

REVISED AGENDA

COMMITTEE OF THE WHOLE



Thursday, August 19th, 2021

9:15 a.m.

Via Zoom Meeting

9 James Street, Parry Sound, Ontario

To ensure the practice of proper social distancing measures, and to help prevent the spread of COVID-19 in the community, Council Meetings will be held electronically in accordance with section 238 of the Municipal Act, 2001. All Meetings will be recorded, and posted on the Township website for members of the public to view.



(Add-on)

9:15 a.m. FINANCE AND ADMINISTRATION (O)

- 1. Giselle Bodkin, BDO Canada LLP. Presentation of 2020 Financial Statements**

Pages: 1-23

- 2. West Parry Sound Economic Development Collaborative - Update**

Pages: 24-65



Pages: 217-218

- 3. North Bay Parry Sound District Health Unit. Public Health Funding for 2022**

Pages: 66-74

- 4. Asset Management Software**

Pages: 75-103

- 5. In-Person Council Meetings**

Pages: 104-106

Classification: Closed (C) - Closed to the Public Open (O) - Open to the Public

Please note, the timing of matters listed above are approximate and the order in which they are discussed is subject to change.

6. Council Vacancy – Ward 6

➤ **Pages: 219-226**

7. Vacancy on Agencies/Committees/Boards

- Public Works Committee Chair
- Parry Sound Community Policing Advisory Committee
- West Parry Sound District Museum Board

8. Legal Update

➤

9. Closed Meeting

NOW THEREFORE BE IT RESOLVED that the Finance and Administration Committee move into a CLOSED MEETING at _____ a.m./p.m., pursuant to Section 239(2)(e)(f) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, to deal with litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

i) CP Railway – North Shore Crossing

10. Open Meeting

NOW THEREFORE BE IT RESOLVED that the Finance and Administration Committee move out of a CLOSED MEETING at _____ a.m./p.m.

10:30 a.m. PUBLIC WORKS (O)

1. Operational Services Update

Pages: 107-108

2. Purchase of Site 9 Weigh Scale

Pages: 109-111

11:00 a.m. THE ARCHIPELAGO AREA PLANNING BOARD (O)

11:30 a.m. PLANNING AND BUILDING (O)(C)

1. Building Permit Summary

Pages: 112-115

**2. Zoning By-law Amendment –for receipt
(Dellandrea) - Application No. Z08-21**

Pages: 116-187

**3. Site Plan Development Application
(Vincent Payne Marine Ltd. - Application No. SP04-21)**

Pages: 188-201

**4. Halton Hills - Resolution re: Bill 108
Elimination of Local Planning Appeal Tribunal**

Pages: 202-203

5. Municipal Lands – Skerryvore

6. Closed Meeting

NOW THEREFORE BE IT RESOLVED that the Planning and Building Committee move into a CLOSED MEETING at _____ a.m./p.m., pursuant to Section 239(2)(c) (e)(f) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, to deal with a proposed or pending acquisition or disposition of land by the municipality or local board; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

- i) **Property acquisition**
- ii) **OPA No. 68 and ZBLA No. Z02-20 (Gates) – OLT Appeal Update**

7. Open Meeting

NOW THEREFORE BE IT RESOLVED that the Planning and Building Committee move out of a CLOSED MEETING at _____ a.m./p.m.

12:30 p.m. LUNCH

1:00 p.m. PLANNING AND BUILDING (O)

**1. Rian Allen, Planning Consultant. Zoning By-law Review
Draft modifications for discussion purposes**

Pages: 204-216

**The Corporation of the Township of
The Archipelago
Consolidated Financial Statements
Year ended December 31, 2020**

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Independent Auditor's Report

To the Reeve and Councilors of The Corporation of the Township of The Archipelago

Opinion

We have audited the consolidated financial statements of The Corporation of the Township of The Archipelago (the "Township"), which comprise the consolidated statement of financial position as at December 31, 2020, and the consolidated statement of operations and accumulated surplus, the consolidated statement of change in net financial assets and the consolidated statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the The Corporation of the Township of The Archipelago as at December 31, 2020, and its consolidated results of operations, its consolidated change in net financial assets, and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Township to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the Township's audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

August 20, 2020
Barrie, Ontario

The Corporation of the Township of The Archipelago
Consolidated Statement of Financial Position

December 31	2020	2019
Financial assets		
Cash and cash equivalents (Note 2)	\$ 16,323,605	\$ 15,620,960
Taxes receivable	730,468	436,069
Accounts receivable	591,002	372,307
	<u>17,645,075</u>	<u>16,429,336</u>
Liabilities		
Accounts payable and accrued liabilities	1,103,031	880,607
Employee benefits plan liability (Note 4)	491,455	481,170
Deferred revenue and obligatory reserve funds (Note 5)	425,601	281,008
Net long-term debt (Note 6)	1,867,416	1,940,376
Solid waste closure and post-closure liabilities (Note 7)	73,863	113,123
	<u>3,961,366</u>	<u>3,696,284</u>
Net financial assets	<u>13,683,709</u>	<u>12,733,052</u>
Non-financial assets		
Tangible capital assets (Note 9)	34,586,038	33,693,691
Prepaid expenses and inventory	102,990	155,535
	<u>34,689,028</u>	<u>33,849,226</u>
Accumulated surplus	<u>\$ 48,372,737</u>	<u>\$ 46,582,278</u>
Commitments (Note 11)		

The Corporation of the Township of The Archipelago
Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31	Budget 2020 (Note 13)	2020	2019
Revenue			
Taxation (Note 10)	\$ 8,628,884	\$ 8,666,426	\$ 8,451,966
Government grants - Federal	-	3,862	150,133
Government grants - Provincial	1,621,512	1,958,394	2,340,923
User fees and service charges	134,872	191,503	167,006
Permits, licenses and fines	130,500	175,201	222,962
Investment income	300,500	182,750	346,539
Interest charges on arrears taxes receivable and tax sale proceeds	40,000	44,056	107,779
Income from other municipalities	182,035	167,830	126,026
Loss on disposal of tangible capital assets	-	(1,515)	-
Holiday Cove revenue	126,000	191,630	188,493
Miscellaneous revenue	6,905	152,629	27,276
	<u>11,171,208</u>	<u>11,732,766</u>	<u>12,129,103</u>
Expenses			
General government	2,713,198	2,277,112	1,948,263
Protection services	1,247,333	1,185,778	1,179,848
Transportation services	2,134,009	2,165,886	2,200,394
Solid waste services	1,227,766	1,295,442	1,271,843
Health services	716,905	786,564	690,876
Social and family services	1,247,471	1,247,470	1,256,162
Recreation and cultural services	625,389	633,241	652,203
Planning and development	396,250	350,814	351,731
	<u>10,308,321</u>	<u>9,942,307</u>	<u>9,551,320</u>
Annual surplus	<u>862,887</u>	<u>1,790,459</u>	<u>2,577,783</u>
Accumulated surplus, beginning of year	<u>46,582,278</u>	<u>46,582,278</u>	<u>44,004,495</u>
Accumulated surplus, end of year	<u>\$47,445,165</u>	<u>\$48,372,737</u>	<u>\$ 46,582,278</u>

The Corporation of the Township of The Archipelago
Consolidated Statement of Change in Net Financial Assets

Year ended December 31	Budget 2020 (Note 13)	2020	2019
Annual surplus	\$ 862,887	\$ 1,790,459	\$ 2,577,783
Acquisition of tangible capital assets	(2,996,700)	(2,455,956)	(675,173)
Amortization of tangible capital assets	1,562,094	1,562,094	1,557,779
Loss on disposal of tangible capital assets	-	1,515	-
	(571,719)	898,112	3,460,389
Change in prepaid expenses and inventory	-	52,545	(39,470)
Increase in net financial assets	(571,719)	950,657	3,420,919
Net financial assets, beginning of year	12,733,052	12,733,052	9,312,133
Net financial assets, end of year	\$ 12,161,333	\$ 13,683,709	\$ 12,733,052

The Corporation of the Township of The Archipelago
Consolidated Statement of Cash Flows

Year ended December 31	2020	2019
Operating transactions		
Annual surplus	\$ 1,790,459	\$ 2,577,783
Items not involving cash		
Amortization of tangible capital assets	1,562,094	1,557,779
Loss on disposal of tangible capital assets	1,515	-
Changes in non-cash operating balances		
Taxes receivable	(294,399)	64,998
Accounts receivable	(218,695)	(4,047)
Prepaid expenses and inventories of supplies	52,545	(39,470)
Accounts payable and accrued liabilities	222,424	(150,559)
Employee benefits plan liability	10,285	1,488
Deferred revenue and obligatory reserve funds	144,593	(17,048)
Solid waste closure and post-closure liabilities	(39,260)	9,646
	<u>3,231,561</u>	<u>4,000,570</u>
Capital transactions		
Acquisition of tangible capital assets	<u>(2,455,956)</u>	<u>(675,173)</u>
Investing transactions		
Proceeds on disposition (acquisition) of portfolio investments	<u>-</u>	<u>7,118,603</u>
Financing transactions		
Proceeds from issuance of long-term debt	-	442,000
Repayment of long-term debt	<u>(72,960)</u>	<u>(319,703)</u>
	<u>(72,960)</u>	<u>122,297</u>
Increase in cash and cash equivalents	702,645	10,566,297
Cash and cash equivalents, beginning of year	<u>15,620,960</u>	<u>5,054,663</u>
Cash and cash equivalents, end of year	<u>\$ 16,323,605</u>	<u>\$ 15,620,960</u>

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2020

1. Summary of Significant Accounting Policies

Nature of Business	The Corporation of the Township of The Archipelago (the "Township") is a municipality in the Province of Ontario and operates under the provisions of the Community Charter. The Township provides municipal services such as fire, public works, planning, parks, recreation and other general government services.				
Management's Responsibility	The consolidated financial statements of the Township are the responsibility of management. They have been prepared in accordance with Canadian generally accepted accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.				
Basis of Consolidation	<p>The consolidated financial statements reflect the assets, liabilities, revenue and expenses of all municipal organizations, committees and Boards which are owned or controlled by the Township which includes the following organizations:</p> <table><tr><td>Archipelago Area Planning Board</td><td>100%</td></tr><tr><td>Georgian Cliffs Memorial Park</td><td>100%</td></tr></table> <p>All inter-entity transactions and balances have been eliminated.</p>	Archipelago Area Planning Board	100%	Georgian Cliffs Memorial Park	100%
Archipelago Area Planning Board	100%				
Georgian Cliffs Memorial Park	100%				
Basis of Accounting	Sources of financing and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which the transactions or events occurred that give rise to the revenues; expenses are recognized in the period the goods or services are acquired and a legal liability is incurred or transfers are due.				
Non-financial assets	Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.				
Cash and Cash Equivalents	Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.				
Portfolio Investments	Portfolio investments are recorded at cost unless there has been a decline in the market value which is other than temporary in nature in which case the investments are written down to market value.				

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2020

1. Summary of Significant Accounting Policies (continued)

Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Land improvements	15 to 50 years
Buildings	75 years
Building improvements	15 to 20 years
Vehicles and vessels	5 to 15 years
Linear assets	5 to 50 years
Machinery and equipment	10 to 15 years
Furniture and fixtures	5 to 10 years
Computer hardware and software	3 to 5 years

Tangible Capital Assets Under Construction

Tangible capital assets under construction are recorded at cost. When construction is completed the tangible capital asset under construction will be transferred to tangible capital assets and amortized based on its classification.

Collection of Taxes on Behalf of Other Taxation Authorities

The Township collects taxation revenue on behalf of the Near North District School Board. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of this entity are not reflected in these financial statements.

Pension Plan

The Township is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. The Township has adopted defined contribution plan accounting principles for this Plan because insufficient information is available to apply defined benefit plan accounting principles. The Township records as pension expense the amount paid to OMERS during the year plus any amounts owing to OMERS for the year ended.

Deferred Revenue

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year in which it is used for the specified purpose.

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2020

1. Summary of Significant Accounting Policies (continued)

Government Transfers	Revenue is recognized when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.
Revenue Recognition	<p>Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts.</p> <p>User fees and service charges and other revenue are recognized on an accrual basis, when services have been rendered.</p>
Solid Waste Landfills	The estimated costs to close and maintain solid waste landfill sites are based on estimated future expenses in current dollars, discounted, adjusted for estimated inflation, and are charged to expense as the landfill site's capacity is used.
Use of Estimates	The preparation of consolidated financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. The principal estimates used in the preparation of these financial statements include the useful life and valuation of tangible capital assets and significant accruals such as employee benefits plan, future liabilities for solid waste closure and post-closure. Actual results could differ from management's best estimates as additional information becomes available in the future.
Non-pension Post Retirement Benefits	<p>The Township accrues its obligations under employee benefit plans as the employees render the services necessary to earn employee future benefits.</p> <p>The Township has adopted the following valuation methods and assumptions:</p> <p>a) Actuarial cost method:</p> <p>Accrued benefit obligations are computed using the projected benefit method prorated on service, as defined in PSAB 3250. The objective under this method is to expense each member's benefit under the plan taking into consideration projections of benefit costs to and during retirement. Under this method an equal portion of total estimated future benefit is attributed to each year of service.</p>

The Corporation of the Township of The Archipelago
Notes to the Consolidated Financial Statements

December 31, 2020

1. Summary of Significant Accounting Policies (continued)

b) Funding policy:

The non-pension post retirement benefits are funded on a pay-as-you-go basis. The Township funds on a cash basis as benefits are paid. No assets have been formally segregated and restricted to provide the non-pension post retirement benefits.

c) Accounting policies:

Actuarial gains and losses are amortized on a straight line basis over the expected average remaining service life ('EARS') of members expected to receive benefits under the plan, with amortization commencing in the period following the determination of the gain or loss. Obligations are attributed to the period beginning on the member's date of hire and ending on the earlier of the retirement and the full eligibility date. The Township's fiscal year-end is December 31 and this is the measurement date of the Township's obligation.

**Workplace Safety and
Insurance Board**

The Township is a schedule 2 employer under the Workplace Safety and Insurance Board and as such the Township bears the cost of certain insurance and pension benefits awarded under the workplace safety and insurance legislation. No future obligations have been accrued in these consolidated financial statements as Township does not have a fire department or any ongoing issues and as such WSIB estimates their future liability as \$nil.

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2020

2. Cash and Cash Equivalents

	2020	2019
Unrestricted cash	\$ 16,024,341	\$ 15,364,019
Restricted cash - obligatory reserve fund	73,057	72,207
Designated - reserve fund	134,965	101,250
Designated - cemetery	91,242	83,484
	<u>\$ 16,323,605</u>	<u>\$ 15,620,960</u>

The Township has an operating loan with TD Canada Trust. Interest is charged at a variable rate at the bank's prime rate minus 0.75%. The maximum authorized amount is \$2,000,000. The balance outstanding on this credit facility as of December 31, 2020 is \$NIL.

3. Pension Plan

The Township makes contributions to the Ontario Municipal Employees Retirement Fund ("OMERS"), which is a multi-employer pension plan. The plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employee based on length of service and rates of pay. OMERS provides pension services to over half a million active and retired members and approximately 1,000 employers. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2020. The results of this valuation disclosed total actuarial liabilities of \$113,055 million in respect of benefits accrued for service with actuarial assets at that date of \$109,844 million indicating an actuarial deficit of \$3,211 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Township does not recognize any share of the OMERS pension surplus or deficit. Contributions made by the Township to OMERS for the year were \$231,922 (2019 - \$202,269).

The Corporation of the Township of The Archipelago
Notes to the Consolidated Financial Statements

December 31, 2020

4. Employee Benefits Plan Liability

	2020	2019
Accumulated post retirement benefits - accrued obligation	\$ 319,260	\$ 289,614
Unamortized net actuarial loss	(29,958)	(8,017)
	<u>289,302</u>	<u>281,597</u>
Vacation	202,153	199,573
	<u>\$ 491,455</u>	<u>\$ 481,170</u>

The post employment benefit expense is reported as a component of expenses on the statement of operations and accumulated surplus. The expense is comprised of the following:

	2020	2019
Current year benefit cost	\$ 15,870	\$ 17,674
Interest on accrued benefit obligation	8,855	9,614
Amortization on actuarial (gain) loss	(1,461)	1,404
Total expense related to post-employment benefits	<u>\$ 23,264</u>	<u>\$ 28,692</u>

The amount of post retirement benefits paid during the year were \$11,042 (2019 - \$11,858).

Retirement Benefits

Retirement Health Care Benefits

The Township provides dental and health care benefits to certain employee groups after retirement until the members reach 65 years of age. The benefit costs and liabilities related to this plan are based on an actuarial valuation prepared by an independent firm. The date of the last actuarial valuation was as of January 1, 2020.

The accrued benefit obligations for the Township's employee future benefit plans as at December 31, 2020 are based on actuarial valuations for accounting purposes as at January 1, 2020 and forecasted to December 31, 2022. These actuarial valuations were based on assumptions about future events. The economic assumptions used in these valuations are management's best estimates of expected rates as follows:

	2020	2019
Discount on accrued benefit obligations	2.00%	3.40%
Health care cost escalation - first year	5.37%	6.00%
- decreasing by 0.12% per annum to	4.75%	4.50%
Dental costs escalation	2.75%	2.75%

The Corporation of the Township of The Archipelago
Notes to the Consolidated Financial Statements

December 31, 2020

5. Deferred Revenue and Obligatory Reserve Funds

	Opening balance	Contributions received	Externally restricted investment income	Revenue recognized	Ending balance
Federal gas tax	101,648	32,217	1,187	-	\$ 135,052
Recreational land	72,336	-	768	-	73,104
Total Obligatory	173,984	32,217	1,955	-	208,156
Other	16,075	200	-	(1,356)	14,919
EMS Station	37,333	-	-	(2,667)	34,666
Henvey Inlet Wind Project	17,670	50,443	-	-	68,113
OCIF	-	111,775	672	(12,700)	99,747
Main Street Revitalization	35,946	-	397	(36,343)	-
Total	281,008	194,635	3,024	(53,066)	\$ 425,601

Federal gas tax

Gas tax revenue is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Township and the Province of Ontario. Gas tax funding may be used towards designated community energy, water, wastewater, solid waste and capacity building projects as specified in the funding agreements.

Recreational land

The parkland reserve funds have been set aside as required by provincial legislation which restricts how these funds may be used and, under certain circumstances, how these funds may be refunded.

Other

Certain donations have been externally restricted by contributors for projects that have not been completed. These have been deferred until the project is started.

EMS Station

The Township leases an EMS base to The Town of Parry Sound. The Town of Parry Sound paid an amount upfront to be amortized evenly over the 15 year lease term.

Henvey Inlet Wind Project

Annual contributions from the Henvey Inlet Wind Project are externally restricted for the establishment and funding of projects and initiatives that benefit residence or the Township as per the Community Benefit Agreement.

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2020

5. Deferred Revenue and Obligatory Reserve Funds (continued)

Ontario Community Infrastructure Fund (OCIF)

OCIF is externally restricted by the Ministry of Infrastructure and can only be used for eligible community infrastructure projects.

Main Street Revitalization

Main Street Revitalization Fund is externally restricted by The Association of Municipalities Ontario and can only be used for eligible projects to support revitalization activities within main street areas.

6. Net Long-term Debt

Net long-term debt reported on the statement of financial position is comprised of the following:

	2020	2019
Debenture advance for Point au Baril Nursing Station; interest rate of 3.36%, blended semi-annual payments of \$31,361, maturing February 2039	\$ 858,947	\$ 891,974
Debenture for Skerryvore Road; interest rate of 3.43%, blended monthly payments of \$37,777, maturing July 2038	1,008,469	1,048,402
	<u>\$ 1,867,416</u>	<u>\$ 1,940,376</u>

Principal repayments for the next five years and thereafter are as follows:

2021	\$ 75,461
2022	78,047
2023	80,722
2024	83,488
2025	86,350
Thereafter	<u>1,463,348</u>
	<u>\$ 1,867,416</u>

The gross interest included in expenditures relating to the above long-term debt was \$64,172 (2019 - \$65,234). The above long-term liabilities have been approved by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2020

7. Solid Waste Closure and Post-Closure Liabilities

Solid waste closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, removal of ground water and leachates, and ongoing environmental monitoring, site inspection and maintenance. The present value of the Township's estimated future liability for this expense is recognized as the landfill site's capacity is used. The liability and annual expense is calculated based on the ratio of utilization to total capacity of the landfill site and the discounted estimated cash flows associated with closure and post-closure activities. The reported liability as at year end was \$73,863 (2019 - \$113,123) and reflects a discount rate of 3.40% (2019 - 3.40%).

The liability is based on estimates and assumptions related to events extending over the remaining life of the landfill. The landfill is expected to reach its capacity in 20 years and the estimated remaining capacity is 24,200 cubic metres which is 34% (2019 - 36%) of the site's total capacity. The total undiscounted estimated future expenditures for closure and post-closure care are \$112,613 (2019 - \$175,602) leaving an amount to be recognized of \$38,750 (2019 - \$62,479). The estimated length of time needed for post-closure care is 15 years.

8. Uncertainty due to COVID-19

The global pandemic, as a result of COVID-19, has disrupted economic activities and supply chains. As the impacts of COVID-19 continue, there could be further impact on the Township, its citizens, employees, suppliers and other third parties that could impact the timing and amounts realized on the Township's assets and future ability to deliver services and projects. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration and the related financial impact cannot be reasonably estimated at this time. At this time, the full potential impact of COVID-19 on the Township is not known. The Township will continue to focus on collecting receivables, managing expenditures and leveraging existing reserves and available credit facilities to ensure it is able to continue providing essential services to its citizens.

The Corporation of the Township of The Archipelago
Notes to the Consolidated Financial Statements

December 31, 2020

9. Tangible Capital Assets

											2020
	Land	Land Improvements	Building	Building Improvements	Vehicles and Vessels	Linear Assets	Machinery and Equipment	Furniture and Fixtures	Computer Hardware and Software	Construction in Progress	Total
Cost, beginning of year	\$ 3,555,422	\$ 4,898,154	\$ 3,986,870	\$ 454,732	\$ 1,354,197	\$ 37,631,480	\$ 1,778,861	\$ 208,891	\$ 411,248	\$ 32,227	\$ 54,312,082
Additions		29,164	30,000	186,719	493,229	1,638,136	30,975	22,039	-	25,694	2,455,956
Disposals		-	-	-	(274,100)	-	-	-	-	-	(274,100)
Transfer of WIP		-	-	-	-	21,233	-	-	-	(21,233)	-
Cost, end of year	\$ 3,555,422	\$ 4,927,318	\$ 4,016,870	\$ 641,451	\$ 1,573,326	\$ 39,290,849	\$ 1,809,836	\$ 230,930	\$ 411,248	\$ 36,688	\$ 56,493,938
Accumulated amortization, beginning of year	\$ -	\$ 1,035,629	\$ 871,634	\$ 241,296	\$ 995,456	\$ 15,490,467	\$ 1,454,675	\$ 166,316	\$ 362,918	\$ -	\$ 20,618,391
Amortization		121,968	53,992	23,837	126,875	1,120,525	75,932	10,755	28,210	-	1,562,094
Disposals		-	-	-	(272,585)	-	-	-	-	-	(272,585)
Accumulated amortization, end of year	\$ -	\$ 1,157,597	\$ 925,626	\$ 265,133	\$ 849,746	\$ 16,610,992	\$ 1,530,607	\$ 177,071	\$ 391,128	\$ -	\$ 21,907,900
Net carrying amount, end of year	\$ 3,555,422	\$ 3,769,721	\$ 3,091,244	\$ 376,318	\$ 723,580	\$ 22,679,857	\$ 279,229	\$ 53,859	\$ 20,120	\$ 36,688	\$ 34,586,038

The Corporation of the Township of The Archipelago
Notes to the Consolidated Financial Statements

December 31, 2020

9. Tangible Capital Assets (continued)

											2019
	Land	Land Improvements	Buildings	Building Improvements	Vehicles and Vessels	Linear Assets	Machinery and Equipment	Furniture and Fixtures	Computer Hardware and Software	Construction in Progress	Total
Cost, beginning of year	\$ 3,555,422	\$ 4,748,760	\$ 3,042,100	\$ 454,732	\$ 1,354,197	\$ 37,151,095	\$ 1,665,172	\$ 193,561	\$ 385,997	\$ 1,085,873	\$ 53,636,909
Additions		140,520	-	-	-	226,549	-	15,330	22,722	270,052	675,173
Transfer of WIP	-	8,874	944,770	-	-	253,836	113,689	-	2,529	(1,323,698)	-
Cost, end of year	\$ 3,555,422	\$ 4,898,154	\$ 3,986,870	\$ 454,732	\$ 1,354,197	\$ 37,631,480	\$ 1,778,861	\$ 208,891	\$ 411,248	\$ 32,227	\$ 54,312,082
Accumulated amortization, beginning of year	\$ -	\$ 915,600	\$ 803,526	\$ 221,188	\$ 894,717	\$ 14,421,447	\$ 1,319,594	\$ 153,715	\$ 330,825	\$ -	\$ 19,060,612
Amortization		120,029	68,108	20,108	100,739	1,069,020	135,081	12,601	32,093	-	1,557,779
Accumulated amortization, end of year	\$ -	\$ 1,035,629	\$ 871,634	\$ 241,296	\$ 995,456	\$ 15,490,467	\$ 1,454,675	\$ 166,316	\$ 362,918	\$ -	\$ 20,618,391
Net carrying amount, end of year	\$ 3,555,422	\$ 3,862,525	\$ 3,115,236	\$ 213,436	\$ 358,741	\$ 22,141,013	\$ 324,186	\$ 42,575	\$ 48,330	\$ 32,227	\$ 33,693,691

The net book value of tangible capital assets not being amortized because they are under construction (or development or have been removed from service) is \$36,688 (2019 - \$32,227).

The Corporation of the Township of The Archipelago
Notes to the Consolidated Financial Statements

December 31, 2020

10. Taxation

	Budget 2020 (Note 13)	2020	2019
Property taxes	\$ 11,863,505	\$ 11,910,752	\$ 11,792,763
Payments to school board	(3,234,621)	(3,244,326)	(3,340,797)
Available for general municipal purposes	\$ 8,628,884	\$ 8,666,426	\$ 8,451,966

11. Commitments

The Township has two agreements with the Township of Seguin Fire Department for fire protection services.

Crane Lake Area: the term of the agreement is five years expiring December 31, 2024. The total cost is based on number of properties and approximates \$52,000 per year.

Blackstone Lake Area: the term of the agreement is five years expiring March 31, 2022. The total cost is based on number of properties and approximates \$30,000 per year.

The Township has an agreement with the Parry Sound Public Library Board for library services. The term of the agreement is two years expiring December 31, 2022 and the cost is \$31,820 per year.

The Township has an agreement with SJB Construction Inc. for the lease of office space. The term of the agreement is approximately four years expiring December 31, 2024 and the cost is \$24,000 per year.

The Township has an agreement with Vianet Inc. for internet tower infrastructure and internet services. The term of the agreement is twenty years expiring April 1, 2041 and the cost is \$24,000 per year.

12. Contributions to Unconsolidated Joint Boards

The following contributions were made to these joint boards:

	2020	2019
North Bay Parry Sound Health Unit	\$ 25,539	\$ 26,453
District of Parry Sound Social Services Administration Board	914,178	921,823
District of Parry Sound (West) Belvedere Heights		
Home for the Aged	333,292	334,339

The Township is contingently liable for its share of any accumulated deficits as at the end of the year for these boards. As of our reporting date, the 2020 audited financial statements indicate that the boards have a surplus.

The Corporation of the Township of The Archipelago
Notes to the Consolidated Financial Statements

December 31, 2020

13. Budget

The Financial Plan (Budget) By-Law adopted by Council on April 23, 2020 was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards require a full accrual basis. The budget figures anticipated use of surpluses accumulated in previous years to reduce current year expenditures in excess of current year revenues to \$NIL. In addition, the budget expensed all tangible capital expenditures rather than including amortization expense. As a result, the budget figures presented in the consolidated statements of operations and change in net financial assets represent the Financial Plan adopted by Council on April 23, 2020 with adjustments as follows:

	<u>2020</u>
Financial Plan (Budget) Bylaw surplus for the year	\$ -
Add:	
Capital expenditures	2,996,700
Budgeted transfers to accumulated surplus	-
Less:	
Budgeted transfers from accumulated surplus	(571,719)
Amortization	<u>(1,562,094)</u>
Budget surplus per statement of operations	<u>\$ 862,887</u>

14. Segmented Information

The Township is a diversified municipal government institution that provides a wide range of services to its citizens such as police, fire and water and roads. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

This item is related to the revenues and expenses that relate to the operations of the Township itself and cannot be directly attributed to a specific segment. As well, bio forest, water quality, fish management and environmental issues are included in this segment.

Protection to Persons and Property

Protection is comprised of fire prevention, building inspections, by-law enforcement and police. The township does not have a fire department, however it has negotiated contracts with other municipalities for limited vehicle/vessel rescues in certain areas. Forest fires not including structural fires is by agreement with the Ministry of Natural Resources. Fire prevention and education programs are delivered by the Township. The Township pays a levy for the Ontario Provincial Police.

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2020

14. Segmented Information (continued)

Transportation

Transportation is responsible for maintaining and upgrading roads in the Township.

Solid Waste

Solid waste services consists of providing waste disposal to citizens.

Health

Health services are comprised of public health unit which works to improve the overall health of the population and overcome health inequalities by providing services to individuals and communities. Health services also oversee the care and maintenance of the cemetery.

Social and Family Services

Social service provides services that help the less fortunate in society. Social housing is provided to help shelter families and elderly in need.

Recreation and Culture

Recreational programs and cultural programs like seniors' walking group, pickleball, euchre, church etc. are provided at the community centre. The Township provides dock facilities including a marina for its residents. Also, the Municipality provides library services through a contract with the Parry Sound Public Library Board to assist with its citizens' informational needs.

Planning and Development

This department provides a number of services including severances, zonings and review of all property development plans through its application process.

The accounting policies of the segments are the same as those described in the summary of significant accounting policies. In measuring and reporting segment revenue from transactions with other segments, inter-segment transfers are measured on the basis of cost. Amounts that are directly attributable to a number of segments have been allocated on a reasonable basis as follows:

Taxation, fees and user charges

allocated to those segments that are funded by these amounts based on the net surplus for the year

Grants

based on nature of grant

The Corporation of the Township of The Archipelago
Notes to the Consolidated Financial Statements

December 31, 2020

14. Segmented Information (continued)

For the year ended December 31	General government	Protection to persons and property	Transportation	Solid waste	Health	Social and family services	Recreation and culture	Planning and development	2020 Total
Revenue									
Taxation	\$ 2,048,411	\$ 973,847	\$ 1,963,538	\$ 1,105,992	\$ 671,089	\$ 1,247,470	\$ 411,073	\$ 245,006	\$ 8,666,426
Government grants - Federal	-	-	3,862	-	-	-	-	-	3,862
Government grants - Provincial	1,606,164	39,416	65,066	135,908	67,911	-	26,574	17,355	1,958,394
User fees and service charges	16,522	-	2,501	53,542	41,755	-	358	76,825	191,503
Permits, licenses and fines	1,834	172,917	450	-	-	-	-	-	175,201
Investment income	181,379	-	-	-	905	-	-	466	182,750
Interest charges and tax sale proceeds	43,305	598	153	-	-	-	-	-	44,056
Income from other municipalities	167,830	-	-	-	-	-	-	-	167,830
Loss on disposal of tangible capital assets	-	-	(1,515)	-	-	-	-	-	(1,515)
Holiday Cove revenue	-	-	-	-	-	-	191,630	-	191,630
Miscellaneous revenue	5,050	-	131,831	-	2,842	-	3,606	9,300	152,629
	4,070,495	1,186,778	2,165,886	1,295,442	784,502	1,247,470	633,241	348,952	11,732,766
Expenses									
Salaries and benefits	1,326,323	326,936	572,674	743,360	3,110	-	197,650	308,865	3,478,918
Supplies and services	709,651	142,056	303,476	476,995	22,249	-	159,515	41,949	1,855,891
Interest	-	-	34,937	-	29,235	-	-	-	64,172
Fee and contract services	168,045	706,152	-	14,446	718,282	1,247,470	126,837	-	2,981,232
Amortization	73,093	10,634	1,254,799	60,641	13,688	-	149,239	-	1,562,094
	2,277,112	1,185,778	2,165,886	1,295,442	786,564	1,247,470	633,241	350,814	9,942,307
Net surplus	\$ 1,793,383	\$ 1,000	\$ -	\$ -	\$ (2,062)	\$ -	\$ -	\$ (1,862)	\$ 1,790,459

The Corporation of the Township of The Archipelago
Notes to the Consolidated Financial Statements

December 31, 2020

14. Segmented Information (continued)

For the year ended December 31	General government	Protection to persons and property	Transportation	Solid waste	Health	Social and family services	Recreation and culture	Planning and development	2019 Total
Revenue									
Taxation	\$ 1,582,314	\$ 968,274	\$ 2,195,328	\$ 1,115,450	\$ 642,930	\$ 1,256,162	\$ 438,794	\$ 252,714	\$ 8,451,966
Government grants - Federal	150,133	-	-	-	-	-	-	-	150,133
Government grants - Provincial	2,192,221	-	-	116,275	-	-	15,072	17,355	2,340,923
User fees and service charges	13,873	-	104	40,118	41,755	-	10	71,146	167,006
Permits, licenses and fines	10,892	211,320	750	-	-	-	-	-	222,962
Investment income	343,453	-	-	-	1,770	-	-	1,316	346,539
Interest charges and tax sale proceeds	107,134	254	-	-	-	-	391	-	107,779
Income from other municipalities	126,026	-	-	-	-	-	-	-	126,026
Holiday Cove revenue	-	-	-	-	-	-	188,493	-	188,493
Miscellaneous revenue	-	-	4,212	-	4,421	-	9,443	9,200	27,276
	<u>4,526,046</u>	<u>1,179,848</u>	<u>2,200,394</u>	<u>1,271,843</u>	<u>690,876</u>	<u>1,256,162</u>	<u>652,203</u>	<u>351,731</u>	<u>12,129,103</u>
Expenses									
Salaries and benefits	1,099,783	293,473	594,543	623,971	495	-	173,474	285,989	3,071,728
Supplies and services	591,493	152,425	379,423	511,961	7,272	-	188,418	65,742	1,896,734
Interest	-	-	48,881	-	16,354	-	-	-	65,235
Fee and contract services	182,948	723,001	-	14,277	637,797	1,256,162	145,659	-	2,959,844
Amortization	74,039	10,949	1,177,547	121,634	28,958	-	144,652	-	1,557,779
	<u>1,948,263</u>	<u>1,179,848</u>	<u>2,200,394</u>	<u>1,271,843</u>	<u>690,876</u>	<u>1,256,162</u>	<u>652,203</u>	<u>351,731</u>	<u>9,551,320</u>
Net surplus	<u>\$ 2,577,783</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,577,783</u>

West Parry Sound Economic Development Collaborative

Work Program Updates

Subject: Economic Development Update - August 2-6

From: James Cox <edo@investwps.com>

Date: 2021-08-06, 5:06 p.m.

To: Clayton Harris <charris@townofparrysound.com>, Jason Inwood <jinwood@seguin.ca>, John Fior <jfior@thearchipelago.on.ca>, Kevin McLlwain <kmcllwain@carling.ca>, Lance Sherk <lance.sherk@township.mckellar.on.ca>, Michelle Hendry <michelle.hendry@whitestone.ca>, Tim Hunt <thunt@mcdougall.ca>

Hello everyone,

Please find below the update on my activities for the week, as well as my comments on economic development trends that have come to my attention. I have also included the amount of time allocated to each task, for the Committee's information.

Corporate Calling

One of the planned corporate calls needed to be rescheduled until later in the month, and the other proceeded as planned. I was also able to close off two active files through follow-up resources.

Approximate time: 6 hours

Website Content Development

Drafting of the new website content continues apace. Some of the local businesses we have dealt with in the past few months have expressed a willingness to provide testimonials for the website (there is only a single testimonial at present). *Approximate time: 5 hours*

Airport Strategic Plan

As noted in last week's update, the project is moving towards separating out the planning for airport operations from the development of the business park. There were still items requiring research and follow-up from the July 27 meeting. The next commission meeting is on Tuesday. *Approximate time: 3 hours*

Vacant Land Inventory Update

I've started the August update of the vacant land inventory: checking the status of listed properties, contacting owners to verify their intentions, and contacting local real estate to verify any new listings. There are a few sites in the area that have been listed recently that I am hoping to visit in person next week. *Approximate time: 4 hours*

Support Organization Outreach

I have started reaching out to the other economic development supportive organizations in the area to check in and share updates. Although I am in contact with some groups fairly regularly, I aim to do a systematic check-in with all of our partners around three times per year. *Approximate time: 4 hours*

Ontario Creates Regional Call

I have been invited to participate in the Ontario Creates weekly update call, which brings together film industry groups and municipal EDOs and film offices to discuss updates and developments in the sector. I am not planning to join the call every week, but will do so periodically to stay apprised of any major developments. *Approximate time: 2 hours*

Administrative work

This includes regularly returning emails/phone calls, tracking budget and project progress for FedNor, agenda preparation, preparing materials for the Steering Committee, meetings with the Chair and/or Vice-Chair, and other associated tasks. *Approximate time: 6 hours*

Please let me know if anyone has any questions.

Regards,
James

James Cox

Regional Economic Development Officer
West Parry Sound Economic Development Collaborative



9 James Street, Parry Sound ON P2A 1T4
705-774-1809
edo@investwps.com
investwps.com

Subject: Economic Development Update - July 26-30

From: James Cox <edo@investwps.com>

Date: 2021-07-30, 5:42 p.m.

To: Clayton Harris <charris@townofparrysound.com>, Jason Inwood <jinwood@seguin.ca>, John Fior <jfior@thearchipelago.on.ca>, Kevin McLlwain <kmcllwain@carling.ca>, Lance Sherk <lance.sherk@township.mckellar.on.ca>, Michelle Hendry <michelle.hendry@whitestone.ca>, Tim Hunt <thunt@mcdougall.ca>

Hello everyone,

Please find below the update on my activities for the week, as well as my comments on economic development trends that have come to my attention. I have also included the amount of time allocated to each task, for the Committee's information.

Corporate Calls

One additional corporate call was conducted this week, along with the ongoing follow-up on previous calls. To date, I have been able to schedule six business visits over the month of August, focused (at the moment) on the hospitality sector. *Approximate time: 5 hours*

BR+E

I had a good conversation with the team at Almaguin Community Economic Development about their approach and some of the lessons learned from the regional BR+E they conducted in 2016. The project was similar in scope to what we are looking to attempt, and they were able to access funding through FedNor and NOHFC to bring on a consultant to help implement the survey. It is still my intent to bring forward a detailed implementation plan for our project for the August meeting. *Approximate time: 4 hours*

Airport Strategic Plan

There was a strategic planning discussion with the Airport Commission on Tuesday morning, which primarily involved a needs assessment for both the airport and the business park. The project is moving towards separating out the planning for airport operations from the development of the business park. There were several items of discussion that have required some follow-up as more specific needs are identified; I anticipate that the airport operations planning will need to be passed to a facilitator and my involvement will remain focused on positioning the business park for future development. *Approximate time: 6 hours*

Website content development

Content review and development continues. Currently, we are on track to implement the full update of the site by the end of August. *Approximate time: 6 hours*

Ontario Film Commission outreach

I continue to work with Ontario Creates to expand the resources available for the film industry in the area. We have tentatively arranged for some location scouting and photography to be done in West Parry Sound for the third week of August. *Approximate time: 2 hours*

Bi-weekly regional meeting

This week's discussion focused primarily on the rollout of new federal grant programs (Canada Community Revitalization Fund, Tourism Recovery Fund, Canadian Hiring Recovery Program). It was also noted that although most support organizations are slowly transitioning back to in-person service, groups like The Business Centre that previously had satellite offices in Parry Sound are not planning on reopening them and will continue to serve their clients in our area remotely. I am not anticipating this will have a major impact on the accessibility of support services, but I am going to monitor the situation over the coming months. *Approximate time: 2 hours*

Administrative work

This includes regularly returning emails/phone calls, tracking budget and project progress for FedNor, agenda preparation, preparing materials for the Steering Committee, meetings with the Chair and/or Vice-Chair, and other associated tasks. *Approximate time: 10 hours*

Please let me know if anyone has any questions.

Regards,
James

James Cox

Regional Economic Development Officer
West Parry Sound Economic Development Collaborative



9 James Street, Parry Sound ON P2A 1T4
705-774-1809
edo@investwps.com
investwps.com

Subject: Economic Development Update - July

From: James Cox <edo@investwps.com>

Date: 2021-07-23, 5:32 p.m.

To: Clayton Harris <charris@townofparrysound.com>, Jason Inwood <jinwood@seguin.ca>, John Fior <jfior@thearchipelago.on.ca>, Kevin McIlwain <kmcllwain@carling.ca>, Lance Sherk <lance.sherk@township.mckellar.on.ca>, Michelle Hendry <michelle.hendry@whitestone.ca>, Tim Hunt <thunt@mcdougall.ca>

Hello everyone,

Please find below the update on my activities for the week, as well as my comments on economic development trends that have come to my attention. I have also included the amount of time allocated to each task, for the Committee's information.

Corporate Calling/BR+E

No new corporate calls this week. I met with the CEO of SuccessionMatching and had a very positive discussion about their services connecting businesses with investors and/or new owners. They are able to offer services in our area through a partnership with the CFDCs. I have reached out to any businesses that identified challenges with succession planning to connect them with the service. Preparation for the BR+E project also continues, and Lance and I met with NOHFC to discuss grant funding options on Wednesday. *Approximate time: 10 hours*

Website content development

I have redrafted the content for our sector pages and reached out to some notable businesses for testimonials. I have also provided iSparks with a reference list of content/graphics that will need to be updated immediately (e.g. the map of the area that excludes McKellar...) *Approximate time: 8 hours*

Airport Strategic Plan - Research and Preparation

The next strategic planning meeting will be held on Tuesday morning, and will be focusing on the role of business park as a regional strategic asset. *Approximate time: 5 hours*

Administrative work

This includes regularly returning emails/phone calls, tracking budget and project progress for FedNor, agenda preparation, preparing materials for the Steering Committee, meetings with the Chair and/or Vice-Chair, and other associated tasks. *Approximate time: 12 hours*

Please let me know if anyone has any specific questions.

Thank you,
James

James Cox

Regional Economic Development Officer

West Parry Sound Economic Development Collaborative



9 James Street, Parry Sound ON P2A 1T4

705-774-1809

edo@investwps.com

investwps.com

Subject: Economic Development Update - July 12-16

From: James Cox <edo@investwps.com>

Date: 2021-07-16, 5:07 p.m.

To: Clayton Harris <charris@townofparrysound.com>, Jason Inwood <jinwood@seguin.ca>, John Fior <jfior@thearchipelago.on.ca>, Kevin McLlwain <kmcllwain@carling.ca>, Lance Sherk <lance.sherk@township.mckellar.on.ca>, Michelle Hendry <michelle.hendry@whitestone.ca>, Tim Hunt <thunt@mcdougall.ca>

Hello everyone,

Please find below the update on my activities for the week, as well as my comments on economic development trends that have come to my attention. I have also included the amount of time allocated to each task, for the Committee's information.

Virtual Film FAM Tour Follow-up

Several producers sent follow-up questions following last week's virtual FAM tour, mostly focused on questions about the film permitting process, regional accommodations, and specific locations within the area. I conducted four location visits to take some additional photography that was requested. CION has indicated that most of the productions should have made their location decisions by the end of the month. The six productions that participated in the tour have a cumulative budget of \$4.6 million. I also had a meeting with CION and the Ontario Film Commission regarding next steps to update and expand the West Parry Sound region's presence in the Ontario Creates Location Library. I will be bringing more information on these next steps to the Steering Committee at a future meeting (likely in August). *Approximate time: 7 hours*

Note: One of the producers has asked if there are any caves or locations that could double as caves in our area. I am not aware of any, but I would ask anyone that might know of one to please let me know.

Corporate Calling/BR+E

I conducted two corporate calls this week and continued my follow-up on the active files remaining from previous calls. I have connected with SuccessionMatching, a company that works with Community Futures organizations throughout the province to connect business owners looking to retire with potential successors. I have a follow-up meeting with them next week, and if it is successful I will be providing their information to the area businesses that have already identified succession planning as a challenge. *Approximate time: 9 hours*

Follow-up on new federal grant funding

The federal government opened applications for both the Tourism Relief Fund and the Jobs and Growth Fund this week. I have been connecting with any businesses that may benefit from the funding, providing information, and offering support if they opt to proceed with an application. *Approximate time: 3 hours*

Correspondence with Georgian Bay Biosphere

The Georgian Bay Biosphere has been working on a proposal/grant application for regional tourism recovery, and requested early feedback on their direction. I will continue to advise the committee if

there are more concrete developments on this front. *Approximate time: 2 hours*

Update of vacant land inventory

Keeping our vacant land inventory up to date is a moving target. I aim to maintain the data at least once a month, more often if time permits. This involves checking the status of listed properties, contacting owners to verify their intentions, and contacting local real estate to verify any new listings. *Approximate time: 3 hours*

Website content development

I have completed the complete review of the website and identified all incorrect/outdated information, as well as areas where the content is confusing, redundant, or could otherwise be improved. Content drafting is anticipated to continue throughout the summer. *Approximate time: 2 hours*

Bi-weekly regional meeting

I participate in a bi-weekly meeting of all economic development supportive organizations in Parry Sound and Nipissing Districts. This is an opportunity to keep current on developments in the area, new funding opportunities or support programs, and strengthen existing partnerships. *Approximate time: 2 hours*

Administrative work

This includes regularly returning emails/phone calls, tracking budget and project progress for FedNor, agenda preparation, preparing materials for the Steering Committee, meetings with the Chair and/or Vice-Chair, and other associated tasks. *Approximate time: 12 hours*

Please let me know if anyone has any specific questions.

Thank you,
James

James Cox

Regional Economic Development Officer
West Parry Sound Economic Development Collaborative



9 James Street, Parry Sound ON P2A 1T4

705-774-1809

edo@investwps.com

investwps.com

Subject: Mid-July Update

From: James Cox <edo@investwps.com>

Date: 2021-07-12, 8:00 a.m.

To: Clayton Harris <charris@townofparrysound.com>, Jason Inwood <jinwood@seguin.ca>, John Fior <jfior@thearchipelago.on.ca>, Kevin McLlwain <kmcllwain@carling.ca>, Lance Sherk <lance.sherk@township.mckellar.on.ca>, Michelle Hendry <michelle.hendry@whitestone.ca>, Tim Hunt <thunt@mcdougall.ca>

Hello everyone,

Please find below a brief summary of what has been happening in the area since the last steering committee meeting.

- In conjunction with Cultural Industries Ontario North (CION), we hosted a virtual FAM tour to highlight film locations in our area for potential film productions looking to locate in Northern Ontario. I had the opportunity to meet with the producers for six films/television shows that hope to begin filming in the fall. There is some follow-up location scouting to do in the coming week, and I will keep everyone apprised if we are successful in landing one of the productions.
- Due to the availability of attendees and speakers, the CIP event has been scheduled for September 14 instead of the originally scheduled summer date. Three speakers have been confirmed for the half-day event. A save the date will be distributed shortly.
- We currently have 10 active files underway, either new inquiries or assistance to current businesses. Corporate calls have continued over the past month, with workforce issues continuing to be the most commonly identified challenges.

Please let me know if anyone has any questions or concerns.

Regards,
James

James Cox

Regional Economic Development Officer

West Parry Sound Economic Development Collaborative



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705-774-1809

edo@investwps.com

investwps.com



REPORT

TO: WPS Economic Development Collaborative Steering Committee
FROM: James Cox, Regional Economic Development Officer
DATE: June 16, 2021
RE: WPSEDC Progress Update – June 2021

1.0) Purpose

The purpose of this report is to provide a six-month progress update on the implementation of the 2021-2023 WPSEDC workplan.

2.0) Background

The WPSEDC is mandated to drive regional economic development by building on the area's strengths and pursuing specific development opportunities. To achieve this, the WPSEDC Steering Committee approved a 2021-2023 Economic Development Strategy and Workplan at their January 27 regular meeting. The workplan aims to support local business and build a sustainable regional economic development organization by focusing on four priorities:

- 1) **Business Retention and Expansion (BR+E)**
- 2) **Development Readiness**
- 3) **Investment Attraction**
- 4) **Regional Engagement**

This workplan also lays out specific action items associated with each priority, and an estimated timeframe for completion.

This report outlines progress made on all relevant action items in the first six months of implementation, provides status updates on ongoing projects, and highlights projects to be completed over the next six-month period.

Successful economic development requires an adaptive approach. The 2021-2023 Workplan is intended to be a living document, subject to periodic review. Course corrections may be required to take advantage of emerging opportunities. Two notable changes have been made to the workplan since it was approved:

- The full review and update of the InvestWPS.com website has been prioritized and completion has been advanced from December 2021 to July-August 2021. Preliminary review of the website revealed that its information was more dated than initially thought. The update is underway, and the site will be relaunched in July-August 2021.
- The completion of a BR+E survey has been prioritized and completion has been advanced from summer 2022 to fall-winter 2021. Upon review, existing data sources are not comprehensive enough to provide an accurate or up-to-date picture of the area's economy. A

detailed understanding of the trends and issues impacting businesses is necessary to ensure the WPSEDCs efforts are focused and relevant.

3.0) Priorities

3.1) Business Retention and Expansion

Direct engagement with the business community is the core element of the workplan. This involves connecting directly with businesses to identify specific challenges and assist in overcoming them. Since January 2021, the Regional Economic Development Officer (EDO) has conducted 41 corporate calls, consisting of either in-person visits or virtual interviews. 24 of the businesses engaged required some form of follow-up. Common issues raised during these corporate calls include:

- Support for post-COVID recovery and reopening
- Labour shortages
- Succession planning
- Assistance with planning/zoning processes

Following a corporate call, the Regional EDO will follow-up by connecting the business to support programs or other resources to help address their issue. If a business is having difficulty navigating municipal processes, the Regional EDO will assist in facilitating discussions between the business and municipality and provide more sustained support to help the business understand the steps necessary.

The initial program of corporate calling has pointed to the need for both a more comprehensive source of data on the local economy and more systematic approach to identifying and acting on 'red flags' from area businesses. A full BR+E project is required to address this shortfall. Since April 2021, the Regional EDO has been collaborating with the Ontario Ministry of Agriculture, Food, and Rural Affairs to design a BR+E program and survey for West Parry Sound, as well as providing training materials for partners to the project. Over summer 2021, the Regional EDO will be engaging partners and volunteers to assist in conducting the project in the fall.

The WPSEDC has also been engaged in supporting tourism development. The workplan notes that the tourism support infrastructure in West Parry Sound is fragmented, and the area has lacked a strong advocate for regional tourism since the closure of the Georgian Bay Country

Destination Marketing Organization. The WPSEDC has engaged with area tourism businesses, non-profit agencies, and government partners to develop a common understanding of roles and responsibilities and identify potential tourism development projects. These efforts will continue throughout the summer and fall of 2021, as the anticipated announcement of tourism recovery funding from the federal government has made this issue more imperative for the area.

The Regional EDO has also conducted business support in partnership with other agencies. The WPSEDC has been represented at business support and education events organized by the Parry Sound Area Chamber of Commerce and Parry Sound Area Community Business Development Corporation. The Regional EDO also represents the WPSEDC to the Parry Sound Founders Circle and has been involved in the selection process for the 2021 Impact Awards.

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communities that have successfully used CIPs to achieve specific policy objectives. The event is intended for local Councils, municipal staff, and the development community, and is intended to gauge and potentially build support for using CIPs to promote attainable housing and industrial development in West Parry Sound.

3.2) Development Readiness

Removing barriers to development and investment is the second main priority of the WPSEDC. The Regional EDO acts as a single point of contact for prospective developments and plays a key role in helping clients navigate municipal processes. Support in this field involves providing businesses with the resources and information they require to locate in the area.

Since January 2021, the Regional EDO has produced or updated several business resources. This has included updating the WPSEDC vacant land inventory in partnership with the West Parry Sound Geography Network and the area's real estate community. The revised inventory will be launched along with the new InvestWPS.com website in summer 2021 and will be updated on a quarterly basis.

The regional EDO has also produced a business attraction package, which includes information on developing in West Parry Sound, navigating municipal processes, connecting with funding supports, and accessing other business support services. This package is customized and provided to all potential businesses that contact the Regional EDO for support. Work is underway on a general public-facing version of the guide, which will be posted to the InvestWPS.com website when complete.

In the latter half of 2021, the Regional EDO is redesigning and updating the InvestWPS.com. This website serves as the main public-facing presence of the WPSEDC. The update is being undertaken with the aim of providing clients with the relevant and up-to-date data necessary to drive investment.

3.3) Investment Attraction

Although the WPSEDC primarily focuses on supporting existing business, the Regional EDO is often the first point of contact for new business and investment inquiries. Since January 2021, the Regional EDO has fielded 14 inquiries for potential new businesses or investments. The office has provided varying degrees of assistance to these clients, providing site selection services, connecting clients to funding programs, and serving as liaison between investors and municipal staff. 5 of the 14 inquiries received have since located in West Parry Sound or plan to do so by the end of 2021, representing a net gain of 35 jobs and an anticipated economic spinoff of approximately \$3.6 million.

Investment attraction efforts have traditionally focused on the Parry Sound Area Industrial Park and the Parry Sound Area Municipal Airport Business Park. The Regional EDO has engaged with the Airport Commission to facilitate their strategic planning process, with a specific focus on planning for servicing and developing of the remaining vacant business park lands. Planning sessions started in June 2021. The completion of the strategic plan is anticipated by the end of 2021, with implementation to follow over a five-year term.

The redesign and relaunch of the InvestWPS.com website will also have impacts on business attraction. The website is the most frequent point of contact for new and prospective

businesses, and ensuring that the site provides relevant, accessible, and up-to-date overview of the area is a core part of future marketing efforts.

3.4) Regional Engagement

Regional economic development in West Parry Sound has traditionally been dependent on grant funding. This has allowed the WPSEDC to pursue specific economic development projects but has made it challenging to maintain positive momentum. One of the aims of this workplan is to build support for a sustainable regional economic development program. This will be achieved through regular engagement with member municipalities, economic development support organizations, and area businesses.

Since January 2021, the WPSEDC has worked towards the full implementation of the WPSEDC governance structure. This has involved the review and update of the WPSEDC Terms of Reference, and the establishment of a Municipal Stakeholders Board comprised of representatives from the seven member municipalities. The revised Terms of Reference have been approved by all seven member municipalities, and the inaugural meeting of this board is scheduled for June 29, 2021.

The Regional EDO has also done direct outreach to member municipal Councils, attending 10 Council meetings over the first half of 2021 to ensure that member municipalities remain informed about the activities of the WPSEDC.

West Parry Sound is also serviced by several support organizations with an economic development-related mandate. The WPSEDC must engage with these organizations to remain aware of current developments and avoid duplication. Since January 2021, the Regional EDO has regularly engaged with organizations in the local support ecosystem, including:

- Absolutely Georgian Bay Tourism Cooperative
- The Business Centre Nipissing Parry Sound
- Canadore College
- Cultural Industries Ontario North (CION)
- FedNor
- Georgian Bay Biosphere (GBB)
- Innovation Initiatives Northern Ontario (IION)
- National Research Council (NRC)
- Ontario Business Improvement Area Association (OBIAA)
- Ontario Centre of Innovation (OCI)
- Ontario Ministry of Energy, Northern Development and Mines (MENDM)
- Parry Sound Area Chamber of Commerce
- Parry Sound Area Community Business Development Corporation (CBDC)
- Parry Sound Downtown Business Association (DBA)
- Parry Sound Founders Circle
- Parry Sound Muskoka Community Network (PMCN)
- Town of Parry Sound Economic Development Office

The impact of these engagements is to create greater awareness of the WPSEDC as an economic development support and is demonstrated by the increase in calls for assistance that are directly received by the Regional EDO. These engagements also ensure that the

WPSEDCs projects are more effective by both proactively identifying emerging challenges and potential partnerships, as well as reducing duplication.

Over the next six months, the Regional EDO will sustain and expand public engagement activities through the relaunch of the website and the Parry Sound Bay and Beyond social media channels. Member municipalities will also be engaged through reporting to both the Municipal Stakeholders Board and directly to municipal Councils. A comprehensive set of performance indicators will be developed in fall 2021 to help demonstrate the impact of the WPSEDC.

4.0) Ongoing and Future Projects

The WPSEDC will continue to focus on outreach to the existing business community and support for potential new investments throughout the latter half of 2021. In addition, several specific projects are expected to be completed by the end of 2021, including:

- Conducting a Business Retention and Expansion survey of key industries in West Parry Sound;
- Convening a Community Improvement Planning summit to examine policy options and potential incentives for business attraction and attainable housing development;
- Redesigning and relaunching the InvestWPS.com website and associated social media channels;
- Completing of a new strategic plan for the Parry Sound Municipal Airport and Business Park; and
- Developing a comprehensive set of regional economic development performance indicators, to be reported on in December 2021.

The WPSEDC Steering Committee and Regional EDO will continue to monitor economic indicators and make any necessary course corrections to respond to emerging trends.

5.0) Conclusion

The activities of the WPSEDC in the first half of 2021 have laid the foundation of a sustainable regional economic development effort. In the second half of 2021, the WPSEDC will move into higher profile activities. Information from business retention and expansion activities will be continually reviewed and used to adapt ongoing projects. At present, all activities and projects outlined in the workplan are on track to be completed by the end of the current funding term.

Respectfully submitted,



James Cox
Regional Economic Development Officer

West Parry Sound Economic Development Collaborative

Inaugural Meeting - Board of Stakeholder Municipalities

Tuesday, June 29th 2021

Subject: WPSEDC Inaugural Municipal Stakeholders Board Meeting @ Tue, 29 Jun 2021 6:00pm – 8:00pm (GMT-04)

From: James Cox <edo@investwps.com>

Date: 2021-06-29, 11:10 a.m.

To: ancinelli@gmail.com, Ann MacDiarmid <annmacdiarmid1@gmail.com>, Alana Torresan <atorresan@thearchipelago.on.ca>, Bert Liverance <bert@colishcreations.com>, Clayton Harris <charris@townofparrysound.com>, Dale Robinson <d robinson@mcdougall.ca>, "Turner, Dustin (ENDM)" <dustin.turner@ontario.ca>, Jamie McGarvey <jamie@townofparrysound.com>, John Fior <jfior@thearchipelago.on.ca>, Jason Inwood <jinwood@seguin.ca>, Kevin McLlwain <kmcllwain@carling.ca>, Lance Sherk <lance.sherk@township.mckellar.on.ca>, George Comrie <mayor.comrie@whitestone.ca>, Michelle Hendry <michelle.hendry@whitestone.ca>, Mike Konoval <mkonoval@carling.ca>, Ron Begin <ron.begin@canada.ca>, Tim Hunt <thunt@mcdougall.ca>

Good morning everyone,

I am resending the agenda package for tonight's Municipal Stakeholders Board meeting. I have heard that some participants were not able to access the package on its initial distribution. My apologies for any confusion. Please let me know if you have any questions.

Regards,
James

James Cox

Regional Economic Development Officer

West Parry Sound Economic Development Collaborative



9 James Street, Parry Sound ON P2A 1T4

705-774-1809

edo@investwps.com

investwps.com



**WEST PARRY SOUND ECONOMIC DEVELOPMENT COLLABORATIVE
BOARD OF STAKEHOLDER MUNICIPALITIES
AGENDA**

DATE: Tuesday, June 29, 2021, 6:00 pm

LOCATION: Online -

<https://zoom.us/j/99908738319?pwd=dmc4MIYyUTVaK3M1L3Q3QUipibHAyQT09>

- 1) CALL TO ORDER**
- 2) SELECTION OF BOARD CHAIR AND VICE CHAIR**
- 3) ADOPTION OF AGENDA**
- 4) DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
- 5) DEPUTATIONS**
- 6) MINUTES OF PREVIOUS MEETINGS**
- 7) NEW / OTHER / OUTSTANDING BUSINESS**
 - 1. WPSEDC Terms of Reference and Role of the Municipal Stakeholders Board**
 - 2. Regional Economic Development Overview**
 - 3. WPSEDC Priorities**
- 8) NEXT MEETING:** November 30, 2021
- 9) ADJOURNMENT**

West Parry Sound Economic Development Collaborative

Terms of Reference

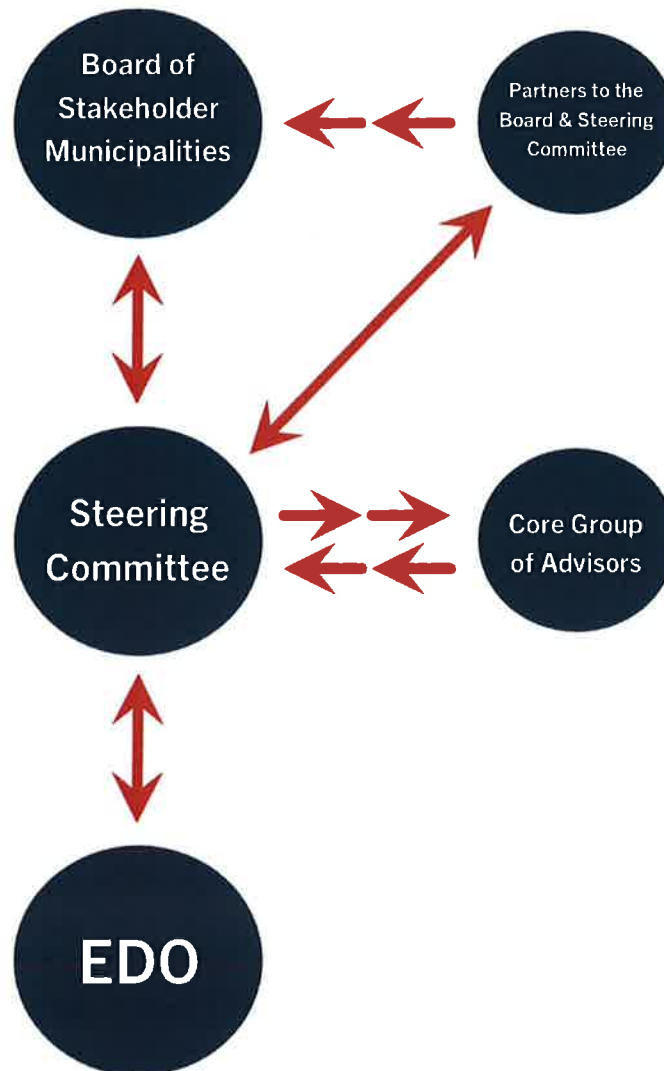
Updated: March 25, 2021

Vision

To drive collaborative economic development in West Parry Sound by building on current strengths and pursuing opportunities.

Structure

The West Parry Sound Economic Development Collaborative is comprised of a Board of Stakeholder Municipalities, Partners to the Board/Steering Committee, a Steering Committee, a Core Group of Advisors, and the Economic Development Officer (EDO).



Funding

The West Parry Sound Economic Development Collaborative will be funded by the Stakeholder Municipalities who will provide their full annual financial contribution based on the following formula and the annual approved budget:

Municipality	Contribution
Township of Carling	11%
Municipality of McDougall	11%
Township of McKellar	11%
Town of Parry Sound	22%
Township of Seguin	22%
Township of The Archipelago	11%
Municipality of Whitestone	11%

The above referenced funding model will be revisited prior to the completion of the 2020-2023 FedNor funding agreement.

Municipal Stakeholders Board

- a) The Municipal Stakeholders Board are elected officials comprised of the heads of Council, or designate, for the municipalities of the Township of Carling, the Municipality of McDougall, the Township of McKellar, the Town of Parry Sound, the Township of Seguin, the Township of The Archipelago, and the Municipality of Whitestone.
- b) The Municipal Stakeholders Board members shall be appointed through Resolution by their Respective Councils for the term of Council.
- c) The Municipal Stakeholder Board members are voting members.
- d) A Board Chair and Co-Chair shall be appointed by the voting Board members.
- e) The Municipal Stakeholders Board is supported by Partners to the Board – FedNor and NOHFC. These representatives are non-voting, resource members.
- f) The Municipal Stakeholders Board shall meet twice/year and meetings will be agenda driven.
- g) The Board Chair shall set the agenda and preside over meetings.
- h) The Board Chair may call a Special Meeting which will not be open to the non-voting members.
- i) The West Parry Sound Economic Development Collaborative will be a **“joint municipal service board”** established by the participating municipalities. Although each individual municipality is, itself, authorized by the *Municipal Act, 2001* to undertake **“economic development services”** (which is a defined term in the Act), Council of the participating municipalities have determined that there is mutual benefit to promoting economic

development in the West Parry Sound Area as a collective rather than as individual municipalities.

The participating municipalities can rely upon the authority set out in Section 202 of the *Municipal Act, 2001* to create a joint board to direct the group's economic development efforts and to retain an employee(s) for that purpose. The Board will be delegated specific responsibilities through an agreement signed by all participating municipalities. Once established, the Board is a separate corporate entity. Its funding will come from the participating municipalities through a formula established in the agreement and from any provincial/federal funding opportunities. It will hold open meetings and be subject to the same provisions of the *Municipal Act, 2001* that apply to the conduct of municipal council meetings and the operations of Council in general.

- j) The role of the Board is to:
 - a. Focus on the 'big' picture,
 - b. Set strategic direction and focus,
 - c. Approve policies,
 - d. Approve the annual budget, and
 - e. Appoint the Core Group of Advisors.

Partners to the Board

- a) Representatives from FedNor and NOHFC will support the Board by attending the bi-annual meetings.
- b) The role of the Partners to the Board is to provide advice on both federal and provincial priorities, trends, and funding/partnership opportunities.
- c) Partners to the Board will be resource members and will not carry a vote.

Steering Committee

- a) The Steering Committee will be comprised of municipal staff appointed by their respective Councils of the municipalities who have provided their full annual financial contribution.
- b) Steering Committee members shall be appointed by Resolution of their respective Councils for a four-year term to coincide with the term of Council.
- c) The role of the Steering Committee is to:
 - a. review and revise as necessary the West Parry Sound Economic Development Collaborative's Terms of Reference,
 - b. provide the EDO with operational direction to advance/implement priorities of the Board (through Steering Committee Chairperson and Co-Chairperson),
 - c. receive and review input from the Core Group of Advisors,

- d. review and approve the EDO's workplans,
 - e. approve budget allocations,
 - f. conduct the EDO's performance review (Steering Committee Chairperson and Co-Chairperson),
 - g. develop the selection criteria and areas of expertise for the Core Group of Advisors members,
 - h. provide oversight of all operational matters related to the West Parry Sound Economic Development Collaborative,
 - i. recommend an annual budget to the Municipal Stakeholder Board,
 - j. make policy recommendations to the Municipal Stakeholder Board,
 - k. provide regular performance reporting to the Board with respect to the Board's strategic direction and focus.
- d) The Steering Committee will meet monthly. Meetings may be held virtually, at the discretion of the Chair.
- e) Meeting dates and schedules will be established by the Committee.
- f) A Chair and Co-chair will be appointed by the Steering Committee members.
- g) The Chair will meet with the EDO to set the agenda and may receive input from the Core Group of Advisors per c) below.
- h) The Steering Committee is supported by Partners to the Board – FedNor and NOHFC. These representatives are non-voting, resource members.
- i) Agendas are to be circulated to Steering Committee members one week prior to the meeting date.
- j) Minutes of each meeting shall be taken and circulated to the Committee members, the Core Group of Advisors, Partners to the Board and Stakeholder Board representatives.
- k) Committee members (and other participants including Partners and guests) may attend meetings via conference call or video conferencing.
- l) A simple majority of members attending shall constitute a quorum.
- m) Committee members in concert with the EDO will be responsible for regular reporting/updates to their respective Councils.

Core Group of Advisors

- a) The Core Group of Advisors will be comprised of private, public, and non-profit sector members.

- b) The Core Group of Advisors will be appointed for a four-year term by the Board based on selection criteria, industry sectors, and areas of expertise. Term is to coincide with the term of Council. These representatives are non-voting, resource members.
- c) The Core Group of Advisors may provide the Steering Committee Chair with potential items for the monthly agenda. These items are to be received by the third Monday of each month; summer months excepted. Inclusion of any items on the agenda is at the discretion of the Chair in collaboration with the EDO.
- d) Once the agenda has been set, the Core Group of Advisors are to select representatives to attend the meeting who can speak to the items on the agenda. Core Group of Advisors are welcome to attend the monthly meetings and identify a spokesperson for items they have brought forward to the agenda.
- e) Monthly Steering Committee meetings with the Core Group of Advisors will be in a roundtable/working meeting format and agenda based.
- f) The role of the Core Group of Advisors is to provide support to the Steering Committee and the Regional EDO in the capacity of mentorship, advisors, 'think-tank', and sounding board.
- g) The Core Group of Advisors are encouraged to meet freely throughout the year.

Rules of Procedure

- a) A quorum for a meeting will be considered the majority of appointed Steering Committee members.
- b) The following voting procedures will be observed:
 - a. Only appointed members of the Steering Committee in attendance can vote,
 - b. Each member shall be entitled to one vote on each decision/question arising at any regular or special meeting of the Steering Committee,
 - c. The Chair of the Steering Committee votes as any regular member,
 - d. Voting shall be indicated by a show of hands, and
 - e. The Core Group of Advisors members have no voting rights.
- c) Every member of the Steering Committee, all support staff and every specially invited person attending any meeting of the Steering Committee, shall respect the confidentiality of all matters brought before the Steering Committee and shall not release any information regarding these matters without the approval of the Steering Committee members, as dictated by the *Municipal Act, 2001*.
- d) All regular members of the Steering Committee are subject to the requirements of the *Municipal Conflict of Interest Act, 1990*.

- e) Approval to amend the Terms of Reference will require approval by the majority of the Steering Committee members present. Proposed amendments to the Terms of Reference will be submitted to each of the Municipal Councils for approval and will take effect upon the approval of the Municipal Stakeholder Board.

2

REPORT

TO: WPS Economic Development Collaborative Steering Committee
FROM: James Cox, Regional Economic Development Officer
DATE: June 16, 2021
RE: WPSEDC Progress Update – June 2021

1.0) Purpose

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Although the WPSEDC primarily focuses on supporting existing business, the Regional EDO is often the first point of contact for new business and investment inquiries. Since January 2021, the Regional EDO has fielded 14 inquiries for potential new businesses or investments. The office has provided varying degrees of assistance to these clients, providing site selection services, connecting clients to funding programs, and serving as liaison between investors and municipal staff. 5 of the 14 inquiries received have since located in West Parry Sound or plan to do so by the end of 2021, representing a net gain of 35 jobs and an anticipated economic spinoff of approximately \$6 million.

Investment attraction efforts have traditionally focused on the Parry Sound Area Industrial Park and the Parry Sound Area Municipal Airport Business Park. The Regional EDO has engaged with the Airport Commission to facilitate their strategic planning process, with a specific focus on planning for servicing and developing of the remaining vacant business park lands. Planning sessions started in June 2021. The completion of the strategic plan is anticipated by the end of 2021, with implementation to follow over a five-year term.

The redesign and relaunch of the InvestWPS.com website will also have impacts on business attraction. The website is the most frequent point of contact for new and prospective businesses, and ensuring that the site provides relevant, accessible, and up-to-date overview of the area is a core part of future marketing efforts.

3.4) Regional Engagement

Regional economic development in West Parry Sound has traditionally been dependent on grant funding. This has allowed the WPSEDC to pursue specific economic development projects but has made it challenging to maintain positive momentum. One of the aims of this workplan is to build support for a sustainable regional economic development program. This will be achieved through regular engagement with member municipalities, economic development support organizations, and area businesses.

Since January 2021, the WPSEDC has worked towards the full implementation of the WPSEDC governance structure. This has involved the review and update of the WPSEDC Terms of Reference, and the establishment of a Municipal Stakeholders Board comprised of representatives from the seven member municipalities. The revised Terms of Reference have been approved by all seven member municipalities, and the inaugural meeting of this board is scheduled for June 29, 2021.

The Regional EDO has also done direct outreach to member municipal Councils, attending 10 Council meetings over the first half of 2021 to ensure that member municipalities remain informed about the activities of the WPSEDC.

West Parry Sound is also serviced by several support organizations with an economic development-related mandate. The WPSEDC must engage with these organizations to remain aware of current developments and avoid duplication. Since January 2021, the Regional EDO has regularly engaged with organizations in the local support ecosystem, including:

- Absolutely Georgian Bay Tourism Cooperative
- The Business Centre Nipissing Parry Sound
- Canadore College
- Cultural Industries Ontario North (CION)
- FedNor
- Georgian Bay Biosphere (GBB)
- Innovation Initiatives Northern Ontario (IION)
- National Research Council (NRC)
- Ontario Business Improvement Area Association (OBIAA)
- Ontario Centre of Innovation (OCI)
- Ontario Ministry of Energy, Northern Development and Mines (MENDM)
- Parry Sound Area Chamber of Commerce

- Parry Sound Area Community Business Development Corporation (CBDC)
- Parry Sound Downtown Business Association (DBA)
- Parry Sound Founders Circle
- Parry Sound Muskoka Community Network (PMCN)

The impact of these engagements is to create greater awareness of the WPSEDC as an economic development support and is demonstrated by the increase in calls for assistance that are directly received by the Regional EDO. These engagements also ensure that the WPSEDCs projects are more effective by both proactively identifying emerging challenges and potential partnerships, as well as reducing duplication.

Over the next six months, the Regional EDO will sustain and expand public engagement activities through the relaunch of the website and the Parry Sound Bay and Beyond social media channels. Member municipalities will also be engaged through reporting to both the Municipal Stakeholders Board and directly to municipal Councils. A comprehensive set of performance indicators will be developed in fall 2021 to help demonstrate the impact of the WPSEDC.

4.0) Ongoing and Future Projects

The WPSEDC will continue to focus on outreach to the existing business community and support for potential new investments throughout the latter half of 2021. In addition, several specific projects are expected to be completed by the end of 2021, including:

- Conducting a Business Retention and Expansion survey of key industries in West Parry Sound;
- Convening a Community Improvement Planning summit to examine policy options and potential incentives for business attraction and attainable housing development;
- Redesigning and relaunching the InvestWPS.com website and associated social media channels;
- Completing of a new strategic plan for the Parry Sound Municipal Airport and Business Park; and
- Developing a comprehensive set of regional economic development performance indicators, to be reported on in December 2021.

The WPSEDC Steering Committee and Regional EDO will continue to monitor economic indicators and make any necessary course corrections to respond to emerging trends.

5.0) Conclusion

The activities of the WPSEDC in the first half of 2021 have laid the foundation of a sustainable regional economic development effort. In the second half of 2021, the WPSEDC will move into higher profile activities. Information from business retention and expansion activities will be continually reviewed and used to adapt ongoing projects. At present, all activities and projects outlined in the workplan are on track to be completed by the end of the current funding term.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'James Cox', with a stylized, cursive script.

James Cox

Regional Economic Development Officer

West Parry Sound Economic Development Collaborative Current Priorities and Future Direction

June 29, 2021

A solid teal square graphic located on the left side of the slide.

Our Vision

West Parry Sound is a top-of-mind destination for business to invest and grow

Our Role

- The West Parry Sound EDO serves as:
 - The primary point of contact for current and potential businesses
 - A community ambassador for prospective businesses and residents
 - A coordinator for region-wide initiatives

A large teal square graphic is positioned on the left side of the slide, containing the text 'Our Area' in white.

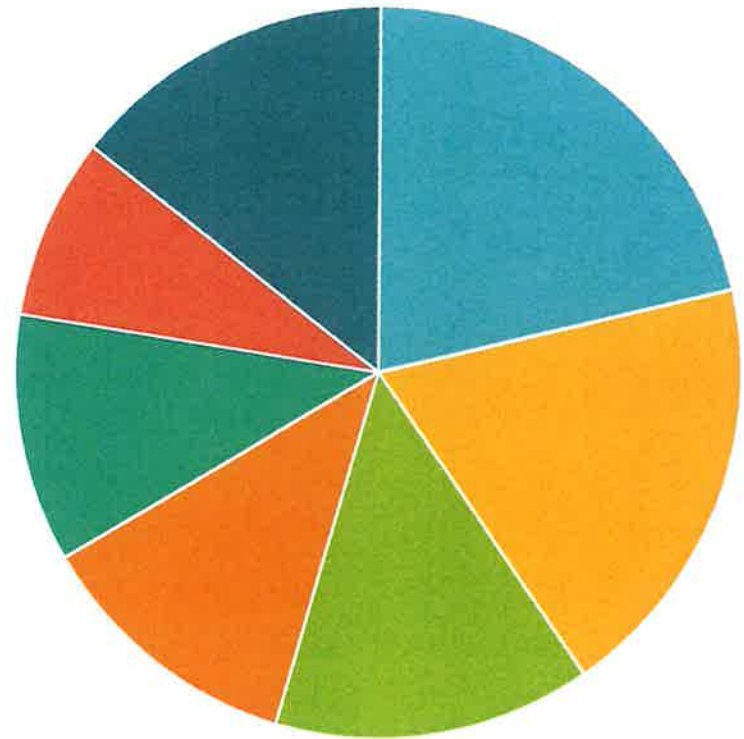
Our Area

- 7 Municipalities
- Permanent population – 17097
- Approximate seasonal population – 38635
- Approximately 1100 businesses
- 7420 permanent jobs (EMSI 2020)
- \$246,584,900 total wages (EMSI 2020)
- \$1,050,496,300 total sales (EMSI 2020)

Our Area

- Construction, Trades, and Real Estate
- Retail
- Health Care
- Public Administration
- Tourism
- Manufacturing
- Other

Employment



Our Area

- Construction, Trades, and Real Estate
- Retail
- Health Care
- Public Administration
- Tourism
- Manufacturing
- Other

Economic Output



Our Goals

- Goal 1: Retain and expand existing business
- Goal 2: Build a development-ready environment
- Goal 3: Attract new investment
- Goal 4: Engage the community

Goal 1: Retain and Expand Existing Business

- Build positive relationships with businesses and area municipalities to create a unified approach to business attraction and retention
- **Action:** Implement a regional business retention and expansion survey
- **Action:** Engage businesses through corporate calling and follow-up on any 'red flag' or 'green flag' issues
- **Action:** Assist businesses in navigating municipal processes
- **Action:** Connect existing businesses with outside supports or funding opportunities

Goal 2: Build a development-ready environment

- Ensure that West Parry Sound is ready to welcome development when it comes
- **Action:** Act as the first point of contact for prospective businesses looking to locate in West Parry Sound and provide site selection support
- **Action:** Build and maintain a database of vacant land and buildings
- **Action:** Help businesses navigate the development process in each of the seven municipalities
- **Action:** Develop and suggest process and communications improvements to the development process to make the communities more investment ready

Goal 3: Attract new investment

- Deliver targeted business support to help grow key sectors
- **Action:** Analyze the local business mix to identify potential targets for business attraction
- **Action:** Consult with businesses in priority sectors to identify potential targeted business development projects
- **Action:** Pursue grant funding for economic development projects in West Parry Sound

Goal 4: Engage the community

- Deliver targeted business support to help grow key sectors
- **Action:** Engage area businesses and municipalities to understand and address local economic development priorities
- **Action:** Communicate regional success stories
- **Action:** Map the economic development ecosystem, and engage economic development supportive organizations regularly to ensure that actions are coordinated

Questions?



21 Church Street
Dunchurch, Ontario P0A 1G0
Phone: 705-389-2466 ~ Fax: 705-389-1855

www.whitestone.ca
E-mail: info@whitestone.ca

July 30, 2021

The Honourable Christine Elliott, Minister of Health
Ministry of Health
777 Bay Street
College Park 5th Floor
Toronto, ON M7A 2J3

Dear Minister Elliott:

Re: Cost Sharing Formula for the North Bay Parry Sound District Health Unit

Please be advised that at the Regular Council Meeting of the Municipality of Whitestone the following resolution was passed on July 19, 2021.

Resolution No. 2021-255

Moved by: Councillor Joe Lamb

Seconded by: Councillor Joe McEwen

THAT the Council of the Municipality of Whitestone hereby endorses the Town of Parry Sound Resolution 2021-090 regarding the cost-sharing formula for the North Bay Parry Sound District Health Unit.

If you require any further information please contact Michelle Hendry, CAO / Clerk at 705-389-2466 extension 23.

Yours truly,
MUNICIPALITY OF WHITESTONE

Judith Meyntz
Deputy Clerk

/JMM

Encl.

Cc MPP Norm Miller
North Bay Parry Sound District Health Unit
West Parry Sound Member Municipalities
East Parry Sound Member Municipalities



Q.

THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL

NO. 2021 – 090

DIVISION LIST

YES NO

DATE: July 6, 2021

Councillor **V. BACKMAN**
Councillor **P. BORNEMAN**
Councillor **R. BURDEN**
Councillor **B. HORNE**
Councillor **B. KEITH**
Councillor **D. McCANN**
Mayor **J. McGARVEY**

MOVED BY:

SECONDDED BY:

CARRIED: ☒ DEFEATED: ☐ Postponed to: _____

Whereas, the Government of Ontario in its budget of April 11, 2019, initiated a Public Health Modernization process which included a change in municipal cost-sharing from 25% of mandatory public health programs covered by municipalities to 30% of almost all public health programs based on 2018 third quarter spending levels; and

Whereas, on August 21, 2020, the Ministry of Health (Ministry) announced that provincial mitigation funding would be provided to offset the increase to municipal cost-sharing for 2020 and 2021; and

Whereas the COVID-19 pandemic, which started in early 2020, has further affected municipalities' ability to pay levy increases, has stalled modernization processes, increased the cost-of-living, and affected the health and well-being of the public, and more specifically, public health clients and staff;

Therefore, be it Resolved, that the Town of Parry Sound supports the North Bay Parry Sound District Health Units call per letter and resolution attached, to return to the 2018 cost-sharing formulas at 25% - 75%, with 100% provincially funded program; and

Furthermore, be it Resolved that the Town of Parry Sound supports mitigation funding continue for 2022 to eliminate the additional financial burden of a 42-50% levy increase to the 31 member municipalities of the North Bay Parry Sound District Health Unit, if it is not possible to return to the 2018 cost-sharing formula with 100% provincially funded programs; and

Furthermore, be it Resolved, that the Town of Parry Sound requests the 2022 public health funding include increases to reflect cost-of-living increases, public health program changes related to ongoing COVID-19 response, and funding to assist with program and community recovery efforts; and

Furthermore, be it Resolved, that the Town of Parry Sound requests a base funding increase to fund an Associate Medical Officer of Health to support the Medical Officer of Health with the continual demands of 24/7 on call coverage that have been highlighted throughout the COVID-19 pandemic; and

Furthermore, be it Resolved, that the Town of Parry Sound sends a copy of this resolution to the Minister of Health, MPP Norm Miller, North Bay Parry Sound District Health Unit, and member municipalities within the said Health Unit.



Mayor Jamie McGarvey

June 24, 2021

The Honourable Christine Elliott
Minister of Health
Ministry of Health
777 Bay Street
College Park 5th Floor
Toronto, ON M7A 2J3

Dear Minister Elliott:

RE: Public Health Funding for 2022

At the recent meeting of the Board of Health for the North Bay Parry Sound District Health Unit (Health Unit), public health funding for 2022 was discussed. In follow up to direction provided by the Board of Health, this correspondence is being forwarded to bring attention to some urgent issues related to 2022 public health funding. The Board of Health resolution from the June 23 meeting is attached. (Appendix A).

The background behind this discussion began in April 2019 with the introduction of the provincial Public Health Modernization initiative, along with a change to the funding formula to 30% municipal / 70% provincial cost-sharing for almost all public health programming. At that time, it was communicated that there was to be a phased in approach to the funding formula while the Modernization process took place.

With the need for the Public Health Modernization process to be put on hold to address and respond to the COVID-19 pandemic, the Province announced in August 2020 that mitigation funding would be provided for 2020 and 2021 to help relieve over-burdened municipalities. Without continuation of this mitigation funding, the Health Unit's 31 member municipalities will suffer an increase in their 2022 municipal levies of 50.5%.

The Board of Health has been informed by our municipalities, many of whom have a small population base, that levy increases are not manageable, particularly at this significant of an increase.

The cost-sharing formula is only one piece of the public health funding issue for 2022. Health units have had only one base funding increase in the past five years; however, wage and benefit

increases and general increases to operating costs due to inflation continue.

The COVID-19 pandemic has taught us that a robust, prepared public health system is more important than ever. Without a base funding increase, public health's capacity will be diminished, with even harder choices having to be made regarding where we can assist in building healthier and sustainable communities. A base funding increase for 2022 is necessary in order to maintain public health at status quo.

Additionally, there are new pressures on public health as a result of the COVID-19 pandemic that will require funding if public health is to participate fully in the health recovery of the citizens of Ontario.

Some examples of health recovery that will be required post-pandemic include, but are not limited to the following:

1. **Mental wellness:** Families and youth have undergone a considerable level of stress in the past two years. Public health needs to be at the table to assist with bringing together health, education and other partners to reach a consolidated plan forward to improve family resiliency and outlook.
2. **Harm Reduction – Youth and Opioid:** There are many community drug strategies. Public health can provide more capacity to these important and much needed community strategies by assisting partners with leadership, evaluation support, population health data, research, and best practice to ensure that initiatives have the best possible outcomes.
3. **Backlogged Services:** Backlogs within the Health Unit's critical clinics and community programming has occurred due staff redeployment to COVID-19 immunization clinics, call centres, and case and contact management. Staff deployment to the COVID-19 pandemic response has meant:
 - i. Increased wait lists for oral health services, especially preventative care and school-based programs
 - ii. Sexual health clinic clients are presenting with more complex issues due to COVID-19 lockdowns/stay-at-home orders, fear of attending clinic appointments during the pandemic, and extended wait times for appointments
 - iii. School-based vaccine programs have not operated since the fall of 2019, leaving many age cohorts under vaccinated
 - iv. Smoking cessation clinics have longer than usual wait lists because clinics were suspended during lockdowns, and because staff were deployed to address prioritized COVID-19 activities

Of other consideration are the ongoing costs directly related to COVID-19. We know that COVID-19 will be managed by public health moving forward, but how that will look is still being formulated

and negotiated at the provincial level. However, some things we know will continue into 2022 are as follows:

- Case and contact management and outbreak management for COVID-19;
- Infection prevention and control (IPAC) guidance and support in long-term care homes, retirement homes, and other congregate settings;
- Provision of accurate information for the public, businesses, and municipalities as rules, regulations, and guidelines change to address situations until such time that things normalize;
- There will be added costs for doing regular business, such as:
 - Personal protective equipment (PPE)
 - Additional cleaning and disinfecting between clients, impacting the number of clients that can be seen per day, and increase use of cleaning supplies;
- It is a requirement that there be 24-hour per day / 7 days per week medical officer of health coverage; the pandemic has made it abundantly clear that an Associate Medical Officer of Health is necessary to sustain this required coverage, particularly during a long crisis period, such as the COVID-19 pandemic, or for any other major public health emergency; and
- There will likely be outstanding COVID-19-related court/enforcement issues continuing into 2022.

Both 2020 and 2021 have been extremely difficult on staff. The burden of continued wait lists can be an added stressor on staff diligently working to get through these wait lists to address the needs of our vulnerable populations who are often in crisis situations. Recruitment of qualified professionals, whether staff or management, has been affected by the Public Health Modernization, and this continues to be a challenge.

Over the next few years, we believe we will continue to see retention and recruitment challenges along with burnout and stress effects throughout the Health Unit. People cannot work at current pressure levels on a continual basis without ramifications. A **healthy workplace** will require additional personnel in order to get caught up on work that has been paused.

Without additional support from the province, program prioritization will need to take place. In these times, deciding which programs/services not to return to will be difficult as the need for public health assistance is all around us.

As a final point, we would like to emphasize the urgency of establishing funding expectations for 2022. This is not a good time for public health to reduce its participation in recovery plans due to lack of capacity. We need to plan now for 2022, and while we understand and appreciate the burden on the Province and the Ministry of Health in responding to the COVID-19 pandemic, we are respectfully requesting assistance by setting public health funding expectations as soon as possible.

We look forward to discussing with you the ways Public Health Units can work with the Province to bring better health and well-being to all of the citizens of Ontario.

Sincerely yours,



James Chirico, H.BSc., M.D., F.R.C.P. (C), MPH
Medical Officer of Health/Executive Officer



Nancy Jacko
Chairperson, Board of Health

/sb

Enclosure (1)

Copy to: Premier Doug Ford

Hon. Helen Angus, Deputy Minister of Health
Chief Medical Officer of Health
Elizabeth Walker, Director, Public Health Accountability and Liaison Branch
Collen Kiel, Director, Public Health Strategy and Planning Branch
Vic Fedeli, MPP, Nipissing
Norm Miller, MPP, Parry Sound-Muskoka
John Vanthof, MPP, Timiskaming-Cochrane
Ontario Boards of Health
Member Municipalities (31)
Association of Municipalities Ontario (AMO)
Hon. Steve Clark, Minister of Municipal Affairs and Housing



NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT BOARD OF HEALTH

RESOLUTION

DATE: June 23, 2021

MOVED BY: Jamie McGarvey

RESOLUTION: #BOH/2021/06/04

SECONDED BY: Gary Guenther

Whereas, the Government of Ontario in its budget of April 11, 2019, initiated a Public Health Modernization process which included a change in municipal cost-sharing from 25% of mandatory public health programs covered by municipalities to 30% of almost all public health programs based on 2018 third quarter spending levels; and

Whereas, on August 21, 2020, the Ministry of Health (Ministry) announced that provincial mitigation funding would be provided to offset the increase to municipal cost-sharing for 2020 and 2021; and

Whereas, the COVID-19 pandemic, which started in early 2020, has further affected municipalities' ability to pay levy increases, it has stalled modernization processes, increased the cost-of-living, and affected the health and well-being of the public, and more specifically, public health clients and staff.

Therefore Be It Resolved, that the Board of Health for the North Bay Parry Sound District Health Unit supports returning to the 2018 cost-sharing formulas at 25%/75%, with 100% provincially funded programs; and

Furthermore Be It Resolved, that the Board of Health supports mitigation funding continue for 2022 to eliminate the additional financial burden of a 42-50% levy increase to the Health Unit's 31 member municipalities if it is not possible to return to the 2018 cost-sharing formula with 100% provincially funded programs; and

Furthermore Be It Resolved, that the Board of Health requests the 2022 public health funding include increases to reflect, cost-of-living increases, public health program changes related to ongoing COVID-19 response, and funding to assist with program and community recovery efforts; and

Furthermore Be It Resolved, that the Board of Health requests a base funding increase to fund an Associate Medical Officer of Health to support the Medical Officer of Health with the continual demands of 24/7 on call coverage that have been highlighted throughout the COVID-19 pandemic; and

Furthermore Be It Resolved, that the Board of Health instructs the Medical Officer of Health and Senior Management to write a letter to the Minister of Health detailing the financial and organizational pressures on public health, including outlining the urgency for establishing the funding levels for 2022 to assist public health and community budget planning.

CARRIED: ☒ **AMENDED:** ☐ **DEFEATED:** ☐ **CHAIRPERSON:** McGarvey

Page 1 of 2

CONFLICT OF INTEREST DECLARED AND SEAT(S) VACATED:

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

RECORDED VOTE FOR CIRCULATION: Yes / No (Please circle one)

Name:	For:	Against:	Abstain:	Name:	For:	Against:	Abstain:
Dean Backer	✓			Jamie McGarvey	✓		
Dave Butti	✓			Scott Robertson	✓		
Blair Flowers	✓			Dan Roveda	✓		
Gary Guenther	✓			Marianne Stickland	✓		
Nancy Jacko	✓			Tanya Vrebosch	absent		
Stuart Kidd	✓						

The Township of The Archipelago

Recommendation Report to Council

Report No.: FINANCE-2021-06

Date: 19th August 2021

Originator: Erin Robinson, Chief Financial Officer

Subject: Asset Management Software

RECOMMENDATION

That Council approve the purchasing of asset management software provided by PSD Citywide Inc. (Appendix A) at a licensing purchase price of \$11,500, implementation costs of \$17,600 and annual support/maintenance costs of \$6,000 per year.

BACKGROUND/HISTORY

In 2016, the Infrastructure for Jobs and Prosperity Act (IJPA) was passed, making asset management a legislated requirement for public sector entities in Ontario. In 2017, Ontario Regulation 588/17 relating to asset management planning for municipal infrastructure was passed. This regulation provides more detailed asset management requirements specific to Ontario municipalities, with a phased-in approach to implementation from 2019 to 2024.

With the passing of IJPA and Ontario Regulation 588/17, the following implementation deadlines have been put in place for municipalities in Ontario:

- July 1, 2019 - Have a Strategic Asset Management Policy in place
 - July 1, 2022 - Have an Asset Management Plan in place (core infrastructure assets)
 - July 1, 2023 - Have an Asset Management Plan in place for all assets
 - July 1, 2024 - Have an Asset Management Plan in place (all assets), including a financing strategy and a proposed levels of service analysis.
-

ANALYSIS

In outlining the many requirements of IJPA and Ontario Regulation 588/17, frequent discussions have occurred at the staff level, as well as with other treasurers in the area; on how best to position a small municipality to have the capability to create our asset management plan but

also how to easily keep our plan up to date; so it doesn't become a static document and can be used for budgeting purposes and grant funding opportunities.

With a Strategic Asset Management Policy in place, the Township is currently working on the July 1, 2022 and 2023 requirements. This includes the development of a comprehensive Asset Management Plan for roads, bridges/culverts, water and wastewater assets by 2022 and all assets by 2023. To achieve this, there is a need to maintain an asset register of all Municipal assets, complete with asset descriptions, valuation, condition ratings, and risk ratings. In addition, an analysis with respect to current levels of service, impacts of growth, and lifecycle cost projections is to be included in the Plan.

Given that there are various update requirements both annually and every 5 years to be in compliance, Municipal staff are working on an implementation strategy that will result in an Asset Management Plan that is prepared and updated internally. Government regulated condition assessments, and needs studies will continue to be completed with the assistance of consultants, however the results of these processes will feed into the asset management process. This allows staff to incorporate asset management planning into the day-to-day operations of the Township as well as provide for integration into the annual budget process.

Currently Municipal asset data is stored in multiple locations and departments, including within our GIS, spreadsheets, and consultant reports.

The use of asset management software will provide the following functionality:

1. Asset Register - One combined repository of asset data and information that will be linked to the GIS system.
2. Work Order Management - track work done and time spent on assets or with assets through a work order management system, including the ability to use mobile devices in the field.
3. Minimum Maintenance Standards (MMS) - ability to track roads maintenance, inspections, and compliance with provincial MMS.
4. Forecast Optimization - use of asset data, condition ratings and risk ratings to prioritize projects.
5. Funding Requirements - assist with determining how much should be invested in Municipal assets annually to achieve sustainability.
6. Asset Management Plan Inputs - provide charts and graphs to be included in a Municipal internally generated Asset Management Plan.
7. Financial Reporting - make accounting practices and financial statement reporting for assets more efficient.

The unique technical qualifications that can fulfill our asset management planning needs and seamless ESRI GIS compatibility are the key technical capabilities that will allow for a simple transition to the product. Mobile offline application while in the field, not requiring internet, will allow easy tracking of maintenance issues as well as updating asset condition; these are all unique features to the PSD Citywide Inc. software. On this basis I recommend single sourcing; as previous research has shown all of these capabilities cannot be met by competing vendors.

Please see the full proposal from Public Sector Digest - City Wide; following this report.

FINANCIAL IMPLICATIONS

Project Budget

Citywide Asset Manager with GIS Viewer Software License		Amount
Base Software Cost - Asset Manager with GIS Viewer		\$11,500.00
Total Software		\$11,500.00

Implementation Professional Services		Amount
Project Management	Needs Assessment	\$00.00
	Kick-Off Meeting	
	Project Plan/Schedule	
	Meetings, Status Reports, Issues	\$2,400.00
	Go-Live Planning	
	Total Project Management	\$2,400.00
Standard Data Migration & Implementation	Data Review & Formatting	
	Database Hierarchy Configuration	
	User-Defined Attributes Configuration	\$4,800.00
	Data Import	
	Balance Financials	\$3,200.00
	Configure Users	\$00.00
	Configure Roles & Permissions	\$00.00
	Custom Report Development	\$00.00
	Custom Upload Centre Templates	\$00.00
	Setup Asset Profiles	\$00.00
	Setup Condition Ranges	\$00.00
	Setup Risk Strategies	\$00.00
	Setup Lifecycle Events & Strategies	\$00.00
	GIS Data Analysis & Upload	\$00.00
	Total Data Migration & Implementation	\$8,000.00
Training	Admin Training	\$1,600.00
	End User Training	\$00.00
	GIS Training	\$00.00
	Mobile Training	\$800.00
	Total Training	\$2,400.00
Value Added Services	3 rd Party Integrations / API	\$00.00
	Import Existing GIS Database Files (Open Data WPSGN)	\$4,800.00
	Asset Data Validation/Improvement	\$00.00
	Total Value-Added Services	\$4,800.00
Total Implementation Costs		\$17,600.00

Annual Support/Maintenance		Amount
Citywide Asset Manager with GIS Viewer Module		\$4,000.00
Citywide Asset Collector		\$2,000.00
Total Support/Maintenance		\$6,000.00

The cost of purchasing the software could be covered by the Municipal Modernization Funding (\$675,170 received, approximately \$365,170 remaining) received from the provincial government; thus there would be no budgetary adjustment required to the current approved budget.

CONCLUSION

Staff recommend that the purchase of asset management software provided by PSD Citywide Inc. at a licensing purchase price of \$11,500, implementation costs of \$17,600 and annual support/maintenance costs of \$6,000 per year, be approved by Council.

Respectfully Submitted,



Erin Robinson B.Comm., CPA, CGA
Chief Financial Officer

I concur with this report
and recommendation,



John B. Fior
Chief Administrative Officer



Township of Archipelago

**Citywide Asset Manager with GIS Viewer & Asset Collector
Project Proposal**

June 21, 2021

PSD Citywide Inc.

148 FULLARTON STREET, 9TH FLOOR, LONDON, ONTARIO N6A 5P3
PHONE: (519) 690-2565 • FAX: (519) 519-649-2010

Contact List

TOWNSHIP OF ARCHIPELAGO ("CLIENT")

NAME	TITLE	TELEPHONE	E-MAIL
Erin Robinson	CFO/Treasurer	705-746-4243 Ext. 334	erobinson@thearchipelago.on.ca

PSD CITYWIDE INC. ("PSD")

NAME	TITLE	TELEPHONE	E-MAIL
Holly Jennings	Senior Account Manager	519-690-2565 Ext.2260	hjennings@psdrccs.com

Statement of Confidentiality

This document has been prepared specifically for the Client.

PSD shall treat as confidential all information obtained by PSD for and from the Client as well as all information compiled by PSD under this Agreement for the Client, including without limitation: business and marketing information, technical data, programs, source codes and other software, plans and projections.

This proposal and all of its associated pricing shall remain valid until **August 21, 2021**

Corporate Profile

PSD is a wholly owned Canadian company that focuses on providing enterprise asset management and budgeting research, consulting, and software. Headquartered in London, ON, with offices in Toronto, ON and Victoria, BC, we have been enhancing public sector practices across North America for more than 17 years since our founding in 2003. In that time, we have advised more than 450 capital-intensive organizations including municipalities, agencies, universities, and utilities.

Every public sector organization has its own unique set of resource constraints, capacity requirements, strategic priorities, and legislative frameworks. To effectively budget and manage assets, it follows that each organization must have a unique set of tools, strategies, and practices in place. Our services assist our clients in implementing innovative and complete solutions for their asset management and budgeting needs, contributing to the development of mature programs that have encompassed all asset classes including roads, bridges, water, wastewater, storm, facilities, and other supportive infrastructure.

PSD's staff of 90+ includes former municipal executives, senior managers, and technical specialists with decades of hands-on experience in the fields of public works, asset management, GIS, and public finance. Our three divisions work together seamlessly to empower governments:

- Research** With an in-house research and policy group, PSD ensures that our tools and services are based on the most up-to-date industry best practices and standards and adhere to legislative and funding requirements in each jurisdiction.
- Consulting** Our team of certified consultants deliver asset management and financial plans and develop asset management programs and strategic frameworks. This division also offers training and assists clients with improving data and systems maturity.
- Software** PSD's suite of web-based software applications – Citywide Software – includes an Enterprise Asset Management (EAM) system comprised of Asset Manager with GIS and Decision Support functionality, Maintenance Manager with a Citizen Request Portal, Permits, and Capital Planning and Analysis. Enterprise Budgeting provides a solution for operating, capital and salary planning. Finally, Enterprise GIS (EGIS) is a fully managed desktop, web, server, and mobile GIS solution for government organizations. We also provide full project management, including setup, configuration, training, and post-implementation support for all Citywide systems.

PSD has three offices across Canada to meet the needs of our diverse clients:



Address
535 Yates Street
Suite 405
Victoria, BC V8W 2Z6
519-690-2565



Address
148 Fullarton Street,
9th Floor,
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5045 South Service Road,
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Project Deliverables

For this project, PSD will implement the Citywide Asset Manager module with GIS Viewer and Asset Collector. The Asset Manager module is the central repository for linear and standalone assets (including fleet, facilities and park assets) and allows for attachment of relevant digital documentation (permits, photos, reports, drawings, etc.) to individual assets. As the Asset Management practices of the Township of Archipelago grow, it becomes increasingly important to have a centralized system that provides a tool to utilize this data. PSD will also implement GIS Viewer to support the Township of Archipelago in improving the GIS reporting in Citywide Asset Manager. Finally, PSD will implement Asset Collector, which will empower the Township of Archipelago's field staff with an app for easy-to-use mobile data collection. PSD will deliver the following items as part of the implementation of the Citywide Software Suite for the Township of Archipelago. The work will include the following project(s):

1. Citywide Asset Manager

Citywide Asset Manager (AM) is a cloud-based, industry-leading core component of PSD's Enterprise Asset Management System. It serves as one central asset database for all asset classes, providing users with a single corporate-wide source for asset information. More than just an asset register, AM powers accurate and efficient financial reporting, along with sophisticated asset management functions, including lifecycle planning, risk management, levels of service, and decision optimization. This module is fully integrated with all Citywide modules, allowing real-time data updates to flow between applications.

AM allows for advanced analysis and easy reporting, in which users can create asset profiles for similar asset types, then easily generate detailed lifecycle strategies, risk matrices, and condition reports within the application. AM will utilize available data to calculate the life expectancy of the asset, whether that is based on available condition assessments or age where a condition is not available. Condition assessments can be captured through the main browser-based application or in the field utilizing the mobile application. Excel upload tools are available for bulk condition updates which allows a municipality to quickly update based on third-party condition assessments.

This module encompasses the work of both finance staff and work crews to allow for the tracking of different budget streams and the generation of comprehensive, holistic reports that include risk analysis, condition assessment, lifecycle events, strategies and decisions trees. This extensive functionality will allow for a municipality to make short- and long-term capital investment, budgeting and spending decisions and to find the optimum balance between reactive and planned maintenance. Users can also run accurate and automated TCA reports from one system. For a summary of Citywide AM with GIS Viewer functionality and screenshots, please see **Appendix A**. Some of the core functions of Asset Manager are listed below:

Asset Register

- Complete asset register that supports all asset classes and hierarchies
- Condition Assessments, Lifecycle Management, Risk Modelling, Decision Trees, Levels of Service, Accounting

Reporting

- Full suite of standard reports
- Rich graphing engine for presentations
- Create and save ad-hoc reports and share across the organization

Mapping

- Seamless integration with GIS to visualize assets, condition, and risk
- Easily communicate your strategies

Lifecycle Modelling

- Create profiles for each asset class to determine optimal lifecycle strategies
- Financial Planning for Sustainability
- Capital Plans, Operating Plans, Growth

Risk Management

- Industry leading risk modelling built through a dynamic user-controlled interface
- Unlimited risk classes, metrics, and weightings

Decision Optimization

- Based on your asset profiles project optimal funding requirements
- Project Levels of Service including condition and risk
- Project Planning

Attributes

- Unlimited development of asset attributes Develop multiple scenarios for real-time comparison
- All attributes can be used as part of your risk analysis and optimization

Project Scope

Asset Classes to Implement

Asset Classes	In Scope
Road	Yes
Bridges	Yes
Water	No
Wastewater	No
Facilities	Yes
Parks	Yes
Machinery & Equipment	Yes
Vehicles	Yes
Land & Land Improvements	Yes
Information Technology	Yes

Additional Implementation and System Set Up

Additional Implementation	In Scope
Setup Asset Profiles	No
Setup Condition Ranges	No
Setup Risk Strategies	No
Setup Lifecycle Events & Strategies	No
Set up Maintenance Classes	No
Set up Coordinated IDs	No

Value Added Services:

The value-added services included and not included as part of this implementation project are outlined below. Additional services can be purchased at the applicable PSD Professional Services daily rate.

Value Added Services	In Scope?
Asset Collector	Yes
Data Mart for Enhanced Reporting (OLAP)	No
API / 3 rd Party Integrations	No
Single Sign On	No
Custom Training	No
Asset Data Validation and Improvement / Linking	No

2. Citywide GIS Viewer

Citywide's GIS Viewer allows users to visualize and directly access all the asset information stored within their asset register via a versatile mapping solution, enhancing infrastructure planning capabilities and enabling superior communication around asset management. It is designed to function as a standalone GIS system – fully integrating with Citywide's EAM modules – or together with existing client GIS solutions.

GIS Integration

The integration services will be based out of PSD's head office in London, Ontario. The integration is performed remotely, completed by leveraging screen-sharing technology. PSD will also organize discussions with the Township of Archipelago to gather the information required. If an integration to GIS is preferred, Citywide offers a lite version of the GIS module. It serves as a repository for spatial data that is served up to an associated web-based "viewer", with potential to draw from and serve third party systems. Key design principles include an intuitive interface with high visual impact, to produce demonstrable maps while maintaining the required internal functionality that an organization needs. The viewer is designed to work together with existing client systems. The viewer integrates with the other modules and allows for viewing of asset location through the Asset Manager database. The viewer will integrate with the other modules and allows for viewing of asset location through the Asset Manager database, mapping work orders/service requests and project prioritization through filterable reporting and viewing.

Automatic Integration - Citywide has an OGC compliant GIS Viewer that can connect to existing WMS/WFS services from any compliant service. By identifying a common ID between the assets



in GIS and our system, our solution can pass standard HTTP GET arguments to load our viewer with them. Our application can be modified to take such arguments (i.e. a link generated from a feature in the GIS system) to load our system directly to the related asset.

Manual Integration - The GIS files are imported automatically and show up as a point in the GIS system. Then assets are manually added to be part of the inventory listing, which would then be linked to the corresponding GIS file. Integration relies on identifying a "unique ID" or "Primary Key" that facilitates a one-to-one mapping between the two systems that are being integrated. A scheduled task will run, facilitating the integration process. This generally involves one system exporting data for the other so that it can be compared. The export is typically in the CSV format and can either contain changes since the last sync procedure, or a more complete dataset to allow an iterative comparison of field values between the two systems. Alternatively, one system may access the other's data via direct connection to a database, or via an API. Generally, APIs are preferable to use, when available. If an API is robust enough, it may be possible to facilitate virtually instantaneous updates between the two systems, if desired, thus eliminating the need for a scheduled task. When comparing data, if conflicts are found between the two data sets, a set of rules will be followed to facilitate the updating of field values between the two datasets. Similarly, the addition/removal and other functions occur at this point. Upon completion, an "integration report" is produced to detail any outstanding conflicts or errors that occurred during the sync. The report also contains more granular details such as which specific fields/assets were impacted.

3. Asset Collector (Citywide AM Add-on)

Asset Collector is the newest feature of the Citywide Mobile app, which enables users to add new assets and assessed condition data to their asset database using their iOS or Android device. Capturing data in the field saves users valuable time and effort, eliminating the need to update inventories back in the office, and ensures greater data accuracy. With Asset Collector, field staff have access to more information about their assets, which improves efficiency and performance in asset management.

Core Features of Asset Collector

- Field staff can add assets directly from the Citywide Mobile map and upload visuals in real time
- Users can access rich asset data in the field, including thumbnails, condition assessment records, asset attributes and GIS information
- With an easy to use slider, field staff can quickly and accurately capture the condition of the asset in the field according to the specifications of that asset type
- Citywide Mobile functions without internet access, so field staff can still collect data using Asset Collector and then easily sync with Citywide when the internet is available
 - Asset Collector integrates seamlessly with the whole suite of Citywide modules: Once a new asset has been created, users can issue work orders tagged to the new asset using Citywide Maintenance Manager (MM)
 - Staff in the office and in the field will be able to access one complete and up-to-date record of assets using Citywide Asset Manager (AM)
 - Citywide GIS enables users in the field to download and view assets directly through a MAP VIEW

Training & Support

Training

PSD follows the "Train the Trainer" model such that Client Admin users are trained to be comfortable with the system functionality to the level where they can conduct in-house end user training with additional users. End User Training is a value-added service as outlined above. Training can occur on-site or remotely (via web or phone). On-site training is subject to standard travel and accommodation expenses as outlined in the Project Budget section below. Training hours must be used before the completion of the project.

Support

Annual support/maintenance of Citywide Software includes the following:

- Version Protection such that the Client will have access to added software enhancements without additional cost
- Web Hosting such that PSD will provide redundant internet connections, daily backup both on and off-site of client data, 24 Hour video, on-site security, and fire suppression
- Access to the Citywide Support Center in order to report software issues and access the online user guide

Additional requests for guidance, consulting, or advice on use of the software will be billed in 15-minute increments at the hourly rate of \$200.00/hour which will be invoiced at the end of the month. The Client will be made aware of billing prior to providing assistance.



Project Budget

Citywide Asset Manager with GIS Viewer Software License		Amount
Base Software Cost - Asset Manager with GIS Viewer		\$11,500.00
Total Software		\$11,500.00

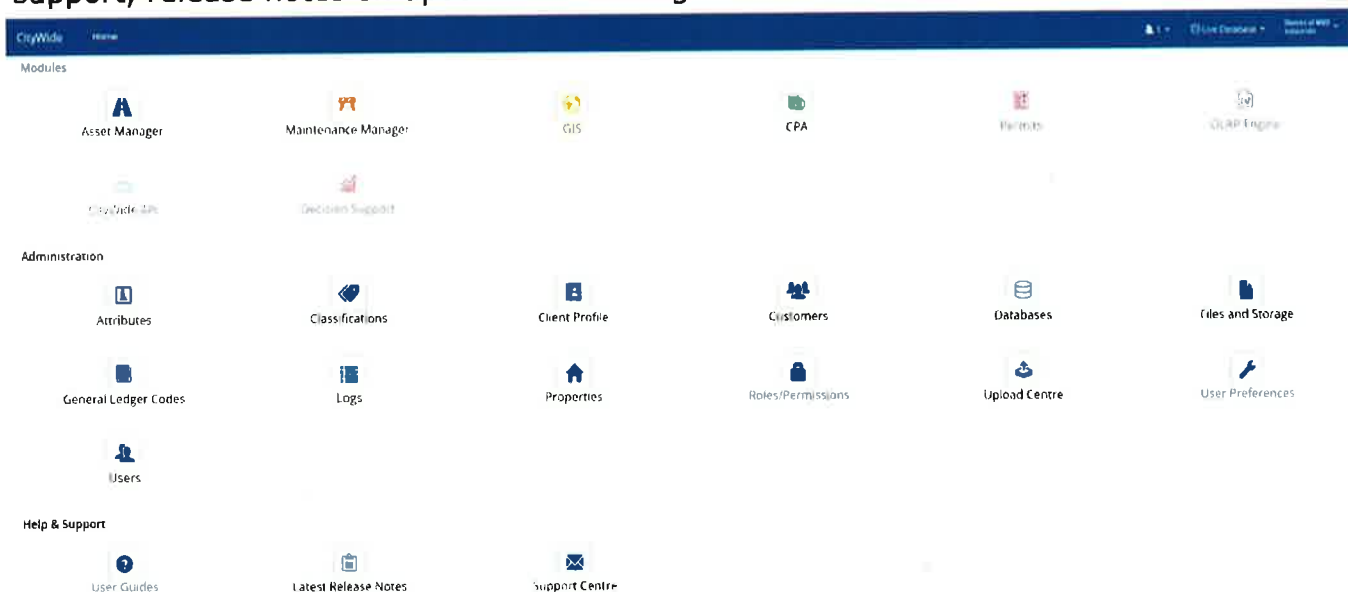
Implementation Professional Services		Amount
Project Management	Needs Assessment	\$00.00
	Kick-Off Meeting	\$2,400.00
	Project Plan/Schedule	
	Meetings, Status Reports, Issues	
	Go-Live Planning	
	Total Project Management	\$2,400.00
Standard Data Migration & Implementation	Data Review & Formatting	\$4,800.00
	Database Hierarchy Configuration	
	User-Defined Attributes Configuration	
	Data Import	
	Balance Financials	\$3,200.00
	Configure Users	\$00.00
	Configure Roles & Permissions	\$00.00
	Custom Report Development	\$00.00
	Custom Upload Centre Templates	\$00.00
	Setup Asset Profiles	\$00.00
	Setup Condition Ranges	\$00.00
	Setup Risk Strategies	\$00.00
	Setup Lifecycle Events & Strategies	\$00.00
	GIS Data Analysis & Upload	\$00.00
	Total Data Migration & Implementation	\$8,000.00
Training	Admin Training	\$1,600.00
	End User Training	\$00.00
	GIS Training	\$00.00
	Mobile Training	\$800.00
	Total Training	\$2,400.00
Value Added Services	3 rd Party Integrations / API	\$00.00
	Import Existing GIS Database Files (Open Data WPSGN)	\$4,800.00
	Asset Data Validation/Improvement	\$00.00
	Total Value-Added Services	\$4,800.00
Total Implementation Costs		\$17,600.00

Annual Support/Maintenance		Amount
Citywide Asset Manager with GIS Viewer Module		\$4,000.00
Citywide Asset Collector		\$2,000.00
Total Support/Maintenance		\$6,000.00

Appendix A

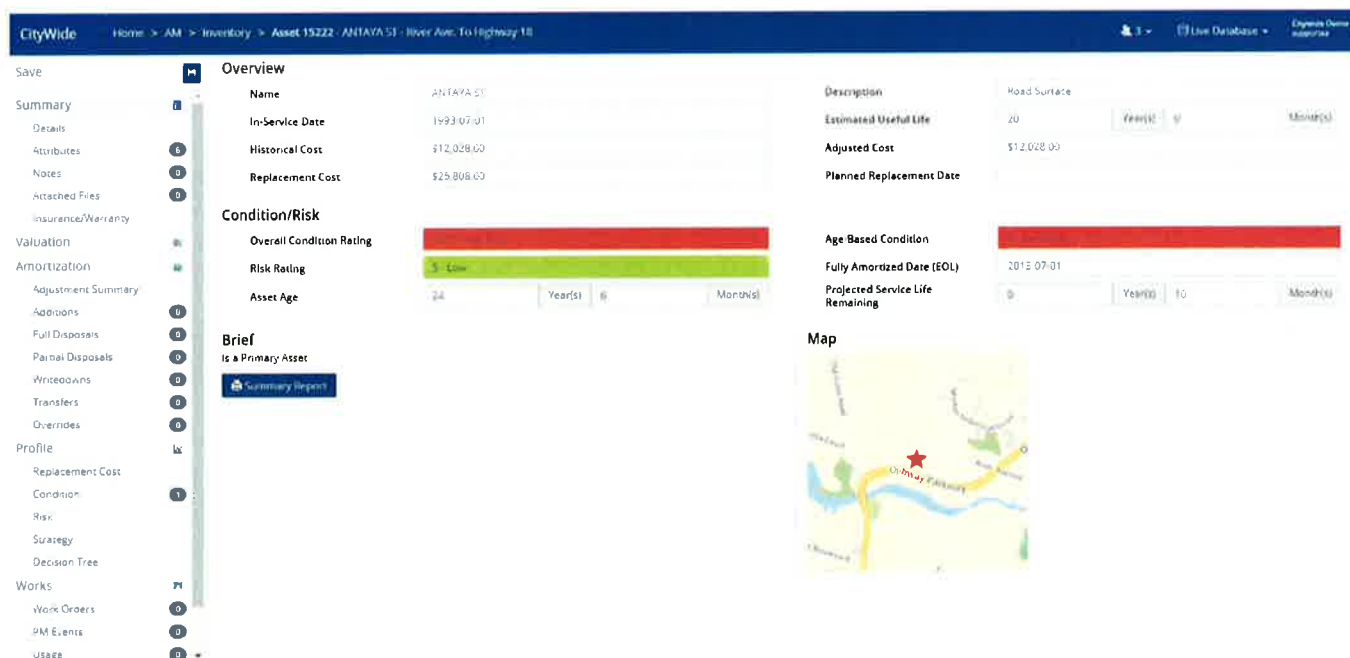
Citywide Asset Manager

Users have access to each module available through this page. New classifications can be created as well as, upload databases, global files, create roles and manage permissions. Access to system support, release notes on updates and user guides is also available from this screen.



Asset Information Page

Each individual asset record has a summary page highlighting items such as historical cost, in-service date, useful life and replacement cost. Other information on condition, risk, lifecycle events, work orders, or any attached documents is also available from this page. A geolocation of the asset is also provided within this page.



Customized Search and Filters

The key word search searches all fields in the entire database. Users can filter their search by specific fields such as category, segment, department, functional class, key words, etc.

CityWide Home > AM > Inventory (2020) - Active Inventory and WIP

Category: All Categories Segment: All Segments

Showing 26,468 records (26,462 total)

Asset ID	Category	Segment	Level 1 - Major Group El...	Level 2 - Group Elements	Class	Locked	Profile	Profile Group	Name
1	Bridges	No Segment	No Level 1 - Major Group...	No Level 2 - Group Eleme...	No Class	No	Bridges	Bridges	Pathway 1
2	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
3	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
4	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
5	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
6	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
7	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
8	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
9	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
10	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
11	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
12	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
13	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
14	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
15	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
16	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
17	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
18	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
19	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
20	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway
21	Sidewalks/Pathways/Trails	Pathways	No Level 1 - Major Group...	No Level 2 - Group Eleme...	Infrastructure	No	Default Profile	Default Group	Pathway

Lifecycle Events

Deterioration curves are available for each individual asset. When a lifecycle event has been added to an asset, Citywide will automatically calculate a new curve based on the activity completed. This allows users to build strategies to extend the useful life of assets.



Risk Assessment

Risk within the infrastructure industry is often defined as the probability (likelihood) of failure multiplied by the consequence of that failure. The likelihood of failure relates to the current condition state of each asset, whether they are in very good, good, fair, poor or very poor condition, as this is a good indicator regarding their future risk of failure. This condition can be generated based on age and where the asset is at its estimated useful life or can use an assessed condition rating provided by the condition inspection. The consequence of failure relates to the magnitude, or overall effect, that an asset's failure will cause. For instance, a small diameter water main break in a subdivision may cause a few customers to have no water service for a few hours, whereby a large trunk water main break outside a hospital could have disastrous effects and would be a front-page news item. By default, the system will use these two factors to assign each asset a Risk Rating, but you may also override these values using the dropdowns beneath each section. Additional metrics can be incorporated at the Asset Profile level as municipalities refine their data.



Risk Matrix Report

Users can generate risk matrices to identify assets that have a higher risk of failure. These reports show the overall risk score for each of the assets. Each grid square is enabled with a link that will direct the user to the assets that fall within that risk category. In addition, users can also view assets within each grid square in the GIS map.



Risk Setup

Users can set asset profiles that have specific risk metrics. This enables users to setup, create, or edit current risk rating systems.

CityWide Home > AM > Asset Profiles > Asphalt Roads

4 Live Database Update from Reports

Dashboard Asset Template MM Metrics Lifecycle Condition Risk Events Strategy Decision Tree Log

Risk

Probability of Failure Metrics [New Metric](#)

Economic Weight: 100% /

Field

Condition

Total

Consequence of Failure Metrics [New Metric](#)

Economic Weight: 40% /

Field

Replacement Cost

Total

Operational Weight: 60% /

Field

Risk Condition Rating

Surface Type

Event

Metric

Weight (%)

Actions

Metric

Weight (%)

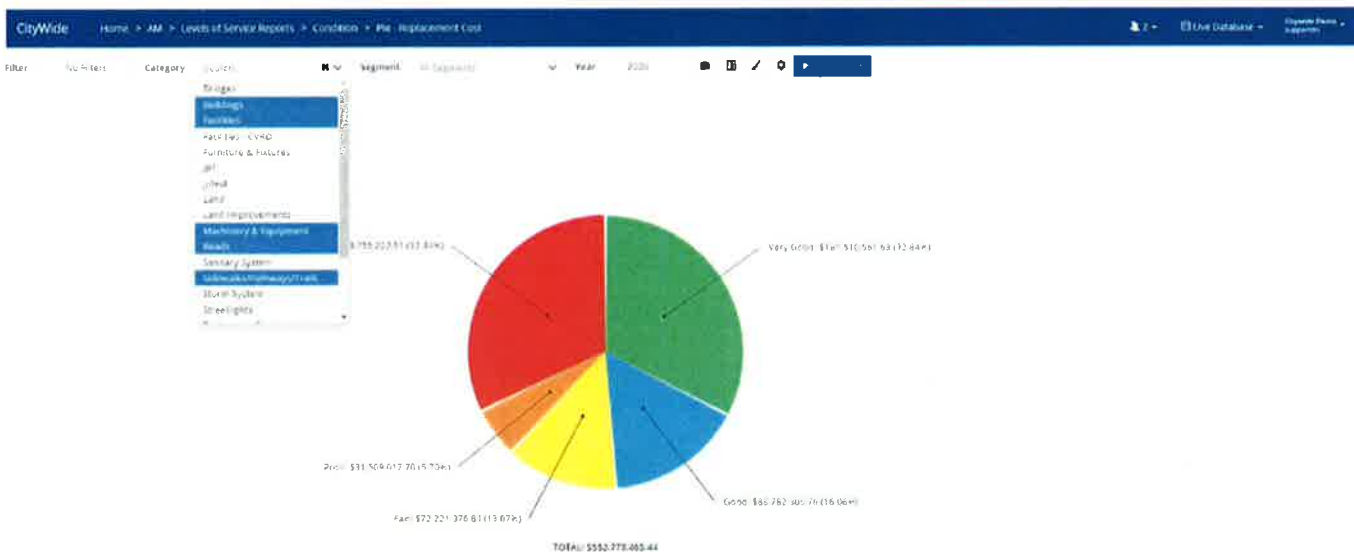
Actions

Metric

Weight (%)

Actions

Condition Report



- Financial Information Reporting (FIR)
- Financial reports including Schedule 51A, Schedule 51B and Schedule 51C Reports
- TCA Reporting inclusive of betterments, disposals, etc.
- Base Capital Expenditure Report (Asset Backlog)
- Ability to report assets by class, category, department, function, and fund
- State of Recommended Practices Reporting (SORP)
- Asset Condition Reporting
- Asset Replacement Needs
- Risk Assessment Matrix
- Customizable lifecycle reporting to show annual requirement(s) and upcoming capital expenditures required in single or multi-year blocks
- Work in Progress (WIP) reports
- Ability to generate cumulative and continuity reports
- Customized reports can be created and saved by the end user without needing additional support

[illegible]



Saved Views and Reports

If there are any custom options or filters that the user has selected, they can be saved so that the options do not have to be selected every time the reports needs to be ran.

CityWide Home > AM > Financial Reports > Amortization

Generate Amortization Report

Save Report Run Report

Primary Classification: Depreciation ✓
 Secondary Classification: Category ✓
 AUP Preference: Exclude AUP ✓
 Asset IDag: none ✓
 Extra Totals: Costs ✓

Save Report Run Report

Saved Reports

Name	Primary Classification	Secondary Classification	AUP Preference	Asset Flag	Extra Totals	Actions
Capital Costs	Capital Costs	Segment	Exclude AUP	Asset	Costs	✓
Category	Category	Segment	Exclude AUP	None	Costs	✓
Equipment	Equipment	Category	Exclude AUP	None	Costs	✓
Location	Location	Sub-Function	Exclude AUP	Asset	Costs	✓

Report by Asset Cost

The report by asset cost can provide the total count of work orders, total labour, equipment, parts/materials cost, along with overall total costs across all three areas. Also, in the asset inventory database, users are provided with a history of work orders that have been issued against the specific asset.

CityWide

Home > MM > Reports > Work Order reports > Data

Showing 207 records

</



CityView

Home > AM > Inventory > Asset 9: Pathway / 03, Mill Rd Path

Assets

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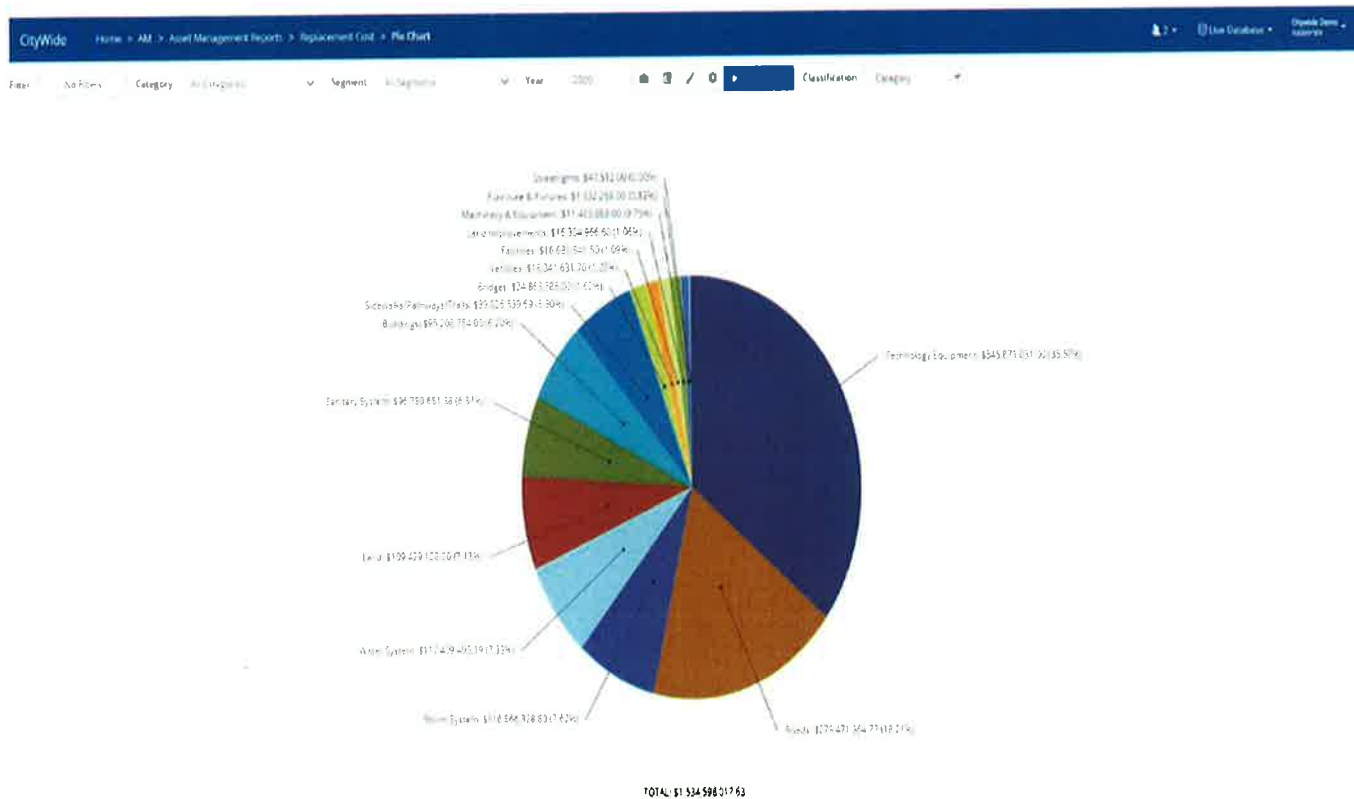
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Replacement Cost Report



Amortization Report by Asset Type

CityWide Home > AM > Financial Reports > Amortization Report > Data

Filter: No Filters Category: All Categories Segment: All Segments Year: 2020

	Opening Cost	New Acquisitions	Additions	Disposals from WIP	Cost Disposals	Write-downs	Cost Transfers	Closing Cost	Opening Nbr.	Nbr Transfers	Open
Bridges											
■ Bridges	\$2,978,911.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,978,911.43	\$2,901,736.03	\$0.00	
■ Total	\$2,978,911.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,978,911.43	\$2,901,736.03	\$0.00	
Buildings											
■ Administration	\$12,333.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,333.33	\$12,333.33	\$0.00	
■ Auto	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	\$4,000.00	\$0.00	
■ Fire Station	\$4,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000,000.00	\$4,000,000.00	\$0.00	
■ Landmark	\$1,111,111.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111,111.11	\$1,111,111.11	\$0.00	
■ Library	\$1,111,111.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111,111.11	\$1,111,111.11	\$0.00	
■ Municipal Office	\$1,111,111.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111,111.11	\$1,111,111.11	\$0.00	
■ Police	\$1,111,111.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111,111.11	\$1,111,111.11	\$0.00	
■ Police Station	\$1,111,111.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111,111.11	\$1,111,111.11	\$0.00	
■ Public Works	\$1,111,111.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111,111.11	\$1,111,111.11	\$0.00	
■ Volunteer Center	\$1,111,111.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111,111.11	\$1,111,111.11	\$0.00	
Buildings Total	\$155,990,531.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$155,990,531.08	\$155,990,531.08	\$0.00	
Facilities											
■ General Services Building	\$44,002.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,002.00	\$44,002.00	\$0.00	
■ Maintenance Building	\$44,002.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44,002.00	\$44,002.00	\$0.00	
■ Fire Hall	\$1,111,111.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111,111.11	\$1,111,111.11	\$0.00	
■ Fire Station	\$1,111,111.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111,111.11	\$1,111,111.11	\$0.00	
■ Operations Office	\$1,111,111.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111,111.11	\$1,111,111.11	\$0.00	
■ Town Hall Building	\$1,111,111.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111,111.11	\$1,111,111.11	\$0.00	
Facilities Total	\$5,669,155.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,669,155.16	\$5,669,155.16	\$0.00	
Landmarks & Structures											
■ Landmarks & Structures	\$1,111,111.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111,111.11	\$1,111,111.11	\$0.00	
Landmarks & Structures Total	\$1,111,111.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,111,111.11	\$1,111,111.11	\$0.00	



Replacement Profile Report

Shown is the replacement profile for the categories listed. This has been done in a 5-year block from the year 2016 to 2036. This data can also be displayed in pie chart or data format.



Financial Reports

Users can use the system to create reports for Schedule 51A, 51B and 51C directly from housed data.

CityWide											
Home > AM > Financial Reports > Financial Returns											
Rep: 51A	Showing 15 records										
Schedule 51A	Opening Net Book Value	Opening Cost Balance	Additions and Betterments	Disposals	Write-downs	Closing Cost Balance	Opening Amortization Balance	Annual Amortization	Amortization Disposal	Closing Amortization Balance	Closing
General Government	\$9,781,342.60	\$12,769,734.28	\$500.00	\$500.00	\$50.00	\$13,769,684.28	\$3,972,391.68	\$456,436.16	\$93.14	\$4,428,827.82	
No Sub-Function	\$10,380.55	\$12,331.23	\$0.00	\$0.00	\$0.00	\$12,331.23	\$1,952.78	\$246.67	\$0.00	\$12,194.44	
Protection Services											
Law Enforcement	\$3,112,146.50	\$14,364,624.49	\$0.00	\$0.00	\$0.00	\$14,364,624.49	\$11,252,677.96	\$456,313.58	\$0.00	\$14,820,938.02	
Police - Police	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Police - Emergency Measures	\$0.00	\$47,426.28	\$0.00	\$0.00	\$0.00	\$47,426.28	\$47,426.28	\$0.00	\$0.00	\$47,426.28	
Protection Services Total	\$3,112,146.50	\$14,412,050.77	\$0.00	\$0.00	\$0.00	\$14,412,050.77	\$11,300,104.24	\$456,313.58	\$0.00	\$14,868,163.95	
Transportation Services											
On-Highway Road	\$3,571,341.70	\$30,217,455.16	\$28,000.00	\$0.00	\$0.00	\$30,245,455.16	\$21,559,093.48	\$822,530.33	\$0.00	\$31,067,925.01	
No Sub-Function	\$43,284,008.16	\$10,249,977.09	\$0.00	\$0.00	\$0.00	\$53,533,985.25	\$22,029,419.02	\$1,088,092.61	\$0.00	\$54,622,077.86	
Roads, Bridges and Culverts	\$2,906,071.00	\$9,034,122.43	\$0.00	\$0.00	\$0.00	\$9,034,122.43	\$6,727,931.40	\$1,218,037.82	\$0.00	\$10,252,060.25	
Fleets	\$80,260.00	\$44,000.00	\$0.00	\$0.00	\$0.00	\$124,260.00	\$14,990.00	\$5,500.00	\$0.00	\$139,750.00	
Roadways - Traffic Operations & Roadside	\$5,000,000.00	\$8,957,250.16	\$123,400.00	\$1,207.00	\$0.00	\$14,079,657.16	\$1,399,198.16	\$26,841.73	\$279.82	\$14,378,757.21	
Streets/Lighting	\$1,072,540.94	\$4,210,000.00	\$0.00	\$0.00	\$0.00	\$5,282,540.94	\$2,737,475.87	\$1,127,975.00	\$0.00	\$6,410,515.93	
Transportation Services Total	\$13,603,027.70	\$113,160,967.34	\$148,400.00	\$1,207.00	\$0.00	\$138,110,192.34	\$59,959,936.34	\$2,481,290.25	\$279.82	\$140,691,482.21	
Environmental Services											
No Sub-Function	\$13,012,713.90	\$12,010,223.53	\$0.00	\$0.00	\$0.00	\$25,022,937.43	\$42,037,451.50	\$2,419,945.41	\$0.00	\$27,442,992.02	
Water Distribution/Transmission	\$19,227,120.19	\$3,105,940.80	\$0.00	\$0.00	\$0.00	\$22,333,060.99	\$12,943,220.52	\$6,903,855.85	\$0.00	\$35,236,916.84	
Environmental Services Total	\$32,239,834.09	\$15,116,164.33	\$0.00	\$0.00	\$0.00	\$47,356,018.42	\$54,980,672.02	\$9,323,801.26	\$0.00	\$66,673,818.86	
Recreation and Cultural Services											
Cemeteries	\$2,035,130.50	\$3,222,979.31	\$0.00	\$0.00	\$0.00	\$5,258,109.81	\$1,063,676.74	\$194,768.00	\$0.00	\$6,322,886.55	
No Sub-Function	\$3,740,012.90	\$7,555,709.64	\$0.00	\$0.00	\$0.00	\$11,295,722.54	\$4,742,690.69	\$478,182.24	\$0.00	\$16,038,414.83	
Parks	\$134,582.13	\$251,518.82	\$0.00	\$0.00	\$0.00	\$386,100.95	\$156,933.69	\$4,539.04	\$0.00	\$542,534.68	
Rec. Fac. - All Other	\$15,170,222.99	\$24,437,470.78	\$0.00	\$0.00	\$0.00	\$39,607,703.77	\$19,737,180.79	\$702,730.04	\$0.00	\$59,344,883.99	
Recreation and Cultural Services Total	\$19,079,948.52	\$35,447,668.55	\$0.00	\$0.00	\$0.00	\$55,261,533.07	\$25,999,381.22	\$1,217,347.38	\$0.00	\$81,468,261.42	

Citywide GIS Viewer

Asset Selection

Users can select individual assets from the map and view the asset information at the bottom of the page. From here the user can link directly to the Asset Information Page.



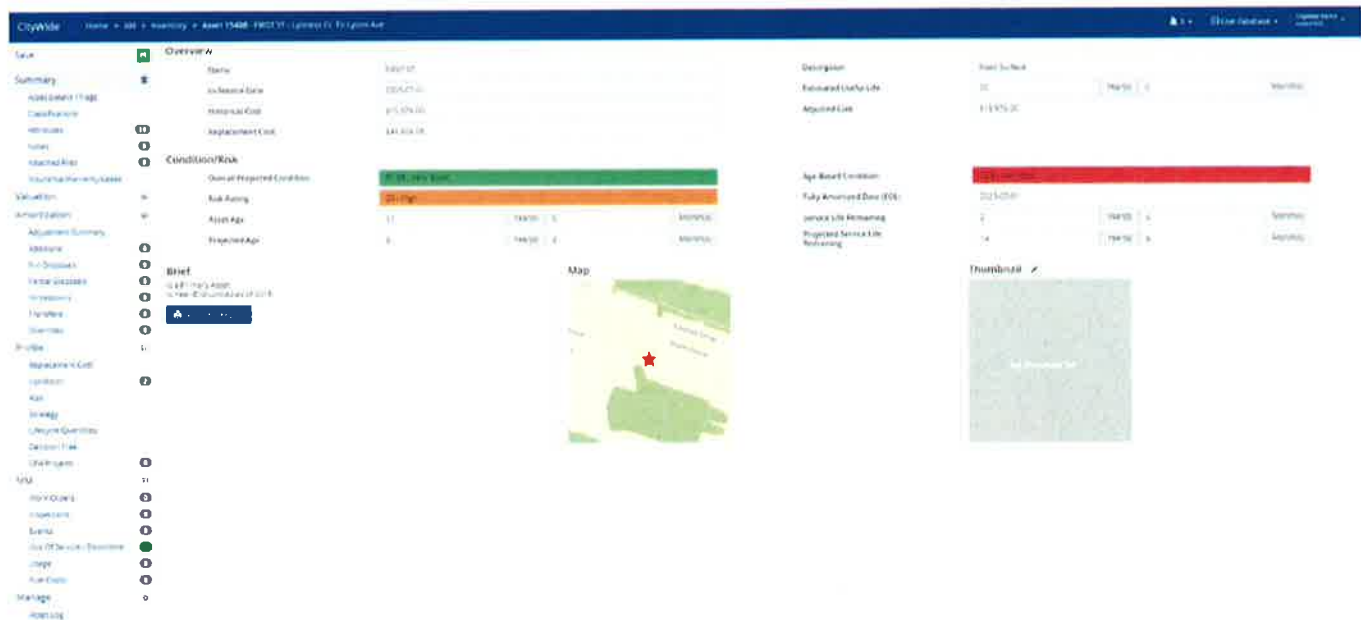
GIS Multiple Asset View

Users have the ability to select one or multiple assets on the GIS map. A list of the selected assets appears below the map where the Asset information is displayed.

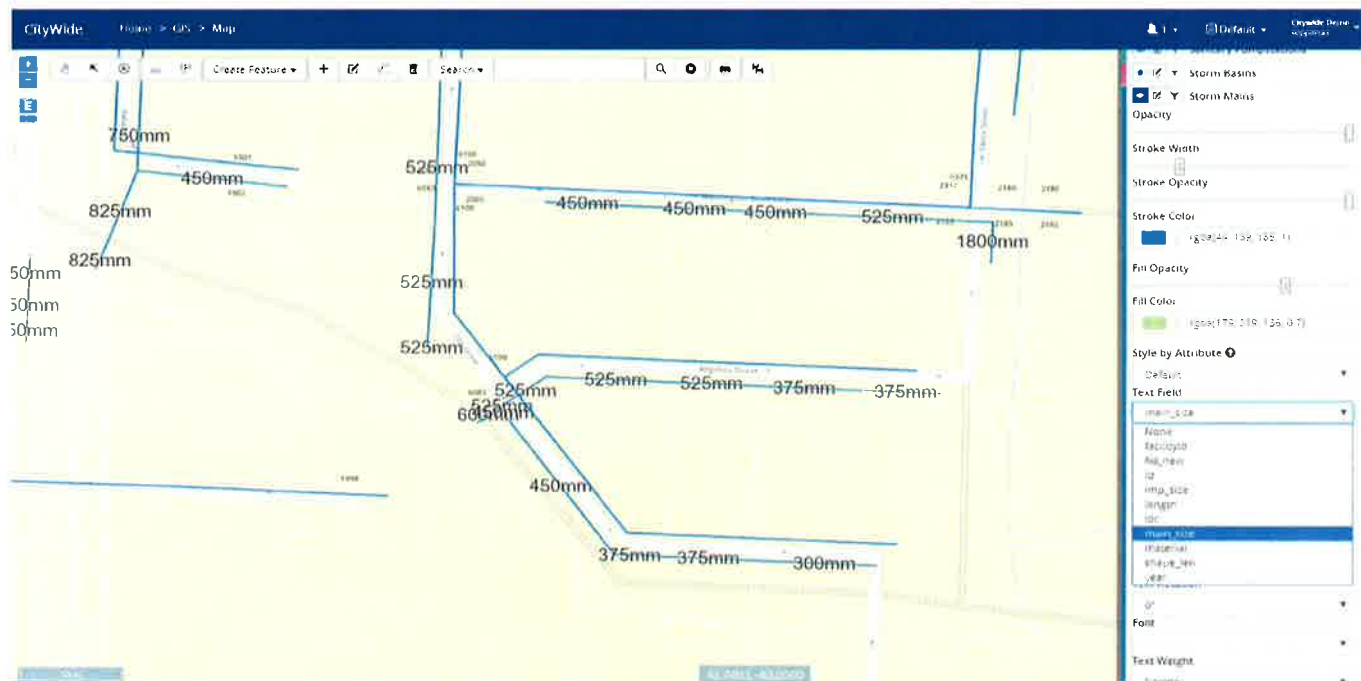


Asset Information Page

The Asset Information page includes a geolocation of the asset. It is enabled with a link to the GIS location of the asset.



Additional asset information can also be displayed on the map. Text fields such as pipe diameter, installation date, material, length, can be displayed alongside the asset.



The viewer integrates with the other modules and allows for viewing of asset location through the TCA database, mapping work orders / service requests and project prioritization through filterable reporting and viewing. Citywide Maintenance Manager links with the GIS information to plot both Service Requests and Work Orders.

GIS Layer Style

The map below shows the information on Roads, Sanitary Mains, Storm Mains, Storm Pump Stations, Water Hydrants, and Water Mains, styled by age or condition. Users have the ability to display the assets by different styles such as Age Based Condition, Assessment Condition, Amortization, Risk Rating, etc. Each asset linked on the map also contains links to the Work Order and Asset Information.

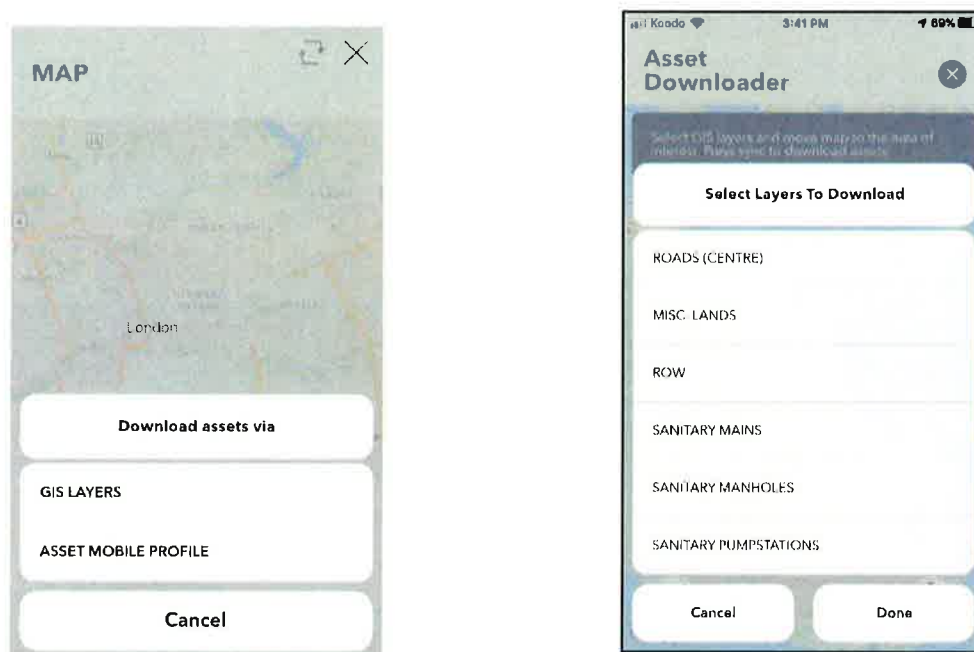


Asset Collector

The Asset Collector (AC) functionality is accessible from the Citywide Mobile Application. Organizations with the AC app can access the Assets and Map areas.



The mobile device will allow staff to download asset data directly to their mobile devices, whether using the existing GIS layers, or Asset Profiles which allow staff to access non mapped assets such as vehicles and equipment. This enables staff to work with the assets offline and sync updated data once updated.



Staff can access individual asset data, pulled from Citywide Asset Manager. This includes data such as name, GIS location, attachments and notes, previous condition assessments, risk ratings (calculated), projected condition, and any current attribute data. Notice in the image below, speed limit data is a required attribute for roads but is not populated.

ASSET-35005

LAURIER DR

Roads

2015-10-31

Mainbridge Rd. to First St

Details

GIS Info

Coordinates Lat: 42.229589, Lon: -83.075008

Attachments(1)

Condition Assessments(0)

Risk Rating (2020) 3.3 - Very Low

Projected Condition (2020) 83 % - Very Good

Attributes(16)

ASSET-35006

LAURIER DR

PAVEMENT DISTRESSES

Alligator Cracks

WARD / REGION IDENTIFIER

Ward 3

VULNERABILITY

1

ROAD DESIGNATION

Collector

SPEED LIMIT

(2020)

From the mobile device, staff can conduct visual condition assessments, with rating scales and descriptions controlled by the main Citywide Asset Manager profile. Staff can also review the attribute data – and update any missing or incorrect data. Notice the options are a drop down and not free form entry.

CREATE NEW ASSESSMENT

Asset ID 35006

Assessment Date 2021-05-05

Condition Rating

50 %

Fair

0% 100%

The asset's performance or function has started to degrade and repair/rehabilitation is required to minimize lifecycle cost.

ASSET-35006

LAURIER DR

MI-16-092-900449

SHOULDER WIDTH

5.50

CURB & GUTTER

N

PAVEMENT WIDTH

6.20

Staff can also easily identify missing assets in the field and add these directly to the system. Using the cross hairs, staff can improve the accuracy of the asset location data.

CREATE ASSET

Once synced, this asset will move into pending imports on web, where it can be further completed and approved.

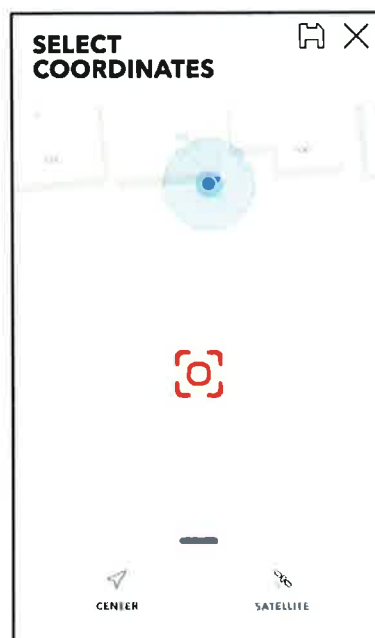
Name

Location

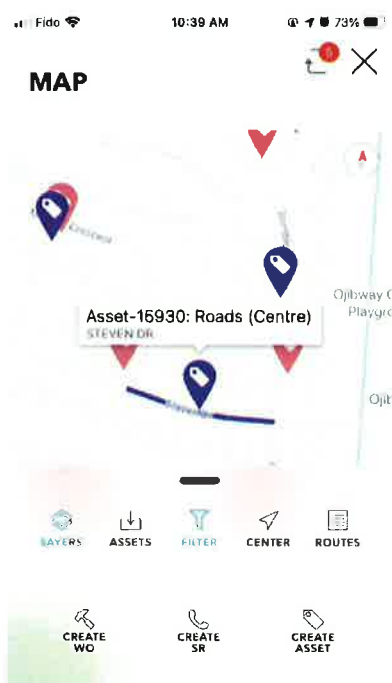
Coordinates No coordinates

Description

Attachments(0)



Users are able to see where assets are located when viewing layers on mobile app. When the asset is selected, they will be able to take pictures and apply onto asset record from the field.



ASSET-15366

DIVINE ST

- Roads (Centre)
- 1993-07-01
- Fields Ave. To Boismier

To see the updated Risk Rating and Projected Condition values, you will need to sync after editing this asset.

Thumbnail

Details

Staff are also able to record attribute details about the asset. Depending on the fields of information that have been set up in the system, staff will be able to write text, add measurement information, or pick between drop down options to record more about the asset.



ASSET-15366

DIVINE ST

Roads (Centre)

1993-02-01

Fields Ave. To Boltmiller

To see the updated Risk Rating and Projected Condition values, you will need to sync after editing this asset.

Attachments(1):

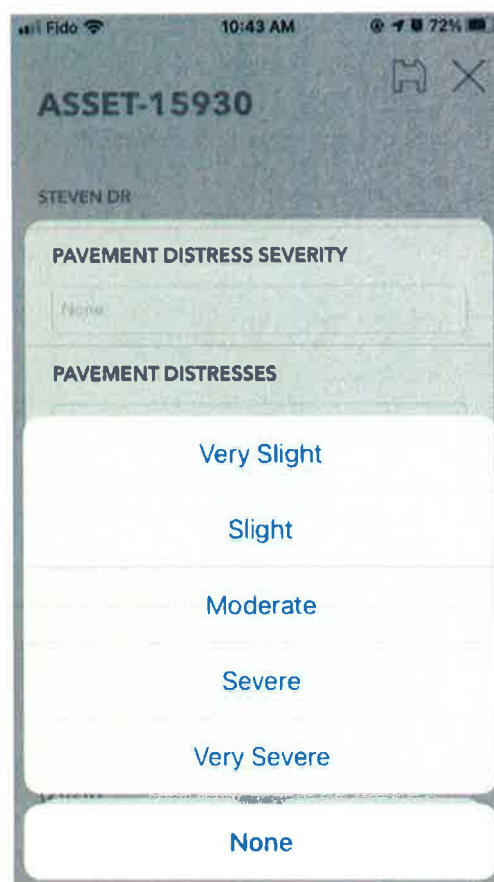
Details

AST_EX_20210419_091619.jpeg

Lat: 42.234261, Long: -83.099166

ADD

Cancel SAVE



ASSET-15930

STEVEN DR

PAVEMENT DISTRESS SEVERITY

None

PAVEMENT DISTRESSES

Very Slight

Slight

Moderate

Severe

Very Severe

None

The Township of The Archipelago

Recommendation Report to Council

Report No.: Clerk-2021-03

Date: August 19, 2021

Originator: Maryann Weaver, Clerk

Subject: In-Person Council Meetings

RECOMMENDATION

1. That we continue to hold our Council meetings virtually at this time;
2. And further that staff continue to monitor public health guidelines, recommendations and best practices to determine when it will be appropriate to once again commence 'in person' Council meetings.

BACKGROUND/HISTORY

In early March 2020, as a response to the COVID-19 pandemic, the Township of The Archipelago implemented measures which altered municipal operations to address new legislation, to ensure business continuity, and to protect staff, Members of Council, and our residents. This included the closure of our municipal facilities to the public, and the holding of electronic meetings.

Ontario is currently in Step Three of the Province's Roadmap to Reopen, and will remain in Step Three for at least 21 days and until 80% of the eligible population aged 12 and over has received one dose of a COVID-19 vaccine, and 75% have received their second, with no public health unit having less than 70% of their eligible population aged 12 and over fully vaccinated. Other key public health and health care indicators must also continue to remain stable.

As we move towards to a gradual reopening, it's important that we adhere to the Framework for Reopening; follow the guidance and direction from the North Bay Parry Sound Health Unit; and meet the requirements under the Occupational Health and Safety Act.

NEW INFORMATION/NEXT STEPS

It is currently being reported that Ontario is now in the 4th wave of the pandemic, as Covid-19 cases are on the rise, and the delta variant surging.

50% occupancy and social distancing is still required. All of our municipal neighbours continue with virtual meetings, with no immediate plan to resume in-person meetings.

Currently, all office staff and any required visitors (i.e., maintenance or contractors) are required to wear masks and maintain physical distancing while in Municipal Office. Due to the number of Council Members and the size of our Council Chambers, staff do not believe it is feasible to return to 'in-person' meetings at this time. It is recommended that we continue to meeting virtually for the foreseeable future.

Staff will continue to monitor public health guidelines and the pandemic situation to determine when it is appropriate to commence in-person meetings.

Plan for Future Council Meetings

Staff continue to plan for the full technological modernization of Council chambers and the implementation of paperless meetings for the next term of Council. As part of this, we are also preparing for the return of in-person Council meetings, with 3 potential options to support a return.

Option 1

In person meetings (audio and video recording): The Council Chambers would be outfitted with equipment for each Member of Council to allow video and audio recording. This option would allow for hybrid meetings, if Council so chooses.

Option 2

In person meetings (audio recording): The Council Chambers would be outfitted with microphones.

Option 3

In person meetings (no recording): Meetings would return to normal (pre-covid-19)

FINANCIAL IMPLICATIONS

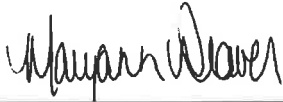
In November 2019 Council passed a resolution which authorized staff to utilize the Municipal Modernization Funds for the purchase of equipment necessary to modernize the Council Chambers, not to exceed \$20,000.00.

This project will be funded by the Municipal Modernization Fund.

CONCLUSION

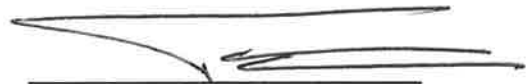
The 4th wave of the COVID-19 pandemic has started. It is therefore recommended that we continue to hold our Council meetings virtually and that staff continue to monitor public health guidelines, recommendations and best practices to determine when it will be safe and appropriate to once again commence 'in person' Council meetings.

Respectfully Submitted,



Maryann Weaver
Clerk

I concur with this report,



John B. Fior
Chief Administrative Officer

The Township of The Archipelago

Information Report to Council

Report No.: Operational Services 2021-011

Date: 19th August 2021

Originator: Greg Mariotti, Manager of Operational Services

Subject: Operational Services Update

Public Works Update

Staff continued brushing roadsides and with the recent heavy rains, they have had to carry out additional dismantling of beaver dams.

The OPP have carried out two full days of speed monitoring so far. The mornings along Healey Lake Road and the afternoons in Pointe au Baril at Highway 69. Seven tickets were issued at Healey Lake Road and twelve tickets at Highway 69. Two more days will be allocated to Skerryvore and North Shore and South Shore roads in Pointe au Baril.

Fisheries and Oceans Canada have been asked to refund costs related to upgrades to the lighthouse electrical and water systems.

A wayward dock disposal day took place in partnership with the Woods Bay Association the weekend of July 24th. Two bins were disposed of, totalling 4,910kg (10,824lb). Overall costs for the day were as follows:

Materials and Supplies (mostly reusable) :	\$347
Dock disposal costs :	\$648
Labour (4 staff, 8 hours) :	\$1120
<u>Equipment (Roll off truck, backhoe, vehicles) :</u>	<u>\$1104</u>
Total :	\$3219

Environmental Services Update

A spraying company was contracted out to spray identified patches of phragmites, both North and South Archipelago. This operation was completed in a day (August 4th). All locations have been GPS'd so that the same locations can be sprayed a second time next year. This is the same company that the MTO uses in the area.

The flare disposal day (August 7th) at The Sound Boatworks was successful, with around 600 flares being collected; some dating back to the 1950's. Around 75 people showed up during the 4-hour window. The Bridge will decide whether to hold a follow-up event in 2022.

Re-use and re-cycle centres have been opened and there is no longer a docking limit at Devil's Elbow and Sheep Head.

Sea Bins have been installed and operational at Pointe au Baril Wharf and Holiday Cove Marina.

Rate payers visiting transfer stations are being asked to ensure they have a waste card available for inspection if asked. Staff have issued around 40 cards this past month (it is usually 4-5 per month). Staff have been asked to be more proactive in checking the residency status of unfamiliar faces due to the significant increase in cottage rentals and some members of the public originating from unorganized townships trying to dispose of their waste in The Archipelago. Keeping a copy of a waste card is also handy as new employees get to know rate payers.

Outdoor Gatherings at the Community Centre

Following an enquiry from a rate payer wishing to hold a meeting, it is possible for gatherings to take place in the screened-in porch area of the community centre. Chairs are available outside for use. The Community Centre itself remains closed until the HVAC system is installed. Timing for this installation is now around Q4 this year, due to material supply issues.

Respectfully Submitted,

Greg Mariotti
Manager of Operational Services

I concur with this report,



John B. Fior
Chief Administrative Officer

The Township of The Archipelago

Recommendation Report to Council

Report No.: Operational Services 2021-006

Date: 19th August 2021

Originator: Greg Mariotti, Manager of Operational Services

Subject: Purchase of Site 9 Weigh Scale

RECOMMENDATION

1. That Council authorize staff to purchase a weigh scale plus accessories from Canadian Scale Company Ltd. at a quoted cost of \$64,150.

BACKGROUND/HISTORY

Council approved the investment in a weigh scale at Site 9 landfill for the 2021 capital budget. The amount budgeted was for \$80,000. Having an accurate measurement of what is going to the landfill will assist in planning for the future of the site and will enable a review of the disposal fees contained within the Waste Management and Fees By-Law #12-19.

The landfill was opened in 1988 and, based on the average usage of the last 5 years, it is estimated the landfill has a life expectancy of around 19 years. The Ministry of the Environment Conservation and Parks has extended the lifespan of the site once previously in 2002 and the probability that the Ministry will extend the lifespan of the landfill for a second time is not high. To this end, it is becoming important to know exactly what, how much and from where the waste material is coming from. Site 9 staff also charge ratepayers to dispose of certain materials such as brush and construction and demolition waste based on an estimated volume. This assessment is subjective and current fees are significantly below market tipping fee rates.

Staff reached out to three companies to obtain quotes for the supply and installation of a weigh scale suitable for legal trade. The three companies contacted were Strathroy Scale, Arrow Scale Inc. and Canadian Scale Ltd. All three suppliers are known in the industry. Canadian Scale sells steel deck scales whereas Active and Strathroy sell concrete deck scales. Steel deck scales are typically more cost effective than concrete decks, however the price of steel has increased by around 200% since 2020.

ANALYSIS/OPTIONS

Option 1 – Recommended

Purchase a weigh scale plus accessories from Canadian Scale Company Ltd. at a quoted cost of \$64,150.

Operating a weigh scale will assist with collecting market rate tipping fees and will help reduce the operating loss of this location which was around \$100,000 in 2020. The introduction of market rate tipping fees will encourage rate payers to recycle as much as possible which will, in turn, extend the lifespan of the landfill.

Option 2 – Not Recommended

Defer the purchase until 2022 or until prices return back to pre Covid-19 levels. It is uncertain when, or if, prices will drop.

Option 3 – Not Recommended

Revoke the planned budget expense and continue to operate the landfill on a volume basis, relying on staff to assess the fees that rate payers should be charged. Not being able to accurately measure what is being disposed of at the landfill is not good management practice.

FINANCIAL IMPLICATIONS

Canadian Scale's quote came in at \$64,150, including estimated crane rental costs and a desktop PC of \$2,000. The frame and deck is made of steel plate with a 10-year warranty.

Arrow Scale's quote came in at \$73,805, inclusive of crane rental costs, software and desktop PC. The deck is concrete with a steel frame and comes with a 5-year warranty on the weighbridge steel.

Strathroy's scale is also a steel encased concrete deck design and was quoted at \$62,850 (includes an estimated \$4,000 for software and desktop PC). The concrete deck comes with a 10-year warranty.

Not unexpectedly, Covid-19 has caused an increase in purchase costs across the board.

In addition to the above costs, additional funds will be required for electrical work and for the purchase and installation of a small scale house. These additional funds still need to be quantified and are somewhat dependent on the final placement of the scale itself. Although Strathroy Scale is the lowest cost supplier, their support network is not as extensive as

Canadian Scale's. Canadian Scale can service the Archipelago from either the Sudbury or Etobicoke locations and have existing customers in the area. Strathroy Scale's support office is based out of Strathroy.

CONCLUSION

1. That Council authorize staff to purchase a weigh scale plus accessories from Canadian Scale Company Ltd. at a quoted cost of \$64,150.

Respectfully Submitted,



Greg Mariotti
Manager of Operational Services

I concur with this report
and recommendation



John B. Fior
Chief Administrative Officer

Permit Comparison Summary

Issued For Period JUL 1,2021 To JUL 31,2021

Name	Type	Number	Property
COOLEY, LEANNE	-SEWAGE CLASS 4	2021-0159	CONGER CON 10 PT LOT 16 REM
RESURGAM INVESTMENT CORPOR	-SEWAGE CLASS 4	2021-0160	1 B853 ISLAND
RESURGAM INVESTMENT CORPOR	-SEWAGE CLASS 4	2021-0161	1 B853 ISLAND
WEIR, RHONDA	-SEWAGE CLASS 4	2021-0162	HARRISON ISLAND 26A RP
HARRIS, MICHAEL WILLIAM	-SEASONAL DWELLING	2021-0163	1 B469 ISLAND
HARRIS, MICHAEL WILLIAM	-RENOVATION	2021-0164	1 B469 ISLAND
HARRIS, MICHAEL WILLIAM	-SEWAGE CLASS 4	2021-0165	1 B469 ISLAND
ROTH, PAULETTE	-SEASONAL DWELLING	2021-0167	512 SKERRYVORE COM RD
KELLY, KENNETH	-SEWAGE CLASS 4	2021-0168	TAMARACK DRIVE
ROSEMARY ISLAND CORPORATION	-SEWAGE CLASS 4	2021-0169	1 A374 ISLAND
ANDRAS, KENNETH W	-LIVING ADDITION	2021-0170	1 B634 ISLAND
KAUFMAN, RAINER	-DOCK	2021-0171	81 A96 ISLAND
MCCLINTOCK, EMILY NORD	-ACCESSORY BUILDING	2021-0172	1 A212 ISLAND
MCCLINTOCK, EMILY NORD	-DEMOLITION	2021-0173	1 A212 ISLAND
MCCLINTOCK, EMILY NORD	-BOATHOUSE	2021-0174	1 A212 ISLAND
MCNAMARA, ADAM	-GARAGE/STORAGE BUILDING	2021-0175	113 HEALEY LAKE
COOLEY, LEANNE	-HOUSE	2021-0176	CONGER CON 10 PT LOT 16 REM
COOLEY, LEANNE	-GARAGE/STORAGE BUILDING	2021-0177	CONGER CON 10 PT LOT 16 REM
COOLEY, LEANNE	-DOCK	2021-0178	CONGER CON 10 PT LOT 16 REM
WILSON, HEATHER	-SEWAGE CLASS 4	2021-0179	123 FOX BACK RD
HANSEN, ERIK JAMES	-DECK	2021-0180	27 RICHWOOD DR
CHALMERS, WILLIAM ALEXANDER	-LIVING ADDITION	2021-0181	496 BLACKSTONE-CRA RD
HANSEN YOUNGER, INGRID	-SEWAGE CLASS 4	2021-0182	55 TAMARACK DR
ROTH, PAULETTE	-SEWAGE CLASS 4	2021-0166	512 SKERRYVORE COM RD
BINIONS, WILLIAM BRENT	-SEWAGE CLASS 4	2021-0183	2 A258 ISLAND
BINIONS, WILLIAM BRENT	-SEWAGE CLASS 4	2021-0184	2 A258 ISLAND
LAMONDIN, JUDY	-SEWAGE CLASS 4	2021-0185	
GALBERG, TARA ASTRA	-ACCESSORY BUILDING	2021-0186	12 B399 ISLAND
HARRIS, MARTIN WILLIAM	-SEASONAL DWELLING	2021-0187	CONGER PLAN M293 LOT 10 & RP
BRADLEY, CATHERINE MARIE	-DECK	2021-0188	1 B688 ISLAND
WAGCAN LLC	-DECK	2021-0189	1 B751 ISLAND
BUCZOLITS, RUDOLF	-LIVING ADDITION	2021-0190	56 MUNRO DR
VEALE, JANET COCHRAN	-SEWAGE CLASS 4	2021-0191	48 A30 ISLAND
KOOL, MATTHEW	-SEWAGE CLASS 4	2021-0192	18 KAPIKOG LAKE
MORRISON, KRISTIN ELIZABETH	-SEWAGE CLASS 4	2021-0193	26 KAPIKOG LAKE
KOZIURA, SLAWOMIR	-SEWAGE CLASS 4	2021-0194	CONGER CON 6 PT LOT 21
VAN VLIET, GORD	-SEWAGE CLASS 4	2021-0195	100 NORTH SHORE RD

Permit Comparison Summary

Issued For Period JUL 1,2021 To JUL 31,2021

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
-ACCESSORY BUILDING	1	277.00	25,200.00	2	2,607.00	237,000.00
-BOATHOUSE	0	0.00	0.00	1	1,551.00	141,000.00
-DECK	4	1,410.00	126,700.00	3	328.00	27,280.00
-DEMOLITION	2	100.00	0.00	1	50.00	0.00
-DOCK	3	150.00	50,000.00	2	100.00	55,000.00
-GARAGE/STORAGE BUILDING	2	972.00	88,425.00	2	2,053.00	186,750.00
-HOUSE	0	0.00	0.00	1	6,602.00	600,200.00
-LIVING ADDITION	3	2,833.00	257,600.00	3	1,868.00	169,900.00
-RENOVATION	1	100.00	0.00	1	220.00	20,000.00
-SCREENED PORCH	1	330.00	30,000.00	0	0.00	0.00
-SEASONAL DWELLING	2	8,910.00	810,000.00	3	22,269.00	2,024,500.00
-SEWAGE CLASS 4	5	2,500.00	112,000.00	18	8,750.00	375,000.00
-SEWAGE CLASS 5	1	250.00	10,000.00	0	0.00	0.00

	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	25	37
Total Dwelling Units Created	2	4
Total Permit Value	1,509,925.00	3,836,630.00
Total Permit Fees	17,832.00	46,398.00
Total Compliance Letters Issued	4	6
Total Compliance Letter Fees	0.00	0.00

BUILDING PERMIT SUMMARY (comparison 2020 to 2021)

2020

Month	Total No.	Value	Fees	Permit Area (Sq. Feet)
JAN	4	75,800.00	493.00	516
FEB	5	107,800.00	497.00	500
MAR	6	1,520,500.00	17,179.00	7,533
APR	2	0.00	100.00	2,205
MAY	31	1,609,435.00	18,775.00	11,474
JUN	45	2,878,990.00	34,353.00	21,165
JUL	25	1,509,925.00	17,832.00	12,136
AUG				
SEP				
OCT				
NOV				
DEC				
TOTALS	118	\$7,702,450.00	\$89,229.00	55,529

2021

Month	Total No.	Value	Fees	Permit Area (Sq. Feet)
JAN	20	1,569,940.00	17,196.00	10,561
FEB	9	84,500.00	979.00	3,442
MAR	24	1,547,330.00	17,065.00	12,387
APR	22	855,000.00	11,085.00	11,037
MAY	34	3,968,000.00	46,522.00	12,348
JUN	49	4,127,550.00	49,212.00	20,880
JUL	37	3,836,630.00	46,398.00	16,423
AUG				
SEP				
OCT				
NOV				
DEC				
TOTALS	195	\$15,988,950.00	\$188,457.00	87,078

10 Year Building Permit Comparison

Inspectors	Year	Total Number	Construction Value	Permit Fees	Permit Area (Sqft)
2	2020	217	\$14,485,336	\$170,470	97,798
2	2019	229	\$17,583,215	\$206,557	111,251
2	2018	243	\$13,384,210	\$158,586	97,049
2	2017	253	\$12,079,625	\$158,298	112,450
2	2016	255	\$14,263,575	\$190,799	97,112
3	2015	251	\$10,181,075	\$141,225	104,769
3	2014	203	\$8,683,875	\$116,569	71,947
3	2013	238	\$8,357,912	\$110,466	87,848
3	2012	280	\$10,861,525	\$147,012	95,280
3	2011	278	\$11,532,557	\$156,465	90,409
Jan-July 2021		195	\$15,988,950	\$188,457	87,078



TO: Chair Frost and Members of the Planning Committee

FROM: Cale Henderson, Manager of Development & Environmental Services

DATE: August 19, 2021

RE: Zoning By-law Amendment No. Z08-21
Part of Island 25A, being Part 3 on Plan 42R-21059 & Part 1 on Plan 42R-21542, in the Geographic Township of Harrison

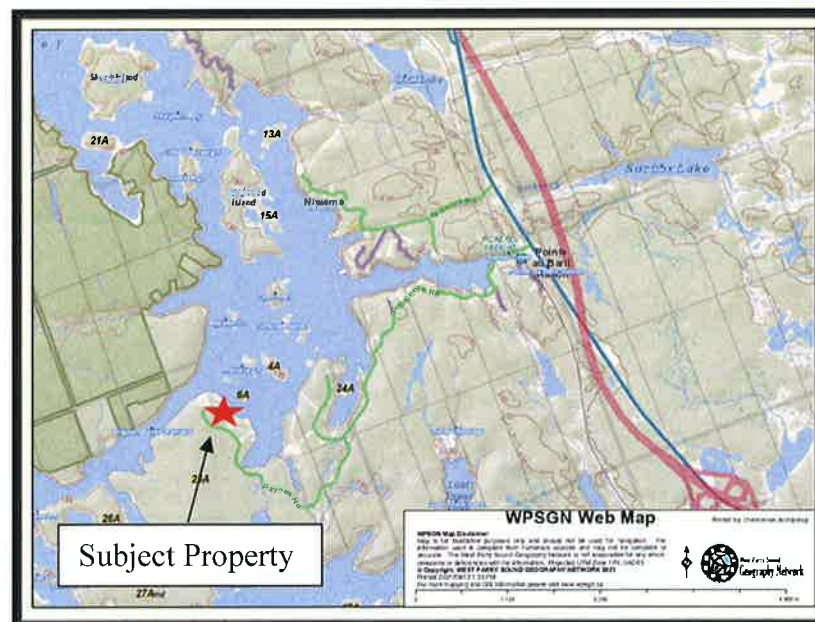
OWNER: DELLANDREA, Loreen

AGENT: John Jackson, John Jackson Planner Inc.

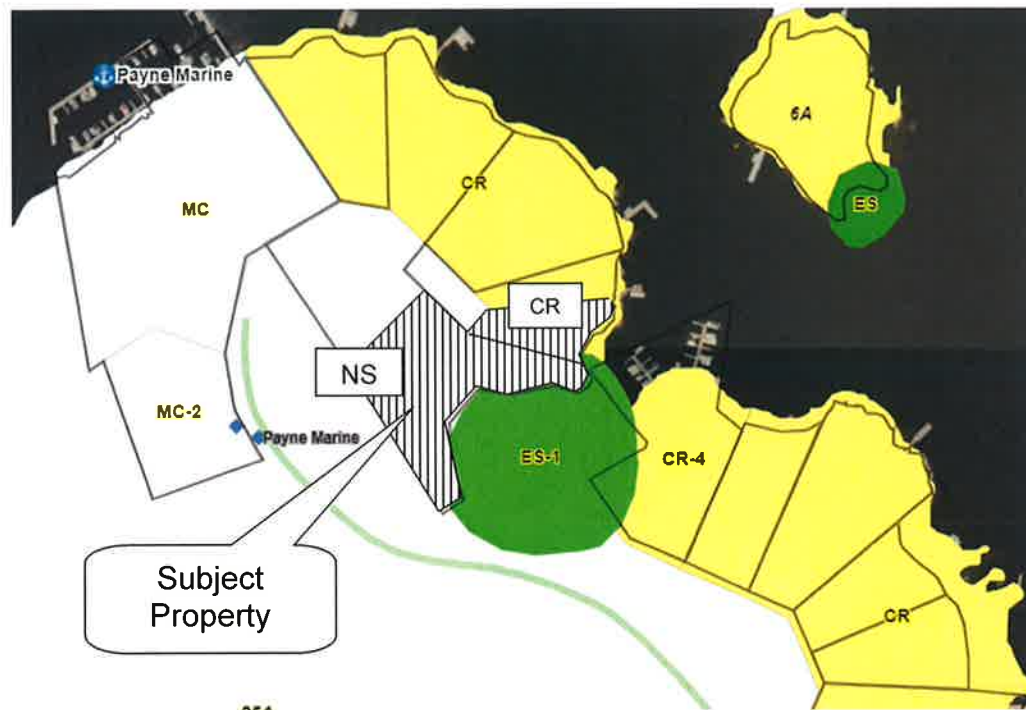
PROPOSAL:

The subject property is currently zoned 'Coastal/Island Residential (CR)', 'Natural State (NS)' and a portion of the shoreline area is zoned 'Environmentally Sensitive One (ES-1)'. The proposal is to rezone the portion of the property zoned 'Natural State (NS)' Zone to the 'Coastal/Island Residential (CR)' Zone. In addition, the owners are proposing to construct a new main dwelling with a height of 9 metres. The current maximum permitted height is 6 metres.

LOCATION MAP:



ZONING MAP:



PLANNING INFORMATION

Ward:	1
Official Plan Neighbourhood:	Pointe au Baril Islands
Zoning:	Coastal/Island Residential (CR), Natural State (NS) & Environmentally Sensitive One (ES-1)
Lot Area:	1.98 ha (4.9 ac)
Access:	Payne's Road – Private Road Driveway

BACKGROUND

The existing dual zoning (Coastal/Island Residential (CR) & Natural State (NS)) on the subject property is the result of a lot addition from 2020 (Consent application B11-20). A 0.57 ha (1.41 ac) lot addition, zoned 'Natural State (NS)', was added to an existing vacant lot zoned 'Coastal/Island Residential (CR)'. As the lot addition lands have now been added to a lot zoned for residential use, the owners would like to use and benefit from the additional lands.

In support of the application, the applicants submitted a Planning Justification report and an Environmental Impact Study & Wetland Assessment.

POLICY:

1. Comprehensive Zoning By-law No. A2000-07

The applicants are proposing to rezone a portion of the subject property from the 'Natural State (NS)' Zone to the 'Coastal/Island Residential (CR)' Zone. On the following page is a table comparing the general use provisions for the two different zoning categories:

General Use Provisions		
	Natural State (NS)	Inland Lakes Residential (IR)
Main Uses	<ul style="list-style-type: none">• Uses existing at the date of passing of this By-law• Passive recreational use	<ul style="list-style-type: none">• Residential Use
Accessory Uses	<ul style="list-style-type: none">• Accessory Uses existing at the date of passing of this by-law	<ul style="list-style-type: none">• Accessory Uses• Bed and Breakfast Home Occupation
Permitted Buildings and Structures	<ul style="list-style-type: none">• As existing	<ul style="list-style-type: none">• A single, detached dwelling• Accessory Residential structures and buildings
Minimum Lot Frontage	<ul style="list-style-type: none">• As existing	<ul style="list-style-type: none">• As existing at the date of the passing of the By-law
Minimum Lot Area	<ul style="list-style-type: none">• As existing	<ul style="list-style-type: none">• As existing at the date of the passing of the By-law

As per the above general use provisions, the Natural State (NS) Zone is very restrictive, and does not permit any new uses, buildings or structures, other than Passive Recreational Use, which is defined as the following:

'Shall mean an activity or use of land carried out for recreational purposes that does not require the construction of buildings or structures or the alteration of soil or topography and uses shall be limited to open space, trails, environmental areas, and picnic areas.'

In addition, *Section 6.1.3 Zone Standards h) Maximum Height* restricts the height of main dwellings to 6 metres (19.7 ft). The applicants are proposing to increase the maximum permitted height to 9 m (29.5 ft).

2. Official Plan

Goal and Objectives

The general goal of the Official Plan, as set out in Section 3, states:

‘to preserve the unique and high quality of the natural environment which leads to a recreational experience that is both relaxing and aesthetically appealing to property owners and visitors who use the area, and is designed to make both property owners and visitors realize that they share equally in the responsibility of maintaining the ecological integrity within a UNESCO Biosphere Reserve.’

Section 4 of the Official Plan sets out the Objectives necessary to fulfill the above noted Goal and include, among others;

- 1. Respecting, maintaining and improving the natural environment of the region, and of the UNESCO Biosphere Reserve, of which the Township is a part.*
- 2. Responding appropriately to the inevitable social and economic changes that will affect the demand for recreation in its many forms while maintaining a status quo philosophy in regard to the character of the present land use base;*
- 4. Protect and preserve the water quality of the area;*
- 6. Ensuring the compatibility of land and water usage;*
- 9. Preserving the natural landscapes of the Township by minimizing obtrusive building forms, particularly in areas where exposure is high because of topographic conditions and/or the absence of tree cover;*
- 11. Avoiding land use patterns which may cause environmental or public health and safety concerns and recognizing the potential impact of climate change on these matters;*

This Goal and these Objectives enforce an “environment first” and “status quo” philosophy that has been the foundation of The Archipelago since its inception.

Environmental Policies

Section 7 of the Official Plan addresses the environmentally sensitive areas of the Township. The following policies are of particular relevance to the subject application:

- 7.1 The natural features and ecological functions of the Township’s natural environment, which contribute greatly to the Township’s wilderness character, are paramount and will be protected.”*
- 7.2 Development within the Township will be encouraged to conform with the natural environment as opposed to the natural environment being altered to accommodate development...*

- 7.6 *Council recognizes the importance and value of the environmentally sensitive areas and cultural heritage areas of the Township and supports the protection of these areas. In addition to these general policies, certain specific policies have been provided to address the specific types of environmentally sensitive areas.*

Wetlands

- 7.7 *Wetlands within the Township consist of coastal wetlands and inland wetlands and have been identified as having provincial significance, local significance, or other minor wetlands and where evaluated, are generally identified on Schedule "F".*
- 7.12 *Within identified Provincially Significant Wetlands, and significant coastal wetlands, development and site alteration shall not be permitted.*
- 7.14 *Development and site alteration shall not be permitted on lands within 120 metres (400 feet) of a Provincially Significant Wetland or a coastal wetland, unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.*

Fish Habitat

- 7.17 *The Township recognizes the importance and value of the long-term health of the Township's fisheries resource and supports its protection and appropriate management.*
- 7.20 *A site evaluation report addressing fish habitat assessment may be required by the Township in the following circumstances:*
- ii) Where development or site alteration is proposed within 120 metres of identified Type 1 Fish Habitat;*
- 7.23 *To assist in the protection of fish habitat, new development shall generally satisfy the following setback requirements:*
- i) a minimum of 15 metres from Georgian Bay and warm water and cool water lakes and streams;*

Habitat of Threatened and Endangered Species

- 7.29 *Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.*

In order to address the above policies, the applicants submitted an Environmental Impact Study & Wetland Assessment. A copy of the study is attached and overall supports the proposal, provided appropriate mitigation measures are implemented.

Development Policies

Section 14 provides policy direction on development procedures and standards.

Section 14.6 of the Official Plan states:

'Development must be appropriate for an area in terms of its density or prematurity'

Further, section 14.17 of the Official Plan states:

'All development locations must be physically suitable in terms of services, building site, harbour and access. Lands with severe development constraints due to the steepness of their slopes, their susceptibility to flooding or erosion, their environmental sensitivity, or other special physical features, may be zoned in a non-development zone so as to maintain the natural state of these lands.'

In addition, with respect to the proposal to increase height, Section 14.27 of the Official Plan states:

'New buildings on islands and mainland areas in all of Wards 2, 3 and 4 on Georgian Bay and those properties in Ward 1 fronting on Sturgeon Bay, excluding Pointe au Baril Station Neighbourhood, will be subject to a more stringent height restriction than the inland areas in Wards 1, 5 and 6. Wards 2, 3 and 4 will be subject to a height restriction that recognizes the objective of mitigating the impact of buildings and structures on the natural landscape.'

Section 14.28 of the Official Plan contains specific policy regarding proposed modifications to the allowable height standards and it states:

'Proposals to change the allowable height set out in the Zoning By-law on lands affected by the greater height restriction, will be primarily assessed from the water, in the case of mainland properties, and from all exposed directions from the water, in the case of islands and peninsulas; this will include an assessment of:

a) the anticipated impacts on neighbours as a result of the proposed increase in size or height;

b) the degree by which areas of natural vegetation help to buffer the building in the proposed location;

c) the nature of the relief being requested; e.g. is other relief being sought or is the proposed height within or does it exceed the former 9 metre height restriction;

d) the need for the increase in terms of whether there is any reasonable alternative construction;

e) the degree of hardship created by the greater height restrictions; and

f) detailed drawings showing plan, elevation and cross-sectional views depicting:

- i) how the building will relate to the exterior areas of the lot or island;*
- ii) the areas of natural vegetation that are to be protected; and*
- iii) any proposed changes in grading or alteration in elevation or contour of the land, including the predevelopment grade, if the final grade is to be altered.*

3. Provincial Policy Statement

The Provincial Policy Statement, 2020 (PPS), issued under the authority of Section 3 of the Planning Act, provides policy direction on matters of provincial interest relating to land use planning.

Policy 2.1 of the PPS which addresses Natural Heritage, would be of particular relevance to this application and specifically; Policy 2.1.7 respecting habitat of endangered and threatened species and Policy 2.1.6 respecting fish habitat.

Upon receipt of the application, a full review and a site visit will be completed to determine overall consistency with the Provincial Policy Statement.

NEXT STEPS

If Council deems it appropriate to consider the application, it must formally receive the application and direct staff to complete a full review, circulate notice to the surrounding neighbourhood, and schedule at least one public meeting.

Respectfully submitted,



Cale Henderson, MCIP, RPP
Manager of Development & Environmental Services

APPENDIX A APPLICATION



9 James Street
Parry Sound, Ontario
P2A 1T4
Phone: 705-746-4243
Fax: 705-746-7301
web: www.thearchipelago.on.ca

Application for Amendment to the Comprehensive Zoning By-law

under Section 34 of the Planning Act, R.S.O. 1990, c.P. 13, as amended

Printed
TOWNSHIP
OF THE
ARCHIPELAGO

JUL 30 2021

OFFICE USE ONLY

Date Received _____

Complete Application ☐ Yes ☐ No

Application No. _____

Date Accepted _____

Applicable Fee Paid ☐ Yes ☐ No

☒ PLANNING
☐ BUILDING

208-2

1. Applicant / Agent Information

Name of Applicant / Agent

John Jackson Planner Inc.

Address

70 Isabella Street, Unit 110

City Parry Sound

Province / State Ontario

Postal / Zip Code P2A 1M6

Home Phone No. _____

Business Phone No. 705-746-5667

email JJPlan@cogeco.net

2. Owner(s) Information

Name of Owner(s)

Loreen Dellandrea

Address

City

Province / State

Postal / Zip Code

Home Phone No. _____

Business Phone No. _____

email _____

Please advise to whom all communication should be directed. ☐ Owner ☒ Applicant / Agent

If known, please provide the names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land.

3. Location of the Subject Land (please provide a copy of the Transfer/Deed of Land)

Assessment Roll Number 4905-14000902535 Lot _____ Concession _____ Island No. 25A

Registered Plan of Subdivision No. (if any) Plan No. M - _____ Lot No. _____

Reference Plan No. (if any) Plan No. 42R-21059 Part No. 3

Parcel No. Part Pcl 5 Other Description _____

Dimensions of Subject Property:

Depth (metres) ±120 Frontage (metres) ±243 Hectares 1.98

4. Purpose of Application

What is the existing zoning of the subject land?

NS

What is the nature and extent of the rezoning being requested?

Change lot addition lands from NS to CR and allow a 9 metre building height.

4. Purpose of Application (cont'd)

What are the reasons for the proposed rezoning?

Applicant building retirement home.

5. Land Use

What is the existing Official Plan designation(s), if any, of the subject land?

Recreational

How does this application conform to the policies of the Township's Official Plan?

Meets the purpose and intent of the official plan policies.

Is the application consistent with the Provincial Policy Statements issued under subsection 3(1) of the Planning Act? ☒ Yes ☐ No

Is the subject property within an area of land designated under any Provincial plan or plans?

☒ Yes ☐ No

If yes, does the application conform to or not conflict with the applicable Provincial plan or plans?

☒ Yes ☐ No

What are the existing uses of the subject land?

Vacant

How long have the existing uses of the subject land continued?

What are the proposed uses of the subject land?

Residential

6. History of Land

When was the subject land acquired by the current owner?

2019

Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?

If YES and if known, provide the application number and the decision made on the application.

Has the subject land ever been the subject of an application under Section 34 of the Planning Act?

☐ Yes ☒ No ☐ Unknown

Has the subject land ever been the subject of a Minister's Zoning Order? If known, please provide the Ontario Regulation number of the Zoning Order.

☐ Yes ☒ No ☐ Unknown Ontario Regulation Number

7. Service Information (check appropriate box)**Access**

- ☐ Provincial Highway ☐ Municipal road, maintained all year ☐ Municipal road, maintained seasonally
☐ Other public road ☒ Right-of-way ☐ Water Access (see below)

If access to the subject land is by private road, or if by "other public road" or "right-of-way", indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

If access to the subject land is by water, describe the parking and docking facilities and the approximate distance of these facilities from the subject land and the nearest public road.

Water

- ☐ Privately owned and operated individual well ☐ Privately owned and operated communal well
☒ Lake ☐ Other Means _____

Sewage Disposal (check appropriate box)

- ☒ Privately owned and operated individual septic system ☐ Privy
☐ Privately owned and operated communal septic system ☐ Other Means _____

Please provide a copy of the building permit or certificate of approval for the existing septic system on the property, if applicable.

Pursuant to the Planning Act, if the requested amendment would permit development on a privately owned and operated individual or communal septic system and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the applicant may be requested to provide the Township with a servicing options report and a hydrogeological report.

8. Buildings and Structures (on or proposed for the subject land)

EXISTING - List all existing buildings and structures					DISTANCE FROM LOT LINES (metres)			
Building / Structure Type	Date of Construction	# of Storeys / Height	Ground Floor Area (m ²)	Total Floor Area (m ²)	Front	Rear	Side	Side

PROPOSED - List all proposed buildings and structures				PROPOSED DISTANCE FROM LOT LINES (metres)			
Building / Structure Type	# of Storeys / Height	Ground Floor Area (m ²)	Total Floor Area (m ²)	Front	Rear	Side	Side
Dwelling	9	204.01	298.7	14.56	42	8.12	6

9. Plans (to assist in the preparation of plans, please refer to the attached sample sketch)Location Plan

Every application shall be accompanied by a location plan, drawn to an appropriate scale, properly dimensioned and showing thereon:

- the boundaries of the parcel of land that is the subject of the application, the part of the parcel that is the subject of the application, the location of all adjacent properties and/or islands, transportation routes, etc.;
- the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
- existing and proposed uses on the subject land (e.g. residential, agricultural, cottage, commercial etc.);
- existing uses of all lands within 120 metres (400 feet) of the subject land.

Site Plan

Every application shall be accompanied by a site plan, drawn to an appropriate scale, properly dimensioned and showing thereon:


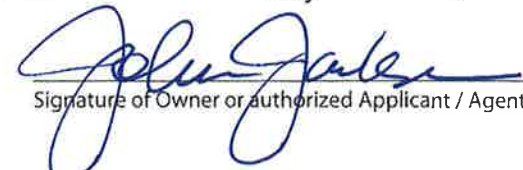
- the boundaries and dimensions of the subject land and the part that is the subject of this application;
- the location and dimensions of existing and proposed buildings and structures and their distances from lot lines;
- the approximate location of all natural and artificial features on the subject land and adjacent lands that, in the opinion of the applicant, may affect the application, such as railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks, landscaped open spaces, planting strips, parking areas, loading areas, driveways and walkways;
- the existing uses on adjacent lands;
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a publicly travelled road, a private road or a right-of-way;
- if access to the subject land is by water only, the location of the parking and boat docking facilities used;
- the location and nature of any easement affecting the subject land.

Additional information, including architectural drawings and elevations, shall be furnished by the applicant at the request of the Township.

10. Other Information

Is there any other information that you think may be useful to the Township in reviewing this application?
If so, explain below or attach a separate page.

11. Affidavit or Sworn Declaration

Dated at the <u>Town of Parry Sound</u> this <u>29</u> day of <u>July</u> , 20 <u>21</u>	
I, <u>John Jackson</u> of the <u>Town of Parry Sound</u> in the	
County/District/Regional Municipality of <u>Parry Sound</u> solemnly declare that all the statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the CANADA EVIDENCE ACT.	
DECLARED BEFORE ME at the <u>Town</u> of <u>Parry Sound</u>	
in the <u>District</u> of <u>Parry Sound</u> this <u>29</u> day of <u>July</u> , 20 <u>21</u> .	
 A Commissioner of Oaths	 Signature of Owner or authorized Applicant / Agent

12. Authorizations**Authorization of Owner(s) for Agent to Make the Application**

If the applicant is not the owner of the land that is the subject of this application, authorization for the agent to make this application, as set out below, must be given. Alternatively, written authorization can be provided on a separate form and submitted with this application. Authorization must be provided by all registered owners of the subject property.

I/We, Loreen Dellandrea, am/are the owner(s) of the land that is the subject of this application and I/we authorize John Jackson Planner Inc. to make this application on my/our behalf.

Date July 30, 2021 Signature of Owner Lori Dellandrea
 Date _____ Signature of Owner _____
 Date _____ Signature of Owner _____
 Date _____ Signature of Owner _____

Authorization of Owner(s) for Agent to Provide Personal Information

If the applicant is not the owner of the land that is the subject of this application, authorization for the agent to provide personal information, as set out below, must be given. Alternatively, written authorization can be provided on a separate form and submitted with this application. Authorization must be given by all registered owners of the subject property.

I/We, Loreen Dellandrea, am/are the owner(s) of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize John Jackson Planner Inc. as my/our agent for this application, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

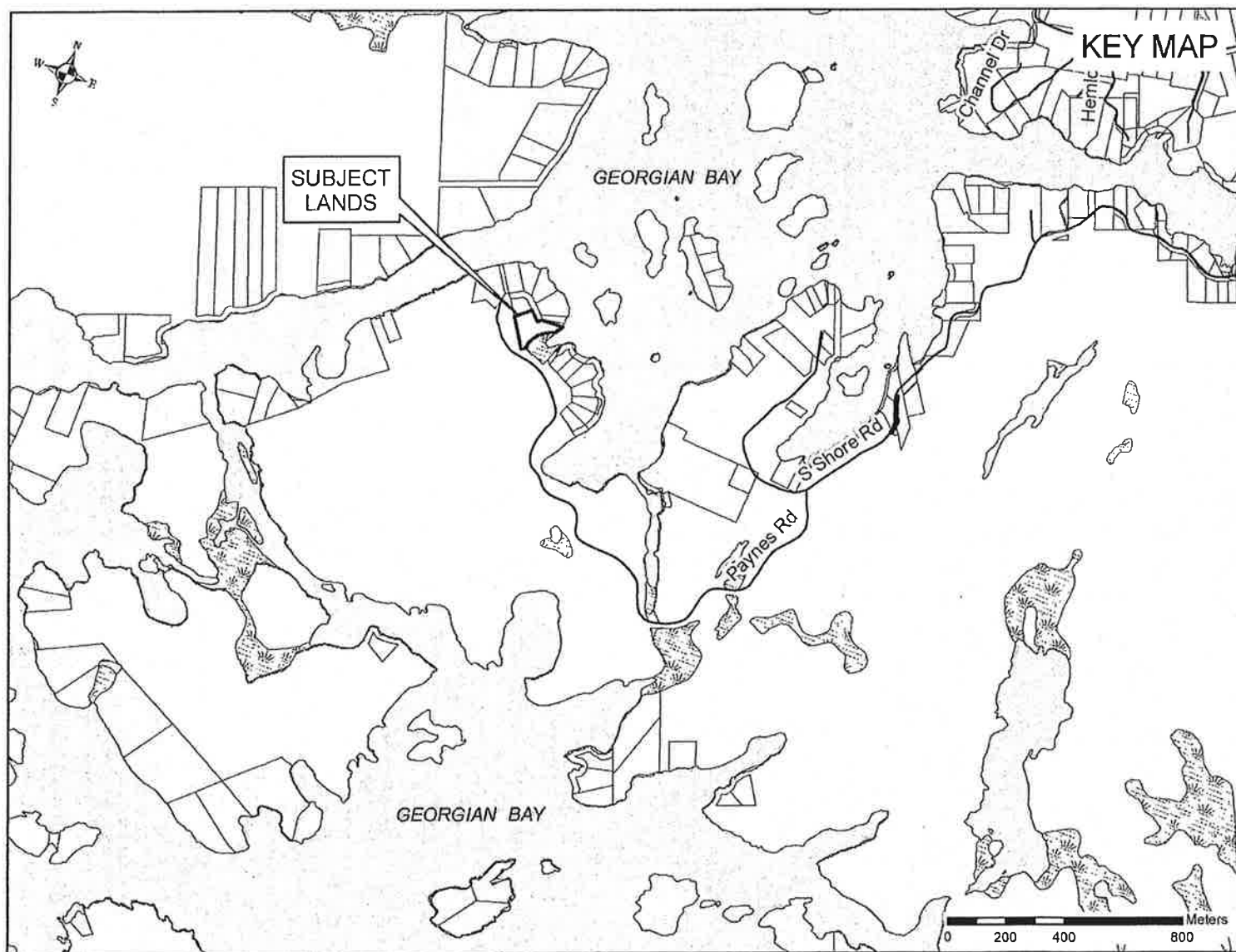
Date July 30, 2021 Signature of Owner Lori Dellandrea
 Date _____ Signature of Owner _____
 Date _____ Signature of Owner _____
 Date _____ Signature of Owner _____

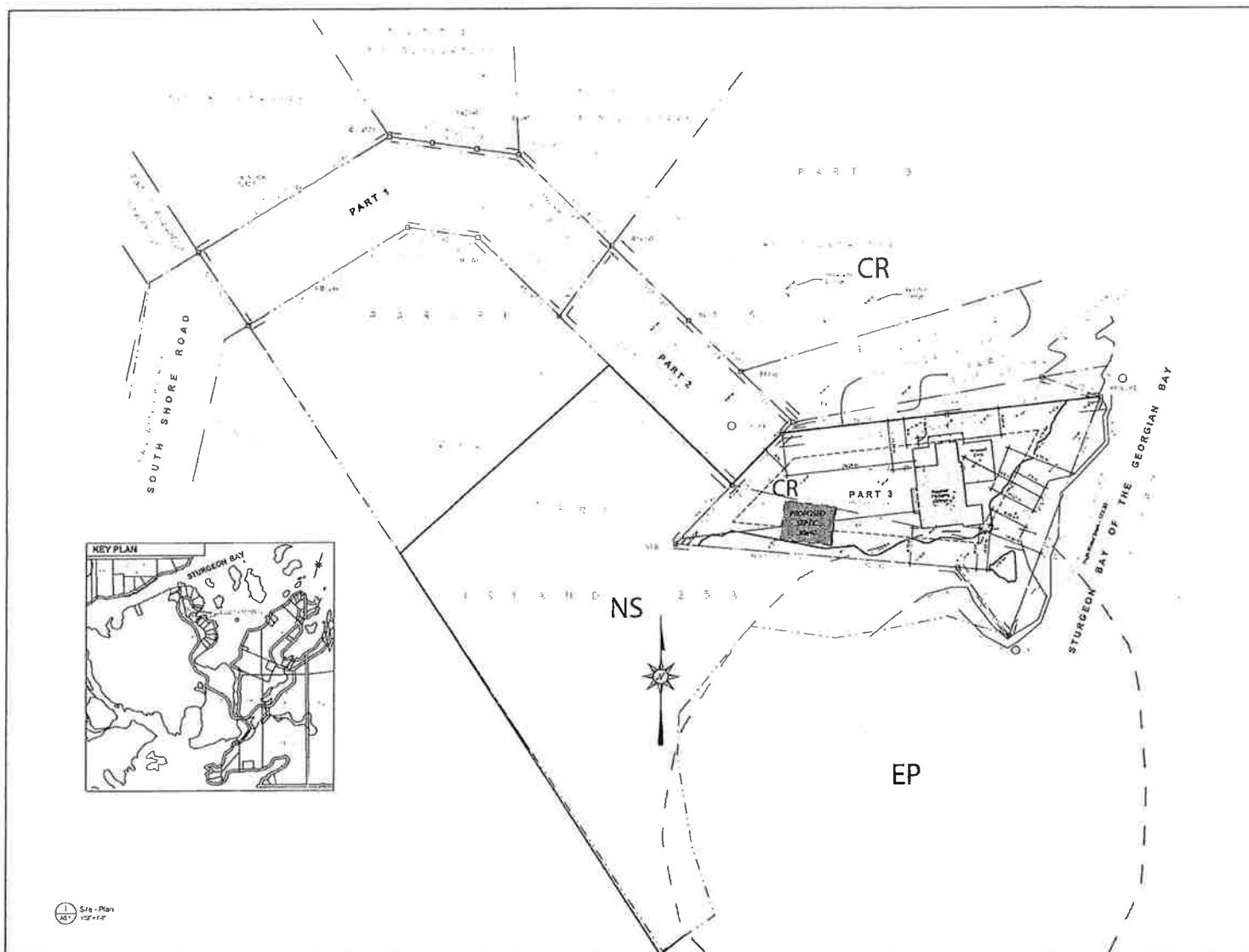
13. Consent of the Owner(s) to the Use and Disclosure of Personal Information

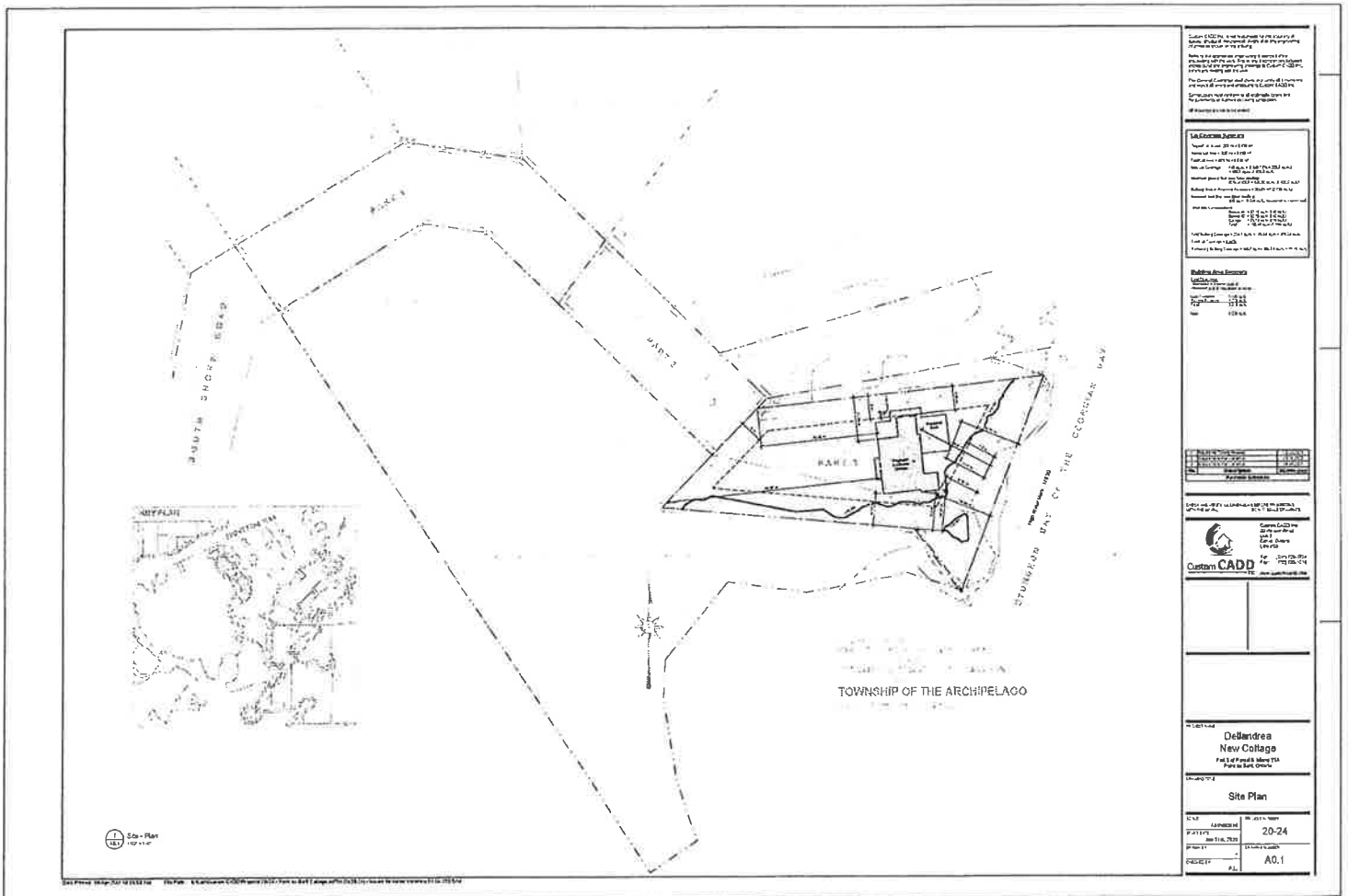
All registered owners of the subject property must provide their consent concerning the disclosure of personal information, as set out below.

I/We, Loreen Dellandrea, am/are the owner(s) of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Date July 30, 2021 Signature of Owner Lori Dellandrea
 Date _____ Signature of Owner _____
 Date _____ Signature of Owner _____
 Date _____ Signature of Owner _____







Custom CADD Inc. is not responsible for the accuracy of the information provided on this drawing. It is the responsibility of the user to verify the information provided on this drawing. Custom CADD Inc. is not responsible for the accuracy of the information provided on this drawing. It is the responsibility of the user to verify the information provided on this drawing.

Project Information

Project Name: DeLendrea New College
 Project Number: 20-24
 Project Location: 11111 111th Ave, S, Kent, WA 98032
 Project Date: 11/11/2020
 Project Status: In Progress

Client Information

Client Name: DeLendrea New College
 Client Address: 11111 111th Ave, S, Kent, WA 98032
 Client Phone: (206) 835-1111
 Client Email: info@delendrea.edu

Design Information

Design Date: 11/11/2020
 Design By: Custom CADD Inc.
 Design For: DeLendrea New College
 Design Status: In Progress

Revision History

Rev	Description	Date
1	Initial Design	11/11/2020
2	Revised Design	11/11/2020
3	Final Design	11/11/2020

Site Plan

Site Plan Number: 20-24
 Site Plan Date: 11/11/2020
 Site Plan Status: In Progress



Dellandrea
New Cottage
Lower Level

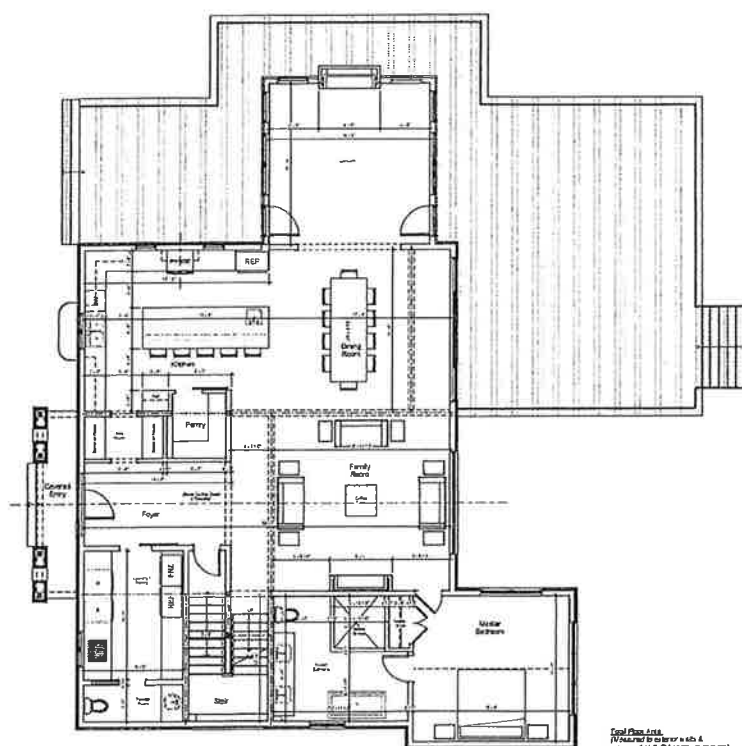
Supplement 10 June 2014 14:14:15 AM



Call on C.I.O.E. for
the Manager's List
GR-1
Form, O-6-63
14V 113

Tel. (702) 425-8708
Fax (702) 425-1278

www.cioe.com





Aerial Photo of A14



North of Subject Property



North of Subject Property



South of Subject Property



South of Subject Property



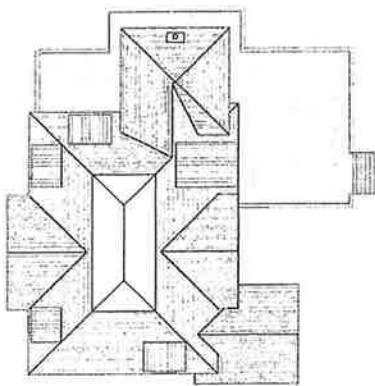
West of Subject Property



East of Subject Property



East of Subject Property



Roof Plan
1/8" = 1'-0"



Elevation - Final Grade Calculation & Building Height
1/8" = 1'-0"

Preliminary Design
Dallandrea
New Cottage
Building Elevations & Site Photos

Custom CADD Inc.
Professional CAD
DWG, DXF, DWT
1-800-251-2513
Fax: (262) 522-7799
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APPENDIX B
PLANNING JUSTIFICATION REPORT



planner, inc.

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Tel: (705) 746-5667 Fax: (705) 746-1439 E-mail: jjplan@Cogeco.net

PLANNING REPORT

PROPOSED REZONING

PART OF ISLAND 25A

PAYNE'S ROAD

OFF SOUTH SHORE ROAD

POINTE AU BARIL STATION

APPLICANT: Mark Dellandrea

July 30, 2021

Report prepared with the assistance of John Jackson Planner Inc.

PURPOSE OF APPLICATION AND BACKGROUND

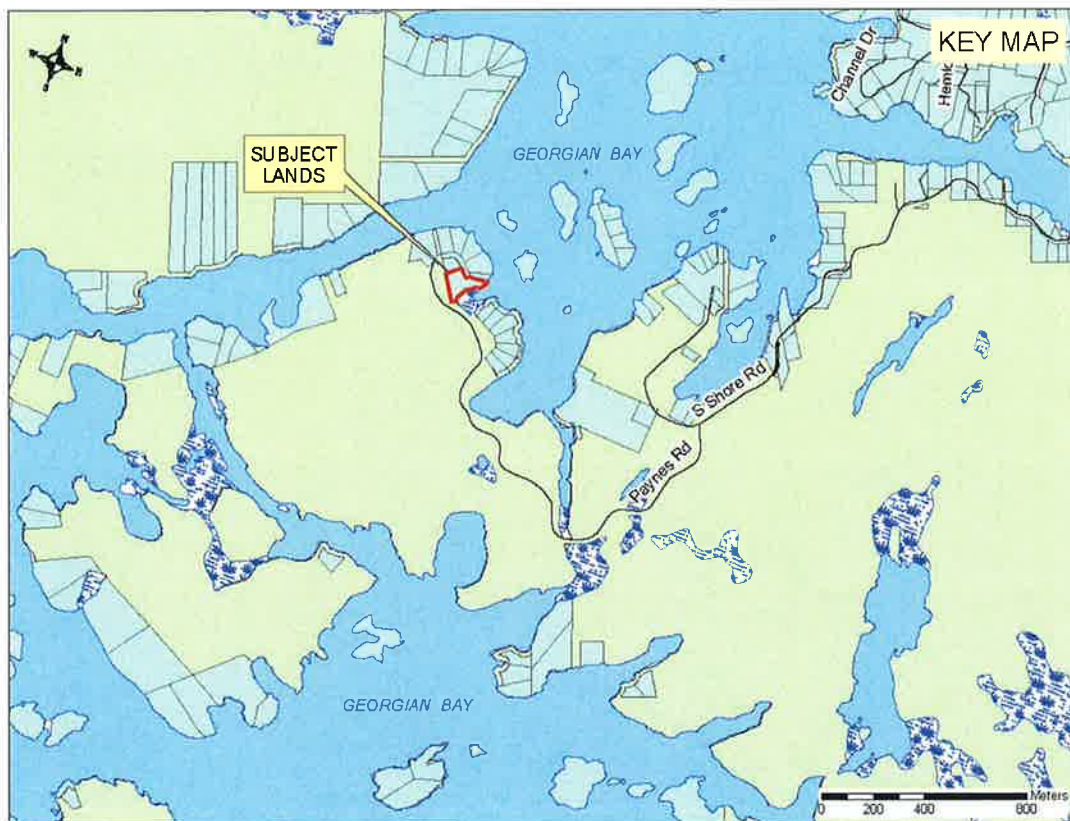
Mr. and Mrs. Dellandrea have purchased a vacant lot in Pointe au Baril for the purposes of building a retirement home.

During the process of designing their home, they have experienced some challenges in terms of the zoning By-Law standards related to coverage, height and yard requirements.

The Dellandrea's purchased the original lot on Island 25A and then acquired an adjoining parcel as a consent for a lot addition to enhance the property in terms of size that will facilitate greater building flexibility and servicing needs.

The lot addition obtained by the Dellandrea's came with some challenges as well. The added lands have zoning problems because they are zoned as Natural State (NS) and Environmentally Sensitive 1 (ES1). These zones do not allow development entitlements.

This application is intended to rezone the composite Dellandrea lands to allow for their new home while respecting the goals and objectives of the official plan, preserving the natural environment and maintaining good planning.



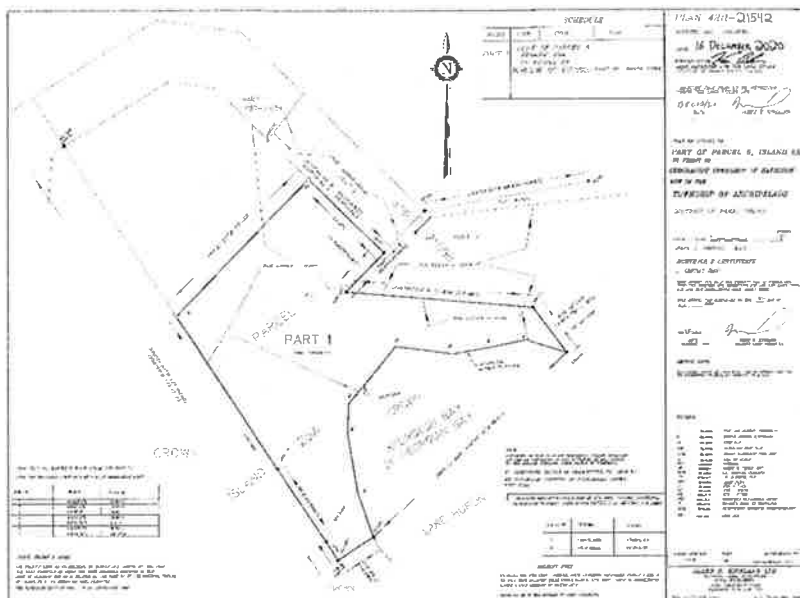
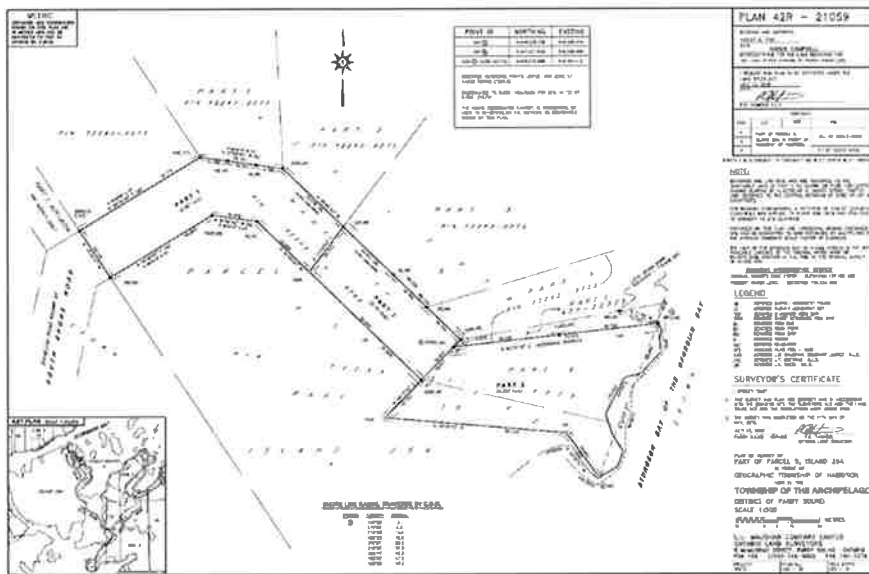
PROPERTY DESCRIPTION

The subject lands are located at the terminus of Payne Road on Island 25A accessed via the South Shore Road.

The lands are described as:

Part 3, 42R-21059

Part 1, 42R-21542

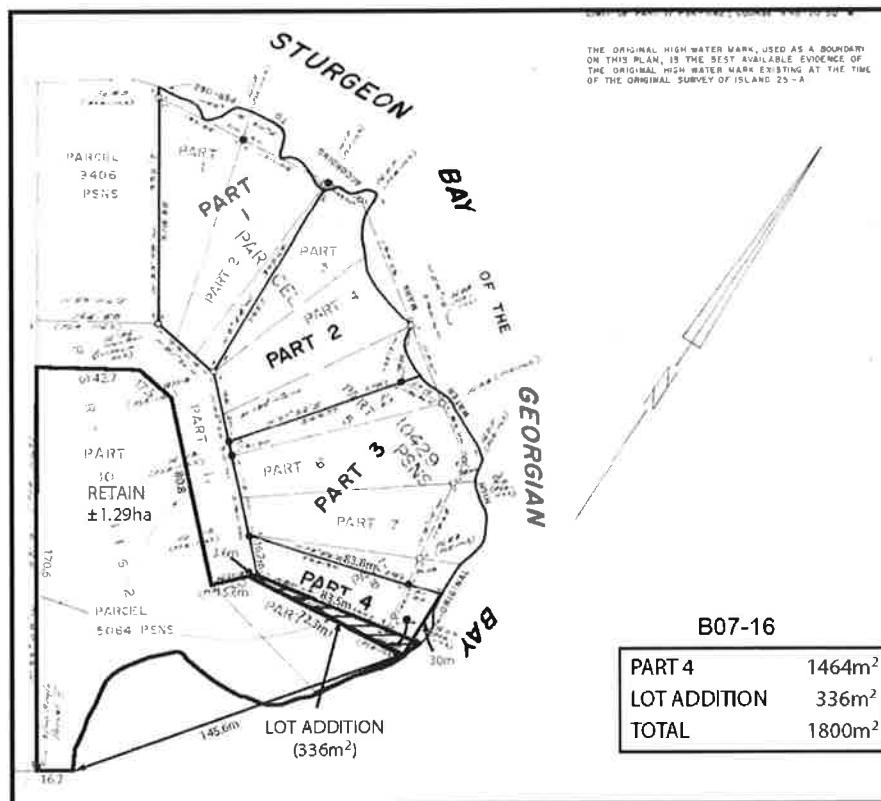


The lands are presently vacant and are accessed off a private lane off Payne's Road.

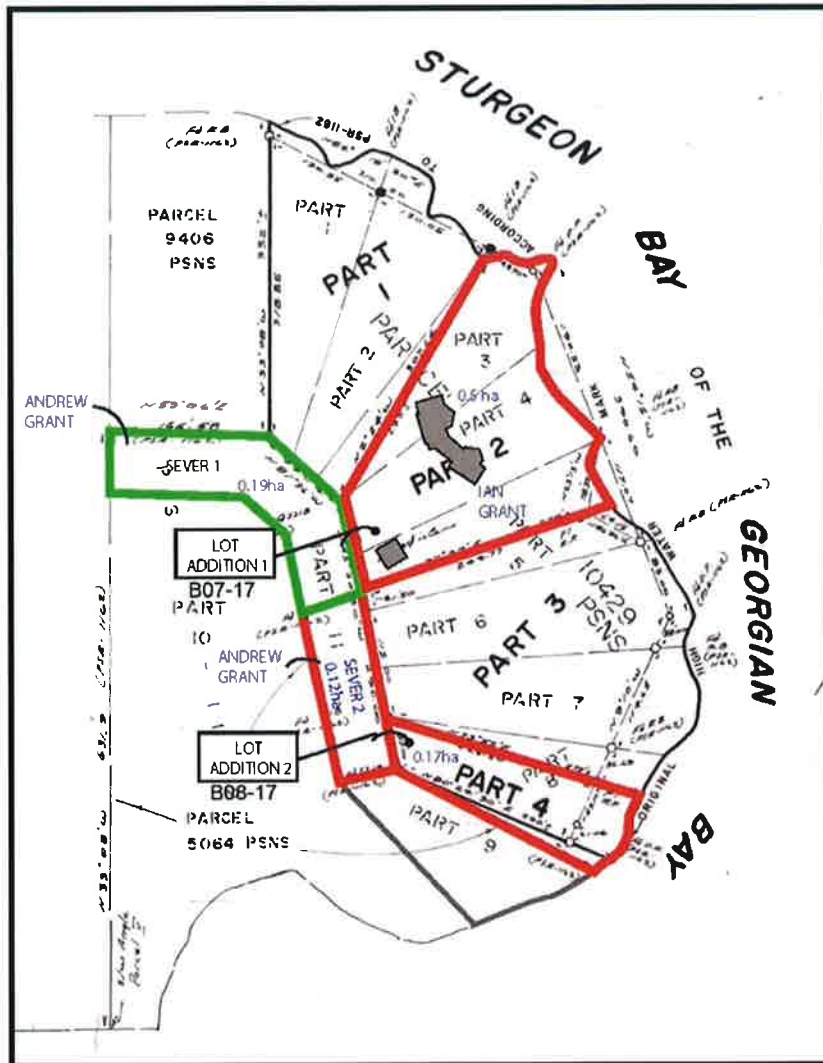
HISTORY OF THE LANDS

The subject lands evolved out of a number of recent consent applications to the planning board to effectively promote a rationale lot reconfiguration that achieved the owners interest and complied with Township planning instruments.

The Oldfield consent (B07-16) was to add a sliver to Part 4 of 42R-3878 to make it eligible for a building permit. All existing lots of record are required to have a minimum of 30m of frontage with 0.18ha of area. Part 4 was short by a small amount (7m and 0.033ha.)



Mr. Grant's consent (B07-17) was intended to control the lands to the rear of his existing Georgian Bay lot.

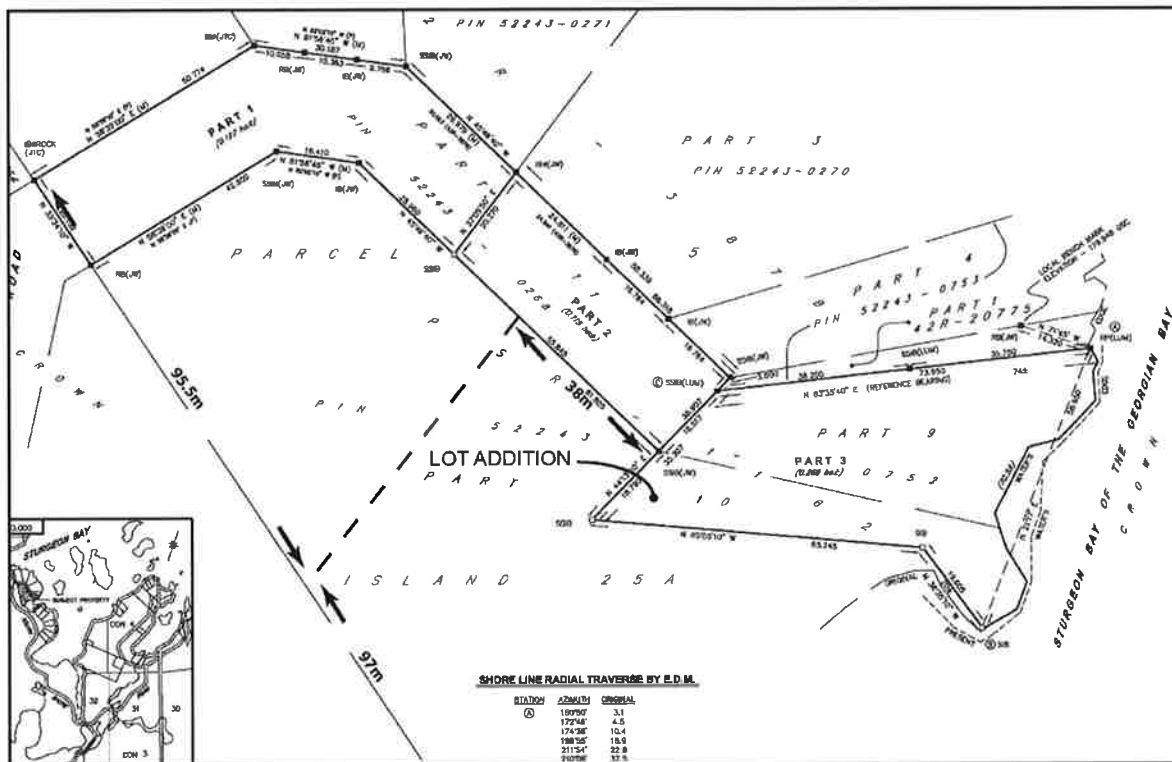


To accomplish this, he acquired all of the Oldfield lot and created a transaction that redefined a smaller waterfront lot (since acquired by Dellandrea) and added the rear lands to his cottage. (B08-17).

This transaction required some careful lot descriptions to properly design the final lot configurations.

The lands are gently sloping to the Bay which causes some special consideration for building elevations and have typical hard rock shorelines with the added marshy area in the back bay.

RECONFIGURED DELLANDREA LOT



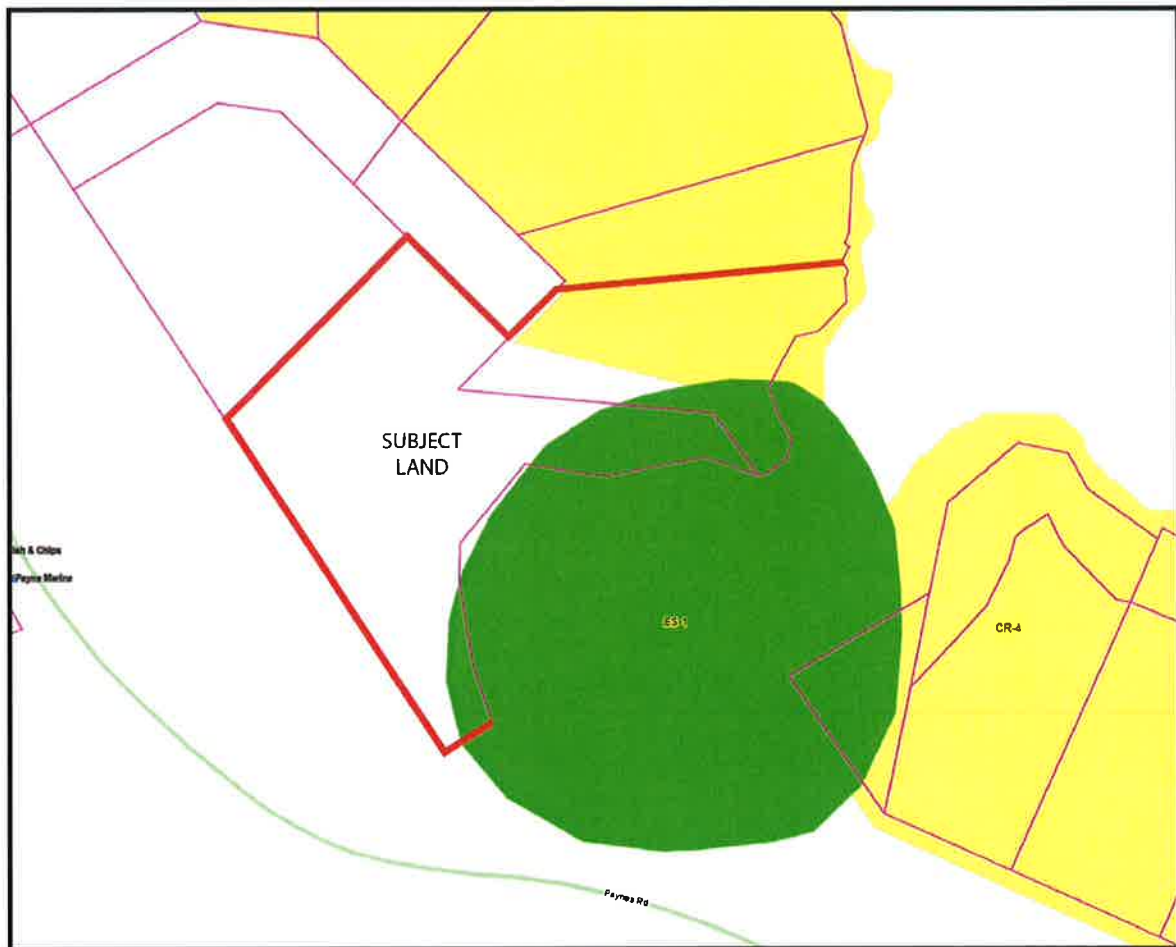
	Before Lot Addition	After
Frontage (m)	58.9	92.6
Area (ha)	0.27	0.87

The reconfigured Dellandrea lands include a number of definable ecosystems. These details are described in the environmental report prepared for the property.

The digital imagery shows the definition of the property with a typical upland and a marsh along part of shore.

The key issues related to this rezoning application relate to relief necessary for the increased height of the proposed dwelling and the extent of the building constraint area related to the environmental protection measures (see below).

The zoning of the subject lands provide an easily understandable contrast in the lands.



A series of photographs (Attached) illustrate the conditions on the subject lands.

POLICY FRAMEWORK

Provincial Policy Statement (P.P.S.)

The province of Ontario has issued a set of provincial policies under section 3 of the Planning Act. The P.P.S. were adopted in 2020 and these policies are intended to reflect matters of provincial interest that must be considered when municipalities are making decisions on land use planning matters.

The P.P.S. are intended to be read in their entirety to appreciate the complex relationships that affect all planning matters.

It is submitted that the proposed rezoning is consistent with many of the P.P.S. relating to Strong Communities.

"1.1.1 Healthy, liveable and safe communities are sustained by:

- a. promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;***
- b. accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;***
- c. avoiding development and land use patterns which may cause environmental or public health and safety concerns;***
- d. avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;***

The portion of Island 25A accessible by road is not part of the community that is within the area prescribed as the Pointe au Baril Settlement area.

Regardless of the subject lands not being within the Pointe au Baril settlement lands, it meets the definition of a settlement area in accordance with the P.P.S. and clearly functions as part of the "Station".

An interesting historical note, the road access area of Island 25A was part of the Pointe au Baril Station Neighbourhood until 1996. After an official plan update in 1996, the Pointe au Baril boundary was amended to delete any part of Island 25A from the Station. There was a no rationale for this boundary change.

Regardless, the subject lands can still be considered part of a settlement area and the following policies apply.

"Settlement areas: means urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) that are:

- a) built up areas where development is concentrated and which have a mix of land uses; and***
- b) lands which have been designated in an official plan for development over the long-term planning horizon provided for in policy 1.1.2. In cases where land in designated growth areas is not available, the settlement area may be no larger than the area where development is concentrated.***

The relevant settlement area policies for the subject lands include:

1.1.3.1 Settlement areas shall be the focus of growth and development.

1.1.3.2 Land use patterns within settlement areas shall be based on densities and a mix of land uses which:

- a) efficiently use land and resources;**
- b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;**
- c) minimize negative impacts to air quality and climate change, and promote energy efficiency; d) prepare for the impacts of a changing climate;**
- d) support active transportation;**
- e) are transit-supportive, where transit is planned, exists or may be developed; and**
- f) are freight-supportive.**

Land use patterns within settlement areas shall also be based on a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.

1.1.3.4 Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety

1.1.3.6 New development taking place in designated growth areas should occur adjacent to the existing built-up area and should have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities.

The proposed rezoning is intended to enhance the residential development of the subject lands. In this regard, the proposed rezoning is consistent with P.P.S. housing policies.

1.4 Housing

1.4.1 To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

- a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through residential intensification and redevelopment and, if necessary, lands which are designated and available for residential development;**

1.4.3 Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents of the regional market area by:

- a) establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households and which aligns with applicable housing and homelessness plans. However, where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with the lower-tier municipalities may identify a higher target(s) which shall represent the minimum target(s) for these lower-tier municipalities;**

b) permitting and facilitating:

- 1. all housing options required to meet the social, health, economic and well-being requirements of current and future residents, including special needs requirements and needs arising from demographic changes and employment opportunities; and**
- 2. all types of residential intensification, including additional residential units, and redevelopment in accordance with policy 1.1.3.3;**

It is believed that the new Dellandrea dwelling will be a complement to the local economy in Pointe au Baril.

1.7 Long-Term Economic Prosperity

1.7.1 Long-term economic prosperity should be supported by:

- a) promoting opportunities for economic development and community investment-readiness;**
- b) encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce;**
- h) providing opportunities for sustainable tourism development;**

Because of the shoreline marsh there are some relevant Natural Heritage policies in the P.P.S.

The applicant has retained the services of FRiCORP, an environmental consultant that is familiar with ecological issues in The Archipelago.

A copy of the consultants report is attached and it outlines the necessary measures to be consistent with the Natural Heritage features on the property.

OFFICIAL PLAN

The subject lands are located in Pointe au Baril but just outside the defined settlement area. As discussed above, the lands function as a settlement area as defined in the P.P.S.

It is worthy of note that prior to O.P.A. No.45 (1996) the portion of Island 25A accessed by Payne Road was part of the Pointe au Baril Station Neighbourhood.

Much of the concern over whether the subject land is in or outside the settlement area is somewhat mute. The land is waterfront residential and the parent parcel is a lot of record eligible for development.

Relevant policies include.

“5.15.21 Settlement areas along the Coast, such as Pointe au Baril, provide important functions and services to the surrounding waterfront and rural areas and will be recognized for their function, continued growth, higher densities, employment areas, and their evolving character as service, tourism, and business centres.”

5.15.22 Settlement areas provide an efficient land use for such services amongst others as education, affordable housing, employment, and health care. Therefore settlement areas will be the focus of community growth and their viability promoted due to their importance to the goals and objectives for the Coast.

5.15.23 Outdoor recreation and tourism opportunities along the Coast can contribute to stronger, year-round, more diversified economies within coastal communities, and should be promoted within ecological and community capabilities.

5.15.24 Settlement area growth may be linked, where possible, to provision of municipal services, as well as character, function, location, heritage and other factors.

There are two purposes of the proposed zoning By-Law.

One is to rezone the lands adjoined to property that were zoned Natural State (NS) to the Coastal Residential (CR) zone. The second is to allow the new dwelling to be 9 metres in height in contrast to the By-Law limits of 6 metres.

NATURAL STATE ZONED LANDS

The lands that are zoned Natural State (NS) are overlain on the subject property below.

The lands that are proposed to be zoned from the NS zone to the Coastal Residential (CR) are outside of the constraint areas defined by the environmental report.



PROPOSED 9 METRE HEIGHT

The Dellandrea home has a modern design (see drawings attached) that will require a 9 metre height allowance as defined in the zoning By-Law for the subject lands.

The relevant policies that apply to this request are found in section 14.28.

"14.28 Proposals to change the allowable height set out in the Zoning By-law on lands affected by the greater height restriction, will be primarily assessed from the water, in the case of mainland properties, and from all exposed directions from the water, in the case of islands and peninsulas; this will include an assessment of:

- a) the anticipated impacts on neighbours as a result of the proposed increase in size or height;***
- b) the degree by which areas of natural vegetation help to buffer the building in the proposed location;***
- c) the nature of the relief being requested; e.g. is other relief being sought or is the proposed height within or does it exceed the former 9 metre height restriction;***
- d) the need for the increase in terms of whether there is any reasonable alternative construction;***
- e) the degree of hardship created by the greater height restrictions; and***
- f) detailed drawings showing plan, elevation and cross-sectional views depicting:***
 - i) how the building will relate to the exterior areas of the lot or island;***
 - ii) the areas of natural vegetation that are to be protected; and***
 - iii) any proposed changes in grading or alteration in elevation or contour of the land, including the predevelopment grade, if the final grade is to be altered.***

ANALYSIS

1. The Dellandrea's acquired the property a number of years ago to build a new home.
2. As they worked through the design of their new home, they became aware of challenges respecting the configurations of the lot and the height restrictions contained in the Township zoning By-Law.
3. The Dellandrea's were able to acquire a lot addition to enlarge the extent of their property in October of 2020.

4. The lot addition was in itself a challenge since these lands were next to small marsh and the balance of the lands were zoned Natural State (NS).
5. The origin of the NS zoning on the lot addition portion of the reconfigured property are somewhat unclear. The NS zoning category is typically reserved for Crown land or patented land that is not eligible for development like undersized islands.
6. To regularize the zoning for the whole of the property a rezoning was necessary to be accompanied by the assessment of natural heritage features.
7. This assessment was completed and is included as part of this application/report.
8. The environmental report resulted in a recommendation to put lands 15 metres adjacent to the shoreline and the marsh in a constraint zone such that no development would occur in these areas.
9. This application is to reflect the 15 metre clearance recommended in the report and allow the balance of the NS lands to be rezoned Coastal Residential (CR).

HEIGHT EXEMPTION

10. The zoning application also includes the request to allow up to a 9 metre dwelling on the subject lands.
11. The history of the 6 metre height restrictions goes back to concerns over the exposure of the outer islands in Pointe au Baril. This restriction was extended to all of the Georgian Bay island communities.
12. The 6 metre height restriction did not apply to the Pointe au Baril neighbourhood.
13. The subject lands are technically considered part of the Pointe au Baril Island Neighbourhood. It is respectfully submitted that the subject lands together with other road access lands on island 25A function as part of the Pointe au Baril community.
14. The lands are located between two commercial marinas and are back off the more travelled waters of Georgian Bay.
15. A number of dwellings close to and nearby the subject lands are in excess of the 6 metre height limits.
16. Up until 1996, (OPA. 45), the road access portions of Island 25A were designated part of the Pointe au Baril community.

17. The neighbouring marina operator has filed a letter of support for the new dwelling.
18. The proposed design of the new dwelling will require a 9 metre height allow given the method of defining height in the zoning By-Law (halfway between the peak and the mean of the nearest eave).
19. The criteria for assessing changes to the allowable height requirements are believed to satisfied in the subject application.

“Proposals to change the allowable height set out in the Zoning By-Law on lands affected by the greater height restriction, will be primarily assessed from the water, in the case of mainland properties, and from all exposed directions from the water, in the case of islands and peninsulas; this will include as assessment of:”

20. ***“a) the anticipated impacts on neighbours as a result of the proposed increase in size or height;”***

It is anticipated that the impacts of the larger height for the subject lands will be minimal where the lands are located in a back bay next the marina.

21. ***“b) the degree by which areas of natural vegetation help to buffer the building in the proposed location;”***

There are an extensive area of oaks on the property that will provide an appropriate “back drop” for the new dwelling.

22. ***“c) the nature of the relief being requested; e.g. is other relief being sought or is the proposed height within or does it exceed the former 9 metre height restriction;”***

The application is for a 9 metre height allowance which is available to all Ward 1 properties excepting those lots on Island 25A.

23. ***“d) the need for the increase in terms of whether there is any reasonable alternative construction;”***

The design of the dwelling will require relief to the 6 metre height restriction. A 6 metre height limitation is such that it causes and upper levels to be built into the roof design to afford upper floor space. For year round homes, this is often an impractical limitation.

24. ***“e) the degree of hardship created by the greater height restrictions; and***

If the height relief is not available, the desired design by the Dellandrea’s would need to be abandoned.

25. ***“f) detailed drawings showing plan, elevation and cross-sectional views depicting:***

i) how the building will relate to the exterior areas of the lot or island;

ii) the areas of natural vegetation that are to be protected; and

iii) any proposed changes in grading or alteration in elevation or contour of the land, including the predevelopment grade, if the final grade is to be altered

Building drawings are attached.

It is respectfully submitted that the Dellandrea's home will be an enhanced improvement to this part of the community and will be a positive contribution to the local economy and compliment the Station's housing stock goals.

Respectfully



John Jackson



← ES

Edge of NS/ES

NS →

Likely Septic



NS Lands

Building Location





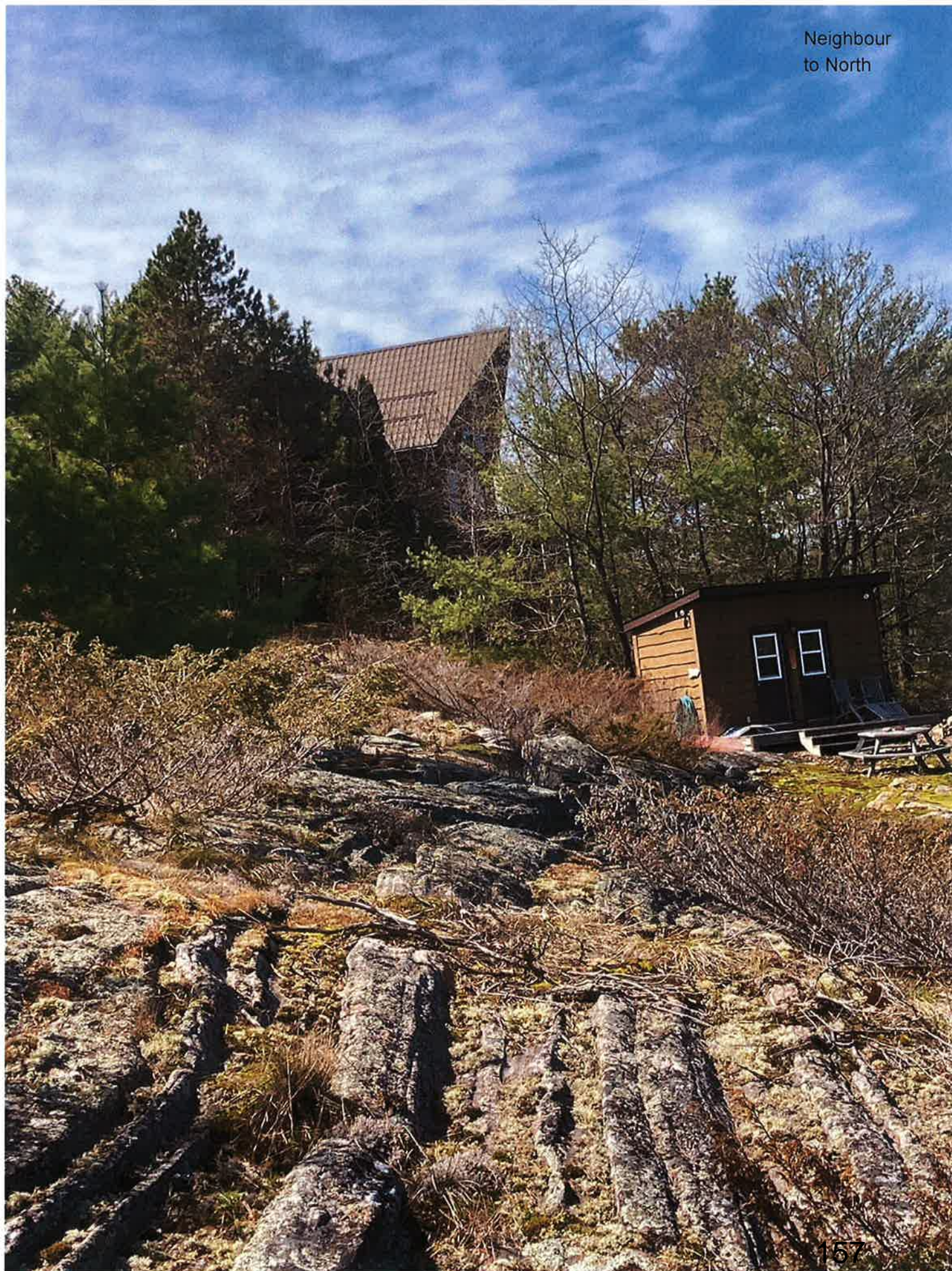
↑
Eastern Edge

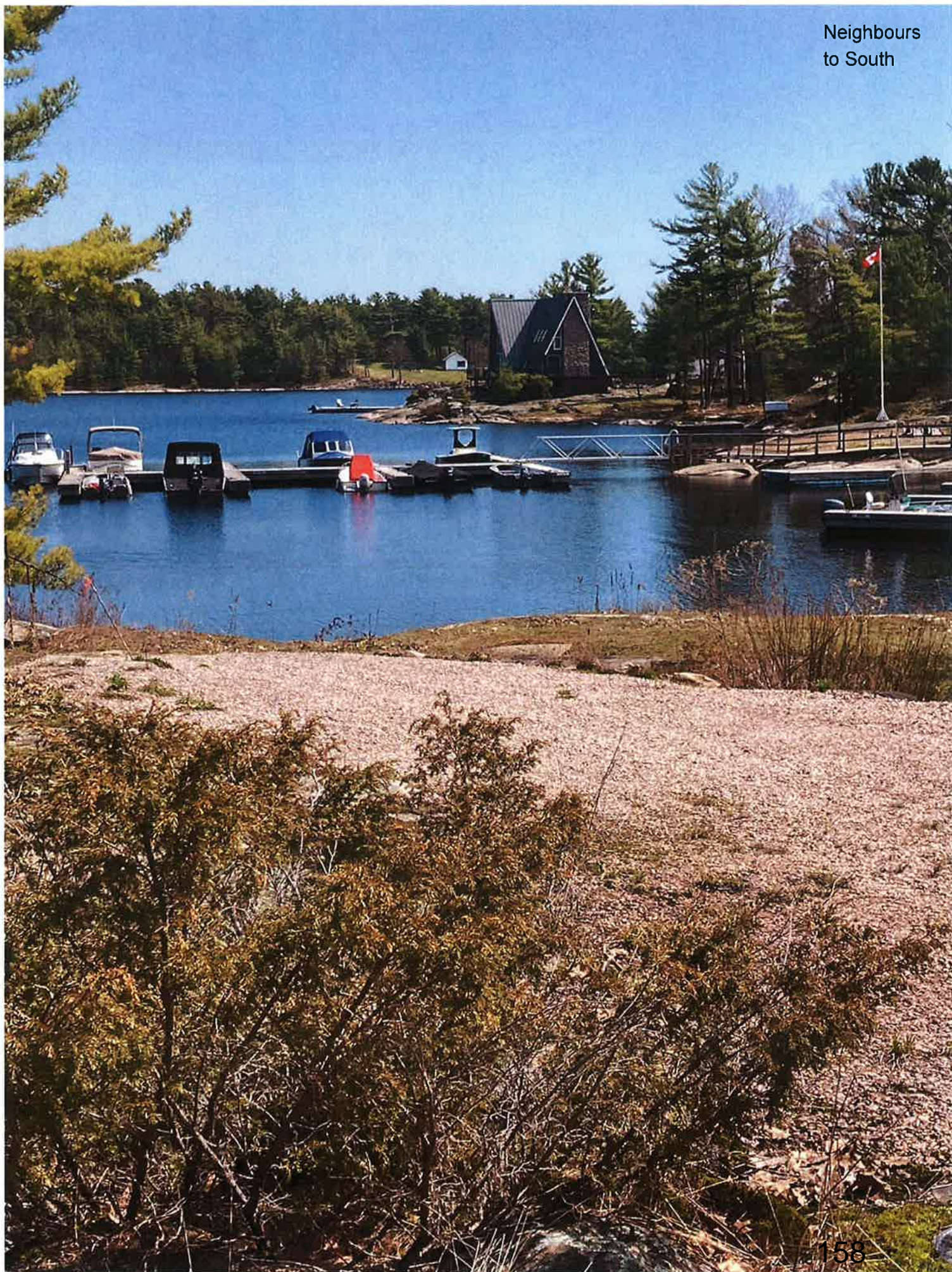
Subject Lot



Subject Lands

Neighbour
to North









Flood Elevation Marker



Satellite Photo of Area



Marina North of Subject Property



Marina North of Subject Property



Property South of Subject Property



Property South of Subject Property



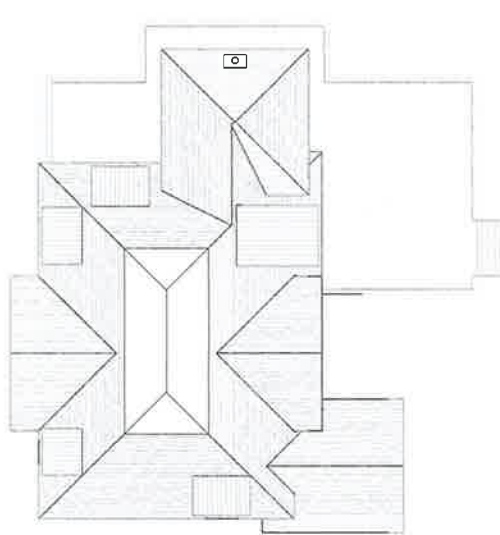
Marina North of Subject Property



Photo of Lot from Lake



Photo of Lot From Driveway



2 Roof Plan
1/8" = 1'-0"



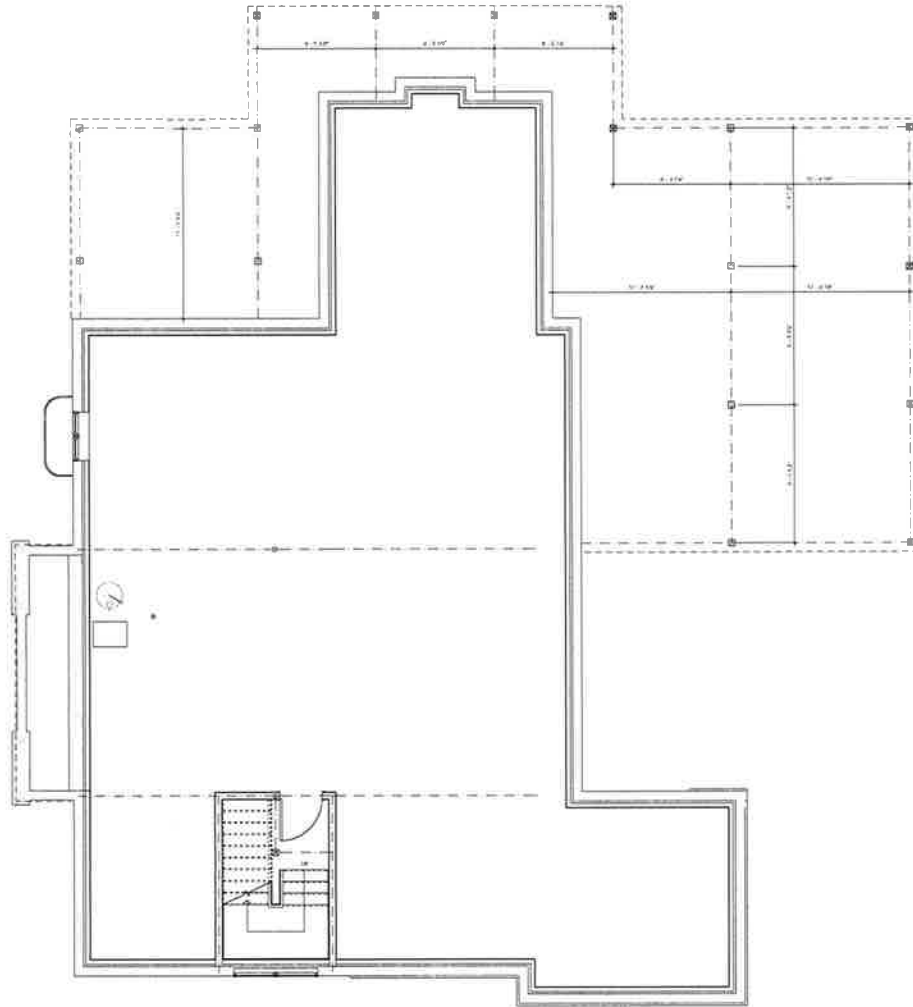
1 Section - Final Grade Calculation & Building Height
1/8" = 1'-0"

Preliminary Design

Dellandrea
New Cottage
Building Elevations & Site Photos

Drawn: 07-Jul-2021 11:32:17 AM File Path: C:\CAD\3D\Bathurst\Custom CAD\Project\20-24 - Port au Bern Cottage (MTM-2020-24 - Port au Bern Cottage (MTM-21) - For Pricing (14-06-2021).xd

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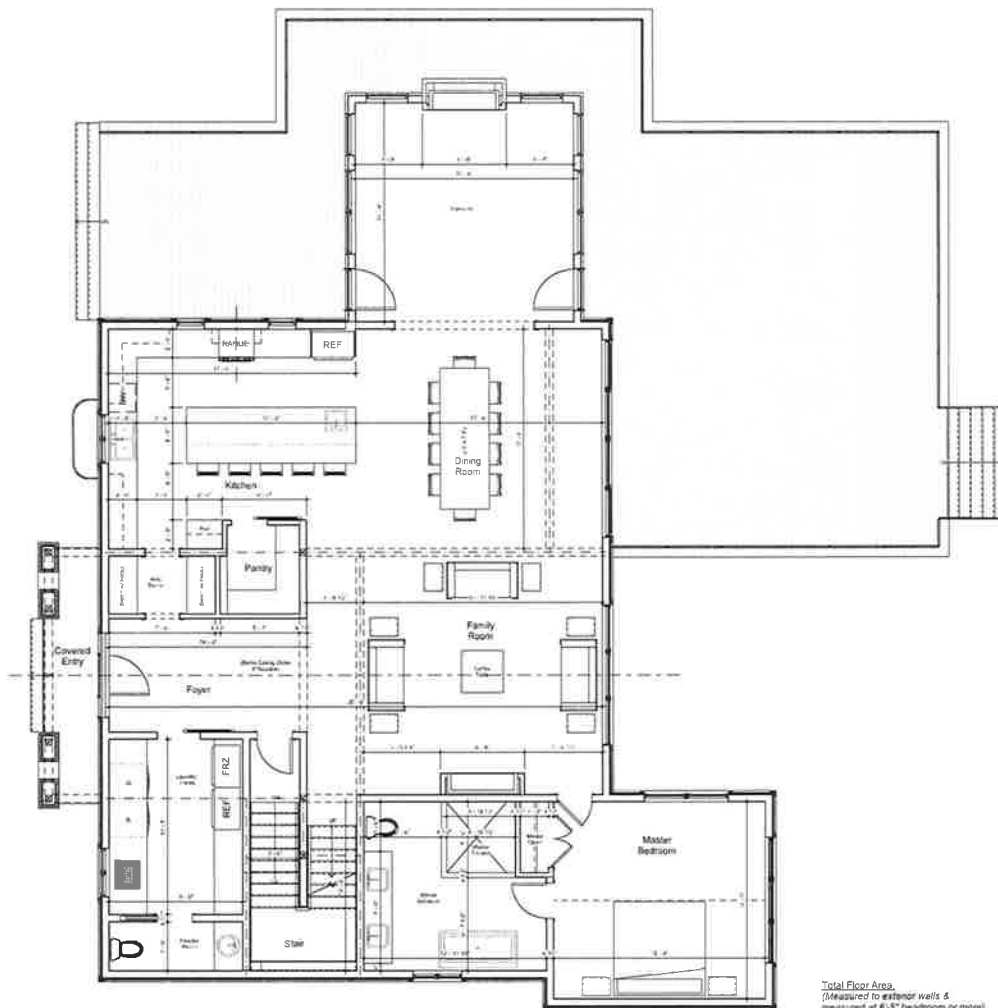
1 Lower Level Plan
A1.1

Preliminary Design

Dellandrea
New Cottage
Lower Level

Date Plotted: 28-Aug-2011 10:28:33 AM File Path: Z:\CADD\Custom CADD\Projects\2011 - Point au Port Cottage (211M2)(2011) - Issues for Minor Revisions\211M2 28/08/11.dwg

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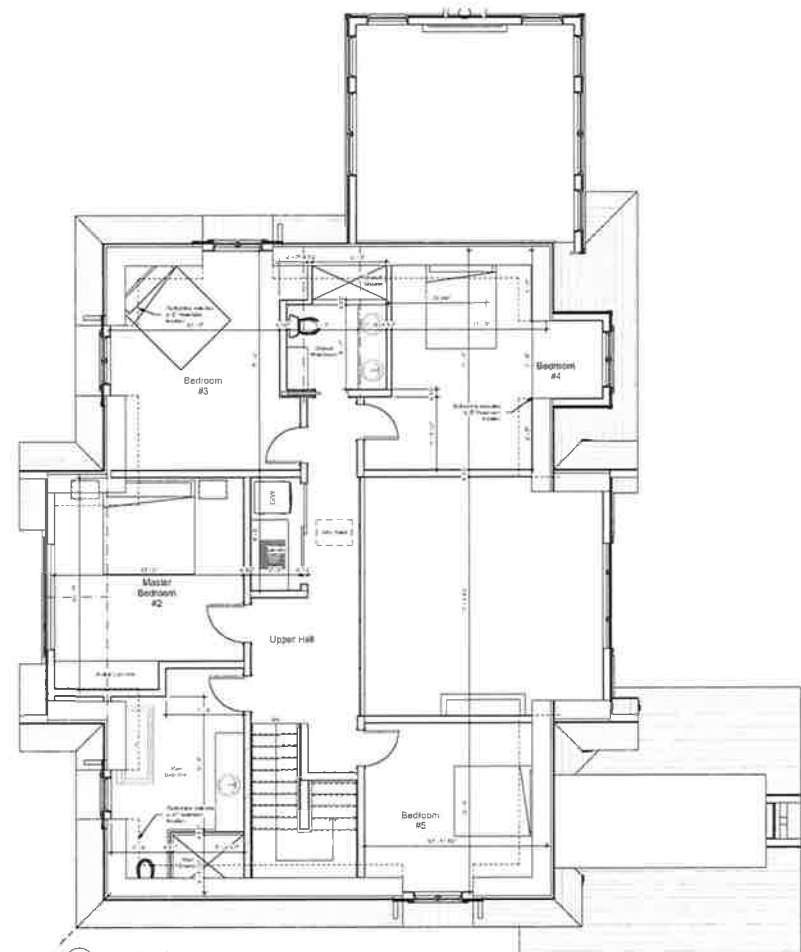


1 First Floor - Plan
1/8" = 1'-0"

Total Floor Area
(Measured to exterior walls &
measured at 6'-6" headroom or more)

Main Footprint: 2,106 sq. ft.
Basement Footprint: 1,018 sq. ft.
Total: 3,124 sq. ft.

M.B.N. 3,229 sq. ft.



2 Second Floor - Plan
1/8" = 1'-0"

Preliminary Design

Dellandrea
New Cottage
Floor Plans

Date Plotted: 08-Apr-2021 10:39:57 AM File Path: C:\Users\Custom CAD\Documents\2021\New Cottage (17142)(2021) - Issued for Minor Variance\01 04 2021.rvt

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APPENDIX C
ENVIRONMENTAL IMPACT STUDY

Environmental Impact Study & Wetland Assessment

Part of Parcel 5, Island 25A
Geographic Township of Harrison
Township of the Archipelago,
District of Parry Sound

July 2021

CONTENTS

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3.0 Existing Conditions.....	4
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3.2 Aquatic and Terrestrial Habitat	9
4.0 Impact Assessment & Recommended Mitigation Measures	20
5.0 Permits and Approvals	21
6.0 Conclusion	21

1.0 Introduction

FRi Ecological Services was retained to conduct an Environmental Impact Study for a proposed rezoning application for a property fronting on Georgian Bay described as Part of Parcel 5 on Island 25A (Figure 1). The subject property is currently zoned Coastal Residential (CR), Environmentally Sensitive One (ES-1), and the balance as Natural State (NS). The property is fronting on Sturgeon Bay of Georgian Bay with a total area of approximately 0.85ha and accessed by a private driveway via Payne's Road.



Figure 1: Property location (identified in red) and current zoning (CR – yellow, ES-1 – green, NS – white)

A desktop review of the available information related to natural heritage values on or adjacent the proposed development was conducted. The following sources of information were consulted:

- District Species at Risk Tool, Ministry of Natural Resources and Forestry (MNR)
- Ontario Natural Heritage Information Centre
- Lands Information Ontario Geodatabases
- Ontario Reptile and Amphibian Atlas
- Ontario Breeding Bird Atlas & eBird.org
- Township of the Archipelago Official Plan
- Significant Wildlife Habitat Ecoregion 5E Criterion Schedule

Five natural heritage categories were considered in an assessment of potential impacts to determine if the proposed rezoning is suitable for development and consistent with the Provincial Policy Statement (2020) and in accordance with section 14.67 of the Township's Official Plan (2019), including:

- Habitat of Endangered and Threatened Species
- Significant Wetlands
- Significant Wildlife Habitat
- Significant Areas of Natural and Scientific Interest; and
- Fish Habitat

2.0 Ecological Land Classification

The subject lands are currently undeveloped with some existing cleared areas. Three natural ecosites were identified on the property including tall treed, swamp (discussed in section 3.1), and rock barren vegetation communities (Figure 2). Field investigations were carried out on the site July 14th and 21st, 2021.

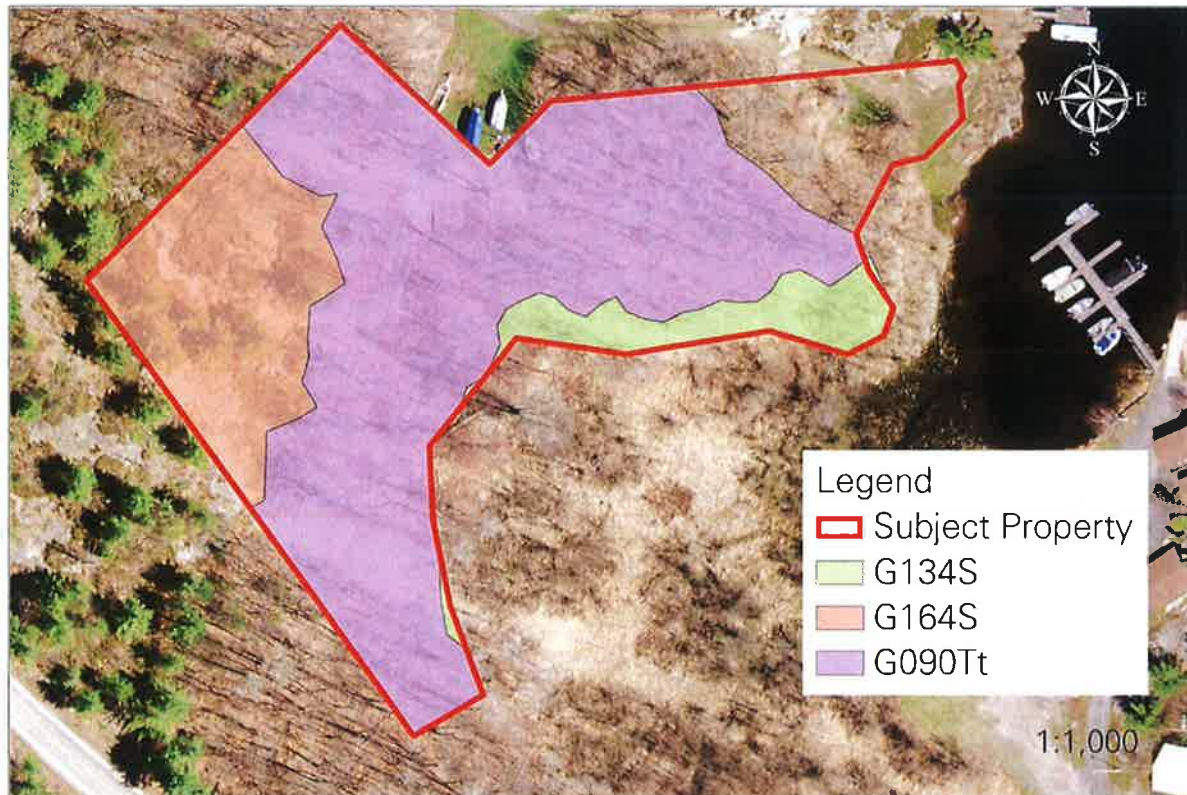


Figure 2: Location of mapped ecosites on property

G164S Rock Barren

This ecosite is sparsely vegetated and areas of exposed open bedrock sloping towards Georgian Bay in a southeasterly direction. Cracks, crevices, and depressions where a thin veneer of mineral or organic material has accumulated support a bryophyte-dominated vegetation community. Tree roots, broken rock, and boulders are interspersed on the open areas of bedrock.

Shrub species present include common juniper (*Juniperus communis*) and lowbush blueberry (*Vaccinium angustifolium*). Poverty oat grass (*Danthonia spicata*) was noted to be present and nonvascular species include rock foam lichen (*Stereocaulon saxatile*), grey reindeer lichen (*Cladonia rangiferina*), Schreber's moss (*Pleurozium schreberi*), and dicranum *spp.* Red oak (*Quercus rubra*) and eastern white pine (*Pinus strobus*) are scattered throughout but account for less than 10% of the overall vegetative cover (Photos 1 to 4).



Photos 1-4: Representative photos of the G164S ecosite

G090Tt Fresh, Clayey: Oak Hardwood

Hardwood canopy consisting mostly of red oak species in the main canopy with some black ash (*Fraxinus nigra*) scattered throughout. Understory consisting mostly of herbaceous vegetation such as hobblebush (*Viburnum lantanoides*), wild sarsaparilla (*Aralia nudicaulis*), common blue violet (*Viola sororia*), beaked hazel (*Corylus cornuta*), starflower (*Lysimachia borealis*), and bracken fern (*Pteridium aquilinum*) with broadleaf litter. Substrates are mostly fine mineral and clayey.



Photos 5 and 6: Representative photos of the G090Tt ecosite and understory

3.0 Existing Conditions

3.1 Wetlands

To the south of the property an area approximately 1.1ha in size has been identified in the comprehensive zoning by-law of the Township of The Archipelago as an Environmentally Sensitive One (ES1) zone. Background information from Land Information Ontario and the West Parry Sound Geography Network indicate that the ES zoning on the lands may represent an unevaluated coastal wetland, as shown in Figure 1 represented by the hatched polygon. A background review confirmed there are no evaluated Provincially Significant Wetlands on or within 120m of the property.

Methods

FRI used the Ontario Wetland Evaluation System (OWES) 50/50 rule¹ for delineating the wetland boundary on the ground on July 14, 2021. The boundary was digitized using ESRI's ArcGIS Field Maps streaming on a handheld tablet. The FRI delineated wetland boundary on the subject property is reflected in Figure 3.

Results

The wetland area on the property was assessed to be a mineral thicket swamp (G134S) with clay soils present beginning approximately 30cm below the surface. The thicket swamp supports scattered black ash (*Fraxinus nigra*), mature red maple (*Acer rubrum*), willows (*Salix spp.*), white birch (*Betula papyrifera*), and a shrub community bordering the open water area. The understory supports sedges, ferns, grasses, jewelweed (*Impatiens capensis*), and sphagnum moss (Photos 7 and 8). Soil cores revealed fine sand over a deeper silty clay substrate, with almost pure clay at depth with evidence of mottling/gleying (seasonal water fluctuations) at approximately 25-30 cm depth in the soils (Photo 9). The ground surface included accumulated folic material such as leaf litter and other decaying plant matter; no water was evident at the ground surface during the site visit.



Photos 7 and 8: (left) Representative photo of the G134S ecosite; (right) Upland area transitioning to G134S ecosite

¹ The OWES 50/50 rule refers to the 'line' on the ground where there is a mix of terrestrial and wetland vegetation. The wetness coefficient – how wet a plant likes its roots to be – is considered in this determination. The result is a refined wetland boundary based on the actual site conditions



Photo 9: Evidence of mottling/grey at ~25cm below surface

The wetland transitions to a mineral shallow marsh (G148N) beyond the property boundary in the bay where water levels are normally above the substrate surface and a variable composition of emergent, submergent, and floating-leaved plant species were noted to be growing including cattails (*Typha latifolia*), pickerelweed (*Pontederia cordata*), duckweed (*Lemna minor*), fragrant white water lily (*Nymphaea odorata*), *Persicaria* spp., and common waterweed (*Elodea canadensis*) (Photos 10 and 11).



Photos 10 and 11: Representative photos of the G148N ecosite transitioning from the G134S ecosite, viewed from the boundary of the subject lands

The four categories considered in a formal wetland assessment are Biological, Social, Hydrological and Special Features. Rather than conduct a full evaluation, the categories were considered in the context of the subject lands and proposed rezoning and impact assessment, as follows:

- Biological – wetland type (bog, fen, marsh, swamp); biodiversity and wetland size
- Social – economically valuable products (wood, cranberries, wild rice, baitfish, furbearers); recreational activities (hunting, nature appreciation, fishing); landscape aesthetics or distinctness of the wetland area; absence of human disturbance and education and public awareness.
- Hydrological – flood attenuation; groundwater recharge; water quality improvement; shoreline erosion control and groundwater discharge
- Special Features – rarity of wetland type; significant features and habitats; ecosystem age and Great Lakes coastal wetlands

BIOLOGICAL

The wetland area on the property is small (0.06ha) and represented by a mineral thicket swamp vegetation community. It is a moderately diverse ecosite, however no rare or uncommon species were observed. A recommended no development setback on the wetland will preserve the features and associated functions of the wetland and no negative impacts are anticipated as a result of the proposed rezoning.

SOCIAL

The social considerations for a wetland are the values it provides for humans – direct use by people. Wetlands are important for birdwatching, hunting, fishing, canoeing, trapping and other direct human uses. It is expected that the landowners can continue to enjoy the wetland and the values it provides for people. No impacts to the social component of the wetland are anticipated as a result of the proposed rezoning where recommended setbacks are maintained.

HYDROLOGICAL

For a wetland to exist, there must be water at or above the mineral soil surface for a significant portion of the year. The wetland found on the property and adjacent lands is lacustrine and the water levels are dependent on the those of Georgian Bay.

The proposed development will not impact the seasonal input and retention of water and the wetland ecosite is expected to persist and continue to function as a lacustrine wetland.

SPECIAL FEATURES

The special features consideration in a wetland evaluation includes all the ecological attributes of a wetland that cannot be evaluated under the Biological or Social components. Because there is a recommended setback on the wetland and a no development provision in the wetland area and the associated setback, FRi is of the opinion that there will be no negative impacts to any significant wildlife habitats or functions of the same as a result of the rezoning.

It is recommended that a naturally vegetated buffer and development setback of a minimum of 15m be applied to the wetland. Where proposed site development and construction, such as a dwelling, septic system, and stockpiled materials can be located outside of the recommended setbacks (Figure 3) and all existing vegetation is retained within the identified development constraint area, no negative impacts to the wetland feature and its function will occur as a result of the proposed rezoning.

A 15m development setback for all dwellings and septic systems is recommended from the shoreline of Georgian Bay with the exception of the shoreline activity area and permitted and existing shoreline structures.



Figure 3: Location of wetland and recommended setback

3.2 Aquatic and Terrestrial Habitat

Fish Habitat

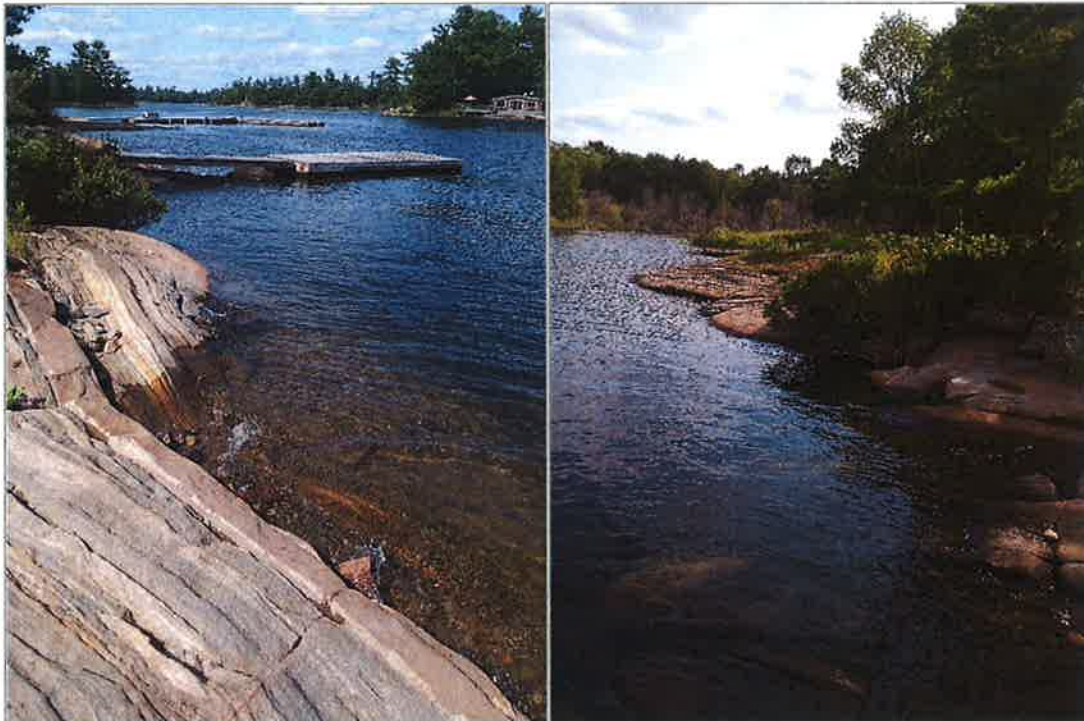
Fish habitat categorization by type follows an MNRF document entitled *Fish Habitat Protection Guidelines for Developing Areas* (1994). Habitat types are based on the level of risk and protection required, based on:

- the nature, extent and timing of the development activity proposed
- the direct and indirect physical impacts on waterbodies from the activity (e.g. increased sedimentation, decreased baseflow)
- the fish species present, and the direct and indirect biological impacts
- life stages supported by the impacted habitat
- whether the impacted habitat represents a limiting factor

Type 1 habitats require a high level of protection because they are a limiting factor for overall productive capacity. If these types of habitat are altered or lost, the capacity of the habitat is expected to diminish. Type 2 habitats require a moderate level of protection and are not considered a limiting factor for overall productive capacity.

The subject lands have an existing shoreline activity area and dock and no changes to the shoreline are proposed. Where no development is proposed along the proposed retained lands, no negative impacts to fish habitat are anticipated.

During field investigations, the Type 2 fish habitat along the shoreline activity area was confirmed. Substrates are mostly bedrock with some cobble and sand and no significant areas of aquatic macrophyte growth (Photos 12 and 13). This habitat would likely support general movement and foraging by fish but does not support any critical life processes for fish populations in the lake.



Photos 12 and 13: Representative photos of the Type 2 fish habitat along the shoreline

The coastal wetland area identified in section 3.1 of this report likely supports spawning and nursery habitat for several fish species. All shoreline development should be directed away from this vegetation community. Further, all site construction and development including the storage of construction materials and construction of septic systems should also be setback a minimum of 15m from this habitat to prevent the direct deposition of deleterious substances, such sediment, etc., into sensitive fish habitat.

Wildlife Habitat

Endangered and Threatened Species at Risk & Assessment

The Endangered Species Act (2007) (ESA) affords protection to species at risk (SAR) and their habitats and provides for their recovery. It seeks to balance the protection of species with social and economic considerations. Species are assessed according to their risk of extinction and are designated as either endangered, threatened or special concern on the Species at Risk in Ontario list (Ont. Reg. 230/08). Species listed as Special Concern do not

receive specific protection under the ESA, rather they are included under considerations for Significant Wildlife Habitat.

An initial list of species for consideration was generated from the above-mentioned sources and was subsequently scoped following field investigations to include those species with suitable or potential habitat contained in or near the proposed development, specifically: Blanding's Turtle (Threatened), SAR Bats (Endangered), Eastern Foxsnake (Threatened), Eastern Hog-nosed Snake (Threatened), and Massasauga rattlesnake (Threatened).

Blanding's Turtle (*Emydoidea blandingii*)

The Blanding's turtle is a mostly aquatic turtle found in a variety of habitats, including lakes, ponds, marshes, ditches, creeks, rivers, and bogs. Within these habitats, the species generally prefers shallow water, organic substrates and dense submergent and/or emergent vegetation. Basking sites are a critical component of suitable habitat. These are characteristically floating vegetation mats, hummocks, partially submerged logs, rocks, bog mats, or suitable shoreline areas with access to full sunlight. Blanding's turtles hibernate from October through April, usually in permanent bodies of water, often the same wetlands they utilize during the active season. Recent studies confirm seasonally isolated wet areas, ditches for example, are used for hibernacula in some years.

Blanding's turtles will travel up to 6km or more to nesting sites that are usually within 250 m from the shore of some waterbody. Nesting activities generally occur at the end of June through the beginning of July. Nest sites are chosen in areas that offer suitable substrate for digging (e.g. loose soil), well-drained, open locations which increases the incubation temperatures because of sunlight exposure. This in turn increases nest success.

Upland areas adjacent wetlands can be used for nesting, basking and travel between summer activity areas. Turtles regularly move up to 1km between wetlands and will chose a 'wetted' corridor, rather than a direct route.^{2 3 4 5 6}

Assessment

Initial field investigations determined suitable aquatic habitat for Blanding's turtles was present in the wetland and rock barren ecosites on the property and potential nesting habitat in the areas of south-facing exposed sandy soils. The swamp ecosite and associated coastal wetland have the potential to provide aquatic habitat for all semi-aquatic turtles including Blanding's turtles. This species has been known to be present within this area of Georgian Bay. Based on its general habitat description⁶, there are three habitat categories, each with increasing tolerance to alteration before their function is compromised (Table 1). A review of background information confirmed known Blanding's turtle occurrences within 2km of

² COSEWIC 2005. COSEWIC assessment and update status report on the Blanding's Turtle *Emydoidea blandingii* in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. viii + 40 pp. (www.sararegistry.gc.ca/status/status_e.cfm)

³ Edge, C. B. 2008. Multiple Scale Habitat Selection by Blanding's Turtles (*Emydoidea blandingii*). Master's Thesis. School of Graduate Studies, Laurentian University.

⁴ Ontario Ministry of Natural Resources, 2012. Survey Protocol: Blanding's Turtle (*Emydoidea blandingii*), Policy Division, Species at Risk Branch. 15pp.

⁵ Seburn, D. C. 2007. Recovery Strategy for Species at Risk Turtles in Ontario. Ontario Multi-Species Turtles at Risk Recovery Team. 83pp.

⁶ Ontario Ministry of Natural Resources. 2013. General Habitat Description for the Blanding's turtle (*Emydoidea blandingii*).

the subject property and development in these areas has the potential to impact species' habitat may be subject to authorizations under the ESA (see Section 5.0).

Table 1: Habitat Categories for Blanding's Turtles

Habitat Category	Description	Habitat Features	Alteration Tolerance	Potential Presence on site
1	(i) Nest Sites (ii) Overwintering Sites	(i) open habitats with low vegetation cover and high sun exposure such forest clearings, meadows, shorelines, beaches, rock outcrops, cornfields, gravel roads, road shoulders, ploughed fields, gardens, powerline rights-of-ways (ii) permanent bogs, fens, marshes, ponds, channels with free water depths of 7 cm - 50 cm. Pooled areas of graminoid shallow marsh areas are often used	Low	Possible, unconfirmed
2	Suitable Wetlands and Waterbodies +30m (supporting feeding, mating, thermoregulation, movement, and protection from predators)	marsh, swamps, ponds, fens, bogs, slow-flowing streams, shallow bays of lakes or rivers, as well as graminoid shallow marsh and moist forest habitats that are adjacent to larger marsh complexes	Moderate	Possible, unconfirmed
3	Area between 30 m and 250 m around suitable wetlands/waterbodies within 2 km of an occurrence	areas that are most likely to be used for overland movements between wetlands throughout the active season in order to access Category 1 and 2 habitats	Highest of all categories	Possible, unconfirmed

SAR Bats - Little Brown Myotis, Northern Myotis, and Tricolored Bat

Little Brown Myotis (*Myotis lucifugus*):

Little brown myotis often use caves, quarries, tunnels, hollow trees or buildings for roosting. Maternity colonies of Little Brown Myotis are most frequently found in warm dark areas, like barns, attics, and old buildings and overwinters in caves and mine adits (horizontal mine shafts) in Ontario. These bats mainly forage over open areas including wetlands and near forest edges where insect densities are greatest. ⁷

⁷ Forbes, G. 2012. COSEWIC, Technical Summary and Supporting Information for an Emergency Assessment of the Little Brown Myotis, *Myotis lucifugus*, 25pp.

Northern Myotis (*Myotis septentrionalis*):

Northern myotis roost in hollow trees or under loose bark. Males roost individually while females are found in maternity colonies of up to 60 adults. They overwinter in mines and caves similar to other species which hibernate in Ontario. Unlike little brown myotis, Northern myotis hunt primarily in forested areas, below the canopy.

Tri-colored Bat (*Perimyotis subflavus*):

During the active season, Tri-colored Bats can be found throughout older forested habitats. The species is known to form day roosts and maternity colonies in forests but may also be found roosting in barns or other anthropogenic structures. They forage for flying insects over water and along streams in the forest. Nearing the end of the summer, Tri-colored Bats will travel to their overwintering site, often situated underground or near a cave, where they swarm. This species typically overwinters in caves where they roost by themselves rather than as part of a group.

Assessment

Initial field investigations determined potentially suitable roosting habitat may be present in the treed ecosites. No species-specific surveys were conducted but given the size of the property and existing open areas, restricting the clearing of trees with a diameter at breast height greater than 25cm to the months of October to March is recommended to avoid any potential negative impacts to all SAR bat species with potential to be roosting on the subject lands.

Eastern Foxsnake (*Pantherophis gloydi*)

Eastern foxsnakes are a large oviparous snake that prefers rock barrens and meadow marshes along the Georgian Bay coast. Most individuals are found within 150 metres of the shore and are known to use the water to move between terrestrial habitats.

Habitats for thermoregulation and shelter include rocky sites, brush piles, root systems, and the base of common junipers. Oviposition sites are typically in rock crevices and composting vegetation piles. Foxsnakes are active from mid-April through early October; mating occurs in late May to early June; eggs are laid in late June through early July. Hatching follows in late August through early October, likely closer to October for the majority of the Georgian Bay population. They hibernate, often communally from October through April in fissures in the bedrock. Habitat alteration, fragmentation and loss of connectivity between key features i.e. hibernacula and foraging area are considered causative of population declines. Human persecution and road mortality are also significant threats to foxsnakes.^{8 9 10 11 12}

⁸ http://www.mnr.gov.on.ca/en/Business/Species/2ColumnSubPage/MNR_SAR_ESTRN_FOXSNAK_EN.html

⁹ Government of Canada, 2013. Species Profile, Eastern Foxsnake, Great Lakes/St. Lawrence population, http://www.sararegistry.gc.ca/species/speciesDetails_e.cfm?sid=1022

¹⁰ COSEWIC, 2008. COSEWIC assessment and update status report on the Eastern Foxsnake *Elaphe gloydi*, Carolinian population and Great Lakes/St. Lawrence population, in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. vii + 45 pp. (www.sararegistry.gc.ca/status/status_e.cfm).

¹¹ OMNR, 2012. Habitat Protection Summary for Eastern Foxsnake (Georgian Bay Population) http://www.mnr.gov.on.ca/stdprodconsume/groups/lrr/@mnr/@species/documents/regulation/stdprod_096829.pdf

¹² Eastern Foxsnake Recovery Team, 2010. Recovery strategy for the Eastern Foxsnake (*Pantherophis gloydi*) – Carolinian and Georgian Bay populations in Ontario. Ontario Recovery Strategy Series. Prepared for the Ontario Ministry of Natural Resources, Peterborough, Ontario. vi + 39 pp.

Assessment

Eastern foxsnakes are known to occur within this region of Georgian Bay. Given the habitat present on the site, it is impossible to completely rule out potential presence of this species. Mitigation measures and recommendations for SAR snakes such as massasaugas will also benefit and apply as development in these areas has the potential to impact species' habitat may be subject to authorizations under the ESA (see Section 5.0)

Eastern Hog-nosed Snake (*Heterodon platirhinos*)

Eastern hog-nosed snakes are highly mobile and have large home ranges. This makes it especially challenging to define a habitat as important. Features which are required by hog-nosed are widespread and in relatively abundant supply at the northern edge of the species' range.^{13 14 15}

Ontario has adopted the federal recovery strategy for hog-nosed snakes and included an addendum which outlines the recommended areas to be considered for a habitat regulation. Oviposition and hibernation sites are the areas described as critical habitat; essential for the long-term persistence of the species. Habitat used for foraging, thermoregulating, mating and dispersal is also important. Contiguous natural habitat is generally described as open areas (meadow, sand, beach and beach dunes, open forest, brushland, rock barrens), wetlands, forest and forest edge in the species range.¹⁶

As outlined in the Recovery Strategy for the Eastern Hog-nosed Snake in Canada states the five physical features that are used to describe preferred habitat. They include well-drained loose or sandy soil, open vegetative cover such as open woods, brush land or forest edge, proximity to water and climatic conditions typical of the eastern deciduous forest biome.

Females lay eggs beginning in late June in sandy soils, sometimes under rocks and driftwood and tend to use the same general area for nesting in subsequent years. Hibernation sites are also found in sandy soils; and unlike other snakes, the Eastern hog-nosed usually hibernates alone. Hibernation takes place from October through April. The sites have been documented in upland intolerant forests below the frost line.

Assessment

Eastern hog-nosed snakes are known to occur within this region of Georgian Bay and due to their large home ranges and preference for a variety of habitats, it is impossible to completely rule out their presence. Mitigation measures and recommendations for SAR snakes such as massasaugas will also benefit and apply as development in these areas has the potential to impact species' habitat may be subject to authorizations under the ESA (see Section 5.0)

¹³ Kraus, T. 2011. Recovery Strategy for the Eastern Hog-nosed Snake (*Heterodon platirhinos*) in Ontario. Ontario Recovery Strategy Series. Prepared for the Ontario Ministry of Natural Resources, Peterborough, Ontario. i + 6 pp + Appendix vi + 24 pp. Adoption of the Recovery Strategy for the Eastern Hog-nosed Snake (*Heterodon platirhinos*) in Canada Seburn, 2009).

¹⁴ COSEWIC. 2007. COSEWIC assessment and update status report on the Eastern Hog-nosed Snake *Heterodon platirhinos* in Canada. Committee on the Status of Endangered Wildlife in Canada. Ottawa. viii + 36 pp. (www.sararegistry.gc.ca/status/status_e.cfm)

¹⁵ http://www.mnr.gov.on.ca/en/Business/Species/2ColumnSubPage/MNR_SAR ESTRN HG NSD SNK EN.html

Massasauga Rattlesnake (*Sistrurus catenatus*)

The Massasauga uses a variety of habitats along the eastern shore of Georgian Bay. The two critical habitats include hibernation and gestation habitats. Foraging and mating habitats are also important components of their required landscape. Hibernation habitats are most often moist conifer ecosites with some depth of organics to provide adequate insulation and moisture retention during the winter. Typical gestation habitat includes fairly open rock barren communities that contain suitable table rock along with some vegetation cover adjacent. Mating and foraging habitat often includes open meadow or fen habitats that have an abundance of small rodents. When these habitats are found in close proximity over the landscape, they create excellent conditions for this species.

Assessment

Massasauga (MASS) occurrences have been documented less than 1km from the subject property. Based on the proximity to the known occurrence and the average home range of the species (1.2km) coupled with the presence of potentially suitable gestation habitat in the rock barren ecosite (Photos 14-17) surrounded by potential foraging, thermoregulation, mating, shedding, and movement habitat found on the property, development in these areas has the potential to impact species' habitat may be subject to authorizations under the ESA (see Section 5.0).



Photos 14-17: Representative photos of potential MASS gestation habitat G164S ecosite

Table 2: Habitat Categories for Massasauga Rattlesnake

Habitat Category	Description	Habitat Features	Alteration Tolerance	Presence on site
1	(i) Gestation Sites (ii) Overwintering Sites	(i) open habitat or areas with low (<25%) canopy cover, such as forest clearings, forest edges with southern exposure, rock outcrops, early/mid-successional wetlands, shorelines, meadows, fields and alvars. Gestation sites are often centered around a feature such as a large table rock, rock pile, undercut rock ridge, beaver lodge, raised cobble beach, brush or debris pile and partially surrounded by low-lying vegetation such as grasses or shrubs (ii) lowland areas with water-saturated soils, tree root systems, rock crevices/fissures or small mammal burrows. In the eastern Georgian Bay region, Massasaugas hibernate primarily in wetlands, such as conifer or shrub swamps, fens or wet depressions that support sphagnum moss or sedge hummocks and sparse tree or shrub communities	Low	(i) Likely, unconfirmed
2	Suitable habitat within 1.2 km of an occurrence (supporting foraging, thermoregulation, mating, shedding, movement and connectivity to gestation and overwintering sites)	Sparse forests, forest clearings, forest edges, fields, meadows, wetlands (such as fens, bogs, marshes and swamps), alvars, shorelines and rock barrens. Sites with low canopy cover, and an abundance and diversity of ground cover, such as rocks and shrubs	Moderate	Confirmed
3	Forest within 1.2 km of an occurrence of the species	Forest habitat	Highest of all categories	Confirmed

Significant Wildlife Habitat

The site was investigated for significant wildlife habitat including seasonal concentration areas, rare vegetation communities and specialized habitats for wildlife, habitat for species of conservation concern, and animal movement corridors. The Significant Wildlife Habitat Criteria Schedules for Ecoregion 5E was used to identify potential significant wildlife habitat.¹⁷

The wetland ecosite has the potential to support a seasonal concentration area (turtle wintering habitat) and the rock barren ecosite may support habitat for species of conservation concern. Several special concern reptile and bird species are known to exist in the Township also have potential to be found on the site; including Eastern Wood-Pewee, Olive-sided Flycatcher, Wood Thrush, Common Five-lined Skink, Eastern Musk Turtle, Eastern Ribbonsnake, and Snapping Turtle. To err on the side of caution, any vegetation clearing that occurs is recommended take place outside of the breeding bird window to comply with the Migratory Birds Convention Act and protect any nesting species at risk birds. Based on field investigations and communications with the property owner, minimal vegetation removal will be required.

There is an area of fine sand and clay on the subject lands nearshore with southern and eastern exposure that has high potential to support turtle nesting (Photos 18 and 19). Snapping turtles, midland painted turtles, eastern musk turtles, northern map turtles, and Blanding's turtles are known to be present in the area and could potentially use this area to nest. To avoid impacts to any nesting turtles, it is recommended that work proposed in this area is carried out in May following the spring emergence of midland painted turtles (March to April) and in advance of turtle nesting season that commences beginning in early to mid-June. Where work is planned outside of the recommended timing window (May) in the areas of the property suitable for nesting, the proposed area of alteration should be isolated using temporary exclusion measures employed in the month of May and maintained until the end of June to prevent turtle nesting activities.

¹⁷ Ontario Ministry of Natural Resources and Forestry, January 2015, Significant Wildlife Habitat Criteria Schedules for Ecoregion 5E, 45pp.



Photos 18 and 19: Representative photos of suitable turtle nesting habitat

Ultimately the landowner will be responsible for ensuring that no species at risk are harmed, harassed, or killed during site construction and that all requirements of relevant provincial and federal species legislation are met.

4.0 Impact Assessment & Recommended Mitigation Measures

Table 3: Summary of Impacts to Potential Natural Heritage Features & Mitigation

Natural Sciences Feature Category		Feature Potentially Present	Recommended Mitigation	Impacts ?
Fish Habitat		Type 1 Fish Habitat	All site development setback a minimum of 15m from the boundary of the wetland ecosite and vegetated buffer retained within	No
Wetlands		Coastal Wetland		
Endangered and Threatened SAR		Blanding's Turtle, Eastern Hog-nosed, Massasauga, Foxsnake & Habitat	Provide summary of proposed work to MECP for review	Potential*
		SAR Bats	Restrict the clearing of trees with a diameter at breast height > 25cm to the months of October to March	No
Significant Wildlife Habitat	Seasonal Concentration Areas	Turtle Overwintering	Protections afforded to Blanding's Turtle as determined by MECP will serve to protect potential turtle wintering habitat	No*
		Lizard Hibernaculum	Protections afforded to Massasauga Rattlesnakes as determined by MECP will serve to protect areas of potential lizard hibernaculum	No*
	Specialized Habitats for Wildlife	Turtle Nesting Area	Development in open areas of exposed, sandy soils along the shoreline should take place in May of any given year or suitable nesting areas should be isolated prior to construction to prevent turtle nesting activities	No
		Lizard Nesting Area	Five-lined skinks nest under logs, stumps, under loose rock and in partially wooded areas. The property supports these features and the site may support lizard nesting. Activities that have potential to impact any of these areas should be carried out between August to April of any given year	No
	Habitats of Species of Conservation Concern	Common Five-lined Skink, Eastern Musk Turtle, Eastern Ribbonsnake, Snapping Turtle	Protections afforded to Blanding's Turtle & Massasauga Rattlesnakes as determined by MECP will serve to protect special concern reptiles	No*
		Eastern Wood-pewee, Olive-sided Flycatcher, and Wood Thrush	Vegetation clearing to occur between Sept 1 and April 10 of any given year or where individuals and active nests are confirmed absent	No

*See Section 5.0 Permits and Approvals

5.0 Permits and Approvals

Migratory Birds Convention Act, 1994

The removal or destruction of any nest of a migratory bird protected under the Migratory Birds Convention Act, 1994 is prohibited. Vegetation clearing that occurs between Sept 1 and April 10 of any given year will avoid harm to migratory birds, eggs, and active nests. Clearing of vegetation may occur outside of this timing window where birds, eggs, and active nests are confirmed absent.

Endangered Species Act, 2007

Endangered and threatened species are protected under the provincial Endangered Species Act, 2007, which specifically prohibits willful harm to endangered and threatened species that are listed in regulations under the Act and the willful destruction of, or interference with their habitats. Due to the confirmed massasauga rattlesnake and Blanding's turtle observations within 1km and 2km, respectively, of the subject lands coupled with suitable habitat identified for additional endangered and threatened snake and turtle species with potential to be on the site, authorization under the act may be required where impact avoidance cannot be achieved.

6.0 Conclusion

In conclusion, it is recommended that there be a 15-meter development setback that is retained in a naturally vegetated state from the shoreline of Georgian Bay and the wetland boundary as illustrated in this report to protect the feature and its function. To be in compliance with the Endangered Species Act, it will be necessary for MECP to authorize proposed works to proceed with development on the subject lands.

The proposed rezoning will be consistent with the Provincial Policy Statement (2020) relating to natural heritage features (Section 2.1) and be in conformity with Sections 7.13, 7.14, 7.23, 7.24, 7.28 – 7.30, and 7.33 of the Township of the Archipelago's Official Plan where the recommendations and mitigation measures of this report are applied.

Respectfully submitted,



Hannah Wolfram
Biologist



TO: Chair Frost and Members of Planning & Building Committee

FROM: Cale Henderson, MCIP, RPP
Manager of Development & Environmental Services

DATE: August 19, 2021

RE: Planning Report – Site Plan Development Application
SP04-21

Owner: Vincent Payne Marine Ltd.

PROPOSAL:

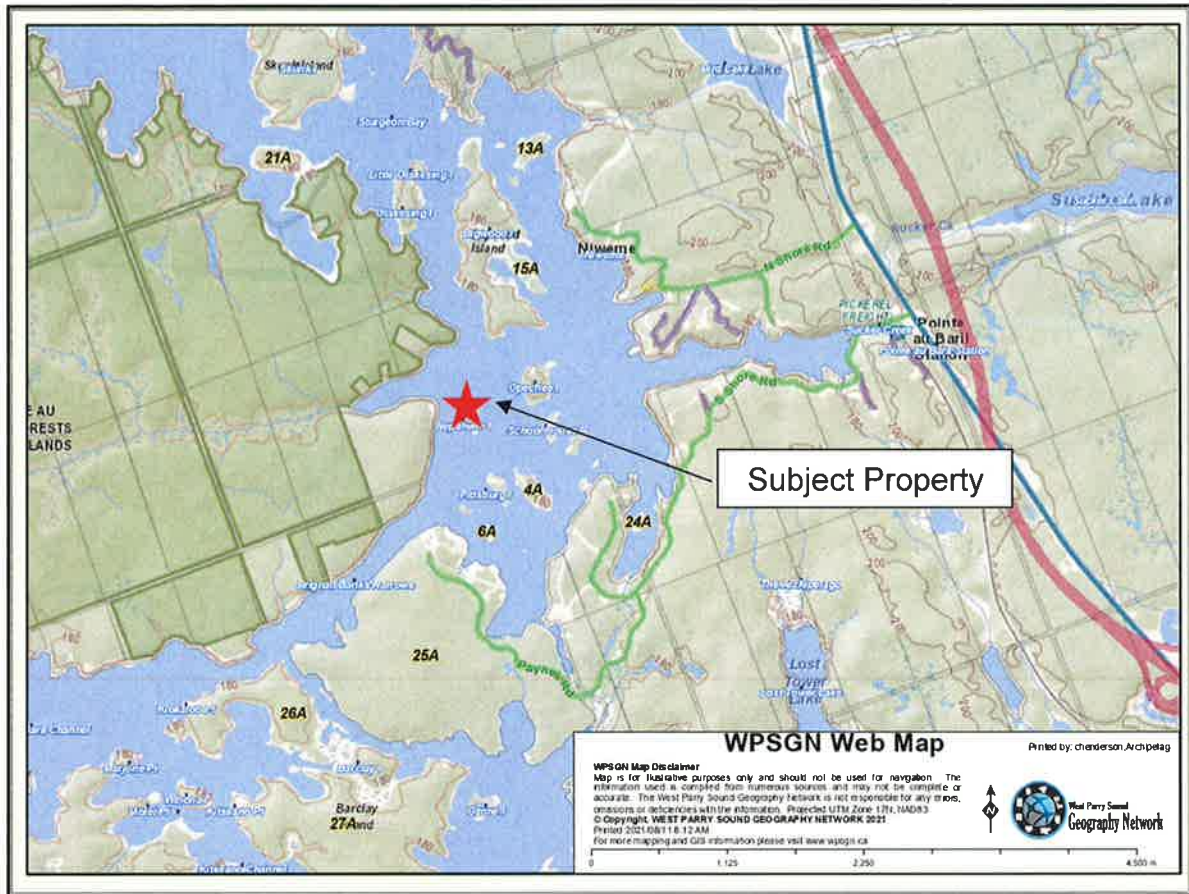
All commercially zoned properties within The Township of The Archipelago are designated as site plan control areas. Prior to significant development occurring on commercially zone lands, a site plan development agreement is to be entered into and registered on title. The subject property has an existing site plan agreement, which has been registered and subsequently amended.

The property is a marina. The current owners are proposing to erect another boat storage building and expand the parking area onto the Crown lands acquired from the Province. An amended Site Plan Development Agreement has been prepared and is attached as Appendix A.

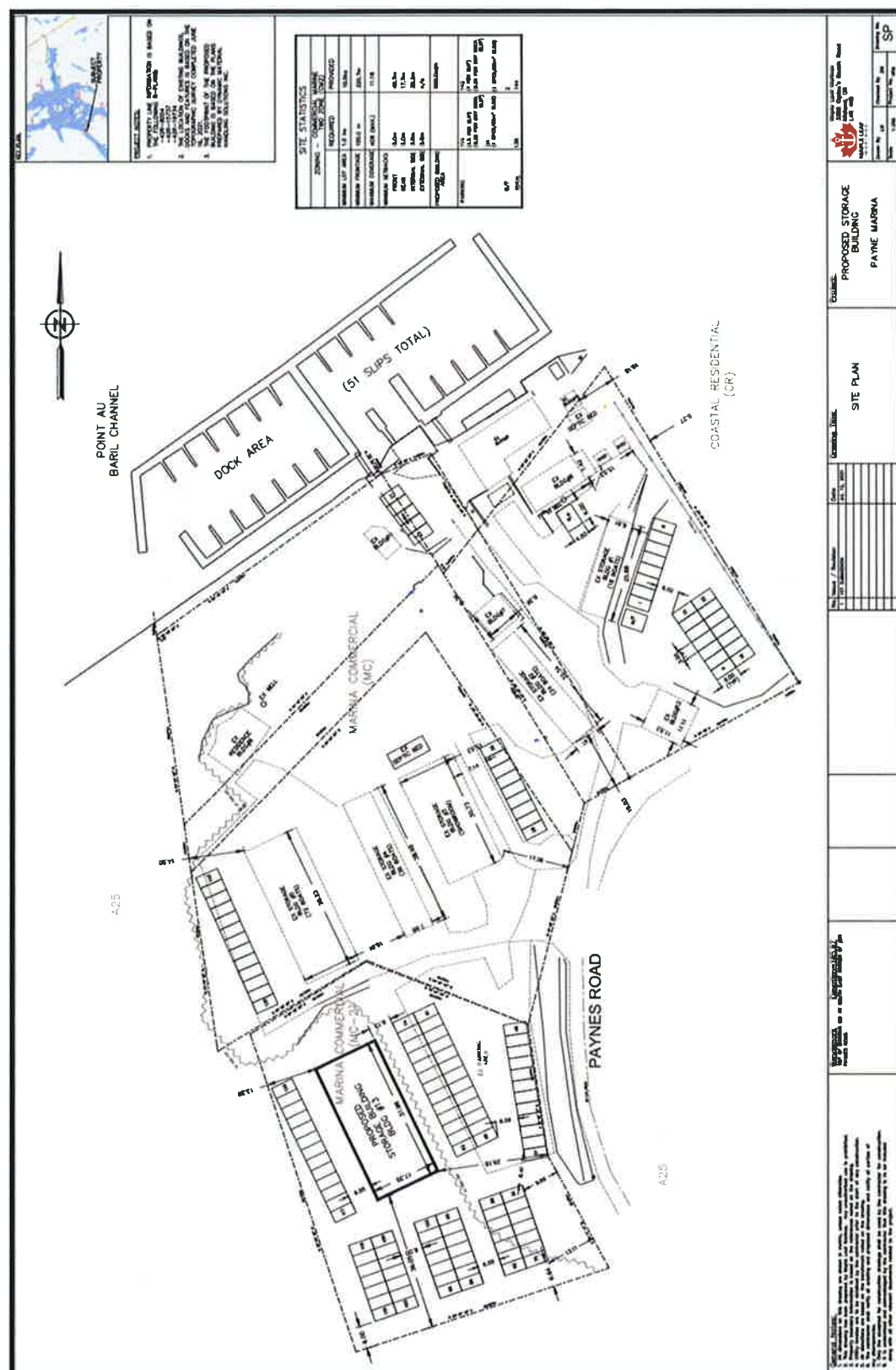
PLANNING INFORMATION

Ward:	1
Official Plan Neighbourhood:	Pointe au Baril Islands
Zoning:	Marine Commercial & Marine Commercial Exception 2 (MC-2)
Lot Area:	2.6 ha (6.45 acres)
Access:	Payne's Road

LOCATION MAP:

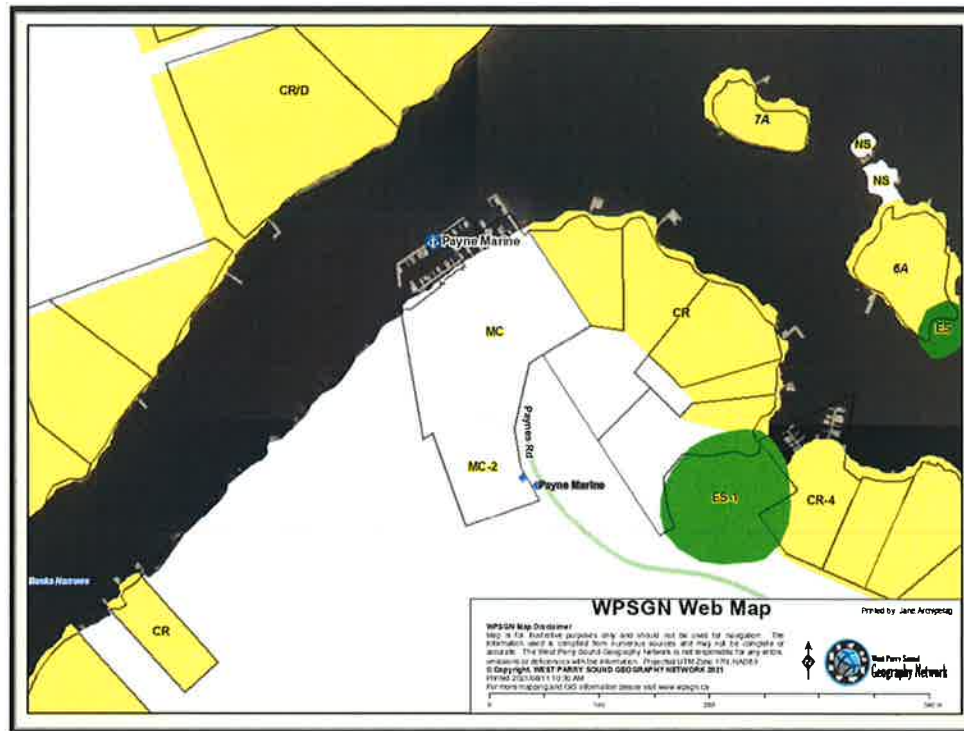


PROPOSED SITE PLAN:



POLICY REVIEW:

The subject property has a dual zoning, being zoned Marina Commercial (MC) & Marina Commercial Exception 2 (MC-2).



Within Section 9 of the Zoning By-law, the general use provisions within the Marina Commercial (MC) Zone are as follows:

9.1 General Use Provisions:

9.1.1 MC – Permitted Uses

Main Use:

- *Marina*

Secondary Uses:

- *A dormitory, restaurant, construction equipment storage, contract's yard, custom workshop, or retail store, all permitted in conjunction with a marina.*

Accessory Uses:

- *Uses, buildings and structures accessory to a Main or Secondary Use.*
- *Single detached dwelling or a dwelling unit in a commercial building.*

9.1.2 Zone Standards

a)	<i>Minimum Lot Frontage</i>	<i>100m</i>
b)	<i>Minimum Lot Area</i>	<i>1 ha</i>
c)	<i>Maximum Lot Coverage</i>	<i>30%</i>
d)	<i>Minimum Front Yard Setback</i>	<i>0 m</i>
e)	<i>Minimum Side Yard Setback</i>	<i>3 m</i>
f)	<i>Minimum Rear Yard Setback</i>	<i>5 m</i>
g)	<i>Maximum Height</i>	<i>15 m</i>

The proposal for a 659 m² (7093 ft²) boat storage building, with storage for 72 boats, complies with the general use provisions as outlined above, including zone standards (size, height, setbacks, etc.). In addition, the owner has illustrated 144 parking spots to continue to service the existing and proposed uses at the marina.

The special exception zoning applies to the rear portion of the marina and was related to the acquisition of Crown land from the Province, to expand the marina. Once the Crown land was acquired, the owners applied to the Township to rezone the lands to permit the use of the property. On January 15, 2016, Council passed by-law No. 2071-16, which rezoned the lands from the Natural State (NS) Zone to the 'Marina Commercial Exception 2 (MC-2)' Zone. Within the site-specific zoning, the Secondary uses is limited; however, boat storage and parking are marina uses and are permitted.

As the proposed parking and boat storage building has limited screening along Payne's Road, it is recommended the owners plant a vegetative buffer along Payne's Road to limited the visual impacts and improve the overall aesthetics.

RECOMMENDATIONS

It is recommended that Council approve the proposed amendment to the site plan development agreement to allow for the proposed new boat storage building and parking.

Respectfully submitted,



Cale Henderson, MCIP, RPP
Manager of Development &
Environmental Services

APPENDIX A
AMENDING AGREEMENT

THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO
AMENDING SITE PLAN DEVELOPMENT AGREEMENT

THIS AMENDING AGREEMENT made this ____ day of August, 2021.

B E T W E E N:

VINCENT PAYNE MARINE LTD.

(hereinafter called the "OWNER")

- and -

THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO

(hereinafter called the "TOWNSHIP")

WHEREAS the OWNER previously entered into a Site Plan Agreement with the Township, and subsequently amended that agreement (hereinafter called the "Existing Agreement"), which agreement was registered in the Land Titles Division of Parry Sound No. 42;

AND WHEREAS the OWNER is now bound by the terms of the Existing Agreement;

AND WHEREAS the parties hereto wish to amend the Existing Agreement as hereinafter contained;

NOW THEREFORE in consideration of the mutual agreements, covenants and promises herein contained, and other goods and valuable consideration (the receipt and sufficiency of which is acknowledged by the parties hereto), the parties hereto agree as follows:

1. That Schedule "B" Site Plan of the existing amended agreement be removed and a new Schedule 'B' is inserted as attached to this amending agreement;
2. The Text of Section 8.2 of the existing amended agreement shall be deleted in its entirety and replaced with the following:

"The Owner further agrees to complete the following items and as detailed on Schedule "B" attached hereto within three years of the date of registration of this Amending Agreement:

- i) Construction of a 659 m² (7093 ft²) boat storage building, up to a maximum of 10 metres in height (identified as "proposed boat storage building #13).
 - ii) Provision of 144 parking spaces identified on Schedule 'B' of amending agreement.
 - iii) Native trees shall be planted and maintained abutting the property line along Payne's Road, fronting parking spots 37 to 48 and the area to the south.
3. The Owners hereby consent to the registration of the Agreement against the title to the lands described as the Subject Lands in the Existing Agreement;
 4. In all other respects the Existing Agreement is hereby confirmed by the parties and continues in full force and effect according to the terms and conditions set out in the Existing Agreement except to the extent of the amendments set out in the subsequent amending agreement and this Amending Agreement;
 5. This Amending Agreement and the covenants and provisions herein contained shall enure to the benefit of and be binding upon the parties hereto and their respective successors, successors in title and assigns.

Any notice, required to be given pursuant to the terms hereto, shall be in writing and mailed or delivered to the other at the following addresses:

OWNER'S NAME AND ADDRESS: VINCENT PAYNE MARINE LTD.
59 Paynes Road
Pointe au Baril, ON P0G 1K0

TOWNSHIP: CLERK
Township of The Archipelago
9 James Street
Parry Sound, ON P2A 1T4

IN WITNESS WHEREOF the OWNER and the TOWNSHIP have caused their corporate seals to be affixed over the signatures of their respective signing officers.

SIGNED, SEALED AND DELIVERED
In the presence of:

Witness

Signature, Title
I have the authority to bind the Corporation.

THE CORPORATION OF THE
TOWNSHIP OF THE ARCHIPELAGO

Reeve
Bert Liverance

Clerk
Maryann Weaver

SCHEDULE "A"

DESCRIPTION OF THE LANDS

PIN 52243-0266

Location CL 12049, being Parcel 19630 PSNS, being part Parcel 5 of Island 25A, Parts 1, 2 and 3 on Plan 42R-15737, in front of the geographic Township of Harrison;

PIN 52243-0267

Parcel 14904 PSNS, being part Parcel 5 of Island 25A, Part 1 on Plan 42R-8054, being Location ML56, in front of the geographic Township of Harrison;

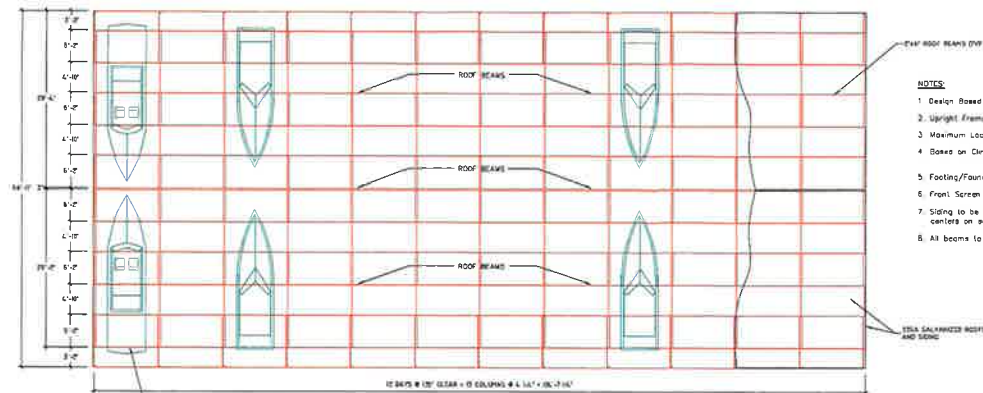
PIN 52243-0273

Parcel 204, Part Location CL8698, being part of Parcel 5 of Island 25A and part of the bed of Sturgeon Bay of the Georgian Bay, Part 3 on Plan 42R-13583, in front of the Township of Harrison;

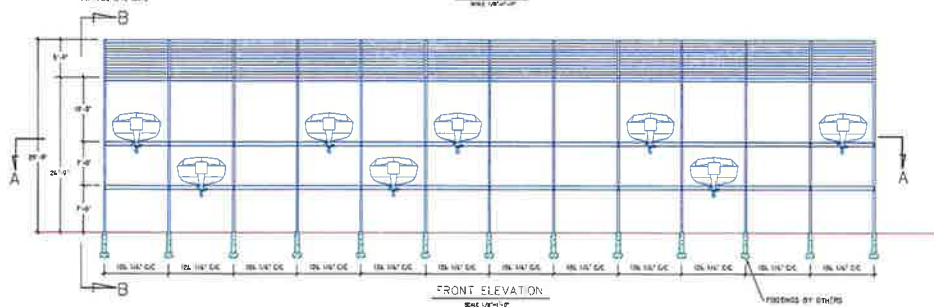
PIN 52243-0275

Parcel 9406 PSNS, being part Parcel 5 of Island 25A, in front of the Township of Harrison.

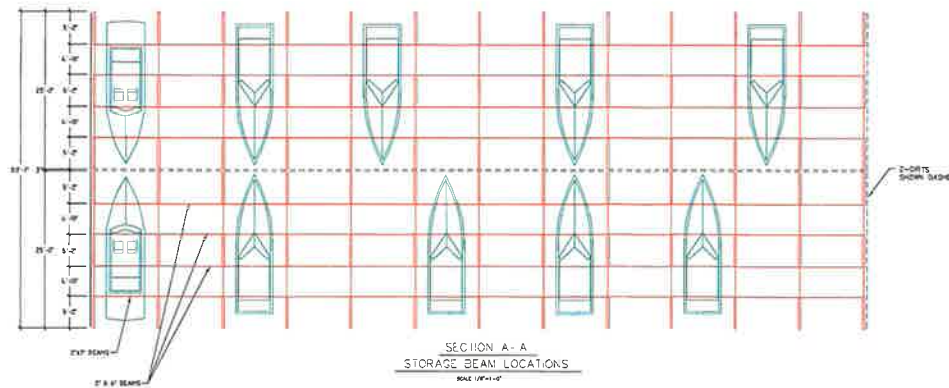
APPENDIX B
BOAT STORAGE CONCEPTUAL PLANS



PLAN VIEW
SCALE 1/8"=1'-0"



FRONT ELEVATION
SCALE 1/8"=1'-0"



SECTION A-A
STORAGE BEAM LOCATIONS
SCALE 1/8"=1'-0"

NOTES

1. Design Based on Boat Storage Only, no other occupancy allowed.
2. Upright frames are 4"x12"x100 K.R. Type & Beams are as noted.
3. Maximum Loading is 8000 lbs per Level.
4. Beams on Climate data S = 2.6 S = 4 S = 6 S = 8 S = 10 S = 12 S = 14 S = 16 S = 18 S = 20 S = 22 S = 24 S = 26 S = 28 S = 30 S = 32 S = 34 S = 36 S = 38 S = 40 S = 42 S = 44 S = 46 S = 48 S = 50 S = 52 S = 54 S = 56 S = 58 S = 60 S = 62 S = 64 S = 66 S = 68 S = 70 S = 72 S = 74 S = 76 S = 78 S = 80 S = 82 S = 84 S = 86 S = 88 S = 90 S = 92 S = 94 S = 96 S = 98 S = 100
5. Footing/Foundation/Anchorage are the responsibility of the Customer.
6. Front Screen Design & Installation is the Responsibility of the Customer.
7. Siding to be attached to structure with two screws on 6" nb centers on each crossing girt or beam.
8. All beams to be bolted to structure with 3/8"x1" or 3/8"x4 1/2" bolts, one per bracket.



NOTES

1. ALL WORKING & MATERIALS IN ACCORDANCE TO:
2. A FRAME OF THE BACK MANUFACTURED STRUCTURE AND SUPPORTING PARTS IS SUBJECT TO THE DESIGN & CONSTRUCTION OF THE STRUCTURE.
3. ALL WORKING & MATERIALS IN ACCORDANCE TO:
4. A FRAME OF THE BACK MANUFACTURED STRUCTURE AND SUPPORTING PARTS IS SUBJECT TO THE DESIGN & CONSTRUCTION OF THE STRUCTURE.
5. ALL WORKING & MATERIALS IN ACCORDANCE TO:
6. A FRAME OF THE BACK MANUFACTURED STRUCTURE AND SUPPORTING PARTS IS SUBJECT TO THE DESIGN & CONSTRUCTION OF THE STRUCTURE.
7. ALL WORKING & MATERIALS IN ACCORDANCE TO:
8. A FRAME OF THE BACK MANUFACTURED STRUCTURE AND SUPPORTING PARTS IS SUBJECT TO THE DESIGN & CONSTRUCTION OF THE STRUCTURE.
9. ALL WORKING & MATERIALS IN ACCORDANCE TO:
10. A FRAME OF THE BACK MANUFACTURED STRUCTURE AND SUPPORTING PARTS IS SUBJECT TO THE DESIGN & CONSTRUCTION OF THE STRUCTURE.

ALL CUSTOMER MUST CONSULT WITH THE LOCAL BUILDING DEPARTMENT FOR BUILDING PERMIT REQUIREMENTS.



ALL WORKING & MATERIALS IN ACCORDANCE TO:

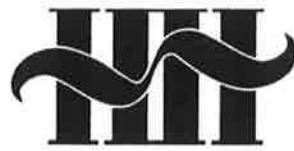
ALL WORKING & MATERIALS IN ACCORDANCE TO:



2425 Madison Blvd. C-201, Madison, WI 53704
Tel: (608) 351-7338 Fax: (608) 351-7339
www.dynamic-holding.com



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TOWN OF HALTON HILLS

THE CORPORATION OF THE TOWN OF HALTON HILLS

Resolution No.: 2021-0115

Title: Elimination of LPAT

Date: May 25, 2021

Moved by: Mayor R. Bonnette

Seconded by: Councillor J. Fogal

Item No. 12.1

WHEREAS The Government of Ontario, on June 6, 2019, passed the *More Homes, More Choice Act*, 2019, (Bill108);

AND WHEREAS the changes to the Local Planning Appeal Tribunal (LPAT), contained in Bill 108 gives LPAT the authority to make final planning decisions based on a subjective "best planning outcome" approach rather than compliance with municipal and provincially approved official plans and consistency with provincial plans and policy;

AND WHEREAS Bill 108 restricts third party appeals of plans of subdivision only to the applicant, municipality, Minister, public body or prescribed list of persons;

AND WHEREAS Bill 108 takes local planning decision-making out of the hands of democratically elected municipal councils and puts it into the hands of a non-elected, unaccountable tribunal;

AND WHEREAS the LPAT adds cost and delays delivery of affordable housing by expensive, time consuming hearings, contrary to the intent of the *More Homes, More Choice Act*, 2019;

AND WHEREAS Regional and City/Town Councils have spent millions defending provincially approved plans at the OMB/LPAT;

AND WHEREAS Ontario is the only province in Canada that empowers a separate adjudicative tribunal to review and overrule local decisions applying provincially approved plans;

NOW THEREFORE BE IT RESOLVED THAT in the short term, the Minister of Municipal Affairs and Housing immediately restore the amendments to the Planning Act that mandated the evaluation of appeals on a consistency and conformity with Provincial policies and plans basis;

AND FURTHER THAT in the long term the Government of Ontario eliminate the LPAT entirely, as an antiquated body that slows delivery and adds costs to housing supply via expensive and drawn out tribunal hearings;

AND FURTHER THAT this resolution be forwarded to the Premier, the Minister of Municipal Affairs and Housing, Halton's Members of Provincial Parliament, Leaders of the New Democratic, Liberal and Green parties, the Association of Municipalities of Ontario, the Small Urban Mayors' Caucus of Ontario, Mayors and Regional Chairs of Ontario and Halton's local municipalities.



Mayor Rick Bonnette



TO: Chair Frost and The Township of The Archipelago Planning & Building Committee

FROM: Rian Allen,
Planning Consultant

DATE: July 8, 2021

RE: Zoning By-law Review – Draft Modifications for discussion purposes

1.0 BACKGROUND

The Zoning By-law Review for the Township was initiated in 2019 following the approval of the Township's Official Plan Review in December 2018.

To initiate the Zoning By-law Review project and obtain public input, three Public Open Houses were held in different locations in the Township in August of 2019. The comments received at those Public Open Houses were summarized for the Committee in a report dated September 19, 2019. Following the Public Open Houses an interactive session at the Deerhorn Conference was held on October 5, 2019. The comments received at this session in addition to the comments received from individuals and associations were provided to the Committee in a report dated February 21, 2020. Additional comments received were provided to the Committee in a report dated August 20, 2020.

2.0 UPDATE

Since the completion of public consultations, staff have spent the past months reviewing each of the comments received and to determine how or if the Zoning By-law can be updated to incorporate those suggested changes. Staff also completed a detailed review of the Township Official Plan to determine what amendments to the Zoning By-law are needed to conform to the new Official Plan. The Planning Act and the Provincial Policy Statement, 2020 were also reviewed to understand if there were any consistency issues that required attention. Preliminary mapping was produced to understand the possible impacts of some of the potential changes to the Zoning By-law.

Due to a number of factors, including the impacts associated with COVID-19, the review of the Zoning By-law has been delayed and a first draft of the updated Zoning By-law is not available to share with the Committee and the public at this time. At this point in time, the majority of the modifications to the text have been completed, however there are formatting and section number issues that require more work before a first draft will be available. Furthermore, all new zoning schedules will also be required to implement some of the new proposed provisions and this mapping has also not yet been completed.

More than one year has passed since staff last brought forward new information about the Zoning By-law Review project to the Committee. In order to provide the Committee with a sense of the

progress that has been made, this report was prepared to provide an overview of the key changes that are proposed. A summary of the public comments was also provided.

3.0 SUMMARY OF PUBLIC COMMENTS

After the public consultations concluded staff reviewed all of the comments received and created a comment summary table which is attached as Appendix “A”. The person or group who contributed the comment was not included or was the manner that the comment was received (open house versus written comment). Removing the commentor’s name and commenting method simply provides the Committee with the comments received from the public.

During the review of the public comments, staff discussed each comment and determined if the suggested changes were necessary or appropriate and to determine how to best implement the change.

4.0 KEY CHANGES AND HIGHLIGHTS

The existing format and structure of the Zoning By-law is intended to remain the same. Changes will be made within the existing structure of the document and the updated Zoning By-law will be a modification of the existing By-law versus a completely new Zoning By-law.

There are a large number of changes proposed to the Zoning By-law. Some changes are very minor and have little to no impacts (i.e. formatting), however some of the changes are substantial and will have considerable impacts (i.e. increasing the minimum front yard setback).

In order to provide the Committee and the public with a sense of the proposed changes to the updated Zoning By-law the key changes and highlights are provided. The reason or justification for the change is also provided to understand if the change is a result of public input, staff input, or Official Plan conformity.

Modification #1

Housekeeping matters that involve formatting changes, section numbering, correcting typos and confirming the use of consistent wording, terms, and definitions.

Staff input – The proper formatting of the Zoning By-law is important because it is a legal document used by property owners, the development and real estate industry, planning consultants, and Township staff. Proper formatting is key to the use of the document. Using proper numbering is critical for the use and application of the provision of the Zoning By-law, and eliminating typos corrects unintended wording.

Modification #2

Update the mapping of the zone schedule to reflect the details of the Natural Heritage Study and ‘Schedule F – Natural Heritage Features’ of the Official Plan.

Official Plan conformity – The Zoning By-law implements the policies of the Official Plan, including the land use mapping. A Natural Heritage Study that was completed as part of the review and update of the Official Plan identified new natural heritage features and ecologically sensitive areas that are required to be protected. For example, Significant Coastal Wetlands were not previously mapped and protected through zoning. The zoning schedules will be updated to reflect the applicable features on ‘Schedule F – Natural

Heritage Features' from the Official Plan. All of the existing Environmental Protection and Natural State zoning will remain.

Modification #3

- a. Increase the minimum front yard setback for buildings and structures on cold water and at-capacity lakes and streams (Blackstone Lake, Crane Lake, Forget Lake, Spider Lake, Three Legged Lake) to 30 metres for all zones.
- b. Increase the minimum front yard setback for buildings and structures on cool water and warm water lakes and streams (all other lakes and rivers) and on Georgina Bay to 15 metres for all zones.

Official Plan conformity – The Official Plan requires a minimum 30 metre setback for buildings and structures on Blackstone Lake, Crane Lake, Forget Lake, Spider Lake, Three Legged Lake. The Official Plan requires a minimum 15 metre setback for buildings and structures on all other lakes, including inland lakes and and Georgian Bay.

Public input – Numerous comments were received that suggested increasing the minimum front yard setback or setback from the shoreline.

Modification #4

Permit replacement of existing legal buildings and structures located within the minimum front yard setback and permit the expansion of existing legal buildings and structures provided the additional ground floor area does not exceed 50% of the existing ground floor area and the additional height does not exceed 25% of the existing height and provided the front yard setback is not less than 7.5 metres.

Staff input – Increasing the minimum front yard setbacks from 7.5 metres to 15 metres and 30 metres will result in a large number of legal non-complying buildings and structures. Consideration has been given to allowing modest expansions provided the expansion to avoid the need for a greater number of planning approvals due to the increased setbacks (i.e. minor variances).

Modification #5

Increase the distance a deck, up to 2 metres in height, can encroach into the minimum front yard setback from 3 metres to 5 metres.

Staff input – The distance a deck is permitted to encroach into the front yard setback has been increased to account for the impacts of the increased in the minimum front yard setbacks.

Modification #6

- a. Limit the maximum size of a deck attached to a dwelling to the ground floor area of the dwelling, up to a maximum of 110 sq m, whichever is lesser.
- b. Limit the maximum size of a deck attached to an accessory building to the ground floor area of the accessory building, up to a maximum of 55 sq m, whichever is lesser.

Staff input – There currently is no maximum size limit for a deck attached to a dwelling or accessory building and non-roofed decks do not count towards lot coverage. A maximum size limit of a deck is needed similar to the size limit for detached decks.

Public input – A comment was received about limiting the maximum size of a deck attached to a dwelling.

Modification #7

Create a new Pointe au Brail Residential (PBR) zone.

Staff input – A new Pointe au Brail Residential (PBR) zone is proposed in Pointe au Brail Station to permit residential development with reduced lot area and frontages, and a range of unit types are to be permitted: single detached dwellings, duplex dwellings, and townhouse dwellings.

Official Plan conformity – The Official Plan encourage the provision of a range of housing types and opportunities in Point au Brail Station.

Modification #8

Add a definition of 'Secondary Dwelling Unit' and permit 'Secondary Dwelling Unit' as a permitted accessory use in the Pointe au Brail Residential (PBR) and General Residential (GR) zones.

Official Plan and Planning Act conformity – Amendments to the Planning Act requires municipal Official Plan to permit a second residential unit in a detached house, semi-detached house or rowhouse as well as another residential unit in a building or structure ancillary to the detached house, semi-detached house or rowhouse. The Official Plan includes policies that permit accessory apartments in the Pointe au Brail Station Settlement Area and the Rural Area, within a single detached dwelling or in a structure ancillary to a dwelling if the dwelling contains a single residential unit, and in a semi-detached dwelling provided the lot is located on a year-round maintained public road and can be adequately serviced.

Public input – Comments were received about the need for affordable housing.

Modification #9

Reduce the minimum dwelling size for all dwelling units and dwelling units contained within commercial buildings to 17 sq m.

Public input – Numerous comments were received that questioned the need for a minimum dwelling size. 17 sq m is the minimum dwelling size permitted under the Ontario Building Code.

Modification #10

Revise the definition of 'Building' to remove reference to '*as defined within the Building Code*'.

Public input – Numerous comments were received that expressed concerns with the amount and size of shoreline development and accessory structures.

Staff input – There are inconsistencies regarding the treatment of buildings and structures based on their size and if a building permit is required or not. The definition of 'Building' and 'Structure' have a considerable impact on the number of permitted buildings on a lot because the current definition excludes buildings less than 10 sq m and all structures. The requirements of the Zoning By-law such as setbacks and lot coverage are to be applied to all buildings regardless of size.

Modification #11

- a) Permit a maximum of 4 accessory buildings or structures on a Residential zone lot, excluding 3 sleeping cabins and 1 dock.
- b) Permit a maximum of 2 accessory buildings or structures with less than 10 sq m of ground floor area on a Residential zone lot.
- c) Permit a maximum of 3 accessory buildings or structures with between 10.1 sq m and 100 sq m on a Residential zone lot.
- d) Permit a maximum of 1 building or structure with more than 100.1 sq m of ground floor area.
- e) Reduce the maximum number of marine railways from 3 to 2.
- f) Limit the maximum cumulative ground floor area of accessory buildings and structures to 232 sq m within 60m of the shoreline.

Public input – Numerous comments were received that expressed concerns with the amount and size of shoreline development and accessory structures. Treating all buildings and structures similarly ensures that buildings less than 10 sq m in area that do not require a building permit will be controlled by the Zoning By-law. Capping the maximum number of accessory buildings and structures based on a maximum ground floor area, and limiting the total combined area of all accessory buildings located within 60m of the shoreline will help to limit the appearance and visual impact of accessory buildings and structures.

Modification #12

Limit the maximum sauna size to 25 sq m and increase the minimum front yard setback from 0 metres to 7.5 metres.

Public input – Numerous comments were received that expressed concerns with the amount and size of shoreline development and accessory structures.

Staff input – There currently is no maximum sauna size and a maximum size is needed. Additional setback from the shoreline is also needed.

Modification #13

Limit the maximum cumulative ground floor area of all sleeping cabins on a lot not to exceed the ground floor area of the main dwelling.

Public input – Numerous comments were received that expressed concerns with the amount and size of shoreline development and accessory structures and concerns with the size of sleeping cabins.

Modification #14

Reduce the minimum parking requirements for 'other dwelling types' from 2 parking spaces per unit to 1 space per unit.

Staff input – A single detached dwelling requires one parking space and other dwelling types should require the same number of spaces.

Modification #15

Revise the definitions of Floor Area (Residential), Total; Floor Area (Industrial) Total, Ground Floor Area; and added a definition of Gross Floor Area.

Staff input – The term ‘gross floor area’ is used in the provisions of the Zoning By-law but is not defined. A definition of ‘gross floor area’ was added and the other floor area definitions were reviewed and updated to ensure consistency and clarity.

Modification #16

- a) Revise the Natural State Conservation (NSC) and Natural State (NS) zones to include conservation uses and flood control uses.
- b) Restrict new buildings and the enlargement of existing buildings in the Natural State Conservation (NSC) zone.

Staff input – The development permissions in the Natural State Conservation (NSC) zone were revised to be consistent with the permissions in the Natural State (NS) zone.

Modification #17

Added a 3m minimum setback requirement for the NS and NSC zones to be consistent with the Environmentally Sensitive (ES), Environmentally Sensitive One (ES1), and Environmentally Sensitive Two (ES2) zones.

Staff input – It is appropriate to provide a similar sized buffer for the NS and NSC zones to protect the lands from impacts of buildings and structures.

Modification #18

Add ‘Sports Court’ to the Tennis Court provisions that limit the maximum number and setbacks.

Staff input – It is appropriate to treat all purpose-built playing surfaces (i.e. basketball, hockey, tennis, racquetball, etc.).

Modification #19

Clarify the definition of ‘Lot Frontage’. Provide simplified wording that is used to measure and determine the amount of lot frontage for single ownership islands and peninsulas, through lots, lots with water and road frontage, and lots with multiple frontages.

Public input – Several comments were received that requested clarification lot frontage is to be measured.

Modification #20

Change the term ‘high water mark’ to ‘shoreline’.

Staff input – The term ‘high water mark’ is confusing in the context of the various floodplain elevations and the fact that the high water mark, as defined in the Zoning By-law, is not actually the high water mark. Using the term ‘shoreline’ is more accurate and understandable. The shoreline on Georgian Bay is 176.44 metres G.S.C. above sea level, and in all other cases means the normal water mark of any waterbody at the time of the original surveys unless altered by the construction of a dam, in which case the measurement shall be from the high water mark as controlled by a dam.

Modification #21

Update the flood elevations and add the flooding elevation for exposed island on Georgian Bay. Create an Exposed Island (-E) zone suffix associated with the Georgian Bay floodplain provisions that

is to be applied to specific exposed islands in the bay where the flood elevation is 178.9m G.C.S. above sea level.

Official Plan Conformity – The Official Plan requires the minimum floor elevation on exposed islands in Georgian Bay to be 178.9m G.C.S.

Modification #22

Create a Deer Wintering Area (-DWA) zone suffix that is to be applied to lands located within the Stratum 1 (core) Deer Wintering Area identified on Schedule F – Natural Heritage Features of the Official Plan. Development is to be subject to greater control on lands with the -DWS suffix, and only includes: 1) The replacement legal non-conforming buildings and structures is permitted; 2) The expansion of legal existing buildings or structures permitted provided any addition is not more than 50% of the ground floor area of the existing building or structure; 3) Accessory buildings and structures up to 40 sq m.

Official Plan Conformity – The Official Plan indicates that development and site alteration in Stratum 1 habitat shall generally not be permitted unless the conifer thermal cover has been mapped and it has been determined through a site evaluation report that there will be no negative impacts to the natural features or their ecological functions.

Modification #23

Create a Moose Aquatic Feeding Areas (-MFA) zone suffix that is to be applied to lands located in and within 120 metres of Moose Aquatic Feeding Areas identified on Schedule F – Natural Heritage Features of the Official Plan. Development is to be subject to greater control on lands with the -MFA suffix, and only includes: 1) The replacement legal non-conforming buildings and structures is permitted; 2) The expansion of legal existing buildings or structures permitted provided any addition is not more than 50% of the ground floor area of the existing building or structure; 3) Accessory buildings and structures up to 40 sq m.

Official Plan Conformity – The Official Plan indicates that development and site alteration shall generally not be permitted in identified moose aquatic feeding areas or within 120 metres of such areas, unless a site evaluation report has been prepared and it has been demonstrated that there will be no negative impacts on the habitat or its function.

Modification #24

Create a Significant Wetland (-SW) zone suffix that is to be applied to lands located within 120m of a Provincially Significant Wetland or Significant Coastal Wetland identified on Schedule F – Natural Heritage Features of the Official Plan. Development is to be subject to greater control on lands with the -SW suffix, and only: 1) The replacement legal non-conforming buildings and structures is permitted; 2) The expansion of legal existing buildings or structures permitted provided any addition is not more than 50% of the ground floor area of the existing building or structure; 3) Accessory buildings and structures up to 40 sq m.

Official Plan Conformity – The Official Plan indicates that development and site alteration in Stratum 1 habitat shall generally not be permitted unless the conifer thermal cover has been mapped and it has been determined through a site evaluation report that there will be no negative impacts to the natural features or their ecological functions.

Modification #25

The maximum height in the General Residential (GR) zone is increased in Wards 2, 3 and 4 from 6 metres to 9 metres.

Staff input – 6m max height on Georgian Bay and 9m max height on inland lakes, implemented through CR and IR zones. GR zone was not updated and based on wards.

Modification #26

Prohibit human habitat in any truck, bus, coach, streetcar body, railway car body, shipping container, or similar structure.

Staff input – There are currently no provisions that would prohibit the use of a truck, bus, coach, streetcar body, railway car body, shipping container, or similar structures to be used for human habitat, and provisions are needed.

Modification #27

Permit a maximum of 5 backyard hens on Residential zoned lots that have a minimum lot area of 0.4ha. The maximum size of a chicken coop is 10 sq m and must meet the minimum setbacks of the zone. A chicken coop must be setback a minimum of 60 metres from the shoreline.

Public input – Several comments were received that requested backyard laying hens be permitted.

Modification #28

Require the filter beds associated with a septic system to be located above flood elevations.

Staff input – The setback for the filter bed associated with a septic system is currently measured from the high water mark or shoreline. Restrictions are needed to prevent filter beds from being constructed in a floodplain.

4.0 RECOMMENDATION

None. For information purposes.

Respectfully submitted,

PLANSCAPE INC.



Rian Allen, MSc, MCIP, RPP
Planning Consultant

APPENDIX A: SUMMARY OF COMMUNITY COMMENTS RECEIVED

Minimum Front Yard Setback
Every [waterfront] property is unique. Need to cater setback on a property specific basis.
Surprised about minimal [waterfront] front yard setback.
Increase setback for inland lakes.
Should be increased to 60 feet (18.2 m)
Increase shoreline setback to 50 feet (15.2 m) for Ward 5. Craft By-law to protect ribbon of life.
Extend the front setbacks from 7.5 m to 10 m
Lot 2, Plan 42M-543 Vacant Lot Would like site specific exception to maintain 7.5 metre setback if setback on Blackstone Lake is increased. Majority of lots are already developed, so increase would not be fair.
Front Yard Setback Measurement (Shoreline)
Questions about how to measure setback and the high water mark.
Clarification as to how we measure front yard setback and the high water mark.
176.44 metres is used for planning purpose and was derived as it is the all-time average water level for Georgian Bay.
Side Yard Setback
Extend the side setbacks from 6 m to 9 m
Maximum Lot Coverage
Questions about incorporating frontage in the determination of maximum permitted lot coverage.
Calculation of total lot coverage should have two factors to determine what that coverage number is and the lesser of the two shall be the coverage square footage:
a) the area of the lot as defined in the CZBL currently and
b) the lot frontage - taking 15 times the frontage length to obtain a coverage number
Take the two coverage numbers calculated and use the one which has the least coverage as the official maximum sq ft allowable.
Concerns about buildings becoming non-complying if lot coverage changes – need to ensure any changes to lot coverage does not freeze all existing development, some flexibility needs to be incorporated into rules.
Maximum Lot Coverage (Definition)
Clarification requested regarding existing calculations.
Questions whether a tent, eave, decks, etc. is included in lot coverage.
All roofed structures, structures under 100 sq ft, saunas, pumphouses and decks should be included in lot coverage.
Minimum Dwelling Size
General questions around why there is a minimum dwelling size.
Assessment of properties not appropriate based on building size restrictions.
Too restrictive from an architectural design perspective, but doesn't see problems too often.
Clarification as to what is included in the measurement of 300 sq. m. maximum total floor area of main dwelling. (i.e. no basement, etc.)
Clarification that we do not distinguish between permanent and seasonal – 300 sq. m. maximum total floor area for both.

Decrease or remove minimum size requirement.
Legal Non-Complying Dwellings
Clarification that adding a roof over an existing deck attached to a non-complying building would be a potential issue.
Clarification of “Legal” Non-complying, stressing that building must have been built legally and highlighting formation of the Township and passing of first Zoning By-law is a critical point in time in determining what is “legal” or not.
Sleeping Cabins
Permitted size is too large, does not represent the traditional or historical sleeping cabins.
Concerns with the ability to enforce the “cooking facilities” restrictions (i.e. microwave, bbq, toaster, etc.).
Restriction on no full kitchens is not a problem, but people do want ability to have coffee, toast, etc. in morning.
Discussed issues with enforcing no cooking facilities (i.e. microwave, toaster, coffee maker, etc.).
Sliding scale on size and number of sleeping cabins should be incorporated.
Current rules may allow too much development.
The size of cottage and number & size of sleeping cabins permitted needs to be considered.
Sleeping cabins being rented (i.e. Air BnB) is a concern. Cooking facilities restriction may assist in controlling or limiting rentals.
Setback and separation between buildings is important in reducing development and preserving natural landscape.
Reduce the allowable size of sleeping cabins and cap at 30 m2
Add to the 540 sqft a covered porch up to 150 sqft making for 690 sqft total. If there is not to be a covered porch then the maximum cabin size remains 540 sqft.
Accessory Structures – Residential (On Land)
Too many buildings permitted on a property (accessory, sleeping cabins, main dwelling).
Clarification provided as to what is included in number of accessory buildings.
Maximum of 5 other structures with a roof not requiring permits (Marine Storage, Pump House, Sauna, Woodshed, Deck with roof, etc.).
Reduce the Accessory Buildings to one from three and max out at 1200 sq ft (maximum size depends on total sq ft allowable) without sewers/toilet
Reduce the number of accessory buildings.
The provision is limiting, especially with regards to historic uses of accessory buildings as cook houses in the summer.
Decks
Cap the size of a deck attached to a main dwelling.
Docks
Questions raised why Inland Lakes rules, and a maximum of only two docks is permitted on Inland Lakes, even if they are larger in area and frontage.
Questions regarding docks at marinas (discussed water lots and MNR authority under Public Lands Act).
Need to prohibit pressure treated wood and ‘dock foam’ in the construction of docks.
Rules need to be simplified.

Clarification about 'near shore' portion.
Near Shore Portion explained.
Clarified no different rules between floating versus crib.
Far too much clutter is permitted along the shoreline, such as saunas, dry boathouses, recreational buildings, boat storage racks
Cap the size of a dock
Boathouses & Boatports
Comment about fluctuating water levels on Georgian Bay making it challenging to construct boathouses.
Questions about whether the Township was considering prohibiting boathouses.
Discussions ensued around non-complying building and structures and ability to replace.
Discussions about when MNR approval is required
Clarified that two-storey boathouses are not permitted
Living accommodations are not permitted within a boathouse
Tents and canvas coverings are also considered boat ports and must comply with regulations.
Clarification provided on boathouse vs. boatport.
Discussion on floating versus crib and MNRF requirements under Public Lands Act.
Questions as to why we are limiting living space & second storey.
Far too much clutter is permitted along the shoreline, such as saunas, dry boathouses, recreational buildings, boat storage racks
Discussed challenge of constructing a two slip boathouse with the restrictions on width, no consensus as to whether this was an actual issue.
Lot Creation
No changes to minimum lot area or frontage requirements.
Asked if there is any discussion about changing minimum lot size and frontage to be eligible for severance, clarified that this is within the Official Plan and it did not change.
Septic Systems
Restrict locations where septic systems are installed, i.e. increase the setback from water course for Class 2 leach pits and Class 4 septic beds installed on the windward/exposed sides of out-islands.
Discussions around size of buildings and septic requirements (bedrooms, fixtures, floor area).
Number of Buildings
Maximum limit of 6 building permit required buildings (Main, 3 Sleeping Cabins, 1 Accessory, Boathouse).
Accessory Dwelling Units
issues raised about potential multiple impacts, servicing, roads, density, etc.
Affordable Housing
Issues raised about potential multiple impacts, servicing, roads, density, etc.
Discussion around what is affordable, ensuring affordable housing goes to those in need, what is the Township doing to address these issues?
Backyard Chickens
Backyard chickens should be permitted.

Allow chickens under some conditions
Green Energy
Windmills are a concern (both at a residential level and industrial).
Solar Panels are also a concern.
Need to find a balance between promoting and allowing renewable energy, but maintain the natural aesthetics of area.
Must be concerned with repeal of Green Energy Act and should be incorporating and regulating in Zoning By-law.
Site Plan Control
All or more properties should be placed into Site Plan Control, to ensure development is appropriate for each unique property.
Definitions and Terms
The definitions or divisions are confusing and unclear (“waterfront” versus “inland lake” does “inland lake” mean non-island? “island” versus “waterfront”. Why are there distinctions?
Include basements in building area in residential floor area calculations.
Change of Use
“The purpose for which any land or building or structure is used shall not be changed”, is very restrictive and does not allow for commercial flexibility.
Agricultural Uses
Allow Agriculture using a broader definition to include small-scale farming, homesteads, hobby-farms, kitchen gardens, forest gardening, specialty crops, etc. A mixed land use policy within zoning could embrace small- scale agriculture as well as other land uses on residential and commercial land.
Create a new zone and designate any farms (according to farm tax rated parcels) as “farms” or “mixed use”.
Allow the keeping of animals. The current by- law would exclude a bee hive, a stable for a work horse (more ecologically sound than a ATV or tractor), a chicken coop, a shelter for a few llamas or goats or sheep (far more ecologically sensible than cutting grass with a tractor), or a kennel for hunting dogs. In rural areas, the keeping of a small number of animals on properties large enough or far enough away from neighbours, would not detract from the natural beauty of the surroundings or disturb neighbours.
It might be useful to differentiate rural residential properties from those that are not within General Residential or a new category.
Neighbourhoods
Capture neighbourhood specific criteria within the Zoning By-law
Cultural Heritage and Earth Science Zone
Use specific zones to protect cultural, heritage, historical, geological, archaeological sites
Dark Sky
Strengthen dark sky provisions to prevent exterior lighting (or only allow very low wattage lighting, downwardly faced to light necessary steps/paths) – i.e. prevent lighting up the outside of buildings, landscaped areas, patios and docks.

Enforcement of the dark sky and quiet enjoyment of our area.
Short Term Rentals
Maintain a zero tolerance of rentals that are within 7 days to help prevent the occasional rental of properties within Pointe au Baril such as AirB&B.

----- Forwarded Message -----

Subject:Economic Development Update - August 9-13

Date:Fri, 13 Aug 2021 16:45:00 -0400

From:James Cox <edo@investwps.com>

To:Clayton Harris <charris@townofparrysound.com>, Jason Inwood <jinwood@seguin.ca>, John Fior <jfior@thearchipelago.on.ca>, Kevin McIlwain <kmcllwain@carling.ca>, Lance Sherk <lance.sherk@township.mckellar.on.ca>, Michelle Hendry <michelle.hendry@whitestone.ca>, Tim Hunt <thunt@mcdougall.ca>

Hello everyone,

Please find below the update on my activities for the week, as well as my comments on economic development trends that have come to my attention. I have also included the amount of time allocated to each task, for the Committee's information.

Corporate Calling

I conducted two corporate calls this week, both at marinas. I'm aiming to focus more on manufacturing businesses for the visits scheduled in September. *Approximate time: 6 hours*

Airport Strategic Plan

I am finalizing the list of recommendations to the Airport Commission based on the discussions of the last few months. Once this is done, my role will transition to helping the commission develop and implement a plan to build out and market the Business Park. It is my intent to provide the Committee with a report on the impact of this project once it is complete. *Approximate time: 6 hours*

Film Support

Wickensburg Film Studios will be shooting a feature film in the area from Sep. 13-Oct. 10 at locations in Parry Sound and Seguin. They are working through the permitting process for each location and in the process of hiring staff.

I also conducted some investigation this week in response to an inquiry from Minister MacLeod's office about a production that was apparently underway in the area and was registered to an address in Seguin. I have not been able to find any trace of the production but will continue to look into it. *Approximate time: 5 hours*

Bi-Weekly Regional Meeting

I had the opportunity following this week's meeting to connect with the new representative for the Excellence in Manufacturing Consortium, and will be connecting them with some of the local manufacturers who have expressed interest in process refinements/improvements. *Approximate time: 2 hours*

My Main Street Grant Program

I was contacted by one of my former colleagues who sits on the Board of EDCO to discuss the My Main Street Grant Program, a new grant to support downtown revitalization projects and help communities gather quantitative data on the health of their downtown. The program is funded through FedDev and thus is limited to southern Ontario at the moment, but EDCO is approaching FedNor to expand the program to Northern Ontario. They are going to keep me informed about their progress and if there is anything we can do to support the expansion of the program. *Approximate time: 1 hour*

Support Organization Outreach

I continued my outreach to the various support organizations that I am not in regular contact with. Workforce development continues to be the most common issue affecting all of their clients. *Approximate time: 4 hours*

Vacant Land Inventory Update

The August update of the vacant land inventory is complete. I would ask that the committee members try to let me know if they become aware of any properties coming available in your municipalities to ensure that nothing gets missed. *Approximate time: 3 hours*

Administrative Work

This includes regularly returning emails/phone calls, tracking budget and project progress for FedNor, agenda preparation, preparing materials for the Steering Committee, meetings with the Chair and/or Vice-Chair, and other associated tasks. *Approximate time: 9 hours*

Please let me know if anyone has any questions.

Regards,
James

James Cox

Regional Economic Development Officer
West Parry Sound Economic Development Collaborative



9 James Street, Parry Sound ON P2A 1T4
705-774-1809

edo@investwps.com

investwps.com

The Township of The Archipelago

Recommendation Report to Council

Report No.: Clerk-2021-04

Date: August 19, 2021

Originator: Maryann Weaver, Clerk

Subject: Council Vacancy – Ward 6

RECOMMENDATION

1. That Council of the Township of The Archipelago, in accordance with Section 262 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, hereby declares the Ward 6 Councillor seat to be vacant effective immediately;
2. And further that such vacancy be filled through the appointment process by Appointment by Call for Applications.
3. And further that Council approve the Council Vacancy Appointment Procedures, as attached, to fill the vacant seat in Ward 6.

BACKGROUND/HISTORY

Section 259(1) of the Municipal Act, 2001, S.O. 2001, c. 25 (The Act), addresses the issue of Vacant Seats. The section specifically states that the office of a member of council of the municipality becomes vacant if the member:

- (a) **becomes disqualified from holding the office of a member of council under section 256, 257 or 258;**
- (b) fails to make the declaration of office before the deadline in section 232;
- (c) is absent from the meetings of council for three successive months without being authorized to do so by a resolution of council;
- (d) resigns from his or her office and the resignation is effective under section 260;
- (e) is appointed or elected to fill any vacancy in any other office on the same council;
- (f) has his or her office declared vacant in any judicial proceeding;
- (g) forfeits his or her office under this or any other Act; or
- (h) dies, whether before or after accepting office and making the prescribed declarations.2001, c.25, s.259(1).

Last week, Grant Walker, Councillor Ward 6, informed Staff that his property in the Township of The Archipelago has sold. As Councillor Walker is no longer a resident, the owner or tenant of land, or the spouse of an owner or tenant of land in the municipality, as per Section 258(2)(b) of the Act, he is disqualified from holding office.

NEW INFORMATION/NEXT STEPS

When a vacancy on Council occurs, Council is faced with the decision on how to fill the vacant seat for the remainder of the term. The Act provides the following two options.

Filling Vacancies

263(1) If a vacancy occurs in the office of a member of council, the municipality shall, subject to this section,

- (a) fill the vacancy by appointing a person who has consented to accept the office if appointed; or
- (b) require a by-election to be held to fill the vacancy in accordance with the Municipal Elections Act, 1996. 2001, c. 25, s. 263 (1).

Rules applying to filling vacancies

263(5) The following rules apply to filling vacancies:

1. Within 60 days after the day a declaration of vacancy is made with respect to the vacancy under Section 262, the municipality shall,
 - i. appoint a person to fill the vacancy under subsection (1) or (4), or
 - ii. pass a by-law requiring a by-election be held to fill the vacancy under subsection (1).

In 2016, Council chose to fill a vacancy in Ward 4 by Appointment by Call for Applications. Seven (7) applications were received, and Council was able to successfully fill the seat within 30 days.

Option 1(a) - Appointment from Municipal Election Candidates:

According to the certified 2018 Ward 6 results, the second place candidate is Jim Gilchrist. Should Council opt to consider appointment of the second place candidate from the 2018 election, the Clerk would seek written confirmation of qualifications and determine if Mr. Gilchrist has an interest in accepting the appointment. This process could result in an Oath of Office being administered as soon as September 17th.

Option 1(b) - Appointment by Call for Applications:

The Act does not prescribe an appointment process to fill a Council vacancy, therefore Council may approve an appointment process which would permit interested, eligible persons to submit an application for appointment to Council. Because this method was used in 2016, procedures have already been developed. This process could result in an Oath of Office being administered as soon as September 17th. Please see attached.

Option 1(c) – Direct Appointment by Council:

As previously noted, The Act does not prescribe an appointment process. Council could appoint an eligible individual without an application process and without referencing recent election results. While this might achieve the fastest possible result, this would represent the least favourable option in terms of transparency and democracy. This process could result in an Oath of Office being administered as soon as September 17th. This method, although available, is not recommended.

Option 2 – By-Election:

Council may decide to fill the vacancy by directing that a by-election be conducted. In accordance with Section 253(5) of The Act, a by-law must be enacted within sixty (60) days after the seat is declared vacant.

Sufficient time has to be afforded to hold a by-election. A by-election would be a longer process, requiring a nomination day to be set within 60 days of passing a By-law and setting a voting day 12 days after nomination day. As such, the projected timeline for a by-election would be November. This process could result in an Oath of Office being administered in November/December.

While the by-election is the best gauge of the will of the electorate, results show that voter turnout in by-elections is substantially lower than in general elections.

At this time, the logistics for conducting a by-election presents challenges for candidates who are required to collect 25 endorsement signatures to file with their nomination form. Campaigning could also be a challenging due to the COVID- 19 pandemic. Additionally, the 2022 Municipal Election is scheduled to take place October 24, 2022.

FINANCIAL IMPLICATIONS

Option 1(a)(c) – Appointment of Second Place Candidate or Direct Appointment
Costs would relate mainly to staff time for orientation purposes.

Option 1(b) – Appointment by Application

Main expense will be advertising at \$700 maximum, and approximately \$750.00 postage costs for mail outs.

Option 2 – By-Election

By-election is estimated between \$4,000 and \$4,400, approximately \$750.00 postage costs for mail outs, plus staff time.

CONCLUSION

Council has two options when filling a vacancy: appoint a person who is eligible to hold the seat, as per the Municipal Act, or hold a by-election. A by-election has significant costs associated with it. There are minimum costs with appointing a person to fill a vacancy. It is therefore recommended that Council choose to fill the vacancy through an appointment by application process [Option 1(b)], and approve the attached Council Vacancy Appointment Procedures.

Respectfully Submitted,



Maryann Weaver
Clerk

I concur with this report,



John B. Fior
Chief Administrative Officer

Attachments:

- ❖ Council Vacancy Appointment Procedures
- ❖ Council Vacancy Appointment Timeline
- ❖ Council Vacancy Application Form



COUNCIL VACANCY APPOINTMENT PROCEDURE

GENERAL

1. The Municipal Clerk, or designate, shall be responsible for interpreting and, where appropriate, facilitating the appointment application process.
2. Any individual filling the vacancy must be an Eligible Elector under the Municipal Elections Act.

APPOINTMENT PROCEDURE

Notice

3. The Clerk will provide Public Notice of Council Vacancy:
 - i) Post on the Municipal website;
 - ii) Mail Notice to all properties within Ward;
 - iii) Send notice to all Ratepayer Associations within the Ward;
 - iv) Post in local newspaper for a minimum of two (2) consecutive weeks after the vacancy is declared.

Application

4. Any individual wishing to be considered for appointment to fill the Council vacancy will complete and sign the Council Vacancy Application form approved by the Clerk, and will submit the forms to the Clerk in person by the date and time established by the Clerk.
5. Any individual wishing to be considered for appointment to fill the Council vacancy will be required to provide identification to prove his or her identity and qualifying address to the satisfaction of the Clerk.

Council Meeting – Part 1: Interviews

6. The Clerk will create a list of all Candidates.
7. Each Candidate will be allotted a maximum of ten (10) minutes for their presentation to Council. Once each presentation has concluded, members of Council may ask questions of the Candidate. The order will be determined by alphabetical order, by surname.

8. Copies of all application documents will be included with the agenda package for the Council Meeting and will be made available as part as the public agenda package posted on the Township website.

Council Meeting – Part 2. Selection

9. Due to the Covid-19 pandemic, voting will be conducted electronically in Open Council.
10. The first round of voting will be to short list the candidates. In the case of four (4) or more candidates, members will select the top three (3) candidates of their preference; in the case of three (3) or less candidates, members will select the top two (2) candidates of their preference.
11. Each Member of Council will vote by sending an email to the Clerk indicating their choice of candidate(s).
12. The Clerk will tabulate the results. The top three (3) candidates, or top two (2) as the case may be, who receive the most votes will continue to the next round of voting. All other Candidates will be excluded from further consideration.
13. Council may then proceed into a closed meeting to discuss the remaining Candidates.
14. Each Member of Council will vote for one (1) candidate only, by sending an email to the Clerk.
15. The Clerk will tabulate the results and announce the tally of the votes.
16. If the Candidate receiving the greatest number of votes cast does not receive more than half of the votes of all voting Members of Council, the Candidate who received the fewest number of votes will be excluded from further consideration. The vote will be taken again.
17. In the event of a tie vote, Council may then proceed again into a closed meeting to discuss the two remaining Candidates. Council will continue to vote until the deadlock is broken.
18. Upon conclusion of the voting, the Clerk will note the Candidate receiving the votes of more than half of all voting members of Council.

Council Meeting – Part 2: Appointment

19. Council will then pass a by-law to appoint the successful Candidate to fill the vacancy of Councillor.
20. The Clerk will then administer the Declaration of Office, as required by subsection 232(1) of the Municipal Act, 2001, to the newly appointed Councillor.



COUNCIL VACANCY – WARD 6 APPOINTMENT TIMELINE

August 20, 2021	<ul style="list-style-type: none"> • Council declares seat vacant • Council approves Appointment Procedure to fill vacancy on Council
August 25, 2021	<ul style="list-style-type: none"> • Notice in local paper and Municipal website (to run 2 weeks to September 3, 2021)
September 9, 2021 (12:00 p.m., noon)	<ul style="list-style-type: none"> • Last day for candidates to submit a Council Vacancy Application Form to fill Ward 6 vacancy on Council
September 17, 2021	<ul style="list-style-type: none"> • Candidate Interviews at Council Meeting • Council decision • Council to pass appointment by-law • Candidate takes Oath of Office
Week of Sept 27, 2021	<ul style="list-style-type: none"> • Councillor Orientation
October 22, 2021	<ul style="list-style-type: none"> • Councillor attends first Council Meeting



Council Vacancy Application Form

Municipal Elections Act, 1996

Instruction:

Please print or type information
(except signatures)

Note: A Council Vacancy Application may only be filed in person; it may not be faxed or e-mailed.

It is the responsibility of the person applying to file a complete and accurate application.

Council Vacancy Application of a person to be a candidate for appointment to the Office of Councillor – Ward 6 Township of The Archipelago

Candidate's full qualifying address within municipality

Suite or Unit #	Street or Island #	Street or Island Name:	
Municipality		Province	Postal Code

Candidate's full mailing address within municipality (if different from qualifying address)

Suite or Unit #	Street or Island #	Street or Island Name:	
Municipality		Province	Postal Code

Declaration of Qualification

I, _____ the applicant mentioned in this form, declare that I am presently legally qualified pursuant to the Municipal Elections Act, 1996 and the Municipal Act, 2001 to be elected/appointed to and to hold the Office of Councillor. I am not ineligible or disqualified under the Municipal Elections Act, 1996, the Municipal Act, 2001, the Municipal Conflict of Interest Act or any other Act to be elected/appointed to the above-mentioned office.

I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

Declared before me at the Township of The Archipelago
in the District of Parry Sound

This _____ day of _____, 2021.

Signature of Clerk or
Commissioner, etc.

Signature of Applicant

Date Filed (yyyy/mm/dd)	Time Filed	Applicant or Agent Initial	Signature of Clerk or Designate
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Certification by Clerk or Designate

I, the undersigned clerk of this municipality, do hereby certify that I have examined the application of the aforesaid candidate filed with me and am satisfied that the candidate is qualified to be appointed and that the appointment complies with the Act.

Signature: _____

Date Filed _____
(yyyy/mm/dd)