(a);
- "ESInet" has the meaning ascribed to it in Section 2(c)(i);
- "GIS Authority" means a body that has control over and the power to make decisions about the source addressing and GIS data which is responsible for providing aggregated GIS/addressing data on behalf of the 9-1-1 Authority to the NG9-1-1 Service Provider for the purpose of NG9-1-1 Service;
- "GIS Data Provider" means an entity that assigns addresses, creates, collects, maintains and shares spatial datasets. It may include addressing authorities (e.g. local, provincial and territorial governments, First Nations), 9-1-1 Authorities, and data aggregators;
- "GIS" and "Geographic Information System" Means a system for capturing, storing, displaying, analyzing and managing data and associated attributes which are spatially referenced;

"i3-PSAP" means a Public Safety Answering Point (PSAP) conformant to the NENA i3 standard (NENA-STA-010), which is capable of receiving IP-based signaling and media for delivery of emergency calls; "Initial Term" has the meaning ascribed to it in Section 4(a):

"ILEC" and "Incumbent Local Exchange Carrier" means the existing telephone companies, prior to the introduction of local competition;

"Late Payment Charges" has the meaning ascribed in Section 3;

"Local Registration Authority" have the meaning ascribed to them in CRTC Decision 2019-353;

"MSAG" or "Master Street Address Guide" means the database that contains street names and house number ranges within their associated communities defining Emergency Service Zones (ESZs) and their associated Emergency Service Numbers (ESNs) to enable proper selective routing and selective transfer of 9-1-1 calls in the legacy E9-1-1 environment;

"NENA i3" has the meaning ascribed to it in the preamble of the Agreement;

"NG9-1-1" means a secure, IP-based, open-standards based system comprised of hardware, software, data, and operational policies and procedures that (a) provides standardized interfaces from emergency call and message services to support emergency communications, (2) processes all types of emergency calls, including voice, text, data, and multimedia information, (3) acquires and integrates additional emergency call data useful to call routing and handling, (4) delivers the emergency calls, messages and data to the appropriate PSAP and other appropriate emergency entities based on the location of the caller, (5) supports data, video, and other communications needs for coordinated incident response and management and (6) interoperates with services and networks used by first responders to facilitate emergency response;

"NG9-1-1 Network Provider" means the CRTC mandated ILEC providing the ESInet/NGCS;

"NG9-1-1 Service" has the meaning ascribed to it in Section 2(c)(i):

"NGCS" and "Next Generation 9-1-1 Core Services" means the base set of services needed to process a 9-1-1 call on an ESInet. NGCS includes the Emergency Service Routing Proxy (ESRP), Emergency Call Routing Function (ECRF), Location Validation Function (LVF), Border Control Function (BCF), Bridge, Policy Store, Logging Services and typical IP services such as Domain Name System (DNS). The term NGCS includes the services and not the network on which they operate (i.e., the ESInet);

"Offnet Agency" means an agency outside of the NG9-1-1 network, such as a poison control centre or an hospital, which may be designated by the 9-1-1 Authority to be able to receive PSTN calls transferred by a designated PSAP;

"ONP" and "Originating Network Provider" means a CRTC-approved trusted entity service provider that allows its subscribers to originate 9-1-1 dialled voice or non-voice calls from the public to PSAPs, including but not limited to wireline, wireless, and fixed/native voice over internet protocol (VoIP) services.

"PRR" and "Policy Routing Rule" means the criteria which determines how 9-1-1 Calls are routed under stated conditions such as when a target PSAP is unable to take 9-1-1 Calls;

"PSAP" or "Public Safety Answering Point" means an entity responsible for receiving 9-1-1 Calls and processing those 9-1-1 Calls according to a specific operational policy - a Primary Public Safety Point, Secondary Public Safety Point, and Back-Up Public Safety Point as identified by the 9-1-1 Authority in Schedule "C" (PSAP Designations & Locations);

"PSAP Contingency Plans" means a plan in case of a disaster;

"PSAP Credentialing Agency" and "PCA" have the meaning ascribed to them in CRTC Decision 2019-353;

"PSAP Locations" means the locations of the PSAPs as identified in Schedule "C" (PSAP Designations & Locations);

"P-PSAP" or "Primary Public Safety Answering Point" means a communication centre which is the first point of contact for 9-1-1 Calls as identified by the 9-1-1 Authority in Schedule "C" (PSAP Designations & Locations);

"Renewal Term" has the meaning ascribed to it in Section 4(b);

"S-PSAP" or "Secondary Public Safety Answering Point" means a communication centre to which 9-1-1 Calls are transferred from a P-PSAP, typically the fire, police or ambulance agency responsible for dispatching emergency personnel as identified by the 9-1-1 Authority in Schedule "C" (PSAP Designations & Locations);

"Schedule" has the meaning ascribed to it in Section 2(a);

"Serving Area" means the geographic area, as determined by the 9-1-1 Authority from which 9-1-1 Calls will be directed to a particular P-PSAP;

"Subscriber" means an entity that contracted with a service provider for the provision of a voice telecommunications service;

"Selective Routing" means the process by which 9-1-1 Calls are routed to the appropriate PSAP or other designated destination, based on the 9-1-1 Caller's location information, and may also be impacted by other factors, such as time of day, call type, etc. Location may be provided in a specified format such as an MSAG-valid civic address or in the form of geo coordinates (longitude and latitude);

"Taxes" has the meaning ascribed to it in Section 3;

"Term" has the meaning ascribed to it in Section 4(b); and

"User-to-Network Interface (UNI) Technical Specifications Document" means the authoritative document which sets the technical specifications an i3-PSAP must comply with.

# Schedule "B"

#### **NG9-1-1 FEATURES**

The NG9-1-1 Service offers features as provided in CRTC 7400, Bell Canada National Services Tariff Item 601.

If a PSAP chooses to forgo utilizing one or more of the NG9-1-1 Service features provided by the NG9-1-1 Service network provider as described in the UNI, the PSAP does so at its own risk and assume all liabilities including prolonged restoration times in the event of an outage.

#### Schedule "C"

# **PSAP DESIGNATIONS & LOCATIONS**

PSAP Type	Name	Location (full address)	Connected to ESInet (Y/N)
Primary PSAP (*1 & *2)	GANANOQUE POLICE / FIRE	340 HERBERT ST GANANOQUE	Y
Secondary PSAP Police (*1 & *2)	GANANOQUE POLICE / FIRE	340 HERBERT ST GANANOQUE	Y
Secondary PSAP Fire (*1 & *2)	GANANOQUE POLICE / FIRE	340 HERBERT ST GANANOQUE	Y
Secondary PSAP Ambulance (*1 & *2)	KINGSTON AMBULANCE	1473 JOHN COUNTER BOULEVARD KINGSTON	Y
Additional Offnet Agency if required (*1 & *2& *3) i.e. Poison control			N
Designated Provincial or Territorial default i3 PSAPs (*4)			

#### Notes:

<sup>\*1 – 9-1-1</sup> Authority shall ensure all PSAPs connected to ESInet meet the NG9-1-1 requirements.

<sup>\*2 – 9-1-1</sup> Authority shall ensure that if a PSAP changes during the Term, the replacement is aware of the 9-1-1 Authority obligations re: PSAPs under this Agreement, and Bell is notified of the change.

<sup>\*3 – &</sup>quot;Offnet" Agencies are not connected to the ESInet over an IP-UNI and call transfers to such agencies are the responsibility of the PSAP's Call Handling System

<sup>\*4 –</sup> This PSAP is only required if there is a PSAP designated as a safety net for a specific Province or Territory.

# Schedule 'D'

# **SPECIFICATIONS & GUIDELINES**

The specifications, templates and guidelines for the NG9-1-1 Service are found at <a href="https://911flex.bell.ca/Login.html">https://911flex.bell.ca/Login.html</a>, under the title "NG9-1-1 Onboarding Documentation".

#### Schedule "E"

#### **DEPLOYMENT CRITERIA**

PSAPs utilizing networks to process and deliver NG9-1-1 Calls outside of the ESInet do so at their own risk and assume all liabilities including prolonged restoration times in the event of an outage.

In order to ensure reliability, resiliency and security of the NG9-1-1 Service, the 9-1-1 Authority shall ensure that all of the PSAPs meet the following mandatory requirements without which the PSAPs will not be permitted to interconnect with the production NG9-1-1 network:

#### 1. IP VPN ESInet Interconnection

All i3-PSAP types, Primary and Secondary, are entitled to a single Back-Up location.

All IP VPN ESInet demarcation locations (Primary, Secondary and Back-Up PSAPs) are provided with two (2) redundant data paths and must make use of both. PSAPs must make use of all available in-house diversity (cable entrance, power, etc.).

ESInet physical demarcation locations must be geographically located within the Bell Canada NG9-1-1 Serving region.

PSAPs are expressly forbidden to establish private VPN tunnels over the ESInet, through the provided IP VPN circuits.

#### 2. ESInet Interconnection of Non-designated PSAP facilities

For those PSAP sites not listed in Schedule "C", if the 9-1-1 Authority requires additional circuits, these arrangements may be provided by Bell for a fee;

#### 3. PSAP CEE Interconnection Requirement

- a. All PSAPs shall employ a NENA i3 compliant Border Control Function ("BCF") as defined in the Bell NG9-1-1 UNI technical specification as a mandatory condition of interconnection with the NG9-1-1 network. The BCF must be comprised of a minimum of both a firewall and session border controller function. The BCF must be deployed in a manner which prevents single points of failure.
- b. PSAPs shall ensure their local network infrastructure (i.e., Local Area Network [LAN] and/or private Wide Area Network [WAN]) is sized appropriately to support the bandwidth of all NG9-1-1 traffic as calculated and provisioned by the NG9-1-1 Network Provider, in addition to their own in-house network requirements;

#### 4. i3 Call Handling CODEC requirement

All PSAPs shall implement the mandatory list of CODECs as defined in Telecom Decision CRTC 2019-353 (<a href="https://crtc.gc.ca/eng/archive/2019/2019-353.htm">https://crtc.gc.ca/eng/archive/2019/2019-353.htm</a>) and make necessary changes as updates become approved by CRTC.

#### 5. IP Network protocol support

All PSAPs shall deploy Dual Stack as the method for simultaneous use of IPv4 & IPv6 address spaces, or to individually perform Network Address Translation - Protocol Translation ("NAT-PT") for their Network Domain as defined in the Bell NG9-1-1 UNI technical specification. This is a mandatory condition to interconnect to the NG9-1-1 Service Network;

#### 6. End-to-End Encryption

All PSAPs shall support encryption of traffic from and towards the ESInet as defined in the Bell NG9-1-1 UNI technical specification;

#### 7. QoS Support

All PSAPs shall implement the QoS requirements as defined in the Bell NG9-1-1 UNI technical specification;

#### 8. PSAP Credentialing Agency - NG9-1-1 Network Provider service

All PSAPs shall utilize the Bell PSAP Credentialing Agency service. PSAPs shall identify to Bell as part of the onboarding process the individual or group responsible for acting as the Local Registration Authority ("LRA"). The LRA agreement and the roles and responsibilities can be found in Schedule H. For clarity, the LRA agreement is attached for reference purposes. There is no expectation that the NG9-1-1 Authority will sign the LRA agreement itself but the NG9-1-1 Authority will ensure that the selected PSAPs will execute such agreement.

#### 9. Contingency Routing

PSAPs shall communicate all 9-1-1 contingency arrangements to Bell including agreements and arrangements with other agencies in order to design and implement Policy Routing Rules accordingly. PSAP's defined Policy Routing Rules must contain at a minimum one Policy Routing Rule specifying a partner third party PSAP to act as backup in the event the PSAP is not able to respond to 9-1-1 Calls.

#### 10. Domain Name Service (DNS) - NG9-1-1 Network Provider service

PSAPs must utilize the Bell NGCS-based DNS service to ensure resiliency of DNS functions and seamless PCA functionality.

The 9-1-1 Authority is requested to encourage PSAPs to utilize the following NGCS provided functions to further enhance network reliability, resiliency and security of the NG9-1-1 Service:

#### 1. Network Time Protocol (NTP) – NG9-1-1 Network Provider Service

PSAPs are encouraged to utilize the Bell NGCS-based NTP service to ensure accurate time synchronization with all ESInet interconnected elements and as an additional time source within their Local Area Network (LAN).

# Schedule "F"

# **MULTIPLE REGION PSAPs**

This Schedule must be filled out by PSAPs covering multiple regions and managed by a provincial or federal authority (e,g., Ontario Ministry of Health, Sureté du Québec, Ontario Provincial Police etc.

Sites	Official Name	9-1-1 authority (municipalities, counties, etc.)

#### Schedule "G"

# **NG9-1-1 GIS REQUIREMENTS**

Municipality, County or Other Government Entity name	GIS Data Provider or *Provincial/ Territorial Designated Data Aggregator name	Provincial \ Territorial Legislation (Y/N)

❖ In the absence of Provincial or Territorial legislation defining a Data Aggregator body, by default the NG9-1-1 Network Provider will be the defined GIS and addressing Data Aggregator (<u>Telecom Decision CRTC 2020-150 | CRTC</u>)

# Schedule "H"

# **Local Registration Authority Agreement**



Date: September 6, 2022 □ IN CAMERA

**Subject:** Restricted Acts of Council (Lame Duck Periods)

Author: Penny Kelly, Clerk / CEMC ⊠ OPEN SESSION

#### **RECOMMENDATION:**

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE RECEIVES FOR INFORMATION THE RESTRICTED ACTS OF COUNCIL (LAME DUCK PERIODS) REPORT, AS PRESENTED IN COUNCIL REPORT 2022-CSC-08.

#### **STRATEGIC PLAN COMMENTS:**

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

#### **BACKGROUND:**

The determination of whether a Municipal Council is in a restricted position pursuant to section 275 of the *Municipal Act, 2001*, also known as a 'Lame Duck' Council occurs twice during the Municipal Election process.

# a) Between August 19th, 2022 to October 24th, 2022

The determination shall be based on the 2022 Candidates election nominations that have been certified by the Municipal Clerk on August 22<sup>nd</sup>, 2022. If less than three-quarters of the existing Council Members are running for Municipal Council, the restrictions set out in the *Municipal Act, 2001*, will apply; and (*Example: For Gananoque, with 7 members of Council; if less than 6 members of Council are running – Lame Duck will apply.)* 

# b) Between October 24th, 2022 to November 14th, 2022

The election results are declared by the Municipal Clerk shortly after the municipal election. If the election results in less than 75% of the incumbent Council Members returning to Council, the restrictions set out in the *Municipal Act, 2001*, will apply. (Example: For Gananoque, with 7 members of Council; if less than 6 members of the current Council are re-elected – Lame Duck will apply.)

#### INFORMATION/DISCUSSION:

Nomination period for municipal candidates to file their papers to run in the upcoming Municipal Election ended on August 19<sup>th</sup>, 2022 at 2:00 PM. Only three (3) of the seven (7) sitting Council members are seeking re-election. Therefore, this Council has entered into "Lame Duck".

The following is a brief summary of the provisions as provided pursuant to Section 275, of the *Municipal Act*, 2001, Restricted Acts Provision:

When a Council is in a 'Lame Duck' position, the Council shall not take on the following actions:

- a) The appointment or removal from office any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) Making any expenditures or incurring any other liability, which exceeds \$50,000.

Exceptions to clauses 'C' and 'D' above do not apply if the disposition or liability was included in the most recent budget adopted by the Council before Nomination Day of the 2022 Municipal Election.

#### **Land Matters:**

Pursuant to Section 275(3)(c) a municipality can close a real estate transaction during the 'Lame Duck' period only if the Council passed a by-law approving the execution of the agreement of purchase and sale in advance of the 'Lame Duck' period.

# **Expenditures:**

A contract could be awarded by a 'Lame Duck' Council in excess of \$50,000 so long as the amount was included in the approved 2022 annual budget. However, the 'Lame Duck' Council would not be able to award a contract if the amount of the tender or bid exceeds the amount included in the budget.

# **Emergencies:**

Pursuant to Section 275(4)(4.1) which states that nothing in this section 275 of a 'Lame Duck' Council under the restrictions, there is nothing that prevents a municipality from taking any action in the event of an emergency within the Municipality.

# **Delegation of Authority:**

Section 275(6) provides that the authority of a municipality can be delegated to a person or body prior to Nomination Day (August 19<sup>th</sup>, 2022) for the election of the new Council.

# **Determination of Restricted Act of Council – Lame Duck Position**

In order to determine if Council is in a 'Lame Duck' position, the Municipal Clerk will follow Section 275 of the *Municipal Act, 2001* and advise Municipal Council at the first Council Meeting in September 2022 after Nomination Day to determine if Council is now in a 'Lame Duck' position.

After Election Day, on October 24 2022, the Municipal Clerk will report on the Town Election results to determine if Council is in a 'Lame Duck' position; however we already know this to be true.

The Town's Delegation of Powers and Duties By-law No. 2017-012, as amended, delegates authority to the CAO from Nomination Day through to the Inauguration of the new Council. Except from Delegation of Powers and Duties:

Delegate Authority	Delegated To	Relevant Legislated	Rationale
When the Restricted Acts Section in the Municipal Act applies after Nomination Day ("Lame Duck" Council), authority shall be granted from Nomination Day through to the Inauguration of the new Council to the Chief Administrative Officer to appoint or remove from office any officer/manager of the municipality.	Chief Administrative Officer or Designate	Section 275(6) of the Municipal Act, 2001	The new longer lame duck period could limit the duration of the Town being without legislated officers and/or managers thereby affecting operations.
When the Restricted Acts Section in the Municipal Act applies after Nomination Day ("Lame Duck" Council), authority shall be granted from Nomination Day through to the Inauguration of the new Council to the Chief Administrative Officer to be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal.	Chief Administrative Officer or Designate	Section 275(6) of the Municipal Act, 2001	Section 275(6) of the <i>Municipal Act</i> provides that the authority of a municipality can be delegated to a person or body prior to Nomination Day for the election of the new Council. It is customary to delegate this authority to the Chief Administrative Officer (CAO).

Delegate Authority	Delegated To	Relevant Legislated	Rationale
When the Restricted	Chief Administrative	Section 275(6) of the	Considered an
Acts Council of the	Officer or Designate	Municipal Act, 2001	administrative matter
Municipal Act applies			
after Nomination Day			
("Lame Duck"			
Council), authority			
shall be granted, from			
Nomination Day			
through to the			
Inauguration of the			
new Council, to the			
Chief Administrative			
Officer to sign an			
extension to any			
existing			
contract/agreement			
provided that the			
extension does not			
extend beyond			
January 1st after the			
inaugural meeting of			
Council and no			
additional costs are			
incurred by the Town.			

# **APPLICABLE POLICY/LEGISLATION:**

Bill 181, the *Municipal Elections Modernization Act*, 2016 (MEMA) Bill 68 *Modernizing Ontario's Municipal Legislation Act* 

# FINANCIAL CONSIDERATIONS:

None.

# **CONSULTATIONS:**

Shellee Fournier, CAO

# **ATTACHMENTS:**

None.

	Penny Kelly, Clerk / CEMC
APPROVAI	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.
	Shellee Fournier, CAO



Date: September 6, 2022 □ IN CAMERA

**Subject:** Establish a Child Safeguarding Policy

**Author:** Doug Wark, Manager of Community Services 

OPEN SESSION

#### RECOMMENDATION:

BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. 2022-095, BEING A BY-LAW TO ESTABLISH A CHILD SAFEGUARDING POLICY, AS PRESENTED IN COUNCIL REPORT CS-2022-23.

# **STRATEGIC PLAN COMMENTS:**

Sector #4 – Sports and Recreation – Strategic Initiative #1 D) Establish a connection with existing community groups and their initiatives.

#### **BACKGROUND:**

In conjunction with the Jays Care Foundation Grant that the Town received towards the construction of Town Hall Ballfield, the Town was directed to complete a mandatory Child Protection Training Course and submit the Town's Child Safeguarding Policy. The Town does not currently have a Child Safeguarding Policy.

On April 5<sup>th</sup>, 2022, Community Services staff participated in the Jays Care Child Protection Online Workshop and in the absence of an existing Child Safeguarding Policy, the Community Services Manager researched and drafted the attached policy.

#### INFORMATION/DISCUSSION

Child Protection Policies are important guiding documents for sport and recreation groups to ensure compliance with current child safeguarding legislation and industry best practices, ensuring staff and volunteers involved with children's sport and recreation are doing everything possible to keep children safe. This policy was developed following a review of similar policies of other Sport Organizations.

The Town of Gananoque is committed to ensuring all children are protected and safe. The Town recognizes this important responsibility to safeguard children and protect them from harm. All children are vulnerable and the Town acknowledges that the Child Safeguarding Policy is an important component to creating safe environments for children.

The Town of Gananoque Safeguarding Policy applies to all "caring adults" including Town staff, user groups, event organizers and its volunteers serving children's programming in recreational, educational and events held on various Town venues and properties. The Town believes that each caring adult plays a key role in the protection of children and should be serving as ambassadors in all dealings involving children to safeguard children

and protect them against harm. Moreover, this policy has been designed to guide caring adults in developing healthy, respectful relationships with children and to equip them with the basic tools and knowledge to protect children if they suspect they may be at risk of harm. By providing caring adults with clear guidelines for preventing and responding to child harm, they are empowered to identify and address any concerns at an early stage to help better protect children.

The Town recognizes that the various user groups that rent or operate Town facilities for children's sport and recreational programming will often have their own set of organizational safeguarding policies that they are required to follow. The intent of this Town policy is not to enforce a strict set of required rules and regulations on safeguarding children, but rather to provide a set of principles and guidelines for all user groups to follow. Overall, this new policy will assist the Town towards achieving its goal to promote and encourage participation in all sports, activities and events to the overall benefit of the community.

Once approved, the Child Safeguarding Policy will be posted to the Town website and emailed to all user groups as a reference for all future sport, recreation and event bookings that involve the participation of children. The policy encourages all user groups to provide a copy of their own organization Child Protection Policy as it pertains to screening of volunteers and staff, specifically Vulnerable Criminal Records Checks to the Town staff to file.

# APPLICABLE POLICY/LEGISLATION:

None.

#### FINANCIAL CONSIDERATIONS:

There are no financial considerations for the implementation of the policy. The Policy is intended to improve the care and coaching of children and reduce cases of abuse and neglect that too often lead to sport/recreation drop out. With less drop outs and increased participation, it is expected our programs will increase participation rates. This will ensure the Town continues to receive strong revenues for hosting child sport/recreation facility/event booking fees.

#### **CONSULTATIONS:**

Robert Kennedy, Facilities Supervisor Lori Higgs, Marina and Recreation Coordinator Scott Gee, Police Chief

#### **ATTACHMENTS:**

Draft By-law No. 2022-095 Draft Child Safeguarding Policy

# **APPROVAL**

Doug Wark, 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 Municipal Act and regulations.

# THE CORPORATION OF THE TOWN OF GANANOQUE

# **BY-LAW NO. 2022-095**

# BEING A BY-LAW TO ESTABLISH A CHILD SAFEGUARDING POLICY

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

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

**AND WHEREAS** the Council of the Town of Gananoque received Council Report CS-2022-23, and concurred with the recommendation to establish a Child Safeguarding Policy;

**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 the Child Safeguarding Policy, attached hereto and forming part of this By-law is hereby adopted and marked as Schedule 'A'.

# 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	l third time	and final	ly passed this	s 6 <sup>th</sup> day of S	September 2022
					-	

Ted Lojko, Mayor	Penny Kelly, Clerk
	(Seal)



Child Safeguarding Policy		
Authority	Manager of Community Services	
Establishing By-law No.	2022-095	

#### 1. PURPOSE

The Town believes that each caring adult plays a key role in the protection of children and should be serving as ambassadors in all dealings involving children to safeguard and protect them against harm. Moreover, this policy has been designed to guide caring adults in developing healthy, respectful relationships with children and to equip them with the basic tools and knowledge to protect children if they suspect they may be at risk of harm. By providing caring adults with clear guidelines for preventing and responding to child harm, they are empowered to identify and address any concerns at an early stage to help better protect children.

# 2. SCOPE

The Town of Gananoque Child Safeguarding Policy applies to all "caring adults" including Town staff, user groups, event organizers and its volunteers serving children's programming in recreational, educational and events held on various Town properties.

# 3. AUTHORITY

The Manager of Community Services is responsible for the monitoring and administration of this Policy.

# 4. **DEFINITIONS**

**Caring Adult:** Any employee or volunteer, including but not limited to employees, volunteers, mentors, buddies and coaches, who services and supports Town of Gananoque programs, activities and/or events.

**Child:** Under provincial child protection legislation, a child is someone who is younger than 18 years of age.

**Child Abuse:** Consists of anything which individuals, care givers, care takers, duty bearers, institutions or processes do, or fail to do, which directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood. There are six types of harm most commonly associated with child abuse:

- i) Physical harm: Any deliberate force or action, or failure to act, which results, or could result in injury to a child. Examples include but are not limited to bruising, cuts, slapping and punching.
- ii) Emotional harm: The persistent emotional ill treatment of a child which can cause severe impacts on a child's health and development. Examples include but are not limited to criticizing, teasing, belittling, rejecting or ignoring the child.
- iii) Sexual harm: Occurs when a child is forced or enticed to take part in sexual activities, whether or not they are aware of or consent to what is happening. Examples include but are not limited to intercourse, indecent phone calls or text messages, fondling and prostitution.
- **iv)** Exposure to Family Violence: When a child sees, hears or is otherwise exposed to the signs of violence from one family member to another. This includes but is not limited to seeing injuries left on a family member or overhearing violent episodes.
- v) Neglect: The persistent failure to meet a child's basic physical (adequate food, drink, shelter, clothing, hygiene, medical attention) and/or psychological needs, likely to result in the serious impairment of the child's health and development. Examples include but are not limited to leaving a child alone or failing to provide adequate supervision.
- vi) Racial, cultural, religious, spiritual safety Conduct that demonstrates contempt, ridicule, hatred or negativity towards a child because of their race, culture, religion or spiritual beliefs. Such conduct may be overt, such as direct racial vilification or discrimination, or covert, such as demonstrating a lack of cultural respect (attitude and values) and awareness (knowledge and understanding) or failing to provide positive images about another culture. This conduct may result in significant emotional abuse of a child.

**Cumulative Harm:** Involves repeated and ongoing abuse and/or neglect which detrimentally impacts a child's development and well-being.

**Multi-dimensional Harm:** Occurs where multiple abuse types are experienced at the same time e.g., sexual abuse also involves physical and emotional abuse.

**Child Safeguarding:** The responsibility that organizations have to ensure their staff, operation and programs 'do no harm' and to develop policies and procedures that prevent child harm.

**Child Protection:** A critical component of child safeguarding and refers to actions designed to protect children who have already or are likely to experience harm.

**Duty of Care:** The legal responsibility of individuals and organizations to adopt measures to care for and protect their participants. Any suspicions of child abuse and harm must be reported to the relevant child protection services without delay. Being able to identify child abuse and the types of harm is a critical component of keeping children safe. Caring adults should refer to the Ontario Association of

Children's Aid Societies (OACAS) website <u>(oacas.org)</u> to learn more about the types of harm and the subtle signs and symptoms associated with abuse.

**Duty to Report:** The legal obligation of all individuals to report suspected child harm and abuse, and the information on which the suspicion is based, to the relevant child protection services without delay (meaning within 24 hours).

#### 5. POLICY

- 5.1. The Town of Gananoque recognizes that the various user groups that rent or operate Town facilities for children's sport and recreational programming will often have their own set of organizational safeguarding policies that they are required to follow. The intention of this Town policy is not to enforce a strict set of required rules and regulations on safeguarding children, but rather to provide a set of principles and guidelines for all our user groups to actively aim to follow. To uphold the commitment to safeguarding children and protecting them against harm, the Town recommends the following guidelines and practices are followed by caring adults.
  - 5.1.1. Participation in a formal screening and selection process when recruiting volunteers.
  - 5.1.2. Specific values-based questions that relate to child safety are included in interview and reference check processes for staff and volunteers who are engaged in child related work.
  - 5.1.3. All volunteers to complete a vulnerable sector criminal record check every 12 months
  - 5.1.4. Treat all children with respect and dignity and maintain appropriate boundaries.
  - 5.1.5. Caring adults monitor their own behavior towards children, and be aware of the behavior of others within their organizations, to ensure this behavior is safe, appropriate, and respectful.
  - 5.1.6. Respond quickly and report any incidents or suspicions concerning a child's safety or well-being while maintaining confidentiality.
  - 5.1.7. Take concerns of children seriously and listen. If a child discloses, they are concerned about someone's behavior towards them or makes a direct allegation or disclosure, keep calm, and encourage the child to tell their story.
  - 5.1.8. If a child discloses abuse, it is essential that the information/concern is shared with only one's direct supervisor and the relevant child

protection services following proper reporting procedures. Privacy and confidentiality are highly important. Sharing of information, which could identify a child or an alleged perpetrator, should be purely on a 'need to know' basis.

- 5.1.9. All suspicions of unlawful behavior should be reported to police and child protection/welfare services without delay and within 24 hours. Consult child protection services about notifying the child's family as required.
- 5.1.10. To protect a child's safety, all caring adults who have reason to suspect abuse or family violence are not to disclose suspicion or intention to call child protection services with the child's parents, guardians and or family. Sharing this information prematurely could jeopardize a child's safety and/or the subsequent investigation if deemed necessary by child protection services.
- 5.1.11. All user group are encouraged to provide a copy of their policy as it pertains to screening of volunteers and staff, specifically Criminal Record Checks (Vulnerable Criminal Records Checks) upon booking with the municipality.
- 5.1.12. Any suspicions of child abuse and harm shall be reported to the relevant child protection services without delay. Being able to identify child abuse and the types of harm is a critical component of keeping children safe. Caring adults should refer to the Ontario Association of Children's Aid Societies (OACAS) website to learn more about the types of harm and the subtle signs and symptoms associated with abuse.

# **MOTION / RESOLUTION OF COUNCIL**

Date: September	6, 2022
Subject: Confirmi	ng By-law – September 6, 2022
Moved By:	
Seconded By:	
2022-093, BEING A SPECIAL MEETING	THAT THE COUNCIL OF THE TOWN OF GANANOQUE PASS BY-LAW NO. A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL AT ITS G HELD ON TUESDAY, SEPTEMBER 6 <sup>TH</sup> , 2022, BE READ THREE TIMES SSED THIS 6 <sup>TH</sup> DAY OF SEPTEMBER 2022.
	AyesNays
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.		
TOTALS		·