

# REVISED AGENDA

## REGULAR MEETING OF COUNCIL



Friday, February 18<sup>th</sup>, 2022

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)

#### 1. CALL TO ORDER

- i) National Anthem
- ii) Approval of Agenda
- iii) Traditional Land Acknowledgement Statement
- iv) Announcement of Public Meetings

❖ The Committee of Adjustment will meet at 11:00 a.m. to consider three applications.

❖ There will be a Public Meeting at 10:00 a.m. to consider the following:

- i) Proposed Zoning By-law Amendment No. Z01-22  
MacDonald, Bob and Morris, Heather  
Part of Island 247A (Mac Mac Island)

Pages: 1 - 17

#### 2. DISCLOSURE OF PECUNIARY INTEREST

#### 3. MINUTES OF THE PREVIOUS MEETING

- i) Regular Meeting of Council

Pages: 18 - 22

- 22- **NOW THEREFORE BE IT RESOLVED** that the Minutes of the Regular Meeting of Council held on January 14, 2022, be approved.

ii) **Committee of the Whole Meeting**

Pages: 23 - 26

- 22- **NOW THEREFORE BE IT RESOLVED** that the Minutes of the Committee of the Whole Meeting held on January 13, 2022, be approved.

iii) **Closed Committee Meeting Minutes – September 16, 2021**

- 22- **NOW THEREFORE BE IT RESOLVED** that the Closed Committee Meeting Minutes held on September 16, 2021, be approved.

iv) **Closed Committee Meeting Minutes – October 21, 2021**

- 22- **NOW THEREFORE BE IT RESOLVED** that the Closed Committee Meeting Minutes held on October 21, 2021, be approved.

v) **Closed Committee Meeting Minutes – November 18, 2021**

- 22- **NOW THEREFORE BE IT RESOLVED** that the Closed Committee Meeting Minutes held on November 18, 2021, be approved.

vi) **Closed Committee Meeting Minutes – December 16, 2021**

- 22- **NOW THEREFORE BE IT RESOLVED** that the Closed Committee Meeting Minutes held on December 16, 2021, be approved.

4. **DEPUTATIONS**

9:15 a.m. **Matt French. Proposing a roof over the Pointe au Baril rink, and overall rink usage** **CANCELLED**

10:30 a.m. **Christina Zardo. Food Cycle Science Corporation**

Pages: 27 - 44

12:15 p.m. **Diana Bailey- Pointe au Baril Library**

5. **CLOSED MEETING**

- 22- **NOW THEREFORE BE IT RESOLVED** that Council move into a CLOSED MEETING at \_\_\_\_\_ a.m./p.m., pursuant to Section 239(2) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended.

**OPEN MEETING**

- 22- **NOW THEREFORE BE IT RESOLVED** that Council move out of a CLOSED MEETING at \_\_\_\_\_ a.m./p.m.

6. **UNFINISHED PLANNING BUSINESS**

7. **OFFICIAL PLAN/ZONING AMENDMENTS**

8. **CONSENT APPLICATIONS**

9. **SITE PLAN CONTROL**

10. **SHORE/CONCESSION ROAD ALLOWANCES**

- i) **Gregory Whiffen & Kristina Earle**  
45 Three Legged Lake Water

Pages: 45 - 47

- 22- **NOW THEREFORE BE IT RESOLVED** that Council approves the stopping up, closure and conveyance of the original shore road allowance fronting 45 Three Legged Lake Water on the basis of a straight-line extension of the side lot lines, subject to:

(a) there being no outbuildings or encroachments on the property impacting any part of the boundaries between the applicants' property and the Massasauga Provincial Park property on the three existing sides; and

(b) the applicants submitting a deeming by-law application to have Council pass a deeming by-law to be registered against the applicants' property, thereby allowing the shore road allowance portion to merge on title with the respective lot.

11. **CAO REPORT ON COUNCIL DIRECTIONS**

Pages: 48 - 49

- 22- **NOW THEREFORE BE IT RESOLVED** that Council receives the February 2022 CAO Report on Council Directions, as distributed.

12. **REPORT OF TASK FORCES/COMMITTEES**



• **FINANCE AND ADMINISTRATION**

- i) **Land Acknowledgment Statement**

Pages: 87

- 22- **NOW THEREFORE BE IT RESOLVED** that Council adopt the proposed Land Acknowledgment Statement, to be recited by a Member of Council at the start of regular and special meeting of Council and Committee, and at official events that are hosted by the Township; and

**FURTHER IT BE RESOLVED** that a By-law be brought forward to amend the Procedural By-law to incorporate the Land Acknowledgment Statement at Township Meetings.

**ii) 2022 Annual Work Programs**

Pages: 88 - 102

- 22- **NOW THEREFORE BE IT RESOLVED** that Council receive the CAO's report on the 2022 work program.

**iii) Council Chambers – Audio & Visual Upgrades**

- 22- **NOW THEREFORE BE IT RESOLVED** that Council allocate modernization funds and approve the proposal from Michael Enterprise Audio and Visual for the Council Chambers Audio and Visual Upgrades, in the amount of \$77,309.46, plus HST.

**iv) Pregnancy & Parental Leave Policy**

Pages: 103 - 110

- 22- **NOW THEREFORE BE IT RESOLVED** that Council approve and implement the proposed Pregnancy & Parental Leave Policy.

**v) Council Remuneration & Expenses 2021**

Pages: 111 - 113

- 22- **NOW THEREFORE BE IT RESOLVED** that Council receives and approves the Statement of Council Remuneration and Expenses for 2021.



**• PUBLIC WORKS**

**i) Vessel Operation Restriction Regulation (VORR)**

- 22- **NOW THEREFORE BE IT RESOLVED** that Council direct staff to develop a policy and implementation plan that allows for the creation of a Vessel Operation Restriction Regulation (VORR) in the Township of The Archipelago.

**ii) Northern Ontario Heritage Fund Corporation (NOHFC) Application**

- 22- **NOW THEREFORE BE IT RESOLVED** that Council approve the submission of an application to the Northern Ontario Heritage Fund Corporation (NOHFC) in the amount of \$200,000 to replace the external windows and doors at the Pointe au Baril Community Centre.

**13. CORRESPONDENCE**

**i) Council Correspondence**

Pages: 50 - 52

Pages: 114 - 117

- 22- **NOW THEREFORE BE IT RESOLVED** that Council receives the February 2022 Council Correspondence listing.

**14. OTHER BUSINESS**

**i) Rural Ontario Municipal Conference (ROMA) - Update**

E. Manner  
S. Sheard

Pages: 53 - 55



**ii) Parry Sound Mega School**

Pages: 118

- 22- **NOW THEREFORE BE IT RESOLVED** that Council authorizes the Reeve to sign a letter of support requesting a new Accommodation Review Committee to ensure that the Mega School being built in Parry Sound will accommodate the growing family populations of the West Parry Sound Region.



**iii) Non-Profit Sector Appreciation Week**

- 22- **WHEREAS** On December 9 ,2021 Bill 9, An Act to proclaim Non-Profit Sector Appreciation Week received Royal Assent; and

**WHEREAS** Ontario's non-profit sector is a major contributor to innovation, job creation and the economy delivering social, economic and environmental solutions, especially at the local community level; and

**WHEREAS** The Township encourages the community to thank and show their appreciation by continuing their support of the non-profit sector; and

**NOW THEREFORE BE IT RESOLVED** that Council of the Township of The Archipelago hereby proclaim the third week in February as Non-Profit Appreciation week.



**iv) United Nations Declaration of Rights of Indigenous Peoples Act (UNDRIP) Funding**

- 22- NOW THEREFORE BE IT RESOLVED** that the Council for the Corporation of the Township of The Archipelago hereby supports the submission of an application for funding, to the Minister of Justice and Attorney General of Canada, by Plenty Canada (representing the Canadian Biosphere Reserves and the 19 UNESCO Canadian Biospheres) related to the implementation of the United Nations Declaration of Rights of Indigenous Peoples Act (UNDRIP) to support the development of a discussion/webinar series regarding how UNDRIP came to be, what UNDRIP is and what could be the future of UNDRIP action in Canada focussing on a variety of themes.

**15. BY-LAWS**

**i) MacDonald/Morris – Zoning By-law Amendment No. Z01-22**

Pages: 7

- A2103-22-** To amend By-law No. A2000-07 (the Comprehensive Zoning By-law) for Island No. 247A (Mac Mac Island), being Parcel 17393 PSNS, in front of the geographic Township of Harrison.

**ii) MacDonald, Bob and Morris, Heather  
Authorize the execution of a development agreement**

Island No. 247A, being Parcel 17393 PSNS, in front of the geographic Township of Harrison.

Pages: 10 - 17

- 22-** Being a By-law to authorize the execution of a development agreement between Bob MacDonald/Heather Morris and the Corporation of the Township of The Archipelago.

**ii) Transfer Payment Agreement for the Northern Ontario Resource Development Support (NORDS) Fund**

Pages: 56 - 86

- 22-** Being a By-law to Authorize the Execution of a Transfer Payment Agreement for the Northern Ontario Resource Development Support (NORDS) Fund.



**iii) By-law to Amend By-law 2021-41**

Pages: 119 - 120

- 22-** Being a By-law to amend By-law 2021-41 to deem Lot 17 of Plan M-198, in the geographic Township of The Archipelago not to be part of a registered plan of subdivision (Barret, 190 Healey Lake Water).

**16. QUESTION TIME**

**17. NOTICES OF MOTION**

**18. CONFIRMING BY-LAW**

- 22-** Being a By-law to Confirm the Proceedings of the Regular Meeting of Council held on February 18<sup>th</sup>, 2022.

**19. ADJOURNMENT**



---

**TO:** Reeve Liverance and Council Members  
The Township of The Archipelago

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

**DATE:** February 18, 2022

**RE:** Zoning By-law Amendment Z01-22  
Island 247A (Mac Mac Island), being Parcel 17393 PSNS,  
In front of the geographic Township of Harrison

**Neighbourhood:** Pointe au Baril Islands Neighbourhood

**Owner:** MacDONALD, Bob & MORRIS, Heather

**Associated Files:** B15-20 (Consent Application – 1 New Lot)

---

**PROPOSAL:**

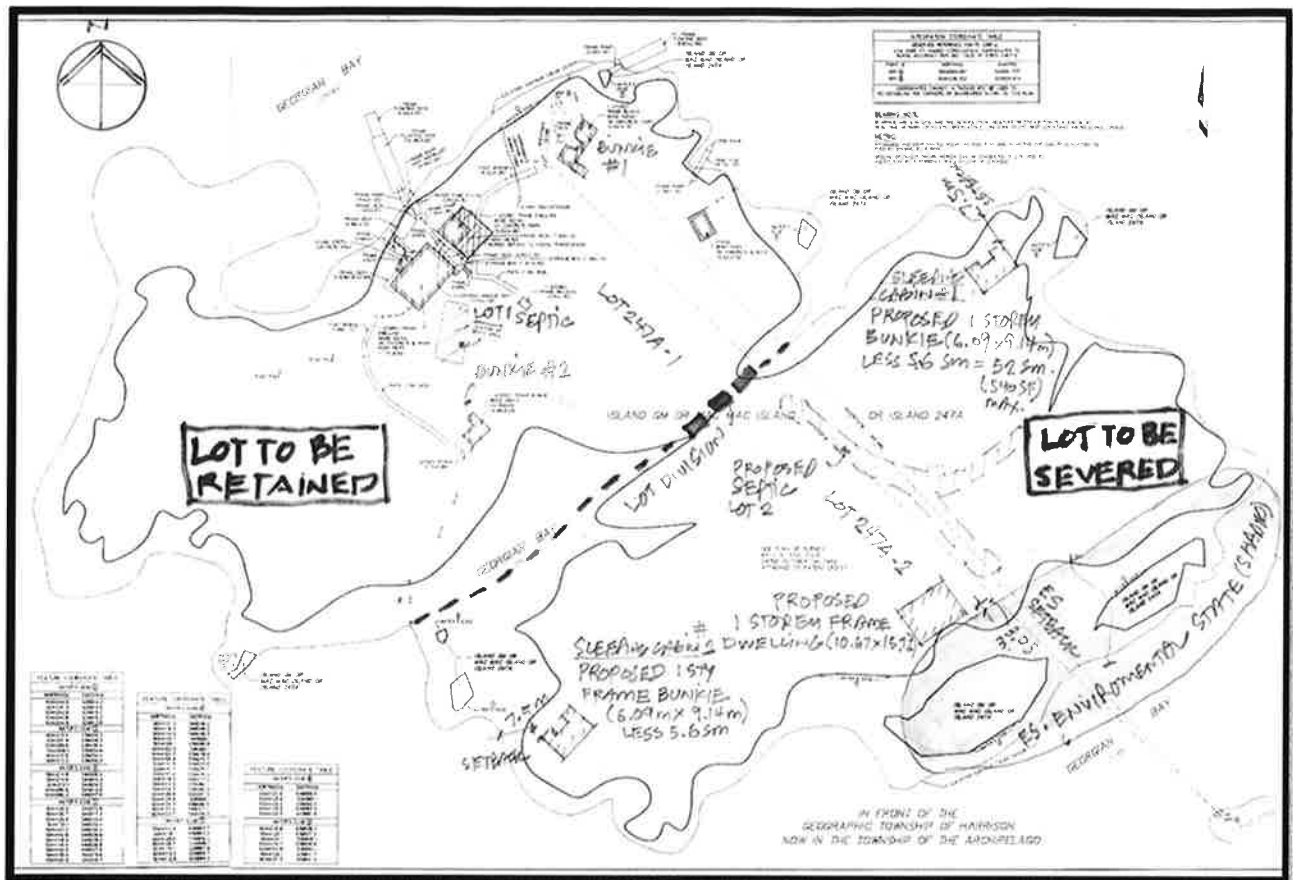
The purpose of proposed Zoning By-law Amendment No. Z01-22, is to rezone Island 247A (Mac Mac Island), being Parcel 17393 PSNS, in front of the geographic Township of Harrison, from the 'Coastal/Island Residential (CR)' Zone to the 'Coastal/Island Residential/Divided (CR/D)' Zone and the Environmentally Sensitive One (ES-1)' Zone.

The effect of the proposed Zoning By-law Amendment is to recognize the severance, illustrate the Type 1 Fish Habitat, and to prohibit any further lot creation.

A draft By-law amendment is attached to this report as Appendix A.

**BACKGROUND:**

The application was submitted to fulfil a condition of Consent Application No. B15-20. In June 2021, The Archipelago Area Planning Board conditionally approved the creation of one new residential lot as depicted on the following page.



## **ANALYSIS:**

### **1. 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.

The subject property is located within a rural area as per Section 1.1.4 of the Provincial Policy Statement. Policy 1.1.5.2 recognizes limited residential development and resource-based recreational activities on the subject property.

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, Policy 2.1.6 respecting fish habitat and Policy 2.1.5 respecting significant wildlife habitat and coastal wetlands.

An environmental review, prepared by Riverstone Environmental, was submitted and concluded that the proposed development envelope is suitable for the subject property, provided the mitigation measures are implemented.



## Conclusion

Provided the appropriate agreements are entered into, to implement the recommendations of the environmental review, and the newly identified Type 1 Fish Habitat is zoned Environmentally Sensitive One (ES-1), the proposal is consistent with Section 2.1 of the Provincial Policy Statement.

## 2. OFFICIAL PLAN:

### Development Policies

The subject property is located within the Pointe au Baril Islands Neighbourhood. According to Subsection 10.9, respecting Neighbourhood Growth Policies for the Pointe au Baril Islands Neighbourhood, the subject property is eligible for the creation of one new lot. Consent Application No. B15-20 was deemed to conform to the neighbourhood growth policies regarding size and configuration, by The Archipelago Area Planning Board.

In reviewing Section 14 of the Official Plan, the following policies would be applicable to this proposal:

*14.6 Development must be appropriate for an area in terms of its density or prematurity.*

*14.15 All development locations must be physically suitable in terms of services, building site, harbor and access. Lands with severed 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.*

The requested zoning by-law amendment appears to allow for lot configuration and subsequent development that is consistent with the neighboring land use, lot dimensions and densities existing in the Pointe au Baril Islands Neighbourhood.

The proposed lot size on both the retained lot and severed lot appear sufficient for existing and future development (main cottage, accessory buildings and required facilities), while allowing for buffering and separation from adjacent, existing recreational land uses.

#### Environmental Policies

As discussed in Section 1 of this report, the Environmental Review concluded that the proposal was environmentally appropriate.

#### Conclusion

The Archipelago Area Planning Board conditionally approved the creation of one new residential lot. As a condition of the consent, the subject property must be rezoned. The zoning by-law amendment application will ensure future development is environmentally appropriate and prohibit any further division of the lands. Overall, the application appears to conform to relevant Official Plan policies.

### **3. COMPREHENSIVE ZONING BY-LAW No. A2000-07:**

Within the 'Coastal/Island Residential (CR)' Zone, the main permitted use is residential, with some permitted accessory uses. In addition, as set out in Section 4.9 of the Comprehensive Zoning By-law, a 'Divided (D)' symbol would also be attached to the zoning of the severed and retained lots to identify that these lots were created by severance.

In addition, the identified Type 1 Fish Habitat will be zoned 'Environmentally Sensitive One (ES-1). A draft by-law, with schedule is attached.

#### Conclusion

The requested zoning by-law amendment would appear to adequately implement the conditions of consent and allow for appropriate development.

**CONCLUSIONS:**

The requested zoning by-law amendment would appear to:

1. be consistent with relevant policies of the Provincial Policy Statement;
2. conform to relevant policies of the Township's Official Plan;
3. comply with Comprehensive Zoning By-law, No. A2000-07, as amended, and;
4. allow for an appropriate land use.

**RECOMMENDATION:**

Staff recommends that the proposed Zoning By-law Amendment to rezone the Subject property from the 'Coastal/Island Residential (CR)' Zone to the 'Coastal/Island Residential/Divided (CR/D)' Zone and 'Environmentally Sensitive One (ES-1)' Zone.

**COMMENTS RECEIVED:**

The proposed zoning by-law amendment was circulated to the required agencies and property owners as per the requirements of the Planning Act, R.S.O. 1990, c.P.13 and associated regulations, for a public meeting being held on February 18, 2022. Any comments received will be made available to Council at the meeting.

Respectfully submitted,



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

**APPENDIX 'A'**  
**Draft By-law Amendment**

**THE CORPORATION OF  
THE TOWNSHIP OF THE ARCHIPELAGO  
BY-LAW NO. A2103-22**

---

**To amend By-law No. A2000-07  
(the Comprehensive Zoning By-law)  
Island No. 247A, being Parcel 17393 PSNS  
in front of the geographic Township of Harrison  
(MacDonald/Morris)**

---

**WHEREAS** Section 34(1) of the Planning Act, R.S.O. 1990, c.P. 13, as amended, authorizes municipalities to enact zoning by-laws;

**AND WHEREAS** The Archipelago Area Planning Board has approved an application for consent under File No. B15-20, to create one, new residential, water-access lot;

**AND WHEREAS** the consent is conditional upon the rezoning of the subject lands to recognize the proposed lot size, illustrate the Type 1 Fish Habitat, and to prohibit any further lot creation;

**NOW THEREFORE BE IT ENACTED** as a By-law of the Council of the Corporation of The Township of The Archipelago as follows:

1. Schedule 'A' of By-law No. A2000-07, as amended, is hereby further amended by rezoning Island 247A (Mac Mac Island), being Parcel 17393 PSNS, in front of the geographic Township of Harrison, from the 'Coastal/Island Residential (CR)' Zone to the 'Coastal/Island Residential/Divided (CR/D)' Zone and the Environmentally Sensitive One (ES-1)' Zone, as shown on Schedule '1' to this By-law.
2. This By-law shall take effect and come into force in accordance with Section 34 of the Planning Act, R.S.O. 1990, c. P. 13, as amended.

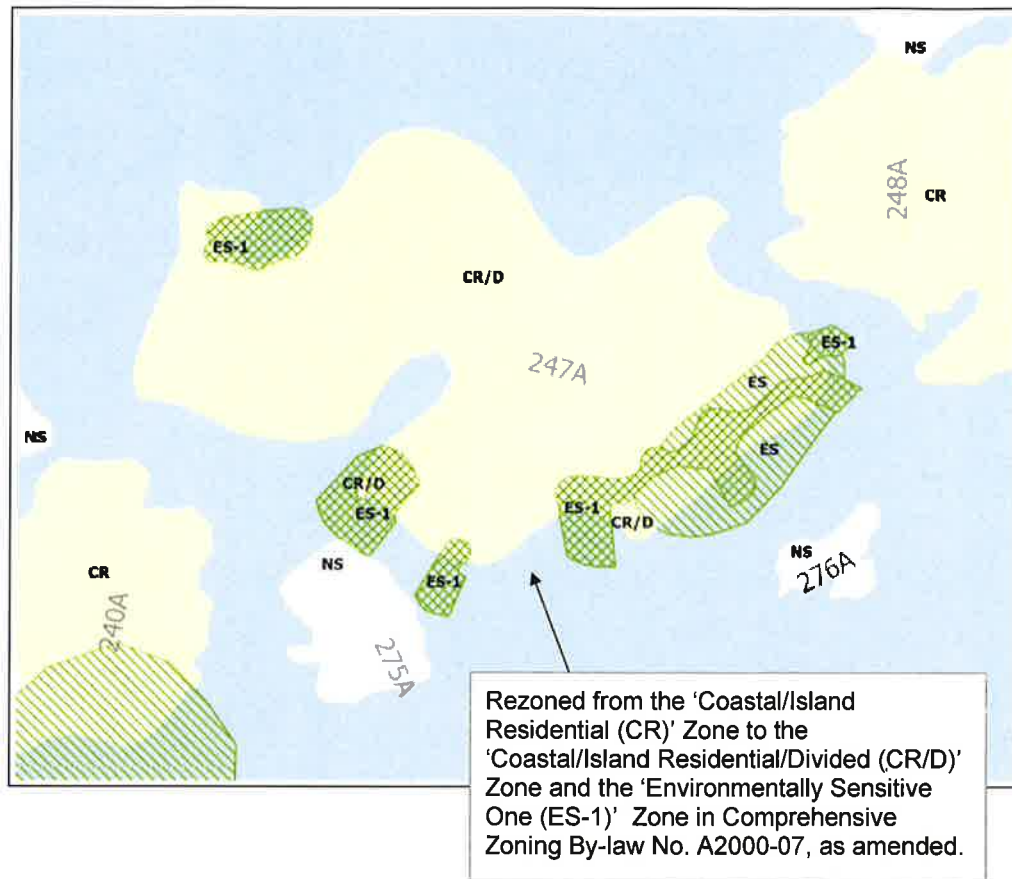
**READ and FINALLY PASSED in OPEN COUNCIL** this 18<sup>th</sup> day of February, 2022.

---

**REEVE**

---

**CLERK**



**THIS IS SCHEDULE '1' TO BY-LAW NO. A2103-22**

**TOWNSHIP OF THE ARCHIPELAGO**

**PASSED THIS 18<sup>th</sup> DAY OF FEBRUARY, 2022**

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
CLERK

**APPENDIX 'B'**  
**Development Agreement**

**THE CORPORATION OF  
THE TOWNSHIP OF THE ARCHIPELAGO  
BY-LAW NO. 22-**

---

**BEING a By-law to authorize the execution of a development agreement between Robert MacDonald and Heather Morris and the Corporation of the Township of The Archipelago**

---

**WHEREAS** Section 51(26) of the Planning Act, R.S.O. 1990, c.P.13, as amended, authorizes municipalities to enter into agreements with the owners of land;

**AND WHEREAS** the Council for the Corporation of the Township of The Archipelago deems it expedient to enter into an agreement with Robert MacDonald and Heather Morris, as a condition of consent, as approved by The Archipelago Area Planning Board, located on part of Island 247A, being Parcel 17393 PSNS, in front of the geographic Township of Harrison;

**NOW THEREFORE BE IT ENACTED AS A BY-LAW** of the Council of the Corporation of the Township of The Archipelago as follows:

1. That the Reeve and Clerk of the Corporation of the Township of The Archipelago be and are hereby authorized to execute all documents as may be required to enter into an agreement with Robert MacDonald and Heather Morris.
2. This By-law shall come into force and take effect on the day of the final passing thereof.

**READ and FINALLY PASSED in OPEN COUNCIL** this 18<sup>th</sup>, day of February, 2022.

---

**REEVE**

---

**CLERK**

# THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO

## DEVELOPMENT AGREEMENT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**B E T W E E N:**

**MacDONALD, Robert Bruce  
MORRIS, Heather Adelaide**

(hereinafter called the "OWNER")

- and -

**THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO**

(hereinafter called the "TOWNSHIP")

**WHEREAS** the OWNERS are the owners of the subject lands in the Township of The Archipelago, in the District of Parry Sound, more particularly described in Schedule "A" attached hereto;

**AND WHEREAS** the Archipelago Area Planning Board granted a consent for the creation of one new waterfront lot by virtue of Application No. B15-20;

**AND WHEREAS** as a condition of the said consent, the PLANNING BOARD required the OWNERS to enter into a development agreement;

**AND WHEREAS**, pursuant to Section 51(26) of the Planning Act, R.S.O. 1990, c. P.13, as amended (the "Planning Act"), municipalities and approval authorities may enter into agreements imposed as a condition of the approval of the consent and the agreement may be registered on title against the land to which it applies.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that, in consideration of the sum of Two Dollars (\$2.00) now paid by each of the parties to the other (the receipt whereof is hereby acknowledged), and other good and valuable consideration, the parties agree as follows:

### SECTION 1: LANDS SUBJECT TO THE AGREEMENT

- 1.1 The lands to be bound by this Agreement (hereinafter referred to as "the subject lands"), are described in Schedule "A" attached hereto.

### SECTION 2: COMPONENTS OF THE AGREEMENT

- 2.1 The text, consisting of Sections 1 through 8, and the following Schedules, which are annexed hereto, constitute the components of this Agreement:

Schedule "A"-	Legal Description of the Lands
Schedule "B"-	Environmental Impact Study - dated April, 2021 RiverStone Environmental Solutions Inc.
Schedule "C"-	Conceptual Site Plan

### SECTION 3: REGISTRATION OF THE AGREEMENT

- 3.1 The OWNERS agree that all documents required herein shall be submitted in a form suitable to the TOWNSHIP and suitable for registration.
- 3.2 The Agreement shall be registered on title to the subject lands by the Township, as provided for by Section 51(26) of the Planning Act, at the expense of the OWNERS.

#### **SECTION 4: ISSUANCE OF BUILDING PERMITS**

- 4.1 The OWNERS agree to not request the Chief Building Official to issue building permits to carry out the development until the Agreement has been registered on title to the subject lands and a registered copy of same has been provided to the TOWNSHIP.
- 4.2 It is agreed that if the OWNERS fail to apply for building permits to implement this Agreement within two (2) years after registration, then the TOWNSHIP, at its option, has the right to terminate the Agreement and require that a new agreement be submitted for approval and execution.

#### **SECTION 5: PROVISIONS**

- 5.1 The OWNERS agree to comply with, carry out or cause to be carried out all recommendations of the report submitted by RiverStone Environmental Solutions Inc., dated April, 2021, including, but not limited to, the following:
  - a) All buildings and structures are to be located within each designated envelope as illustrated on, and in accordance with the site plan, as shown in Schedule "C";
  - b) Existing vegetation within 7.5 metres of the shoreline be maintained in its natural state, with the exception of a pathway (maximum width of 2 metres and to be constructed of permeable substances such as clean gravel/mulch) to the shoreline for each lot;
  - c) Trees will not be cut within the setback unless they are a safety hazard, and when haul routes are necessary for development, they are to be minimized to the extent that is practical, and rehabilitated to be used as the pathway for each lot;
  - d) Docking structures are to be located outside of the Type 1 Fish Habitat;
  - e) Any vegetation removal is to be minimized, and is to occur between October 1<sup>st</sup> and April 15<sup>th</sup>;
  - f) Development and site alteration is to be set back a minimum of 3 metres from the ES Zone on the severed lands.
- 5.2 The OWNERS agree that external lighting facilities on the subject lands and buildings will be designed and constructed so as to avoid, wherever possible, the illumination of adjacent properties. The OWNERS agree to only use a level of illumination that minimally impacts the natural beauty of the surrounding properties and waterbody. Specifically, no flood lighting or landscape lighting will be used on the subject lands. Any exterior lighting shall be directed downward and shall not light adjacent waterways or dock areas.
- 5.3 The OWNERS further agree to provide for the grading of change in elevation or contour of the land and the disposal of storm, surface and waste water from the land and from any buildings or structures thereon and will ensure that the natural drainage is not altered in any way that will cause damage to any adjacent lands, or waterbody. The installation of storm water management works and the final grading of the subject lands, including any and all necessary ditching, culverts and construction mitigation measures will be provided by the OWNERS.
- 5.4 The OWNERS further agree to provide and maintain appropriate construction mitigation measures during any construction activity to ensure that there are no adverse environmental impacts.

#### **SECTION 6: OTHER REQUIREMENTS**

- 6.1 The OWNERS agree that nothing in this Agreement shall relieve them from complying with all other applicable by-laws, laws or regulations of the TOWNSHIP or any other laws, regulations or policies established by any other level of government. Nothing in this Agreement shall prohibit the TOWNSHIP or its Chief Building Official from instituting or pursuing prosecutions in respect of any violations of the said by-laws, laws or regulations.

**SECTION 7: BINDING PARTIES, ALTERATION, AMENDMENT, EFFECT, PENALTY**

- 7.1 This Agreement may only be amended or varied by a written document executed by the parties hereto and registered against the title to the subject lands.
- 7.2 Following the completion of the works, the OWNERS shall maintain to the satisfaction of the TOWNSHIP, and at their sole expense, all the facilities or works.
- 7.3 This Agreement shall enure to the benefit of and be binding upon the respective successors and assigns of each of the parties hereto.
- 7.4 The OWNERS acknowledge that the Agreement is entered into under the provisions of Section 51(26) of the Planning Act, R.S.O. 1990, c.P. 13, as amended, and that the expenses of the TOWNSHIP arising out of the enforcement of this Agreement may, in addition to any other remedy the Township may have at law, be recovered as taxes under the Municipal Act, 2001, S.O. 2001, c.25 as amended.
- 7.5 The Agreement shall come into effect on the date of execution by the TOWNSHIP.

**SECTION 8: NOTICE**

- 8.1 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: Robert B. MacDonald  
Heather A. Morris  
300 Victoria Street  
London, ON N6A 2C8

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

IN WITNESS WHEREOF the OWNERS 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

\_\_\_\_\_  
Robert Bruce MacDonald

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Heather Adelaide Morris

THE CORPORATION OF THE  
TOWNSHIP OF THE ARCHIPELAGO

\_\_\_\_\_  
Reeve  
Bert Liverance

\_\_\_\_\_  
Clerk  
Maryann Weaver

**SCHEDULE "A"**

**LEGAL DESCRIPTION OF THE LANDS**

---

**PIN 52243-0283**

**Island 247A (Mac Mac), being Parcel 17393 PSNS, in front of the geographic Township of Harrison, Township of The Archipelago.**

**SCHEDULE "B"**

**Environmental Impact Study  
RiverStone Environmental Solutions Inc., April 2021**

---

**COPY AVAILABLE AT THE TOWNSHIP OFFICE**

# SCHEDULE "C"

## CONCEPTUAL SITE PLAN



**Corporation of the Township of The Archipelago**



**MINUTES  
MEETING OF COUNCIL**

**January 14, 2022  
9 James Street, Parry Sound, Ontario  
Via Zoom Meeting**

---

Council Members Present: Reeve:	Bert Liverance	
Councillors:	Greg Andrews	Ward 1
	Laurie Emery	Ward 1
	Peter Frost	Ward 2
	Earl Manners	Ward 3
	Scott Sheard	Ward 3
	David Ashley	Ward 4
	Alice Barton	Ward 4
	Rick Zanussi	Ward 4
	Ian Mead	Ward 5

Council Members Absent:	Dan MacLeod	Ward 6
-------------------------	-------------	--------

Staff Present: John Fior, Chief Administrative Officer  
Maryann Weaver, Clerk  
Cale Henderson, Manager of Development & Environmental Services  
Greg Mariotti, Manager of Operational Services  
Erin Robinson, Chief Financial Officer/Treasurer

**1. CALL TO ORDER**

The meeting was called to order at 9:15 a.m., and commenced with the singing of the National Anthem, Roll Call, and the Traditional Land Acknowledgment Statement.

**2. APPROVAL OF AGENDA**

**22-001**

**Moved by Councillor Mead  
Seconded by Councillor Andrews**

**NOW THEREFORE BE IT RESOLVED** that the January 14, 2022 Revised Council Meeting Agenda, be approved.

Carried.

### **3. DEPUTATIONS**

#### **Nadine Hammond, Curator/Manager. West Parry Sound District Museum**

Nadine Hammond provided Council with an update on the Museum's recently revised mission statement, strategic priorities and upcoming programming and new exhibitions. Ms. Hammond also reported on the Museum's 2022 budget, highlighting the organization's operating shortfall this coming year due to low attendance numbers in 2021 and substantial building maintenance costs. Due to these deficits, Ms. Hammond noted that the Museum's donation request for 2022 reflected a \$5000 increase, for a total of \$32,612.

Ms. Hammond answered questions from Council following her presentation

Reeve Liverance thanked Ms. Hammond for her time and informed her that staff would be in touch in the near future regarding the Township's 2022 donation.

#### **Mark Allen, Board Member East Parry Sound and Mary Houghton, Executive Secretary. Near North Crime Stoppers**

Mark Allen and Mary Houghton provided Council with an overview of Near North Crime Stoppers and their operations. In addition to a request for proclamation of January 2022 as Crime Stoppers month, Mr. Allen also identified an opportunity for the Township to make a donation to the organization for their efforts in the area.

Reeve Liverance inquired about crime and tip statistics related to the Archipelago Township region. Ms. Houghton noted that the majority of tips submitted are drug related, however she will look into providing Council more detailed information regarding the West Parry Sound district.

Councillor Ashley directed staff to look into purchasing Crime Stoppers signs for the Township transfer sites.

Reeve Liverance thanked Mr. Allen and Ms. Houghton for their presentation and informed them that staff would be in touch regarding their donation request.

### **4. MINUTES OF THE PREVIOUS MEETING**

#### **Regular Meeting of Council – December 17, 2021**

22-002

Moved by Councillor Sheard  
Seconded by Councillor Emery

**NOW THEREFORE BE IT RESOLVED** that the Minutes of the Regular Meeting of Council held on December 17, 2021, be approved.

Carried.

**Committee of the Whole Meeting – December**

22-003

**Moved by Councillor Barton  
Seconded by Councillor Frost**

**NOW THEREFORE BE IT RESOLVED** that the Minutes of the Committee of the Whole Meeting held on December 16, 2021, be approved.

Carried.

**5. CAO REPORT ON COUNCIL DIRECTIONS**

22-004

**Moved by Councillor Zanussi  
Seconded by Councillor Andrews**

**NOW THEREFORE BE IT RESOLVED** that Council receives the January 2022 CAO Report on Council Directions, as distributed.

Carried.

**6. REPORT OF TASK FORCES/COMMITTEES**

**• FINANCE AND ADMINISTRATION**

**Township of the Archipelago Strategic Plan 2021**

22-005

**Moved by Councillor Frost  
Seconded by Councillor Mead**

**NOW THEREFORE BE IT RESOLVED** that Council hereby adopt the Township of The Archipelago Strategic Plan 2021, as presented.

Carried.

**Application to the Northern Ontario Resource Development Support Fund**

22-006

**Moved by Councillor Sheard  
Seconded by Councillor Emery**

**NOW THEREFORE BE IT RESOLVED** that Council approve the submission of an application to the Northern Ontario Resource Development Support Fund in the

amount of \$170,569.37, to subsidize construction costs to micro-seal and line paint Skerryvore Community Road, estimated at \$456,000.

Carried.

**7. CORRESPONDENCE**

**Council Correspondence**

**22-007**

**Moved by Councillor Andrews  
Seconded by Councillor Barton**

**NOW THEREFORE BE IT RESOLVED** that Council receives the January 2022 Council Correspondence listing.

Carried.

**8. OTHER BUSINESS**

**Diana Bailey- Pointe au Baril Library**

This item was deferred to the February Council meeting.

**Canadian Marine Advisory Committee - Update**

Councillor Frost provided Council with an update on the Canadian Marine Advisory Committee, noting that boat wake and speed are now universal issues for water based communities across the country.

Council discussed the topic of speed and wake issues in within the Township and how vessel operation restriction regulations (VORES) may be an option moving forward,

Staff was directed to look into implementing a VORE in Pointe au Baril harbour and requested that a resolution be brought forth for the February Council meeting.

**National Recreation Board Advisory Committee – Update**

Councillor Frost noted that the issue of boat wake and speed was also discussed during the National Recreation Board Advisory Committee Meeting.

**Near North Crime Stoppers**

**22-008**

**Moved by Councillor Sheard  
Seconded by Councillor Manners**

**WHEREAS** Crime Stoppers, an internationally recognized program, is a partnership of the public, the police and the media providing citizens with a proactive program

to anonymously assist our police partners in the solving of crime, contributing to an improved quality of life in our communities;

**AND WHEREAS** to date, Near North Crime Stoppers has received over 20,762 calls from tipsters, contributing to the arrest of 1,738 individuals, over 4.2 million in property has been recovered and over \$52 million in drugs destined for our communities have been seized because of Crime Stoppers valuable information;

**NOW THEREFORE BE IT RESOLVED** that Council of the Corporation of the Township of The Archipelago hereby authorizes the declaration of the month of January 2022 as Crime Stoppers Month in the Township of The Archipelago.

Carried.

**9. CONFIRMING BY-LAW**

**2022-01**

**Moved by Councillor Mead  
Seconded by Councillor Andrews**

**That By-law 2022-01**, being a By-law to Confirm the Proceedings of the Regular Meeting of Council held on January 14<sup>th</sup>, 2022, be read and finally passed in Open Council this 14<sup>th</sup> day of January, 2022.

Carried.

**10. ADJOURNMENT**

**22-009**

**Moved by Councillor Sheard  
Seconded by Councillor Frost**

**NOW THEREFORE BE IT RESOLVED** that the Regular Meeting of Council held on January 14<sup>th</sup>, 2021 be adjourned at 10:28 a.m..

Carried.

**TOWNSHIP OF THE ARCHIPELAGO**

---

Bert Liverance, Reeve

---

Maryann Weaver, Clerk



**MINUTES**  
**COMMITTEE OF THE WHOLE**  
**January 13, 2022**  
**Via Zoom Meeting**  
**9 James Street, Parry Sound, Ontario**

---

Council Members Present: Reeve: Bert Liverance  
Councillors: Greg Andrews Ward 1  
Laurie Emery Ward 1  
Peter Frost Ward 2  
Earl Manners Ward 3  
Scott Sheard Ward 3  
David Ashley Ward 4  
Alice Barton Ward 4  
Rick Zanussi Ward 4  
Ian Mead Ward 5  
Dan MacLeod Ward 6

Staff Present: John Fior, Chief Administrative Officer  
Maryann Weaver, Clerk  
Cale Henderson, Manager of Development & Environmental Services  
Greg Mariotti, Manager of Operational Services  
Erin Robinson, Chief Financial Officer/ Treasurer

**1. STRATEGIC**

**Township of The Archipelago Strategic Plan 2021**

John Fior presented the revised Strategic Plan and highlighted how the document would be incorporated into day-to-day operations at the Township.

The Committee discussed the updated Strategic Plan and identified minor revisions. Staff was directed to make the necessary amendments and bring a resolution forward to the January Council Meeting.

**2. FINANCE AND ADMINISTRATION**

**2022 Budget Discussion**

Erin Robinson provided the Committee with an update on the 2022 budget process. Ms. Robinson noted that she will be scheduling meetings in late January with CAO,

John Fior, and Senior Managers to discuss department budgets. Budget meetings with Committee Chairs and Senior Managers will be scheduled for the first week of February.

Ms. Robinson also shared that the budget is now flowing fully electronically, resulting in more efficient reporting.

Finance Chair, Councillor Ashley, noted that Councillor budget suggestions should be shared with Committee Chairs in the next week to ensure this information is considered during upcoming budget meetings.

**Legal Update**

No issues were raised.

**3. PLANNING AND BUILDING**

**Closed Meeting**

**Moved by Councillor Barton  
Seconded by Councillor Mead**

**NOW THEREFORE BE IT RESOLVED** that the Planning and Building Committee move into a CLOSED MEETING at 9:34 a.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) OPA No. 68 and ZBLA No. Z02-20 (Gates) – OLT Appeal Update**

Carried.

**Open Meeting**

**Moved by Councillor Andrews  
Seconded by Councillor Frost**

**NOW THEREFORE BE IT RESOLVED** that the Planning and Building Committee move out of a CLOSED MEETING at 10:08 a.m.

Carried.

**Building Permit Summary**

No issues were raised.

**4. HUMAN RESOURCES**

**Closed Meeting**

**Moved by Councillor Zanussi  
Seconded by Councillor Manners**

**NOW THEREFORE BE IT RESOLVED** that the Human Resources Committee move into a CLOSED MEETING at 10:10 a.m., pursuant to Section 239(2)(e)(f) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, to deal with personal matters about an identifiable individual, including municipal or local board employees.

**i) Human Resource Matters**

Carried.

**Open Meeting**

**Moved by Councillor Emery  
Seconded by Councillor Sheard**

**NOW THEREFORE BE IT RESOLVED** that the Human Resource Committee move out of a CLOSED MEETING at 10:34 a.m.

Carried.

The Committee recessed for a break at 10:35 a.m. and resumed business at 10:44 a.m.

**5. PUBLIC WORKS**

**Operational Services Update**

Greg Mariotti reported on various recent public works activities and initiatives. Mr. Mariotti provided updates on blue bin costs and 2021 transfer site bin removal statistics.

Mr. Mariotti also reported on the implementation of 'free waste tags' for Township ratepayers to utilize once a year. The coupon system would assist the Public Works department in collecting waste usage data.

The Committee discussed the program and directed staff to provide more information on how the program will be rolled out and communicated within the community.

**Application to the Northern Ontario Resource Development Support Fund (NORDS)**

Mr. Mariotti provided the Committee with a summary of the NORDS funding program and his recommendation to submit an application in the amount of \$170,569.37, to subsidize construction costs to micro-seal and line paint Skerryvore Community Road.

Staff was directed to bring a resolution forward to the January Council Meeting.

**Northern Ontario Heritage Fund Corporation (NOHFC) – Community Enhancement Program funding**

Mr. Mariotti reported on the Township's recent \$200,000 NOHFC Community Enhancement Program funding application for the replacement of exterior windows and doors at the Pointe au Baril Community Centre. Mr. Mariotti noted that if the Township is successful in the first stage of the application process, the second stage will consist of the submission of project quotes and a resolution from Council to proceed with the application process.

**6. ADJOURNMENT**

Meeting adjourned at 11:12 a.m.

TOWNSHIP OF THE ARCHIPELAGO

\_\_\_\_\_  
Bert Liverance, Reeve

\_\_\_\_\_  
Maryann Weaver, Clerk



The Corporation of  
**The Township of The Archipelago**

9 James Street, Parry Sound, Ontario P2A 1T4  
Phone: 705-746-4243 • Fax: 705-746-7301

**REQUEST FOR DEPUTATION**

In accordance with the Procedural By-law, any person desiring to present information orally on matters of fact or to make a request of Council shall submit a request to the Clerk no later than 12:00 noon on the Wednesday of the week prior to the subject meeting. Each deputation as addressed shall be limited to not more than ten (10) minutes. Extensions to these limits will be at the discretion of the majority of Council. There will be no debate of the subject matter presented.

PLEASE PRINT

SUBJECT: Food Cycle Science - Residential in-home food waste diversion pilot project	
PREFERRED DATE: Feb 18, 2022	ALTERNATE DATE:
NAME: Christina Zardo - Manager, Municipal Solutions	
EMAIL ADDRESS: christinaz@foodcyclr.com	
STREET ADDRESS: 371A Richmond Road, Suite #4	
CITY: Ottawa, ON	POSTAL CODE: K2A 0E7
PHONE: 613-402-7999	
NAME OF GROUP OR PERSON(S) BEING REPRESENTED (if applicable), INCLUDING THE PERSON(S) WHO WILL BE SPEAKING AND/OR PRESENT AT THE MEETING: Christina Zardo - Manager, Municipal Solutions at Food Cycle Science o/a FoodCycler	
BRIEF STATEMENT OF PURPOSE OF THE OPEN DEPUTATION:	
Food Cycle Science is a company that provides municipalities with residential food	
waste diversion solutions to reduce the amount of organics going to landfill. We would	
like to share information about our programs for rural/remote/Northern communities	
where organic waste services are challenging to implement.	

*Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c.25, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Clerk, Township of The Archipelago, 9 James St., Parry Sound, Ontario, P2A 1T4, Telephone 705-746-4243 Ext. 301.*



# FOODCYCLER<sup>TM</sup> MUNICIPAL SOLUTIONS



## ABOUT US

- Canadian company based out of Ottawa, ON
- Founded in 2011 – Company is 100% focused on Food Waste Diversion Solutions
- Products available in North America through FoodCycler Municipal / Vitamix and internationally through network of distributors & OEM partners
- Semi-finalists in Impact Canada's Food Waste Reduction Challenge



# TRUSTED CANADIAN SOLUTION

## FROM COAST TO COAST TO COAST



Thirty-Three Canadian Municipal Partners  
... and counting!

## THE PROBLEM – FOOD WASTE

- **63%** of food waste is avoidable
- Household waste is composed of **25-50%** organic waste
- Food waste weight is up to **90%** liquid mass (which is heavy)
- The average Canadian household spends **\$1,766** on food that is wasted each year
- Each year food waste in Canada is responsible for **56.6 Million tonnes of CO<sub>2</sub>** equivalent of GHG



# MUNICIPAL IMPACT

WASTE MANAGEMENT IS A MUNICIPAL RESPONSIBILITY

## LANDFILL + WASTE COSTS

- ~**25-50%** of household waste is organic waste
- Landfills are filling up fast, creating cost and environmental issues
- Hauling and disposal services are a major cost factor and environmental contributor

## ENVIRONMENT

- Landfilled organic waste produces methane, which is **25 times** more harmful than CO<sub>2</sub>
- 1 tonne of food waste is equivalent to 1 car on the road for one year



## COMMUNITY

### Food in the garbage:

- More frequent collection or trips to the disposal site
- Unpleasant odours
- Animals, pests & other visitors



### Removing food waste from garbage:

- Volume is reduced by up to 50%
- Less frequent collection, fewer trips to disposal site, save on bag tags
- Keeps odours out, makes garbage much less “interesting” for animals

## HAVEN'T WE SOLVED THIS ALREADY?



### GREEN BINS

- Preferred solution for **larger cities** where **dense housing** and large processing facilities generate **economies of scale**
- **Contamination** is an ongoing challenge
- GHG emissions from curbside collection
- **Safety** concerns from additional trucks on the road



### BACKYARD COMPOST

- **Cost-effective** but can be **labor-intensive** also
- May attract pests/animals or create unpleasant **odors**
- Most users **do not compost in winter** or inclement weather
- **Adoption rates are relatively low and stagnant**



### LANDFILL

- **Easiest solution** and often perceived as the most cost-effective in the short term
- Waste is typically **out of sight and out of mind** for consumers
- High levels of GHG emissions, particularly **methane**
- Long-term **environmental hazard** requires monitoring / maintenance

## THE SOLUTION IN THREE SIMPLE STEPS



**1.** Add waste to bucket

**2.** Add bucket to unit

**3.** Press Start. That's it!

The resulting by-product can be used in many applications.



Vegetable & Fruit Scraps



Starches



Fish & Poultry Bones



Dairy Products



Tea bags & Coffee grinds



Egg shells



Nut shells, nuts & seeds



Meat, poultry & fish



Foodcycle

## 90% FOOD WASTE REDUCTION

1 KG (2.5L) of wet,  
smelly food waste



4-8 HOURS + 0.8 kWh  
<10 cents / cycle

100 G of dry, sterile &  
odorless soil amendment



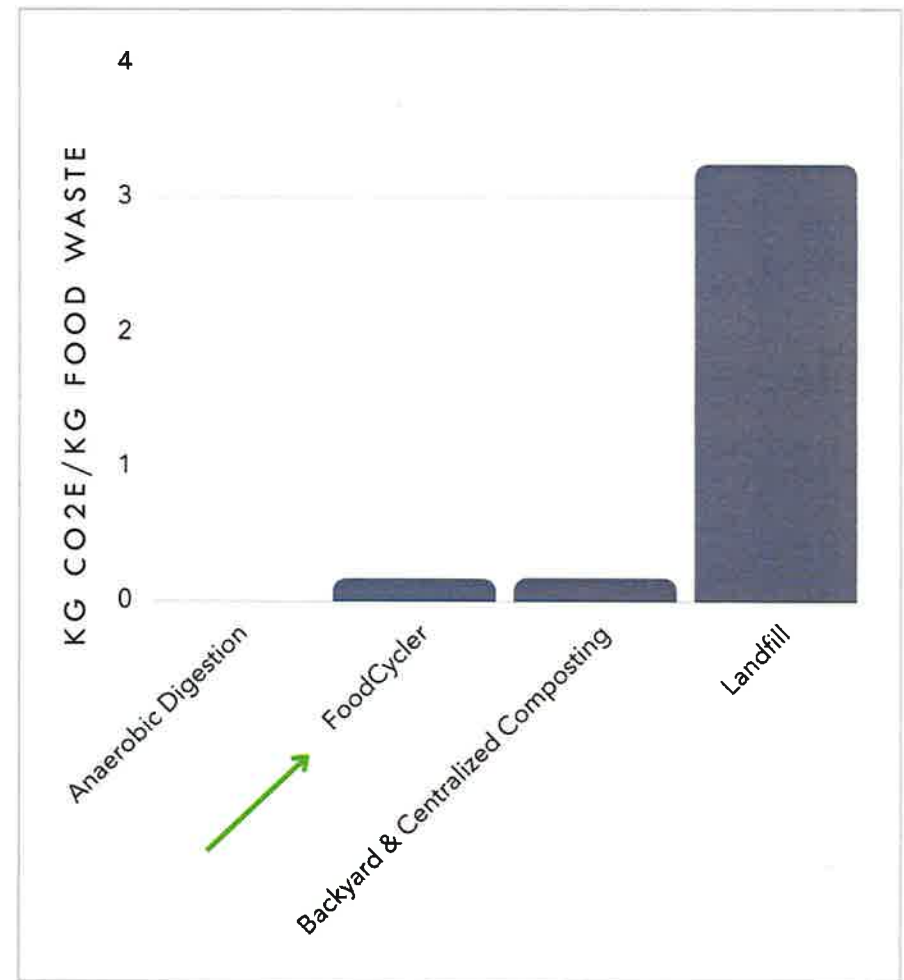
## IMPACT ENVIRONMENT

### FOODCYCLER IS COMPARABLE TO:

- Central composting (with no transportation emissions)
- Backyard composting (if done correctly)
- **FoodCycler offers >95% reduction in CO<sub>2</sub>E vs. sending food waste to landfill**

Source: Based on carbon intensity of power grid = 0.08 kg/kWh in Ontario

\*\*Incorrect backyard composting can lead to methane gases and odours



# IMPACT ECONOMIC

## EXAMPLE OF IMPACT ON WASTE MANAGEMENT OPERATING COSTS



HAULING FEE

+



TRANSFER STATION  
OPERATION

+



DISPOSAL FEE

=

**\$170 – \$250  
/TONNE**



=

NO TRANSPORTATION OR PROCESSING

**< \$120  
/TONNE**

\* FoodCycler is a locked-in price not subject to wage increases, fuel surcharges or fee hikes

# IMPACT

## REGULATORY + SOCIAL PRESSURE

### THE TIME IS NOW

- Constituents want **solutions** to reduce their environmental impact
- Waste is perceived as a government problem and **regulations** are coming
- Food waste is “low-hanging fruit” to achieving higher **diversion** and addressing the environmental impact of waste



*"I've received a number of positive messages from residents saying, "sign me up, where can I get mine." I'm 100 per cent in favor of it."*

– Deputy Mayor Lyle Warden, (South Glengarry ON)

*"We were extremely happy with this program and loved that it made us aware of our daily waste."*

– Pilot participant in South Glengarry

*"It's a great tool to reduce household waste. Appreciate that the municipality is being innovative and piloting different solutions."*

– Pilot participant in Hornepayne

*"It alleviates a lot of the concerns that people might have with backyard composting. The time commitment, the location, pests and animals and everything like that."*

– Kylie Hissa, Strategic Initiatives Officer (Kenora, ON)

# THE FOODCYCLER PILOTS



**>700 Households**

7 Municipalities have completed their pilot projects with overwhelmingly positive results.

## Net New Diversion



Each participating household is estimated to divert between 300-400 kg of food waste annually.



“WOULD YOU RECOMMEND FOODCYCLER?”

**>90% Yes**  
**<1% No.**

The rest are undecided or need more time.

★★★★★ 4.6

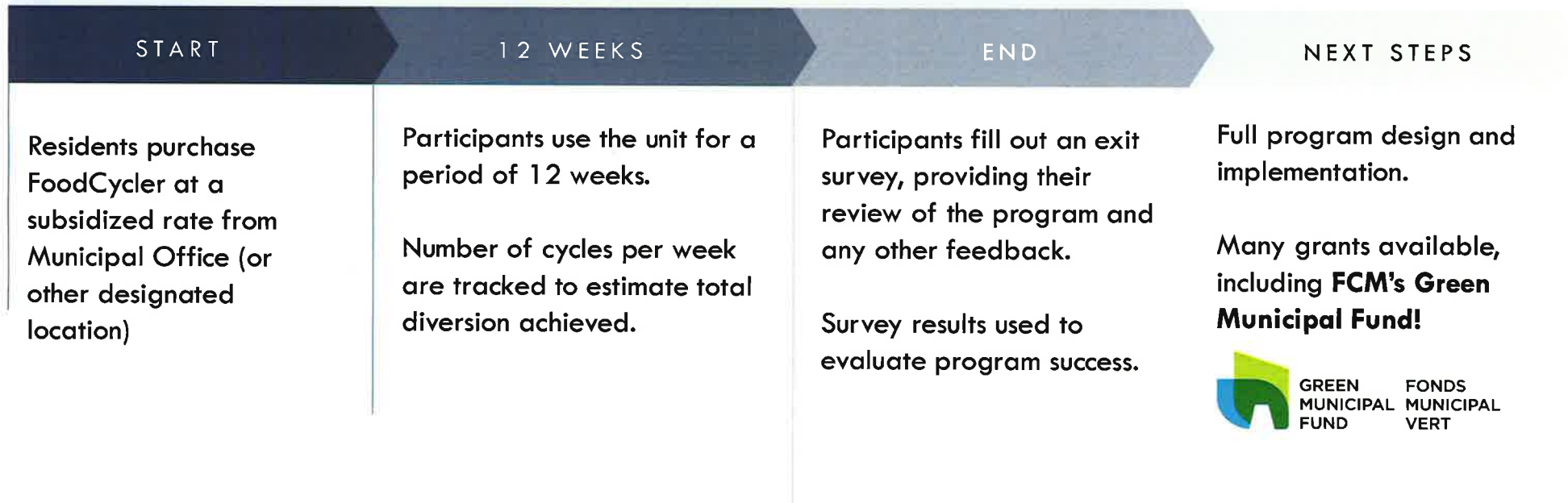
Average overall user experience rating.



# PILOT PROGRAM

12 WEEKS FROM START TO FINISH

## PILOT TIMELINE

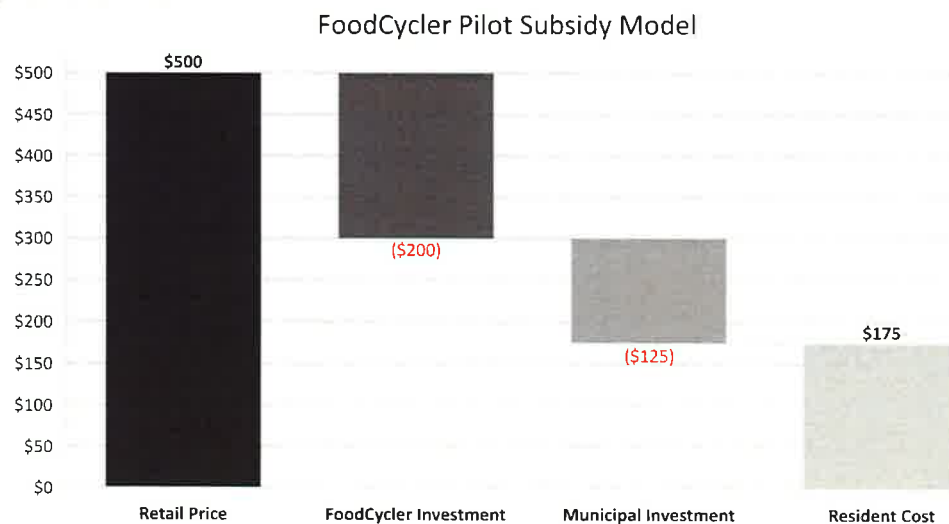


GREEN  
MUNICIPAL  
FUND

FONDS  
MUNICIPAL  
VERT



## SUBSIDIZED PILOT PROGRAM OPTION 1



Municipality Population	Pilot Scope	Municipal Investment
<2500 residents	50 households	\$6,250
2500 – 10,000 residents	100 households	\$12,500
>10,000 residents	200 households	\$25,000

- Plus shipping costs and applicable taxes



## SUBSIDIZED PILOT PROGRAM OPTION 2 (BUNDLE)



FoodCycler Pilot Subsidy Model



Municipality Population	Pilot Scope	Municipal Investment
<2500 residents	50 households	\$6,250
2500 – 10,000 residents	100 households	\$12,500
>10,000 residents	200 households	\$25,000

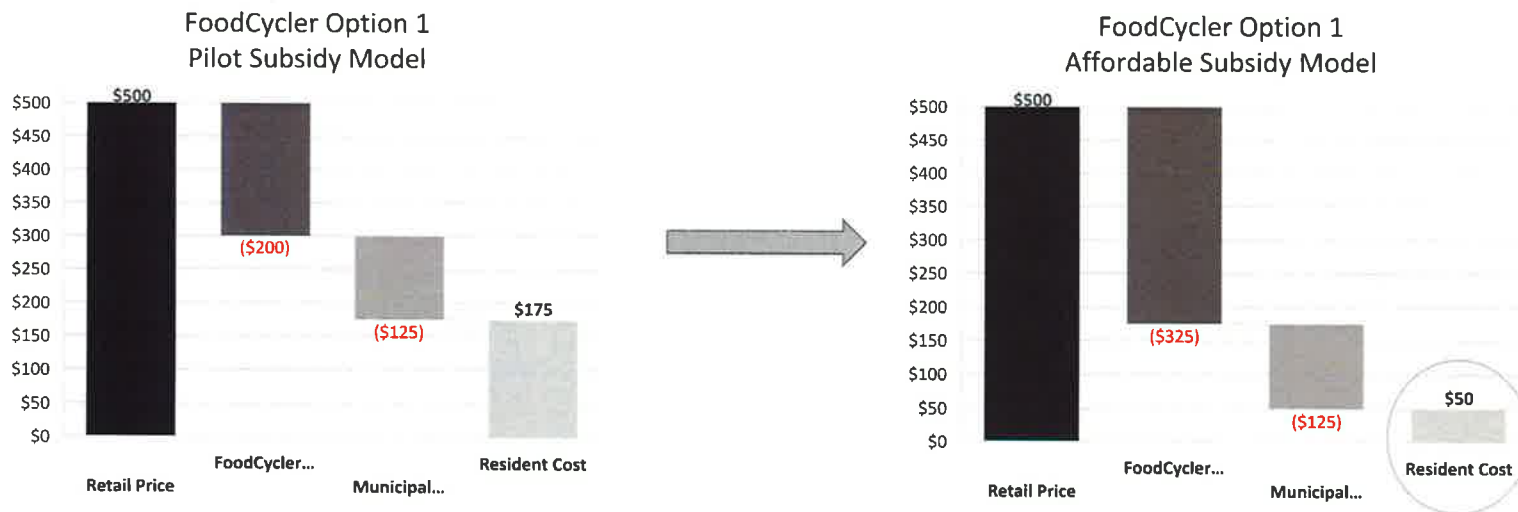
- Plus shipping costs and applicable taxes

## OPTIONAL AFFORDABLE ADD-ON

### GET 10% MORE UNITS

FoodCycler believes that food waste diversion solutions should be available to all Canadians, no matter where you live or whether you can afford it.

Municipalities now have the option to provide low-cost FoodCyclers to those who cannot access the program at full price.





**THANK YOU!**  
**ANY QUESTIONS?**

**Christina Zardo**

Manager of Municipal Solutions

Email: [christinaz@foodcycler.com](mailto:christinaz@foodcycler.com)

Phone: 613-402-7999

**Ami Gagné**

Project Coordinator, Municipal Solutions

Email: [amig@foodcycler.com](mailto:amig@foodcycler.com)

Phone: 613-700-4682



# **The Township of The Archipelago**

## **Recommendation Report to Council**

**Report No.:** Shore Road Allowance 2022-001

**Date:** 18<sup>th</sup> February 2022

**Originator:** Alison Scarrow, Operations Coordinator

**Subject:** Shore Road Allowance Application – Gregory Whiffen & Kristina Earle  
45 Three Legged Lake Water

---

### **RECOMMENDATION**

1. That Council approves the stopping up, closure and conveyance of the original shore road allowance fronting 45 Three Legged Lake Water on the basis of a straight-line extension of the side lot lines and subject to there being no outbuildings or encroachments on the property impacting any part of the boundaries between the applicants' property and the Massassauga Provincial Park property on the three existing sides, and subject to the applicants submitting a deeming by-law application to have Council pass a deeming by-law to be registered against the applicants' property, thereby allowing the shore road allowance portion to merge on title with the respective lot.

---

### **BACKGROUND/HISTORY**

Please find attached a key map and aerial photo identifying the applicant's property located at 45 Three Legged Lake Water. There is no environmentally sensitive area or fish habitat fronting the subject land.

The Massassauga Provincial Park (Crown Land) abuts and surrounds the property on three sides (North, West and South). The requested projections are straight line. The Crown, through the Ministry of Environment, Conservation and Parks (MECP)) have provided written confirmation confirming no objection to the proposed sale as long as the lot line extensions are straight line and there are no other outbuildings or encroachments on the property in question impacting any part of the boundaries between their property and the park on the existing three sides.

The applicant's Lot is on registered plan of subdivision M305. Pursuant to the Planning Act, land cannot be added to a lot on a registered plan of subdivision. To resolve this, it is recommended that the approval be conditional upon Council passing a deeming by-law to deem the subject property not to be a lot on a registered plan of subdivision. The deeming by-law would subsequently be registered at the local Land Registry Office to enable the shore road allowance portion to merge with the respective lot.

---

### **ANALYSIS/OPTIONS**

#### **Option 1 – Recommended**

1. That Council approves the stopping up, closure and conveyance of the original shore road allowance fronting 45 Three Legged Lake Water on the basis of a straight-line extension of the side lot lines and subject to there being no outbuildings or

encroachments on the property impacting any part of the boundaries between the applicants' property and the Massassauga Provincial Park property on the three existing sides, and subject to the applicants submitting a deeming by-law application to have Council pass a deeming by-law to be registered against the applicants' property, thereby allowing the shore road allowance portion to merge on title with the respective lot.

The requested projections are straight line. The sole abutting neighbor, The Crown, through the MECP, signed a Preliminary Consent form confirming no objection to the proposed sale subject to there being no outbuildings or encroachments on the property impacting any part of the boundaries between the applicants' property and the park on the three existing sides. There is no environmentally sensitive area or fish habitat fronting the subject land.

#### Option 2 – Not Recommended

Do not approve the stopping up, closure and conveyance of the original shore road allowance fronting 45 Three Legged Lake Water.

The Township's administrative policy is to encourage applications for the closure and conveyance of original shore road allowances to abutting landowners, except where the shore road allowance is required for public access, travel, environmental protection or portage purposes. None of these exceptions apply.

---

#### FINANCIAL IMPLICATIONS N/A

---

#### CONCLUSION

1. That Council approves the stopping up, closure and conveyance of the original shore road allowance fronting 45 Three Legged Lake Water on the basis of a straight-line extension of the side lot lines, and,
  - (a) subject to there being no outbuildings or encroachments on the property impacting any part of the boundaries between the applicants' property and the Massassauga Provincial Park property on the three existing sides, and,
  - (b) subject to the applicants submitting a deeming by-law application to have Council pass a deeming by-law to be registered against the applicants' property, thereby allowing the shore road allowance portion to merge on title with the respective lot.

Respectfully Submitted,



Alison Scarrow  
Operations Coordinator

I concur with this report  
and recommendation



Cale Henderson  
Manager of Development and  
Environmental Services



## CAO REPORT on COUNCIL DIRECTIONS - February 2022

Council Date	Department	Item	Update / Status	Date to return to
July 16, 2020	CAO	Council's Strategic Principles/Strategic Plan	Strategic Plan adopted by Council in January 2022	Completed
September 17, 2020	Corporate Services	Connectivity	Plan, land, agreements, communication	Ongoing
January 22, 2021	Planning	Site Alteration By-law	Retained new consultant, developed new work plan to develop by-law.	Ongoing
January 22, 2021	Planning	Land Supply Study	Study and Report presented to Council in October. Reviewing additional information to provide to Council.	Ongoing
April 9, 2021	Development/Operations	Phragmites	Phragmites resolution forwarded to all parties. Working towards implementing other direction (clean equipment protocol, follow up with MTO, implement best management practices, etc.)	Ongoing
May 21, 2021	Environment	Washing Machine Filters	Met with manufacturer/distrubtor to discuss partnership oportunities. Awaiting follow up from manufacturer.	Ongoing
August 20, 2021	Clerk	In Person Council Meetings/Upgrade of Council Chambers	Continue to monitor public health guidelines, recommendations and best practices to determine when it will be appropriate to commence in person meetings. Received three quotes to outfit the council chambers with video and audio equipment. Recommendation report will come forward in February 2022.	2/18/2022
November 19, 2021	Clerk	Proposed Cemetery By-law 2021-XX	Approved By-law has been sent to the Registrar for approval	Ongoing
November 19, 2021	CAO	Museum request for financial assistance for fire sprinkler system repairs.	Required repairs are currently underway	Completed
January 21, 2022	Operations	Councillor Ashley directed staff to look into purchasing Crime Stoppers Signs for Township transfer sites.		Ongoing

## CAO REPORT on COUNCIL DIRECTIONS - February 2022

Council Date	Department	Item	Update / Status	Date to return to
January 21, 2022	Operations	Staff was directed to look into implementing a VORR in Pointe au Baril harbour and requested that a resolution be brought forth for the February Council meeting.	Resolution drafted	2/1/2022
January 21, 2022	Operations	Staff was directed to provide more information on how the waste coupon program will be rolled out and communicated within the community.	To be carried out after waste by-law implementation, likely for implementation next year.	Ongoing

## **Township of The Archipelago**



### **COUNCIL CORRESPONDENCE**

#### **Regular Meeting of Council**

**February 18, 2022**

---

#### **REQUESTS FOR SUPPORT**

[A]

#### **FEDERAL GOVERNMENT**

[01] GOVERNMENT OF CANADA

RE: Towards the Creation of a Canada Water Agency, Stakeholder and Public Engagement

#### **PROVINCIAL GOVERNMENT**

[02] MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

RE: Steps to Cautiously and Gradually Ease Public Health Measures While Protecting Hospital and Health Care Capacity

RE: Request for feedback on the Ontario-Municipal Housing Affordability Summit and the Rural Housing Affordability Roundtable

[03] JUSTICES OF THE PEACE APPOINTMENTS ADVISORY COMMITTEE

RE: Justice of the Peace Vacancies

[04] OFFICE OF THE SOLICITOR GENERAL

RE: Summary of the Court Security and Prisoner Transportation Program Review

#### **MUNICIPALITIES**

[05] TOWNSHIP OF ADJALA-TOSORONTIO

RE: Request to Province to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements

[06] TOWN OF AURORA

RE: Request to Province to dissolve the OLT

[07] TOWN OF HALTON HILLS

RE: Request to Province to dissolve the OLT

- [08] TOWNSHIP OF MCKELLAR  
RE: Mayor's Annual Report to McKellar Community – January 11, 2022
- [09] TOWN OF PARRY SOUND  
RE: Response to Township of Seguin Request for Ministers' Zoning Order
- [10] TAY VALLEY TOWNSHIP  
RE: Request to Province to reconsider its assessment decision and direct MPAC to proceed with a province-wide assessment update

**FIRST NATIONS**

[11]

**RATEPAYERS' ASSOCIATIONS**

- [12] FEDERATION OF ONTARIO COTTAGERS' ASSOCIATIONS (FOCA)  
RE: FOCA Elett – January 2022

**RATEPAYERS/OTHERS**

[13]

**AGENCIES**

- [14] CANADIAN NATIONAL RAILWAY (CN)  
RE: CN Announces Appointment of Tracy Robinson as President and Chief Executive Officer
- [15] DISTRICT OF PARRY SOUND SOCIAL SERVICES ADMINISTRATION BOARD  
RE: Chief Administrative Officer's Report January 2022
- [16] FARM & FOOD CARE  
RE: The Real Dirt on Farming
- [17] FEDERATION OF NORTHERN ONTARIO MUNICIPALITIES (FONOM)  
RE: NOMA, FONOM, and NOSDA met jointly with government at ROMA to discuss the Mental Health, Addictions, and Homelessness Crisis in the North
- [18] NEAR NORTH DISTRICT SCHOOL BOARD  
RE: Response to the Town of Parry Sound's request to procure an expedited independent Accommodation Review for the new Mega School
- [19] PARRY SOUND AREA CHAMBER OF COMMERCE  
RE: Request for 'Year in Review' Council Deputation

- [20] PARRY SOUND PUBLIC LIBRARY  
RE: Retirement Announcement – Rita Orr, CEO
- [21] THE SALVATION ARMY  
RE: Thank you letter for Staff Christmas Donation
- [22] WEST PARRY SOUND ECONOMIC DEVELOPMENT OFFICE  
RE: 2021 Census – Population and Dwelling Counts
- [23] WEST PARRY SOUND HEALTH CENTRE  
RE: COVID-19 Update – January 21, 2022, Number 78

**PLANNING**

- [24] BELL  
RE: Notice of Public Consultation for Proposed Lattice Tripole Telecommunications Tower

**PLANNING BOARD**

- [25]

**ENVIRONMENT**

- [26] GEORGIAN BAY FOREVER  
RE: Microfibre/Plastics Pollution for Laundering Webinar Invite
- [27] INTERNATIONAL JOINT COMMISSION HEALTH PROFESSIONALS ADVISORY BOARD  
RE: Health Experts Find that Heavy Storms Can Predict the Risk of Germs in Treated Great Lakes Drinking Water

**MISCELLANEOUS**

- [28] CANADIAN BROADCASTING CORPORATION (CBC)  
RE: Doug Ford's Government Wants Housing Built Quickly, But This Project is in Limbo (article)
- [29] COTTAGE LIFE  
RE: Fighting Fires with Fiery Volunteers (article)

## Notes from ROMA Conference: January 23-25, 2022

Presented in Agenda order with Resources highlighted. Notes do not reflect entire content.

- 1) Discussion with Chief Bellegarde: How Municipalities Can Work with Indigenous Communities
  - Relationships need to be developed to build trust
  - Find ways to make Land Acknowledgements actionable
  - Look for shared economic activities
- 2) ROMA Chair: Robin Jones
  - Hub and Spoke model outdated
  - Networking model is at the core of new ROMA Action Plan: **Opportunities for Rural Ontario in a Post-COVID World**
- 3) AMO President (Jamie McGarvey)
  - Need for stable, sustainable and affordable funding
  - Municipal partners in economic recovery
  - Climate change, infrastructure and transit, Broadband, Health and Human Services (including para-medicine), mental health and addiction and innovative approaches to housing are key areas to address
  - Joint and several Liability is long-standing matter we need to hear back on
- 4) Provincial Premier and Various Federal and Provincial Ministers spoke as well as Provincial Opposition Leaders
- 5) Poverty reduction Through Innovation, Partnerships and Service Transformation Panel Discussion and Q & A
  - Focussed on collaboration, data and tools
  - Collaboration with DSAAB, Food Banks, Social Service groups, etc
  - Data from census, 911 calls, Food bank usage, GIS
- 6) Zone Meeting
  - Census data not collected for recreational residents impacts data-based decision-making - Federal Minister talking to Census Canada
  - Municipal Act 506 does not list First Nations as Public entities to which municipalities may form formal corporate partnerships with
  - Ontario Federation of Agriculture supports need for more and affordable and rental housing **to be built in the right places** recognizing agriculture may be the largest businesses in some rural municipalities
- 7) Broadband Panel Discussion and Q & A
  - Strategies include building upon local services already connected such as libraries, schools, etc.

- develop a Plan that is data driven, subject to cost-benefit analysis and local engagement
  - Do not rely on Provider data as it is suspect and profit driven and not what may be best for the municipality
  - Utilize expert consultants such as **R2B2 at the University of Guelph** (a representative was on the panel as was a municipal representative familiar with their work)
- 8) Cyber and Cyber Insurance
- Social engineering scamming becoming more varied and sophisticated
  - May take 4-6 months to rebuild infrastructure
  - Minimum security standards will have to be met before insurance will be extended
- 9) Opportunities for Rural Ontario in a Post COVID World
- Local economic and social recovery
  - Hub and spoke vs network model
  - Includes housing and rental options, PPS revisions, LTC funding model, community medicine and para-health, development of local and regional supply chains, transportation, broadband
  - Opportunities - Always look for opportunities, not problems, rural Ontario is a full partner, redefine success to include community well-being for example, aspire to growth on own terms, there are foundational requirements such as broadband and infrastructure, Localization including changes to PPS without undermining environment
  - A panel discussion on the Action Plan took place later in the Agenda
- 10) Climate Change
- Net zero strategies
  - Economy serves society within ecological boundaries
  - Municipal energy efficiency programs and move away from coal has helped Ontario make progress
  - Retrofit of buildings has the most short-term impact including the creation of jobs
  - Electrification and investments in nature are good strategies
  - Procurement policies matter
  - See **Pathways to Net Zero**
- 11) How Community Energy Plans and Land Use Planning Can Help
- Panel discussion
  - Develop climate change plan
  - Integrate with OP and Strategic Plan
  - Develop mitigation and adaptation policies
  - Look for regional connections

- Need Stand Alone Policies and integration in Departmental Plans
- Mainstreaming climate change
- Every municipality can make a difference toward net zero

**The Corporation of the  
TOWNSHIP OF THE ARCHIPELAGO  
BY-LAW NO. 2022-**

---

Being a By-law to authorize the execution of a Transfer Payment Agreement for  
the Northern Ontario Resource Development Support (NORDS) Fund

---

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

**AND WHEREAS** the Township of The Archipelago wishes to enter into a Transfer Payment Agreement in order to participate in the transfer of Northern Ontario Resource Development Support Fund funding;

**AND WHEREAS** the Council of the Corporation of the Township of the Archipelago deems it expedient to authorize the execution of an Agreement with Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Northern Development, Mines, Natural Resources and Forestry for the Province of Ontario for funding under the Northern Ontario Resource Development Support Fund;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE  
TOWNSHIP OF THE ARCHIPELAGO ENACTS AS FOLLOWS:**

1. That the Reeve and Clerk are hereby authorized to execute on behalf of the Corporation of the Township of The Archipelago the Transfer Payment Agreement for the Northern Ontario Resource Development Support Fund between Her Majesty the Queen in right of the Province of Ontario, represented by the Minister of Northern Development, Mines, Natural Resources and Forestry for the Province of Ontario and the Corporation of the Township of The Archipelago.
2. That this By-law shall come into force and take effect on the day of the final passing thereof.

**READ and FINALLY PASSED in OPEN COUNCIL this 18th day of February, 2022.**

---

Bert Liverance, Reeve

---

Maryann Martin, Clerk

## ONTARIO TRANSFER PAYMENT AGREEMENT

**THE AGREEMENT** is effective as of the 1<sup>st</sup> day of April 2021

### **B E T W E E N :**

**Her Majesty the Queen in right of Ontario  
as represented by the Minister of Northern Development,  
Mines, Natural Resources and Forestry**

**(the “Province”)**

**- and -**

**The Corporation of the Township of the Archipelago**

**(the “Recipient”)**

### **CONSIDERATION**

In consideration of the mutual covenants and agreements contained in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

#### **1.0 ENTIRE AGREEMENT**

**1.1 Schedules to the Agreement.** The following schedules form part of the Agreement:

Schedule “A” -	General Terms and Conditions
Schedule “B” -	Project Specific Information and Additional Provisions
Schedule “C” -	Project
Schedule “D” -	Budget
Schedule “E” -	Payment Plan
Schedule “F” -	Reports.

**1.2 Entire Agreement.** The Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

## **2.0 CONFLICT OR INCONSISTENCY**

**2.1 Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule "A", the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

## **3.0 COUNTERPARTS**

**3.1 One and the Same Agreement.** The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

## **4.0 AMENDING THE AGREEMENT**

**4.1 Amending the Agreement.** The Agreement may only be amended by a written agreement duly executed by the Parties.

## **5.0 ACKNOWLEDGEMENT**

**5.1 Acknowledgement.** The Recipient acknowledges that:

- (a) the Funds are to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
- (b) the Province is not responsible for carrying out the Project; and
- (c) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

**- SIGNATURE PAGE FOLLOWS -**

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF  
ONTARIO as represented by the Minister of  
Northern Development, Mines, Natural Resources  
and Forestry**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Helen Mulc  
Assistant Deputy Minister

**The Corporation of the Township of the Archipelago**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Greg Mariotti  
Manager of Operational Services  
I have authority to bind the Recipient.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:  
I have authority to bind the Recipient.

**SCHEDULE "A"**  
**GENERAL TERMS AND CONDITIONS**

---

**A1.0 INTERPRETATION AND DEFINITIONS**

**A1.1 Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) "include", "includes" and "including" denote that the subsequent list is not exhaustive.

**A1.2 Definitions.** In the Agreement, the following terms will have the following meanings:

**"Additional Provisions"** means the terms and conditions set out in Schedule "B".

**"Agreement"** means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

**"Budget"** means the budget attached to the Agreement as Schedule "D".

**"Business Day"** means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

**"Effective Date"** means the date set out at the top of the Agreement.

**"Event of Default"** has the meaning ascribed to it in section A12.1.

**"Expiry Date"** means the expiry date set out in Schedule "B".

**"Funding Year"** means:

- (a) in the case of the first Funding Year, the period commencing on the

Effective Date and ending on the following March 31; and

- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31 or the Expiry Date, whichever is first.

**“Funds”** means the money the Province provides to the Recipient pursuant to the Agreement.

**“Indemnified Parties”** means Her Majesty the Queen in right of Ontario, and includes Her ministers, agents, appointees, and employees.

**“Loss”** means any cause of action, liability, loss, cost, damage, or expense (including legal, expert and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any other part of the Agreement.

**“Maximum Funds”** means the maximum set out in Schedule “B”.

**“Notice”** means any communication given or required to be given pursuant to the Agreement.

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A12.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with section A12.4.

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

**“Proceeding”** means any action, claim, demand, lawsuit, or other proceeding that anyone makes, brings or prosecutes as a result of or in connection with the Project or with any other part of the Agreement.

**“Project”** means the undertaking described in Schedule “C”.

**“Records Review”** means any assessment the Province conducts pursuant to section A7.4.

**“Reports”** means the reports described in Schedule “F”.

## **A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS**

**A2.1 General.** The Recipient represents, warrants, and covenants that:

- (a) it has, and will continue to have, the experience and expertise necessary

to carry out the Project;

- (b) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (c) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

**A2.2 Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement, including passing a municipal by-law authorizing the Recipient to enter into the Agreement.

**A2.3 Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) procedures to enable the Recipient to manage Funds prudently and effectively;
- (b) procedures to enable the Recipient to complete the Project successfully;
- (c) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (d) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (e) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

**A2.4 Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

### **A3.0 TERM OF THE AGREEMENT**

**A3.1 Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 or

Article A12.0.

**A4.0 FUNDS AND CARRYING OUT THE PROJECT**

**A4.1 Funds Provided.** The Province will:

- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule "E"; and
- (c) deposit the Funds into an account the Recipient designates provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Recipient.

**A4.2 Limitation on Payment of Funds.** Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides evidence satisfactory to the Province that the Recipient's council has authorized the execution of this Agreement by the Recipient by municipal by-law;
- (b) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A10.2;
- (c) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project; and
- (d) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.2.

**A4.3 Use of Funds and Carry Out the Project.** The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget; and

- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

**A4.4 Interest Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution.

**A4.5 Interest.** If the Recipient earns any interest on the Funds, the Province may do either or both of the following:

- (a) deduct an amount equal to the interest from any further instalments of Funds;
- (b) demand from the Recipient the payment of an amount equal to the interest.

**A4.6 Rebates, Credits, and Refunds.** The Province will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

#### **A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS**

**A5.1 Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that promotes the best value for money.

**A5.2 Disposal.** The Recipient will not, without the Province's prior consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as provided for in Schedule "B" at the time of purchase.

#### **A6.0 CONFLICT OF INTEREST**

**A6.1 Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

**A6.2 No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

- (a) the Recipient:
  - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest;
  - (ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;
- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

## **A7.0 REPORTS, ACCOUNTING, AND REVIEW**

**A7.1 Province Includes.** For the purposes of sections A7.4, A7.5 and A7.6, “Province” includes any auditor or representative the Province may identify.

**A7.2 Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address referred to in section A17.1:
  - (i) all Reports in accordance with the timelines and content requirements as provided for in Schedule “F”;
  - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;
- (b) ensure that all Reports and other reports are:
  - (i) completed to the satisfaction of the Province; and
  - (i) signed by an authorized signing officer of the Recipient.

**A7.3 Record Maintenance.** The Recipient will keep and maintain for a period of seven years from their creation:

- (a) all financial records (including invoices and evidence of payment) relating to the Funds or otherwise to the Project in a manner consistent with either international financial reporting standards or generally

accepted accounting principles or any other accounting principles that apply to the Recipient; and

- (b) all non-financial records and documents relating to the Funds or otherwise to the Project.

**A7.4 Records Review.** The Province may, at its own expense, upon twenty-four hours' Notice to the Recipient and during normal business hours enter upon the Recipient's premises to conduct an audit or investigation of the Recipient regarding the Recipient's compliance with the Agreement, including assessing any of the following:

- (a) the truth of any of the Recipient's representations and warranties;
- (b) the progress of the Project;
- (c) the Recipient's allocation and expenditure of the Funds.

**A7.5 Inspection and Removal.** For the purposes of any Records Review, the Province may take one or more of the following actions:

- (a) inspect and copy any records and documents referred to in section A7.3; and
- (b) remove any copies the Province makes pursuant to section A7.5(a).

**A7.6 Cooperation.** To assist the Province in respect of its rights provided for in section A7.5, the Recipient will cooperate with the Province by:

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;
- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

**A7.7 No Control of Records.** No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

**A7.8 Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.2 of the *Auditor General Act* (Ontario).

## **A8.0 COMMUNICATIONS REQUIREMENTS**

**A8.1 Acknowledge Support.** Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual:

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs; and
- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

## **A9.0 INDEMNITY**

**A9.1 Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

## **A10.0 INSURANCE**

**A10.1 Recipient's Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence, which commercial general liability insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30-day written notice of cancellation.

**A10.2 Proof of Insurance.** The Recipient will:

- (a) provide to the Province, either:
  - (i) certificates of insurance that confirm the insurance coverage as provided for in section A10.1; or

- (ii) other proof that confirms the insurance coverage as provided for in section A10.1; and
- (b) in the event of a Proceeding, and upon the Province's request, the Recipient will provide to the Province a copy of any of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement, or both.

## **A11.0 TERMINATION ON NOTICE**

**A11.1 Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving 30 days' Notice to the Recipient.

**A11.2 Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
  - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

## **A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT**

**A12.1 Events of Default.** It will constitute an Event of Default if, in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:

- (i) carry out the Project;
- (ii) use or spend Funds; or
- (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section

A7.2(a)(ii).

**A12.2 Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Record Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

**A12.3 Opportunity to Remedy.** If, in accordance with section A12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

**A12.4 Recipient not Remediating.** If the Province provided the Recipient with an

opportunity to remedy the Event of Default pursuant to section A12.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A12.2(a), (c), (d), (e), (f), (g), (h), and (i).

**A12.5 When Termination Effective.** Termination under Article A12.0 will take effect as provided for in the Notice.

### **A13.0 FUNDS AT THE END OF A FUNDING YEAR**

**A13.1 Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A12.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

### **A14.0 FUNDS UPON EXPIRY**

**A14.1 Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession, under its control, or both.

### **A15.0 DEBT DUE AND PAYMENT**

**A15.1 Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the excess Funds.

**A15.2 Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

**A15.3 Interest Rate.** The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then current interest rate charged by the Province of Ontario on accounts receivable.

**A15.4 Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province as provided for in Schedule "B".

**A15.5 Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

## **A16.0 NOTICE**

**A16.1 Notice in Writing and Addressed.** Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, courier or fax; and
- (c) addressed to the Province or the Recipient as set out in Schedule "B", or as either Party later designates to the other by Notice.

**A16.2 Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of fax, one Business Day after the Notice is delivered; and
- (c) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

**A16.3 Postal Disruption.** Despite section A16.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, courier or fax.

## **A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

**A17.1 Consent.** When the Province provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province may have attached to the consent.

## **A18.0 SEVERABILITY OF PROVISIONS**

**A18.1 Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

## **A19.0 WAIVER**

**A19.1 Waiver Request.** Either Party may, by Notice, ask the other Party to waive an obligation under the Agreement.

**A19.2 Waiver Applies.** If in response to a request made pursuant to section A19.1 a Party consents to a waiver, the waiver will:

- (a) be valid only if the Party that consents to the waiver provides the consent by Notice; and
- (b) apply only to the specific obligation referred to in the waiver.

## **A20.0 INDEPENDENT PARTIES**

**A20.1 Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

## **A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

A21.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A21.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on:

- (a) the Recipient's successors, and permitted assigns; and
- (b) the successors to Her Majesty the Queen in right of Ontario.

## **A22.0 GOVERNING LAW**

A22.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## **A23.0 FURTHER ASSURANCES**

A23.1 **Agreement into Effect.** The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

## **A24.0 JOINT AND SEVERAL LIABILITY**

A24.1 **Joint and Several Liability.** Where the Recipient comprises of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

## **A25.0 RIGHTS AND REMEDIES CUMULATIVE**

A25.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

## **A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

A26.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a “**Failure**”);
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

## **A27.0 SURVIVAL**

**A27.1 Survival.** The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A7.8, Article A8.0, Article A9.0, section A11.2, sections A12.1, sections A12.2(d), (e), (f), (g), (h), (i), and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, , section A21.2, Article A22.0, Article A24.0, Article A25.0 and Article A27.0.

**- END OF GENERAL TERMS AND CONDITIONS -**

**SCHEDULE "B"**  
**PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS**

<b>Maximum Funds</b>	\$ 852,846.85
<b>Expiry Date</b>	September 30, 2026
<b>Amount for the purposes of section A5.2 (Disposal) of Schedule "A"</b>	\$1000
<b>Insurance</b>	\$ 2,000,000
<b>Contact information for the purposes of Notice to the Province</b>	Tracey Dawson-Kinnonen, Director Transportation, Trade and Investment Branch Northern Development Division Ministry of Northern Development, Mines, Natural Resources and Forestry  Fax: 705-541-2140 Email: Tracey.Dawson-Kinnonen@ontario.ca
<b>Contact information for the purposes of Notice to the Recipient</b>	Dr. Greg Mariotti, Manager of Operational Services 9 James Street Parry Sound P2A1T4, ON  Fax: (705) 746-0600 Email: gmariotti@thearchipelago.on.ca
<b>Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement</b>	<b>Position:</b>  <b>Address:</b>  <b>Fax:</b>  <b>Email:</b>

**Additional Provisions:**

**B1: Definitions.** The following additional definitions are added to Schedule "A" as follows:

**"Eligible Costs"** means those eligible costs set out in the Program Guidelines, as may be amended from time to time.

**"Funding Period"** means the period from April 1, 2021 to March 31, 2026.

**“Project Information Form”** means the form attached as Appendix I to be submitted to the Province by the Recipient that describes the undertakings being proposed to be undertaken by the Recipient, including any amendments or updates thereto, that have been approved in writing by the Province.

**B2:** Section A4.2(a) is intentionally deleted.

**B3:** Section A4.3 is amended by adding the following as A4.3(e):

(e) only use the Funds for Eligible Costs.

**B4:** Section A7.2(a)(ii) is deleted and replaced with the following:

(ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time, which for greater certainty may include a report to be submitted by the Recipient from time to time on 30 days notice from the Province;

**B5:** Section A13.1 is deleted and replaced with the following:

**A13.1 Funds at the End of Funding Period.** Without limiting any rights of the Province under Article A12.0, if the Recipient has not spent all of the Funds allocated for the Funding Period as provided for in the Budget, unspent Funds form a debt due immediately repayable without any further action or demand from the Province.

## **SCHEDULE "C"**

### **PROJECT**

---

The Recipient will carry out any undertaking described in a Project Information Form delivered pursuant to this Agreement that has been approved in writing by the Province, as may be updated from time to time with the written approval of the Province, including as delivered in accordance with the requirements of Schedule "E" (the "**Project**").

## **SCHEDULE "D"**

### **BUDGET**

---

The Budget for the Project is included in a Project Information Form approved by the Province (each a "**PIF Budget**"), provided that the costs in that PIF Budget are Eligible Costs.

**SCHEDULE "E"**  
**PAYMENT PLAN**

**Payment Schedule:**

<b>Milestone</b>	<b>Due Date</b>	<b>Payment Date</b>	<b>Amount</b>
Delivery of the Agreement signed by the Recipient to the Province		Within 30 days after receipt and acceptance* by the Province	\$170,569.37
Upon delivery of the following: <ul style="list-style-type: none"> <li>• Project Information Form; and</li> <li>• 2021-2022 Annual Report</li> </ul>	April 7, 2022	Within 30 days after receipt and acceptance* of the completed Project Information Form and Annual Report by the Province, but no earlier than April 1, 2022	\$170,569.37
Upon delivery of the following: <ul style="list-style-type: none"> <li>• Project Information Form; and</li> <li>• 2022-2023 Annual Report</li> </ul>	March 31, 2023	Within 30 days after receipt and acceptance* of the completed Project Information Form and Annual Report by the Province, but no earlier than April 1, 2023	\$170,569.37
Upon delivery of the following: <ul style="list-style-type: none"> <li>• Project Information Form; and</li> <li>• 2023-2024 Annual Report</li> </ul>	March 31, 2024	Within 30 days after receipt and acceptance* of the completed Project Information Form and Annual Report by the Province, but no earlier than April 1, 2024	\$170,569.37
Upon delivery of the following: <ul style="list-style-type: none"> <li>• Project Information Form; and</li> <li>• 2024-2025 Annual Report</li> </ul>	March 31, 2025	Within 30 days after receipt and acceptance* of the completed Project Information Form and Annual Report by the Province, but no earlier than April 1, 2025	\$170,569.37

*\*Note: Receipt and acceptance requires completion and submission of all requirements and reports as listed, including those in Schedule "F", and the Province's approval of those requirements and reports, as applicable.*

## SCHEDULE "F" REPORTS

**Reports.** The Recipient will submit Annual Reports by the dates indicated in the Report Schedule chart below.

Report Schedule	
Name of Report	Due Date
2021-2022 Annual Report	April 7, 2022
2022-2023 Annual Report	March 31, 2023
2023-2024 Annual Report	March 31, 2024
2024-2025 Annual Report	March 31, 2025
2025-2026 Annual Report	September 30, 2026

### Report Details:

Each Annual Report must:

1. Provide an accounting of all income and expenditures incurred during the Funding Year as it pertains to the Agreement, including an explanation for any variances from the Budget in Schedule "D";
2. Include a statement signed by the signing authority of the Recipient confirming actual project expenditures;
3. Include an accounting of any unspent Funds, including any interest earned on those Funds, and an explanation as to why there are remaining Funds; and
4. Be submitted in the format shown in Appendix II to this Schedule "F".

**Appendix I**  
**Form of Project Information Form**

---

**PROJECT INFORMATION FORM**  
**(April 1, 20xx to March 31, 20xx)**

*\*Please fill out one PROJECT INFORMATION FORM per proposed project.*

**Municipality:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Description:** *Please provide a brief description of the project and the proposed activities*

**Resource Development Impacts.** *Please describe how the proposed capital project is impacted by, or advances opportunities related to resource development and how the project is addressing or mitigating those impacts.*

**Alignment with Existing Municipal Planning Documents:** *Does the proposed project align with existing municipal planning documents (i.e. Asset Management Plan, Official Plan)? If yes, please identify the applicable municipal planning documents. If no, please provide an explanation.*

**Project Start Date** (mm/dd/yyyy)

**Project End Date** (mm/dd/yyyy)

--	--

**Partnership Type:** *(Select One)*

- Sole Municipality Lead (no partnership) ☐

Lead Municipality (partnership) ☐

Supporting Municipality (partnership) ☐

**For partnerships only.** *If you are the lead partner, please indicate that you own the asset. If you are a supporting municipality, please identify the project lead and confirm the amount of NORDS funding that is to be transferred to the lead municipality. Note that supporting municipalities must submit a Council resolution confirming your support.*

**Do you intend to allocate all or part of your ANNUAL FUNDING allocation to this project in a future year?**

If yes, please select the funding year(s) you intend to use the NORDS funds. Note: all applicable fields within this project information form must be completed for all projects where Year 2 funding will be used to fund, including in future years. (Note: Please add additional years as required.)

<b>Year X</b> <i>(April 1, 20XX to March 31, 20XX)</i> <input type="checkbox"/>	<b>Year X</b> <i>(April 1, 20XX to March 31, 20XX)</i> <input type="checkbox"/>	<b>Year(s) X</b> <i>(April 1, 20XX to March 31, 20XX)</i> <input type="checkbox"/>
---	---	--

**Identify the Total Project Costs for the whole project.?** In the fields below, enter the total project cost amount and the timing of when the costs will be incurred.

<b>Year X</b> <i>(April 1, 20XX to March 31, 20XX)</i>	<b>Year X</b> <i>(April 1, 20XX to March 31, 20XX)</i>	<b>Year X</b> <i>(April 1, 20XX to March 31, 20XX)</i>

**Identify the Eligible Project Costs (e.g. capital costs) for the project.** In the fields below, enter the total eligible cost amount and the timing of when the costs will be incurred.

<b>Year X</b> <i>(April 1, 20XX to March 31, 20XX)</i>	<b>Year X</b> <i>(April 1, 20XX to March 31, 20XX)</i>	<b>Year X</b> <i>(April 1, 20XX to March 31, 20XX)</i>

**Identify the proposed amount of your NORDS annual allocation that will be applied to the project in the applicable year the funding will be utilized.** In the fields below, identify the timing of your NORDS allocation will be utilized. For Multi-Year projects where the municipality intends to utilize NORDS funding in upcoming year(s), please identify the NORDS allocation amount in the year that your NORDS allocation will be applied to the project (e.g. \$75,000 in Year 2 and \$75,000 in Year 3. in the fields below.)

<b>Year X</b> <i>(April 1, 20XX to March 31, 20XX)</i>	<b>Year X</b> <i>(April 1, 20XX to March 31, 20XX)</i>	<b>Year X</b> <i>(April 1, 20XX to March 31, 20XX)</i>

**Identify any other funding sources related to the proposed project.** Please identify the name of the organization or funding program, the amount of funding requested or approved, and the status of the funding request (e.g. approved, application submitted pending decision, application not yet submitted).

<b>Name of Funding Source #1</b>	<b>Funding Amount</b>	<b>Status</b>
<b>Name of Funding Source #2</b>	<b>Funding Amount</b>	<b>Status</b>
<b>Name of Funding Source #3</b>	<b>Funding Amount</b>	<b>Status</b>

**Certification**

The Recipient confirms that the proposed project and information submitted associated with it meets program requirements including:

The proposed capital project(s) is impacted by, or advances opportunities related to resource development;

☐

Project costs funded through NORDS funding are directly related to the proposed project(s) and recorded as a capital expense;

☐

Assets associated with the project are owned by the Recipient;

☐

All projects are in compliance with and satisfy applicable Provincial and Federal laws and requirements and adhere to required approvals and processes.

☐

On behalf of the Recipient, I hereby certify that, to the best of my knowledge, the information in this Project Information Form to which this certification is attached, is true, correct, and is in compliance with the terms and conditions of the Agreement.

---

Name of Signing Authority

---

Title

---

Signature

---

Date

**Appendix II  
Form of Annual Report**

**ANNUAL REPORT – Year X (April 1, 20XX to March 31, 20XX)**

Please fill out one ANNUAL REPORT per submitted project.

**Municipality:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**1) Project Activity Report**

Description	Start Date	End Date
Please describe key project activities that were achieved during this fiscal year. What was accomplished? (April 1 to March 31).	mm/dd/yyyy	mm/dd/yyyy

**2) Has the project been completed?**

Yes ☐ No ☐

**Note:** If the project has not been completed and the municipality intends on utilizing their NORDS allocation for the next year to support this project, please submit an updated Project Information Form describing the project's activities for the upcoming year.

**3) Budget Report (Actuals) – Year X (April 1, 20XX to March 31, 20XX)**

	Total
Total Project Costs	Enter costs
Total Eligible (capital) Costs	Enter costs
NORDS Funding Applied to Project	Enter funding applied

**Other Approved Funding Applied, including own (if applicable)**

	Total
Please enter program name approved funding (#1)	Enter funding applied
Please enter program name approved funding (#2)	Enter funding applied
Please enter program name approved funding (#3)	Enter funding applied

**4) Is any current year funding being accumulated/carried forward for a future funding year?**

Yes ☐ No ☐

**Note:** If yes, the municipality is required to submit a Project Information Form identifying the project which those funds will be used towards in a future year of the program.

**5) Accumulation of funds – Year X (April 1, 20XX to March 31, 20XX)**

*\*Only applicable if municipality did not utilize all of its annual allocation.*

**NORDS Annual Allocation:** Enter amount (A) \_\_\_\_\_

Name of Project	Name of project #1	Name of project #2 (if applicable)	Name of project #3 (if applicable)
NORDS Allocation Spent (in Annual Report's fiscal year)	Enter amount (B1)	Enter amount (B2)	Enter amount (B3)

**NORDS Annual Allocation Balance:** Enter amount  $(A-(B1+B2+B3))=C$  \_\_\_\_\_

**Accumulation of Funds**

<b>NORDS Annual Allocation Balance</b>	<i>Enter amount (C)</i>
<b>Interest Gained on Accumulated Balance</b>	<i>Enter amount (D)</i>

**Adjusted Allocation (Next Year)**

<b>Adjusted Allocation for Upcoming Disbursement</b>	<i>Enter amount (A-D)=(E)</i>
--	-------------------------------

**CERTIFICATION**

On behalf of the Recipient, I hereby certify that, to the best of my knowledge, the information in this Annual Report to which this certification is attached, is true, correct, and is in compliance with the terms and conditions of the Agreement, and that to the best of my knowledge the financial data in this Annual Report true, correct, and agrees with the books and records of the Recipient.

---

**Name of Signing Authority**

---

**Title**

---

**Signature**

---

**Date**



## **Township of The Archipelago** **Land Acknowledgment Statement**

The Township of the Archipelago respectfully acknowledges that we are situated on traditional Anishinabek lands and the territory covered by the Robinson-Huron Treaty and Williams Treaties. We are grateful for the opportunity to live and work here and we thank all the generations of people, in particular the Ojibway, Chippewa, Odawa, and Pottawatomi peoples, who have cared for these lands and waters for thousands of years. We recognize and deeply appreciate their historic connection to this place. We also recognize the contributions of other First Nations, Métis, Inuit peoples, in shaping and strengthening this community and country as a whole. This recognition is part of our collective commitment to our ongoing learning and reconciliation in the Archipelago community.

# **Township of The Archipelago**

## **Information Report to Council**

**Report No.:** CAO-2022-03

**Date:** February 17, 2022

**Originator:** John B. Fior, CAO

**Subject:** 2022 Annual Work Programs

### **RECOMMENDATION**

For Council's Information.

---

### **BACKGROUND**

The 2022 Annual Work Programs, which have been prepared by the Senior Leadership Team for each department, are attached to this report. This report is presented to Council at the beginning of each year. The Work Programs have been prepared with the goal of advancing initiatives that have been identified by Council, the Senior Leadership Team through the new Strategic Plan and numerous other planning documents, as well as to meet various legislative requirements.

This plan and the format with which it is presented, has evolved over the past 4 years. In the future, the lists will be tied to a business plan for each department within our corporation. This year we have connected our Work Programs to our new Strategic Plan. Therefore, you will see references to the specific strategic priorities that are being achieved through the work that is to be undertaken.

The Work Programs are lists of items and projects which are either ongoing or new and are to be undertaken in the current year. Additional projects that are planned for the future are also included. Each item on the list has a priority attached to it as well as an indication as to the type of project and which strategic priorities are being addressed through the work.

It must be recognized that the items in the Work Programs do not represent the volume of work involved in day to day operations, contacts, meetings, professional development or management of staff and issues or other opportunities which will undoubtedly arise throughout the year. While intended to keep us all very busy, the Work Programs attempt to provide a balance to ensure that we can maintain operations and manage new legislative requirements while still making progress on our Strategic Plan and corporate initiatives.

I have asked our Senior Leadership Team to ensure that they are setting realistic goals due to the ongoing impact of the continuing COVID-19 pandemic on our operations; the fact that our day to day work has increased significantly over the past two years; and the likelihood of additional work for all staff associated with the 2022 Municipal Election.

Each Manager is to review the list on a monthly basis to ensure that they are progressing towards the established targets. This program will also be tied to our new Performance Management Plan, which will involve a mid-year check-in with each Manager to review priorities and deadlines.

Council should consider the following when reviewing Work Programs:

- Work Programs do not include the regular day to day activities of each Department
- Are there any additional projects that Council would like to have considered (added to the list)? and;
- If additional projects are added either now or throughout the year, existing priorities may be changed and projects delayed.

### **STRATEGIC PLAN**

This is in alignment with the following Strategic Priorities contained within our Strategic Plan:


- Protect & Preserve
- Sustainable & Cost Effective Services
- Effective Relationships & Partnerships
- Leadership & Communications

### **CONCLUSION**

The Senior Leadership Team has met several times to develop the attached Work Programs and look forward to a very productive year in 2022.

---

Respectfully Submitted,



John B. Fior  
Chief Administrative Officer

Attach.

TOWNSHIP OF THE ARCHIPELAGO SENIOR LEADERSHIP TEAM 2022 WORKPLANS   CAO						
ADMINISTRATION	PROJECT TITLE	DESCRIPTION	PRIORITY (1-5)	TIMELINE	CURRENT STATUS	
2022 PRIORITY LIST	COVID-19 Team: Direct Administration, Policy, Office Changes	Maintain safety of staff and continuity of operations.	1 (R&S)	Ongoing	Ongoing	B & D
	Implement Council's Strategic Plan	Township's first Strategic Plan adopted by Council for initiation of implementation in	1 (N)	Ongoing	Adopted by Council. Implementing in 2022	A,B,C & D
	Conduct an Organizational Review	Review the administrative structure of our corporation and implement changes as	2 (N&U)	Q3/Q4	Proposal to be prepared	B & D
	Implement New Performance Management Plan	New plan developed by HR Consultant for implementation in 2022.	1 (N&U)	Ongoing	Training initiated	B
	Staff Hiring, Onboarding and Training	Administrative Assistant/Receptionist (contract), Building Inspector, Planner, IT Coordinator, By-law Enforcement Officer.	1 (N&U)	Q1/Q2	Initiated	B
	Integrated Community Energy & Climate Action Plan (ICECAP)	Assist in the development of a regional climate action plan.	1 ( E)	Q2	Ongoing	A, C & D
	Develop Communications Strategy	Engage a Communications Agency to develop a communications strategy (confirm branding) and assist staff in the production of various communications.	2 (N&U)	Q3/Q4	RFP to be issued	C & D
	Archipelago/WPS Connectivity Initiatives	Improve connectivity in the Township and surrounding area.	2 ( C)	Ongoing	Ongoing	B, C & D
	Establish a Wellness Committee for Staff		2 (N)	Q1/Q2	To be initiated	D
	Develop Policies and Employment Agreement for Seasonal Staff	Policies for seasonal staff need to be updated. Existing agreement to be replaced.	1 (N&R)	Q1/Q2	Initiated	B
	Develop and Implement Summary Health & Safety Policy	Summary Health & Safety Policy to be signed and posted annually.	1 (R&S)	Q1	Initiated	B
	Develop a Progressive Discipline Policy and Provide Training	Existing policy to be updated and training provided to Managers and Supervisors.	1 (N,R,S & U)	Q3/Q4	Research initiated	B
	Develop and Implement Code of Conduct	Amend Code of Conduct policy signs to include the public's responsibilities.	1 (U)	Q1	Initiated	B
	Review Sick Time/Personal Days Policy	Review our policy based on the recommendation of our HR Consultant.	2 (N)	Q3/Q4	Research initiated	B
	Reconciliation/Calls to Action	Prepare an appropriate Land Acknowledgement Statement. Create a library of resources. Address various calls to action. Establish relationships with our neighbours.	1 (N)	Ongoing	Ongoing	C & D
	Increase Direct Communications between CAO and Council	CAO to increase one on one communications with Council.	2 (N)	Ongoing	Ongoing	B & D
	Prepare New Council Training for 2023	Ensure that all departments are prepared for New Council Training beginning in 2023.	2 (N)	Q3/Q4	In planning stage	A,B,C & D
ADDITIONAL PROJECTS	PROJECT TITLE	DESCRIPTION	PRIORITY (1-5)	TIMELINE	CURRENT STATUS	STRATEGIC PRIORITIES
2022 PRIORITY LIST	Indigenous Relations Training for Council & Staff	Training will be ongoing on a continuous basis.	2 (N)	2023		C & D
	Municipal Policy Review		4 (N)	2023		B & D
	Human Resources Policy Review		3 (N&R)	2023		B & D

ECONOMIC DEVELOPMENT	PROJECT TITLE	DESCRIPTION	PRIORITY (1-5)	TIMELINE	CURRENT STATUS	STRATEGIC PRIORITIES
2022 PRIORITY LIST	WPS Economic Development Collaborative	Various initiatives including working towards the establishment of a permanent entity by	1 (N)	Q1 to Q4	Ongoing	B, C & D
	WPS Recreation and Cultural Centre	Hire a project manager for the construction of the facility. Engage a firm to assist with the branding of the facility. Establish a Committee to raise funds for the facility.	1 (N)	Q1 to Q4	Ongoing	B, C & D
R = Regulatory, S = Safety, E = Environmental, C = Cost Saving, U = Upgrade, M = Repair/Maintenance, N = New Initiative						

STRATEGIC PRIORITIES	
PROTECT AND PRESERVE (A)	Adhere to the Township's mission and values centered on the continued preservation and protection of the Georgian Bay shoreline, inland and watershed areas through environmental initiatives, including prevention and removal of invasive species, responsible land use and controlled development.
SUSTAINABLE & COST EFFECTIVE SERVICES (B)	Deliver services and maintain infrastructure to meet the needs of the community in a manner that is responsible, sustainable, efficient, cost effective and observes the established mission, vision, values and
EFFECTIVE RELATIONSHIPS & PARTNERSHIPS (C )	Continue to strengthen and maintain relationships with internal and external stakeholders including neighbouring municipalities, Indigenous communities, community associations, other level of governments and
LEADERSHIP & COMMUNICATION (D)	Providing strong leadership through good governance, responsible decision making and open communication to encourage collaboration and develop solutions that are mindful of collective interests and aligned with the values and beliefs of the TOA.

TOWNSHIP OF THE ARCHIPELAGO SENIOR LEADERSHIP TEAM 2022 WORKPLANS   MANAGER OF DEVELOPMENT AND ENVIRONMENTAL SERVICES						
DEVELOPMENT & ENVIRONMENTAL SERVICES	PROJECT TITLE	DESCRIPTION	PRIORITY (1-5)	TIMELINE	CURRENT STATUS	STRATEGIC PRIORITIES
<b>2022 PRIORITY LIST</b>	<b>Comprehensive Zoning By-law Review &amp; Update.</b>	In accordance with requirements of Planning Act, review update to ensure continued conformity with Official Plan and changes to Provincial Policy. In addition, review and update to ensure it continues to reflect and meet needs of Community, Council and Township.	1 (R, E)	Q3 2022	Public Engagement Completed, Onboarding new consultant and preparing draft by-law for Council	A, B, D
	<b>Site Alteration By-law Development</b>	Council directed staff to develop a Site Alteration under Section 142 of the Municipal Act.	1(N, E)	Q3 2022	Retained new consultants, prepared update project scope.	A
	<b>Integrated Community Energy &amp; Climate Action Plan (ICECAP)</b>	Develop a regional climate action plan, to fulfill Township committee as part of the Partners for Climate Change program with Federation of Canadian Municipalities (FCM)	1(E)	Q2 2022	Milestone 1 completed (corporate and community emissions inventory). Complete Milestone 2 (set emission reduction targets) and Milestone 3 (develop local action plan)	A, C, D
	<b>Human Resources - Staffing</b>	Hire and train new building and planning staff.	1 (N)	2022	Obtaining Council Approval and develop job descriptions	B, D
	<b>Septic System Education and Monitoring</b>	Improve and expand education and monitoring of septic systems in our community.	1(E)	Ongoing	Continue and expand with Septic Education and monitoring. Obtain legal input and present additional options to Council	A, B, D

	<b>Ontario Land Tribunal</b>	Prepare for upcoming Planning Act Tribunal Hearings	1 (R)	Q1/Q2 2022	Four hearings scheduled for Winter/Spring 2022	A
	<b>Prepare New Council Training for 2023</b>	Building, Planning & Environment New Council Training beginning in 2023.	2 (N)	Q3/Q4	In planning stage	A,B,C & D
	<b>Land Supply Analysis</b>	Fulfill requirements of province to ensure Archipelago maintains sufficient land for growth.	1 (R)	Q1/Q2 2022	Study received by Council, additional information to be provided.	D
	<b>Shawanaga Island IPCA</b>	Continue to support and participate Shawanaga First Nation in the development of a Indigenous Protected Conservation Area on Shawanaga Island.	2 (E, R)	Ongoing	Attending regular meetings and provide administrative support.	C
<b>ADDITIONAL PROJECTS</b>	<b>PROJECT TITLE</b>	<b>DESCRIPTION</b>	<b>PRIORITY (1-5)</b>	<b>TIMELINE</b>	<b>CURRENT STATUS</b>	<b>STRATEGIC PRIORITIES</b>
<b>2022 PRIORITY LIST</b>	<b>Woods Bay Neighbourhood Study</b>	Fulfill requirements of province and complete additional studies within Woods Bay Neighbourhood.	2 (R)	2023-2024	Not started	B, C
	<b>Blackstone Lake - Lake Capacity Review</b>	Review implications of recent lake capacity findings and determine if policy amendments are needed.	2 (R, E)	2023	Not Started	A
	<b>Site Plan Control Update By-law</b>	Review and Update Site Plan Control By-law to ensure it is relevant and appropriate for community.	4 (N)	2023	Not started	A
	<b>Planning &amp; Building application/database software.</b>	Research software options and implement where needed.	4 (N, M)	2023	Not started	B
	<b>Update Planning Fee By-law</b>	Ensure planning fees continue	5 (C)	2023	Not started	B
<b>R = Regulatory, S = Safety, E = Environmental, C = Cost Saving, U = Upgrade, M = Repair/Maintenance, N = New Initiative</b>						

<b>STRATEGIC PRIORITIES</b>	
<b>PROTECT AND PRESERVE (A)</b>	Adhere to the Township's mission and values centered on the continued preservation and protection of the Georgian Bay shoreline, inland and watershed areas through environmental initiatives, including prevention and removal of invasive species, responsible land use and controlled development.
<b>SUSTAINABLE &amp; COST EFFECTIVE SERVICES (B)</b>	Deliver services and maintain infrastructure to meet the needs of the community in a manner that is responsible, sustainable, efficient, cost effective and observes the established mission, vision, values and
<b>EFFECTIVE RELATIONSHIPS &amp; PARTNERSHIPS (C )</b>	Continue to strengthen and maintain relationships with internal and external stakeholders including neighbouring municipalities, Indigenous communities, community associations, other level of governments and
<b>LEADERSHIP &amp; COMMUNICATION (D)</b>	Providing strong leadership through good governance, responsible decision making and open communication to encourage collaboration and develop solutions that are mindful of collective interests and aligned with the values and beliefs of the TOA.

TOWNSHIP OF THE ARCHIPELAGO SENIOR LEADERSHIP TEAM 2022 WORKPLANS   MUNICIPAL CLERK						
ADMINISTRATION	PROJECT TITLE	DESCRIPTION	PRIORITY (1-5)	TIMELINE	CURRENT STATUS	STRATEGIC PRIORITIES
2022 PRIORITY LIST	COVID-19 Team: Emergency Information Officer (EIO)	Effectively communicate Covid-19 related information to our ratepayers, staff and Member of Council.	1 (R)	Ongoing	In Progress	D
	OFMEM Audit	Continuing to work towards compliance, as per OFMEM Report.	2 (R)	Ongoing	In Progress	B, C
		Update/Negotiate Fire Related Service Agreements with the Municipality of McDougall	1 (R)	Q1	Agreement approved in Dec 2021. Awaiting approval from McDougall Council (Feb Mtg)	B, C
		Secure agreements for approval of fire safety plans and fire investigations with another municipality	2 (R)	Q4	Need to discuss options with OFMEM, and reach out to neighbouring municipalities	B, C
		Update Fire Prevention Policy	2 (R)	Q3/Q4	In Progress	B, C
	Prepare Council Orientation 2023	Organize training/presentations for New Council	2 (N)	Q2/Q3	June-Dec	D
	Election 2022	Prepare, conduct and manage a succesful election	1 (R)	Ongoing Fall 2021- Dec 2023	Preparations have begun. Continue to meet with Clerks group. Ongoing training through AMCTO.	B, D
	Community Safety and Well Being Plan	Work together with WPS municipalities to create a joint Community Safety and Well	1 (R)	Q1/Q2	Final draft to come forward in March/April.	C, D
	Audio and Visual Upgrades to Council Chambers	Modernization of the Council Chambers to allow for in-person and hybrid meetings.	1 (S)(N)	Q2	Recommendation report coming in February. Possible completion in Apr/May.	B, C
	Tablets/laptops/phone for new Council	Purchase devices for new Council. Draft electronic device personal use policy.	2 (N)	Q4	Not started	B, C
2022 PRIORITY LIST	Meeting Management Software (ESCRIBE)	Implementation of new software to modernize agenda and minutes process.	1 (N)(C)	Q2/Q3	Implementation to begin February.	B, C
ADDITIONAL PROJECTS	PROJECT TITLE	DESCRIPTION	PRIORITY (1-5)	TIMELINE	CURRENT STATUS	STRATEGIC PRIORITIES
2022 PRIORITY LIST	Purchase and Implement a Records Management Software System	Research Records Management Software	(U)(N)	2023	Not started	B
	Update Records Retention By-law	Update current by-law	(N)	2023	Not started	B
	Develop Communications Strategy		(N)	2023	Not started	B, C, D
	Purchase of Georgian Cliffs Memorial Cemetery lands	Working with MNRF staff towards a purchase of crown land, which we currently hold an LUP	(N)	2023	Project has stalled, unable to contact MNRF Staff	A, B
R = Regulatory, S = Safety, E = Environmental, C = Cost Saving, U = Upgrade, M = Repair/Maintenance, N = New Initiative						

STRATEGIC PRIORITIES	
PROTECT AND PRESERVE (A)	Adhere to the Township's mission and values centered on the continued preservation and protection of the Georgian Bay shoreline, inland and watershed areas through environmental initiatives, including prevention and removal of invasive species, responsible land use and controlled development.
SUSTAINABLE & COST EFFECTIVE SERVICES (B)	Deliver services and maintain infrastructure to meet the needs of the community in a manner that is responsible, sustainable, efficient, cost effective and observes the established mission, vision, values and
EFFECTIVE RELATIONSHIPS & PARTNERSHIPS (C )	Continue to strengthen and maintain relationships with internal and external stakeholders including neighbouring municipalities, Indigenous communities, community associations, other level of governments and
LEADERSHIP & COMMUNICATION (D)	Providing strong leadership through good governance, responsible decision making and open communication to encourage collaboration and develop solutions that are mindful of collective interests and aligned with the values and beliefs of the TOA.

TOWNSHIP OF THE ARCHIPELAGO SENIOR LEADERSHIP TEAM 2022 WORKPLANS   CFO						
FINIANCE	PROJECT	DESCRIPTION	PRIORITY (1-5)	TIMELINE	CURRENT STATUS	STRATEGIC PRIORITIES
2022 PRIORITY LIST	COVID-19	Implement Required Budgetary Changes, Cost Tracking etc.	1 (R)		Ongoing	B
	Finance processes and responsibilities	Adjust job duties & responsibilities	1 (N)	2022	Ongoing	B, D
	Budget	Develop and utilize new budget procedures and booklets/presentation	1 (N)	Apr-22	Ongoing	B, D
	Quarterly Reporting	Develop and utilize new quarterly reporting template and presentation to council	2 (N)	Aug-22		B, D
	Fees & Charges By-law	Analysis & update	1 (N)	2022	Ongoing	D
	Asset Management Plan update	<ul style="list-style-type: none"> <li>• Develop Financial Policies: Reserves, Debt Management</li> <li>• Develop and define levels of service</li> <li>• Develop a Long-Term Financial Plan</li> <li>• Merge Budget to Asset Management Plan to Reserves</li> </ul>	1 (R)	July 2022 & ongoing	Ongoing	B, C,D
	Procurement and tendering policies	Analysis & update	2 (U)	2022		B, D
	Credit Card Policy	Analysis & develop	3 (N)	2022		B,D
	Sick & Vacation time	Analysis & update	2 (U)	2022	Ongoing	C
	Wellness committee	policy & objectives	5 (N)	2022	Ongoing	C, D
	Financial Assistance	Holiday Cove software, Site 9 software, waste sites payment options	1 (N)	2022	Ongoing	B, D
	Audit Services	Request for proposal	2 (N)	2022-2023		B, D
	Council Finance training	Analysis & develop	2 (N)	2022-2023		C, D
ADDITIONAL PROJECTS	PROJECT	DESCRIPTION	PRIORITY (1-5)	TIMELINE	CURRENT STATUS	STRATEGIC PRIORITIES
2022 PRIORITY LIST	Asset Management Plan: Phase 2	O. Reg. 588/17 requirements	3 (R)	by July 1, 2023		B, C,D
	Asset Management Plan: Phase 3	O. Reg. 588/17 requirements	4 (R)	by July 1, 2024		B, C,D
	Sources of Funding for Projects/Purchases	Create database	5 (N)	2023		B
	Municipal Insurance	Review policy, presentation to council, risk management basics	2 (N)	2023		B
	Accounting software	Request for proposal & implementation	1 (U)	2023		B, D
R = Regulatory, S = Safety, E = Environmental, C = Cost Saving, U = Upgrade, M = Repair/Maintenance, N = New Initiative						

STRATEGIC PRIORITIES	
PROTECT AND PRESERVE (A)	Adhere to the Township's mission and values centered on the continued preservation and protection of the Georgian Bay shoreline, inland and watershed areas through environmental initiatives, including prevention and removal of invasive species, responsible land use and controlled development.
SUSTAINABLE & COST EFFECTIVE SERVICES (B)	Deliver services and maintain infrastructure to meet the needs of the community in a manner that is responsible, sustainable, efficient, cost effective and observes the established mission, vision, values and
EFFECTIVE RELATIONSHIPS & PARTNERSHIPS (C )	Continue to strengthen and maintain relationships with internal and external stakeholders including neighbouring municipalities, Indigenous communities, community associations, other level of governments and

<b>LEADERSHIP &amp; COMMUNICATION (D)</b>	Providing strong leadership through good governance, responsible decision making and open communication to encourage collaboration and develop solutions that are mindful of collective interests and aligned with the values and beliefs of the TOA.
---	---

TOWNSHIP OF THE ARCHIPELAGO SENIOR LEADERSHIP TEAM 2022 WORKPLANS   MANAGER OF CORPORATE SERVICES						
CORPORATE SERVICES	PROJECT TITLE	DESCRIPTION	PRIORITY (1-5)	TIMELINE	CURRENT STATUS	STRATEGIC PRIORITIES
2022 PRIORITY LIST	IT   RESOURCE HIRE - IT	address org's IT needs via on premise resources for variety of projects and IT management functions.	1 (U&M)	Q2	budgeting and planning for hire	B,C,D
	IT   New Managed Service Contract (HighTech)	for migration of users to O365, integration with Phone Sys, management of email, monitoring network vulnerabilities, executing Employee Risk Assessment, providing EAP (geared toward cybersecurity)	1 (U&M)	Q2	developing contract	B,D
	IT   Restructure current (DH) IT service contract	revisit services provided by DH. Create a new contract based on modifying needs.	1 (M)	ongoing	ongoing	B
	Emergency Services   Systems Recovery/Business Continuity	examine/identify how to system(s) recover.	1(M&S)	Q4	active work/research	B
	Emergency Services   COVID-19 Team: Community Emergency Management Coordinator (CEMC)	Ongoing meetings and coordination with 7 area CEMCs and OPP. Includes community involvement, activities and response - external focus. Internally, debrief and communication with SMT and staff.	1 (R&S)	ongoing	enhanced activities weekly/monthly briefings. Special tasks.	B,C
	WPSGN	<ul style="list-style-type: none"> <li>Operating Structure &amp; Agreements</li> <li>Complete succession plan for Intern (GBBR)</li> </ul>	1(M)	Q4	active work/research	B,C,D
	By-law   Revisions to By-law Program/Services	<ul style="list-style-type: none"> <li>By-law Updates - Noise</li> <li>Enforcement Contract Renewal &amp; Needs Assessment</li> </ul>	1 & 1	Q2	both initiated	B
	Connectivity   RESOURCE HIRE - Project Manager Shared	Assist CAO (ToA and Seguin) with interest in new resource to address Connectivity	1(N)	Q1 2022	initiated	B,C,D
	Connectivity (The Archipelago & Area)	interests and activities associated with improving connectivity for all areas within the township.	1(N)	ongoing	active work/research	B,C,D
	Connectivity   Infrastructure Management	identify and implement proper regards for tower assets.	1(N)	May	active work/research	B
	Performance Management Program	implement within departments/functions new resources for program.	1(N)	Q2	being developed	D
	Department function overviews	prepare Council 101 presentations (Bylaw, Emerg Mangt, IT, WPSGN, GIS_ToA, Connectivity)	3	Q4	being developed	B,D
	IceCap initiative - TOA focus	lead initiatives to reduce paper, energy via computer use	3(N)	ongoing	being developed	A,C,D
ADDITIONAL PROJECTS	PROJECT TITLE	DESCRIPTION	PRIORITY (1-5)	TIMELINE	CURRENT STATUS	STRATEGIC PRIORITIES

R = Regulatory, S = Safety, E = Environmental, C = Cost Saving, U = Upgrade, M = Repair/Maintenance, N = New Initiative

STRATEGIC PRIORITIES	
PROTECT AND PRESERVE (A)	Adhere to the Township's mission and values centered on the continued preservation and protection of the Georgian Bay shoreline, inland and watershed areas through environmental initiatives, including prevention and removal of invasive species, responsible land use and controlled development.
SUSTAINABLE & COST EFFECTIVE SERVICES (B)	Deliver services and maintain infrastructure to meet the needs of the community in a manner that is responsible, sustainable, efficient, cost effective and observes the established mission, vision, values and beliefs of the TOA.
EFFECTIVE RELATIONSHIPS & PARTNERSHIPS (C )	Continue to strengthen and maintain relationships with internal and external stakeholders including neighbouring municipalities, Indigenous communities, community associations, other level of governments and organizations.
LEADERSHIP & COMMUNICATION (D)	Providing strong leadership through good governance, responsible decision making and open communication to encourage collaboration and develop solutions that are mindful of collective interests and aligned with the values and beliefs of the TOA.

TOWNSHIP OF THE ARCHIPELAGO SENIOR LEADERSHIP TEAM 2022 WORKPLANS   MANAGER OF OPERATIONAL SERVICES						
OPERATIONS	PROJECT TITLE	DESCRIPTION	PRIORITY (1-5)	TIMELINE	CURRENT STATUS	STRATEGIC PRIORITIES
2022 PRIORITY LIST	COVID-19	Implement Changes to Operations; Facilitate Structural Changes; Policy Development	1 (R&S)	Ongoing	Policy implemented	B, D
	LED light replacement program	Convert lights to LED's at Community Centre	1 (U,E,C,N)	Q2 2022	Pending subsidy confirmation	B
	Flood mitigation on South Shore Road	Raising existing and installing new sea wall, plus raising the contractor dock	2 (E,N,U)	Q2 2022	Wall complete - contractor dock to be raised this coming season	A, C
	Review PAB Wharf transient and commercial dockage fees, payment structure and penalty enforcement for 2022 season. Modify by-law to include all launches/docks	Bring fees and rates in line with current markets, add clarity to by-law	1 (R,U)	Q1/Q2 2022	To be initiated	B, D
	Update Waste by-law, review existing policies and refresh website	Improve clarity, simplify and update cost structure and penalties, advertise	2 (E,R)	Q2 2021	Initiated	A, B, D
	EV Charging Stations	Charging Stations at 9, James Street and in Pointe au Baril	4 (E,N)	2022	Working in partnership with Lakeland	A
	Installation of weigh scale at Site 9 Landfill	Selection of, and installation of a fixed weigh scale for more accurate recording and accounting purposes	2 (N)	Q2 2022	Completion planned for Q2 2022 - concrete installation delays.	A, B
	PAB Lighthouse electrical upgrade	Electrical system needs to be upgraded per ESA	1 (R,S,U)	Ongoing	Quote obtained for electrical and sent to DFO - awaiting for their approval	B
	PAB Lighthouse purchase	Finalise contracts to take over assets from DFO	3 (N)	Ongoing	Environmental remediation concerns to be addressed by DFO. May also need an updated structural survey to be completed.	A
	PAB Lighthouse water system upgrade	A new safe drinking water system needs to be installed if lighthouse will be fully occupied again	4 (S,N)	2021-2023	Water system to be installed prior to the lighthouse being fully occupied again (bottled water can be used in meantime)	B

	<b>Nursing Station / EMS Signage</b>	Signage to be visible from both land and water	3 (N)	Q2 2022	Signage manufactured. Signage to be installed in the Spring	C
	<b>Replace all remaining unencapsulated foam docks</b>	Kapikog, Woods Bay, Bayfield and Devil's Elbow	1 (E,U)	Q2/Q3 2022	Pending budget approval	A, D
	<b>Replacement windows and doors for PABCC</b>	Replace original fixtures with new, more efficient units	2 (E,U,M)	Q2-Q4 2022	Pending grant approval	B, C
	<b>Investigate options to implement a VORR in PAB channel</b>	Initiative will be multistakeholder activity	2 (S,E,N)	2022	Policy to be created	A, C, D
	<b>Submission of Natural Asset Management FCM award</b>	Submission for work on skerryvore road and abandoned docks	2 (N,E)	Q1 2022	Commenced	D
	<b>Bob Murray Sculpture</b>	Review options to receive the sculpture donated by Doug Steiner and Jasmine Herlt	2 (N)	2022	To be brought to Council Q1	C
	<b>Integrated Community Energy &amp; Climate Action Plan (ICECAP)</b>	Develop a regional climate action plan, to fulfill Township committee as part of the Partners for Climate Change program with Federation of Canadian Municipalities (FCM)	1(E)	Q2 2022	Milestone 1 completed. Milestone 2 (set emission reduction targets) and Milestone 3 (develop local action plan).	A, C, D
	<b>Prepare New Council Training for 2023</b>	Operational Services New Council Training beginning in 2023.	1 (N)	Q3/Q4	To be commenced	C, D
	<b>Support Finance Dept. with Asset Management activities</b>	Field surveys, data gathering, inventory review and replacement plan, including fleet	2 (R)	2022	Ongoing	B
	<b>Support Clerk with AODA requirements</b>	Assess costs and work programs required to achieve compliance with AODA standards	2 (R,S)	2022	Ongoing	B, D
	<b>Support Connectivity Projects</b>	Provide guidance on costs and works involved to develop lands for connectivity	2 (N,U)	2022	Ongoing	B, D
	<b>MOLO Marina software management system</b>	Successfully implement new software system for marina management.	1 (C,U,N)	Q1 2022	System being customized for use with other departments	B
	<b>Library Upgrades</b>	Improve the library facilities by creating more book storage, upgrading office and IT hardware and increase promotion through signage and outside book exchanges	2 (U, M)	Q2/Q3 2022	Commenced with library staff	B, C
<b>ADDITIONAL PROJECTS</b>	<b>PROJECT TITLE</b>	<b>DESCRIPTION</b>	<b>PRIORITY (1-5)</b>	<b>TIMELINE</b>	<b>CURRENT STATUS</b>	<b>STRATEGIC PRIORITIES</b>

<b>2022 PRIORITY LIST</b>	<b>Develop a Municipal Facilities Maintenance List and Program</b>	Create a list of all fixed municipal assets (create a folder with details, including photos, locational surveys, addresses, legal description, building description), and create a PM program. While doing this assess existing condition.	2 (N,S)		Resources to be identified	B
	<b>Site 9 Landfill - Long term strategic plan and solid waste management plan</b>	In light of Covid, assess more recent usage, life expectancy and future needs. Review of current policies and align with industry standard, considering the pending blue box transition	1 (R,E,M,U)		Scope and resources to be developed	A, B, C, D
	<b>Boat speed and wake survey for Arch North</b>	Assess extent of issue with stakeholders and formulate agreed upon approach	3 (S,E,N)	2021/2023	Survey results submitted to stakeholders. Awareness campaign initiated. Private signage fund proposed in 2022 budget.	A, C, D
	<b>Development of a facilities plan for Pointe au Baril, including cenotaph relocation</b>	The area surrounding the Community Centre and the rink has the potential to be developed, including putting a roof over the rink and relocating the cenotaph	3 (N)	2022-2024	Funding unsuccessful but package ready for future funding applications.	B, C, D
<b>R = Regulatory, S = Safety, E = Environmental, C = Cost Saving, U = Upgrade, M = Repair/Maintenance, N = New Initiative</b>						

STRATEGIC PRIORITIES	
<b>PROTECT AND PRESERVE (A)</b>	Adhere to the Township's mission and values centered on the continued preservation and protection of the Georgian Bay shoreline, inland and watershed areas through environmental initiatives, including prevention and removal of invasive species, responsible land use and controlled development.
<b>SUSTAINABLE &amp; COST EFFECTIVE SERVICES (B)</b>	Deliver services and maintain infrastructure to meet the needs of the community in a manner that is responsible, sustainable, efficient, cost effective and observes the established mission, vision, values and beliefs of the TOA.
<b>EFFECTIVE RELATIONSHIPS &amp; PARTNERSHIPS (C )</b>	Continue to strengthen and maintain relationships with internal and external stakeholders including neighbouring municipalities, Indigenous communities, community associations, other level of governments and organizations.
<b>LEADERSHIP &amp; COMMUNICATION (D)</b>	Providing strong leadership through good governance, responsible decision making and open communication to encourage collaboration and develop solutions that are mindful of collective interests and aligned with the values and beliefs of the TOA.

# **The Township of The Archipelago**

## **Recommendation Report to Council**

**Report No.:** FINANCE-2022-02

**Date:** 17<sup>th</sup> February 2022

**Originator:** Erin Robinson, CFO

**Subject:** Pregnancy & Parental Leave Policy

---

### **RECOMMENDATION**

That Council approve and implement the proposed Pregnancy & Parental Leave Policy.

---

### **BACKGROUND/HISTORY**

It is important that we are recognized as a workplace with competitive benefits to recruit and retain top employees with in-demand skills and provide needed support that enable them to see public service as a rewarding career choice. As such, by offering Paid Parental Leave we can help level the playing field between Employment Insurance Benefits and the private sector. This commitment would ensure that staff members would have the ability to partake in a healthy balance of work life and family life responsibilities through the proposed leave.

---

### **ANALYSIS**

The current ToA Pregnancy and Parental leave policy (Appendix A) is in adherence to the Employment Standards Act but does not offer any additional assistance or top up. The proposed policy offers a ladder top up program depending on the length of the leave. It also fully encompasses all other aspects relating to a leave, including; eligibility requirements, employment insurance & health benefits as well as seniority, service and pension options.

---

### **FINANCIAL IMPLICATIONS**

The financial implications are dependent on two items:

- Current salary/rate of pay
- Length of leave

For example:

Leave Type	Top Pay Grid 3 (Admin Assistant)	Top Pay Grid 6 (Executive Assistant)
12 Month Leave	\$12,461	\$22,034
18 Month Leave	\$14,650	\$24,377

---

### **OPTIONS**

Option 1 – Recommended

- That Council approve the proposed Pregnancy & Parental Leave Policy.

Option 2 – Not Recommended

- That council not approve the proposed Pregnancy & Parental Leave Policy.

Option 3 – Not Recommended

- That council modify the proposed Pregnancy & Parental Leave Policy.
- 

### **STRATEGIC PLAN**

This direction is in alignment with the following Strategic Priorities contained within our Strategic Plan:

- Effective Relationships & Partnerships
  - Leadership & Communications
- 

### **CONCLUSION**

Staff recommend that Council consider the approval of the proposed Pregnancy & Parental Leave Policy.

Respectfully Submitted,



John B. Fior  
Chief Administrative Officer



Erin Robinson  
Chief Financial Officer



# Corporate Policy & Procedure

---

**Policy Title: Pregnancy & Parental Leave**

**Policy Number: 03-08-05**

---

Section: **Corporate Administration**

Effective Date: **February 18, 2022**

Approved by: **Council**

Subsection: **Human Resources**

Last Review Date: **February 18, 2022**

Contact: **Chief Administrative Officer**

---

## Policy Statement

The Township of The Archipelago ("the Township") recognizes that life events such as pregnancy, childbirth and when a child joins a family are significant for all persons involved. The Township supports employees through these events with the provision of pregnancy and parental leaves in accordance with Ontario's Employment Standards Act, 2000 (ESA) and benefits under The Township Supplementary Top-up Plan (STUP). The Township is fully committed to maintaining an inclusive and respectful work environment consistent with the Ontario Human Rights Code (OHRC).

## Purpose

The purpose of this policy is to outline the provisions for pregnancy and parental leaves and the STUP, as well as the roles and responsibilities of employees and supervisors in the accommodation of pregnancy-related needs and implementation of pregnancy and parental leaves of absence.

## Definitions

**Pregnancy Leave:**

A pregnant employee who has at least thirteen (13) weeks of employment before the expected date of birth is entitled to a pregnancy leave of absence, not exceeding seventeen (17) weeks in duration. The employee must provide written notice to their direct Supervisor of their wish to take pregnancy leave at least two weeks before the date on which the leave is to commence.



# Corporate Policy & Procedure

---

## Parental Leave:

Parental Leave is for the purpose of providing care to any child that has come under the care, custody, and control of the parent for the first time, which includes adoption. Employees have been employed for 13 weeks before the date the leave is expected to start are entitled to parental leave. The employee must provide written notice to their direct Supervisor of their wish to take parental leave at least two weeks before the date on which the leave is to commence.

A parent who has given birth is entitled to 61 weeks of parental leave beyond the 17 weeks of pregnancy leave. The child's other parent is entitled to a maximum of 63 weeks of parental leave. If the child's other parent chooses to take parental leave, they must begin their leave no later than 78 weeks after the birth or after the child first comes into their care, custody or control. Employees may take a shorter leave if desired; however once commencing the leave it must be taken all together. For clarity, employees cannot begin the leave, return to work, and then decide to take the remainder of the leave at a later date.

## **Supplementary Top-Up Plan: Application & Eligibility**

Employees who:

- (i) qualify for pregnancy and/or parental leave;
- (ii) have completed twelve months of continuous full time service with the Township; and
- (iii) who are in receipt of employment insurance pregnancy and parental benefits are eligible for supplemental top-up benefits during their pregnancy and/or parental leave subject to the following three conditions:

1. The employee must provide a copy of the employment insurance payment stub confirming that the employee is in receipt of pregnancy or parental leave benefits.
2. The pregnancy top up payment will be for a maximum of seventeen (17) weeks or until a return to work, whichever occurs first. The parental salary top up will be for a maximum of sixty-one (61) weeks or until a return to work, whichever occurs first.
3. The top-up will be equal to the difference between the percentage (as set out below) of normal, regular weekly earnings (exclusive of premiums and



# Corporate Policy & Procedure

bonuses) and the sum of weekly employment insurance benefits and any other wages as follows:

## 12 Month Leave

ToA Contribution	Top-Up
Week 1	95%
Next 16 weeks	85%
Next 35 weeks	75%

## 18 Month Leave

ToA Contribution	Top-Up
Week 1	95%
Next 16 weeks	75%
Next 61 weeks	45%

4. In the event that there is any change in the employment insurance benefits received by the employee, the employee must notify the Township immediately. Any failure to notify the Township of a change may result in the termination of the top-up benefit and a disciplinary penalty upon the employee's return to work.

## Concurrent Parental Leave

Employees who qualify for concurrent parental leave and who have completed twelve months of continuous full time service with the Township may be eligible for up to two weeks of paid leave in lieu of a traditional parental leave at the discretion of the CAO.

## Notice Period

Employees are encouraged to provide as much notice as possible before taking pregnancy or parental leave so that the Township can plan accordingly.

Employees must give the Township written notice at least two weeks before the start of the leave. Where an employee must begin their leave immediately due to unforeseen circumstances such as illness or complications caused by pregnancy, and cannot provide two weeks' notice, the employee will inform their supervisor as soon as possible. Employees must give the Township four weeks' written notice of when they plan to end the leave or if they wish to change the return date to an earlier or later time. Employees who decide not to return to work



# Corporate Policy & Procedure

---

at the end of the leave are requested to give the Township at least four weeks written notice of his/her intention to terminate employment.

## **Right to Reinstatement**

Upon their return, an employee who has taken pregnancy leave, parental leave, or both is entitled to return to the same job that they had before the leave. In the event that the job that the employee held before taking a leave no longer exists upon their return, the employee will be placed in a comparable job.

## **Employment Insurance**

The federal Employment Insurance Act provides eligible employees with pregnancy leave and/or parental leave benefits that are payable over the period that the employee is off on such leave(s). Employment insurance is paid to one parent or the other, or can be split between both parents.

## **Health Benefits**

For employees who are eligible for benefits, continued coverage will be offered during pregnancy and parental leaves as follows:

- Benefit coverage includes extended health and dental coverage, group life insurance and accidental death and dismemberment insurance benefits

## **Pay Increases During Leave**

An employee who is away from the workplace due to a pregnancy or parental leave is entitled to any annual pay increase they normally would receive during that time.

- An employee who was due for a step increase during their leave, and did not have a performance appraisal completed prior to commencing their leave, may be required to work for an assessment period before the step increase will be initiated. Pay or step increases will take effect upon the employee's effective date of return.

## **Seniority, Service and Vacation**

Seniority and service will continue to accrue for employees who are on pregnancy and parental leave. Vacation pay does not accrue while an employee



## Corporate Policy & Procedure

---

is on leave. Vacation time is earned while on leave and may be taken prior to the employee's return.

### **OMERS Pension**

If an employee wishes to maintain pension service credits the employee must pay the employee's contributions for the duration of the leave. The Township will match these contributions if the contributions are completed prior to the end of December 31<sup>st</sup> of the year following the leave end.

### **Return of Township Property for Duration of Leave**

Employees who will be away from the workplace on a pregnancy or parental leave must leave all Township property (such as laptops, pagers, cell phones, etc.) with their direct supervisor at the end of their last scheduled work day before the leave. If an employee has to start their leave earlier than was anticipated, the employee must make arrangements with their supervisor to return the property as soon as it is possible to do so.



## CHIEF ADMINISTRATIVE OFFICER'S REPORT

**ORIGINATOR:** C.A.O.

**REPORT NO:**

**DATE:** January, 2016

**REPORT TO:** Council

**SUBJECT:** Pregnancy and Parental Leave

Employee entitlement to pregnancy and parental leave shall be in accordance with Ontario's Employment Standards Act and regulations, as amended from time to time.

# **The Township of The Archipelago**

## **Recommendation Report to Council**

**Report No.:** FINANCE-2022-01

**Date:** 17<sup>th</sup> February 2022

**Originator:** Erin Robinson, Chief Financial Officer

**Subject:** Council Remuneration & Expenses 2021

---

### **RECOMMENDATION**

That Council receive the Council Remuneration & Expense Report for 2021.

---

### **BACKGROUND/HISTORY**

The purpose of this report is to provide Council with a statement of remuneration and expenses paid in 2021 to Members of Council and Citizen Appointees to local boards and Council Committees in accordance with Section 284 of the Municipal Act, 2001.

For the purposes of reporting remuneration and expenses in accordance with Section 284 of the Municipal Act, 2001:

- 'Corporate Expenses' include payments made on behalf of Members of Council from public funds which would include payments made directly to suppliers (i.e. for cell phones, internet charges, office expenses, etc.).
  - 'Council Expenses' include the costs associated with attending events on behalf of the Township, hosting guests, communication materials and travel related expenses.
    - Included in 'Council Expenses' are costs reimbursed to Council members for attending conferences & training.
    - Also included in 'Council Expenses' are those costs reimbursed to Council members attending board meetings in their role as a member of a board of appointed by council.
-

## **ANALYSIS**

The total remuneration and expenses paid to or on behalf of Members of Council and others by the Township of The Archipelago and other bodies and local boards for 2021 was \$283,349.82. An Honoraria Summary & Expense Report is provided in Appendix A to this report.

---

## **FINANCIAL IMPLICATIONS**

These expenses were previously budgeted for in the 2021 council approved municipal budget.

---

## **STRATEGIC PLAN**

This direction is in alignment with the following Strategic Priorities contained within our Strategic Plan:

- Leadership & Communications
- 

## **CONCLUSION**

Staff recommend that Council receive the Council Remuneration & Expense Report for 2021.

Respectfully Submitted,



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

I concur with this report  
and recommendation



John B. Fior  
Chief Administrative Officer

**2021 SUMMARY**

REEVE & COUNCILLORS	TRAVEL	ACCOM & MEALS	TELEPHONE	INTERNET	CONFERENCE/SEMINAR	TOTAL EXPENSES	REMUNERATION	BENEFITS	TOTAL
GREG ANDREWS	\$ -	\$ -	\$ 240.00	\$ -	\$ -	\$ 240.00	\$ 19,573.80	\$ 3,042.86	\$ 22,856.66
DAVID ASHLEY	\$ -	\$ -	\$ 240.00	\$ -	\$ 407.04	\$ 647.04	\$ 19,573.80	\$ 339.87	\$ 20,560.71
ALICE BARTON	\$ -		\$ 240.00	\$ -	\$ 243.94	\$ 483.94	\$ 19,573.80	\$ 447.87	\$ 20,505.61
LAURIE EMERY	\$ -		\$ 240.00	\$ 650.00	\$ 243.94	\$ 1,133.94	\$ 19,573.80	\$ 447.87	\$ 21,155.61
PETER FROST	\$ -	\$ -	\$ 240.00	\$ -	\$ -	\$ 240.00	\$ 19,573.80	\$ 339.87	\$ 20,153.67
BERT LIVERANCE	\$ -		\$ -	\$ -	\$ 610.56	\$ 610.56	\$ 39,147.60	\$ 447.87	\$ 40,206.03
EARL MANNERS	\$ 320.16	\$ -	\$ 220.00	\$ 388.90	\$ 1,017.60	\$ 1,946.66	\$ 19,573.80	\$ 3,021.50	\$ 24,541.96
DAN MACLEOD	\$ -	\$ -	\$ -	\$ -	\$ 180.12	\$ 180.12	\$ 5,654.71	\$ -	\$ 5,834.83
IAN MEAD	\$ -	\$ -	\$ 240.00	\$ -	\$ -	\$ 240.00	\$ 19,573.80	\$ 3,081.27	\$ 22,895.07
SCOTT SHEARD	\$ 939.12	\$ -	\$ 240.00	\$ -	\$ 1,867.29	\$ 3,046.41	\$ 19,573.80	\$ 2,978.49	\$ 25,598.70
GRANT WALKER	\$ 390.14	\$ 14.00	\$ 140.00	\$ -	\$ 666.52	\$ 1,210.66	\$ 13,049.20	\$ 339.87	\$ 14,599.73
RICK ZANUSSI	\$ -	\$ -	\$ 240.00	\$ -	\$ 407.04	\$ 647.04	\$ 19,573.80	\$ 3,042.86	\$ 23,263.70
<b>TOTALS</b>	\$ 1,649.42	\$ 14.00	\$ 2,280.00	\$ 1,038.90	\$ 5,644.05	\$ 10,626.37	\$ 234,015.71	\$ 17,530.17	\$ 262,172.25

**THE ARCHIPELAGO AREA PLANNING BOARD**

NAME	TRAVEL	ACCOM.&MEALS	TELEPHONE	OTHER	TOTAL EXPENSES	REMUNERATION	BENEFITS	TOTAL
EDWARD KNIGHT	\$ -				\$ -	\$ 1,050.00	\$ 339.87	\$ 1,389.87
STEPHEN WOHLER	\$ -				\$ -	\$ 1,050.00	\$ 339.87	\$ 1,389.87
Paid by The Archipelago Area Planning Board								

**DISTRICT OF PARRY SOUND SOCIAL SERVICES ADMINISTRATION BOARD**

NAME	TRAVEL	ACCOM.&MEALS	TELEPHONE	OTHER	TOTAL EXPENSES	REMUNERATION	TOTAL
RICK ZANUSSI	\$ 859.11				\$ 859.11	\$ 17,538.72	\$ 18,397.83
For Reporting Purposes Only - Paid by District of Parry Sound Social Services Administration Board							

## Township of The Archipelago



### **REVISED** **COUNCIL CORRESPONDENCE** Regular Meeting of Council February 18, 2022

---

#### ➤ (Add-on)

#### REQUESTS FOR SUPPORT

[A]

#### FEDERAL GOVERNMENT

[01] GOVERNMENT OF CANADA

RE: Towards the Creation of a Canada Water Agency, Stakeholder and Public Engagement



[01A] PETER JULIAN, MP – NEW WESTMINSTER–BURNABY, BC

RE: Seeking endorsement for Bill C-229, An Act to Amend the Criminal Code (banning symbols of hate)

#### PROVINCIAL GOVERNMENT

[02] MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

RE: Steps to Cautiously and Gradually Ease Public Health Measures While Protecting Hospital and Health Care Capacity

RE: Request for feedback on the Ontario-Municipal Housing Affordability Summit and the Rural Housing Affordability Roundtable

[03] JUSTICES OF THE PEACE APPOINTMENTS ADVISORY COMMITTEE

RE: Justice of the Peace Vacancies

[04] OFFICE OF THE SOLICITOR GENERAL

RE: Summary of the Court Security and Prisoner Transportation Program Review

#### MUNICIPALITIES

[05] TOWNSHIP OF ADJALA-TOSORONTIO

RE: Request to Province to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements

[06] TOWN OF AURORA

RE: Request to Province to dissolve the OLT

RE: Follow up – OLT Motion



[06A] TOWNSHIP OF FRONT OF YOUNG

RE: Request to Province to dissolve the OLT

[07] TOWN OF HALTON HILLS

RE: Request to Province to dissolve the OLT

[08] TOWNSHIP OF MCKELLAR

RE: Mayor's Annual Report to McKellar Community – January 11, 2022

[09] TOWN OF PARRY SOUND

RE: Response to Township of Seguin Request for Ministers' Zoning Order



[09A] CITY OF SARNIA

RE: Request to Province to dissolve the OLT



[09B] MUNICIPALITY OF SHUNIAH

RE: Request to Province regarding the expansion of the Northern Ontario School of Medicine (NOSM) to address the urgent need for physicians in Northern Ontario

[10] TAY VALLEY TOWNSHIP

RE: Request to Province to reconsider its assessment decision and direct MPAC to proceed with a province-wide assessment update

## **FIRST NATIONS**

[11]

## **RATEPAYERS' ASSOCIATIONS**

[12] FEDERATION OF ONTARIO COTTAGERS' ASSOCIATIONS (FOCA)

RE: FOCA Elert – January 2022

## **RATEPAYERS/OTHERS**

[13]

AGENCIES



[13A] ASSOCIATION OF MUNICIPAL MANAGERS, CLERKS AND TREASURERS OF ONTARIO

RE: Local Government Priorities for the 2022 Provincial Budget

[14] CANADIAN NATIONAL RAILWAY (CN)

RE: CN Announces Appointment of Tracy Robinson as President and Chief Executive Officer

[15] DISTRICT OF PARRY SOUND SOCIAL SERVICES ADMINISTRATION BOARD

RE: Chief Administrative Officer's Report January 2022

RE: Chief Administrative Officer's Report February 2022

[16] FARM & FOOD CARE

RE: The Real Dirt on Farming

[17] FEDERATION OF NORTHERN ONTARIO MUNICIPALITIES (FONOM)

RE: NOMA, FONOM, and NOSDA met jointly with government at ROMA to discuss the Mental Health, Addictions, and Homelessness Crisis in the North

[18] NEAR NORTH DISTRICT SCHOOL BOARD

RE: Response to the Town of Parry Sound's request to procure an expedited independent Accommodation Review for the new Mega School



[18A] NORTHERN POLICY INSTITUTE

RE: Addressing the Cuts Left Behind: Anti-Racism and Discrimination Initiatives for an Inclusive Northern Ontario



[18B] NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT

RE: 2022 Municipal Levy



[18C] ONTARIO PARKS

RE: Request for Innovative Recreation Experiences and Services

[19] PARRY SOUND AREA CHAMBER OF COMMERCE

RE: Request for 'Year in Review' Council Deputation

[20] PARRY SOUND PUBLIC LIBRARY

RE: Retirement Announcement – Rita Orr, CEO

[21] THE SALVATION ARMY

RE: Thank you letter for Staff Christmas Donation

[22] WEST PARRY SOUND ECONOMIC DEVELOPMENT OFFICE  
RE: 2021 Census – Population and Dwelling Counts

[23] WEST PARRY SOUND HEALTH CENTRE  
RE: COVID-19 Update – January 21, 2022, Number 78

**PLANNING**

[24] BELL  
RE: Notice of Public Consultation for Proposed Lattice Tripole Telecommunications Tower

**PLANNING BOARD**

[25]

**ENVIRONMENT**

[26] GEORGIAN BAY FOREVER  
RE: Microfibre/Plastics Pollution for Laundering Webinar Invite

[27] INTERNATIONAL JOINT COMMISSION HEALTH PROFESSIONALS ADVISORY BOARD  
RE: Health Experts Find that Heavy Storms Can Predict the Risk of Germs in Treated Great Lakes Drinking Water

**MISCELLANEOUS**

[28] CANADIAN BROADCASTING CORPORATION (CBC)  
RE: Doug Ford's Government Wants Housing Built Quickly, But This Project is in Limbo (article)

[29] COTTAGE LIFE  
RE: Fighting Fires with Fiery Volunteers (article)

DRAFT letter to Minister Leece, PA Sam Oosterhoff, NNDSB Chair Jay Aspin

February 11, 2022

RE: Parry Sound Mega School

Dear Minister Leece et al;

As a follow up to our delegation meeting with Parliamentary Assistance Sam Oosterhoff on January 24, 2022 and Board Chair's letter of January 21, 2022 this letter reinforces the position presented by the Regional Mayors that the population estimates used to calculate the Mega School enrollment are seriously flawed.

Specifically, the recent 2021 Census released this week by Statistics Canada confirm that the West Parry Sound area is growing at a rate of 13.9% over 5 years and that this increase is primarily in permanent resident population. This is in line with Premier Ford's analysis at the recent ROMA meeting indicating that rural and northern Ontario communities are growing at 18% per annum.

Chair Aspin's letter confirming that the 2013 calculations are still valid cannot be validated by any Federal or Provincial data.

We have had no follow up from our January 24, 2022 delegation and continue to request a new accelerated Accommodation Review Committee to ensure that the Mega School being built in Parry Sound will accommodate the growing family populations of the West Parry Sound Region.

We look forward to your immediate response.

Sincerely,

Mayor signatures

**THE CORPORATION OF  
THE TOWNSHIP OF THE ARCHIPELAGO  
BY-LAW NO. 2022-**

---

A By-law to amend By-law 2021-41, being a By-law to deem Lot 17 of Plan M-198, in the geographic Township of The Archipelago not to be a part of a registered plan of subdivision (Barrett, 190 Healey Lake Water)

---

**WHEREAS** Section 50(4) of the Planning Act, R.S.O. 1990, c.P.13, as amended, authorizes municipalities to enact by-laws to deem any plan of subdivision or part thereof, that has been registered for eight years or more, not to be a registered plan of subdivision;

**AND WHEREAS** on the 20<sup>th</sup> day of August, 2021, the Council of the Corporation of the Township of The Archipelago enacted By-law 2021-41 to deem Lot 17 of Plan M-198 not to be a part of a registered plan of subdivision;

**AND WHEREAS** Council deems it expedient to amend By-law 2021-41 to correct a typographical error;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE ARCHIPELAGO ENACTS AS FOLLOWS:**

1. By-law 2021-41 be amended to delete "Plan M-195" in Section 1 and be replaced with "Plan M-198".
2. This By-law shall come into force upon the final passing thereof.

**READ and FINALLY PASSED** in **OPEN COUNCIL** this 18<sup>th</sup> day of February, 2022.

**THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO**

---

**BERT LIVERANCE, REEVE**

---

**MARYANN MARTIN, CLERK**

**CORPORATION OF  
THE TOWNSHIP OF THE ARCHIPELAGO  
BY-LAW NO. 2021- 41**

---

To deem Lot 17 of Plan M-198, in the geographic Township of The Archipelago not to be a part of a registered plan of subdivision (Barrett, 190 Healey Lake Water)

---

**WHEREAS** Section 50(4) of the Planning Act, R.S.O. 1990, c.P.13, as amended, authorizes municipalities to enact by-laws to deem any plan of subdivision or part thereof, that has been registered for eight years or more, not to be a registered plan of subdivision;

**AND WHEREAS** the owners of Lot 17 of M-198, in the geographic Township of The Archipelago, have applied to purchase the shore road allowance fronting their property on Georgian Bay;

**AND WHEREAS** the owners have requested that Council deem the lot not to be a part of a registered plan of subdivision in order that the said lot may merge in title with the shore road allowance being stopped up, closed and conveyed;

**AND WHEREAS** Plan M-198 has been a registered plan of subdivision for more than eight years;

**NOW THEREFORE BE IT ENACTED** as a By-law of the Council of the Corporation of the Township of The Archipelago as follows:

1. That Lot 17 of Plan M-195, in the geographic Township of The Archipelago is hereby deemed not to be a part of a registered plan of subdivision.
2. The Solicitor for The Corporation of the Township of The Archipelago shall hereby be authorized and directed to sign, deliver and/or register electronically an "*Application By-law Deeming Plan Not A Plan*" on behalf of The Corporation of the Township of The Archipelago.

This By-law shall come into force and take effect on the day of the final passing thereof.

**READ and FINALLY PASSED** in **OPEN COUNCIL** this 20<sup>th</sup> day of August, 2021.

  
BERT LIVERANCE, REEVE

  
MARYANN WEAVER, CLERK

