

REVISED AGENDA
REGULAR MEETING OF COUNCIL



Thursday, April 23, 2020
9:15 a.m.
Via GoToMeeting
9 James Street, Parry Sound, Ontario

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

➤ **(Add-on)**

1. CALL TO ORDER

- i) National Anthem
- ii) Roll Call
- iii) Approval of Agenda
- iv) Traditional Land Acknowledgement Statement

2. DISCLOSURE OF PECUNIARY INTEREST

3. MINUTES OF THE PREVIOUS MEETING

- i) **Regular Meeting Of Council – February 21st, 2020**

Pages: 1-9

20- NOW THEREFORE BE IT RESOLVED that the Minutes of the Regular Meeting of Council held on February 21, 2020, be approved.

- ii) **Special Meeting of Council – April 9th, 2020**

Pages: 10-12

20- NOW THEREFORE BE IT RESOLVED that the Minutes of the Special Meeting of Council held on April 9, 2020, be approved.

4. DEPUTATIONS

5. CLOSED MEETING

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

- i) **Update on Pending Litigation Matter**
- ii) **Municipal Property – 1650 Hwy 69**

OPEN MEETING

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

6. UNFINISHED PLANNING BUSINESS

7. OFFICIAL PLAN/ZONING AMENDMENTS

8. CONSENT APPLICATIONS

9. SITE PLAN CONTROL

10. SHORE/CONCESSION ROAD ALLOWANCES

11. REPORT OF THE CHIEF ADMINISTRATIVE OFFICER

12. REPORT OF TASK FORCES/COMMITTEES



i) Parry Sound District EMS Committee Update

S. Sheard

13. CORRESPONDENCE

i) **Council Correspondence**

Pages: 13-17

20- **NOW THEREFORE BE IT RESOLVED** that Council receives the April 2020 Council Correspondence listing.

14. OTHER BUSINESS

i) Statement of Council Remuneration and Expenses for 2019

Pages: 18

20- **NOW THEREFORE BE IT RESOLVED** that Council receives and approves the Statement of Council Remuneration and Expenses for 2019.

ii) 2020 Tax Write-offs

Page: 19

20- **NOW THEREFORE BE IT RESOLVED** that Council authorizes the following tax write-offs for 2020:

TOTAL SOUTH	\$ 5,682.25
TOTAL NORTH	\$ 14,738.94

iii) North Bay Parry Sound District Health Unit. Request for COVID-19 Confirmed Cases Statistics in West Parry Sound

Page: 20-21

20- **WHEREAS** Council has received a request for support of resolutions enacted by the Town of Parry Sound and the Municipality of McDougall regarding the reporting on COVID-19 cases by the North Bay Parry Sound District Health Unit;

NOW THEREFORE BE IT RESOLVED that Council for the Township of The Archipelago supports the resolutions enacted by Town of Parry Sound and the Municipality of McDougall, and hereby requests that the North Bay Parry Sound District Health Unit begin to publish statistics that provide the number of confirmed cases, and other appropriate information, for West Parry Sound;

AND FURTHER BE IT RESOLVED that a copy of this resolution be sent to the West Parry Sound Area Municipalities, the West Parry Sound Health Centre, the Honourable Minister Christine Elliott, Minister of Health, and MPP Norm Miller.

iv) North Bay Parry Sound District Health Unit. Public Health Funding

Pages: 22-23



Pages: 49-53

20- **WHEREAS** Council has received a request for support of a resolution enacted by the Town of Parry Sound, requesting that public health be funded through regular provincial taxation, not municipal property taxation;

NOW THEREFORE BE IT RESOLVED that Council for the Township of The Archipelago supports the resolution enacted by Town of Parry Sound and hereby requests that Jim Pine, Facilitator of the Public Health Modernization consultations, review the current funding formula for Public Health and Rural & Northern Ontario municipalities; proposing exemptions for the province to implement for 2021;

AND FURTHER BE IT RESOLVED that a copy of this resolution be distributed to all 22 Municipalities in the District of Parry Sound for endorsement with copies forwarded to the Minister of Health, Minister of Long Term Care, MPP Norm Miller, MPP Vic Fedeli, Ontario Health Board Chair, FONOM Chair, NOMA Chair, AMO Chair, and the North Bay Parry Sound District Health Unit.

v) **Municipal Operational Updates**

vi) **Staffing Report – Budget Implications**

➤ Pages: 54-58

➤ **vii) Budget Discussions**

Pages: 59-61

➤ **viii) Request for Funding – Northern Ontario Heritage Fund Corporation**

20- **WHEREAS** the Northern Ontario Heritage Fund Corporation (NOHFC), an Agency of the Government of Ontario, provides a funding program to strengthen Northern Ontario's competitive advantage and build economic development capacity by attracting and retaining graduates in the North;

AND WHEREAS eligible not-for-profit and public sector organizations located in Northern Ontario are potentially eligible to receive a conditional contribution of up to 90% of a recent graduate's salary to a maximum contribution of \$31,500;

AND WHEREAS the Township has identified the NHOFC program as an opportunity to complement current environmental initiatives with Geographical Information System (GIS) competencies that will aid the collection and use of data;

NOW THEREFORE BE IT RESOLVED that Council hereby support the funding submission to NOHFC for a GIS Technician under the Northern Ontario Internship Program.

➤ **ix) Communication Strategy**

- Provincial
- Ratepayers

20- **NOW THEREFORE BE IT RESOLVED** Council hereby authorizes Reeve Liverance to provide a letter to the Province, to communicate opportunities as we move forward together to address how to respond to the COVID-19 crisis; and to provide letter(s), as needed, to communicate with the Township ratepayers to convey what the Township of The Archipelago is doing in response to provincial direction and our municipal responsibilities and response to protect our residents.



x) Access to Municipal Property - Discussion

15. **BY-LAWS**

i) **Set And Levy The Rates Of Taxation For 2020**

Pages: 24-25



Pages: 62-64

20- Being a By-law to Set and Levy the Rates of Taxation for Municipal Purposes for the Year 2020.

ii) **Set Tax Ratios For Municipal Purposes For 2020**

Pages: 26

20- Being a By-law to Set Tax Ratios for Municipal Purposes for the Year 2019.

iii) **Establish Capping Parameters For 2019 For Commercial And Industrial Classes**

Pages: 27-28

20- Being a By-law to Establish the Capping Parameters for the 2019 Final Taxes for Commercial and Industrial Classes.

iv) **Ontario Provincial Police Services Levy for 2020**

Pages: 29

20- Being a By-law to Impose Fees or Charges on Certain Classes of Persons for the Cost of OPP Services for 2020.

v) **Amendment to By-laws to Provide for Temporary Penalty and Interest Relief on Taxes**

Pages: 30

20- Being a By-law to amend two By-laws to Provide for Temporary Penalty and Interest Relief on Taxes.

vi) **Indemnification Agreement – Estate of Jane McCurdy**

Pages: 31-37

- 20- Being a By-law to authorize the execution of an indemnification agreement between the Estate of Jane McCurdy and the Corporation of the Township of The Archipelago.

vii) **Bylaw Enforcement Services & Fire Prevention and Education Services
Cancode Safety Services Inc. - Contract Renewal**

Pages: 38-48

- 20- Being a By-law to authorize the Manager of Corporate Services and the Clerk to execute a contract between the Township of The Archipelago and Cancode Safety Services Inc. for the Provision of By-Law Enforcement Services and Fire Prevention and Education Services, and to appoint Municipal By-law Enforcement Officers.

16. **QUESTION TIME**

17. **NOTICES OF MOTION**

18. **CONFIRMING BY-LAW**

- 20- Being a By-law to Confirm the Proceedings of the Regular Meeting of Council held on April 23, 2020.

19. **ADJOURNMENT**

The Corporation of the Township of The Archipelago



**MINUTES
REGULAR MEETING OF COUNCIL**

**February 21st, 2020
9 James Street, Parry Sound, Ontario**

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

Council Members Absent: Councillors: Ian Mead Ward 5

Staff Present: John Fior, Chief Administrative Officer
Maryann Weaver – Clerk
Joe Villeneuve – Manager of Corporate Services
Cale Henderson – Manager of Development & Environmental Services
Wendy Hawes, Treasurer

1. CALL TO ORDER

The meeting was called to order at 9:00 a.m., and commenced with the singing of the National Anthem, and a Traditional Land Acknowledgement Statement.

2. APPROVAL OF AGENDA

20-015

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

NOW THEREFORE BE IT RESOLVED that the February 21st, 2020 Revised Agenda, be approved.

Carried.

3. DISCLOSURE OF PECUNIARY INTEREST

Councillor Andrews disclosed a pecuniary interest with respect to the Item #1 on the Closed Meeting Agenda, specifically the update on pending litigation matters.

4. MINUTES OF THE PREVIOUS MEETING

Regular Meeting Of Council

20-016

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

NOW THEREFORE BE IT RESOLVED that the Minutes of the Regular Meeting of Council held on January 17th, 2020, be approved.

Carried.

Committee of the Whole Meeting

20-017

**Moved by Councillor Manners
Seconded by Councillor Andrews**

NOW THEREFORE BE IT RESOLVED that the Minutes of the Committee of the Whole Meeting held on January 16th, 2020, be approved.

Carried.

5. DEPUTATIONS

Linda West & Dave Brunton. Rotary Club of West Parry Sound, 3 Pitch--"Strikes Against Cancer"

Dave Brunton and Linda West provided Council with a summary of the Rotary Clubs many fundraising initiatives and community projects, highlighting the 2nd Annual 3 Pitch Tournament, Strikes Against Cancer event. The Rotary Club of West Parry Sound is requesting financial support for the event.

West Parry Sound Rotary – 2nd Annual Rotary 3 Pitch Tournament

20-018

**Moved by Councillor Sheard
Seconded by Councillor Andrews**

NOW THEREFORE BE IT RESOLVED that Council hereby supports the West Parry Sound Rotary Club's 2nd Annual Rotary 3 Pitch Tournament, by way of a silver package sponsorship in the amount of \$1,750.00.

Carried.

6. CLOSED MEETING

20-019

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

NOW THEREFORE BE IT RESOLVED that Council move into a CLOSED MEETING at 9:24 a.m., pursuant to Section 239(2)(b)(e) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, to deal with personal matters about an identifiable individual, including municipal or local board employees; and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

- i) Update on Pending Litigation Matters
- ii) Human Resource Matters

Carried.

OPEN MEETING

20-020

**Moved by Councillor Frost
Seconded by Councillor Walker**

NOW THEREFORE BE IT RESOLVED that Council move out of a CLOSED MEETING at 9:47 a.m.

Carried.

Council recessed for a break at 9:47 a.m. and resumed business at 10:00 a.m.

7. DEPUTATIONS CONT'D

Rita Orr, CEO. Parry Sound Public Library

Rita Orr and Hartley Hutchinson provided Council with a 2019 Annual Report by way of a new commercial, which highlighted many of the library's programs and achievements throughout 2019. Ms. Orr further relayed upcoming goals and objectives for 2020.

8. SHORE/CONCESSION ROAD ALLOWANCES

Neilson, Allan and Marilyn
482 Georgian Bay Water

20-021

Moved by Councillor Ashley
Seconded by Councillor Sheard

WHEREAS at its regular meeting on September 20th 2019 Council carried Resolution # 19-144 to approve the stopping up, closure and conveyance of a portion of the original shore road allowance fronting 482 Georgian Bay Water shown as Part 2 on Plan PSR-1209;

AND WHEREAS the draft plan of survey prepared by S. A. Mackay, OLS, confirms that the existing cottage and front deck are partially located beyond the outer limit of the original shore road allowance as shown on Plan PSR-1209;

AND WHEREAS the Township's administrative policy with respect to shore road allowance closure and conveyance directs that, regardless of the water level on Georgian Bay, "the Township will only convey to the adjacent landowner the original 66 foot shore road allowance or any part of the shore road allowance not covered by water, notwithstanding that the location of the water's edge at any given time may extend beyond the outer limit of the original shore road allowance laid out by the original surveyors of the Township.";

NOW THEREFORE BE IT RESOLVED that, due to the location and encroachment of the existing structure on and extending beyond the outer limit of the original shore road allowance as was determined in 1968 on Plan PSR-1209, Council will make an exception to its Policy with respect to shore road allowance, and approves the draft plan of survey dated October 19th, 2019 and directs staff to proceed with the stopping up, closure and conveyance of Part 1 of the draft plan to the owners of 482 Georgian Bay Water.

Carried.

9. REPORT OF THE CHIEF ADMINISTRATIVE OFFICER

20-022

Moved by Councillor Zanussi
Seconded by Councillor Sheard

NOW THEREFORE BE IT RESOLVED that Council receives the Report of the Chief Administrative Officer as distributed.

Carried.

10. REPORT OF TASK FORCES/COMMITTEES

• **FINANCE AND ADMINISTRATION**

Paperless Meetings

20-023

Moved by Councillor Sheard
Seconded by Councillor Andrews

NOW THEREFORE BE IT RESOLVED that staff be directed to develop an implementation and use plan in conjunction with the objective to implement paperless meetings. This includes policies, Council training, and a full evaluation of the resources and costs that would result.

Carried.

- **PLANNING AND BUILDING**

Strategic Policy Areas: Affordable Housing

20-024

Moved by Councillor Barton
Seconded by Councillor Ashley

WHEREAS Section 19 of the Official Plan states "*Council will undertake a study in order to determine whether sufficient land is available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 20 years, including whether sufficient land is available in Pointe au Baril Station to serve as the focus of growth and development for the Township of The Archipelago.*";

AND WHEREAS in order to support the creation of additional affordable housing opportunities throughout the Township of The Archipelago, including areas outside of the existing settlement area of Pointe au Baril Station, Council may consider the designation of one or more strategic policy areas;

NOW THEREFORE BE IT RESOLVED that staff be directed to investigate opportunities to coordinate a land supply study, including a review of affordable housing opportunities throughout the Township of The Archipelago, and the West Parry Sound region, with our Municipal partners.

Carried.

Development on Island GB498 & GB472

20-025

Moved by Councillor Emery
Seconded by Councillor Barton

WHEREAS Council for the Township of The Archipelago is gravely concerned with the development of a possible golf course and significant site alteration and landscaping on portions of islands GB498 and GB472 and potentially onto surrounding Crown lands and into the water;

AND WHEREAS staff, in accordance with Council direction, notified the owner of these concerns, provided additional information on relevant municipal by-laws and requested that all imported fill and/or foreign material on properties zoned natural state be removed and those disturbed areas be returned to the original natural state;

NOW THEREFORE BE IT RESOLVED Council direct staff to follow up with the owner, reiterating the Townships concerns and requesting an update and response to the letter sent on September 26, 2019;

AND FURTHER BE IT RESOLVED Council direct staff to follow up with our Provincial and Federal partners requesting an update.

Carried.

- **PUBLIC WORKS**

New tandem axle plow sander dump truck

20-026

Moved by Councillor Walker
Seconded by Councillor Emery

WHEREAS the Township of The Archipelago has tendered for a new tandem axle plow sander dump truck;

AND WHEREAS only one tender was received;

AND WHEREAS the tender amount is \$323,317.86 including HST which is over the budgeted amount of \$260,000;

AND WHEREAS the cost of the new truck after HST rebate will be \$291,157.75;

NOW THEREFORE BE IT RESOLVED that Council accept the tender and approve the ordering of the new tandem axle plow sander dump truck.

Carried.

Skerryvore Road Construction Project

20-027

**Moved by Councillor Manners
Seconded by Councillor Walker**

WHEREAS the Township of The Archipelago is planning to reconstruct Skerryvore Road;

AND WHEREAS there are several options for proceeding with the project over a one or two- year period;

NOW THEREFORE BE IT RESOLVED that staff be directed to proceed with tendering for the reconstruction of Skerryvore Road in two parts – culverts in 2020 and road resurfacing in 2021.

Carried.

• **ENVIRONMENT**

Georgian Bay Forever -Seabins

20-028

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

NOW THEREFORE BE IT RESOLVED that council direct staff to provide a letter of support for Georgian Bay Forever's application to the Zero Plastic Waste Initiative and the installation of Seabins within the Township of The Archipelago;

AND FURTHER THAT the letter be sent to the surrounding municipalities to encourage their support and participation.

Carried.

Great Lakes St. Lawrence Cities Initiative Conference – Dock foam resolution

20-029

**Moved by Councillor Sheard
Seconded by Councillor Barton**

WHEREAS Georgian Bay Forever is conducting research on the impact of dock foam on the environment and has scientific data about the impact;

AND WHEREAS the Township of The Archipelago passed resolution regarding the use of foam as a floatation device;

AND WHEREAS it is the Township of The Archipelago desire to present a resolution about dock foam to the Great Lakes and St. Lawrence Cities Initiative conference in May;

NOW THEREFORE BE IT RESOLVED that Council approves the Reeve to work with Georgian Bay Forever to prepare a dock foam resolution.

Carried.

11. CORRESPONDENCE

Council Correspondence

20-030

Moved by Councillor Ashley
Seconded by Councillor Frost

NOW THEREFORE BE IT RESOLVED that Council receives the February 2020 Council Correspondence listing.

Carried.

12. OTHER BUSINESS

Rural Ontario Municipal Association (ROMA) Conference Update

Councillors Manners and Sheard reported on the ROMA Conference, which they attended in January.

13. BY-LAWS

Committee Of Adjustment Appointments

2020-03

Moved by Councillor Frost
Seconded by Councillor Ashley

That By-law Number 2020-03, being a By-law to appoint members of Council to the Committee of Adjustment for the year 2020, be read and finally passed in Open Council this 21st day of February, 2020.

Carried.

14. OTHER BUSINESS CONT'D

Federation of Northern Ontario Municipalities (FONOM) Northeastern Municipal Conference-May 13th-15th, 2020

20-031

Moved by Councillor Emery
Seconded by Councillor Walker

NOW THEREFORE BE IT RESOLVED that the following Council members are approved to attend the 2020 FONOM Conference in the City of Timmins on May 13-15, 2020; Councillor Emery, Councillor Frost, Councillor Manners, Councillor Sheard and Councillor Walker.

Carried.

By-law -Enforcement – 2019 Year End Program Activity Summary

20-032

Moved by Councillor Sheard
Seconded by Councillor Ashley

NOW THEREFORE BE IT RESOLVED that Council for the Township of The Archipelago hereby receives the By-law Enforcement 2019 Year End Program Activity Summary.

Carried.

Ojibway Club Fundraiser. AGCO Special Occasion Permit

20-033

Moved by Councillor Barton
Seconded by Councillor Zanussi

WHEREAS the Ojibway Club is planning to host a fundraiser for Saturday, July 11, 2020 at the Ojibway Club under a Special Occasion Permit through the Alcohol and Gaming Commission of Ontario;

NOW THEREFORE BE IT RESOLVED that the Council for the Township of The Archipelago designates this fundraiser event, scheduled for Saturday, July 11, 2020, to be declared a Municipally Significant Event in accordance with the Alcohol and Gaming Commission of Ontario requirements for a Special Occasion Permit.

Carried.

District of Parry Sound Municipal Association (DPSMA) Spring Meeting, May 1, 2020

20-034

**Moved by Councillor Walker
Seconded by Councillor Sheard**

NOW THEREFORE BE IT RESOLVED that the following Council Members are approved to attend the District of Parry Sound Municipal Association Spring Meeting in the Township of McMurrich/Monteith on Friday, May 1st, 2020; Councillor Manners, Councillor Sheard and Councillor Walker.

Carried.

West Parry Sound SMART COMMUNITY NETWORK Inc. – Voting Rights

20-035

**Moved by Councillor Sheard
Seconded by Councillor Zanussi**

NOW THEREFORE BE IT RESOLVED that the Corporation of the Township of The Archipelago does hereby appoint, for the Term of Council, Joe Villeneuve, Manager of Corporate Services - ("the Appointee") to the West Parry Sound SMART Community Network Corporation as its municipal Member, carrying its vote, for The Corporation of the Township of The Archipelago;

AND FURTHER BE IT RESOLVED that the Cale Henderson, Manager of Development & Environmental Services - be an alternate representative when required.

Carried.

Council recessed for Committee of Adjustment meeting at 11:00 a.m. and resumed business at 11:24 a.m.

Council recessed for a break at 11:24 a.m. and resumed business at 11:30 a.m.

15. BY-LAWS CONT'D

Lease Agreement – Pointe au Baril Lighthouse

2020-04

**Moved by Councillor Frost
Seconded by Councillor Emery**

That By-law Number 2020-04, being a By-law to authorize the Reeve and Clerk to execute a Lease Agreement between Her Majesty the Queen, in Right of Canada as represented by the Minister of Fisheries and Oceans acting through the Regional Director Real Property Management and the Corporation of the Township of The Archipelago, be read and finally passed in Open Council this 21st day of February, 2020.

Carried.

Emergency Management – Emergency Plan

2020-05

**Moved by Councillor Sheard
Seconded by Councillor Ashley**

That **By-law Number 2020-05**, being a By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the Emergency Management and Civil Protection Act, be read and finally passed in Open Council this 21st day of February, 2020.

Carried.

Shore Road Allowance By-law
Lambert, Raymond and Barbara
92 Penn Road

2020-06

Moved by Councillor Walker
Seconded by Councillor Andrews

That **By-law Number 2020-07**, being a By-law to close and stop up those parts of the original shore road allowance laid out along the shores of Healey Lake, in front of broken Lot 23, Concession 3, and part broken Lot 23, Concession 3, shown as Road Allowance on Summer Resort Location J.H. 38, in the geographic Township of Conger, designated as Part 2, Plan 42R-21303, be read and finally passed in Open Council this 21st day of February, 2020.

Carried.

Fitzmartin – Authorize Indemnification Agreement

2020-07

Moved by Councillor Emery
Seconded by Councillor Andrews

That **By-law Number 2020-07**, being a By-law to authorize the execution of an indemnification agreement between Michael Fitzmartin, and the Corporation of the Township of The Archipelago, be read and finally passed in Open Council this 21st day of February, 2020.

Carried.

16. QUESTION TIME

Councillor Emery inquired about a creation of a "How to Recycle" educational handout to be provided at the waste sites to promote and assist with proper recycling. John Fior reported that he would speak to the Waste Lead Hand.

Councillor Zanussi recognized Tom Lundy for his leadership on the Wellness Centre & Pool Citizens Advisory Committee. Tom Lundy represents the Township on this Committee and has been appointed as Committee Chair.

Councillor Zanussi thanked Council for supporting the District of Parry Sound Social Services Administration Board's request to the Province for a United District of Parry Sound Health Team. Councillor Zanussi further provided Council with an update.

Councillor Zanussi expressed his concerns on the cage failures that have taken place at the open cage fishery located in Depot Harbour. Staff was directed to investigate and report back in March.

17. CONFIRMING BY-LAW

2020-08

Moved by Councillor Frost
Seconded by Councillor Barton

That **By-law Number 2020-08**, being a By-law to Confirm the Proceedings of the Regular Meeting of Council held on February 21st, 2020, be read and finally passed this 21st day of February, 2020.

Carried.

18. ADJOURNMENT

20-036

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

- ▶ **NOW THEREFORE BE IT RESOLVED** that the Regular Meeting of Council held on February 21st, 2020, be adjourned at 12:02 p.m.

Carried.

TOWNSHIP OF THE ARCHIPELAGO

Bert Liverance, Reeve

Maryann Weaver, Clerk

The Corporation of the Township of The Archipelago



**MINUTES
SPECIAL MEETING OF COUNCIL**

**April 9th, 2020
9 James Street, Parry Sound, Ontario
Via GoToMeeting**

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

Staff Present: John Fior, Chief Administrative Officer
Maryann Weaver – Clerk
Joe Villeneuve – Manager of Corporate Services
Cale Henderson – Manager of Development & Environmental Services
Wendy Hawes, Treasurer
Eric Thompson, Public Works Supervisor
Lisa Voortman, Waste Lead

1. CALL TO ORDER

The meeting was called to order at 9:25 a.m., and commenced with Roll Call, and a Traditional Land Acknowledgement Statement.

2. APPROVAL OF AGENDA

20-037

**Moved by Councillor Sheard
Seconded by Councillor Andrews**

NOW THEREFORE BE IT RESOLVED that the April 9th, 2020 Special Council Meeting Agenda, be approved.

Carried.

3. BY-LAWS

Amendment to Procedural By-law 2017-07

2020-09

**Moved by Councillor Zanussi
Seconded by Councillor Emery**

That By-law Number 2020-09, being a By-law to amend By-law 2017-07, being a By-law for governing the calling, place and proceedings of meetings of Council, Task Forces and Committees of Council for the Township of The Archipelago, be read and finally passed in Open Council this 9th day of April, 2020.

Carried.

4. OTHER BUSINESS

Emergency Management

Staff provided updates on the following items:

- Provincial Declaration of Emergency
- Municipal Declaration of Emergency
- Municipal Operations
 - Administration Staff
 - Operations Staff
 - Facilities
 - Holiday Cove Marina
 - Pointe au Baril Community Centre
 - Water Access Sites
- Planning
- Building
- Finance
 - 2020 Budget
 - Taxes and Deferral of Penalty and Interest
 - Operations
 - Skerryvore Road Project

Future Council Meetings

20-038

**Moved by Councillor Walker
Seconded by Councillor Barton**

NOW THEREFORE BE IT RESOLVED that Council hereby approves the following meetings for April to June 2020, which will replace the previous schedule, approved on September 20, 2019:

Council Meetings – April 23rd, May 21st, June 18th
Committee of the Whole Meetings – May 7th, June 4th

Carried.

5. BY-LAWS

Mutual Assistance Agreement - West Parry Sound Municipalities

2020-10

**Moved by Councillor Frost
Seconded by Councillor Emery**

That By-law Number 2020-10, being a By-law to authorize the renewal of a Mutual Assistance Agreement between The Corporations of the Township of Carling, Municipality of McDougall, Township of McKellar, Town of Parry Sound, Township of Seguin, Township of The Archipelago and Municipality of Whitestone, be read and finally passed in Open Council this 9th day of April, 2020.

Carried.

6. QUESTION TIME

John Fior informed Council that MPP Norm Miller will be hosting a conference call for all marina owners to discuss challenges that they are facing during this crisis.

John Fior provided an update on the operation of the water tap at the Pointe au Baril Community Centre.

Joe Villeneuve provided Council with an update on his CEMC meetings, reporting on the activities and concerns of the West Parry Sound OPP, related to the increase of needs of service, including influx of seasonal resident, and the MNR's concerns with demand on resources, hence the implementation of a Restricted Fire Zone in the Province.

20-039

Moved by Councillor Ashley
Seconded by Councillor Mead

NOW THEREFORE BE IT RESOLVED that Council hereby recognizes Township staff for their outstanding service to the community during the COVID-19 pandemic.

Carried.

7. CONFIRMING BY-LAW

2020-11

Moved by Councillor Ashley
Seconded by Councillor Mead

That By-law Number 2020 Being a By-law to Confirm the Proceedings of the Special Meeting of Council held on April 9, 2020, be read and finally passed in Open Council this 9th day of April, 2020.

Carried.

8. ADJOURNMENT

20-040

Moved by Councillor Andrews
Seconded by Councillor Walker

NOW THEREFORE BE IT RESOLVED that the Special Meeting of Council held on April 9th, 2020, be adjourned at 11:23 a.m.

Carried.

TOWNSHIP OF THE ARCHIPELAGO

Bert Liverance, Reeve

Maryann Weaver, Clerk

Township of The Archipelago



COUNCIL CORRESPONDENCE
Regular Meeting of Council
April 23, 2020

REQUESTS FOR SUPPORT

[A]

FEDERAL GOVERNMENT

- [01] INDIGENOUS SERVICES CANADA
RE: COVID-19 Pandemic Situation and Wasauksing Swing Bridge Operations

PROVINCIAL GOVERNMENT

- [02] ATTORNEY GENERAL
RE: Amendments to the Emergency Management and Civil Protection Act
- [03] MINISTRY OF AGRICULTURE, FOOD AND RURAL AFFAIRS
RE: Line Fences Act
- [04] MINISTRY OF ENERGY, NORTHERN DEVELOPMENT AND MINES
RE: Government's Plan to Expand Natural Gas Access
- [05] MINISTRY OF ENVIRONMENT, CONSERVATION AND PARKS
RE: Provincial Day of Action on Litter
- [06] MINISTRY OF FINANCE
RE: Property Tax Initiatives
- [07] MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING
RE: Letter Thanking Councilors for Meeting with Parliamentary Assistant Jim McDonnell at 2020 ROMA Conference

RE: Provincial Policy Statement, 2020
RE: Housing Affordability and Supply in Ontario
RE: COVID-19 Outbreak

- [08] OFFICE OF THE PREMIER
RE: Ontario Supporting Education Sector, Students and Municipalities During COVID-19 Outbreak

MUNICIPALITIES

- [09] MUNICIPALITY OF CALLANDER
RE: Request Provincial Government to Waive Provincial Government Restrictions on Electronic Participation in Council Meetings

- [10] TOWN OF KIRKLAND LAKE
RE: Bill 156: Security from Trespass and Protecting Food Safety Act

- [11] MUNICIPALITY OF MCDUGALL
RE: North Bay Parry Sound District Health Unit Publish full COVID-19 Information for West Parry Sound
RE: Review of Current Funding Formula for Public Health and Rural & Northern Ontario Municipalities

- [12] TOWNSHIP OF MCKELLAR
RE: 2020 – A New Decade, A New Model and a Unique Opportunity to Reorganize Economic Business and Tourism for the Future of WPS

- [13] NORFOLK COUNTY
RE: Issues Regarding the Mapping of Provincially Significant Wetlands (PSWs)

- [14] TOWN OF PARRY SOUND
RE: North Bay Parry Sound District Health Unit Publish full COVID-19 Information for West Parry Sound

FIRST NATIONS

- [15]

RATEPAYERS' ASSOCIATIONS

[16]

RATEPAYERS/OTHERS

[17] GARY FRENCH
RE: TOWNSHIP OF THE ARCHIPELAGO RESPONSE TO COVID-19

AGENCIES

[18] ASSOCIATION OF MUNICIPALITIES OF ONTARIO (AMO)
RE: Queen's Park Update – Much Activity and New Legislation of Municipal Interest

[19] BELVEDERE HEIGHTS
RE: 2020 Municipal Levy

[20] DISTRICT OF PARRY SOUND MUNICIPAL ASSOCIATION
RE: Host Municipality Responsibilities

[21] DSSAB
RE: 2020 Approved Budget
RE: 2020 Levy Apportionment Schedule

[22] EMS
RE: 2020 EMS Cost Distribution

[23] FEDERATION OF ONTARIO COTTAGERS' ASSOCIATIONS (FOCA)
RE: ELERT – February 2020

[24] GEORGIAN BAY ASSOCIATION
RE: Letter to Director General of Navigation Protection Program Regarding Private Mooring Buoy Applications
RE: GBA Letter on Mooring Buoys and 2019-401285 MacDonald Island Mooring Buoy Approval
RE: GBA Message on COVID-19 and Access by Seasonal Residents

[25] GEORGIAN BAY BIOSPHERE RESERVE

RE: Truth and Reconciliation Training Opportunities for Biosphere Members
RE: March Biosphere News

[26] GEORGIAN BAY LAND TRUST
RE: G-BLAST – Landmark Speaker Series

[27] GREAT LAKE AND ST. LAWRENCE CITIES INITIATIVE
RE: PFAS – Flooding – Annual Meeting

[28] MUSEUM ON TOWER HILL
RE: MARCH E-News

[29] NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
RE: Board of Health – Personnel Policy, Labour/Employee Relations
Committee Agenda, February 26, 2020
RE: Board of Health Agenda, February 26, 2020
RE: Public Service Announcement – Boil Water Advisory Lifted for Individuals
Receiving Water from the Port Loring East Mills Water Treatment Plant
RE: News Release – Health Unit Preparing for COVID-19
RE: News Release – Health Unit Following Chief Medical Officer of Health's
Recommendations

[30] WEIRFOULDS LLP
RE: Response to COVID-19

[31] WEST PARRY SOUND HEALTH CENTRE
RE: COVID-19 Update, March 26, 2020
RE: COVID-19 Update, April 9, 2020
RE: COVID-19 Update, April 15, 2020

[32] WEST PARRY SOUND HEALTH CENTRE FOUNDATION
RE: New Protocols for Entering ER for COVID-19 Planning
RE: First Virtual Georgian Bay Walk, Run, Pole for Cardiac Care

PLANNING

[33]

PLANNING BOARD

[34]

ENVIRONMENT

[35]

MISCELLANEOUS

[36] WARD 3 COUNCILLORS SCOTT SHEARD AND EARL MANNERS
RE: Bay Notes, March 13, 2020
RE: Bay Notes, April 13, 2020

2019 SUMMARY

REEVE & COUNCILLORS	TRAVEL	ACCOM & MEALS	TELEPHONE	OTHER	TOTAL EXPENSES	REMUNERATION	BENEFITS	TOTAL
GREG ANDREWS	\$ 2,227.80	\$ 787.63	\$ 240.00	\$ -	\$ 3,255.43	\$ 17,416.74	\$ 2,794.85	\$ 23,467.02
DAVID ASHLEY	\$ 3,086.48	\$ 4,438.42	\$ 240.00	\$ 162.00	\$ 7,926.90	\$ 19,000.08	\$ 277.56	\$ 27,204.54
ALICE BARTON	\$ 4,007.79	\$ 5,788.75	\$ 240.00	\$ 149.90	\$ 10,186.44	\$ 19,000.08	\$ 454.41	\$ 29,640.93
LAURIE EMERY	\$ 1,774.30	\$ 1,062.79	\$ 240.00	\$ -	\$ 3,077.09	\$ 19,000.08	\$ 454.41	\$ 22,531.58
PETER FROST	\$ 3,648.05	\$ 4,082.80	\$ 240.00	\$ -	\$ 7,970.85	\$ 19,000.08	\$ 277.56	\$ 27,248.49
BERT LIVERANCE	\$ 3,907.17	\$ 9,560.78	\$ -	\$ 1,601.22	\$ 15,069.17	\$ 38,000.04	\$ 454.41	\$ 53,523.62
EARL MANNERS	\$ 3,972.23	\$ 4,302.75	\$ 240.00	\$ 139.85	\$ 8,654.83	\$ 19,000.08	\$ 2,395.04	\$ 30,049.95
IAN MEAD	\$ 1,525.08	\$ 2,431.67	\$ 240.00	\$ -	\$ 4,196.75	\$ 19,000.08	\$ 2,846.55	\$ 26,043.38
SCOTT SHEARD	\$ 6,753.15	\$ 5,575.54	\$ 240.00	\$ 211.49	\$ 12,780.18	\$ 19,000.08	\$ 2,598.66	\$ 34,378.92
GRANT WALKER	\$ 3,496.89	\$ 3,966.27	\$ 240.00	\$ -	\$ 7,703.16	\$ 19,000.08	\$ 277.56	\$ 26,980.80
RICK ZANUSSI	\$ 1,182.46	\$ 2,453.27	\$ 240.00	\$ -	\$ 3,875.73	\$ 19,000.08	\$ 2,794.85	\$ 25,670.66
TOTALS	\$ 35,581.40	\$ 44,450.67	\$ 2,400.00	\$ 2,264.46	\$ 84,696.53	\$ 226,417.50	\$ 15,625.86	\$ 326,739.89

DISTRICT OF PARRY SOUND SOCIAL SERVICES ADMINISTRATION BOARD

NAME	TRAVEL	ACCOM.&MEALS	TELEPHONE	OTHER	TOTAL EXPENSES	REMUNERATION	BENEFITS	TOTAL
RICK ZANUSSI	\$ 1,473.94				\$ 1,473.94	\$ 11,315.00		\$ 12,788.94

THE ARCHIPELAGO AREA PLANNING BOARD

NAME	TRAVEL	ACCOM.&MEALS	TELEPHONE	OTHER	TOTAL EXPENSES	REMUNERATION	BENEFITS	TOTAL
EDWARD KNIGHT	\$ -				\$ -	\$ 750.00	\$ 454.41	\$ 1,204.41
STEPHEN WOHLER	\$ 665.60				\$ 665.60	\$ 1,050.00	\$ 454.41	\$ 2,170.01

Mar-20

WARD	AMOUNT	YEAR	REASON
6	\$240.01	2020	Township owned property - H/L Trsf Stn.
5	\$232.33	2020	Township owned property
6	\$731.47	2020	Community Organization-H/L Tennis Club
4	\$2,447.49	2020	Community Organization-Sans Souci
4	\$907.24	2020	Community Organization-Sans Souci
4	\$562.18	2020	Community Organization-Sans Souci
4	\$561.53	2020	Community Organization-Sans Souci

\$5,682.25	TOTAL SOUTH
------------	-------------

1	\$524.44	2020	Township owned property - Site 9
3	\$50.68	2020	Skerryvore
3	\$50.68	2020	Skerryvore
3	\$13,023.02	2020	Community Organization-Ojibway
3	\$1,090.12	2020	Community Organization-Ojibway

\$14,738.94	TOTAL NORTH
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RESOLUTION NO.: 2020-45

DATE: April 15, 2020

CARRIED: ✓

DEFEATED: _____

<u>MOVED BY:</u>	<u>DIVISION LIST</u>	<u>FOR</u>	<u>AGAINST</u>
<u>Councillor Gregory</u>	Councillor Constable	_____	_____
	Councillor Gregory	_____	_____
<u>Councillor Constable</u>	Councillor Malott	_____	_____
	Councillor Ryman	_____	_____
	Mayor Robinson	_____	_____

WHEREAS in order to fight the COVID-19 virus in your community it is important to understand the status of confirmed cases in that community; and

WHEREAS the catchment area for the West Parry Sound Health Centre is only a portion of the area served by North Bay Parry Sound District Health Unit; and

WHEREAS West Parry Sound is a large enough geographic area that the privacy of individuals is not at risk; and

WHEREAS West Parry Sound is host to the West Parry Sound Health Centre; and

WHEREAS the residents of West Parry Sound have been very diligent with Social Distancing and Self Isolation, and

WHEREAS the residents of West Parry Sound deserve to know that their efforts are working; and

WHEREAS other health units are reporting confirmed COVID-19 cases by municipality;

NOW THEREFORE BE IT RESOLVED THAT the Council for the Corporation of the Municipality of McDougall requests that the North Bay Parry Sound District Health Unit publish statistics that provide the number of confirmed cases and other appropriate information for West Parry Sound; and

FURTHER THAT the North Bay Parry Sound District Health Unit be ordered by the Province of Ontario to publish full COVID-19 information for West Parry Sound; and

FURTHER THAT this resolution be sent to the West Parry Sound Area municipalities, the West Parry Sound Health Centre, the Honourable Minister Christine Elliott, Minister of Health, and MPP Norm Miller.



 MAYOR



THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL

NO. 2020 - ~~009~~X 032

DIVISION LIST

YES NO

DATE: April 7, 2020

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

MOVED BY:

SECONDED BY:

CARRIED: DEFEATED: _____ Postponed to: _____

Whereas in order to fight the COVID-19 virus in your community it is important to understand the status of confirmed cases in that community; and

Whereas the catchment area for the West Parry Sound Health Centre is only a portion of the area served by North Bay Parry Sound District Health Unit;

Now therefore be it resolved that the North Bay Parry Sound District Health Unit publish statistics that provide the number of confirmed cases and other appropriate information for West Parry Sound and

Further That this resolution be sent to: municipalities in the West Parry Sound Area; the West Parry Sound Health Centre; the Honourable Minister Christine Elliott, Minister of Health; and MPP Norm Miller.

Mayor Jamie McGarvey



THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL

NO. 2020 - 016 .

DIVISION LIST

YES NO

DATE: March 3, 2020

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

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

MOVED BY:

Paul Borneman

SECONDED BY:

D. McCann *B. Keith*

CARRIED: DEFEATED: _____ Postponed to: _____

That Council of the Corporation of the Town of Parry Sound supports the Township of Strong's resolution requesting that public health be funded through regular provincial taxation, not municipal property taxation, per the following:

Whereas the North Bay Parry Sound District Health Unit has advised municipalities of the following changes in the funding formula:

- change from 25/75 municipal/provincial to 30/70 for mandatory programs, and;
- change from 100% provincial funding to 30/70 for a number of other related programs;

And Whereas these changes will result in a 42% increase in the municipal levy, commencing in 2021, with no increased service delivery;

And Whereas small rural Northern Ontario municipalities do not have the financial resources to fund this 42% increase due to:

- sparse populations and small tax bases making it difficult to raise the requisite funds, and also provide core mandated municipal services to residents; and
- residents' annual income being well below the provincial poverty level, with many on fixed incomes and raising municipal property taxes will create significant hardship;

hence, the Town of Parry Sound states that it requests the Corporation remain under the auspices of the North Bay Parry Sound District Health Unit, and under the Rural & Northern Ontario designation;


And Whereas the Province of Ontario is currently reviewing the mandate and operations of Public Health Units;

Therefore be it resolved that the Town of Parry Sound requests that Jim Pine, Facilitator of the Public Health Modernization consultations, review the current funding formula for Public Health and Rural & Northern Ontario municipalities; proposing exemptions, for the province to implement for 2021;

And that the Town of Parry Sound contends that Public Health, as a pillar of our Ontario Health Care system, be funded through regular provincial taxation, not municipal property taxation;

And Further That this resolution be distributed to all 22 Municipalities in the District of Parry Sound for endorsement with copies forwarded to the Minister of Health, Minister of Long Term Care, MPP Norm Miller, MPP Vic Fedeli, Ontario Health Board Chair, FONOM Chair, NOMA Chair, AMO Chair, and the North Bay Parry Sound District Health Unit.



Deputy Mayor ~~Vanessa Backman~~ 
Doug McCANN.

**The Corporation of the
TOWNSHIP OF THE ARCHIPELAGO
BY-LAW NO. 20-**

A By-law to Set and Levy the Rates of Taxation
for Municipal Purposes for the Year 2020

WHEREAS it is necessary for the Council of the Corporation of The Township of The Archipelago, pursuant to the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended, Sec. 312 (1) & Sec. 312 (4) to raise certain sums for the 2020 taxation year;

AND WHEREAS all property assessment rolls on which the 2020 taxes are to be levied have been returned and revised pursuant to the provisions of the Assessment Act subject to appeals at present before the District Court and the Ontario Municipal Board;

AND WHEREAS "Residential/Farm Assessment", "Multi-Residential Assessment", "Commercial Assessment", "Industrial", "Farmland Assessment" and "Managed Forest Assessment", as defined in the Assessment Act by the Municipal Act, 2001, S.O. 2001, c. 25 as amended, and further amended by Regulations thereto, have been determined on the basis of the aforementioned property assessment rolls;

AND WHEREAS the tax ratios on the aforementioned property for the 2020 taxation year have been set out in By-law Number 20- of the Corporation of the Township of The Archipelago;

AND WHEREAS the tax rates on the aforementioned property classes and property sub-classes have been calculated pursuant to the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, Sec. 307 and the manner set out herein;

NOW THEREFORE the Council of the Corporation of the Township of The Archipelago hereby enacts as follows:

1. That the estimates of sums for all purposes in the amount of \$
2. That the rates for all purposes are set out in Schedule A.
3. The amounts required to be levied and collected by this By-law shall be reduced by the amounts levied and collected by the Interim Tax Levy authorized by By-law No. 19-49 of the Corporation of the Township of The Archipelago.
4. The balance of real property taxes imposed pursuant to the provisions of this By-law shall become due and payable in two installments, the first installment on the 28th day of July 2020 and the second installment on the August 26th, 2020.
5. The collector shall mail, or cause to be mailed, to the address of the residence or place of business of each property or persons pursuant to the provisions of the By-law.
6. The taxes are payable at the Township of The Archipelago, 9 James Street, Parry Sound, Ontario, or at the TD Canada Trust Business Bankline, Bank of Montreal telephone bill payment service, C.I.B.C. Linkup, Royal Bank of Canada-Telebanking, Telpay, the Nova Scotia-Telescotia electronic Bill payment service, Credit Union Central of Ontario, Credit Union Central of

British Columbia, e-transfer, ecommerce online banking on township website or ratepayers may want to check with their bank to see if their tax account number can be registered at one of the above banks to be able to pay through the bank machine or internet banking.

7. The Tax Collector and Treasurer shall hereby be authorized to accept part payment from time to time on account of any taxes which have become due pursuant to this By-law.
8. In default of payment of the full amount of any taxes by the respective due dates, and subsequent installment or installments thereof, a percentage charge of 1-1/4 percent shall hereby be imposed as a penalty for non-payment and shall be added to any taxes as aforesaid or any installment or part thereof remaining unpaid on the first day of each calendar month thereafter in which default continues, but not after the 31st day of December, 2020.
9. In default of payment of all other taxes in default on January, 2020, a percentage charge of 1-1/4 percent shall hereby be imposed as interest for non-payment and shall be added to any taxes as aforesaid or any installment or part thereof remaining unpaid on the first day of each calendar month thereafter in which default continues, but not after the 31st day of December, 2020.
10. This By-law shall come into force upon the final passing thereof.

READ and FINALLY PASSED in OPEN COUNCIL this 23rd day of April, 2020.

THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO

Bert Liverance, Reeve

Maryann Weaver, Clerk

The Corporation of the
TOWNSHIP OF THE ARCHIPELAGO

BY-LAW NO. 20-

To Set Tax Ratios for Municipal Purposes for the Year 2020

WHEREAS the Municipal Act, 2001, S.O. 2001, c. 25, Sec. 308 (4) requires the Council of the Corporation of the Township of The Archipelago to establish the tax ratios for 2020 for the municipality;

AND WHEREAS the tax ratios determine the relative amount of taxation to be borne by each property class;

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

1. THAT for the taxation year 2020, the tax ratio for property in:

a) the residential property class is	1.000000;
b) the new multi-residential property class is	1.000000;
c) the multi-residential property class is	1.100000;
d) the commercial occupied property class is	1.079000;
e) the commercial excess Land property class is	0.755300;
f) the commercial vacant Land property class is	0.755300;
g) the industrial occupied property class is	1.127300;
h) the industrial excess Land property class is	0.789110;
i) the industrial vacant Land property class is	0.789110;
j) the landfill property class is	0.600000;
k) the pipelines property class is	1.100000;
l) the farmlands property class is	0.250000;
m) the managed forest property class is	0.250000;

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

READ and FINALLY PASSED in OPEN COUNCIL this 23rd day of April, 2020.

THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO

Bert Liverance, Reeve

Maryann Weaver, Clerk

The Corporation of the
TOWNSHIP OF THE ARCHIPELAGO

BY-LAW NO. 20-

To Establish the Capping Parameters for the 2020 Final Taxes for the
Commercial and Industrial Classes.

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25, Sec. 329.1, as amended, provides for the establishment of tax capping limits in respect of property in the commercial classes and industrial classes;

AND WHEREAS it is deemed expedient to specify the percentages of tax decreases that must be withheld or "clawed back" to fund the cap for assessment-related tax increases;

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

1. Annualized Tax Limit

The maximum assessment related tax increase shall be 10% calculated on the previous year's annualized taxes determined pursuant to Section 329 of The Municipal Act, 2001, as amended.

Prior Year's CVA Tax Limit

The maximum assessment related tax increase shall be 5% calculated on the previous year's Current Value Assessment (CVA) tax.

CVA Tax Threshold for Protected Properties

The CVA Tax Threshold for protected properties (increasers) shall be set at \$250.00.

New to Class/New Construction Properties

The minimum level of taxation to be applied to new to class/new construction properties that become "eligible property" within the meaning of subsection 331(20) shall be as follows:

Commercial Class: 100%
Industrial Class: 100%
Multi-Residential 100%

Property Exclusions

The following properties are excluded from the capping and claw-back calculation in 2020, and are liable to pay CVA taxes:

- 1) Properties that were at Current Value Assessment (CVA) tax in 2019
- 2) Properties that would go from being clawed back in 2019 to being capped in 2020 as a result of the changes to the CVA tax caused by the 2020 reassessment.

2. Clawback Percentages

The percentages by which property tax increases are withheld or clawed back from decreasing properties in the commercial and industrial property classes for the purpose of funding the cap for assessment-related tax increases are:

Commercial Class: 0%
Industrial Class: 0%
Multi-Residential 0%

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

READ and FINALLY PASSED in OPEN COUNCIL this 23rd day of April, 2020

THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO

Bert Liverance, Reeve

Maryann Weaver, Clerk

20

The Corporation of the
TOWNSHIP OF THE ARCHIPELAGO

BY-LAW NO. 20-

To Impose Fees or Charges on Certain Classes of Persons for the Cost of
OPP Services for 2020

WHEREAS pursuant to Section 391 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, Council is empowered to pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it, and for costs payable by it for services or activities provided or done by or on behalf of any other municipality, or local board;

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

1. That the charges payable under this by-law shall be paid by the registered owner or owners of the lots identified on Schedule "A";
2. The charges payable pursuant to this by-law shall be \$209.18 per lot for 2020 and payable on the same date as municipal final taxes are due.
3. Charges payable under this by-law constitute a debt of the person or persons charged, and if unpaid, shall be added to the tax roll for any real property in the municipality owned by such person or persons and may be collected with interest in like manner as municipal taxes;
4. Interest charges for all charges due and unpaid shall be calculated in like manner as municipal taxes;
5. That this By-Law shall come into force and take effect on the day of the final passing thereof.

READ and FINALLY PASSED in **OPEN COUNCIL** this **23rd** day of **April, 2020**.

THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO

Bert Liverance, Reeve

Maryann Weaver, Clerk

**The Corporation of the
TOWNSHIP OF THE ARCHIPELAGO
BY-LAW NO. 20-**

A By-law to amend two By-laws to Provide for Temporary
Penalty and Interest Relief on Taxes

WHEREAS the declaration of a state of emergency by the Province of Ontario, due to the COVID-19 pandemic, has resulted in economic hardship through a widespread closure of businesses, and layoffs and loss of jobs;

AND WHEREAS the Council of the Corporation of the Township of The Archipelago deems it appropriate under these circumstances to provide some relief from penalties imposed for late payment of taxes levied during the declared state of emergency and the immediate aftermath;

AND WHEREAS Council has passed By-law 2019-49, under authority of Section 317 of The Municipal Act, 2001, S.O. 2001 c.25 as amended which provides that the Council of a local municipality may before the adoption of the estimate for the year, pass a by-law to levy an interim tax bill based on 50% of the total taxes billed for 2019 for local municipal and school board purposes subject to certain restrictions and part year adjustments will be annualized for purposes of determining a property's previous year's tax which includes the penalty to be applied for late payment;

AND WHEREAS Council has passed By-law 2020- , pursuant to the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended, Sec. 312 (1) & Sec. 312 (4) to raise certain sums for the 2020 taxation year;

NOW THEREFORE the Council of the Corporation of the Township of The Archipelago hereby enacts as follows:

1. By-law 2019-49 and By-law 2020- be amended by adding the following text at the end of Section 3 on By-law No. 2019-49 and Section 8 on By-law No. 2020- :

Penalty and interest on the 2020 interim and final levy will be waived from March 31st to November 30th, 2020 as relief due to the COVID-19 pandemic; and that the penalty and interest charges will be reinstated December 1st, 2020.

2. This By-law shall come into force upon the final passing thereof.

READ and FINALLY PASSED in **OPEN COUNCIL** this 23rd day of April, 2020.

THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO

Bert Liverance, Reeve

Maryann Weaver, Clerk



TO: Reeve Liverance and Members of Council

FROM: Cale Henderson, Manager of Development & Environmental Services
Jane Nawroth, Planning Assistant

DATE: April 17, 2020

RE: McCurdy, Jane Estate Indemnification Agreement as related to:
Consent Application No. B01-20 (Lanek Limited)

BACKGROUND

The owner of the subject property received conditional approval from the Archipelago Area Planning Board on February 20, 2020, for a right-of-way across a portion of private road being Concession 10, Part Lot 16, being the remainder of Parcel 20696 PSSS, specifically part of Part 1 on Plan PSR-565, save and except Parts 2 and 3 on Plan 42R-17868 and Part 2 on Plan 42R-20533, in favour of the owner of Part 3 on Plan 42R-6773, and Parts 1, 2, 3, 4, 5, and 6 on Plan 42R-20533, Parts 10, 11 and 14 on Plan 42R-16554, save and except Part 7 on Plan 42R-20533, including Part 1 on Plan 42R-20573, in the geographic Township of Conger. One of the conditions of approval was that an indemnification agreement be registered on title to indemnify the Township from any responsibility or liability for the use of the road.

RECOMMENDATION

It is the recommendation of staff that Council pass the by-law authorizing the execution of the indemnification agreement, so that it can be registered on title to the lands.

Respectfully submitted,


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

**THE CORPORATION OF
THE TOWNSHIP OF THE ARCHIPELAGO
BY-LAW NO. 20-**

BEING a By-law to authorize the execution of an indemnification agreement between the Estate of Jane McCurdy and the Corporation of the Township of The Archipelago

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

AND WHEREAS the Council for the Corporation of the Township of The Archipelago deems it expedient to enter into an agreement with the Estate of Ms. Jane McCurdy, to accommodate the right-of-way across a portion of private road, as approved by The Archipelago Area Planning Board, located in Concessions 10 and 11, Part Lots 15 and 16, being Part 3 on Plan 42R-6773, and Parts 1, 2, 3, 4, 5, and 6 on Plan 42R-20533, Parts 10, 11 and 14 on Plan 42R-16554, save and except Part 7 on Plan 42R-20533, including Part 1 on Plan 42R-20573, in the geographic Township of Conger;

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

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

READ and FINALLY PASSED in **OPEN COUNCIL** this 23th, day of April, 2020.

REEVE

CLERK

THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO

INDEMNIFICATION AGREEMENT

THIS AGREEMENT made in duplicate this _____ day of _____, 20_____.

B E T W E E N:

JANE McCURDY ESTATE
(hereinafter called the "OWNER")

- and -

THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO

(hereinafter called the "TOWNSHIP")

WHEREAS the OWNER is the owner of the subject lands in the Township of The Archipelago, in the District of Parry Sound, more particularly described in Schedule "A" attached hereto;

AND WHEREAS the Archipelago Area Planning Board granted a consent for a right-of-way over the remainder of Parcel 20696 PSSS, specifically part of Part 1 on Plan PSR-565, save and except Parts 2 and 3 on Plan 42R-17868 and save and except Part 2 on Plan 42R-20533, located in Concession 10, Part Lot 16, in the geographic Township of Conger (hereinafter called the "PRIVATE ROAD") on the condition that the benefitting OWNER enters into an agreement with the TOWNSHIP to indemnify it from any responsibility or liability for the use of the road;

AND WHEREAS Section 51(26) of the Planning Act, R.S.O. 1990, c. P.13, as amended, authorizes approval authorities and municipalities to enter into agreements as a condition of consent;

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 7, 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

SECTION 3: REGISTRATION OF THE AGREEMENT

3.1 The OWNER agrees 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 51(26) of the Planning Act, by the TOWNSHIP, at the expense of the OWNER.

SECTION 4: PRIVATE ROAD PROVISIONS

- 4.1 The OWNER acknowledges that the PRIVATE ROAD is not to be conveyed in whole or in part to any public agency or any other persons except for those assigned a right-of-way by the consent of The Archipelago Area Planning Board.
- 4.2 The OWNER acknowledges that the cost of construction, improvement and maintenance of the PRIVATE ROAD, constructed in the past, the present or the future shall be and remain the sole responsibility of the OWNER, and nothing in this Agreement or in any past agreement, if any, shall be construed to impose any obligation upon the TOWNSHIP or any other public bodies to assume or to accept any responsibility whatsoever for the maintenance, improvement or use of the PRIVATE ROAD.
- 4.3 The OWNER covenants and agrees to indemnify and save the TOWNSHIP and all other public bodies harmless from all claims, costs and causes of action of any kind whatsoever arising out of the construction, maintenance or use, past, present or future, of the PRIVATE ROAD.

SECTION 5: OTHER REQUIREMENTS

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

SECTION 6: BINDING PARTIES, ALTERATION, AMENDMENT, EFFECT, PENALTY

- 6.1 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.
- 6.2 This Agreement shall enure to the benefit of and be binding upon the respective successors and assigns of each of the parties hereto.
- 6.3 The OWNER acknowledges that the Agreement is entered into under the provisions of Section 51(26) 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 the Municipal Act, 2001, S.O. 2001, c.25 as amended.
- 6.4 The Agreement shall come into effect on the date of execution by the TOWNSHIP.

SECTION 7: NOTICE

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


OWNER'S NAME AND ADDRESS: Jane McCurdy Estate
1959 Folkway Drive
Mississauga ON L5L 3G2

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

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

SIGNED, SEALED AND DELIVERED
In the presence of:


Witness


I have the authority to bind the estate
L. B. McCurdy

THE TOWNSHIP OF THE
ARCHIPELAGO

Bert Liverance, Reeve

Maryann Weaver, Clerk

SCHEDULE "A"

LEGAL DESCRIPTION OF THE LANDS

Concessions 10 and 11, Part Lots 15 and 16, being Part 3 on Plan 42R-6773, and Parts 1, 2, 3, 4, 5, and 6 on Plan 42R-20533, Parts 10, 11 and 14 on Plan 42R-16554, save and except Part 7 on Plan 42R-20533, including Part 1 on Plan 42R-20573, in the geographic Township of Conger.

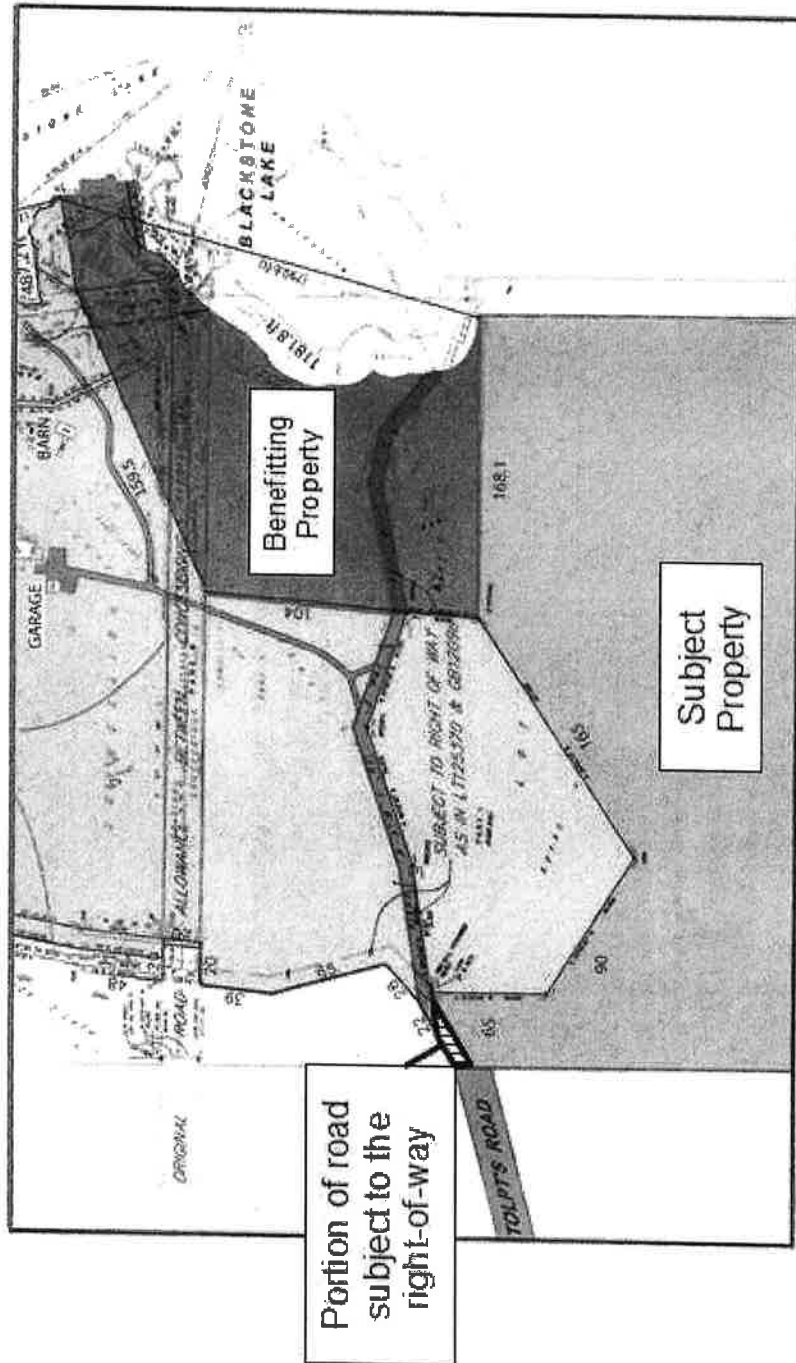
PIN 52191-0849

PIN 52191-0851

PIN 52191-0857

SCHEDULE "B"

SITE PLAN



The Corporation of the
TOWNSHIP OF THE ARCHIPELAGO

By-Law No. 2020-

Being a By-law to authorize the Manager of Corporate Services and the Clerk to execute a contract between the Township of The Archipelago and Cancode Safety Services Inc. for the Provision of By-Law Enforcement Services and Fire Prevention and Education Services, and to appoint Municipal By-law Enforcement Officers

WHEREAS Section 8(1) of the Municipal Act, 2001, S.O. 2001, c. 25, provides that powers of a municipality under the said Act or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS section 15(1) of the Police Services Act, R.S.O., c. P.15, as amended, (the "Police Services Act") states that a municipal council may appoint persons to enforce the by-laws of the municipality;

AND WHEREAS section 15(2) of the Police Services Act states that municipal law enforcement officers are peace officers for the purposes of enforcing municipal by-laws;

AND WHEREAS Section 1(3) of the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended, states that a Minister of the Crown may designate in writing any persons or class of persons as a Provincial Offences Officer for the purposes of all or any class of offences;

AND WHEREAS by Orders dated July 30, 1984 and August 21, 1987, the Solicitor General has designated all employees of municipalities whose duties include enforcement of municipal by-laws and person appointed as Municipal By-law Enforcement Officers under the Police Services Act as Provincial Offences Officers;

AND WHEREAS the current agreement adopted by By-law No. 2019-26 expires on April 30, 2019;

AND WHEREAS Council deems it necessary and expedient to extend the contract with Cancode Safety Services Inc. for provision of By-law Enforcement Services and Fire Prevention and Education Services;

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

1. That the terms of the service contract with Cancode Safety Services Inc. as set out in the contract attached hereto as Schedule 'A' are hereby approved, and that the Manager of Corporate Services and the Clerk are hereby authorized and directed to execute the said contract on behalf of the Township.
2. That the following employees of Cancode Safety Services Inc. be appointed as Municipal By-law Enforcement Officers and Provincial Offences Officers for the Township of The Archipelago, as per the terms of the service contract:

- Gary Joice and Tom Evans

3. That this By-law shall come into force and take effect on the day of the passing thereof.

READ and FINALLY PASSED in OPEN COUNCIL this 23rd day of April, 2020.

THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO

Bert Liverance, Reeve

Maryann Weaver, Clerk

SCHEDULE 'A' TO BY-LAW 2020-

THIS AGREEMENT made as of the 23rd day of April 2020.

BETWEEN

THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO

hereinafter called the "Township", of the first part;

AND

Cancode Safety Services Inc. of Parry Sound Ontario,

hereinafter called " Cancode ", of the second part;

WHEREAS Cancode has been contracted to provide By-law Enforcement Services since 2016 on a fixed term contract; and

WHEREAS the Township has identified an need for assistance with the delivery of fire prevention and education; and

WHEREAS the Township is desirous of offering a contract for service to Cancode for Municipal By-law Enforcement and Fire Prevention and Education Services for a one (1) year term; and

WHEREAS Cancode acknowledges and accepts that he shall be under the direction and supervision of and will report to the Manager of Corporate Services and the Municipal Clerk; and

WHEREAS this contract for service has been entered into in order to govern the employment relationship between Cancode and the Township and to ensure that the terms and conditions of the contract will be mutually understood by the parties;

NOW THEREFORE THIS SERVICE CONTRACT WITNESSETH that in consideration of the foregoing premises, the mutual terms and conditions herein set forth and other good and valuable consideration, the parties agree as follows:

APPOINTMENT

1. The Township hereby agrees to engage the services of Cancode for the provision of Bylaw Enforcement Services and Fire Prevention and Public Education Services upon the following terms and conditions, which are hereby agreed to by Cancode.

TERM

2. The term of this contract shall be a one (1) year term, commencing on the 1st day of May 2020 and automatically terminating on the 30th day of April, 2021, unless terminated prior to that date in accordance with Section 7.

DUTIES AND RESPONSIBILITIES

3. The duties and responsibilities of Cancode are set out in the “Duties and Responsibilities” attached hereto as Appendix “1” and forming part of this agreement.

PERFORMANCE

4. Providing By-law Enforcement Services may involve identifying circumstances or situations which may put persons or property at risk or involve identifying possible circumstances which indicate a potential risk to the By-law Enforcement Officers or to the Township, Cancode will therefore adhere to the ‘Standard Operational Protocols (SOPs)’ attached hereto as Appendix “2”

REMUNERATION

5. The remuneration for the contracted services shall be as detailed in the attached hereto as Appendix “3” and forming part of this agreement.

CONFIDENTIALITY

6. Cancode and its assigned By-law Enforcement Officers hereby agree to be bound by the Privacy Act, the Police Services Act, and the Code of Conduct policies of the Township. Cancode will not make use of or disclose any confidential information or documents.

TERMINATION

7. Cancode may terminate this agreement on sixty (60) days written notice to the Township. The Township may terminate this agreement prior to the end of the term, on sixty (60) days written notice.

NOTICE

8. Any notice to be given must be in writing and will be sufficiently given if delivered, or mailed by prepaid registered post as follows:

(a) to the Township:

9 James St.
Parry Sound, ON P2A 1T4

(b) to Cancode:

c/o Gary Joice, President, Cancode Safety Services Inc.
91 Hammel Ave
McDougall, ON P2A 2W9

IN WITNESS HEREOF the Party of the Second Part has hereunto set his hand and the Manager of Corporate Services and the Clerk of the Party of the First Part have hereunto set their hands, all as of the date and year first above written.

SIGNED AND DELIVERED
in the presence of

) TOWNSHIP:
) THE CORPORATION OF THE
) TOWNSHIP OF THE ARCHIPELAGO

)
)
) Per: _____
) Name: Joe Villeneuve
) Title: Manager of Corporate Services

)
) Per: _____
) Name: Maryann Weaver
) Title: Clerk, Community Fire Safety Officer

) Date: _____

)
) CANCODE:
) CANCODE SAFETY SERVICES INC.

)
) Per: _____
) Name: Gary Joice
) Title: President

) Date: _____

Appendix '1' – Duties and Responsibilities

REPORTING RELATIONSHIP:

Cancode Safety Services Inc. as the Bylaw Enforcement Services coordinator on behalf of its sub-contracted Officers reports to the Township of The Archipelago's Manager of Corporate Services (MCS).

PURPOSE / SCOPE OF THE POSITION:

To provide a response and enforcement services pertaining to the activities associated with Township's regulatory bylaws and interests in matters associated with the Township's by-law program. Periodic assistance to any applicable Provincial and Federal legislation or activities with officers from these organizations may also be included. To provide assistance to the Assistant to the Fire Marshal on fire prevention and education related matters.

- Cancode Safety Services Inc./ co-officers shall be designated as Provincial Offences Officers / Municipal Law Enforcement Officers and Peace Officers under legislation for legal action on applicable By-Laws of the Corporation and per relevant Provincial Offences Act benchmarks.
- Cancode acknowledges that the affairs of the Township are vested with Township Council.
- Cancode maintains confidentiality of ratepayers, fellow employees, Township's Administration and Council in the context of the Municipal Freedom of Information and Protection of Privacy Act and individual rights and privileges.

RESPONSIBILITIES:

- Respond to complaints regarding alleged violations of Bylaws of the Corporation.
- Conduct investigations into reported situations or allegations which indicate a violation of a Bylaw is currently taking place - or has occurred.
- Undertake enforcement activities associated with any violations of bylaws.
- Provide information and education where necessary on regulated activities, bylaws and enforcement specifics to ratepayers and/or any individuals within the limits of the township.
- Enforce By-Laws through the Municipal Act (MA), and/or the Provincial Offences Act (POA) Part 1, and/or Part 3, as required.
- Review and makes necessary recommendations to existing and proposed bylaws.
- Undertake a field patrol covering all public roads for each sector (North and South) once per month.
- Submit monthly Activity Reports to MCS.
- Provide a Year-end report on Bylaw Enforcement Activities to MCS.
- Attend meetings of Council, as requested.
- Attend Ratepayer Association meetings or special events dictated by the MCS or Township Clerk (not exceeding 10) to deliver a Bylaw and/or Fire Prevention presentation provided by the MCS and/or the Community Fire Safety Officer.
- To assist with the creation of Fire Prevention and Public Education materials, in consultation with the Community Fire Safety Officer.
- Cancode and its on-duty with assigned Officers shall operate and conduct themselves in line with terms described in Schedule A and, more specifically, the Standard Operational Protocols, set out in Appendix 2.
- Perform such other related duties as may be reasonably required.

WORKING CONDITIONS:

- Nature and variety of duties place this position in a high public profile.
- Assigned on-duty Officers shall operate in-line with the Standard Operations Protocols (SOP's), as outlined in Appendix "2".
- Stress is periodically a factor because of the reality of potential conflict with citizens as to their need to comply to the enforcement criteria set out in the Bylaw(s). Therefore the protocols profiled in Appendix "2" should be followed.
- Required to work outdoors in all weather conditions.
- Maintain an on-call schedule to ensure availability of By-Law Enforcement Officer(s) as required.

WORKING RELATIONSHIPS:

- Cancode Safety Services Inc. as the Bylaw Enforcement Services Coordinator on behalf of its sub-contracted Officers manages the activities of all its Officers.
- Cancode Safety Services Inc. as the Bylaw Enforcement Services Coordinator reports to the Township of The Archipelago's Manager of Corporate Services (MCS).
- Cancode Safety Services Inc. as the Bylaw Enforcement Services Coordinator interacts and receives assignments and direction only from the Administrative group of the Corporation (Managers, CBO, Clerk, CAO) with respect to the following:
 - Receiving internal assignments, direction and guidance.
 - Exchanges of technical or personal information.
 - Support exchange on behalf of the Corporation to other organizations.
 - *Timely and accurate Progress Reports are required by the Administrative group for these matters.
- Cancode Safety Services Inc. as the Bylaw Enforcement Services Coordinator on behalf of its sub-contracted Officers interact directly with the public with respect to:
 - Fielding inquiries, education/explaining the content of legislation and bylaws, and applying the objectives on the township's bylaw program.
 - Promoting compliance and enforcement of bylaws and regulated activities when required.
- Cancode Safety Services Inc. as a support for Fire Prevention and Public Education, reports to the Township of The Archipelago's Community Fire Safety Officer.

KNOWLEDGE AND SKILL:

- Relevant and responsible experience in By-Law enforcement (back ground / experience of all assigned Officers is available on request).
- High initiative and self-direction.
- Excellent knowledge of Corporation's By-Laws and Provincial legislation.
- Awareness of municipal operations.
- Excellent analytical, organization and communication skills.

IMPACT OF ERROR:

Validated errors in judgment and in the conduct of duties could result in the inequitable application of By-Laws and possible liability and/or costly insurance claims. At minimum, errors could result in lost credibility and poor public relations. Therein result in the dismissal of the Officer.

End of Appendix '1'

Appendix '2' - Standard Operational Protocols (SOPs)

SCHEDULING AND RECEIVING / RESPONDING TO CALLS:

- Officers will be advised and provided with a schedule maintained by Cancode identifying when they are subject to being called out as primary or as a backup role.
- Scheduled "on-duty" Officers should be available to proceed to a new call within 20 minutes- subject to them being already involved in a previously assigned call, and/or the apparent public safety concern of the new call.
- Officers shall make note (either written or recorded) of both the date & time of them receiving a call and arriving in the immediate vicinity of the call.
- Similarly, a written or recorded record of the "caller's" name - their location and their phone contact number should be requested. If requested information is decline by the caller, make note of circumstances.
- If the information received from the reporting caller and/or from observations obtained when arriving at a scene, or while on patrol; indicates a threat to persons or property, then the Officer should have in place or initiate appropriate backup support as profiled under the enclosed protocol section.
- Subject to the circumstances- Before entering onto the property, make both visual and audio assessment of the scene supported with camera / audio-visual device(s). Leave recording device ON while you are on the property.

PUBLIC IMAGE:

- When responding to, arriving at, and when entering onto property to investigate a complaint or taking any formal action to resolve a complaint, the Officer(s) should:
 - Proceed from Officers vehicle to door of residence, "or"- deck /lawn area if persons are first visual outside. (Have recording device activated)
 - Be In uniform, ("after dark"-wear a distinctive reflective vest); verbally announce "Municipal Law Enforcement Officer" as you approach person(s) on-site; - be prepared to provide appropriate Identification (business card / photo ID / formal badge).
 - Politely ask to speak with the owner, or the on-site person currently in charge of the property.
 - Advise site "primary person" that because you are on a formal call, the "occurrence situation" is subject to being recorded.
 - Subject to site conditions, do not enter "into" actual residence- Unless invited, or permission is given. Always maintain a close to exit position.
 - Explain that you are there as a result of: on observation made by you while on patrol, and/or a complaint or complaint(s) received- regarding the reported or observed situation (Do Not provide name or specific location of a complainant.)
 - Subject to situation circumstance; advise site rep that: as a Peace Officer per the Police Services Act, you are required to investigate situations which indicate a possible violation of a "Provincial Offense relative to a Municipal Regulation" / Bylaw benchmark.
 - Subsequently (subject to your observations) advise the primary site representative of the applicable compliance benchmarks.
 - Often -with multiple persons on site, - alcohol or drugs may be involved. Subsequently many persons may interrupt or decline cooperation. - Be patient and request to speak with the Primary person (Renter/Guest /Owner)- "Away from main group".
 - Advise "primary" of the actions needed by He/ She and others in the Group, to neutralize the violation circumstance.
 - Advise " the onsite primary" that, since this is an On-Record occurrence, you as attending Officer, are required to document the appropriate identification of the on-site person currently overseeing and responsible for the property; and that information includes: Their full name / Their permanent residential address/ their contact phone number.* If they are confrontational-politely advise them that- failure to co-operate could result in charges being laid under " Provincial Obstruction regulations"

- “Subject to your observations” and the apparent violation severity of the situation; advise the “primary” that charges may be laid, OR that a formal documented warning is applicable. Then- advise “site primary” that you appreciate their assistance and that are returning to your vehicle to cross check the regulations, and will be back shortly.
- At vehicle determine (per circumstances) whether a POA charge or a Formal warning is appropriate, and document accordingly.
- Return to residence and formally describe and serve the POA or NOV paperwork, to the site primary representative.
- Our goal is to obtain compliance through cooperation

NOTE:

- (1) If accompanied by support Officer-said support Officer (during the above & subject to scene situation)- the support Officer will strive to interface with other persons on-site in a congenial format/make situation observations while also maintaining close visual of the lead Officer.
 - (2) If circumstances are such that there appears to be limited or no cooperation from the “on-site primary” and/or others, AVOID confrontation/ stay CALM!
 - (3) Politely advise site primary and others- that their failure to co-operate - requires you return to your vehicle and radio for appropriate back up. (OPP / Fire Dept. etc.) and that both the persons on-site AND the owners of the property may be held liable for all related charges & costs.
- Refrain yourself and/or co-Officer from getting into a confrontation style mode, back off, leave property and call for OPP assist. (make notes forthwith)
 - The operational key to our on scene actions is to achieve both regulatory & public safety compliance by cooperation and professional interaction.

End of Appendix '2'

Appendix '3' - Remuneration

The Township shall pay to the Cancode Safety Services Inc for the term, the sum of \$28,800 for the services as By-law Enforcement Officer, to be paid in equal consecutive monthly instalments of \$2,400., plus HST if applicable, each commencing on the last business day of May, 2020 and thereafter on the last business day of each succeeding month to and including the last business day of April, 2021.

In addition to the payment aforesaid, the Township shall allow Cancode Safety Services Inc. reasonable and necessary access to Township owned services and equipment (Subject always to reasonable priorities of the Township as determined from time to time by the Manager of Corporate Services of the Township) including, but not limited to, record keeping material, required clerical services, required reasonable and necessary proper personal identification.

Upon termination of this contract for any reason the Cancode agrees to return the aforesaid and any other Township owned equipment and to give such up to the Township in proper working order. The Cancode Safety Services Inc. hereby agrees to indemnify the Township for any loss of or damage to such equipment, save and except reasonable wear and tear.

COSTING Foundation for (MAY 2020 through APRIL 2021)

Cancode Safety Services Inc. will provide the Bylaw Services for jurisdiction of The Archipelago Township and includes 24/7 call out coverage for each year. This includes two (2) officers for night / high risk calls.

<u>ROLE:</u>	<u>BASED ON</u>
24/7 Officer(s) on standby per info interact with Public/Admin.	\$600 per mo.
Prevention Patrols/ Public relations & Occurrence's site checks	Avg. 175 hr./Yr. @ \$30
Occurrences(s) "primary" investigations	Avg. 175 hr./Yr. @ \$30
Admin/ Reports / informal - Occ. "resolve" of issues	Avg. 110 hr./Yr. @ \$30
Vehicle/Mileage/S&M	allow 8000 km @ .55/
Operational Support (Com./office/supplies)	allow \$280/mo.

This 2020-2021 contract continues to include:

- General Patrol (one man) of up to 6+ hrs. per week. (Normally weekends, during peak season) of potential problem locations as identified and mutually agreed upon for higher area occupancy times of year – (mid-May through mid-September). This plan also includes- attending sector(s) ratepayers meetings for info exchange and obtaining their support & inputs re By-Law concerns, (Note patrol observations. also done while going to/from all occurrence calls.)
- Handle all routine and special needs occurrences / investigations as required.
- As flagged per 'occurrence's need- research & update 'drafts' for Bylaw upgrades.
- Occurrence's related reports files etc. including – when needed-Court document preparation and Court attendance, (on a case by case basis & as directed by Administration/Council). Plus ongoing interaction with MNR / OPP & your Building Code / Waste Management / Roads Dept. personal -as needed.
- Provide ongoing updates / reports of activities to administration, as requested.
- Monitor changes in related regulations & provide reports/suggested updates to affected By-Laws in order to maintain court acceptable content/wording to provide foundation to enforce successfully.
- On a Quarterly basis, in concert with Township Administration, provide an activities report, therein flag all issues/time factors/costs/problem issues identified, through said time period; c/w suggestions to improve services going forward.
- Liaise with and interact with: Dept. Heads, Clerk /CAO/ Manager of Corporate Services/ Dept. Supervisors', re: above reviews and attend as requested to Council meetings.

- Provide a detailed year end annual report for Administration and Council.
- Attend, as agreed, public events to provide public relations information and assist when applicable.
- Interact with / provide information to ratepayer related enquires info & investigate as appropriate.

End of Appendix '3'



December 18, 2019

DELIVERED BY E-MAIL

Mr. John Fior
Chief Administrative Officer
Township of The Archipelago
9 James Street
Parry Sound, ON P2A 1T4

Dear Mr. Fior:

Re: 2020 Municipal Levy

Your **2020 Municipal Levy Information Package** is attached. The 2020 cost-shared budget was prepared based on the 2019 provincially approved funding with the 2020 expected changes in the funding formula. These changes include:

- A change from 25/75 municipal/provincial to 30/70 for mandatory programs(costs \$693,000), and
- A change from 100% provincial funding to 30/70 for a number of other related programs (cost \$840,000.)

These changes would have resulted in a 42% increase in the levy. The province has provided transition funding to cap the 2020 increase to 10%. The Board of Health, at a meeting on December 4, 2019, passed a resolution to further reduce the cost to municipalities by taking \$183,750 of the increase from the municipal reserve which leaves a 5% increase in the amounts to be paid directly by municipalities.

We have no indication at this time of whether there will be any further transitional funding in 2021. The municipalities should plan for the full 42% increase in 2021 on a similar shareable base of \$16,668,567.

The 2019 year has been a turbulent one for public health and that uncertainty will persist on into 2020 year as a formal province-wide consultation process unfolds. The consultation group will be in North Bay in mid-January. Further details on how you can participate will be communicated to you as the details become available.

During this time it is more important than ever for the Health Unit to stay focused on our mission: "To foster healthy living within our communities by preventing illness, promoting healthy choices, and providing trusted support and information" and this year's budget allows for this important work to continue at the current level.

Mr. John Fior
Page 2
December 18, 2019

In accordance with the Board of Health Municipal Reserve policy, B-F-007, municipalities will be updated on the 2019 year-end status of the municipal reserve following the audit process in April. The reserve balance at November 30, 2019, was \$1,413,783.

To learn more about your public health unit, and public health activities and reports, please refer to the North Bay Parry Sound District Health Unit website at www.myhealthunit.ca. The website is completely searchable and contains information on a wide range of health topics.

The following information is attached:

- Appendix A2020 Levy Payment Schedule
- Appendix B.....2020 Board of Health Approved Budget Summary Sheet
- Appendix C.....Municipal Levy & Population Comparison for 2019/2020

Please contact Isabel Churcher, Executive Director, Finance, at (705) 474-1400, extension 5381, if you have any questions.

Yours truly,



Nancy Jacko
Chairperson, Board of Health

Enclosures (3)

Copy to: Isabel Churcher, Executive Director, Finance
Dr. Jim Chirico, Medical Officer of Health/Executive Officer
Board of Health Members

50



December 18, 2019

Township of The Archipelago
9 James St.
Parry Sound, ON P2A 1T4

2020 LEVY
PAYMENT SCHEDULE

2020 Annual Levy	\$29,098.00
Paid through Municipal Reserve	\$1,323.00
Net 2020 Levy	\$27,775.00

Monthly Payment Schedule effective January 1, 2020	Amount
January 1	2,314.58
February 1	2,314.58
March 1	2,314.58
April 1	2,314.58
May 1	2,314.58
June 1	2,314.58
July 1	2,314.58
August 1	2,314.58
September 1	2,314.58
October 1	2,314.58
November 1	2,314.58
December 1	2,314.62
Total	\$27,775.00

Levy based on population of: 711

Per Capita Rate: \$40.93

Due Date: The first day of every month

Interest is charged at 1.25% per month on outstanding balances.

Please remit to: North Bay Parry Sound District Health Unit

Attention: Finance Department

345 Oak St W

North Bay, ON P1B 2T2

Or Direct Deposit to: Account # 03442 003 1287499

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
2020 BOARD OF HEALTH PUBLIC HEALTH BUDGET**

Appendix B
Approved BOH December 4, 2019

Budget Summary	Reconciled Budget 2019	Forecast 2019	Budget 2020	Notes
Total Expenses*	21,225,723	20,307,671	20,811,495	1
Less Program Revenues*	583,158	717,280	599,161	2
Net Expenses	20,642,565	19,590,391	20,212,334	
Less: 100% Funding and One-Time Funding*	6,774,698	5,993,308	3,543,767	
Total Shareable Base (see breakdown below)	13,867,867	13,597,083	16,668,567	
Ministry of Health and Long-Term Care 75% for 2019 and 70% for 2020	10,400,900	10,197,812	11,667,997	
Municipal Levy	3,466,966	3,399,271	5,000,570	
Per Capita Municipal Population	98,769	98,769	98,769	3
Per Capita Rate	37.20	34.43	40.93	4
Breakdown of Cost-Shared Programs				
Mandatory Public Health Programs	13,489,067	13,218,284	16,668,567	
Vector-Borne Disease	169,467	169,466	0	
Small Drinking Water Systems	209,333	209,333	0	
Total Shareable Base	13,867,867	13,597,083	16,668,567	
Breakdown of Municipal Funding				
Cost-Shared Programs 25% for 2019 and 30% for 2020	3,466,966	3,399,271	5,000,570	
Less: Public Health Modernization One Time Funding	0	0	-1,064,655	
Cost-Shared Programs 25% for 2019 and 30% for 2020	3,466,966	3,399,271	3,935,915	
100% Municipal: Medical Officer of Health Compensation Initiative	9,149	1,816	0	
100% Municipal: TCAN Coordination			25,465	
100% Municipal: Low Income Adult Dental Clinic	198,576	0	80,780	5
Total Municipal Levy	3,674,691	3,401,087	4,042,160	6

* The breakdown for these numbers is in the following pages.

Notes Budget Summary	
1	Total Expenses includes the cost of all Health Unit programs and services.
2	Program revenues are generated through payments from the public or the governments on a fee-for-service basis.
3	As per the <i>Health Protection and Promotion Act</i> , R.S.O. 1990, c. H.7, O. Reg. 489/97 Allocation of Board of Health Expenses, populations are based on current (2018) Municipal Property Assessment Corporation (MPAC) enumeration data.
4	The 2020 proposed budget includes a municipal per capita rate of \$40.93 which reflects a 10% increase due to the new 30/70 funding formula (see Appendix 6 – Table XI and Table XII for clarification).
5	This amount tops up other sources of revenue for the Low Income Adult Dental Clinic to equal the total needed to fund the program's current level of service. The reduction from 100% municipal funding contribution is due to revenue from the new Ontario Seniors Dental Care Program.
6	One-time funding is being provided by the province of Ontario to ease the transition to the new 30/70 funding formula.

**North Bay Parry Sound District Health Unit
Municipal Levy & Population Comparison for 2019 / 2020**

Municipality	2019 Levy			2020 Levy				
	*MPAC Population 2018		Total \$	*MPAC Population 2018		Total \$	Levy Paid Through Reserve	Levy Paid Directly By Municipality
	%	#		%	#			
Armour	1.14	1,126	\$ 41,893	1.14	1,126	\$ 46,082	\$ 2,095	\$ 43,987
Bonfield	1.85	1,832	\$ 68,159	1.85	1,832	\$ 74,975	\$ 3,408	\$ 71,567
Burk's Falls	0.72	708	\$ 26,341	0.72	708	\$ 28,975	\$ 1,317	\$ 27,658
Callander	3.49	3,444	\$ 128,134	3.49	3,444	\$ 140,947	\$ 6,407	\$ 134,540
Calvin	0.48	477	\$ 17,747	0.48	477	\$ 19,521	\$ 887	\$ 18,634
Carling	1.24	1,220	\$ 45,390	1.24	1,220	\$ 49,929	\$ 2,270	\$ 47,659
Chisholm	1.18	1,161	\$ 43,195	1.18	1,161	\$ 47,514	\$ 2,160	\$ 45,354
East Ferris	4.27	4,219	\$ 156,967	4.27	4,219	\$ 172,664	\$ 7,848	\$ 164,816
Joly	0.23	223	\$ 8,297	0.23	223	\$ 9,126	\$ 415	\$ 8,711
Kearney	0.70	694	\$ 25,820	0.70	694	\$ 28,402	\$ 1,291	\$ 27,111
Machar	0.77	761	\$ 28,313	0.77	761	\$ 31,144	\$ 1,416	\$ 29,728
Magnetawan	1.18	1,167	\$ 43,418	1.18	1,167	\$ 47,760	\$ 2,171	\$ 45,589
Mattawa	1.83	1,808	\$ 67,266	1.83	1,808	\$ 73,993	\$ 3,363	\$ 70,630
Mattawan	0.14	142	\$ 5,283	0.14	142	\$ 5,811	\$ 264	\$ 5,547
McDougall	2.29	2,266	\$ 84,306	2.29	2,266	\$ 92,737	\$ 4,215	\$ 88,522
McKellar	1.08	1,066	\$ 39,660	1.08	1,066	\$ 43,626	\$ 1,983	\$ 41,643
McMurrich/Monteith	0.65	641	\$ 23,848	0.65	641	\$ 26,233	\$ 1,192	\$ 25,041
Nipissing	1.55	1,527	\$ 56,812	1.55	1,527	\$ 62,493	\$ 2,841	\$ 59,652
North Bay	44.37	43,828	\$ 1,630,616	44.37	43,828	\$ 1,793,678	\$ 81,531	\$ 1,712,147
Papineau-Cameron	0.82	810	\$ 30,136	0.82	810	\$ 33,150	\$ 1,507	\$ 31,643
Parry Sound	5.02	4,958	\$ 184,462	5.02	4,958	\$ 202,908	\$ 9,223	\$ 193,685
Perry	1.83	1,805	\$ 67,155	1.83	1,805	\$ 73,870	\$ 3,358	\$ 70,512
Powassan	3.01	2,975	\$ 110,685	3.01	2,975	\$ 121,753	\$ 5,534	\$ 116,219
Ryerson	0.56	550	\$ 20,463	0.56	550	\$ 22,509	\$ 1,023	\$ 21,486
Seguin	3.31	3,272	\$ 121,734	3.31	3,272	\$ 133,908	\$ 6,087	\$ 127,821
South River	0.90	892	\$ 33,187	0.90	892	\$ 36,505	\$ 1,659	\$ 34,846
Strong	1.24	1,222	\$ 45,464	1.24	1,222	\$ 50,011	\$ 2,273	\$ 47,738
Sundridge	0.82	808	\$ 30,062	0.82	808	\$ 33,068	\$ 1,503	\$ 31,565
The Archipelago	0.72	711	\$ 26,453	0.72	711	\$ 29,098	\$ 1,323	\$ 27,775
West Nipissing	11.78	11,635	\$ 432,880	11.78	11,635	\$ 476,167	\$ 21,644	\$ 454,523
Whitestone	0.83	821	\$ 30,545	0.83	821	\$ 33,600	\$ 1,527	\$ 32,073
Totals	100.00	98,769	\$ 3,674,691	100.00	98,769	\$ 4,042,157	\$ 183,735	\$ 3,858,422
Municipal Share of Budget			\$3,674,691			\$4,042,160		
Per Capita			\$37.20			\$40.93		

* Municipal Property Assessment Corporation

Municipal Reserve Balance at September 30, 2019: \$1,408,835

Township of The Archipelago
Recommendation Report to Council

Report No.: CAO-2020-01

Date: April 23, 2020

Originator: John B. Fior, CAO

Subject: Staffing

RECOMMENDATION

1. That Council approve the creation of two new positions in 2020 – Deputy Treasurer and Administrative Assistant; and,
 2. That Council approve converting the contract GIS position into a full-time permanent position in 2020.
-

BACKGROUND/HISTORY

Staff have identified several new positions are recommending that they be filled in 2020. These positions would assist in addressing existing staffing shortages and help to ensure that there will be continuity if and when staff changes occur, thereby reducing the risk associated with future changes in the organization.

The first position is that of a Deputy Treasurer. Currently, the Township of The Archipelago has a permanent full-time Treasurer and two administrative positions; the latter providing some assistance to the Treasurer. The Deputy Treasurer is a position that exists in most municipalities and is considered a critical position, as the Deputy Treasurer should be able to perform all of the duties of the Treasurer in the absence of the Treasurer. This position also provides back up for the Treasurer, which allows for coverage when the Treasurer is not available, such as during scheduled time off. It is expected that the Deputy Treasurer will be able to take on the additional role of Asset Management Coordinator. The Township is at a point where it must consider the implications associated with future retirements, and the creation of this position will both reduce risk and provide for a smooth transition in the future.

The second position is that of an Administrative Assistant for the Operations Department. Currently, our Operations Department has a part-time Resource Assistant who provides assistance predominantly related to the Township's marina. The Operations Department has several other streams of work including waste management and recycling, roads, facilities,

management of a small water system, fleet management and asset plan management. The department includes the Manager of Operations, a Supervisor of Operations and a Lead Waste Hand. The creation of this position will also increase capacity for the utilization of our existing administrative complement to assist the CAO, the Clerk, and the Manager of Corporate Services, as these positions do not currently have direct administrative assistance.

The third position is a permanent full-time GIS Technician. This is currently a contract position jointly funded by the Northern Ontario Heritage Fund Corporation (NOHFC), the Township of The Archipelago and the Town of Parry Sound (see attached Report No. Corporate Services-2020-02). Should Council approve, the GIS Technician position would become a permanent full-time position with costs to be shared between our Township and the Town of Parry Sound beginning in June of this year.

Staff will also be applying for additional NOHFC funding for another one-year contract GIS position (see attached Report No. Corporate Services-2020-02). If the funding is received, this contract position will be a shared resource position between the Township of The Archipelago and the Georgian Bay Biosphere Reserve (GBBR). The Township would assume 33% of the financial costs related to hiring a new GIS resource person but would receive full reimbursement from the GBBR.

FINANCIAL IMPLICATIONS

Deputy Treasurer – Permanent Full-time

Approximate Salary Range including Benefits - \$99,162 to \$125,244

2020 Budget Implications (max. 6 months) - \$49,581 to \$62,622

Operations Administrative Assistant – Permanent Full-time

Approximate Salary Range Including Benefits - \$69,552 to \$82,908

2020 Budget Implications (max. 6 months) - \$34,761 to \$41,454

GIS Technician – Permanent Full-time

Approximate Salary Range Including Benefits - \$69,552 to \$93,240

2020 Budget Implications (approximately 6 months) - \$34,776 to \$46,620

50/50 split with the Town of Parry Sound - \$17,388 to \$23,310

Contract GIS Technician – One Year Contract

Approximate Salary Including Benefits - \$47,231.56

\$25,000 to be paid by the GBBR

2020 Budget Implications – none

Total 2020 Budget Implication Range - \$101,730 to \$127,386 – The total could be less and will be dependant on the final established salaries and the timing of hiring.

ANALYSIS/OPTIONS

1. Option 1

It is recommended that Council approve the creation of two new positions in 2020 – Deputy Treasurer and Administrative Assistant; and,

That Council approve converting the existing contract GIS position into a full-time permanent position in 2020.

2. Option 2

Council may amend the recommendation and not fill all of the positions in 2020, which will continue to leave the organization short-staffed and open to risk.

3. Option 3

Council may choose not to hire at this time therefore maintaining the existing staff shortages and opening us to risk should certain staff leave the organization.

CONCLUSION

It is recommended that Council approve the creation of two new positions in 2020 – Deputy Treasurer and Administrative Assistant; and,

That Council approve converting the existing contract GIS position into a full-time permanent position in 2020.

Respectfully Submitted,



John B. Fior
Chief Administrative Officer

Attach. Report Corporate Services-2020-02

The Township of The Archipelago

Information Report to Council

Report No.: Corporate Services-2020-02

Date: April 16, 2020

Originator: Joe Villeneuve, Manager of Corporate Services

Subject: Administrative – Budget and Employment, GIS Technicians

HISTORY

In 2019, Council supported the funding application to Northern Ontario Heritage Fund Corporation (NOHFC) for placement of a GIS Technician Intern. The resource/position was for a one year period. The Township of The Archipelago was the applicant of the funding request and was to assume "Employer" obligations of the Intern. As a partner, sharing equally this new resource/position was the Town of Parry Sound. The Archipelago and Town agreed to share equally the unfunded amount (33%) of the new employee costs.

The NOHFC application was approved, the employee hire occurred and the Internship commenced in June 2019 and is to conclude in June 2020 without further funding opportunities.

Reference: Report_CS_18_04 (report to Council for NOHFC Funding Application)

NEW INFORMATION/NEXT STEPS

The shared resource (GIS Technician) has been evaluated by both Archipelago and Town staff as a success and a venture both organizations may wish to continue.

The position is not eligible for continued funding/support by NOHFC however, Archipelago and Town staff have budgeted (in 2020) on a 50/50 basis of continued employment and sharing of the resource. Archipelago staff are preparing a Memorandum of Understanding to execute between the organizations should the proposed budgets be approved by respective Councils.

Also, resulting from perceived success of the NOHFC Internship program and "shared resource" possibilities between organizations, the Georgian Bay Biosphere (GBBR) is seeking partnership of resource sharing with the Archipelago. On a similar basis as what was completed with the Town of Parry Sound, GBBR staff are requesting support of the Archipelago to apply for a new NOHFC Intern. The Archipelago would again assume the application to NOHFC and if successful become the Employer of a new GIS Technician Intern (1 year duration). Basing all forecasts on the previous NOHFC contract the Archipelago would assume 33% of the financial costs hiring a new resource with full re-imburement by GBBR.

FINANCIAL IMPLICATIONS

- GIS Technician – shared with Town of Parry Sound (to be formalized through MOU)
Approximate annual salary range \$55,200 to \$74,000, subject to organizational review.
ToA budgeted 2020 financial implication is \$24,000
Reflects completion of 6 months Internship and 6 months of full time employment at new rate including benefits, training and equipment - all at a 50% adjustment based on sharing cost with Town of Parry Sound.
*note, full year ToA commitment to salary line after 2020 is approximately \$36,000 adjusted with cost of living increase and pay grade steps.
- GIS Technician INTERN (1yr) – shared with GBBR (to be formalized through MOU)
Full cost (1yr) wage forecasting including benefits is \$47,231.56
ToA budgeted 2020 financial implication is \$25,000 *fully recoverable by the GBBR.
Reflects start of 6months NOHFC funded Internship (July – Dec) total costs including benefits, training and equipment.

CONCLUSION

Staff encourage Council's approval budgeted amounts to hire staff and proceed with Shared Resource MOUs with the 1) Town of Parry Sound and 2) GBBR.

Respectfully Submitted,



Joe Villeneuve
Manager of Corporate Services

RESIDENTIAL

A B C D E F

TAX RATE COMPARISONS						2020		
PROPERTY TAX CLASS						INCREASE/DECREASE		% INCREASE/DECREASE
TAX RATE						FROM 2019		
SOUTH								
		2019		2020				
1	GENERAL	0.00141200	27.31%	0.00145640	28.48%	0.00004440	3.14%	1
2	GENERAL - NO CONTROL	0.00039742	7.69%	0.00034011	6.65%	-0.00005731	-14.42%	2
3	AREA RATING	0.00175000	33.85%	0.00178790	34.96%	0.00003790	2.17%	3
4	EDUCATION	0.00161000	31.14%	0.00153000	29.92%	-0.00008000	-4.97%	4
5	TOTAL	0.00516942	100.00%	0.00511441	100.00%	-0.00005501	-1.06%	5
NORTH								
		2019		2020				
6	GENERAL	0.00141200	26.33%	0.00145640	27.39%	0.00004440	3.14%	6
7	GENERAL - NO CONTROL	0.00039742	7.41%	0.00034011	6.40%	-0.00005731	-14.42%	7
8	AREA RATING	0.00194400	36.25%	0.00199095	37.44%	0.00004695	2.42%	8
9	EDUCATION	0.00161000	30.02%	0.00153000	28.77%	-0.00008000	-4.97%	9
10	TOTAL	0.00536342	100.00%	0.00531746	100.00%	-0.00004596	-0.86%	10

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2020 BUDGET						-		3,831,482	C
						-		725,365	N/C
						-		3,106,117	
GENERAL	REVENUES				EXPENDITURES	EXPENDITURES	EXPENDITURES	2020	
	GRANTS	REVENUE	RVS/LOANS	RVES/LOANS	CONTROLLABLE	UNCONTROLLABLE	CAPITAL	MONIES RAISED	
OMPF/Hydro/RR	\$ 1,362,100								
General	\$ 104,985	\$ 527,035	\$ 24,500	\$ 200,000	\$ 2,452,785	\$ 162,264	\$ 200,000		
Environment					\$ 102,500				
Building/By-law Enforcement	\$ 131,500				\$ 406,500				
OPP						\$ 9,000	\$ -		
Transportation				\$ 402,200	\$ 25,725		\$ 402,200		
Solid Waste - General					\$ 14,500		\$ -		
Nursing Station	\$ 41,572		\$ 20,000		\$ 72,422		\$ 20,000		
Ambulance/Health Unit							\$ 652,608		
DSSAB							\$ 914,179		
Belvedere Heights							\$ 333,292		
Donations					\$ 55,774				
Library	\$ 15,072				\$ 7,430	\$ 31,196			
Planning	\$ 45,000	\$ 30,000			\$ 362,500				
Reserves					\$ 318,844				
Reserves					\$ 191,729				
TOTAL GENERAL	\$ 1,482,157	\$ 745,107	\$ 54,500	\$ 622,200	\$ 4,010,700	\$ 2,102,537	\$ 622,200	-\$ 3,831,482	
NORTH									
Protection					\$ 11,083				
Trans (Roads)				\$ 1,200,000	\$ 500,857		\$ 1,200,000		
Solid Waste - North	\$ 68,000			\$ 30,000	\$ 542,470		\$ 30,000		
Cemetery					\$ 19,300				
Recreation/Culture	\$ 3,305	\$ 30,000	\$ 345,000		\$ 148,262		\$ 345,000		
PAB Dock	\$ 2,100		\$ 15,500		\$ 98,657		\$ 15,500		
Lighthouse	\$ 800				\$ 26,925				
Dredging					\$ 5,372				
Access Points					\$ 3,000				
Donations					\$ 32,000				
Reserves					\$ 292,962				
Reserves					\$ 199,799				
TOTAL NORTH	\$ -	\$ 74,005	\$ 30,000	\$ 1,590,500	\$ 1,690,707	\$ -	\$ 1,590,500	-\$ 1,776,702	
SOUTH									
Protection	\$ 82,128				\$ 103,076				
Trans (Roads)	\$ 11,304		\$ 663,000		\$ 803,737		\$ 663,000		
Solid Waste - South	\$ 82,200		\$ 87,000		\$ 709,651		\$ 87,000		
Donations					\$ 10,000				
Holiday Cove	\$ 126,000				\$ 172,027				
Access Points					\$ 8,200				
Reserves					\$ 484,730				
Reserves					\$ 428,609				
TOTAL SOUTH	\$ -	\$ 301,632	\$ -	\$ 750,000	\$ 2,519,240	\$ -	\$ 750,000	-\$ 2,217,608	
Education Tax					\$ -	\$ 3,234,621		-\$ 3,234,621	
TOTAL BUDGET	\$ 1,482,157	\$ 1,120,744	\$ 84,500	\$ 2,962,700	\$ 8,410,656	\$ 5,337,158	\$ 2,962,700		
				\$ 5,650,101			\$ 16,710,514		
				\$ -			-\$ 11,060,413	(\$ 11,060,413)	
				\$ 5,650,101					
OPP	\$ 729,674					\$ 710,660			

GENERAL	2019	2020	DIFFERENCE		
	MONIES RAISED	MONIES RAISED	controllable	non-controllable	
OMPF	\$ 1,362,100	\$ 1,362,100			\$ 2,100
General	-\$ 1,502,490	-\$ 1,958,529	\$ 57,343		-\$ 1,304
Environmental - General	-\$ 82,500	-\$ 102,500	\$ 20,000		24.24%
Building/By-law Enforcement	-\$ 209,910	-\$ 275,000	\$ 65,090		31.01%
OPP	-\$ 9,000	-\$ 9,000			\$ 0
Transportation	-\$ 26,469	-\$ 25,725	-\$ 764		-2.88%
Solid Waste - General	-\$ 13,970	-\$ 14,500	\$ 530		3.79%
Nursing Station	-\$ 29,650	-\$ 30,850	\$ 1,200		4.05%
Ambulance/Health Unit	-\$ 637,797	-\$ 852,606	\$ 0	\$ 14,809	2.32%
DSSAB	-\$ 921,823	-\$ 914,179		-\$ 7,644	-0.83%
Belvedere Heights	-\$ 446,339	-\$ 333,292		-\$ 113,047	-25.33%
Donations	-\$ 69,520	-\$ 55,774	-\$ 13,746		-19.77%
Library	-\$ 22,689	-\$ 23,554	\$ 865		\$ 0
Planning	-\$ 273,000	-\$ 287,500	\$ 14,500		5.31%
Reserves	-\$ 312,592	-\$ 318,844	\$ 6,252		2.00%
Reserves	-\$ 187,970	-\$ 191,729	\$ 3,759		2.00%
TOTAL GENERAL	-\$ 3,781,539	-\$ 3,831,482	\$ 155,029	-\$ 105,086	4.10%
NORTH					
Protection	-\$ 9,685	-\$ 11,083	\$ 1,398		14.43%
Trans (Roads)	-\$ 505,625	-\$ 500,857	-\$ 4,768		-0.94%
Solid Waste	-\$ 480,175	-\$ 474,470	-\$ 5,705		-1.19%
Cemetery	-\$ 9,500	-\$ 19,300	\$ 9,800		103.16%
Recreation/Culture	-\$ 106,095	-\$ 114,957	\$ 8,862		8.35%
PAB Dock	-\$ 88,573	-\$ 96,557	\$ 7,984		9.01%
Lighthouse	-\$ 34,047	-\$ 26,325	-\$ 7,722		-22.68%
Dredging	-\$ 5,461	-\$ 5,372	-\$ 89		-1.63%
Access Points	-\$ 500	-\$ 3,000	\$ 2,500		500.00%
Donations	-\$ 34,400	-\$ 32,000	-\$ 2,400		-6.98%
Reserves	-\$ 287,237	-\$ 292,962	\$ 5,745		2.00%
Reserves	-\$ 142,940	-\$ 199,799	\$ 56,859		39.78%
TOTAL NORTH	-\$ 1,704,238	-\$ 1,776,702	\$ 72,464	\$ 0	4.25%
SOUTH					
Protection	-\$ 19,692	-\$ 20,948	\$ 1,256		6.38%
Trans (Roads)	-\$ 775,847	-\$ 592,433	-\$ 183,414		-23.64%
Solid Waste	-\$ 647,819	-\$ 626,461	-\$ 21,358		-3.30%
Donations	-\$ 10,000	-\$ 10,000	\$ 0		0.00%
Holiday Cove	\$ 5,655	-\$ 46,027	\$ 51,682		-913.92%
Access Points	\$ 7,300	-\$ 9,200	\$ 900		12.33%
Reserves	-\$ 475,225	-\$ 484,730	\$ 9,505		2.00%
Reserves	-\$ 192,950	-\$ 428,609	\$ 235,659		122.24%
TOTAL SOUTH	-\$ 2,123,178	-\$ 2,217,608	\$ 94,430	\$ 0	4.45%
SUB TOTAL	-\$ 7,608,955	-\$ 7,825,792	\$ 321,923	-\$ 105,086	-2.85%
Education Tax	-\$ 3,341,864	-\$ 3,234,621		-\$ 107,243	-3.21%
TOTAL BUDGET	-\$ 10,950,819	-\$ 11,060,413	\$ 321,923	-\$ 212,329	
			\$ 109,594		
Non-Controllable	\$ 4,172,447	\$ 3,959,986		-\$ 212,461	-5.09%
Controllable	\$ 6,778,372	\$ 7,100,427	\$ 322,055		4.75%
TOTAL BUDGET	\$ 10,950,819	\$ 11,060,413	\$ 109,594		1.08%
OPP	\$ 729,674	\$ 710,660		\$ 19,014	-2.61%

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Revised 4/20/2020		SUMMARY OF 2020 BUDGET AMENDMENTS FOR DRAFT #4		
		Line	Column	Page
General Government	Revised Miscellaneous from \$400,000 to \$345,000 re.loss in penalty	10	N	8
	Salaries changed from \$970,000 to \$977,700	11	N	8
	Training & Development from \$27,700 to \$20,000	12	N	8
	transfer \$5,000 from Communication-Deerhorn to Strategic Plan	16 to 28	G	8
	ECDEV - from \$10,000 to \$7,500	79	N	8
	Emergency Measures - Salary \$5,500 to \$18,100	103	G	8B
	Emergency Measures - revised Material & Supplies from \$4,000 to \$10,000	107	G	8B
	revised funding for GIS Technician & GBBR Intern from \$33,000 to \$39,985	114	G	8B
	revised funding for GIS Technician & GBBR Intern - from \$8,000 to \$45,985	115	G	8B
	revised GIS Technician & GBBR Intern Salaries from \$65,000 to \$108,340	120	G	8B
	deleted trsf from reserves	116	G	8B
	Amended loan payments	30	N	8
	Building	revised Revenue from \$160,000 to \$120,000	8	G
Building	revised Salaries & Benefits from \$300,000 to \$306,000	10	G	10A
Fire Protection-N	Professional Services from \$1,600 to \$2,350 = \$750 increase	12	G	10C
Fire Protection-S	Professional Services from \$1,900 to \$2,650 = \$750 increase	12	N	10C
Solid Waste-N	revised miscellaneous revenue from \$30,000 to \$18,000	7	G	12
	Loan payments from \$67,569 to \$52,470	26	P	12
Solid Waste-S	revised miscellaneous revenue from \$17,000 to \$10,200	34	G	12
	Loan payments from \$57,668 to \$46,036	56	P	12
Health	Nursing Station building renovations loan payment 0 to \$1,400	18	G	13
Donations-General	Heart & Soul Campaign-Sudbury \$511.97	7	G	14A
	\$511.97 fr 2003 Res.#03-097 authorizes a donation totalling \$10,239.40 payable at \$511.97/yr for a period of 20 years			
	Festival of the Auditors \$200	37	G	14A
	Parry Sound Rotary Club \$1,750	34	G	14A
Donations-North	Arts on The Bay - cancelled for 2020	41	G	14A
Recreation - North	PABCC - revised miscellaneous revenue from \$2,500 to \$1,500	5	G	14C
	PABCC - loan payments from \$18,229 to \$22,562	23	G	25C
	PAB Wharf - revised miscellaneous revenue from \$3,500 to \$2,100	5	N	14C
	PAB Wharf -loan payments from \$52,632 to \$53,407	23	N	14C
	Lighthouse - revised miscellaneous revenue from \$500 to \$300	33	G	14C
	Lighthouse - revised donation revenue from \$500 to \$300	35	G	14C
Recreation - South	Holiday Cove revenues from \$198,000 to \$126,000	5 to 8	G	14D
	Holiday Cove recoverable expenses \$53,000 to \$32,000	23	G	14D
Planning	Reduction in Planning Applications from \$50,000 to \$45,000	5	G	15
Capital	2020 Pickup to replace Mazda \$30,000	54	G	16
	2020 Pickup with plow to replace 01from \$65,000 to \$50,000	55	G	16
	Unit 9 - from \$260,000 to \$291,200	57	G	16
	Tiger Dams \$0 to \$17,800	58	G	16
	Rolloff \$300,000 deferred to 2021	64	G	16
	PAB Transfer Station \$25,000 to \$30,000	66	G	16
	Nursing Station building renovations \$20,000	77	G	16
	PABCC Roof \$200,000	87	G	16
	PAB Wharf \$15,500 tiger dams	88	G	16
Non-Controllable	Belvedere Heights from \$341,000 to \$333,292	45	G	17
	Land Ambulance from \$629,684 to \$624,831	23	G	17



**The Corporation of the
TOWNSHIP OF THE ARCHIPELAGO
BY-LAW NO. 20-**

A By-law to Set and Levy the Rates of Taxation
for Municipal Purposes for the Year 2020

WHEREAS it is necessary for the Council of the Corporation of The Township of The Archipelago, pursuant to the *Municipal Act, 2001*, S.O. 2001, c. 25 as amended, Sec. 312 (1) & Sec. 312 (4) to raise certain sums for the 2020 taxation year;

AND WHEREAS all property assessment rolls on which the 2020 taxes are to be levied have been returned and revised pursuant to the provisions of the Assessment Act subject to appeals at present before the District Court and the Ontario Municipal Board;

AND WHEREAS "Residential/Farm Assessment", "Multi-Residential Assessment", "Commercial Assessment", "Industrial", "Farmland Assessment" and "Managed Forest Assessment", as defined in the Assessment Act by the Municipal Act, 2001, S.O. 2001, c. 25 as amended, and further amended by Regulations thereto, have been determined on the basis of the aforementioned property assessment rolls;

AND WHEREAS the tax ratios on the aforementioned property for the 2020 taxation year have been set out in By-law Number 20- of the Corporation of the Township of The Archipelago;

AND WHEREAS the tax rates on the aforementioned property classes and property sub-classes have been calculated pursuant to the provisions of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, Sec. 307 and the manner set out herein;

NOW THEREFORE the Council of the Corporation of the Township of The Archipelago hereby enacts as follows:

1. That the estimates of sums for all purposes in the amount of \$11,060,413.
2. That the rates for all purposes are set out in Schedule A.
3. The amounts required to be levied and collected by this By-law shall be reduced by the amounts levied and collected by the Interim Tax Levy authorized by By-law No. 19-49 of the Corporation of the Township of The Archipelago.
4. The balance of real property taxes imposed pursuant to the provisions of this By-law shall become due and payable in two installments, the first installment on the 28th day of July 2020 and the second installment on the August 26th, 2020.
5. The collector shall mail, or cause to be mailed, to the address of the residence or place of business of each property or persons pursuant to the provisions of the By-law.
6. The taxes are payable at the Township of The Archipelago, 9 James Street, Parry Sound, Ontario, or at the TD Canada Trust Business Bankline, Bank of Montreal telephone bill payment service, C.I.B.C. Linkup, Royal Bank of Canada-Telebanking, Telpay, the Nova Scotia-Telescotia electronic Bill payment service, Credit Union Central of Ontario, Credit Union Central of

British Columbia, e-transfer, ecommerce online banking on township website or ratepayers may want to check with their bank to see if their tax account number can be registered at one of the above banks to be able to pay through the bank machine or internet banking.

7. The Tax Collector and Treasurer shall hereby be authorized to accept part payment from time to time on account of any taxes which have become due pursuant to this By-law.
8. In default of payment of the full amount of any taxes by the respective due dates, and subsequent installment or installments thereof, a percentage charge of 1-1/4 percent shall hereby be imposed as a penalty for non-payment and shall be added to any taxes as aforesaid or any installment or part thereof remaining unpaid on the first day of each calendar month thereafter in which default continues, but not after the 31st day of December, 2020.
9. In default of payment of all other taxes in default on January, 2020, a percentage charge of 1-1/4 percent shall hereby be imposed as interest for non-payment and shall be added to any taxes as aforesaid or any installment or part thereof remaining unpaid on the first day of each calendar month thereafter in which default continues, but not after the 31st day of December, 2020.
10. This By-law shall come into force upon the final passing thereof.

READ and FINALLY PASSED in OPEN COUNCIL this 23rd day of April, 2020.

THE CORPORATION OF THE TOWNSHIP OF THE ARCHIPELAGO

Bert Liverance, Reeve

Maryann Weaver, Clerk

TAX RATE SUMMARY

2020 TAX RATE SUMMARY

FINAL
\$11,060,413

PROPERTY CLASS TAX RATE	RESIDENTIAL/FARM		COMMERCIAL OCCUPIED		COMMERCIAL V/L		INDUSTRIAL OCC		INDUSTRIAL V/L		LANDFILL	FARMLANDS	MANAGED FOREST	
	NORTH	SOUTH	NORTH	SOUTH	NORTH	SOUTH	NORTH	SOUTH	NORTH	SOUTH	NORTH	SOUTH	NORTH	SOUTH
GENERAL	0.00179651	0.00179651	0.00193844	0.00193844	0.00135691	0.00135691	0.00202521	0.00202521	0.00141765	0.00141765	0.00107791	0.00044913	0.00044913	0.00044913
AREA RATING	0.00199095	0.00178790	0.00214824	0.00192914	0.00150377	0.00135040	0.00224440	0.00201550	0.00157108	0.00141085	0.00119457	0.00044698	0.00049774	0.00044698
EDUCATION	0.00153000	0.00153000	0.00635908	0.00635908	0.00635908	0.00635908	0.00776030	0.00776030	0.00776030	0.00776030	0.00167740	0.00038250	0.00038250	0.00038250
TOTAL	0.00531746	0.00511441	0.01044576	0.01022666	0.00921976	0.00906639	0.01202991	0.01180101	0.01074903	0.01058880	0.00394988	0.00127861	0.00132937	0.00127861

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