

REVISED AGENDA

COMMITTEE OF THE WHOLE



Thursday, May 20, 2021

9:15 a.m.

Via Zoom Meeting

9 James Street, Parry Sound, Ontario

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



(Add-on)

- ❖ The Committee of Adjustment will meet at 1:00 p.m. to consider four applications.

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

1. **WPS Economic Development Collaborative Steering Committee – WPSEDC Terms of Reference**

Pages: 1-8

2. **Strategic Plan Update**

3. **Financial Services Update**

Pages: 9-10

4. **Internet Connectivity – Guiding Principles Document**

Pages: 11-15

5. **Legal Update**



6. LCBO Convenience Outlets - Update

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

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



7. OPP Detachment Boards

Pages: 110-112

10:15 a.m. PLANNING AND BUILDING (O)

1. Building Permit Summary

Pages: 16-18

2. Zoning By-law Amendment Application-Z01-21 (Briggs)

Page: 19-27

3. Site Plan Development Application-Henhoeffer/Cooley SP02-21

Pages: 28-60

11:00 a.m. ENVIRONMENT (O)

**1. Septic Information Packages distributed to Property Owners
For information purposes**

Pages: 61-67

2. Great Lakes St. Lawrence Cities Initiative – Call for Resolutions

Pages: 68-69

**3. Heather Sargeant, Georgian Bay Forever - Bill 279 – Microplastics
Filters for Washing Machines**

Pages: 70-73

**4. Bill 228 – Keeping Polystyrene Out of Ontario's Lakes and Rivers Act
Update**

5. Land Supply Study - Update

11:45 a.m. PUBLIC WORKS (O)

1. Island Sites Waste and Recycling Barging Services Renewal

Pages: 74-83

2. By-law Amendments and Repeals

Pages: 84-87

3. Wayward Docks Update

Pages: 88-94

4. Operational Services Update

Pages: 95-109

12:30 p.m. LUNCH

1:00 p.m. COMMITTEE OF ADJUSTMENT (O)



REPORT

TO: WPS Economic Development Collaborative Steering Committee
FROM: James Cox, Regional Economic Development Officer
DATE: April 20, 2021
RE: WPSEDC Terms of Reference

1.0) Purpose

The purpose of this report is to update municipal councils on the implementation of the West Parry Sound Economic Development Collaborative (WPSEDC) structure, request approval of the revised WPSEDC Terms of Reference, and appoint the head of Council (or designate) as a representative to the Board of Stakeholder Municipalities.

2.0) Background

The WPSEDC was created in early 2018 as a successor organization to the Regional Economic Development Advisory Committee (REDAC). REDAC was a working group of business leaders and municipal representatives that provided high-level guidance to economic development initiatives in West Parry Sound. The group, in partnership with the Parry Sound Area Community Business Development Corporation, received funding from FedNor's Community Investment Initiative for Northern Ontario (CiiNO) to hire a Regional Economic Development Officer for a three-year term.

The transformation of REDAC into the WPSEDC was driven by the need to become more action oriented. Strategic planning done throughout 2017 indicated that while REDAC was effective in identifying economic development opportunities and challenges, it lacked the resources, mechanisms, and authority to effectively address them. The WPSEDC structure was developed to provide improved municipal oversight while maintaining input and advice from community business leaders.

The Terms of Reference for the WPSEDC were approved by the member municipal councils in early 2018. Under this model, the WPSEDC is made up of three groups:

- A Board of Municipal Stakeholders, comprised of the Heads of Council of member municipalities, who provide high-level strategic direction and focus;
- A Steering Committee, comprised of the CAOs of member municipalities, to provide day-to-day oversight and direction to the Regional EDO; and
- A Core Group of Advisors, comprised of business leaders and volunteers, who act as an informal 'brain trust' and advise on specific projects.

The Steering Committee was formed in early 2018 to manage the work of the Regional EDO. To date, the rest of the proposed structure has not been implemented.

In 2020, FedNor approved a second term of CiiNO funding for the WPSEDC. A Regional EDO was hired and started in their position in December 2020, with a mandate to improve West Parry Sound as a destination for business. The Regional EDO is primarily focused on improving business retention and expansion, guiding pandemic recovery, and building sustainable economic development support.

Sustainability is an important aspect of economic development; business confidence is dependant on a consistent and reliable level of support coming from their municipality. The grant-funded nature of many previous economic development initiatives has created challenges in sustaining support. The WPSEDC model was originally developed to mitigate these challenges, and the full implementation of the model is required to do so.

The Steering Committee and Regional EDO have revisited the WPSEDC Terms of Reference to ensure that they are consistent with current operating procedure and reflect the current economic development priorities of West Parry Sound. The first step to fully implementing the WPSEDC model is to formally appoint the Board of Stakeholder Municipalities. Each member municipality is being asked to appoint a representative to the Board. A separate recruitment process for the Core Group of Advisors is being run simultaneously.

3.0) Financial Implications

There is no immediate financial impact to this report. Project costs for the WPSEDC are funded through a combination of grant funding and municipal contributions. FedNor has approved \$290,250 in grant funding over a three-year term from 2020-2023, which covers approximately 72% of the total employment and travel costs for the Regional EDO. The remaining \$114,750 in employment costs and the budgeted \$35,000 in project costs is provided by the annual municipal contributions, paid annually to the WPSEDC in the proportions laid out in the Terms of Reference. In October 2020, all member municipalities passed resolutions committing to fund their share of employment costs, defined through the cost-sharing ratio, over the three-year employment contract of the Regional EDO. Municipal contributions will be advanced annually through the regular budget process.

4.0) Conclusion

The WPSEDC is a unique model for regional economic development, that allows member municipalities to collaborate with each and other supportive partners to improve the regional business environment. The full implementation of the WPSEDC model will more effectively allow the member municipalities and their community partners to advance and sustain progress in regional economic development.

Respectfully submitted,



James Cox
Regional Economic Development Officer

Attachments:

Schedule A) West Parry Sound Economic Development Collaborative Terms of Reference

West Parry Sound Economic Development Collaborative

Terms of Reference

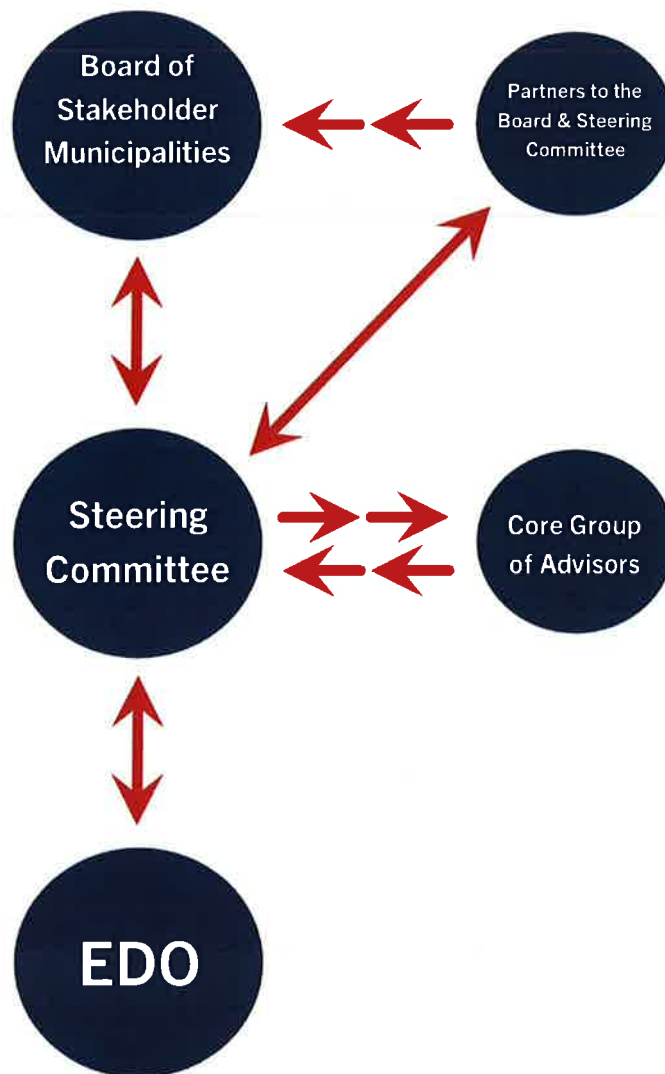
Updated: March 25, 2021

Vision

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

Structure

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



Funding

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

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

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

Municipal Stakeholders Board

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

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

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

Partners to the Board

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

Steering Committee

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

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

Core Group of Advisors

- a) The Core Group of Advisors will be comprised of private, public, and non-profit sector members.
- b) The Core Group of Advisors will be appointed for a four-year term by the Board based on selection criteria, industry sectors, and areas of expertise. Term is to coincide with the term of Council. These representatives are non-voting, resource members.
- c) The Core Group of Advisors may provide the Steering Committee Chair with potential items for the monthly agenda. These items are to be received by the third Monday of each month;

summer months excepted. Inclusion of any items on the agenda is at the discretion of the Chair in collaboration with the EDO.

- d) Once the agenda has been set, the Core Group of Advisors are to select representatives to attend the meeting who can speak to the items on the agenda. Core Group of Advisors are welcome to attend the monthly meetings and identify a spokesperson for items they have brought forward to the agenda.
- e) Monthly Steering Committee meetings with the Core Group of Advisors will be in a roundtable/working meeting format and agenda based.
- f) The role of the Core Group of Advisors is to provide support to the Steering Committee and the Regional EDO in the capacity of mentorship, advisors, 'think-tank', and sounding board.
- g) The Core Group of Advisors are encouraged to meet freely throughout the year.

Rules of Procedure

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

WHEREAS the West Parry Sound Economic Development Collaborative (WPSEDC) is a partnership between the seven municipalities of West Parry Sound, originally created in 2018 with a mandate to improve the region's business environment;

AND WHEREAS member municipalities approved the WPSEDC Terms of Reference in early 2018, which created a collaborative governance model involving a Board of Municipal Stakeholders, a Core Group of Advisors, a Steering Committee, and a Regional Economic Development Officer (EDO);

AND WHEREAS the Steering Committee and the Regional EDO are the only elements of this model had have been implemented to date;

AND WHEREAS FedNor approved funding for a period ending November 2023 to hire a Regional Economic Development Officer for a three (3) year term, with contributing funding coming from member municipalities;

AND WHEREAS all member municipalities passed resolutions of Council in October 2020 confirming their commitment to the WPSEDC;

AND WHEREAS the Steering Committee and the Regional EDO have recommended amendments to the WPSEDC Terms of Reference in order to reflect current operating procedures and economic development priorities;

AND WHEREAS the WPSEDC structure requires a Board of Stakeholder Municipalities, comprised of the Heads of Council (or designate) of the member municipalities, to provide high-level strategic direction to the WPSEDC;

THEREFORE BE IT RESOLVED that the Municipality adopts the updated WPSEDC Terms of Reference;

AND FURTHER that the Municipality hereby appoints _____ to the Board of Stakeholder Municipalities.

The Township of The Archipelago

Information Report to Council

Report No.: FINANCE-2021-01

Date: 20th May 2021

Originator: Erin Robinson, Chief Financial Officer

Subject: Financial Services Update

Policy & Accounting Practices

Financial policies and procedures have been reviewed; internal audit procedures performed for the payroll, accounts receivable, accounts payable and cash control procedures. Finance staff will be implementing several small changes to help create efficiencies, greater segregation of duties and to allow for backup procedures.

Policy review has begun; and I will be working with the CAO to prioritize the updates required.

Completed meetings with most senior managers and managers to review finance related procedures in their department and to identify areas of improvement. Work has begun in this area to provide managers with their requests as well as researching financial related options to help streamline some of our current processes.

Financial Audit

Our annual audit is progressing well and is on track to be completed within the next few weeks.

Asset Management

A thorough review of the current asset management plan is ongoing; including developing a work plan to enable the Township to meet the 2022 legislative requirements. I am currently reviewing upcoming workshops and training opportunities specifically related to levels of service and developing risk management strategies within the plan.

Annual Work List Calendar

Finance staff is currently working on a draft of the annual work list calendar; ensuring we have input from all levels of staff to thoroughly capture items within the finance department.

Respectfully Submitted,



Erin Robinson
Chief Financial Officer

I concur with this report,



John B. Fior
Chief Administrative Officer

The Township of The Archipelago

Information Report to Council

Report No.: Corporate Services-2021-07

Date: May 13, 2021

Originator: Glen Barnden, Consultant – Internet Connectivity

Reviewed by: Joe Villeneuve, Manager of Corporate Services

Subject: Internet Connectivity – Guiding Principles Document

RECOMMENDATION

That Council accept the recommendation of the Connectivity AdHoc Committee to adopt the Guiding Principles for broadband infrastructure and high speed internet service development within the Township of the Archipelago.

BACKGROUND / HISTORY

The Acquisition of the former MNR Tower in Parry Sound, renamed the WPS Smart Tower, has become a critical corner stone in backbone development for high speed internet infrastructure for the Township of the Archipelago and other West Parry Sound municipalities. This has led to significant interest from ISP's to attach equipment to the tower for their network development which may or may not be in the best interest of the Archipelago as a whole.

The CENGN Pilot Project has enabled backbone development to a tower in Carling Township which has led to a tower build in the Industrial Park with an aim to build a tower in Pointe au Baril that can then bring service to consumers in that community.

With these current and potential future builds there will be requests from Internet Service Providers (ISPs) and Wireless Internet Service Providers (WISPs) for access to existing infrastructure and/or requests to build new infrastructure to develop/enhance their networks.

Further, there will be other broader requests from interested parties for information and guidance as they relate to connectivity and broadband initiatives. The Township will be engaged on many interests and proposals where it will be necessary and beneficial to refer to a document to help guide its involvement efforts.

Several months ago the Connectivity AdHoc Committee recognized the need to develop management priorities for the SMART Tower and a strategy to encourage WISP participation in our market place. The Guiding Principal document provides a framework to ensure that the best interests of our citizens are being addressed during discussions with ISPs and WISPs wishing to build or access broadband infrastructure within the Township of the Archipelago.

In addition to providing a Guide for discussions with interested network parties and addressing citizens' concerns, it enables the Township to move forward and formally develop a connectivity strategy action plan, objectives, goals and policy that align with the Township's Official Plan's Primary and Secondary Objectives.

The Connectivity Ad Hoc Committee reviewed the document and discussed the need for a Guiding Principles document going forward. Township staff presented to the Committee on April 21st. The Committee passed the following resolution:

Resolution #2021-013.

THAT the Connectivity Ad Hoc Committee hereby recommends the Guiding Principles, as presented, to Council for their approval.

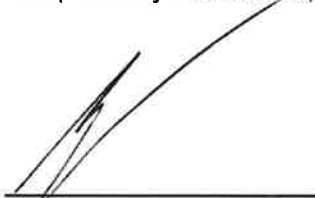
FINANCIAL IMPLICATIONS

These activities may have no cost associated with them if applied.

CONCLUSION

The Connectivity AdHoc Committee recommendation should be endorsed and restated in a Council Resolution.

Respectfully Submitted,




Glen Barnden
Consultant – Connectivity

Reviewed by,



Joe Villeneuve
Manager of Corporate Services

I concur with this report.



John Fior
Chief Administrative Officer

Enc. Guiding Principles

Guiding Principles | Township of The Archipelago Broadband Initiative

Current State

The residents and businesses of the Township of The Archipelago have struggled with lack of cost-effective, reliable, high-speed internet services for decades. Broadband initiatives from senior levels of government have not been applied in West Parry Sound (WPS), and our Township is under-served by the private sector for similar reasons; a perceived lack of critical mass.

Catalyst for Broadband Infrastructure Build

Our strategic objective is to be the *infrastructure catalyst* that delivers cost-effective, reliable, high-speed internet services and enable consumers and businesses to thrive no matter where they are located in the Township. This strategic objective demands an innovative approach by a small municipality.

This innovative approach is demonstrated in our acquisition of a surplus MNR tower in Parry Sound, now named the WPS SMART Tower, in recognition of its critical role in all WPS municipal broadband initiatives. Modernization funds are now being directed towards the building of a backbone network that links fibre-based bandwidth from Parry Sound to the South and North Archipelago.

Guiding Principles

Our path forward is guided by the following principles:

1. Ensure cost-effective, high speed internet service is available to all segments of our community; namely, permanent residences, seasonal residences, businesses, government facilities, on-shore, off-shore, etc.
2. We recognize that our community segments have different internet requirements, but share a common need for reliable, cost-effective high-speed internet solutions.
3. We support and encourage *consumer choice* for our residents and to address different segment needs.
4. There is room for many different technologies and vendors for the delivery of internet services and to ensure redundancy.
5. The Township recognizes, encourages, and considers internet service companies that have previously invested in our community and supported service to it.
6. The Township will consider and support Canadian solutions first, and North American solutions second, as a Canadian government institution.

For Consideration

The Township's official vision:

“ Ensure that reliable, cost-effective high-speed internet service is available to all segments of our community; namely, permanent residences, seasonal residences, businesses, government facilities, on-shore, off-shore, etc. ”

Q&A

WHY DOES THE TOWNSHIP OF THE ARCHIPELAGO FEEL THIS IS IMPORTANT?

The availability of cost-effective, high-speed internet is foundational in successful communities in Ontario.

- Rural northern communities have long suffered from lack of proper internet.
- Slow speeds, unreliable service, and expensive rates have created a substantive disparity for families, businesses, and seasonal residents who live in the Township.
- The COVID-19 pandemic has exacerbated the need for high speed, reliable internet services at cost-effective rates for distance learning, work from home, video social events, and others.

HOW CAN A SMALL MUNICIPALITY DO THIS?

There are a number of ways municipalities in southern Ontario have accelerated the provisioning of high-speed internet services in their rural communities. The Township will take advantage of a number of strategies to encourage the development of high speed, cost-effective, reliable internet services.

HOW CAN MUNICIPALITIES CAN ACCELERATE BROADBAND EXPANSION?

They include:

- Leverage private-public partnerships: form partnerships with service providers and seek private investment.
- Create network backbone that service providers can utilize to serve our marketplace.
- Encourage internet service companies that have previously invested in our communities and supported service to our Township.
- Establish policies to promote broadband deployment, such as build once and share infrastructure.
- Reserve funds to leverage external funding opportunities from more senior levels of government.
- Partner with neighbouring municipalities and First Nations.
- Municipality can become a competitive ISP and compete with the private sector.

WHAT CAN THE TOWNSHIP BRING TO THE TABLE?

- The Township owns the West Parry Sound SMART Tower that can exploit existing fibre-based networks provisioned in/to Parry Sound;
- Leverage our SMART Tower and other municipal assets/infrastructure:
 - Maintain infrastructure for Township's business continuity and internal needs;
 - Explore leasing existing towers (colocation) and potential tower enhancements based on a sustainable business plan.
- Invest in adjoining tower infrastructure to extend service to our municipality, e.g., Parry Sound Area Industrial Park;
- Leverage the 96+km of Henvey Wind Transmission Corridor infrastructure that the Township facilitated the installation of dark fibre capacity for its own use;
- Off-shore municipal assets, off-shore community partners, and a market with pent-up demand for reliable, cost-effective, high-speed internet.

WHAT ARE THE TOWNSHIP'S TOP PRIORITIES?

- Connectivity for all residents allowing them to participate fully in the digital world.
- Recognition by service providers that our community segments have different internet requirements, but share a common need for reliable, cost-effective high-speed internet solutions.
- Consumer choice for our residents and services that address different segment needs.
- Room for many different technologies and vendors for the delivery of internet services and to ensure redundancy.
- Reduction of visual impact while permitting the development of high-quality networks.
- Leverage broadband to foster economic development, business attraction, expansion, and retention.
- Connectivity for the Township's municipal needs.
- Support Canadian solutions first, and North American solutions second, as a Canadian government institution

Permit Comparison Summary

Issued For Period APR 1,2021 To APR 30,2021

| Name | Type | Number | Property |
|------------------------------|--------------------------|-----------|---------------------|
| MATTHEWS, LINDA | -SEWAGE CLASS 5 | 2021-0054 | 1 A774 ISLAND |
| MACLEOD MARY ANNE | -SEWAGE CLASS 4 | 2021-0055 | |
| SCHATZ, JOAN MICHENER | -SEWAGE CLASS 5 | 2021-0056 | 1 A408 ISLAND |
| GOSLING, JANE ELIZABETH | -SEWAGE CLASS 4 | 2021-0057 | 21 BASAHGIM RD |
| SCHMID, SYLVIA | -DEMOLITION | 2021-0058 | 246 B704 ISLAND |
| KREPS, WILLIAM | -DEMOLITION | 2021-0059 | 328 HEALEY LAKE |
| HIW PROPERTY HOLDINGS GP INC | -DEMOLITION | 2021-0060 | 1874 HIGHWAY 69 |
| STEPHENSON, DONALD GORDON | -SLEEPING CABIN | 2021-0061 | 129 B704 ISLAND |
| LISTER, JOHN CONRAD | -ACCESSORY BUILDING | 2021-0062 | 1 A698 ISLAND |
| COOK, NIGEL | -SLEEPING CABIN | 2021-0063 | 15 A26 ISLAND |
| COOK, NIGEL | -DOCK | 2021-0064 | 15 A26 ISLAND |
| MISIAK, RAYMOND | -GARAGE/STORAGE BUILDING | 2021-0065 | 23 GEORGIAN BAY |
| NICHOLAS, NICK | -LIVING ADDITION | 2021-0066 | 1 B723 ISLAND |
| SPEARING, STEVEN PAUL | -LIVING ADDITION | 2021-0067 | 27 MOONLIGHT CRT |
| LATTER, DAVID | -LIVING ADDITION | 2021-0068 | 573 HEALEY LAKE RD |
| HENSCHER, ROBERT TODD | -RENOVATION | 2021-0069 | 46 NORTH FORK RD |
| HICKS, SUSAN MICHELLE | -LIVING ADDITION | 2021-0070 | 102 S CRANE LAKE RD |
| CARR, JEFFREY | -SEWAGE CLASS 5 | 2021-0071 | 1 B485 ISLAND |
| JOHNSTON, THOMAS | -SEWAGE CLASS 5 | 2021-0072 | 1 A125 ISLAND |
| BARRIE, STEPHEN MICHAEL | -SEWAGE CLASS 5 | 2021-0073 | 1 A14 ISLAND |
| WILKIN, ALISON | -SEWAGE CLASS 4 | 2021-0074 | 10 A681 ISLAND |
| MYERS, ANDY | -SEWAGE CLASS 4 | 2021-0075 | 14 B717 ISLAND |

Permit Comparison Summary

Issued For Period APR 1,2021 To APR 30,2021

| | Previous Year | | | Current Year | | |
|--------------------------|---------------|--------|-------|--------------|----------|------------|
| | Permit Count | Fees | Value | Permit Count | Fees | Value |
| -ACCESSORY BUILDING | 0 | 0.00 | 0.00 | 1 | 297.00 | 27,000.00 |
| -DEMOLITION | 2 | 100.00 | 0.00 | 3 | 150.00 | 0.00 |
| -DOCK | 0 | 0.00 | 0.00 | 1 | 50.00 | 8,000.00 |
| -GARAGE/STORAGE BUILDING | 0 | 0.00 | 0.00 | 1 | 514.00 | 46,800.00 |
| -LIVING ADDITION | 0 | 0.00 | 0.00 | 4 | 4,906.00 | 446,050.00 |
| -RENOVATION | 0 | 0.00 | 0.00 | 1 | 605.00 | 55,000.00 |
| -SEWAGE CLASS 4 | 0 | 0.00 | 0.00 | 4 | 1,750.00 | 80,000.00 |
| -SEWAGE CLASS 5 | 0 | 0.00 | 0.00 | 5 | 1,250.00 | 50,000.00 |
| -SLEEPING CABIN | 0 | 0.00 | 0.00 | 2 | 1,563.00 | 142,150.00 |

| | <u>Previous Year</u> | <u>Current Year</u> |
|---------------------------------|----------------------|---------------------|
| Total Permits Issued | 2 | 22 |
| Total Dwelling Units Created | 0 | 0 |
| Total Permit Value | 0.00 | 855,000.00 |
| Total Permit Fees | 100.00 | 11,085.00 |
| Total Compliance Letters Issued | 0 | 2 |
| Total Compliance Letter Fees | 0.00 | 0.00 |

BUILDING PERMIT SUMMARY (comparison 2020 to 2021)

2020

| Month | Total No. | Value | Fees | Permit Area (Sq. Feet) |
|---------------|-----------|-----------------------|--------------------|---------------------------|
| JAN | 4 | 75,800.00 | 493.00 | 516 |
| FEB | 5 | 107,800.00 | 497.00 | 500 |
| MAR | 6 | 1,520,500.00 | 17,179.00 | 7,533 |
| APR | 2 | 0.00 | 100.00 | 2,205 |
| MAY | | | | |
| JUN | | | | |
| JUL | | | | |
| AUG | | | | |
| SEP | | | | |
| OCT | | | | |
| NOV | | | | |
| DEC | | | | |
| TOTALS | 17 | \$1,704,100.00 | \$18,269.00 | 10,754 |

2021

| Month | Total No. | Value | Fees | Permit Area (Sq. Feet) |
|---------------|-----------|-----------------------|--------------------|---------------------------|
| JAN | 20 | 1,569,940.00 | 17,196.00 | 10,561 |
| FEB | 9 | 84,500.00 | 979.00 | 3,442 |
| MAR | 24 | 1,547,330.00 | 17,065.00 | 12,387 |
| APR | 22 | 855,000.00 | 11,085.00 | 11,037 |
| MAY | | | | |
| JUN | | | | |
| JUL | | | | |
| AUG | | | | |
| SEP | | | | |
| OCT | | | | |
| NOV | | | | |
| DEC | | | | |
| TOTALS | 75 | \$4,056,770.00 | \$46,325.00 | 37,427 |



9 James Street, Parry Sound, Ontario P2A 1T4
Telephone: (705) 746-4243 Fax: (705) 746-7301

TO: Chair Frost & Members of Planning & Building Committee

FROM: Cale Henderson, Manager of Development & Environmental Services

DATE: May 20, 2021

RE: Recommendation Report
Zoning By-law Amendment No. Z01-21
Part of Island D30, being Part 1 on Plan PSR-243
Designated as Parcel 7992 PSNS
in front of the geographic Township of Harrison

OWNER: BRIGGS, Paul

PROPOSAL:

The purpose of the proposed Zoning By-law Amendment is to rezone part of Island D30, being Part 1 on Plan PSR-243, designated as Parcel 7992 PSNS, in front of the geographic Township of Harrison, from the 'Private Club (PC)' Zone to the 'Coastal/Island Residential (CR)' Zone.

The effect of the proposed Zoning By-law Amendment is to allow the main use of the property to be residential and to enable the owner to construct a sleeping cabin(s) and a sauna as accessory uses.

The application is attached as Appendix A.

PLANNING INFORMATION

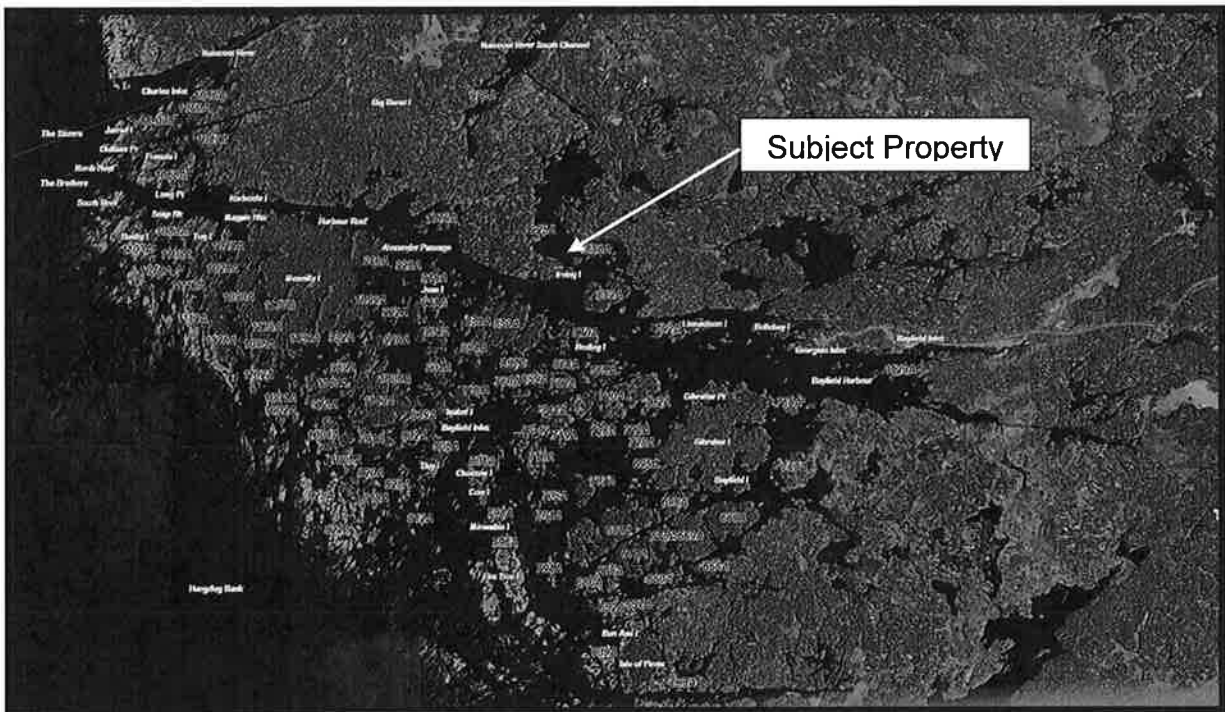
| | |
|------------------------------|---------------------------|
| Official Plan Neighbourhood: | Bayfield-Nares |
| Existing Zone: | Private Club (PC) |
| Existing Use: | Residential |
| Property Size: | 0.53 ha (1.3 acres) |
| Frontage: | +/- 120 metres (390 feet) |

BACKGROUND:

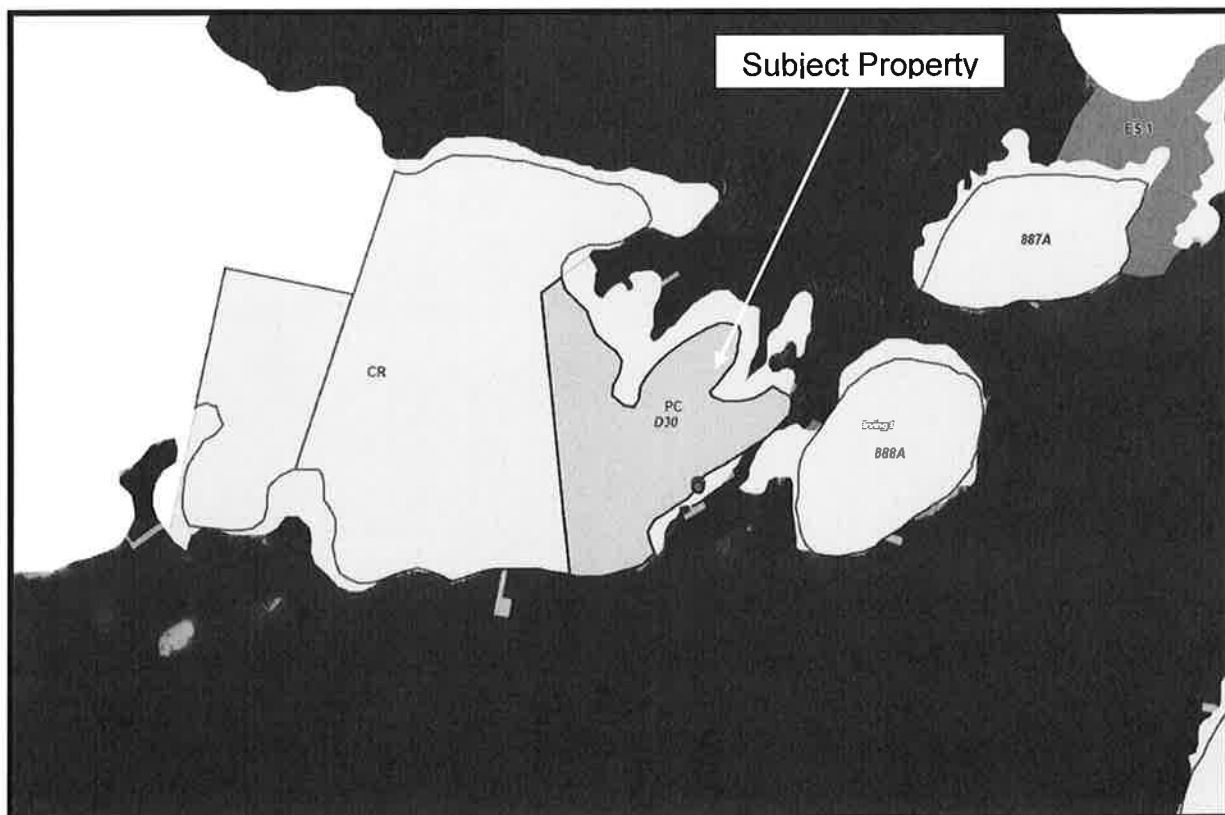
The subject property is located in the Bayfield-Nares Neighbourhood and is currently zoned Private Club (PC). A version of the current zoning has existed on the subject property since the original Zoning By-law for the Township of The Archipelago in 1983. The property was recently purchased by the current owner in 2019, and the owner has been using the subject property as a residential cottage. The owner approached the Township to construct an

accessory sleeping cabin; however, sleeping cabins are only permitted on residential properties.

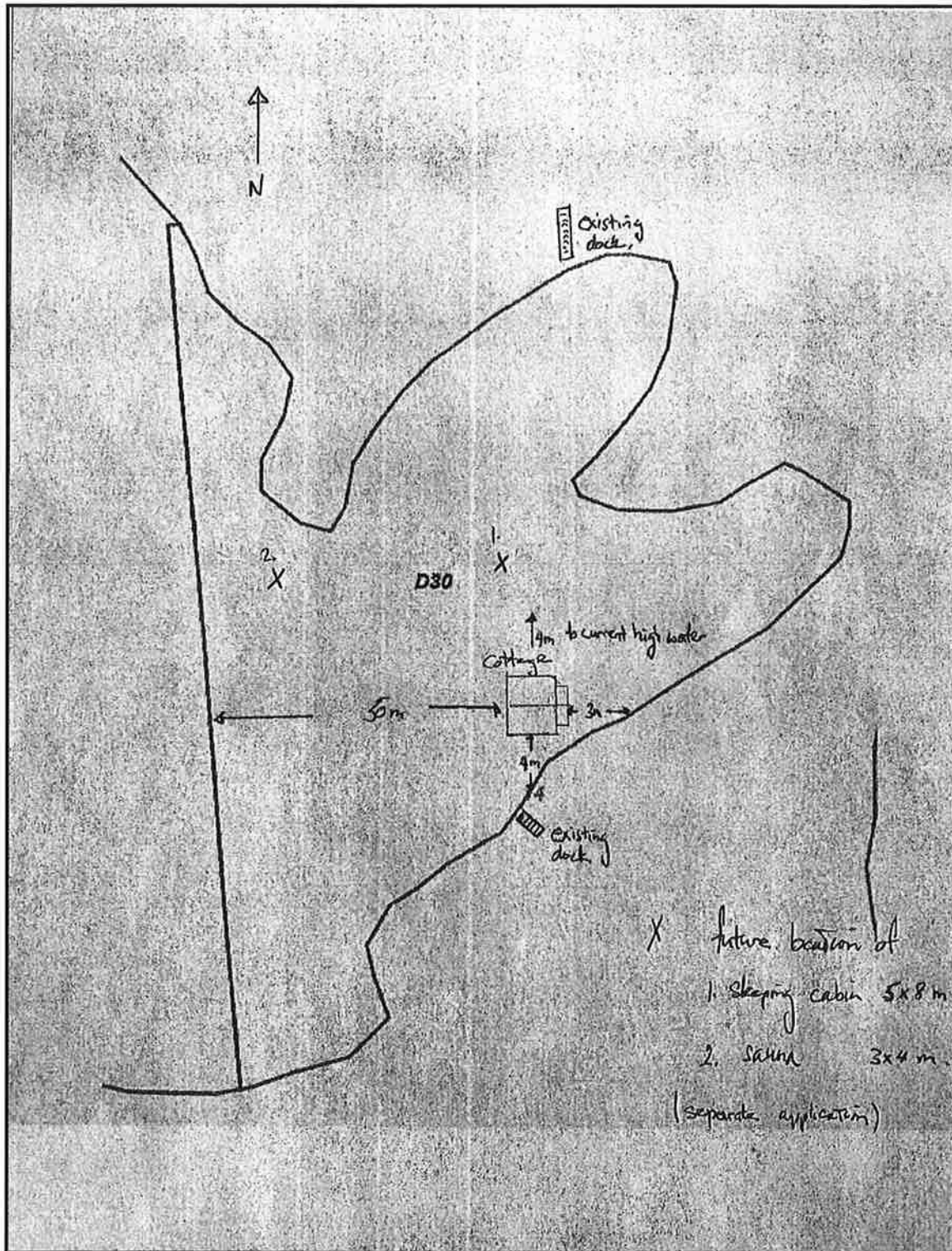
LOCATION MAP:



ZONING MAP:



SITE PLAN:



PLANNING ANALYSIS:

1. PROVINCIAL POLICY STATEMENT:

The Provincial Policy Statement (2020) 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 per Section 1.1.4 of the Provincial Policy Statement. Further, Policy 1.1.5.2 permits resource-based recreational activities on the subject property. As the proposal is not increasing development rights, an environmental review has not been requested.

Conclusion

The proposal appears to be consistent with the Provincial Policy Statement, as it allows for continued use of the property as a resource-based recreational use, without any additional impacts on the natural heritage features.

2. OFFICIAL PLAN:

Goal and Objectives

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

“to preserve the unique and high quality of the natural environment which leads to a recreational experience that is both relaxing and aesthetically appealing to property owners and visitors who use the area, and is designed to make both property owners and visitors realize that they share equally in the responsibility of attaining this goal.”

Section 4 of the Official Plan sets out the Objectives necessary to fulfill the above-noted goal and includes, among others:

- “1. Respecting, maintaining and improving the natural environment of the region, and of the UNESCO Biosphere Reserve, of which the Township is a part.*
- 2. Responding appropriately to the inevitable social and economic changes that will affect the demand for recreation in its many forms while maintaining a status quo philosophy in regard to the character of the present land use base;*
- 4. Protect and Preserve the water quality of the area;*
- 5. Ensuring the compatibility of land and water usage;*

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

Within Schedule C – Glossary of the Official Plan, Private Club is defined as:

‘Private Club: means one or more of the recreational land uses which existed in the Township on January 1, 1980, having in excess of two owners, containing three or more self-contained cottages, a main lodge, common or shared outbuildings and facilities.’

Section 6.17 of the Official Plan states:

'It was the policy of the Township that existing commercial operations be zoned for the commercial use specifically in existing on a property at the time of the formation of the Township on January 1, 1980'

'Lands currently zoned in a commercial zoning category where the commercial use has been abandoned shall have the commercial zoning category removed and replaced with the appropriate residential zoning.'

Although a private club would not necessarily be considered a 'commercial use', the Official Plan recognizes the similarities between the uses and the above policy is still applicable and is supportive of removing the current 'Private Club (PC)' zoning and reflect the current residential use of the property.

As the proposal will not result in any additional or increased development, rather it will result in a decrease in potential development, no environmental studies or additional information has been requested.

Conclusion

The proposal allows for the property to be used as a residential property, which would conform to the relevant policies of the Official Plan.

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

Below is a chart, summarizing and comparing the key general use provisions for the existing 'Private Club (PC)' zone and the proposed 'Coastal/Island Residential (CR)' Zone.

| Provisions | Zone Comparison | |
|-----------------------------|--|---|
| | Private Club (PC) | Coastal/Island Residential (CR) |
| Main Uses | <ul style="list-style-type: none">• A retail store• A dining hall• A lodge• A private recreational facility• A private club recreational facility• Boat docking, storage, sales, etc. | <ul style="list-style-type: none">• Residential Use |
| Accessory Uses | <ul style="list-style-type: none">• Buildings and structures and uses accessory to a Main Use.• On single detached dwelling or on dwelling unit in a non-residential building. | <ul style="list-style-type: none">• Accessory Residential Uses.• Bed & Breakfast• Home Occupation |
| Minimum Lot Frontage | <ul style="list-style-type: none">• 100 m | <ul style="list-style-type: none">• As existing |
| Minimum Lot Area | <ul style="list-style-type: none">• 2 ha | <ul style="list-style-type: none">• As existing |
| Lot Coverage | <ul style="list-style-type: none">• 1052 m² | <ul style="list-style-type: none">• 298 m² |
| Maximum Height | <ul style="list-style-type: none">• 15 m (main use) | <ul style="list-style-type: none">• 6 m |

| | | |
|------------------------|---|---|
| | <ul style="list-style-type: none">• 6 m (accessory use) | |
| Dwelling | <ul style="list-style-type: none">• Max GFA: 263 m²• Max TFA: 300 m² | <ul style="list-style-type: none">• Max GFA: 238 m²• Max TFA: 300 m² |
| Sleeping Cabins | <ul style="list-style-type: none">• Not permitted | <ul style="list-style-type: none">• 3 @ max 50 m² each |

The existing cottage may encroach into the minimum front yard setback of 7.5 metres (24.6 ft); however, as it exists, it is considered a legally non-complying structure and the proposed amendment would not alter that status.

RECOMMENDATION

It is recommended that Council approve the draft Zoning By-law Amendment and rezone the subject property from the 'Private Club (PC)' Zone to the 'Coastal/Island Residential (CR)' Zone.

Respectfully submitted,



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

APPENDIX 'A'
BY-LAW NO. A2098-21

**THE CORPORATION OF
THE TOWNSHIP OF THE ARCHIPELAGO
BY-LAW NO. A2098-21**

To amend By-law No. A2000-07 (the Comprehensive Zoning By-law) for part of Island D30, being Part 1 on Plan PSR-243, designated as Parcel 7992 PSNS, in front of the geographic Township of Harrison (BRIGGS)

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 effect of the Zoning By-law Amendment is to reflect the current and future residential uses on the subject property;

AND WHEREAS Council for the Corporation of the Township of The Archipelago, after review of the request, has deemed it appropriate to amend Comprehensive Zoning By-law No. A2000-07, as amended, and in particular to rezone part of Island D30, being Part 1 on Plan PSR-243, designated as Parcel 7992 PSNS, in front of the geographic Township of Harrison, from the 'Private Club' (PC) Zone to the 'Coastal/Island Residential' (CR) Zone;

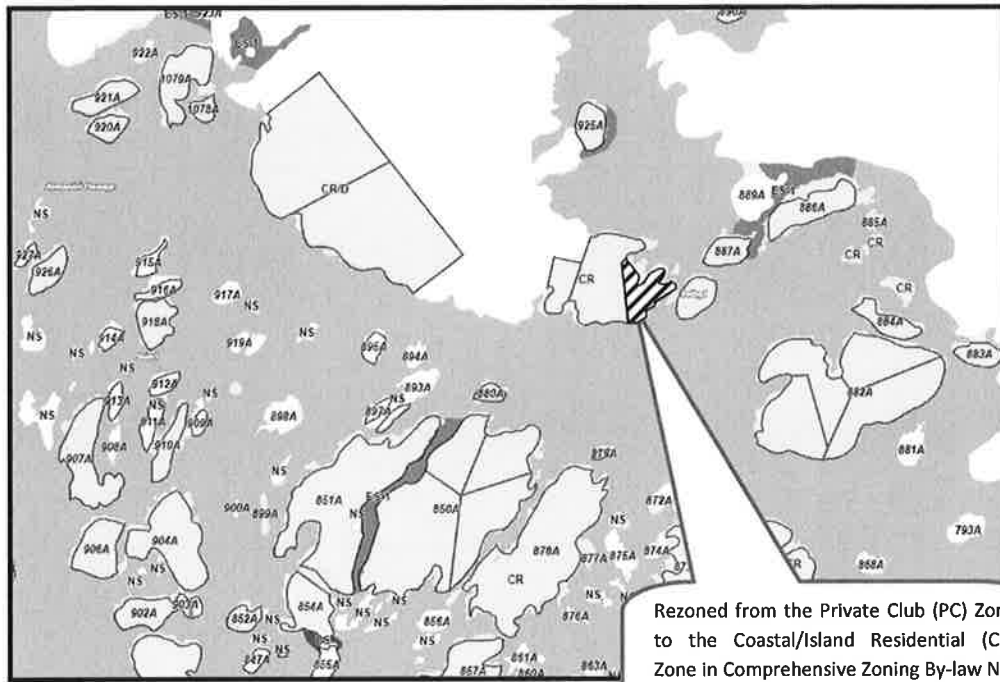
NOW THEREFORE BE IT ENACTED as a By-law of the Council of the Corporation of The Township of The Archipelago as follows:

1. Schedule 'A' of By-law No. A2000-07, as amended, is hereby further amended by rezoning Part of Island D30, being Part 1 on Plan PSR-243, designated as Parcel 7992 PSNS, in front of the geographic Township of Harrison, from the 'Private Club' (PC) Zone to the 'Coastal/Island Residential' (CR) 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 21st day of May, 2021.

REEVE

CLERK



Rezoned from the Private Club (PC) Zone to the Coastal/Island Residential (CR) Zone in Comprehensive Zoning By-law No. A2000-07, as amended.

SCHEDULE '1' to BY-LAW NO. A2098-21
READ AND FINALLY PASSED IN OPEN COUNCIL
THIS 21st DAY OF MAY, 2021

REEVE

CLERK



TO: Chair Frost and Members of the Planning & Building Committee

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

DATE: May 20, 2021

RE: HENHOEFFER, John & COOLEY, Leanne
Site Plan Development Agreement
Blackstone Lake Neighbourhood

BACKGROUND

The subject property, being Lot 16, Concession 10, except Part 1 on Plan 42R-2823, Parts 1 to 4 on Plan 42R-17868, Parts 1 to 3 on Plan 42R-20533 & Part 1 on Plan 42R-20846; S/T Part 1 on PSR-565, Part 2 on Plan 42R-2524, except Parts 1 to 3 on Plan 42R-17868; T/W Parts 2 and 3 on Plan 42R-17868, Part 1 on Plan 42R-20529, in the geographic Township of Conger (Blackstone Lake Neighbourhood) is currently vacant and the owners wish to develop it. Blackstone Lake is under site plan control, and as such, a site plan development application must be submitted and an agreement registered on title.

A draft copy of the Site Plan Development Agreement, including environmental assessments, is attached as Appendix A.

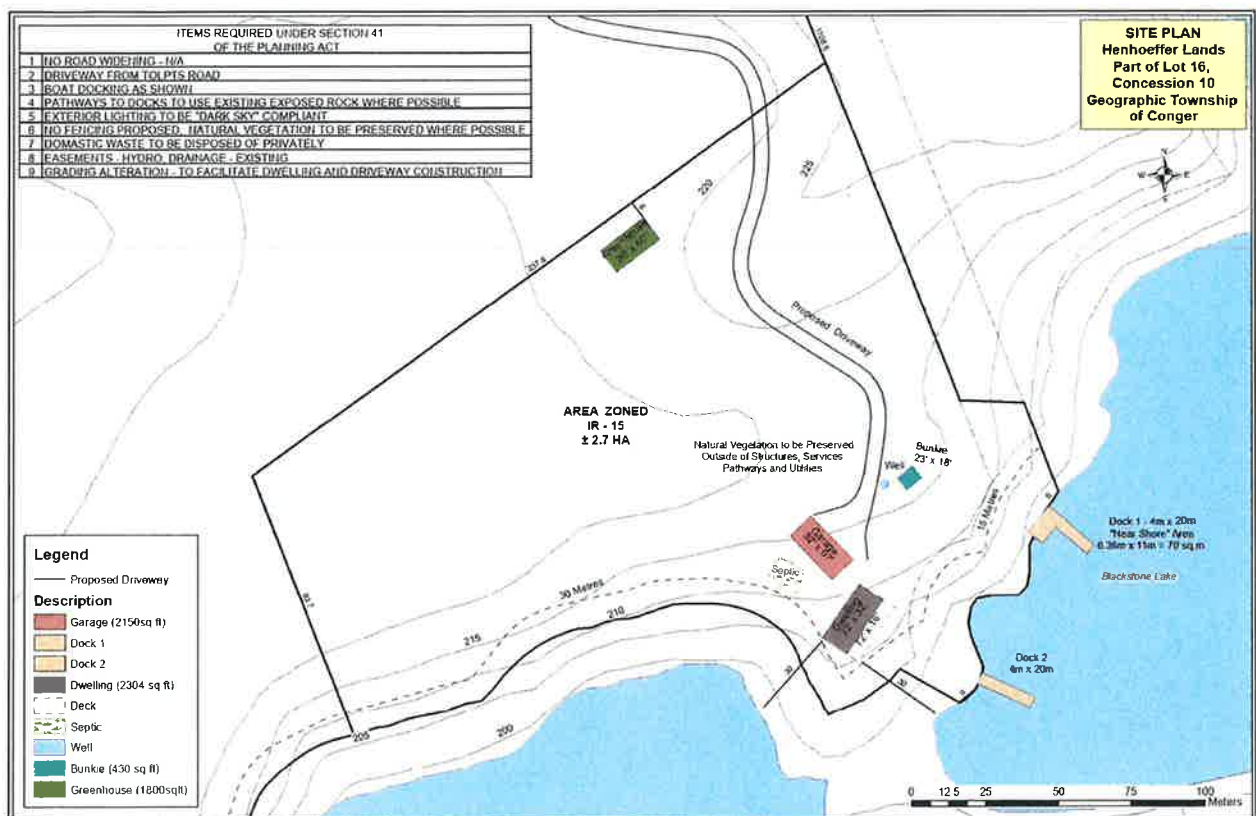
PLANNING INFORMATION

| | |
|------------------------------|---|
| Ward: | 5 |
| Official Plan Neighbourhood: | Blackstone Lake |
| Zoning: | Inland Lakes Residential (IR), Natural State (NS) & Environmentally Sensitive One (ES-1). |
| Lot Area: | 38 hectares (94 acres) +/- |
| Frontage: | +/- 125 metres (410 feet) |
| Access: | Tolpt's Road |

Although the proposed main dwelling has minimal vegetation to help screen visual impacts of development, it is proposed to be one storey in height and maintain a front yard setback of 30 m (100 ft). No final designs or elevations have been provided.

As part of previous Council approval in 2015 and to facilitate the recent construction of a driveway, two environmental assessments have been completed on the subject property. Both assessments are included in the agreement and the necessary provisions within the agreement to ensure current and future owners comply with the recommendations and mitigation measures within these assessments.

Below is a copy of the site plan illustrating the proposed development on the subject property.



RECOMMENDATIONS

It is recommended that Council approves the proposed development and enters into the attached site plan development agreement to be registered on title to the lands.

Respectfully submitted,

Cale Henderson

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

THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO

SITE PLAN DEVELOPMENT AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20____.

B E T W E E N:

**LEANNE ROBIN COOLEY
JOHN HENHOEFFER**

(hereinafter called the "OWNERS")

- 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 OWNERS have applied to the TOWNSHIP to permit development on the OWNERS' lands;

AND WHEREAS, pursuant to Section 41 of the Planning Act, R.S.O. 1990, c. P.13, as amended (the "Planning Act"), the Council of the TOWNSHIP, by By-law No. 83-47P, has designated the said lands as being within a site plan control area;

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" 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"- | Site Plan |
| Schedule "C"- | Species at Risk Assessment Prepared by: Riverstone Environmental Solutions Inc. Date: May 13, 2015 |
| Schedule "D"- | Site Assessment Prepared by: Riverstone Environmental Solutions Inc. Date: February 22, 2021 |

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 as provided for by Section 41(10) of the Planning Act, by the Township, 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 a building permit 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 a building permit or 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 Site Plan Agreement be submitted for approval and execution.

SECTION 5: PROVISIONS

- 5.1 The OWNERS agree to develop the subject lands in accordance with the Site Plan being Schedule "B" attached hereto, and agree that no work will be performed on the subject lands except in conformity with all provisions of this Agreement.
- 5.2 The OWNERS agree to comply with all of the recommendations within the Species at Risk Assessment Report, prepared by Riverstone Environmental Solution Inc., dated May 13, 2015, attached hereto as Schedule "C".
- 5.3 The OWNERS agree to comply with all of the recommendations within the Site Assessment Report, prepared by Riverstone Environmental Solution Inc., dated February 22, 2021, attached hereto as Schedule "D".
- 5.4 The OWNERS agree to maintain the existing tree coverage and vegetation on the subject property, with the exception of the removal of vegetation for the purposes of:
 - the construction and maintenance of the main dwelling and any additional accessory buildings and structures approved per Schedule "B";
 - the construction and maintenance of a septic field; and
 - the construction of paths and walkways to access the water.
 - the construction of the driveway, per Schedule "D".
- 5.5 The OWNERS agree that grading, or removal of soils, rock structures, placement of fill or soil, or any other site alteration will be minimized and limited to facilitate the permitted development.
- 5.6 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 as shown on Schedule "B" 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.
- 5.7 The OWNERS further 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 and waterways.
- 5.8 The OWNERS further agree to provide and maintain appropriate construction mitigation measures during any development 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 him or her from complying with all other applicable agreements, 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 This Agreement shall enure to the benefit of and be binding upon the respective successors and assigns of each of the parties hereto.
- 7.3 The OWNERS acknowledge that the Agreement is entered into under the provisions of Section 41(10) of the Planning Act, 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 Section 427 of the Municipal Act, 2001, S.O. 2001, c.25 as amended.
- 7.4 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:

OWNERS' NAMES AND ADDRESS: LEANNE ROBIN COOLEY

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

Leanne Robin Cooley

Witness

John Henhoeffter

THE CORPORATION OF THE
TOWNSHIP OF THE ARCHIPELAGO

Reeve
Bert Liverance

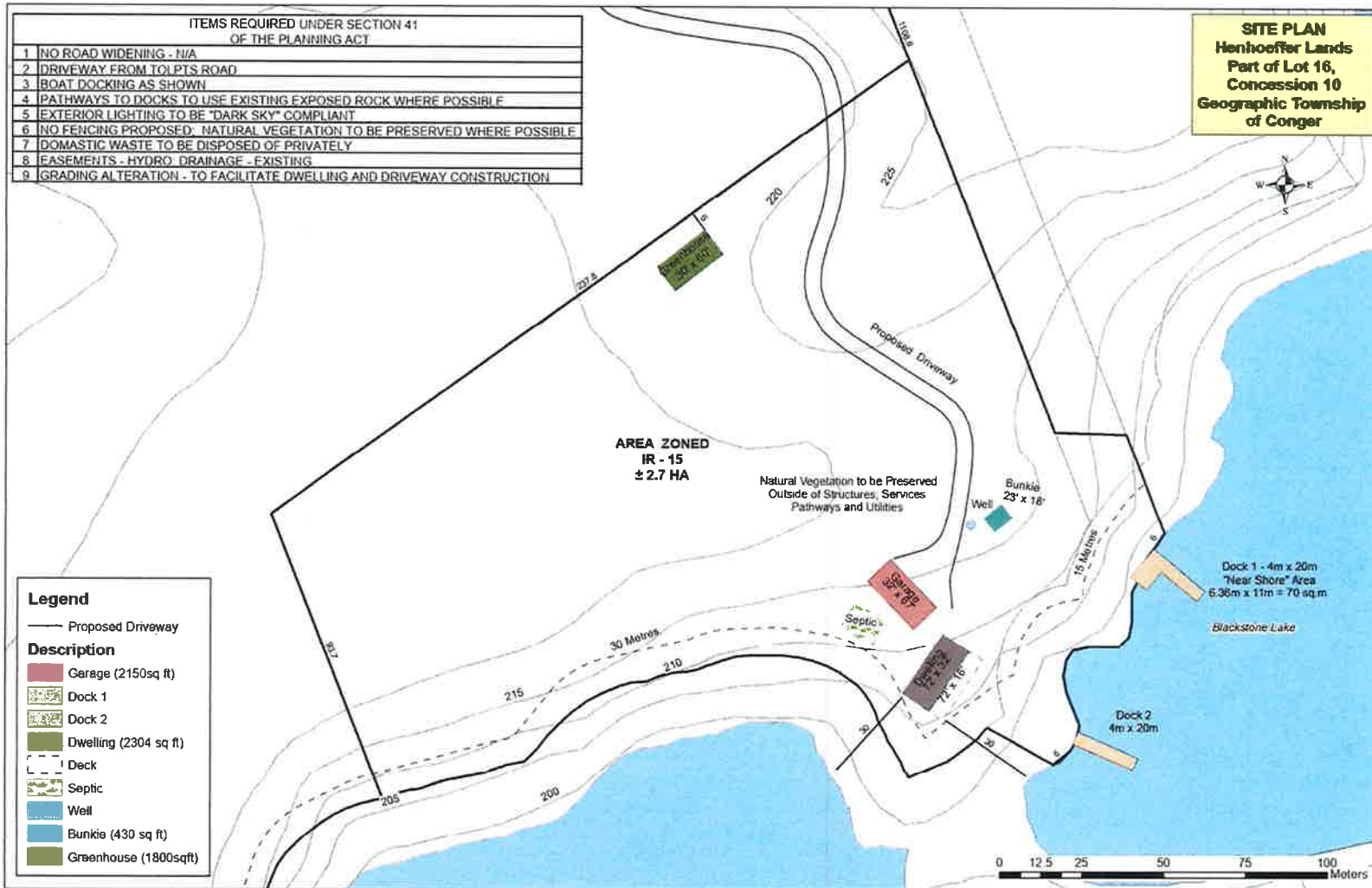
Clerk
Maryann Weaver

SCHEDULE "A"

LEGAL DESCRIPTION OF THE LANDS

Lot 16, Concession 10, except Part 1 on Plan 42R-2823, Parts 1 to 4 on Plan 42R-17868, Parts 1 to 3 on Plan 42R-20533 & Part 1 on Plan 42R-20846; S/T Part 1 on PSR-565, Part 2 on Plan 42R-2524, except Parts 1 to 3 on Plan 42R-17868; T/W Parts 2 and 3 on Plan 42R-17868, Part 1 on Plan 42R-20529, subject to an easement as in GB130898.

PIN 52191-0867



SCHEDULE "B"
SITE PLAN

SCHEDULE "C"
SPECIES AT RISK ASSESSMENT



RIVERSTONE

ENVIRONMENTAL SOLUTIONS INC.

May 13, 2015
RS# 2014-111

Len McCurdy
c/o John Jackson
John Jackson Planner Inc.
70 Isabella Street, Unit#110
Parry Sound, ON
P2A 1M6

**SUBJECT: Species at Risk Assessment – McCurdy Property, Blackstone Lake,
Township of the Archipelago**

Dear John:

It is our understanding that Mr. McCurdy owns four separate parcels of land along the southwest shore of Blackstone Lake, all with varying lengths of frontage on Blackstone Lake (Part 14, Reference Plan 42R-16554; **Figure 1**); one of the parcels that is proposed for rezoning and future development is the subject of this assessment. Parcel D is the most southern portion of the lands owned by Mr. McCurdy; this parcel has frontage along Blackstone Lake proper as well as a small elongated bay (**Figure 1**). The current proposal includes the rezoning of lands associated with Parcel D to permit the eventual development of the lot as a water access only property. The entire shoreline frontage of the parcel has an ESI zoning, which corresponds to Type 1 Fish Habitat identified by the MNRF. RiverStone completed a Fish Habitat Assessment in late 2014 to document site conditions and make recommendations regarding the field verified locations of critical fish habitat and appropriate areas for docking on Parcel D. Upon consultation with the Township of the Archipelago, in addition to Fish Habitat an assessment of habitat for Species at Risk and potential impacts is required to allow development on the southern Parcel D. This letter report is intended to provide the necessary information related to Species at Risk required for the development of Parcel D to be considered by the Town and is provided as a companion to our Fish Habitat Assessment completed in December 2014.

SITE ASSESSMENT / EXISTING CONDITIONS

Information pertaining to the natural features and functions of the property and the surrounding lands was obtained from the following sources:

- Species at Risk (SAR) by Township tool provided by Parry Sound District MNR (“SAR in PS District v5.0.xls”) regarding the SAR potentially occurring in the geographic township of interest (January 2015).
- SAR range maps
http://www.mnr.gov.on.ca/en/Business/Species/2ColumnSubPage/MNR_SAR_WHATS_AT_RISK_EN.html
- Online databases of the Natural Heritage Information Centre (NHIC) regarding information on occurrences of species of conservation interest on or adjacent to the subject property, as well as

significant natural areas (accessed May 2015)

<http://www.giscoeapp.lrc.gov.on.ca/web/MNR/NHLUPS/NaturalHeritage/Viewer/Viewer.html>

- Online databases of the Ontario Breeding Bird Atlas (OBBA) project and the Atlas of the Breeding Birds of Ontario, 2001–2005 (Cadman et al. 2007) regarding birds that were documented to be breeding in the vicinity of the subject lands during the 2001–2005 period (atlas square numbers: 17NL70, 17NL71, 17NL80, 17NL81)
<http://www.birdsontario.org/atlas/squareinfo.jsp>
- Digital Ontario Base Maps (OBMs; 1:10,000)
- Colour aerial photography of the property (digital orthophotos: leaf-off; spring 2004)
- RiverStone's in-house databases and reference collections
- On-site investigations by RiverStone staff (see below)

Habitat-based Approach

Properly assessing whether an area is likely to contain species of conservation interest for the purposes of determining whether a proposed development is likely to have a negative impact is becoming more difficult as the number of listed species increases. Approaches that depend solely on documenting the presence of individuals of a species in an area almost always underrepresent the biodiversity actually present because of the difficulty of observing species that are usually rare and well camouflaged. Given these difficulties, and the importance of protecting habitats of SAR, fish, and other species of conservation interest, RiverStone's primary approach to site assessment is habitat-based. This means that our field investigations focus on *evaluating the potential for features within an area of interest to function as habitat for species considered potentially present, rather than searching for live specimens*. An area is considered potential habitat if it satisfies a number of criteria, usually specific to a species, but occasionally characteristic of a broader group (e.g., several turtles of conservation interest use sandy shorelines for nesting, numerous fish species use areas of aquatic vegetation for nursery habitat). Physical attributes of a site that can be used as indicators of its potential to function as habitat for a species include structural characteristics (e.g., physical dimensions of rock fragments or trees, water depth), ecological community (e.g., meadow marsh, rock barren, coldwater stream), and structural connectivity to other habitat features required by the species. Species-specific habitat preferences and/or affinities are determined from status reports produced by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC), Cadman et al. (2007), published and unpublished documents, and direct experience.

Species at Risk

RiverStone's primary approach to site assessment is habitat-based. For species and ecological communities of conservation interest, this approach involves both desktop and on-site assessments following a six-step process. Prior to our on-site assessment, the first step in our SAR screening is to compile a list of all SAR that may be present, regardless of habitat preferences. Multiple sources are used to screen and compile this list of species, including the NHIC database, Ministry of Natural Resources and Forests SAR Regional Tool, Ontario Breeding Bird Atlas (OBBN), and species range maps from COSEWIC and COSARO status reports. The second step reviews the habitat features on the site based on features that can be observed from recent aerial photography to determine if suitable habitat is available on the subject property or adjoining lands for each of the potential SAR. The data from Step 2 directs the site assessment (i.e., Step 3), where habitat features are documented on the property and adjoining lands where access, visual or otherwise, is permitted. Step 4 assesses the potential

for negative impacts to the species or habitat based on activities that would be permissible by the proposed development. Mitigation measures are then recommended in Step 5 to alleviate potential negative impacts on SAR that have the potential to occur on the subject property. Finally, Step 6 of our assessment considers whether negative impacts to SAR are possible when all the relevant factors (Steps 1-5) are considered. Through the assessment process if it is determined that a species or their habitat does not exist on the subject property or adjoining lands, no further assessment is undertaken. The results of these assessments, as well as further descriptions of the methodology and rationale employed are provided in **Appendix 1**.

Several species of conservation interest were determined to have habitat, or be present, on the subject property and adjoining lands. Ecological communities of conservation interest were also determined to be present. See **Appendix 1** for a detailed technical description of RiverStone's assessment.

Based on the initial steps of our desktop analysis, 17 endangered or threatened species, 13 special concern species, and 2 species of local or regional conservation interest had the potential to occur on the property or on adjacent lands. Following review of the aerial photographs and our site assessment, one endangered or threatened species and 8 special concern species have the potential to use features found on the property. Consideration for the potential for these species to be impacted by the proposed development led to the development of recommendations to reduce the likelihood of negative impacts to an acceptable level (see below).

IMPACT ASSESSMENT AND RECOMMENDATIONS

The purpose of our assessment was to determine if habitat for Species at Risk on lands identified as Parcel D, for the purposes of a rezoning application to permit future development of the lands as a water access only property.

Appendix 1 contains RiverStone's assessment of the potential for species protected under provisions of the *Endangered Species Act, 2007* that have the potential to occur in the area of interest or on the adjoining lands to be impacted by the proposed development on the subject property. Based on the findings of this assessment, it is our opinion that the proposed development is very unlikely to result in negative impacts to endangered or threatened species.

In an effort to further minimize the potential for negative impacts of the proposed development on the natural features and functions of the subject property, RiverStone recommends the following measures:

- **Docking facilities are to be located outside of the areas identified as Type 1 Fish Habitat in Figure 2. This is also suitable for species at risk that may utilize similar habitats.**
- **Lands within 30 m of Type 1 Fish habitat and 20 m of Type 2 Fish habitat should be maintained in a natural state with the exception of a 2 m wide pathway constructed of permeable materials used to access the shoreline (Figure 2). This recommendation is intended to comply with Section 7.21 of the Official Plan.**
- **Site alteration (i.e., felling of trees, clearing, grading, etc.) is not occur on the subject property between May 1 and July 31, as this time corresponds to the peak nesting/breeding period for avian species at risk.**

SUMMARY

Based upon the findings presented in this report and contingent upon the implementation of the recommendations made herein, it is our conclusion that as of the date of this report, activities associated with the proposed development plan provided in **Appendix 1** of this report will have a low likelihood of negatively affecting Species at Risk or their habitat.

We trust that the information provided in this letter report satisfies your requirements and provides useful recommendations to protect the site's significant natural features. Please do not hesitate to call should you have any questions.

Best regards,

RiverStone Environmental Solutions Inc.

A handwritten signature in black ink, appearing to read 'Al Shaw', with a stylized flourish at the end.

Al Shaw, M.Sc.
Senior Ecologist/Principal



Legend
Planning Boundaries
 [Yellow dashed line] Subject Property



Orthorectified aerial photo - spring 2004


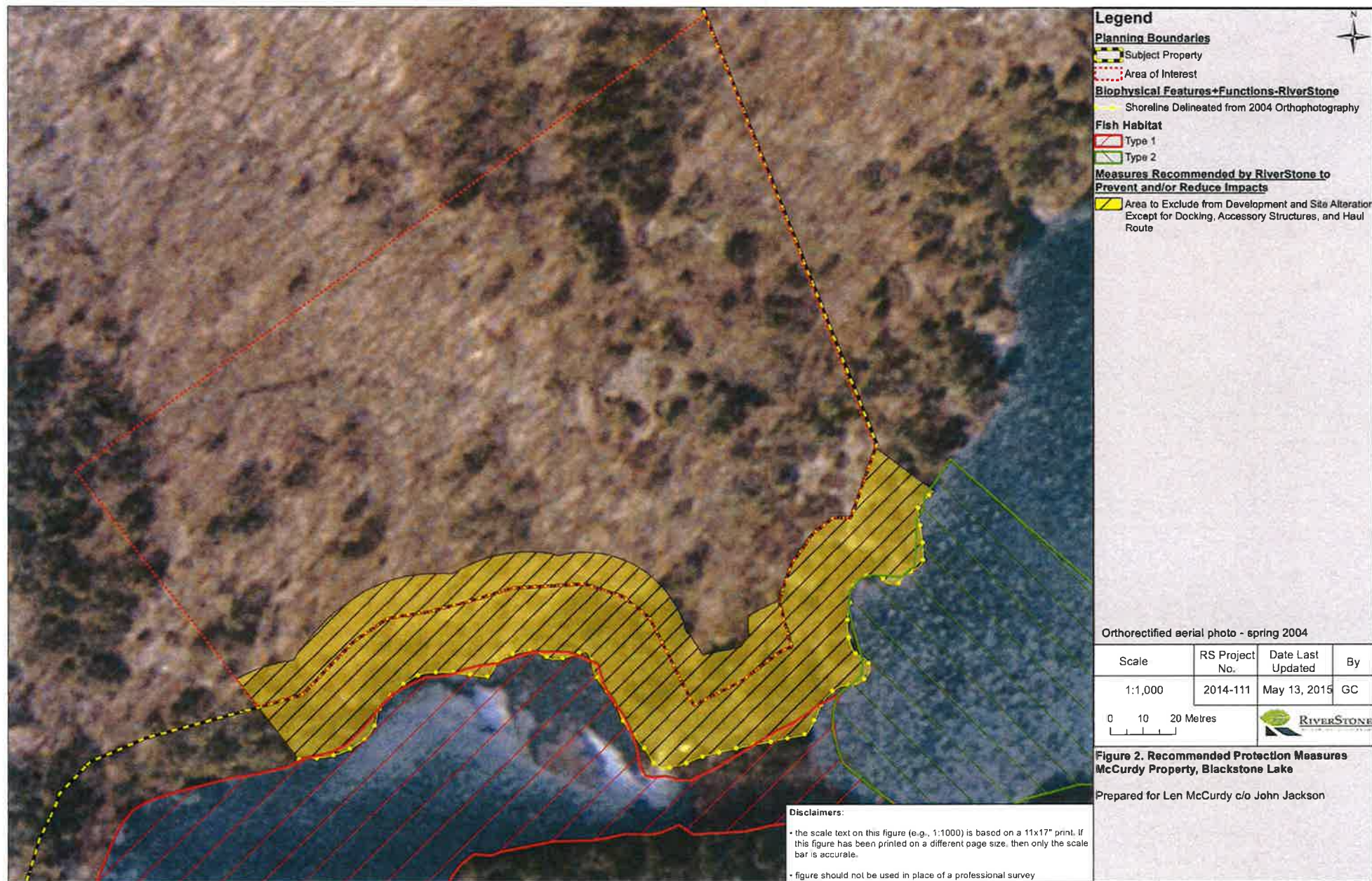
| Scale | RS Project No. | Date Last Updated | By |
|--|----------------|-------------------|----|
| 1:8,000 | 2014-111 | Nov 21, 2014 | AS |
| 0 120 240 Metres  | | | |

Figure 1. Location of Subject Lands, McCurdy Property, Blackstone Lake

Prepared for Len McCurdy c/o John Jackson

Disclaimers:

- the scale text on this figure (e.g., 1:1,000) is based on a 11x17" print. If this figure has been printed on a different page size, then only the scale bar is accurate.
- figure should not be used in place of a professional survey



Appendix 1. Features of Conservation Interest Assessment

Habitat-based Approach

Properly assessing whether an area is likely to contain species of conservation interest for the purposes of determining whether a proposed development is likely to have a negative impact is becoming more difficult as the number of listed species increases. Approaches that depend solely on documenting the presence of individuals of a species in an area almost always underrepresent the biodiversity actually present because of the difficulty of observing species that are usually rare and well camouflaged. Given these difficulties, and the importance of protecting habitats of SAR, fish, and other species of conservation interest, RiverStone's primary approach to site assessment is habitat-based. This means that our field investigations focus on *evaluating the potential for features within an area of interest to function as habitat for species considered potentially present, rather than searching for live specimens*. An area is considered potential habitat if it satisfies a number of criteria, usually specific to a species, but occasionally characteristic of a broader group (e.g., several turtles of conservation interest use sandy shorelines for nesting, numerous fish species use areas of aquatic vegetation for nursery habitat). Physical attributes of a site that can be used as indicators of its potential to function as habitat for a species include structural characteristics (e.g., physical dimensions of rock fragments or trees, water depth), ecological community (e.g., meadow marsh, rock barren, coldwater stream), and structural connectivity to other habitat features required by the species. Species-specific habitat preferences and/or affinities are determined from status reports produced by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC), Cadman et al. (2007), published and unpublished documents, and direct experience.

Table 1 provides RiverStone's desktop screening and on-site assessment for species- and ecological communities of conservation interest. RiverStone measures species- and feature-specific distances from the boundaries of proposed lots or development area(s)—rather than from the boundary of the significant natural heritage feature—and refers to this area as *adjoining lands* (AL). Evaluating the likelihood of species' presence and the potential for negative impacts using this approach ensures that the Adjacent Lands test of the PPS will be met.

For the purposes of RiverStone's assessment, *Parcel D* as shown on **Figure 1** is referred to as the Area of Interest (AOI) and the adjoining lands (AL) extents were measured from the boundaries of the AOI.

Table 2 provides RiverStone's recommended mitigation measures, and a determination of whether the likelihood or risk of negative impacts is acceptable after considering all relevant factors (e.g., conservation status of species or habitat, sensitivity to disturbance).

Appendix 1: Table 1. Results of desktop screening and on-site assessment for species and ecological communities of conservation interest.

RIVERSTONE ENVIRONMENTAL SOLUTIONS INC.

| Common Name ¹ | Scientific Name | Step 1 (Desktop): Rationale for considering | Step 2 (Desktop): Do site-specific attributes (e.g., ecological system and landscape configuration) assessed from aerial photography and other information sources indicate that potential habitat or communities might be present? Area of Interest (AOI) Adjoining Lands (AL) | Step 3 (On Site): Potential and/or confirmed habitat documented during on-site assessment Area of Interest (AOI) Adjoining Lands (AL) | Step 4: Is there potential for the species, its habitat, or ecological community to be negatively impacted by the activities that would be permissible within the AOI? | | |
|--|------------------------------|--|--|--|---|---|---|
| Endangered & Threatened (Provincially): status from Species at Risk In Ontario List (O Reg 230/08); updated January 2015 | | | | | | | |
| Spotted Turtle | <i>Clemmys guttata</i> | SAR by Geo-Township Tool (MNR) | YES, suitable wetland communities may be present. | YES, suitable wetland communities may be present. | NO, suitable wetlands are absent. | NO, while suitable wetland communities may be present they are not located within a distance that would be impacted by activities permissible within the AOI. | NO, see step 3. |
| Blanding's Turtle | <i>Emydoidea blandingii</i> | SAR by Geo-Township Tool (MNR) | YES, rock barrens adjacent to suitable wetland and/or aquatic communities are present. | YES, rock barrens adjacent to suitable wetland and/or aquatic communities are present. | YES, suitable wetlands are present ; however, rock barrens adjacent to suitable wetland communities do not contain sufficient structure to function as potential nesting habitat. | YES, rock barrens adjacent to suitable wetland and/or aquatic communities are present. | YES, placement of docking facilities and any shoreline structures has the potential to negatively impact species. |
| Eastern Foxsnake | <i>Pantherophis gloydi</i> | SAR by Geo-Township Tool (MNR) | NO, AOI is east of the known distribution of species along the coastline of Georgian Bay. | NO, AL is east of the known distribution of species along the coastline of Georgian Bay. | NO, AOI is east of the known distribution of species along the coastline of Georgian Bay. | NO, AL is east of the known distribution of species along the coastline of Georgian Bay. | NO, see steps 2 and 3. |
| Massasauga | <i>Sistrurus catenatus</i> | SAR by Geo-Township Tool (MNR) | YES, area immediately adjacent to AOI is predominantly forested with few gaps in the canopy; however, potential habitat is present. | YES, forest and rock barren communities are present; however, rock barren may be isolated from other areas of suitable habitat. | NO, rock barrens do not have sufficient bedrock fractures and/or rock fragments to function as habitat for species; the wetlands are not of the correct communities and are too far from suitable rock barren habitat to function as hibernation areas. | NO, slopes and elevation of rock barrens are too high for them to be considered potential gestation habitat. | NO, see step 3. |
| Eastern Hognosed Snake | <i>Heterodon platirhinos</i> | SAR by Geo-Township Tool (MNR) | YES, a mosaic of rock barrens, mixed forest, and wetland communities is present. | YES, a mosaic of rock barrens, mixed forest, and wetland communities is present. | YES, although area is predominantly forested with few gaps in the canopy, foraging habitat may be present. | YES, although area is predominantly forested with few gaps in the canopy, foraging habitat may be present. | NO, because neither an access road nor driveway will be constructed on the proposed lot(s) (water access only), the potential for negative impacts is negligible. |
| Eastern Whip-poor-will | <i>Caprimulgus vociferus</i> | SAR by Geo-Township Tool (MNR) | YES, although somewhat limited in extent, rock barrens are present. | YES, although somewhat limited in extent, rock barrens and other openings in forest canopy are present. | NO, while rock barren communities are present they are well vegetated and unlikely to be suitable to function as habitat for this species. | NO, while rock barren communities are present they are well vegetated and unlikely to be suitable to function as habitat for this species. | NO, see step 3. |
| Bobolink | <i>Dolichonyx oryzivorus</i> | SAR by Geo-Township Tool (MNR) | NO, suitable grassland or agricultural communities are absent. | NO, suitable grassland or agricultural communities are absent. | NO, suitable grassland or agricultural communities are absent. | NO, suitable grassland or agricultural communities are absent. | NO, see steps 2 and 3. |
| Chimney Swift | <i>Chaetura pelagica</i> | SAR by Geo-Township Tool (MNR) | YES, dark sheltered hollow vertical structures (large trees with cavities and rock crevices) suitable for nesting or roosting may be present. | YES, dark sheltered hollow vertical structures (large trees with cavities and rock crevices) suitable for nesting or roosting may be present. | NO, man-made structures and/or cavity trees suitable for nesting or roosting were not present. Surveys for cavity trees completed May 6, 2015. | NO, man-made structures and/or cavity trees suitable for nesting or roosting were not present. Surveys for cavity trees completed May 6, 2015. | NO, see step 3. |
| Barn Swallow | <i>Hirundo rustica</i> | SAR by Geo-Township Tool (MNR) | YES, man-made or natural structures suitable for nesting may be present. | YES, man-made or natural structures suitable for nesting may be present. | NO, man-made or natural structures suitable for nesting are absent. | NO, man-made or natural structures suitable for nesting are absent. | NO, see step 3. |
| Eastern Meadowlark | <i>Sturnella magna</i> | SAR by Geo-Township Tool (MNR) | NO, suitable grassland or agricultural communities are absent. | NO, suitable grassland or agricultural communities are absent. | NO, suitable grassland or agricultural communities are absent. | NO, suitable grassland or agricultural communities are absent. | NO, see steps 2 and 3. |
| Bank Swallow | <i>Riparia riparia</i> | SAR by Geo-Township Tool (MNR) | YES, man-made or natural structures suitable for nesting may be present. | YES, man-made or natural structures suitable for nesting may be present. | NO, man-made or natural structures suitable for nesting are absent. | NO, man-made or natural structures suitable for nesting are absent. | NO, see step 3. |

¹Shaded rows denote species or communities for which negative impacts have been deemed possible.

Appendix 1: Table 1. Results of desktop screening and on-site assessment for species and ecological communities of conservation interest.

RIVERSTONE ENVIRONMENTAL SOLUTIONS INC.

| Common Name ¹ | Scientific Name | Step 1 (Desktop): Rationale for considering | Step 2 (Desktop): Do site-specific attributes (e.g., ecological system and landscape configuration) assessed from aerial photography and other information sources indicate that potential habitat or communities might be present? | | Step 3 (On Site): Potential and/or confirmed habitat documented during on-site assessment | | Step 4: Is there potential for the species, its habitat, or ecological community to be negatively impacted by the activities that would be permissible within the AOI? |
|---|--------------------------------|--|--|--|--|--|--|
| | | | Area of Interest (AOI) | Adjoining Lands (AL) | Area of Interest (AOI) | Adjoining Lands (AL) | |
| Little Brown Bat | <i>Myotis lucifugus</i> | SAR by Geo-Township Tool (MNR) | YES, dark sheltered hollow vertical structures (e.g., large trees with cavities or rock crevices) suitable for gestating or roosting may be present. | YES, dark sheltered hollow vertical structures (e.g., large trees with cavities or rock crevices) suitable for gestating or roosting may be present. | NO, man-made structures and/or cavity trees suitable for gestating or roosting were not present. Surveys for cavity trees completed May 6, 2015. | NO, man-made structures and/or cavity trees suitable for gestating or roosting were not present. Surveys for cavity trees completed May 6, 2015. | NO, see step 3. |
| Eastern Small-footed Myotis | <i>Myotis leibii</i> | SAR by Geo-Township Tool (MNR) | YES, dark sheltered hollow vertical structures (e.g., large trees with cavities or rock crevices) suitable for gestating or roosting may be present. | YES, dark sheltered hollow vertical structures (e.g., large trees with cavities or rock crevices) suitable for gestating or roosting may be present. | NO, man-made structures and/or cavity trees suitable for gestating or roosting were not present. Surveys for cavity trees completed May 6, 2015. | NO, man-made structures and/or cavity trees suitable for gestating or roosting were not present. Surveys for cavity trees completed May 6, 2015. | NO, see step 3. |
| Special Concern (Provincially): status from Species at Risk in Ontario List (O Reg 230/08); updated January 2015 | | | | | | | |
| Eastern Musk Turtle | <i>Sternotherus odoratus</i> | SAR by Geo-Township Tool (MNR) | YES, rock barrens adjacent to suitable wetland and/or aquatic communities may be present. | YES, rock barrens adjacent to suitable wetland and/or aquatic communities may be present. | YES, rock barrens adjacent to suitable wetland and/or aquatic communities are present. | YES, rock barrens adjacent to suitable wetland and/or aquatic communities are present. | YES, placement of docking facilities and any shoreline structures has the potential to negatively impact species. |
| Snapping Turtle | <i>Chelydra serpentina</i> | SAR by Geo-Township Tool (MNR) | YES, suitable wetland and/or aquatic communities may be present. | YES, suitable wetland and/or aquatic communities may be present. | YES, suitable wetland and/or aquatic communities are present. | YES, suitable wetland and/or aquatic communities are present. | YES, placement of docking facilities and any shoreline structures has the potential to negatively impact species. |
| Eastern Ribbonsnake | <i>Thamnophis sauritus</i> | SAR by Geo-Township Tool (MNR) | YES, open-canopy areas adjacent to wetlands are present. | YES, open shoreline fronting on aquatic and/or wetland community is present. | YES, open shoreline fronting on aquatic and/or wetland community is present. | YES, open shoreline fronting on aquatic and/or wetland community is present. | YES, placement of docking facilities and any shoreline structures has the potential to negatively impact species. |
| Milksnake | <i>Lampropeltis triangulum</i> | SAR by Geo-Township Tool (MNR) | NO, area is predominantly forested with few gaps in the canopy. | YES, suitably sized openings in forest canopy are present. | NO, rock barrens do not have sufficient bedrock fractures and/or rock fragments to function as habitat for species. | YES, suitably sized openings in forest canopy are present. | NO, given that extent of suitable habitat is limited and open areas will remain, both the quantity and quality of habitat should remain the same; thus, likelihood of negative impacts is low. |
| Five-lined Skink | <i>Plestiodon fasciatus</i> | SAR by Geo-Township Tool (MNR) | YES, rock barrens (i.e., openings in forest canopy) are present. | YES, rock barrens (i.e., openings in forest canopy) are present. | YES, rock barrens (i.e., openings in forest canopy) are present. | YES, rock barrens (i.e., openings in forest canopy) are present. | YES, development or site alteration on the rock barrens has the potential to negatively impact nesting habitat and/or harm species. |
| Olive-sided Flycatcher | <i>Contopus cooperi</i> | SAR by Geo-Township Tool (MNR) | YES, trees suitable for nesting may be present adjacent to open-canopy areas. | YES, trees suitable for nesting may be present adjacent to open-canopy areas. | YES, trees suitable for nesting are present adjacent to open-canopy areas. | YES, trees suitable for nesting are present adjacent to open-canopy areas. | YES, destruction of nesting or roosting trees and/or development in or adjacent to breeding territories may have negative impacts on individuals or habitat. |
| Canada Warbler | <i>Cardellina canadensis</i> | OBBA | YES, difficult to rule out without on-site assessment. | YES, areas of wet forest or thicket swamp suitable for nesting (i.e., with well-developed shrub layers) may be present. | NO, areas of wet forest or thicket swamp suitable for nesting (i.e., with well-developed shrub layers) are absent. | NO, potential habitat not observed. | NO, see step 3. |
| Common Nighthawk | <i>Chordeiles minor</i> | SAR by Geo-Township Tool (MNR) | YES, although somewhat limited in extent, rock barrens are present. | YES, although somewhat limited in extent, rock barrens and other openings in forest canopy are present. | NO, while rock barren communities are present they are well vegetated and unlikely to be suitable to function as habitat for this species. | NO, while rock barren communities are present they are well vegetated and unlikely to be suitable to function as habitat for this species. | NO, see step 3. |
| Golden-winged Warbler | <i>Vermivora chrysoptera</i> | OBBA | YES, early successional vegetation communities with the physical structure necessary to provide breeding habitat may be present. | YES, early successional vegetation communities with the physical structure necessary to provide breeding habitat may be present. | NO, early successional vegetation communities with the physical structure necessary to provide breeding habitat are absent. | NO, early successional vegetation communities with the physical structure necessary to provide breeding habitat were not observed. | NO, see step 3. |
| Wood Thrush | <i>Hylocichla mustelina</i> | SAR by Geo-Township Tool (MNR) | YES, areas with well-developed understorey within deciduous and/or mixed forest may be present. | YES, areas with well-developed understorey within deciduous and/or mixed forest may be present. | YES, areas with well-developed understorey within deciduous and/or mixed forest are present. | YES, areas with well-developed understorey within deciduous and/or mixed forest may be present. | YES, development or site alteration in or adjacent to breeding territories may have negative impacts on individuals or habitat. |

¹Shaded rows denote species or communities for which negative impacts have been deemed possible.

Appendix 1: Table 1. Results of desktop screening and on-site assessment for species and ecological communities of conservation interest.

RIVERSTONE ENVIRONMENTAL SOLUTIONS INC.

| Common Name ¹ | Scientific Name | Step 1 (Desktop): Rationale for considering | Step 2 (Desktop): Do site-specific attributes (e.g., ecological system and landscape configuration) assessed from aerial photography and other information sources indicate that potential habitat or communities might be present? | | Step 3 (On Site): Potential and/or confirmed habitat documented during on-site assessment | | Step 4: Is there potential for the species, its habitat, or ecological community to be negatively impacted by the activities that would be permissible within the AOI? |
|--|---------------------------------|---|---|---|--|---|---|
| | | | Area of Interest (AOI) | Adjoining Lands (AL) | Area of Interest (AOI) | Adjoining Lands (AL) | |
| Eastern Wood Pewee | <i>Cantopus virens</i> | SAR by Geo-Township Tool (MNR) | YES, suitably sized area of intact forest is present. | YES, suitably sized area of intact forest is present. | YES, suitably sized area of intact forest is present. | YES, suitably sized area of intact forest is present. | YES, development or site alteration in or adjacent to breeding territories may have negative impacts on individuals or habitat. |
| Bald Eagle | <i>Haliaeetus leucocephalus</i> | OBBA | YES, large, potential nesting trees adjacent to open water may be present. | YES, large, potential nesting trees adjacent to open water may be present. | NO, nests of species not observed. | NO, nests of species not observed. | NO, see step 3. |
| Monarch | <i>Danaus plexippus</i> | range map | YES, natural openings in canopy could provide suitable breeding and foraging habitat. | YES, natural openings in canopy could provide suitable breeding and foraging habitat. | NO, open-canopy areas did not support primary food source of species, i.e., Milkweed | POSSIBLE, natural openings in canopy could provide suitable breeding and foraging habitat should the primary food source of species be present. | NO, likelihood of negative impacts is low because of scale and type of development proposed, and because species primary food source was absent from proposed development area. |
| Regional or Local Conservation Interest | | | | | | | |
| Red-shouldered Hawk | <i>Buteo lineatus</i> | OBBA | YES, suitably sized patches of deciduous forest adjacent to water are present. | YES, suitably sized patches of deciduous forest adjacent to water are present. | NO, nests of species not observed. | YES, potential nesting habitat could be present within forest community; nest surveys not conducted on AL. | NO, nests were not documented within the AOI during nest surveys and activities associated with the development are unlikely to affect any breeding habitat being used on the AL. |
| White-tailed Deer | <i>Odocoileus virginianus</i> | | YES, conifer stands suitable to function as wintering habitat may be present. | YES, conifer stands suitable to function as wintering habitat may be present. | NO, forest structure and limited conifer suggests that species would not overwinter in area. | NO, forest structure and limited conifer suggests that species would not overwinter in area. | NO, see step 3. |

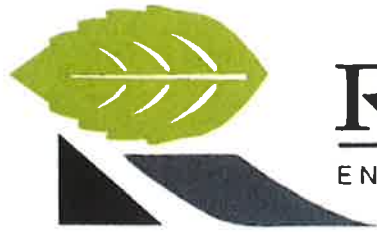
¹Shaded rows denote species or communities for which negative impacts have been deemed possible.

Appendix 1: Table 2. Recommended mitigation and overall assessment.

RIVERSTONE ENVIRONMENTAL SOLUTIONS INC.

| Common Name | Scientific Name | Step 5: Recommended Mitigation | Step 6: Is the likelihood of adverse effects (negative impacts) acceptable when all the relevant factors are considered? |
|---|------------------------------|---|--|
| Endangered & Threatened (Provincially): status from Species at Risk in Ontario List (O Reg 230/08); updated May 2013 | | | |
| Blanding's Turtle | <i>Emydoidea blandingii</i> | <ul style="list-style-type: none"> Docking facilities are to be located outside of the areas identified as Type 1 Fish Habitat in Figure 2. Lands within 30 m of Type 1 Fish habitat and 20 m from Type 2 Fish Habitat the shoreline should be maintained in a natural state with the exception of a 2 m wide pathway constructed of permeable materials. | YES, development setbacks from shoreline and restricting docking to the identified envelope will ensure potential habitat is not adversely affected. |
| Special Concern (Provincially): status from Species at Risk in Ontario List (O Reg 230/08); updated May 2013 | | | |
| Eastern Musk Turtle | <i>Sternotherus odoratus</i> | <ul style="list-style-type: none"> See recommendations for Blanding's Turtle | YES, development setbacks from shoreline and restricting docking to the identified envelope will ensure potential habitat is not adversely affected. |
| Snapping Turtle | <i>Chelydra serpentina</i> | <ul style="list-style-type: none"> See recommendations for Blanding's Turtle | YES, development setbacks from shoreline and restricting docking to the identified envelope will ensure potential habitat is not adversely affected. |
| Eastern Ribbonsnake | <i>Thamnophis sauritus</i> | <ul style="list-style-type: none"> See recommendations for Blanding's Turtle | YES, development setbacks from shoreline and restricting docking to the identified envelope will ensure potential habitat is not adversely affected. |
| Five-lined Skink | <i>Plestiodon fasciatus</i> | <ul style="list-style-type: none"> Lands within 30 m of Type 1 Fish habitat and 20 m from Type 2 Fish Habitat the shoreline should be maintained in a natural state with the exception of a 2 m wide pathway constructed of permeable materials. | YES, development setbacks from the shoreline will make the likelihood of negative impacts on potential habitat acceptably low. |
| Olive-sided Flycatcher | <i>Contopus cooperi</i> | <ul style="list-style-type: none"> Site alteration (i.e., felling of trees, clearing, grading, etc.) not occur on the subject property from May 1 to July 31, as this time corresponds to the peak nesting/breeding period for avian species at risk. See recommendations for Blanding's Turtle | YES, the development setbacks and timing restrictions for clearing make the risk of negative impacts acceptably low. |
| Wood Thrush | <i>Hylocichla mustelina</i> | <ul style="list-style-type: none"> Site alteration (i.e., felling of trees, clearing, grading, etc.) not occur on the subject property from May 1 to July 31, as this time corresponds to the peak nesting/breeding period for avian species at risk. | YES, the recommended timing limitations that are necessary to prevent contravention of the Migratory Bird Convention Act, 1994 make the likelihood of negative impacts acceptably low. |
| Eastern Wood Pewee | <i>Contopus virens</i> | <ul style="list-style-type: none"> See recommendation for Wood Thrush | YES, the recommended timing limitations that are necessary to prevent contravention of the Migratory Bird Convention Act, 1994 make the likelihood of negative impacts acceptably low. |

SCHEDULE "D"
SITE ASSESSMENT



RIVERSTONE

ENVIRONMENTAL SOLUTIONS INC.

February 22, 2021
RS#2020-213

John Henhoeffter
c/o John Jackson
John Jackson Planner Inc.
70 Isabella Street, Unit #110
Parry Sound, ON P2A 1M6
Via email: jjplan@cogeco.net

SUBJECT: Site Assessment, Henhoeffter Property, Blackstone Lake, Township of the Archipelago

Dear John:

RiverStone Environmental Solutions Inc. (hereafter RiverStone) is pleased to provide this letter pertaining to your property located on Tolpt's Road in the Township of the Archipelago. The property is legally described as Lot 16, Concession 10, except Part 1 on Plan 42R-2823, Parts 1-4 on Plan 42R-17868, Parts 1-3 on Plan 42R-2524, & Part 1 on Plan 42R-20846; S/T Part 1 on Plan PSR-565, Part 2 on Plan 42R-2524, except Parts 1-3 on Plan 42R-17868 as in LT125370; T/W Parts 2-3 on Plan 42R-17868 as in GB12096; and: Part of the Shore Road Allowance in front of Lot 16, between Concession 10, and in front of the Road Allowance between Lots 15 & 16 Concession 10 being Part 1 on Plan 42R-20529, on Blackstone Lake in the Township of the Archipelago (hereafter subject property, see **Figure 1**).

It is RiverStone's understanding that you are interested in widening an existing ATV trail that runs from Tolpt's Road across the subject property to an approved building envelope. While the construction of a driveway where road access is already present does not fall under site plan control, an entrance permit from the Township is required. Additionally, there has been some concern raised by both the Township and adjacent neighbours related to known occurrences of Species at Risk (SAR) and their habitat in the area of Blackstone Lake.

This letter relies on data collected as part of a SAR assessment completed for a portion of the subject property in 2014 (**Figure 2**), and its subsequent report (Riverstone 2015), an updated desktop analysis for potential SAR, and a site visit conducted by RiverStone Staff (L. Uskov, Ecologist) on November 27, 2020 to assess potential impacts to SAR as a result of the driveway construction (**Appendix 1**). This report is intended to supersede the previous 2015 RiverStone report as it pertains to impacts to SAR.

BACKGROUND

RiverStone completed a SAR assessment for one of the parcels owned by Mr. Henhoeffter in 2014-2015. This assessment was completed in support of an application for rezoning and future development on parcel D, the southernmost holding, which was to have water access only. The application was approved by the Township of the Archipelago. Mr. Henhoeffter initiated the widening of an existing ATV trail that runs from the subject property's frontage on Tolpt's Road to the approved development parcel in 2020, with the intention of creating driveway access to the future residence.

Driveway construction is not considered 'development' under the Planning Act, and as such does not require site plan approval. Under the Township of the Archipelago By-Law No. 15-45 an entrance permit must be obtained for access off of a municipally maintained road. It is RiverStone's understanding that as of the date of this letter, an application for the entrance permit has been submitted to the Township.

Concerns raised by the Township and adjacent neighbors prompted Mr. Henhoeffler to engage RiverStone to conduct a scoped assessment for potential SAR habitat along the planned driveway route. This letter summarizes the site conditions identified during the November 27 site visit, the potential for impacts to SAR habitat as a result of the construction and recommends mitigation and/or avoidance measures where required.

METHODOLOGY

The following approach was taken to completing this assessment:

Background Review

RiverStone reviewed all data collected previously from the 2015 assessment (RiverStone 2015) and ran a current screening for records of SAR (Species listed as Endangered or Threatened by the Species at Risk in Ontario List (O.Reg 230/08) on and adjacent to the subject property. This was completed using the Natural History Information Centre (NHIC) 1 km grid database layer available through their website (MNR 2020).

Site Assessment

The site assessment was conducted before snow cover in 2020 (i.e., November 27, 2020) and focused on the area of driveway construction and potentially impacted surrounding areas (e.g., lowlands, rock barrens, seeps, unvegetated areas, etc.). Points of interest were recorded using a high accuracy GPS tablet, photographs, and field notes.

Data Collation and Interpretation

The information collected during the site assessment was collated and compared against known range and habitat requirements for SAR to determine the potential for presence. Once a list of suitable SAR habitat was compiled, the data was reviewed to determine the potential for driveway construction to impact these species and habitats.

SITE CHARACTERISTICS

The habitat surrounding the driveway (**Photo 1**) is surrounded with an uneven-aged, open-understory hardwood forest. Common tree species include White Pine (*Pinus strobus*), Balsam Fir (*Abies balsamea*), White Birch (*Betula papyrifera*), Sugar Maple (*Acer saccharum*), Red Maple (*Acer rubrum*) and Poplars (*Populus spp.*). Shallow bedrock and boulders create an uneven terrain with surface drainage settling in small, mainly isolated low-lying pockets throughout the area. The habitat conditions are common and widespread throughout the larger area, with a few notable exceptions:

- A small watercourse with a defined bed intersects the driveway approximately 790 m from Tolpt's Road (**Photo 2; Figure 2**).
- The driveway intersects a lichen-rich bedrock outcrop with an area of +/-40 m² approximately 720 m from Tolpt's Road (**Photo 3; Figure 2**).
- There are small sections of bedrock that have been blasted, presumably to level the surface within the driveway, approximately 200 m from Tolpt's Road (**Photo 4; Figure 2**).
- A stream flows south-north through a polymer pipe culvert installed by Mr. Henhoeffler approximately 60 m from Tolpt's Road. The culvert appeared to be adequately sized and placed to receive uninterrupted inflow from the stream during annual high and low water periods (**Photo 5; Figure 2**).

It was also noted that considerable rutting and erosion were present on the existing trail/driveway during the site visit (**Photo 6**).

SPECIES AT RISK

Properly assessing whether an area is likely to contain species of conservation interest for the purposes of determining whether a proposed development is likely to have a negative impact is becoming more difficult as the number of listed species increases. Approaches that depend solely on documenting the presence of individuals of a species in an area can be misleading because of the difficulty of observing species that are usually rare and well camouflaged.

Given these difficulties, and the importance of protecting habitats of SAR, fish, and other species of conservation interest, RiverStone's primary approach to site assessment is habitat-based. This means that our field investigations focus on evaluating the potential for features within an area of interest to function as habitat for species considered potentially present, rather than searching for live specimens. An area is considered potential habitat if it satisfies a number of criteria, usually specific to a species, but occasionally characteristic of a broader group (e.g., several turtles of conservation interest use sandy shorelines for nesting, numerous fish species use areas of aquatic vegetation for nursery habitat). Physical attributes of a site that can be used as indicators of its potential to function as habitat for a species include structural characteristics (e.g., physical dimensions of rock fragments or trees, water depth), ecological community (e.g., meadow marsh, rock barren, coldwater stream), and structural connectivity to other habitat features required by the species. Species-specific habitat preferences and/or affinities are determined from status reports produced by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC), Cadman et al. (2007), published and unpublished documents, and direct experience.

The following SAR have the potential to be present and impacted by the driveway construction:

- Little Brown Bat (*Myotis lucifigus*)
- Northern Long-eared Bay (*Myotis septentrionalis*)

RECOMMENDATIONS

Basic mitigation measures are available to minimize potential impacts to SAR and natural features:

- **Appropriate erosion control measures should be installed on all driveway shoulders and slopes with exposed soil (e.g., rip-rap, erosion control blankets, natural vegetation).**
- **Ruts should be filled, and an adequate blanket of stone/gravel fill should be applied to exposed soil surfaces within the driveway to prevent erosion into surrounding habitat and further rutting.**
- **Vegetation removal and disturbance outside of the development envelopes should be minimized.**
- **Tree clearing for the purposes of development on the subject property should only occur in the fall, winter, and early spring (i.e., between October 1 and April 30). This timeframe is outside of the SAR bat active season. All other work can proceed on site between May 1 and September 30.**
- **In the event that tree clearing must occur between May 1 and October 1, a qualified professional should complete a combination of snag surveys and acoustic monitoring, with technical guidance from the Ministry of Environment, Conservation and Parks (MECP), for the area where tree clearing is proposed. Bat exit surveys may also be required at the discretion of authorizing agencies.**

OTHER CONSIDERATIONS

The following recommendations are not specific to SAR but are provided as considerations during upgrades to the existing ATV trail.

- Avoid collections of standing water and install sediment fencing alongside adjacent construction areas to minimize sedimentation into these natural features.
- A culvert should be installed at the defined stream (**Photo 2; Figure 2**) and appropriate erosion control measures should be implemented at the site to prevent contamination of the water. The culvert should be sized and placed to allow year-round flow.

SUMMARY

Based on our assessment and understanding of the proposed construction, RiverStone believes that there is ample opportunity for mitigation to prevent potential impacts to SAR, and to improve existing habitat conditions through appropriate erosion and sediment control measures where exposed driveway/trail surfaces are currently impacted. The location of the driveway on the existing ATV trail effectively minimizes disturbance to the surrounding lands and potential movement corridors for wildlife.

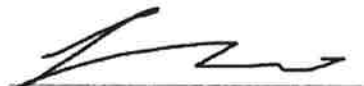
Questions and comments about the content of this letter should be addressed to the undersigned.

Best regards,

RiverStone Environmental Solutions Inc.



Al Shaw, M.Sc.
Senior Aquatic Ecologist / Principal



Lisa Uskov, Tech. Dip. Forestry
Ecologist

REFERENCES

Cadman, M. D., D. A. Sutherland, G. G. Beck, D. Lepage, and A. R. Couturier. 2007. Atlas of the Breeding Birds of Ontario, 2001–2005. Bird Studies Canada, Environment Canada, Ontario Field Ornithologists, Ontario Ministry of Natural Resources, Ontario Nature, Toronto.

[MNR] Ministry of Natural Resources and Forestry, 2020. Make a Map: Natural Heritage Areas. Accessed November 26, 2020 from https://www.gisapplication.lrc.gov.on.ca/mamnh/Index.html?site=MNR_NHLUPS_NaturalHeritage&viewer=NaturalHeritage&locale=en-US.

[RiverStone] RiverStone Environmental Solutions Inc., May 13, 2015. Species at risk assessment – McCurdy property, Blackstone lake, township of the archipelago.



Photo 1. Representative habitat photo for subject property (Nov 27, 2020).



Photo 2: Stream with defined bed at intersection of driveway, +/- 620m from Tolpt's Road (Nov 27, 2020).



Photo 3. Bedrock outcrop at intersection of driveway +/- 190 m from Tolpt's Road (Nov 27, 2020).



Photo 4. Rock blasting site +/- 115 m from Tolpt's Road (Nov 27, 2020).



Photo 5. Installed culvert +/- 40 m from Tolpt's Road (Nov 27, 2020).



Photo 6. Representative photo of significant rutting on existing trail/ driveway (Nov 27, 2020).



Legend

Ontario Base Mapping (OBM)

— Roads

Planning Boundaries

□ Subject Property



Orthorectified aerial photo - spring 2008

| Scale | RS Project No. | Date Last Updated | By |
|----------|----------------|-------------------|----|
| 1:28,000 | 2020-213 | Jan 28, 2021 | GC |

0 420 840 Metres



Figure 1. Location of Subject Property Blackstone Lake in the Township of the Archipelago

Inset: General location of subject property.

Prepared for John Henhoeffler c/o John Jackson

Disclaimers

• the scale text on this figure (e.g., 1:1000) is based on a 11x17" print. If this figure has been printed on a different page size, then only the scale bar is accurate.

• figure should not be used in place of a professional survey



Legend

Ontario Base Mapping (OBM)

— Roads

Planning Boundaries

— Subject Property

Man-made Features Existing at Time of Site Visit

— Existing ATV Trail

Biophysical Features + Functions - RiverStone

● Bedrock outcrop

⊙ Blasting

● Stream

● Watercourse Crossing

— previous study area



Orthorectified aerial photo - spring 2008


| Scale | RS Project No. | Date Last Updated | By |
|------------------|----------------|-------------------|---|
| 1:8,000 | 2020-213 | Jan 28, 2021 | GC |
| 0 120 240 Metres | | |  |

Figure 2. Driveway and Natural Features

Prepared for John Henhoeffer c/o John Jackson

Disclaimers:

• the scale text on this figure (e.g., 1:1000) is based on a 11x17" print. If this figure has been printed on a different page size, then only the scale bar is accurate.

• figure should not be used in place of a professional survey

Appendix 1. Assessment of endangered and threatened species

Appendix 1: Table 1. Results of desktop screening and on-site assessment of endangered and threatened species.

RIVERSTONE ENVIRONMENTAL SOLUTIONS INC.

| Common Name ¹ | Scientific Name | Step 1 (Desktop): Rationale for considering | Step 2 (Desktop): Do site-specific attributes (e.g., ecological system and landscape configuration) assessed from aerial photography and other information sources indicate that potential habitat or communities might be present? Area of Interest (AOI) Adjoining Lands (AL) | Step 3 (On Site): Potential and/or confirmed habitat documented during on-site assessment Area of Interest (AOI) Adjoining Lands (AL) | Step 4: Is there potential for the species, its habitat, or ecological community to be negatively impacted by the activities that would be permissible within the AOI? | | |
|--|------------------------------|--|--|--|---|---|---|
| Endangered & Threatened (Provincially): status from Species at Risk in Ontario List (O. Reg 230/08); updated August 2018 | | | | | | | |
| Spotted Turtle | <i>Clemmys guttata</i> | SAR by Geo-Township Tool (MNR) | YES, suitable wetland communities may be present. | YES, suitable wetland communities may be present. | NO, suitable wetlands are absent. | NO, while suitable wetland communities may be present they are not located within a distance that would be impacted by activities permissible within the AOI. | NO, see step 3. |
| Blanding's Turtle | <i>Emydoidea blandingii</i> | SAR by Geo-Township Tool (MNR) | NO, suitable wetland and/or aquatic communities are absent. | NO, suitable wetland and/or aquatic communities are absent. | NO, suitable wetland and/or aquatic communities are absent. | NO, suitable wetland and/or aquatic communities are absent. | NO, see steps 2 and 3. |
| Eastern Foxsnake | <i>Pantherophis gloydi</i> | SAR by Geo-Township Tool (MNR) | NO, AOI is east of the known distribution of species along the coastline of Georgian Bay. | NO, AL is east of the known distribution of species along the coastline of Georgian Bay. | NO, AOI is east of the known distribution of species along the coastline of Georgian Bay. | NO, AL is east of the known distribution of species along the coastline of Georgian Bay. | NO, see steps 2 and 3. |
| Massasauga | <i>Sistrurus catenatus</i> | SAR by Geo-Township Tool (MNR) | YES, area immediately adjacent to AOI is predominantly forested with few gaps in the canopy; however, potential habitat is present. | YES, forest and rock barren communities are present; however, rock barren may be isolated from other areas of suitable habitat. | NO, rock barrens do not have sufficient bedrock fractures and/or rock fragments to function as habitat for species; the wetlands are not of the correct communities and are too far from suitable rock barren habitat to function as hibernation areas. | NO, slopes and elevation of rock barrens are too high for them to be considered potential gestation habitat. | NO, see step 3. |
| Eastern Hog-nosed Snake | <i>Heterodon platirhinos</i> | SAR by Geo-Township Tool (MNR) | NO, potential habitat is absent and it is very unlikely that species would move through AOI to reach areas of suitable habitat (i.e., the AOI is not situated between areas of potential habitat). | NO, potential habitat is absent and it is very unlikely that species would move through AOI to reach areas of suitable habitat (i.e., the AOI is not situated between areas of potential habitat). | NO, potential habitat is absent and it is very unlikely that species would move through AOI to reach areas of suitable habitat (i.e., the AOI is not situated between areas of potential habitat). | NO, area not likely to support species' population(s) | NO, see steps 2 and 3. |
| Eastern Whip-poor-will | <i>Caprimulgus vociferus</i> | SAR by Geo-Township Tool (MNR) | YES, although somewhat limited in extent, rock barrens are present. | YES, although somewhat limited in extent, rock barrens and other openings in forest canopy are present. | NO, while rock barren communities are present they are well vegetated and unlikely to be suitable to function as habitat for this species. | YES, although somewhat limited in extent, rock barrens and other openings in forest canopy are present. | NO, the development and site alteration proposed has a low likelihood of negatively impacting habitat for this species on adjoining lands, where present. |
| Bobolink | <i>Dolichonyx oryzivorus</i> | SAR by Geo-Township Tool (MNR) | NO, suitable grassland or agricultural communities are absent. | NO, suitable grassland or agricultural communities are absent. | NO, suitable grassland or agricultural communities are absent. | NO, suitable grassland or agricultural communities are absent. | NO, see steps 2 and 3. |
| Chimney Swift | <i>Chaetura pelagica</i> | SAR by Geo-Township Tool (MNR) | NO, dark sheltered hollow vertical structures (chimneys, smoke stacks, silos, large trees with cavities and rock crevices) suitable for nesting or roosting are absent. | NO, dark sheltered hollow vertical structures (chimneys, smoke stacks, silos, large trees with cavities and rock crevices) suitable for nesting or roosting are absent. | NO, man-made structures and/or cavity trees suitable for nesting or roosting were not present. | NO, man-made structures and/or cavity trees suitable for nesting or roosting were not present. | NO, see step 3. |
| Barn Swallow | <i>Hirundo rustica</i> | SAR by Geo-Township Tool (MNR) | NO, man-made or natural structures suitable for nesting are absent. | NO, man-made or natural structures suitable for nesting are absent. | NO, man-made or natural structures suitable for nesting are absent. | NO, man-made or natural structures suitable for nesting are absent. | NO, see step 3. |
| Eastern Meadowlark | <i>Sturnella magna</i> | SAR by Geo-Township Tool (MNR) | NO, suitable grassland or agricultural communities are absent. | NO, suitable grassland or agricultural communities are absent. | NO, suitable grassland or agricultural communities are absent. | NO, suitable grassland or agricultural communities are absent. | NO, see steps 2 and 3. |
| Bank Swallow | <i>Riparia riparia</i> | SAR by Geo-Township Tool (MNR) | YES, man-made or natural structures suitable for nesting may be present. | YES, man-made or natural structures suitable for nesting may be present. | NO, man-made or natural structures suitable for nesting are absent. | NO, man-made or natural structures suitable for nesting are absent. | NO, see step 3. |

¹Shaded rows denote species or communities for which negative impacts have been deemed possible.

Appendix 1: Table 1. Results of desktop screening and on-site assessment of endangered and threatened species.

RIVERSTONE ENVIRONMENTAL SOLUTIONS INC.

| Common Name ¹ | Scientific Name | Step 1 (Desktop): Rationale for considering | Step 2 (Desktop): Do site-specific attributes (e.g., ecological system and landscape configuration) assessed from aerial photography and other information sources indicate that potential habitat or communities might be present? | | Step 3 (On Site): Potential and/or confirmed habitat documented during on-site assessment | | Step 4: Is there potential for the species, its habitat, or ecological community to be negatively impacted by the activities that would be permissible within the AOI? |
|--------------------------|-------------------------------|--|--|--|---|---|---|
| | | | Area of Interest (AOI) | Adjoining Lands (AL) | Area of Interest (AOI) | Adjoining Lands (AL) | |
| Little Brown Bat | <i>Myotis lucifugus</i> | SAR by Geo-Township Tool (MNR) | YES, dark sheltered hollow vertical structures (e.g., large trees with cavities or rock crevices) suitable for gestating or roosting may be present. | YES, dark sheltered hollow vertical structures (e.g., large trees with cavities or rock crevices) suitable for gestating or roosting may be present. | YES, although specific large trees with cavities were not documented, the forest communities present have the potential to support trees with the characteristics necessary to function as gestating or roosting habitat. | YES, although specific large trees with cavities were not documented, the forest communities present have the potential to support trees with the characteristics necessary to function as gestating or roosting habitat. | YES. Removal of trees could result in loss of roosting habitat |
| Northern Long-eared Bat | <i>Myotis septentrionalis</i> | SAR by Geo-Township Tool (MNR) | YES, dark sheltered hollow vertical structures (e.g., large trees with cavities or rock crevices) suitable for gestating or roosting may be present. | YES, dark sheltered hollow vertical structures (e.g., large trees with cavities or rock crevices) suitable for gestating or roosting may be present. | YES, although specific large trees with cavities were not documented, the forest communities present have the potential to support trees with the characteristics necessary to function as gestating or roosting habitat. | YES, although specific large trees with cavities were not documented, the forest communities present have the potential to support trees with the characteristics necessary to function as gestating or roosting habitat. | YES. Removal of trees could result in loss of roosting habitat |
| Eastern Small-footed Bat | <i>Myotis leibii</i> | SAR by Geo-Township Tool (MNR) | NO, open rock barrens and talus slopes do not appear to be present. | NO, open rock barrens and talus slopes do not appear to be present. | NO, suitable rock barrens and talus slopes are absent. | NO, suitable rock barrens or talus slopes were not observed within a distance that would be impacted by the development proposed within the AOI. | NO, see steps 2 and 3. |

¹Shaded rows denote species or communities for which negative impacts have been deemed possible.

The Township of The Archipelago

Information Report to Committee

Report No.: ENVIRONMENT- 02-2021

Date: May 20, 2021

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

Subject: FYI - Septic Information Packages for Property Owners

SUMMARY

Per the 2021 Environment work plan with Georgian Bay Biosphere (GBB), attached is information which has been created and is being circulated to every property owner within the Township of The Archipelago this May.

Included in the package are the following (see attached):

- Township Letter
- Septic Folder - Location for owner to store and file septic records (septic installer contact, permit records, location of septic, pump out history, etc.) and includes additional general septic system information (maintenance checklists, FAQ's, municipal contact information, etc.) for proper septic use and maintenance.
- Magnet for kitchen
- Door hanger for washroom door

These packages are being mailed in May to all property owners within the Township of The Archipelago. Additional packages will be available at the office, future educational events, etc.

Respectfully Submitted,



Cale Henderson, MCIP RPP
Manager of Development & Environmental Services



John Fior
CAO

Home & Cottage Owner's Septic System Guide & Records

9 JAMES STREET
PARRY SOUND, ONTARIO
P2A 1T4



list order bin/bag

DMC
OEL

FIRST NAME LAST NAME
ADDRESS 1 ADDRESS 2
CITY PROV POSTAL CODE

Prepared in Partnership With:



Township of The Archipelago
septics@thearchipelago.on.ca
www.thearchipelago.on.ca/p/septics



GEORGIAN BAY
BIOSPHERE
MNIDOO GAMII
www.gbbr.ca

Maintenance Checklist

Proper septic system maintenance is crucial to ensure your system continues to function properly. This will save you money in the long term, and is beneficial to surrounding waterways.

Protection

- ☐ Grass is the primary recommended septic bed cover.
- ☐ Keep the septic bed area free from trees and shrubs to reduce root damage.
- ☐ Never drive or park any vehicle (cars, trucks, tractors, or snowmobiles) on the system.
- ☐ Never build any structure over the septic system.
- ☐ Never put concrete or asphalt over the septic system.

Avoiding Overload

- ☐ Repair leaks on faucets and toilets.
- ☐ Only wash full loads of laundry.
- ☐ Avoid doing many laundry loads in one day.
- ☐ Run the dishwasher only when full.
- ☐ Use low-flow appliances to reduce water.
- ☐ Garburators cannot drain into the septic system as they will cause solids to build up rapidly.

Pump Out

- ☐ Have the septic tank pumped out when the sludge layer reaches 1/3 of the tank (roughly 4-8 years depending on frequency of use).
- ☐ Always hire a qualified professional to pump the septic tank.

Contents

- ☐ Never flush anything besides toilet paper and human waste.
- ☐ Never put grease or hazardous chemicals down the drain. (See Not Septic Safe in the folder interior).
- ☐ Do not put food scraps, coffee grounds, and similar materials down the drain.
- ☐ Avoid use of bleach, disinfectants, antibacterial products, and drain cleaners. These impact the bacteria necessary to treat the wastewater.
- ☐ Water softener backwash is not permitted to go into a septic system. These chemicals can affect the bacteria health of your septic system.

Annual Maintenance Check

At least once a year, conduct your own thorough septic health inspection. Look for the following red flags to address and record the date here.

- ☐ Vegetation such as trees and shrubs encroaching on the septic bed or tank. Remove as needed.
- ☐ Water pooling on the septic bed, pungent smells, or soft spots. You may need a professional inspection.
- ☐ Grass growing in visible strips on the septic bed. This could be an early sign of your septic system not properly functioning.
- ☐ Clean the septic tank effluent filter.

| Date, Year | Date, Year |
|------------|------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Home & Cottage Owner's Septic System Guide & Records



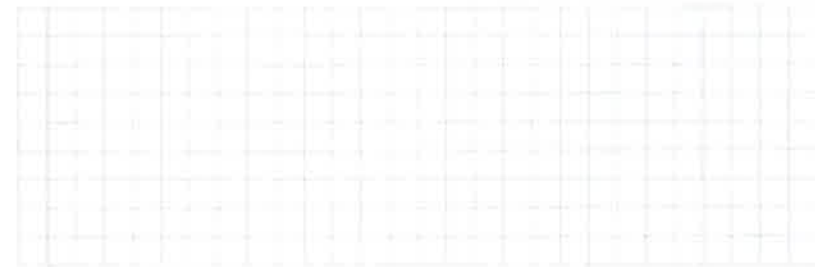
Use this folder to hold your septic system records and other information here. Store with other important household documents.

Septic System Location

Each septic system comes with original blueprints or plans. Keep these on file for new builds. Should you no longer have the blueprints for an existing septic system and you are unsure of the location, The Township of the Archipelago may be able to provide a copy of the blueprints provided the files are up to date. Contact septics@thearchipelago.on.ca and note that response and file provision may take several weeks.

For the most accurate information, contact a local septic installer to conduct a site inspection, locate the septic system, and assess its health.

Sketch your property on the graph below, including all buildings, driveways, the septic tank and bed, and other reference points. Include dimensions and other measurements.



| Your Septic System Installer | |
|------------------------------|--|
| Name | |
| Phone | |
| Address | |
| Date Installed | |

| Local Plumber | |
|---------------|--|
| Name/Phone | |
| Name/Phone | |
| Name/Phone | |
| Name/Phone | |

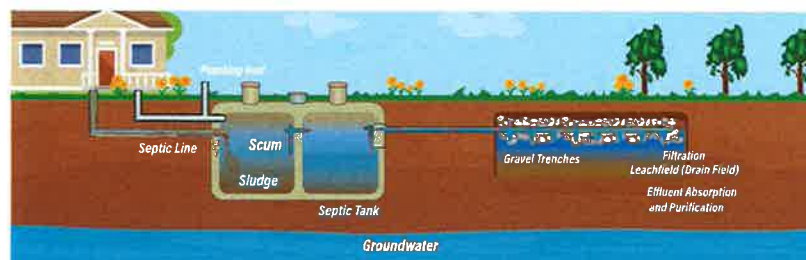
Septic System FAQs

1. How does my septic system work?

A standard septic system provides a residence with onsite wastewater treatment based on two key structures: the septic tank and the septic bed. In a properly functioning system, the wastewater that enters the system will eventually exit as purified water, either into the groundwater or atmosphere.

Septic Tank: All wastewater is discharged from the residence initially into the septic tank. Inside this large tank, heavy solids settle to the bottom (creating what is called a sludge layer) while lighter or less dense materials, such as fats, float. The materials in the septic tank are decomposed by bacteria.

Septic Bed: Liquids (called effluent) leave the septic tank and flow into the septic bed. The septic bed is made from a series of horizontal underground pipes surrounded by gravel. The effluent is slowly treated by soil microorganisms and gradually percolates into the ground water, or is drawn upwards by vegetation (grass).



2. Are there materials and products that should not go down the drain? **YES!**

Not Septic Safe

- Grease, oil, and other fats
- Plastics of any kind
- Wipes of any kind and cotton swabs
- Feminine hygiene products
- Kitty litter
- Cigarette butts
- Diapers
- Pharmaceuticals
- Vehicle fluids (anti-freeze, gasoline, motor oil, etc.)
- Paint, varnish, stain, paint thinners
- Pesticides, herbicides, fungicides

Prepared in Partnership With:
Township of The Archipelago
(705) 746-4243
septic@thearchipelago.on.ca
www.thearchipelago.on.ca/p/septics



Georgian Bay Biosphere
www.gbbr.ca
Registered Canadian Charity
#87100 1335 RR0001



3. Are septic system additives a good idea?

In almost any hardware or building store, you will find a selection of septic system additives which claim to enhance the capabilities and lifetime of your septic system. These products should be used with extreme caution. A properly functioning septic systems does not require additives, an improperly functioning system may receive more benefit from a pump out. In some cases, additives can disrupt the bacteria which the system depends on, or can cause the sludge to break into small pieces which reach the septic bed and cause clogging.

4. Who should inspect my septic system?

For the most accurate information, contact a local septic installer/pump out contractor to conduct a site inspection and locate the septic system.

5. What is a septic tank pump out and why does it matter?

A septic tank pump out refers to the physical removal of the liquids and solids inside the septic tank by a qualified professional. A vacuum truck is used to drain the entirety of the septic tank. Periodic septic tank pump outs are essential to a functioning system. The bacteria in your septic tank will consume the majority of the solids that enter the tank, however, inevitably a 'sludge layer' will form at the bottom. Without pumping, this layer builds up to the point that solids enter the septic bed, clog the pipes, and cause system failure. In cases of severe or prolonged clogging, the septic bed will need to be replaced.

6. How often should my septic tank be inspected and pumped out?

The rate at which your septic system will need to be pumped out depends on its size, frequency of use, and volume of use. A common recommendation is to pump a year round and regularly used septic tank when the sludge layer reaches 1/3 of the tank (roughly 4-8 years). Systems with less frequent use may need to be pumped less often. A septic inspection by a qualified professional can help you determine if and when a septic pump out is necessary.

7. Are there native plants or other alternatives to grass on the septic bed?

Many native plant species have deep, strong root systems and are therefore incompatible with septic beds. Avoid aggressive groundcovers (e.g. periwinkle). As a rule of thumb, grass is the best plant to cover your septic bed. A shallow rooted alternative is microclover or white clover.

Pump Out History

Record your septic system pump outs and other work here.

| Date | Work Done | Company | Cost |
|------|-----------|---------|------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**If you didn't eat it
or drink it, please
don't flush it**

This one is ok:



Keep these out of the Bay:



Learn more at:
thearchipelago.on.ca/p/septics



Respect for our lakes & Georgian Bay means respect for your septic system.

Help yourself, your building's plumbing,
your septic system, and the environment!

Never put grease, fats, or harmful
chemicals down your drain.



Learn more at:
thearchipelago.on.ca/p/septics



The Township of The Archipelago

Message to Ratepayers

May, 2021

Dear Resident(s),

The Township of The Archipelago staff and council are pleased to present you with this Septic Health & Maintenance package. In line with our primary strategic plan goal of protecting the environment, the purpose of these tools and the information provided is to help you, your family, and seasonal guests take part in septic system care and maintenance.

The COVID-19 pandemic has caused an increase in the number of people using seasonal residences within the Township, and an increase in visit duration. While this is understandable, there are many ripple effects of this intensified usage, including increased pressure on septic systems. This increased use may cause stress to older septic systems.

We invite you to use the contents here, not only to better manage increases in use for your septic system, but also to simply practice best management when it comes to septic systems. The magnet is designed to be put on your fridge for a family reminder or a notice to guests in the kitchen. The door hanger is designed for your bathroom. The custom folder is designed to be a one-stop-shop for your septic system's records, as well as to contain other helpful information.

The Georgian Bay Biosphere will be hosting a **Septic System Health webinar** on Wednesday June 23rd, 10:00am EST. This webinar is free to attend and will provide even more information regarding septic system health, there will also be a Q&A session.

Furthermore, we ask that you visit www.thearchipelago.on.ca/p/septics for additional resources, the webinar recording, and more.

Sincerely,

Reeve Bert Liverance

The Township of The Archipelago



Township of The Archipelago

9 James Street, Parry Sound ON P2A 1T4

Tel: 705-746-4243/Fax: 705-746-7301

www.thearchipelago.on.ca

November 19, 2020

20-169

**Moved by Councillor Frost
Seconded by Councillor Ashley**

RE: Great Lakes and St. Lawrence Cities Initiative – Call for Resolutions

WHEREAS the Township of The Archipelago is located on the eastern shore of Georgian Bay of Lake Huron, and is part of the UNESCO designated Georgian Bay Biosphere;

AND WHEREAS water levels on Lake Michigan, Lake Huron and Georgian Bay have set record unprecedented lows in 2012 & 2013 and unprecedented highs in 2020, causing significant ecological and economic impacts;

NOW THEREFORE BE IT RESOLVED that the Township of The Archipelago hereby requests the Government of Ontario, Government of Canada and the International Joint Commission (IJC) to take appropriate actions to better manage and control the lake levels within Lake Michigan, Lake Huron and Georgian Bay;

AND FURTHER BE IT RESOLVED that staff be directed to submit this resolution to the Great Lakes and St. Lawrence Cities Initiative (GLSLCI) to highlight this significant issue for coastal communities along Lake Michigan, Lake Huron and Georgian Bay.

Carried.



Township of The Archipelago

9 James Street, Parry Sound ON P2A 1T4

Tel: 705-746-4243/Fax: 705-746-7301

www.thearchipelago.on.ca

November 19, 2020

20-171

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

RE: Bill 228, An Act to prohibit unencapsulated expanded or extruded Polystyrene in floating docks, floating platforms and buoys

WHEREAS on November 5, 2020, Norm Miller, MPP Parry Sound-Muskoka, introduced Bill 228, Keeping Polystyrene Out of Ontario's Lakes and Rivers Act, a Private Member's Bill designed to reduce polystyrene pollution by requiring that any polystyrene foam use, in the construction of docks and rafts, be fully encapsulated;

AND WHEREAS Reeve Liverance completed a delegation to the Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks, at the 2020 Association of Municipalities of Ontario Conference, outlining the importance of banning the use of unencapsulated polystyrene foam products in the water;

NOW THEREFORE BE IT RESOLVED that Council for the Township of The Archipelago hereby commends MPP Norm Miller on his initiative and fully supports Bill 228, Keeping Polystyrene Out of Ontario's Lakes and Rivers Act;

AND BE IT FURTHER RESOLVED that Council for the Township of The Archipelago direct staff to submit this resolution to the Great Lakes and St. Lawrence Cities Initiative to support the bill and to recommend similar initiatives within all other jurisdictions within the watershed of the Great Lakes and waterbodies beyond.

AND BE IT FURTHER RESOLVED that staff send this resolution to Premier of Ontario, and to the Leaders of the Opposition Parties.

Carried.

Legislative
Assembly
of Ontario



Assemblée
législative
de l'Ontario

1ST SESSION, 42ND LEGISLATURE, ONTARIO
70 ELIZABETH II, 2021

Bill 279

An Act to amend the Environmental Protection Act with respect to microplastics filters for washing machines

Co-sponsors:

Ms J. Bell

Mr. I. Arthur

Private Members' Bill

1st Reading April 19, 2021

2nd Reading

3rd Reading

Royal Assent



**An Act to amend the Environmental Protection Act with respect to
microplastics filters for washing machines**

Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

1 The *Environmental Protection Act* is amended by adding the following section:

Prohibition, washing machine without microplastics filter

88.1 No person shall offer for sale or sell a washing machine that is not equipped with a filter for removing microplastics that has a maximum mesh size of 100 microns or such smaller mesh size as may be prescribed by Minister's regulation.

2 The Act is amended by adding the following section:

Offence, s. 88.1

90 (1) Despite the penalties set out in section 187, every person who contravenes section 88.1 is liable on conviction to a fine of,

- (a) in the case of an individual, a maximum fine of \$1,000 for the first unit sold or offered for sale without the required filter and of \$2,000 for each subsequent unit sold or offered for sale without the required filter; and
- (b) in the case of a corporation, a maximum fine of \$2,000 for the first unit sold or offered for sale without the required filter and of \$5,000 for each subsequent unit sold or offered for sale without the required filter.

Commencement

3 This Act comes into force on the second anniversary of the day it receives Royal Assent.

Short title

4 The short title of this Act is the *Environmental Protection Amendment Act (Microplastics Filters for Washing Machines)*, 2021.

EXPLANATORY NOTE

The Bill amends the *Environmental Protection Act* to prohibit the sale or offering for sale of washing machines that are not equipped with a specified microplastics filter and to provide for corresponding penalties in case of non-compliance with the requirement.

FOR: The Great Lakes St. Lawrence Cities Initiative (Mayors Conference), August 2021

SUBMITTED BY: The Township of The Archipelago

DRAFT

Washing Machine Filters Required to Mitigate Microplastic Water Pollution

WHEREAS *microfibers* are human-made strands less than 5mm composed of either synthetic or natural materials. Microfibers are shed through the wear and tear of textiles through the laundering process.

WHEREAS billions of plastic microfibers are released into the Great Lakes daily from machine laundering of clothes. Studies have found a single load of laundry can release up to millions of microfibers into washing machine effluent, which flows to the wastewater treatment plant. Wastewater treatment can capture up to 99% of microfibers in sewage sludge, but microfibers are still released into aquatic ecosystems through treated effluent. Billions of microfibers are released into the aquatic ecosystem daily in the Great Lakes basin, either directly via treated final effluent, or indirectly as runoff from land-application of treated sewage sludge.

WHEREAS microfiber contamination is widespread: Worldwide and local studies have shown microfibers present in commercial fish, Great Lakes fish (including Lake Trout, Rainbow smelt, Brown bullhead, etc.), honey, salt, Great Lakes beer, tap water, bottled water and much more.

WHEREAS microfibers are the most prevalent type of *microplastics* in the environment and have been found in surface water, soil, biota, and atmospheric samples.

WHEREAS a 2014 surface water study in Lake Erie, Lake Ontario, and their tributaries measured microplastics at abundances between 90,000 and 6.7 million particles per square kilometer. These levels of microplastics are similar to or exceed concentrations found in ocean gyres like the "Great Pacific Garbage Patch."

WHEREAS microplastics do not biodegrade.

WHEREAS chemicals such dyes and flame retardants are added to textiles during manufacturing. Textiles can also absorb chemicals from their environment after manufacturing. Some of these chemicals are toxic, and harmful chemical compounds can be released into the environment via leaching from microfibers.

WHEREAS a growing body of research shows that the effects of microplastics on animal life are far-reaching. Researchers have investigated the impacts of

microplastics on gene expression, individual cells, survival, and reproduction. Mounting evidence shows that negative impacts can include decreased feeding and growth, endocrine disruption, decreased fertility, and other lethal and sub-lethal effects. Some of these effects are due to ingestion stress (physical blockage), but many of the risks to ecosystems are associated with the chemicals in the plastic. Studies have shown that chemicals transfer to fish when they consume microplastics. When these fish end up on our dinner plates, we potentially increase the burden of hazardous chemicals in our bodies.

WHEREAS a recent set of laundering experiments in the laboratory have shown that external filters can capture an average of 87% of fibres by count and 80% by weight before they go down the drain (McIlwraith *et al.* 2019). Preliminary results from a Georgian Bay Forever/University of Toronto pilot project shows similar microfiber diversion rates for residential laundry filters.

WHEREAS add-on filters cost approximately \$180-220 CDN to purchase and install, which is prohibitive for the average household. Accordingly, voluntary adoption rates are low.

WHEREAS France has passed legislation (France 2020-105, Article 79) that requires future washing machines sold to have filters. California has introduced a bill (California AB 622), and Ontario has tabled Private Member's Bill 279 to prohibit sales of washing machines without a filter of mesh size 100 microns or smaller. Companies such as Arclik have manufactured washing machines with filters built directly into them.

NOW, THEREFORE BE IT RESOLVED that the Great Lakes St. Lawrence Cities Initiative (Cities Initiative) recognizes that to date the largest documented source of environmental microfibers is washing machines, and that findings indicate washing machine filters mitigate the majority of fibres shed during machine washing; and

BE IT FURTHER RESOLVED that the Cities Initiative recognizes the need to require future sales of washing machines to include filters with a maximum mesh size of 100 microns; and

BE IT FURTHER RESOLVED that the Cities Initiative and its members call on the Ontario government to pass Bill 279, and to call on the Canadian and U.S. government to create appropriate regulatory measures to the same effect; and

BE IT FINALLY RESOLVED that until households can only buy new laundry machines outfitted with <100 micron filters, the Cities Initiative and its members call on provincial, state and federal governments to provide funding and education to help constituents reduce microfiber waste.

The Township of The Archipelago

Recommendation Report to Council

Report No.: Operational Services 2021-004

Date: 20th May 2021

Originator: Greg Mariotti, Manager of Operational Services

Subject: Island Sites Waste and Recycling Barging Services Renewal

RECOMMENDATION

1. That Council authorize staff to renew a barging contract with Chantler Barging for a 3-year term, with option to extend for a further one year. The renewed contract shall contain the same service deliverables as the previous contract, details of which are attached to this report.
-

BACKGROUND/HISTORY

Chantler Barging has serviced the waste and recycling needs of Sheep Head and Devils Elbow for The Archipelago since 2004; over 15 years.

The company has operated with minimal issues and in a reliable manner. It is proposed to sole source renewal of this service based on the company's reasonable increase in costs and due to the fact that the blue box transition will cause uncertainty for any new contractor.

There are a limited number of qualified companies able to perform this service. Chantler Barging has previously made successful bids on open tenders, details of the last two being:

In 2015, six companies expressed an interest but only Chantler Barging submitted a proposal.

In 2018, three companies bid for the work and Chantler Barging won the contract.

The above tenders were for a 2-year term, with the option to extend the agreement for one year at the discretion of the Township. A copy of the last 2018 contract is attached to this report. Terms of the 2018 contract are the same as the contract that was awarded in 2015.

It is recommended to enter into a 3-year agreement, with the option to extend the agreement for one year, bringing the agreement up for renewal in either 2024 or 2025, and timing would be in-line with the blue box transition dates. This length of agreement also has financial benefits for The Archipelago (see below under Financial Implications).

ANALYSIS/OPTIONS

Option 1 – Recommended

Renew a contract with Chantler Barging for a 3-year term, with the option to extend the term for an additional year. This length of contract gives the Township flexibility depending on when the blue box transition will occur. Negotiated rates for this contract are also more favourable when compared to previous contracts. All other terms of the contract shall remain the same.

Option 2 – Not Recommended

Go out to tender. Based on historical outcomes of the tendering process and knowing that barging contractors in the area are status quo, preparing and going out to tender would be a sub-optimal use of staff resources. The upcoming blue box transition would create additional uncertainties for any potential new bidders.

FINANCIAL IMPLICATIONS

Previous contracts were awarded on an initial increase at the start of the term and maintaining the same price throughout the term of the contract. In 2018, Chantler Barging increased its fees by 14.4% compared to the 2015 bid. This increase took effect in 2018 and remained the same for 2019 and when the agreement was extended by one year in 2020. This is equivalent to an annual increase of 4.8% per year.

For this agreement (2021), the increase would be as follows:

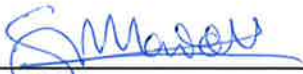
- +10% in 2021
- +2% in 2022
- +2% in 2023
- +0% in 2024, if the option of extending an additional year is implemented.

This would be equivalent to annual increase of 3.5% per year.

CONCLUSION


1. That Council authorize staff to renew a barging contract with Chantler Barging for a 3-year term, with option to extend for a further one year. The renewed contract shall contain the same service deliverables as the previous contract, details of which are attached to this report.

Respectfully Submitted,



Greg Mariotti
Manager of Operational Services

I concur with this report
and recommendation



John B. Fior
Chief Administrative Officer



Request for Quotations

Devil's Elbow and Sheep Head Transfer Stations Provision of Barging Service

Project Description

Provision of Barging Service to the Devil's Elbow and Sheep Head Transfer Station to and from Holiday Cove Marina located on Georgian Bay.

The Township of the Archipelago will supply a self-propelled container trailer to facilitate movement of both empty and loaded containers between the sites and the municipal storage compound at Holiday Cove Marina. The contractor shall be responsible for familiarizing themselves with the specifications and capabilities of the trailer unit. The Township will make available all manufacturer supplied information for review.

Self-Propelled Container operator training will be provided one time to the accepted contractor. Requirements for further training will be the responsibility of the contractor and proof of acceptable training will be required prior to operation.

The number of barge trips experienced in 2017 is shown on the attached Schedule "B" and is provided only as an example of trip volume. The municipality does not guarantee a minimum number of trips annually and the number of trips is limited to three per week and ten per month as per the Agreement with Seguin Township.

Quotations will be received in sealed envelopes clearly marked as "**REQUEST FOR QUOTATION – BARGING SERVICES**" at the Township office, 9 James Street, Parry Sound, Ontario P2A 1T4, until not later than 3:00 p.m. on Wednesday May 9th, 2018.

Scope of work.

1. The term of the Agreement will be for two years, commencing on or about May 15, 2018, with the option to extend the Agreement at the discretion of the Township.
2. The work will include the delivery of supplied Containers to the Devil's Elbow and Sheep Head Transfer Station. The Township will supply a self-propelled container trailer for the sole purpose of movement of the municipal containers.
3. Waste and recycling containers will be delivered to and from each location from early April to late October each year depending upon weather conditions. The bins will be transported between the storage compound at Holiday Cove Marina and the transfer stations.
4. The containers will be supplied and delivered on an "as needed" basis as determined by the Township.

Contractor's Responsibilities

1. The contractor will operate the municipally supplied container trailer to facilitate movement of the containers between the storage compound at Holiday Cove Marina and the transfer stations. The contractor must ensure compliance with the Use Agreement between The Archipelago and Seguin Township. This will include the responsibility to maintain the required logs. Relevant sections of the agreement are attached as Schedule "A".
2. The contractor will be responsible for fueling and daily service checks (engine oil, hydraulic fluid, coolant etc.) on the municipal container trailer. A daily log shall be kept and submitted to the municipality upon request. Items requiring attention shall be brought immediately to the attention of the municipality.
3. The contractor will place the containers at each of the Transfer Sites as specified by the Municipal Representative.
4. The loading ramp at Holiday Cove Marina will be used for the Township of The Archipelago Barging Service only. Any other use will result in the termination of the Barging Contract.
5. The contractor will provide all required regulatory certifications prior to commencement of the contract, including but not limited to WSIB, Environmental Compliance Approval etc. Certification requirements are the responsibility of the contractor.
6. The contractor shall provide General Liability Insurance in the amount of \$5,000,000.00, Environmental Impairment coverage in the amount of \$5,000,000.00, and Marine Liability in the amount of \$5,000,000.00 prior to commencement of the contract. Insurance coverages shall name The Township of The Archipelago as an additional insured.

7. The contractor is responsible for containers and activities while on the barge and during loading and unloading of containers at the Transfer Stations and Holiday Cove Marina. Any damage shall be charged to the contractor. All sites are to be kept in a neat and orderly condition.
8. Container Barging will be on a call-in basis and pickups will be provided as soon as possible and no later than 48 hours. The contractor must be able to provide service for 5 x 40 yd containers at each site. Some weeks may require barging of all containers.

The following requirements must be provided by interested bidders (the Municipality reserves the right to request further documentation at its sole discretion):

- i) Valid Vessel Registration
- ii) Valid Vessel Inspection Certificate
- iii) Valid Certificate of Competency (Master's Papers) for relevant vessel tonnage and length
- iv) Proof of Insurance for:
 - a) General Liability \$5,000,000.00
 - b) Environmental Impairment \$5,000,000.00
 - c) Marine Liability \$5,000,000.00
- v) Workplace Safety & Insurance Board (WSIB) Clearance Certificate
- vi) Ministry of the Environment (MOE) Environmental Compliance Approval for Waste Barging
- vii) List of staff that will be involved with the execution of this contract including experience and capabilities.
- vii) Proof of similar or comparable work experience for the last 3 years. Work experience should show a history of consistently meeting the requirements of a regular service contract involving marine barging.

Township Responsibilities

1. The Township will work with the Containerized Service Contractor in providing the containers for the Transfer Stations.
2. The Township will pay for the transportation from Holiday Cove Marina and the associated tipping fees.
3. The Township will work with the contractor to schedule container pick-up times.

Dated this **23rd** day of **April, 2018**.

Mike Kearns
Manager of Operational Services
Township of The Archipelago
9 James Street
Parry Sound, Ontario P2A 1T4
Tel: (705)746-4243 ext. 311
Fax: (705)746-7301

SCHEDULE "A"
Seguin Agreement
regarding waste activities at Holiday Cove Marina

2. TERM OF AGREEMENT

This Agreement shall be effective as of the time and date of execution by both parties and shall continue in force and expire on December 31, 2061 (the "Term" of this Agreement).

3. WASTE / REFUSE MANAGEMENT

3.1 Waste Transit - Hours of Operation

The Archipelago shall only use the Property for the purposes of Waste Transit between the hours of 7:00 a.m. to 7:00 p.m. Monday to Friday, excluding any statutory holidays, and only during the Term of this Agreement. The Archipelago will consider, at the end of 2012, reducing the hours of operation from 7:00 am to 5:00 pm, and will consider amending the Agreement, either permanently or on an interim basis, to reflect this change, if it concludes that it is possible to change the hours of operation.

3.2 WASTE BINS

The Archipelago covenants and agrees, to and with Seguin as follows:

- a) *the maximum amount of time that Waste Bins shall be placed at any docking area at the Property shall be three hours. Full Waste Bins shall be removed from the Property forthwith. Notwithstanding this provision, full Non-Household Waste Bins may be stored in the gated area for a maximum of 24 hours. The Archipelago will explore ways of reducing this maximum period, and will consider, in consultation with Seguin and the local residents, amending the Agreement, either permanently or on an interim basis, to reflect this change, if it concludes that the maximum period can be reduced.*
- b) *a maximum of five empty Waste Bins may be stored in the Gated Area, of which two may be empty Household Waste Bins, and these two empty Household Waste Bins shall not be stored within the Gated Area for longer than twenty-four hours. The Gated Area will be landscaped to mitigate against any possible visual impacts.*
- c) *all Household Waste Bins shall be sprayed for odours at a location off-site of the Property in order to prevent odours while the empty Waste Bins are on the Property. Empty Household Waste Bins stored in the Gated Area will not emit unacceptable odours. Household Waste Bins will not leak while in transit or while they are stored on site.*
- d) *Waste Bins shall not be loaded or unloaded during the weekend or during any statutory holiday, including the August Civic Holiday.*

3.3 BARGING OF WASTE

The Archipelago covenants and agrees, to and with Seguin as follows:

- a) *the maximum time that any Barge shall be allowed to load and/or unload Waste at the Property shall be two hours,*
- b) *the Barge Operator shall not make more than three Barge Trips per week and not more than ten Barge Trips per month at the Property.*

4. USE OF BARGES GENERALLY

The Archipelago covenants and agrees, to and with Seguin as follows:

- a) *the Archipelago shall prevent Barge Operators from Hot Loading at the Marina.*
- b) *the Archipelago shall strongly discourage Barge Operators from docking or parking at the Property.*
- c) *the Archipelago will encourage all barge operators to conduct themselves in a safe and courteous manner, and will take steps to discipline those that do not, including suspending or terminating their right to access the Marina.*
- d) *the Archipelago shall ensure that the manager of the Property maintains a log of all Barge Trips and all Waste Transit and all activity associated with Waste Bins on the Property. This log shall include:*
 - (i) *the date and time of all Barges attending the Property;*
 - (ii) *the date and time of all Waste Bins (full and empty shall be noted) entering and leaving the Property and their contents; and*
 - (iii) *the name of all Barge Operators attending the Property to be recorded beside the date and time.*
- e) *The Archipelago shall provide a log of all Barge and Waste Bin activity in writing to Seguin annually or at Seguin's request.*

SCHEDULE "B"

2017-Barging From Holiday Cove Marina

June 12, 2017 – 4 Containers

June 14, 2017 – 4 Containers

June Total – 2 Trips

July 7, 2017 – 4 Containers

July 10, 2017 – 4 Containers

July 25, 2017 – 3 Containers

July Total – 11 Trips

August 1, 2017 – 4 Containers

August 3, 2017 - 4 Containers

August 10, 2017 – 3 Containers

August 11, 2017 - 4 Containers

August 23, 2017 - 4 Containers

August 24, 2017 - 3 Containers

August 25, 2017 - 1 Containers

August 31, 2017 - 4 Containers

August Total – 27 Trips

September 13, 2017 – 3 Containers

September Total – 3 Trips

November 1, 2017 – 4 Containers

October Total – 4 Trips



Request for Quotations
BARGING SERVICE
DEVIL'S ELBOW AND SHEEPHEAD TRANSFER STATIONS

To provide for the delivery of Container Barging at the Devil's Elbow Transfer Station and the Sheephead Transfer Station located on Georgian Bay in the Township of The Archipelago.

Devil's Elbow Transfer Station (excluding H.S.T.)

- | | | |
|----|--|----------|
| 1. | The cost per round trip for 1 - 40 yd container | \$ _____ |
| 2. | The cost per round trip for 2 - 40 yd containers | \$ _____ |
| 3. | The cost per round trip for 3- 40 yd containers | \$ _____ |
| 4. | The cost per round trip for 4 - 40 yd containers | \$ _____ |

Sheephead Transfer Station (excluding H.S.T.)

- | | | |
|----|--|----------|
| 1. | The cost per round trip for 1 - 40 yd containers | \$ _____ |
| 2. | The cost per round trip for 2 - 40 yd containers | \$ _____ |
| 3. | The cost per round trip for 3 - 40 yd containers | \$ _____ |
| 4. | The cost per round trip for 4 - 40 yd containers | \$ _____ |
-

NAME OF CONTRACTOR: _____

Address: _____

Telephone: _____ Fax: _____

Signature: _____ Date: _____

Quotations will be received at the Township office at 9 James Street, Parry Sound, Ontario until not later than 3:00 p.m., on Wednesday, May 9, 2018.

The Township of The Archipelago

Recommendation Report to Council

Report No.: Operational Services 2021-003

Date: 20th May 2021

Originator: Greg Mariotti, Manager of Operational Services

Subject: By-Law Amendments and Repeals

RECOMMENDATION

1. That By-Laws No.15-24 and No.15-34, being by-laws to permit the operation of all-terrain vehicles (ATV's), multi-purpose off-highway utility vehicles and recreational off-highway vehicles on highways and lands under the jurisdiction of the Corporation of The Township of The Archipelago be repealed; and
2. That By-Law No.14-40, being a by-law to appoint a municipal weed inspector be amended to appoint the position of Public Works Supervisor as the designated weed inspector;
3. That as per Section 7 (2) of the *Weed Control Act* the Clerk, within seven days after the passing of the by-law give the Chief Inspector a written notice indicating the name and address of the weed inspector and the area for which the appointment is made; and
4. That as per Section 7 (1) of the *Weed Control Act* the Clerk, before the 1st day of April in each year, give the Chief Inspector a written notice indicating the name and address of every area weed inspector and the area for which the appointment is made.

BACKGROUND/HISTORY

ATV By-Law Recommendation

Prior to January 1st 2021, off-road recreational vehicles were only permitted on municipal roadways where a municipality created a by-law enabling the use of these off-road vehicles. Hence, By-Law No. 15-24 was enacted on July 17th 2015, allowing off-road recreational vehicles access to municipal roads with the exception of the following roads: Blackstone-Crane Lake Road, Blackstone Lake Road, Armstrong Jacklin Road, Joe Koran Road, Ramsey-Johnston Road, North Fork Road, South Fork Road and Aga Ming Road.

On September 18th 2015 Council passed By-Law No.15-34 removing the above road exceptions. Essentially, The Archipelago allowed off-road recreational vehicle use on all of its roads.

During 2019 the Ministry of Transportation made two legislative amendments to the *Highway Traffic Act* to improve the experience of off-road vehicle (ORV) riding in the province. These changes were part of the Province's *Better for People, Smarter for Business Act* and *Getting*

Ontario Moving Act. The Acts were aimed at reducing burdens for tourism operators and recreational off-road vehicle drivers and the changes had two effective dates.

The first, on July 1st 2020, allowed off-road motorcycles (dirt bikes), and extreme terrain vehicles (for example, Argo vehicles), to be used on municipal roads as long as municipalities permitted these additional vehicle types by amending an existing by-law or creating a new by-law.

The second, on January 1st 2021, effectively allows all off-road vehicles to be driven on municipal roads *by default*, unless a municipality enacts a by-law that specifically *prohibits* their use on its road network. This change effectively makes by-laws No.15-24 and No.15-34 redundant.

Weed Inspector Appointment Recommendation

The *Weed Control Act* stipulates that council of every upper-tier and single-tier municipality shall, by by-law, appoint one or more persons as area weed inspectors to enforce the Act in the area within the council's jurisdiction. The act is governed under the Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

The intent of the Weed Control Act is to reduce:

1. The infestation of noxious weeds that negatively impact on agriculture and horticulture lands.
2. Plant diseases by eliminating plant disease hosts such as common barberry and European buckthorn.
3. Health hazards to livestock and agricultural workers caused by poisonous plants.

A noxious weed includes a plant that has been listed in the Schedule of Noxious Weeds found in Regulation 1096 made under the Weed Control Act. This list is commonly referred to as the "Noxious Weed List". In Ontario, 25 weeds are designated as noxious under the Weed Control Act.

In general, a species designated as a noxious weed is one that:

- Is difficult to manage on agricultural land once established and will reduce the yield and quality of the crop being grown;
- Negatively affects the health and well-being of livestock; or
- Poses a risk to the health and well-being of agricultural workers.

By-law No.14-40 is outdated as it still names the previous Manager of Operational Services, as the designated person.

The Supervisor of Public Works has received formal training and certification to be appointed as the Township's new weed inspector.

ANALYSIS/OPTIONS

Option 1 – Recommended

That By-laws No.15-24 and No.15-34 be repealed.

That By-law No.14-40 be amended to appoint the Supervisor of Public Works as the Township's weed inspector.

Option 2 – Not Recommended

Status Quo

Leaving By-laws No.15-24 and No.15-34 in their current state creates confusion for off-road vehicle drivers and displays poor records management.

Leaving By-law No.14-40 in its current state would be in contravention of the *Weed Control Act* and displays poor records management.

FINANCIAL IMPLICATIONS

There are no financial implications in repealing By-laws No.15-24 and No.15-34.

OMAFRA weed inspector training and certification was free of charge.

CONCLUSION

1. That By-Laws No.15-24 and No.15-34, being by-laws to permit the operation of all-terrain vehicles (ATV's), multi-purpose off-highway utility vehicles and recreational off-highway vehicles on highways and lands under the jurisdiction of the Corporation of The Township of The Archipelago be repealed; and
2. That By-Law No.14-40, being a by-law to appoint a municipal weed inspector be amended to appoint the position of Public Works Supervisor as the designated weed inspector;
3. That as per Section 7 (2) of the *Weed Control Act* the Clerk, within seven days after the passing of the by-law give the Chief Inspector a written notice indicating the name and address of the weed inspector and the area for which the appointment is made; and
4. That as per Section 7 (1) of the *Weed Control Act* the Clerk, before the 1st day of April in each year, give the Chief Inspector a written notice indicating the name and address of every area weed inspector and the area for which the appointment is made.

Respectfully Submitted,



Greg Mariotti
Manager of Operational Services

I concur with this report
and recommendation



John B. Fior
Chief Administrative Officer

The Township of The Archipelago

Information Report to Council

Report No.: Operational Services 2021-007

Date: 20th May 2021

Originator: Greg Mariotti, Manager of Operational Services

Subject: Wayward Docks Update

Background

A records search surrounding management of wayward docks goes back several years, to the spring of 2017. In April 2017 an information report presented several options:

1. Status Quo – report issues to the Federal/Provincial authorities.
2. Encourage rate payers and/or associations to bring wayward docks to existing disposal and transfer facilities. Council was given the option to consider the waiver of disposal fees for pre-arranged delivery of wayward docks.
3. Partner with Associations to facilitate removal of existing wayward docks – essentially holding a “wayward dock day”. This option was discouraged due to costs and logistics of holding these events at locations easily accessible for bin drop-off and pick-up without impacting the activities of other rate payers (e.g. wanting to launch boats while a bin is placed at the landing). Costs to hold a “dock day” would be in the region of \$2,500 to \$3,000 per event for third party support, disposal costs and staff time and resources.
4. A Township run collection and disposal program. This was equally discouraged due to additional resources required (both internal and external barging contractors) and costs to operate a dock collection service. Estimates were obtained in early 2020 where Chantler Barging roughly quoted it would cost around \$10,000 to dedicate a barge for a day at Devils Elbow and \$14,000 to go to Sheep Head.

The information report (attached), suggested that community engagement and education would be the preferred option, together with reaching out to the Provincial and Federal authorities who essentially are responsible for the majority of the wayward docks in The Archipelago’s waters. Following the report, direction was given to reach out to the Department of Fisheries and Oceans and the Ministry of Natural Resources and Forestry. Furthermore, direction was given to reach out to ratepayers highlighting the issues and how to properly dispose of wayward docks. Ongoing communication activities were discussed at several Council meetings in the following years.

Based on the fact The Archipelago continues to evaluate options on managing wayward docks suggests any discussions that may have taken place at the time with the Federal and Provincial authorities were not successful. On the other hand, The Archipelago has been promoting and advocating through its website, newsletters and other communications, proper disposal methods, locations for disposal and most recently the fact that it is free to dispose of wayward

docks to encourage uptake. It was also communicated that ratepayers contact the Coast Guard or OPP should they come across a navigational hazard caused by a wayward dock. Further to this point, there were some legislative amendments made to the Navigation Protection Act. In 2019, the Navigation Protection Act was amended and renamed the Canadian Navigable Waters Act, to better reflect its purpose. Changes in the Act were aimed at strengthening environmental protection, as well as protecting waters on which the public has the right to travel (navigable waters). The Act received Royal Assent on June 21, 2019.

Following the above regulatory changes it is recommended that staff attempt to re-engage with the Federal agency. There is also a new protocol in place as to how to communicate a navigational or environmental issue. The information on the Township's website is outdated and will be reviewed to incorporate these latest changes. Accessibility of this information will also be improved and ratepayer associations will be made aware of these updates so that members of the associations can report any issues directly with the relevant authorities.

Wayward docks may originate from locations outside of The Archipelago and the information report from 2017 clarified that these issues are, by and large, Federal and Provincial issues. These governments should work in partnership with municipalities and NGO's and not simply download their responsibilities (and costs) to lower levels of government. The Archipelago, NGO's such as Georgian Bay Forever and associations should remain cognizant of this fact. Concerned ratepayers should also be knocking on Federal and Provincial doors, not just The Archipelago's. It is possible that the Provincial and Federal agencies have not been as engaged in the past because they may not have received the kind of advocacy from NGO's and associations that the Archipelago has been receiving on this issue. It is recommended that staff, NGO's and associations reach out to the Federal and Provincial governments on this matter together.

Risk, Liability and Legal Concerns

There are several issues that should be clarified from a legal perspective and with the Township's insurance provider should Township staff be directed to dispose of wayward docks outside of The Archipelago's jurisdiction. More specifically, where wayward docks are found on crown land or in Federal waters what infringements, if any, would the Township be making? For example, The Archipelago is not allowed to cut down a tree on Crown land even if the tree is at risk of falling on a Township operated landing.

What are the liabilities should a serious accident or injury occur while Township staff, or even volunteers, recover a wayward dock located on Federal/Provincial lands or waterways? If The Archipelago embarks on a wayward dock clean-up program, is it then assuming future liabilities together with the Federal and Provincial governments? Would The Archipelago be considered at fault, or at least jointly at fault, if a dock were missed as part of a clean-up and the dock subsequently causes a serious accident? These may seem like far-fetched scenarios, however The Archipelago has been involved in legal undertakings over much simpler matters in the past.

Lastly, by The Archipelago undertaking dock clean-ups would this enable less principled residents to simply dump their old docks in the nearest bay knowing that it will get picked up sooner or later?

Extent of the Issue

The issue of “how big is this problem?” was originally touched upon in the 2017 information report and it was brought up again last year when dealing with requests for action by Georgian Bay Forever. What is the extent of the issue? When reaching out to neighbouring municipalities (see below), this is not an issue big enough to be of concern.

So far, The Archipelago is aware of a dock clean-up that took place with the assistance of the Bayfield-Nares Islanders Association. Mr. Ted Simmonds wrote an article about his experience dealing with wayward docks last year and mentioned that by the end of last summer, 29 wayward docks were retrieved and disposed of at Site 9. More recently this year, the Woods Bay association has reported they have identified 10 to 15 wayward docks in the south. NGO's and associations were asked in the fall of last year for an inventory of wayward docks throughout the Archipelago. Covid-19 has not helped matters in gathering this information and a fulsome assessment may not be available until 2022. More difficult to assess is how many of these docks were intentionally abandoned, versus becoming wayward resulting from a bad weather event.

Council Resolution Update

Council Resolution **No.19-210** from December 2019 requested staff to research and report back with recommendations on ways to collaborate with ratepayer associations on the removal of abandoned docks, and include a budget estimate for 2020.

It is difficult to implement the above resolution, including the budgetary aspect, until the extent of the issue has been identified. For example, Mr. Simmonds' remarkable efforts were undertaken over the course of a season. Assisting Mr. Simmonds by placing bins at Bayfield landing on multiple occasions during the course of a season would cost tens of thousands of dollars.

It is proposed that staff work with ratepayers and associations to promote the following:

- Free disposal of not only wayward docks, but also any old dock they wish to have replaced;
- Contact the relevant government body if coming across a wayward dock causing a navigational or environmental hazard and
- Encourage ratepayers and associations to call The Archipelago in confidence, should anyone suspect that a neighbor has delinquent disposed of a dock. The Archipelago would act on this information.

Council Resolution **No.19-212** from December 2019 requested staff to develop a cost-recovery proposal to provide a day each summer for ratepayers to bring docks to designated sites for disposal.

As mentioned above, a “dock day” would cost a similar amount to a large item day – around \$2,500 to \$3,000. The Archipelago could be requested to hold such days at up to 6 locations covering Woods Bay, Healey Lake, Crane Lake, Skerryvore, Bayfield and Pointe au Baril. One circumstance to be aware of is that one day per year may increase to two or more days, because ratepayers or associations may come across more wayward docks that were missed on a previous clean-up. Costs will then begin to increase significantly.

In terms of cost recovery, the most straightforward method to recover costs would be to apply costs to the tax base. Costs could be recovered by applying a fee when issuing dock permits, however many docks that are replaced do not require a permit and are not tracked by the Building Department.

Management of Wayward Docks by Neighbouring Municipalities

Below is some information received from neighbouring municipalities as to whether they have experienced issues with wayward docks and how they deal with their disposal:

Algonquin Highlands:

Algonquin Highlands is similar to the Township of the Archipelago in that its residents are mostly cottagers and they do not have a town. They do have similar challenges with docks. They do not have a by-law in place to deal specifically with wayward docks. Currently their by-law officer deals with any problems arising with docks. The township will not accept such docks without payment of tipping fees unless there is very good, valid proof that the dock does not belong to the person who wants to dispose of it. Wooden docks must be broken down and tipping fees are in effect: \$65 per cubic yard, with a minimum fee of \$15, for disposal.

Town of Parry Sound:

Wayward docks are not an issue for the Town of Parry Sound. Anyone wishing to dispose of an old dock would have to break it down and take it to the MacFarlane transfer station and pay fees. Scrap wood/lumber is 5-10, \$5.00-tags based on quantity.

Carling Township:

The Public Works Manager has been with the Township for 13 years. In this time, he has not encountered any wayward docks. If anyone has a dock to dispose of, they take them to the Killbear landfill site. Foam and plastic are removed and placed in the landfill. The wood, if clean, is ground up to use as cover for the landfill, as they do with waste construction wood. Clean wood waste fee is \$25.00 (single axle trailer or half-ton truck).

County of Simcoe:

The County of Simcoe provides all waste and recycling services for the County, which includes the Georgian Bay municipalities of Midland and Penetanguishene. They are not aware of any problems with wayward docks and they do not have a policy or by-law specifically in place for them. If anyone wishes to dispose of a dock, it would be treated similarly to construction and demolition waste; the dock would have to be broken down and there would be tipping fees from \$10 to \$25 to \$50 per cubic metre, depending on the materials.

Calls to Midland and Penetanguishene confirmed that the County of Simcoe would take care of all matters dealing with solid waste and inquiries about wayward docks would be directed to them.

Northeastern Manitoulin and the Islands:

Wayward docks have not been an issue for this municipality. Anyone wishing to dispose of a dock can do so at the landfill. Docks would have to be broken down and tipping fees would be in effect. Construction debris, which this would fall under, is \$33/half ton truck or trailer.

Costs

As mentioned above, almost all neighbouring municipalities charge for disposal of dock materials, whether wayward or not. The Archipelago is currently allowing free disposal of dock materials, not only for wayward docks, but for old docks, to encourage responsible disposal. At this point it is unclear what the additional cost for this service has been, other than subjective feedback from staff that there were more wood bins hauled out of Devils Elbow and Sheep Head last year compared to previous years.

It is not recommended at this time to hold additional "dock disposal days".

Summary and Next Steps

The Operational Services Department is, or will be, doing the following to assist with mitigating the impact of wayward docks:


- Free disposal of old docks (including foam), at Sheep Head, Devils Elbow, Crane, Healey and Site 9, as long as they are cut up into manageable pieces that will fit into the wood bins. Rate-payers need to prove to staff that the material is not C&D waste. This was introduced and promoted in 2020. Based on feedback received from neighbouring municipalities, The Archipelago is going above and beyond in this respect, despite significant additional transportation costs when hauling dock materials from the island transfer sites.
- Docks can be disposed of year round at Site 9.
- Review Township website and update it with latest protocol on how to report a wayward dock causing a navigational or environmental hazard. Communicate updated protocols with associations.
- Provide ability for ratepayers to confidentially contact The Archipelago should they witness or suspect a fellow ratepayer illegally disposing of an old dock.
- Re-engage Federal and Provincial bodies together with NGO's and Associations who are concerned with this issue.
- Request that ratepayers and associations continue to track the extent of the issue.

Respectfully Submitted,



Greg Mariotti
Manager of Operational Services

I concur with this report,



John B. Fior
Chief Administrative Officer

TOWNSHIP OF THE ARCHIPELAGO REPORT FORM

TARGET

Presented to

COUNCIL ☐

ADMINISTRATION / FINANCE ☐

COMMUNICATIONS ☐

ENVIRONMENT ☐

HUMAN RESOURCES ☐

PLANNING ☐

PUBLIC WORKS ☒

STRATEGIC PLANNING & IMPLEMENTATION ☐

CAO ☐

OTHER ☐

Date Presented

April 20, 2017

Presented by

Mike Kearns

Report

Subject

Abandoned Docks

Options

Option 1. – Status Quo. Report issues to Federal/Provincial Authorities.

Option 2. – Encourage dock owners and/or associations to transport old/abandoned docks to existing disposal and transfer facilities. Council could consider the waiver of disposal fees for pre-arranged delivery of abandoned docks.

Option 3. – Partner with Cottager Associations to facilitate removal of existing abandoned docks and communicate proper disposal methods to ratepayers in the future. This would require a significant effort on behalf of the Associations to transport and load docks. Costs associated would be related to the Township's provision of containers/trucking (possible need for outside contractor participation), and disposal of Association collected docks. Logistics could prove challenging depending on locations as access for bin drop and pickup is not always available.

Option 4. – Township run collection and disposal program. This would require significant resources including staff as well as equipment and the use of third party trucking and/or barging services. Challenges exist in locations such as the South Channel as a suitable location for land pickup abandoned docks is not available and may require the docks to be picked up by barge and transported to a transfer facility.

INFORMATION & ANALYSIS

The issue of abandoned docks has been discussed recently and Public Works was asked to consider the issue and propose a strategy for the Township to address the issue.

Abandoned docks would generally be considered a hazard to navigation within navigable waterways and/or illegal disposal of waste depending on where they are deposited. Hazards to navigation would generally become the jurisdiction of a federal agency depending on waterbodies and the illegal disposal of waste might fall under the jurisdiction of the MNRF depending on where/how the docks are deposited. Currently there does not appear to be a desire from either organization to deal with the issue of abandoned docks.

We feel that it is important to ensure that both organizations realize that there is an issue and that we continue to convey that message to them to avoid a further downloading of responsibilities. We know that abandoned docks can and will breakdown and become free floating creating hazards to navigation and that the breakdown of the materials can contaminate the environment and habitats.

Control of proper disposal of old docks through a building permit process has been discussed however it is felt that there may be a number of challenges to this approach. Not all dock projects require a permit, such as the replacement of a dock of the same size. Additionally it is not clear if the requirement for proper disposal can be tied legislatively to the issuance of a permit.

We have heard that there are a number of existing abandoned docks in different wards in the municipality however we are unsure of the extent of the issue. It would be extremely difficult to establish ownership of these docks and as such staff feel that it is important to convey these issues to the proper provincial and/or federal authorities and ask them to properly deal with the issue.

Should the provincial and federal authorities fail to follow through, Council may want to consider a partnership with Cottage Associations to allow for the removal and disposal of identified existing abandoned docks. Such a partnership might, for example, involve the Municipality supplying transportation and disposal of collected and loaded docks.

Staffing levels, equipment availability and scheduled workloads will essentially preclude the Public Works Department from being able to undertake the removal of abandoned docks. Our boats are used regularly 5 days per week for waste site activities and the supply of the necessary equipment and trucks etc. would take resources away from required roads and waste activities. Additionally, should the Township begin a program of removal it is felt that it could lead to an increase in the numbers of abandoned docks with the expectation that the Township will look after the issue.

It is thought that the cost of disposal within The Archipelago is not prohibitive however the effort involved in proper disposal may be the contributing factor to some dock owners who choose to abandon them. We do have facilities that are able receive dismantled dock materials at most of our waste management locations and we still currently have in place the 2 cubic meter per year exemption from fees.

The Township of The Archipelago

Information Report to Council

Report No.: Operational Services 2021-006

Date: 20th May 2021

Originator: Greg Mariotti, Manager of Operational Services

Subject: Operational Services Update

Public Works Update

Pre-construction meeting held with Fowler Construction, Tatham Engineering and GBB for the Skerryvore Community Road resurfacing project and a start work order was issued. Work commenced as soon as half load restrictions were lifted by the MTO (week of May 10th).

Replacement docks for Pine Bay, Kapikog and Foxback have been installed. Very positive feedback received from residents.

Other capital items ordered so far are: replacement 1 tonne pick-up; replacement cover for the sand shed at the public works yard and a backhoe.

Calcium for dust control has recently been applied to unpaved roads in the south.

Environmental Services Update

Seasonal staff have received training and preparing to operate the extended summer hours.

A new "working alone" safety check-in system is being trialled. If successful, this new system should save The Archipelago around \$500 per month in service fees.

Updated transfer station activity sheets have been implemented which should allow for more detailed tracking of waste and recycling material movements. Accurate and timely record keeping will be an important component in developing a good picture of The Archipelago's operating costs, especially the blue box operational costs.

Holiday Cove Marina Update

By the end of April all slips at the marina were filled. There were no complaints from returning customers following the rate increase and there is a small waiting list.

One quote has been received so far to repave the access road and to create more parking spaces. The work should come in below budget.

West Parry Sound Community Support Services Agreement

The Township and the WPS Community Support Services have entered into a formal agreement allowing them use of the former Chamber of Commerce building for the purposes of storing a freezer and frozen food for delivery of frozen meals to the residents of the surrounding community.

Pointe au Baril Beautification

New picnic tables have been placed at the Wharf and the playground.

A community bulletin board has been affixed to the rock face at the transfer station and staff are working with GBB to set up a butterfly garden next to the Wharf.

Light post banners should also be installed before the May-24 weekend.

P.J. Marshall Award Submission

The Archipelago has made a submission for AMO's P.J. Marshall award. A copy of the submission is attached to this information report.

Electric Vehicle Charging Stations

Staff was made aware of a Natural Resources Canada, Zero Emission Vehicle Infrastructure Program (ZEVIP), whereby up to 50% of costs associated with installation of EV charging stations will be covered by the Federal government. Deadline for submitting applications is June 22nd 2021, with funding decisions being made around October 2021. Upon further investigation, Lakeland Holding is in the process of submitting an application on behalf of several local municipalities (Parry Sound, Muskoka, Sundridge, Bracebridge, Huntsville and likely others).

Attached to this report is an overview document produced by Lakeland. It is proposed to allow Lakeland Holding to submit an application on behalf of The Archipelago so that it can also be part of this EV charging network. Depending on the chosen financing model and whether Council wishes to provide a free or user pay service, the installation could be very little to no cost to The Archipelago. The only commitment at this point in time is to provide Lakeland with a


signed letter for their submission, confirming that they would have permission to install the infrastructure at the locations The Archipelago has chosen.

Locations for consideration would be one parking space in the parking lot behind the municipal office, one parking space at the community centre in Pointe au Baril and one location to be determined in Archipelago South. The charging station in Archipelago South would have to be located at a private business that is willing to accommodate this venture. At a future Council date a representative from Lakeland would be glad to provide a presentation and offer more details on this project. Council can then also ask more details on the various options for participation.

Pointe au Baril Nursing Station Agreement

The West Parry Sound Health Centre received a revised copy of the agreement at the end of April, taking into account latest discussions. Tentative commencement date was set for June 1st.

Respectfully Submitted,



Greg Mariotti
Manager of Operational Services

I concur with this report,



John B. Fior
Chief Administrative Officer



LAKELAND EV CHARGING NETWORK

Overview Document Updated May 4, 2021

High level summary related to participation in a NRCan / Lakeland Project application.

Jennifer Montpetit
jmontpetit@lakelandholding.com

Contents

| | |
|--|----------|
| NRCan Zero Emissions Vehicle Infrastructure Program | 2 |
| Funding Description | 2 |
| Funding Location Types..... | 2 |
| Lakeland's EV Network | 3 |
| SWTCH | 3 |
| Installation Contractor | 3 |
| Proposal | 3 |
| Locations / Land Lease Agreements | 4 |
| Location Requirement Check List..... | 4 |
| Budget / Contributions | 4 |
| Timelines – Next Steps | 4 |
| Charging Station information | 5 |
| General details | 5 |
| Level 1 | 5 |
| Level 2 | 6 |
| Level 3 | 6 |
| Contact..... | 6 |

NRCan Zero Emissions Vehicle Infrastructure Program

Funding Description

ZEVIP is a 5-year \$280 million program ending in 2024 and its objective is to address the lack of charging and refueling stations in Canada; one of the key barriers to ZEV adoption, by increasing the availability of localized charging and hydrogen refueling opportunities where Canadians live, work, and play.

This funding will be delivered through cost-sharing contribution agreements for eligible projects that will help meet the growing charging and refueling demand.

The Request for Proposals (RFP) focusing on public places, on-street, multi-unit residential buildings, workplaces and light-duty vehicle fleets is now open until **June 22, 2021** (23:59 Eastern Daylight Time). NRCan will target having **funding decisions by October 2021**.

NRCan's contribution through this Program will be limited to fifty percent (50%) of Total Project Costs up to a **maximum of five million dollars (\$5,000,000) per project**.

To learn more about what types of projects are eligible for funding: <https://www.nrcan.gc.ca/energy-efficiency/transportation-alternative-fuels/zero-emission-vehicle-infrastructure-program/zero-emission-vehicle-infrastructure-program/zero-emission-vehicle-infrastructure-program/22123>

Funding Location Types

Public Places and On Street

Public Places are defined as parking areas intended for public use.

Parking areas can be privately or publicly owned and operated.

Examples of public places include but are not limited to: service stations; restaurants; arenas; libraries; medical offices; park and ride; etc.

On-street and curbside charging infrastructure are considered a public place.

Multi-Unit Residential Buildings

MURB residents face significant barriers to accessing charging in their homes and, as a result, becoming EV owners. This is due to the added administrative layers associated with buildings containing multiple residences, more complex technical requirements and associated higher costs. The ZEVIP is designed to help address these barriers.

For the purpose of the ZEVIP, to be designated as a MURB the building must include a minimum of three (3) dwelling units.

Workplaces

Workplaces are defined as a location where employees perform duties related to a job.

Charging infrastructure is installed in parking locations primarily used by the employees during working hours (may be open to public outside of working hours).

Charging infrastructure installations in a private residence, even if a business is registered at the same address, are not included in this category.

Light-Duty Vehicle Fleets

Fleet vehicles are owned or leased by an organization and used in support of organizational or business operations and activities. Fleets are composed of multiple vehicles and are managed by common ownership.

An example of a light-duty vehicle fleet is a fleet composed of taxis.

Medium-Heavy Duty Vehicle Fleets

Fleets are owned or leased by an organization and used in support of organizational or business operations and activities. Fleets are composed of multiple medium or heavy-duty vehicles and are managed by common ownership.

An example of a medium and/or heavy-duty vehicle fleet is a fleet composed of last-mile delivery vehicles.

Lakeland's EV Network

Lakeland will put in place, an Electric Vehicle (EV) charging network throughout Muskoka / Parry Sound. This network provides universal Electric Vehicle Charging, tracks usage, markets and promotes EV charging availability and embraces the EV infrastructure era. By providing a network it enables visitors to Muskoka /Parry Sound to utilize the same App and charging system.

SWTCH

Lakeland is currently working with SWTCH for EV management and recording of data. SWTCH provides turnkey solutions for EV charging and energy management. The SWTCH smart EV charging platform streamlines the charging experience for drivers while optimizing usage. All of the SWTCH technology is based on open communication standards to ensure scalable, future-proof solutions.

Installation Contractor

Working with a proven EV charger installer, Lakeland will provide an efficient, streamlined installation. Taking into consideration permits. Permits will be looked at on a case-by-case basis, assistance will be required by the business and/or municipality.

Proposal

To install Level 3 and Level 2 chargers in each Municipality, offering more choice in universal charging systems. Lakeland can offer to install, own, and maintain the EV chargers, whilst charging user for the use of the charging station on a per minute basis ***depending on the agreement with Lakeland and the municipality individual installation location*** or enter into an EV lease agreement, both models can be discussed further.

Locations / Land Lease Agreements

The Business / Municipality will be required to enter into a lease agreement pertaining to the land utilized for the charging station. Prior to funding confirmation, the Business / Municipality will need to provide a letter of support, confirming that a lease agreement will be entered into upon approval of funding.

Location Requirement Check List

| EV Charger Location Checklist | | |
|---|--------|-------|
| Physical | Yes/No | Notes |
| ➤ Parking Space Close to Building Electrical Service or Utility Transformer | | |
| ➤ Parking Space Line Painting Complete and in good shape | | |
| ➤ Bollards Installed | | |
| ➤ Are permits required to utilize the existing parking spot | | |
| Electrical | | |
| ➤ Easy Access to Electrical Service Panel | | |
| ➤ Single Phase? | | |
| ➤ Three Phase? | | |
| ➤ Free Breaker Space in Electrical Service | | |
| ➤ Amperage available in Electrical Service | | |
| ➤ Level 2 requires 20 to 60 Amps single phase 50kw in an hour | | |
| ➤ Level 3 requires 60 to 200 Amps three phase 50kw and up | | |
| ➤ Access to Utility Transformer | | |
| ➤ Utility Transformer Pad (Ground) Mount | | |
| ➤ Utility Transformer Pole (Aerial) Mount | | |

Budget / Contributions

Lakeland will conduct a payback analysis / ROI for each of the locations identified. This analysis will determine the viability of the location. Ownership, lease options, cash contribution and/or In-kind will be open to discussion depending on the location type.

Timelines – Next Steps

| Time period | Actions |
|--|---|
| May 2021 4-week time period | <ul style="list-style-type: none"> ➤ Initial conversation ➤ Identify potential locations ➤ Conduct site visits to review location and existing infrastructure <ul style="list-style-type: none"> ○ Determine type of EV Charger ○ Determine potential upgrades to infrastructure ○ Identify required permitting ➤ Conduct ROI analysis on the identified locations. ➤ Review potential lease agreement (if required) |

| | |
|---|--|
| May 31 – June 4 2021 | <ul style="list-style-type: none"> ➤ Confirm participation and draft specific project outline for the NRCan application ➤ Letter of support from Business / Municipality |
| June 12 – 16 2021 | Finalize project application and gain sign off from Municipality, Business and Lakeland |
| June 21, 2021 | Submit application to NRCan |
| October, 2021 | Receive response from NRCan – If successful follow the next steps shown below |
| October -December 2021 | <ul style="list-style-type: none"> ➤ Review lease agreements and re-confirm participation ➤ Review installation timelines ➤ Review maintenance agreement |
| January – March 2022 | Confirm and sign agreement with NRCan and Municipality / Business. |
| *Approx. dates * March 2022 – March 2024 | Commence installations depending on agreed time period with Municipality / Business |

Charging Station information

General details

Plug-in electric vehicles (also known as electric cars or EVs) are connected, fun, and practical. They can reduce emissions and even save you money. Fueling with electricity offers some advantages not available in conventional internal combustion engine vehicles. Because electric motors react quickly, EVs are very responsive and have very good torque. EVs are often more digitally connected than conventional vehicles, with many EV charging stations providing the option to control charging from a smartphone app. Just like a smartphone, you can plug in your EV when you get home and have it ready for you to use the next morning. The charging stations are being more and more available and by charging often, you may never need to go to a gas station again! EVs can also reduce the emissions that contribute to climate change and smog, improving public health and reducing ecological damage.

Level 1

The first EV charging level is the basic Level 1 charger. A Level 1 charger is simply charging from a standard 120V household outlet, which only provides about 4 to 5 miles of range per hour. Some people find that this is sufficient, as they do not drive very far every day, and can leave the car plugged in for many hours to replenish the energy used that day. Plug in hybrids have smaller battery packs than pure battery electric vehicles have and may be better candidates for Level 1 charging. It is also worth noting that Level 1 charging is mostly restricted to North, Central & South America; Europe and much of the rest of the world uses a 220V electric supply for their plug-in electric vehicles.

- Uses a connection to a standard 120-volt outlet. AC
- Charges 8km per hour
- Takes 12 to 20 hours to fully charge a battery EV (6 to 12 hours for a plug-in hybrid)
- Used mostly in homes.

Level 2

These Chargers are approximately 200 volts and will charge a typical EV at a rate between 12 to 60 miles of range per hour, depending on how much power the charger can supply, and how much power the EV can accept. In the US, most homes use 240 volts for appliances like a washing machine and dryer, which is simply putting two 120V circuits together, or and most commercial properties use 208V, three phase power.

- Uses a connection to a 240-volt outlet, like those used by ovens and clothes dryers. AC
- Charges 30 km per hour
- Takes 6 to 14 hours to fully charge a battery EV (4 to 8 hours for a plug-in hybrid)
- Used in homes, businesses, and common areas.

Level 3

DC charging is available in a much higher voltage and can charge some plug-in electric vehicles with as high as 800 volts. This allows for very rapid charging. However, DC fast charge stations are expensive, and the current needed to use them is not always readily available, so they are not used in residential installations. A single DC fast charger can cost as much as \$65,000 to purchase plus installation costs, which is why they are not used for individual residences. However, on the go, you can charge some EV plug-in vehicles to 80 percent in a charge time of 20-30 minutes.

- Uses a direct current connection to an electrical system.
- Charges 100 km per 30 minutes or 80% charge at 50 kW (varies by vehicle type)
- Takes 1 to 4 hours to fully charge a battery EV (15 minutes to 3 hours for a plug-in hybrid)
- Used mostly in businesses and common area.

Contact

Jennifer Montpetit
Manager, Advanced Planning and Communication
Lakeland Holding Ltd.
jmontpetit@lakelandholding.com
705-646-3003

-END-

Summary of Project

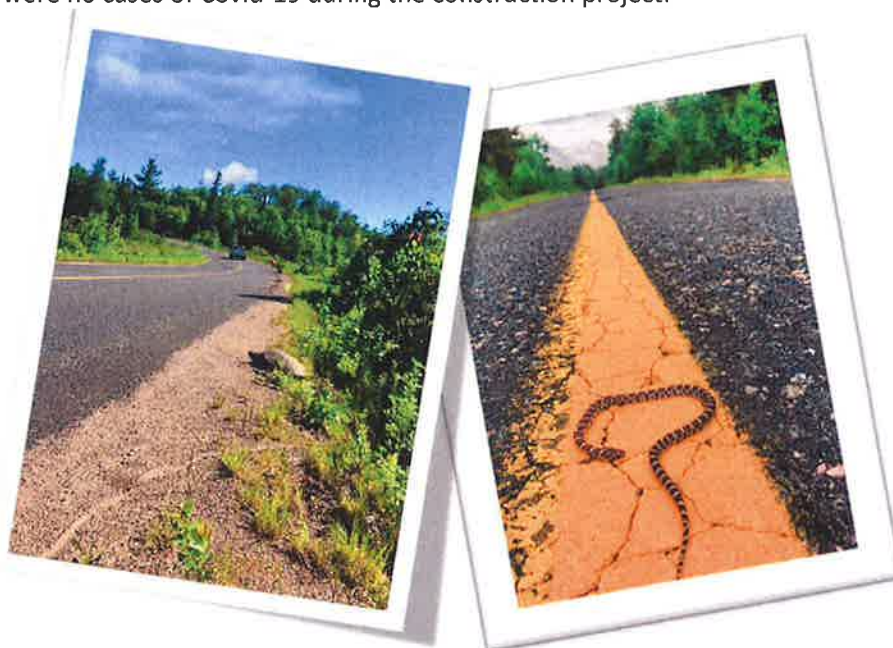
Project Title: A Tale of a Thousand Turtles

Summary of Project and Outcomes:

This road culvert replacement project took place on Skerryvore Community Road, a road in Archipelago North that connects the Skerryvore community of over 170 properties to a main highway. The road was first built in 1997, partly paid for by the property owners themselves and is located on Anishinabek territory, just outside of Shawanaga First Nation.

What started off as a relatively simple construction activity to rehabilitate culverts across a 12km stretch of road turned into an exceptional example of cooperation and camaraderie between the Skerryvore community, Georgian Bay Biosphere staff, Shawanaga First Nation, and Hall Construction, demonstrating that species at risk (SAR) and habitat conservation can effectively and cost-efficiently coincide with road development needs.

This novel approach proactively harvests in advance all the nesting sites found along the stretch of road where construction is going to take place. In doing so, and by screening the section of road planned to be disturbed each day with trained staff, SAR are protected from construction activities and road vehicles, the project is less likely to be delayed and there is no need to install wildlife mitigation fencing. Implementing this novel approach during Covid-19 was challenging in itself, however we are happy to report there were no cases of Covid-19 during the construction project.



Reptiles found on Skerryvore Community Road

One of the largest threats to reptiles-at-risk is road mortality. Many studies throughout Ontario have shown the negative impacts of roads on reptile populations through direct mortality, habitat loss and habitat fragmentation. Every native species of turtle in Ontario is a species-at-risk, as are several snake species, which is why they require special attention.

Turtles use roads to access habitat for nesting. Many studies that have modelled turtle populations around roadways have found that even small, but ongoing, mortality of turtles on roads can result in steady population declines. This is because some turtles can take up to 20 years before they can reproduce and it has been calculated that it takes 1200 eggs for one to reach adulthood.

Georgian Bay Biosphere (GBB) and Shawanaga First Nation (SFN) biologists started the project by surveying the 12 km road where construction was going to take place. From June until early October, this road was surveyed 6 days a week, initially looking for turtle nests (in June), but always watching for turtles and snakes on the road. At every observation they would stop and make notes. Every time they saw a turtle nesting where construction was going to take place the eggs were removed and brought back to the GBB office for incubation under proper provincial and federal permits.

It was amazing to see residents stopping and conversing with GBB staff as they carried out their monitoring activities. This in turn helped with everyone being patient as the construction progressed, because residents knew that we were working in an environmentally responsible manner. In other words, The Archipelago and project team had strong stakeholder buy-in.

This project also took the opportunity to incorporate Indigenous traditional knowledge into daily work, such as using bilingual signage and including asemma (tobacco) offering into daily road surveys. By offering semma, the team acknowledged and gave thanks to Creation for the knowledge that is gained. In return, a promise is made that this knowledge will be used for the benefit of the land. This represents a step towards a "two-eyed seeing" cultural approach to conservation work that incorporates both Indigenous and western scientific ways of learning and sharing knowledge.

Before commencement, 'Scales Nature Park' in Orillia partnered with the project team to conduct species at risk training for the construction crew. This included what to do when coming across a



species, how to identify them and how to move a snake or turtle away from the construction area. Construction staff were also trained on how to recognize and who to call if they came across any turtle eggs during construction, which they shouldn't have to do, following the nesting survey work that was carried out. The culvert rehabilitation project was scheduled for July and August. This overlap in timing necessitated a plan to mitigate the impacts to turtle nests that would have otherwise been destroyed in the construction zones. Egg collection was permitted by the provincial government and would be illegal otherwise. Together with the construction crew, GBB developed a way of "clearing the

site" prior to digging by using an excavator to remove the top 1-2 inches of soil to unearth any remaining nests that were not found and collected during the afore mentioned monitoring surveys. This allowed GBB to clear the site first thing and then construction was able to go ahead. This activity was key, as it then eliminated the need for calling biologists who would be at least 30 minutes away from the construction zone and also halting construction activities until the nest was removed.

GBB was thrilled to be working with an invested construction crew interested to learn more about nests, eggs, turtles and understand the importance of the work. It went from being “just turtles” to “their turtles” and it was wonderful to see Halls construction staff eager to learn more about turtle life histories, develop a sense of responsibility and take pictures to show their children and grandchildren what they were doing.

Residents were even bringing coffees for construction crews who were disrupting their daily drive. A rare occurrence, this was a clear indicator that all stakeholders were invested in a positive outcome for the project.



Effecting behavioural and attitudinal changes toward SAR that have long lasting and generational effectiveness is a key soft metric success under the Federal Community Nominated Priority Places (CNPP) for Species at Risk program, which initiated this project. Some of this work is also partially funded by Ganawenim Meshkiki. Named Maamwi Anjiakiziwin – *Together-Land-Renewal-Life*, this project aims to improve collaborative relationships which will result in better decisions and directions for how we, as humans, use and benefit from the land, in order to better conserve and steward these lands and waters for Species at Risk. It is a 4-year funding initiative administered by Environment and Climate Change Canada (ECCC) and also partially supported by. with the objective of:

- identifying defined priority places where there are opportunities to protect and recover multiple terrestrial species at risk listed under the *Species at Risk Act* and their habitat and
- implementing coordinated, multi-partner conservation actions in these identified community-nominated priority places

Priorities of CNPP include:

- contribute towards recovery of species at risk
- advance partnerships and collaboration, including with Indigenous peoples
- contribute to priority co-benefits (e.g. contribution to achieving Pathway to Canada Target 1, provision of ecosystem services, climate change adaptation and mitigation, socio-economic benefits)

This project (<https://maamwigeorgianbay.ca/> for more information), clearly dovetails nicely with CNPP. Through this multi-stakeholder project, we have a small, rural municipality achieving federal government targets and objectives. It has also led the way for many learning opportunities with the Township of The Archipelago, Shawanaga First Nation and Laurentian University. GBB is thrilled to be partnering with Laurentian University on a project to test and monitor the effectiveness of the use of rip-rap (loosely deposited large broken stones), as an appropriate deterrent for nesting turtles and as an alternative to traditional mitigation fencing. Rip-rap was installed at the locations where the culverts were replaced.

Some of the tangible outcomes and successes of the project were:

- 94 Georgian Bay Biosphere surveys carried out from May to October
- 2,200 km total distance biked while carrying out surveys and 300 kg of CO₂ saved by using bikes
- Determined which areas were in need of mitigation
- Learnt how/which reptiles were using the road:
 - Snakes - 234 individuals of 9 species (219 were dead on the road)
 - Turtles - 55 individuals of 3 species (19 were dead on the road)
- Trained construction crew on species at risk including identification & mitigation during construction
- Had biologists available for 'immediate' nest recovery or other SAR needs, minimising delays

Turtle nests and eggs:

- 137 nests observed
- 44 nests from construction zones removed
- 1113 eggs collected and incubated
- 1014 hatchlings released (91% success)
- Only 6 nests were collected during the construction period
- Research opportunity created through the installation of rip-rap as a possible mitigation method

Important to note is that this novel approach of species management during construction was at least cost neutral (see table below). Another key metric was that there were no delays in project completion.

| | |
|---|------------------------------------|
| Georgian Bay Biosphere Fieldwork costs (inc. road surveys, travel, equipment, hatchery care and release) | \$55,435 |
| Temporary exclusion fencing | \$60,000 (per engineer's estimate) |

Finally, there were some invaluable cultural and community success outcomes:

- Fostered a relationship between Shawanaga First Nation community, Township of the Archipelago, Skerryvore Community and construction team through turtle release ceremonies and sharing of knowledge
- Bilingual signage placed along monitoring route
- Offering of semma prior to carrying out monitoring activities
- Created opportunities for local community youth to gain experience
- Held 8 public turtle release days and 7 turtle hatchery tours for invited guests and project partners to attend
- Provided outreach opportunities to all stakeholders and road users on reptiles

This success story was communicated through the Ontario Good Roads Association *Milestones* magazine, and subsequent to that, the team was invited to present at a plenary session of the 2021 OGRA Annual Virtual Conference. The project team felt it was worthwhile to share its positive experiences, marrying a novel environmental approach to road management in a fiscally responsible manner while bringing multiple stakeholders together in the process. As a result of our outreach efforts there was much positive feedback and a neighbouring municipality reached out to The Archipelago expressing a desire to implement the same measures for their construction activities.

This was a very positive, cost-effective outcome for all concerned, and the reason why we are submitting this application for the AMO Peter J. Marshall Award. To reaffirm that the project was a great success, this year The Archipelago is going to be resurfacing the same stretch of road and it will be implementing the same measures described above.



**GEORGIAN BAY
BIOSPHERE**
MNIDOO GAMII
Spirit of the water



This project was undertaken with the financial support of:
Ce projet a été réalisé avec l'appui financier de :



**Environment and
Climate Change Canada**

**Environnement et
Changement climatique Canada**

ganawenim meshkiki
INCORPORATED UNDER THE CANADA NOT-FOR-PROFIT CORPORATIONS ACT

Good Afternoon Joe:

I'll take a shot at the financial structure of current s.10 (OPP) boards under the *Police Services Act* and the impacts of the OPP detachment board on your municipalities.

Current s.10 boards, with a few exceptions, are limited to a single municipality. Almost all municipalities provide administrative support to their boards through municipal staff – usually at the CAO / Clerk level. The cost of operating these boards is modest. Honourarium for municipal appointees is set by local council. Provincial appointees are paid \$100 per year minimum. Some boards pay a membership fee to the Ontario Association of Police Services Boards (OAPSB). Travel for conferences and training are local decisions.

One of my s.10 boards has six meetings / year and budgets for 3 members to attend the OAPSB annual conference and twice-yearly zone meetings. Their zone meetings are overnight affairs due to distance. The town provides administrative support through the clerk's office. Current budget attached. Actual expenditures are much less due to current travel restrictions. This board is high-functioning in terms of meeting frequency and OAPSB participation. Most s.10 boards meet four times / year. Some do not belong to OAPSB.

There is no provision in the current *Police Services Act* requiring municipalities to fund their s.10 boards. The void was rectified in the new *Community Safety and Policing Act* which has the following:

71 (1) *An O.P.P. detachment board shall prepare estimates, in accordance with the regulations, of the total amount that will be required to pay the expenses of the board's operation, other than the remuneration of board members.*

Submit to municipalities

(2) The O.P.P. detachment board shall submit the estimates to every municipality that receives policing from the detachment along with a statement of the municipality's share of the costs, which are to be determined in accordance with the regulations.

Budget

(3) Subject to subsection (4), the municipalities shall contribute their share of the costs to the O.P.P. detachment board's budget in accordance with the estimates.

Arbitration in case of dispute

(4) If a municipality is not satisfied that the total amount set out in the estimates is required to pay the expenses of the O.P.P. detachment board's operation, it may give the board written notice referring the matter to arbitration.

Joining arbitration

(5) The other municipalities that receive policing from the detachment may join the arbitration as a party.

No separate arbitrations

(6) If the other municipalities do not join the arbitration, they may not separately commence a different arbitration with respect to the estimates under this section.

Arbitrator

(7) The O.P.P. detachment board and the municipality or municipalities may jointly appoint an arbitrator within 60 days after the notice is provided to the municipality or municipalities.

Same

(8) If the O.P.P. detachment board and the municipality or municipalities do not jointly appoint an arbitrator, the board or the municipality or municipalities may apply to the Commission Chair to appoint an arbitrator.

Preparation of board budget estimates and the sharing of costs between municipalities will be set out in regulation. Note that every municipality receiving policing is expected to share in the costs regardless of their participation on the board.

Making a long story short – the costs associated with the current comparable s.10 boards are modest. The costs associated with the OPP detachment boards may increase due to their larger membership. Costs are dependent on board decisions regarding travel, conferences and training. Incidental administrative costs are minimal. The proportional cost to each municipality will depend on your proposal.

Regarding your follow-up inquiry – OPP detachment boards have duties that require direct interaction with the detachment commander including advising on policing provided by the detachment. The detachment commander has a corresponding duty to report to the board on matters of interest to the board. OPP detachment commanders are presently very responsive to s.10 boards and habitually attend board meetings. The detachment board will be required to monitor the performance of the detachment commander. Non-attendance at meetings would presumably be a matter of concern to the board and a potential performance issue. You can expect detachment commander attendance.

Best,

Tom

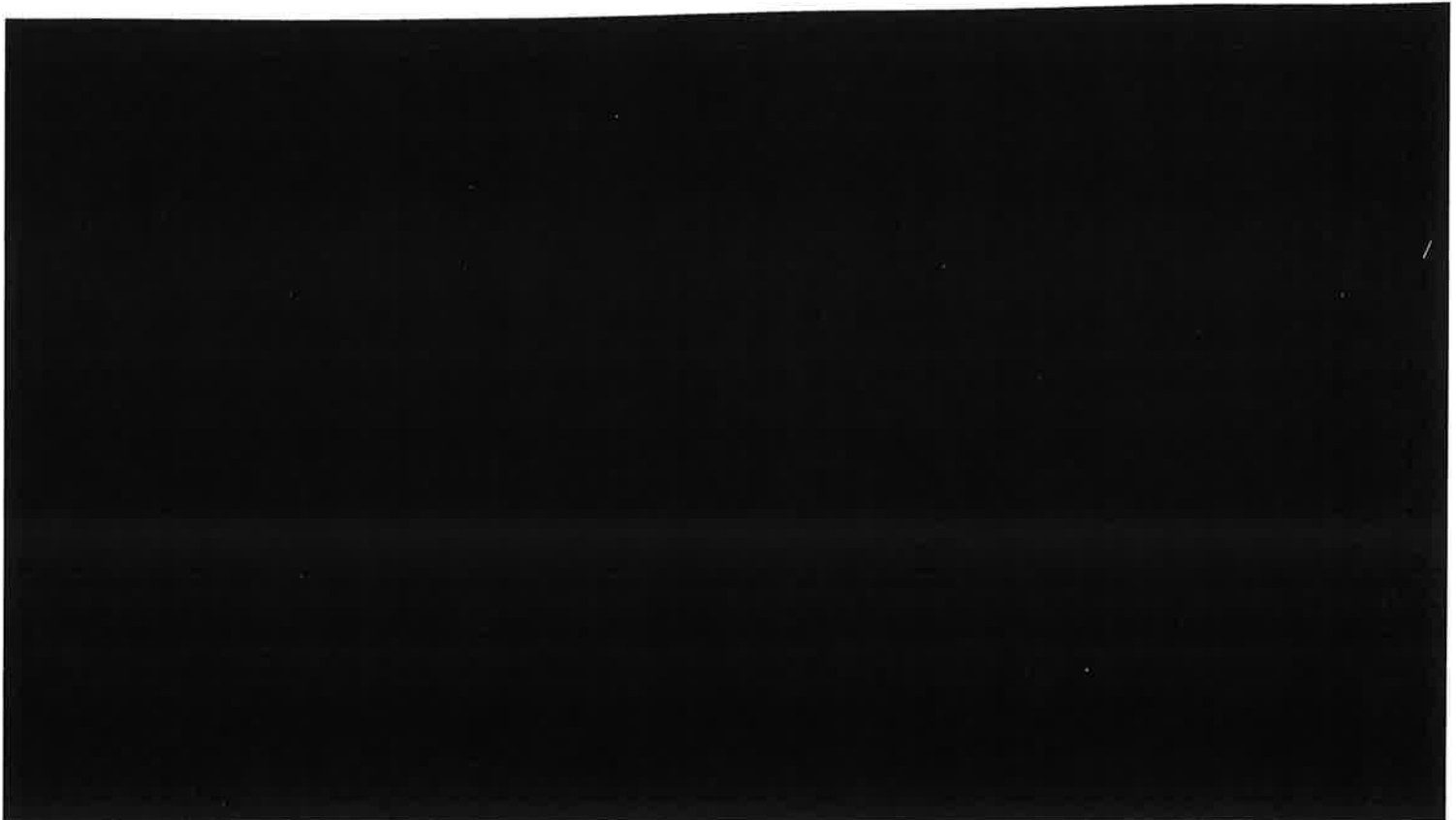
Tom Gervais | Police Services Advisor

Police Services Liaison Unit | Inspectorate of Policing

Ministry of the Solicitor General

(416) 432-5645

tom.gervais@ontario.ca



Hi All:

Joanna referred some questions to me to answer based on current s.10 board practices.

Administration & Infrastructure - The board will require someone to keep minutes, prepare, distribute and publish agendas and meeting notices, prepare draft policy documents, administer expenses, prepare annual reports and cost estimates, and maintain board records. Current boards have admin support arrangements through one of the following. I don't have costs:

- single municipality establishing the board provides support through municipal staff;
- a fee for service arrangement between the board and a person providing support;
- multiple municipalities forming a joint board decide which municipality will provide support through municipal staff. Costs are shared through a local agreement between municipalities;
- county-wide joint boards are provided support by the upper-tier municipality.

Meetings can be held at any appropriate publicly accessible location at the board's discretion. The location should be chosen considering the meetings are, by default, open to the public. Council chambers are frequently used.

Liability for board members - *Community Safety & Policing Act* s.48(1) protects board members from personal liability for acts or omissions arising from their duties on the board. Individual board members cannot be sued when discharging their duties in good faith. The board is **not** protected from liability for member acts or omissions - CSPA s.48(2). If "additional liabilities required" means member duties or responsibilities in addition to attending meetings and contributing to board duties, then I would include training and compliance with the board member code of conduct.

(From Rod Osborne) Could we not take it for granted that a room in the new OPP building would be made available given the purpose of the Board, the subject matter and the attendance of Staff Sgt? A. I recommend consulting with the detachment commander on the availability of a suitable room for meetings at the detachment. The decision to hold meetings at the detachment building should be made understanding that some members of the public are hesitant to attend police facilities. The board may at times receive deputations from community members who are in conflict with the police or have complaints about service delivery. Any room chosen for meetings should not be restricted access – the public should not be required to ask permission to attend.

Regards,

Tom

