

**AGENDA**  
**COMMITTEE OF THE WHOLE**



**Thursday, February 17, 2022**  
**9:15 a.m.**  
**Via Zoom Meeting**  
**9 James Street, Parry Sound, Ontario**

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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.

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

**1. Land Acknowledgment Statement**

Pages: 1 - 3

**2. 2022 Annual Work Programs**

Pages: 4 - 18

**3. Council Chambers – Audio & Visual Upgrades**

Pages: 19 - 20

**4. Pregnancy & Parental Leave Policy**

Pages: 21 - 28

**5. Council Remuneration & Expenses 2021**

Pages: 29 - 31

**6. Legal Update (no issues to report)**

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

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

**10:45 a.m. HUMAN RESOURCES (C)**

**1. Closed Meeting**

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

**i) Human Resource Matters**

**2. Open Meeting**

**NOW THEREFORE BE IT RESOLVED** that the Human Resources Committee move out of a CLOSED MEETING at \_\_\_\_\_ a.m./p.m.

**11:15 a.m. PUBLIC WORKS (O)**

**1. Application to the Northern Ontario Heritage Fund Corporation (NOHFC)**

Pages: 32 - 33

**2. Kawaatebiishing Sculpture Donation**

Pages: 34 - 37

**3. Operational Services Update**

Pages: 38 - 56

**12:30 p.m. LUNCH**

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

**1. J.L. Richards & Associates Limited. Development of Site Alteration By-law (1:00 pm)**

Pages: 57 - 59

**2. Closed Meeting**

**NOW THEREFORE BE IT RESOLVED** that the Planning and Building Committee move into a CLOSED MEETING at \_\_\_\_\_ a.m./p.m., pursuant to Section 239(2)(c) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, to deal with a proposed or pending acquisition or disposition of land by the municipality or local board.

i) Property acquisition

3. Open Meeting

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

4. Building Permit Summary

Pages: 60 - 63

# **Township of The Archipelago**

## **Recommendation Report to Council**

Report No.: CAO-2022-02

Date: February 17, 2022

Originator: Alana Torresan, Executive Assistant

Subject: Land Acknowledgment Statement

### **RECOMMENDATION**

1. That Council adopt the proposed Land Acknowledgment Statement, to be recited by a Member of Council at the start of regular and special meetings of Council and Committee, and at official events that are hosted by the Township; and,
2. That a by-law be brought forward to amend the Procedural By-law to incorporate the Land Acknowledgement Statement at Township meetings.

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### **BACKGROUND**

On July 16, 2021, Council passed Resolution No. 21-117 which directed "staff work with Council to advance the Township's role in the hard work towards Truth and Reconciliation with Canada's First Nations, Inuit and Metis peoples, including but not limited to meeting the applicable Calls to Action put forward in 2015 by the Truth and Reconciliation Commission of Canada and to move forward in developing meaningful partnerships and relationships with our Indigenous Residents and Communities".

In response to Resolution No. 21-117, Council directed staff to draft a formal, Township specific Land Acknowledgment Statement to replace the generic statement currently being recited at Council meetings.

### **PURPOSE**

A Land Acknowledgment is a formal statement that recognizes and respects Indigenous Peoples as traditional stewards of the land upon which we are situated or meeting and the unique and enduring relationship that exists between Indigenous Peoples and their traditional territories.

## **PROPOSED LAND ACKNOWLEDGMENT**

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

## **PROPOSED LAND ACKNOWLEDGMENT USE**

The proposed Land Acknowledgement would be used in the following circumstances:

- At regular and special meetings of Council and its Committee, and
- Civic celebrations and other events hosted by the Township

In effort to demonstrate sincerity, the acknowledgment can be recited by a different Member of Council each meeting.

For electronic or hybrid meetings where Members of Council are participating from different parts of the province, the following additional introduction would be recited to acknowledge the treaty land that the participant is currently situated on:

*As we meet virtually this [insert time of day], I am speaking to you from [insert name of city], which is situated on [insert treaty land] land. I would like to acknowledge the Indigenous peoples of this community and pay my respects to their past, present and future.*

## **STRATEGIC PLAN**

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

- Effective Relationships & Partnerships
- Leadership & Communications

## **CONCLUSION**

Staff recommend that Council adopt the proposed Land Acknowledgement Statement, effective February 18, 2022.

Respectfully Submitted,

  
Alana Torresan  
Executive Assistant

I concur with this report,

  
John B. Fior  
Chief Administrative Officer

# **Township of The Archipelago**

## **Information Report to Council**

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

**Date:** February 17, 2022

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

**Subject:** 2022 Annual Work Programs

### **RECOMMENDATION**

For Council's Information.

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### **BACKGROUND**

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

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

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

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

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

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

Council should consider the following when reviewing Work Programs:

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

### **STRATEGIC PLAN**

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

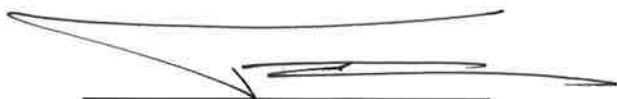
- Protect & Preserve
- Sustainable & Cost Effective Services
- Effective Relationships & Partnerships
- Leadership & Communications

### **CONCLUSION**

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

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Respectfully Submitted,



John B. Fior  
Chief Administrative Officer

Attach.



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

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

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

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

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

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

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

STRATEGIC PRIORITIES	
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TOWNSHIP OF THE ARCHIPELAGO SENIOR LEADERSHIP TEAM 2022 WORKPLANS   CFO						
FINIANCE	PROJECT	DESCRIPTION	PRIORITY (1-5)	TIMELINE	CURRENT STATUS	STRATEGIC PRIORITIES
2022 PRIORITY LIST	COVID-19	Implement Required Budgetary Changes, Cost Tracking etc.	1 (R)		Ongoing	B
	Finance processes and responsibilities	Adjust job duties & responsibilities	1 (N)	2022	Ongoing	B, D
	Budget	Develop and utilize new budget procedures and booklets/presentation	1 (N)	Apr-22	Ongoing	B, D
	Quarterly Reporting	Develop and utilize new quarterly reporting template and presentation to council	2 (N)	Aug-22		B, D
	Fees & Charges By-law	Analysis & update	1 (N)	2022	Ongoing	D
	Asset Management Plan update	<ul style="list-style-type: none"> <li>• Develop Financial Policies: Reserves, Debt Management</li> <li>• Develop and define levels of service</li> <li>• Develop a Long-Term Financial Plan</li> <li>• Merge Budget to Asset Management Plan to Reserves</li> </ul>	1 (R)	July 2022 & ongoing	Ongoing	B, C,D
	Procurement and tendering policies	Analysis & update	2 (U)	2022		B, D
	Credit Card Policy	Analysis & develop	3 (N)	2022		B,D
	Sick & Vacation time	Analysis & update	2 (U)	2022	Ongoing	C
	Wellness committee	policy & objectives	5 (N)	2022	Ongoing	C, D
	Financial Assistance	Holiday Cove software, Site 9 software, waste sites payment options	1 (N)	2022	Ongoing	B, D
	Audit Services	Request for proposal	2 (N)	2022-2023		B, D
	Council Finance training	Analysis & develop	2 (N)	2022-2023		C, D
ADDITIONAL PROJECTS	PROJECT	DESCRIPTION	PRIORITY (1-5)	TIMELINE	CURRENT STATUS	STRATEGIC PRIORITIES
2022 PRIORITY LIST	Asset Management Plan: Phase 2	O. Reg. 588/17 requirements	3 (R)	by July 1, 2023		B, C,D
	Asset Management Plan: Phase 3	O. Reg. 588/17 requirements	4 (R)	by July 1, 2024		B, C,D
	Sources of Funding for Projects/Purchases	Create database	5 (N)	2023		B
	Municipal Insurance	Review policy, presentation to council, risk management basics	2 (N)	2023		B
	Accounting software	Request for proposal & implementation	1 (U)	2023		B, D
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STRATEGIC PRIORITIES	
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<b>LEADERSHIP &amp; COMMUNICATION (D)</b>	Providing strong leadership through good governance, responsible decision making and open communication to encourage collaboration and develop solutions that are mindful of collective interests and aligned with the values and beliefs of the TOA.
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TOWNSHIP OF THE ARCHIPELAGO SENIOR LEADERSHIP TEAM 2022 WORKPLANS   MANAGER OF CORPORATE SERVICES						
CORPORATE SERVICES	PROJECT TITLE	DESCRIPTION	PRIORITY (1-5)	TIMELINE	CURRENT STATUS	STRATEGIC PRIORITIES
2022 PRIORITY LIST	IT   RESOURCE HIRE - IT	address org's IT needs via on premise resources for variety of projects and IT management functions.	1 (U&M)	Q2	budgeting and planning for hire	B,C,D
	IT   New Managed Service Contract (HighTech)	for migration of users to O365, integration with Phone Sys, management of email, monitoring network vulnerabilities, executing Employee Risk Assessment, providing EAP (geared toward cybersecurity)	1 (U&M)	Q2	developing contract	B,D
	IT   Restructure current (DH) IT service contract	revisit services provided by DH. Create a new contract based on modifying needs.	1 (M)	ongoing	ongoing	B
	Emergency Services   Systems Recovery/Business Continuity	examine/identify how to system(s) recover.	1(M&S)	Q4	active work/research	B
	Emergency Services   COVID-19 Team: Community Emergency Management Coordinator (CEMC)	Ongoing meetings and coordination with 7 area CEMCs and OPP. Includes community involvement, activities and response - external focus. Internally, debrief and communication with SMT and staff.	1 (R&S)	ongoing	enhanced activities weekly/monthly briefings. Special tasks.	B,C
	WPSGN	<ul style="list-style-type: none"> <li>Operating Structure &amp; Agreements</li> <li>Complete succession plan for Intern (GBBR)</li> </ul>	1(M)	Q4	active work/research	B,C,D
	By-law   Revisions to By-law Program/Services	<ul style="list-style-type: none"> <li>By-law Updates - Noise</li> <li>Enforcement Contract Renewal &amp; Needs Assessment</li> </ul>	1 & 1	Q2	both initiated	B
	Connectivity   RESOURCE HIRE - Project Manager Shared	Assist CAO (ToA and Seguin) with interest in new resource to address Connectivity	1(N)	Q1 2022	initiated	B,C,D
	Connectivity (The Archipelago & Area)	interests and activities associated with improving connectivity for all areas within the township.	1(N)	ongoing	active work/research	B,C,D
	Connectivity   Infrastructure Management	identify and implement proper regards for tower assets.	1(N)	May	active work/research	B
	Performance Management Program	implement within departments/functions new resources for program.	1(N)	Q2	being developed	D
	Department function overviews	prepare Council 101 presentations (Bylaw, Emerg Mangt, IT, WPSGN, GIS_ToA, Connectivity)	3	Q4	being developed	B,D
	IceCap initiative - TOA focus	lead initiatives to reduce paper, energy via computer use	3(N)	ongoing	being developed	A,C,D
ADDITIONAL PROJECTS	PROJECT TITLE	DESCRIPTION	PRIORITY (1-5)	TIMELINE	CURRENT STATUS	STRATEGIC PRIORITIES

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

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

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

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

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

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

# **The Township of The Archipelago**

## **Recommendation Report to Council**

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

**Date:** February 17, 2022

**Originator:** Maryann Martin, Clerk

**Subject:** Council Chambers – Audio & Visual Upgrades

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### **RECOMMENDATION**

That Council allocate modernization funds and approve the proposal from Michael Enterprise Audio and Visual for the Council Chambers Audio and Visual Upgrades, in the amount of \$77,309.46, plus HST.

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### **BACKGROUND/HISTORY**

In April 2020 Council moved into a virtual meeting format due to the COVID-19 pandemic. This was facilitated with the use of virtual meeting software and limited audio and video equipment.

In order for Council to return to in-person and/or hybrid meetings, a full technological modernization of the Council Chambers will be required. These upgrades would allow hybrid meetings (virtual and in-person components) to ensure an open and transparent democratic process, while also permitting Members of Council to return to the chambers, while limiting in-person public capacity.

In an effort to seek quotes, staff reached out to six companies. Three proposals were received, with two proposals coming from the same company. Staff conducted a review of each proposal, and met virtually with each company. The quote for a wired solution was removed from the list. The Senior Management Team then met to review and discuss the final two proposals. The proposal from Michael Enterprise Audio & Visual was selected to be put forward for approval. The proposal from Michael Enterprise Audio & Visual is considered fair and reasonable.

The following is a list of enhancements that are included in their proposal:

#### **Audio**

- Wireless Conference Microphone System to consist of 16 desktop units. The desktop units have a thin gooseneck microphone on a wireless base with built-in speakers, with an on/off touch switch. The microphones have a top lighted ring to indicate a live mic.
- 2 ceiling speakers located over the public seating for spectators.
- A Williams Hearing Assist System will provide audio for those with hearing challenges.

#### **Video Cameras**

- Images from four cameras will be combined to provide a multi-view/quad image for remote participants.

### Video Displays

- 2 - 6000 Lumen Laser Projectors
- Remote participants and presentations will be viewed through two ceiling mounted projectors and two 50" x 80" fixed thin frame screens located on the walls of either side of Council.

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### FINANCIAL IMPLICATIONS

PROPOSALS	PRICE
Helix IT	\$117,052.02 plus HST
Michael Enterprise Audio & Visual	\$77,309.46 plus HST

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### ANALYSIS/OPTIONS

#### Option 1

That Council approve the proposal from Michael Enterprise Audio & Visual in the amount of \$77,309.46, plus HST

#### Option 2

That Council approve the proposal from Helix IT in the amount of \$117,052.02 plus HST.

#### Option 3

Not approve and remain status quo. This option is not recommended.

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### STRATEGIC PLAN

The upgrades to the Council Chambers is in line with the following Strategic Priorities and Goals of the Township's Strategic Plan:

- **Sustainable & Cost-Effective Service**
- **Leadership & Communications**

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### CONCLUSION

Staff recommend that Council allocate modernization funds and approve the proposal from Michael Enterprise Audio and Visual for the Council Chambers Upgrades, in the amount of \$77,309.46, plus HST.

Respectfully Submitted,



Maryann Martin  
Clerk

I concur with this report  
and recommendation,



John B. Fior  
Chief Administrative Officer

# **The Township of The Archipelago**

## **Recommendation Report to Council**

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

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

**Originator:** Erin Robinson, CFO

**Subject:** Pregnancy & Parental Leave Policy

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### **RECOMMENDATION**

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

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### **BACKGROUND/HISTORY**

It is important that we are recognized as a workplace with competitive benefits to recruit and retain top employees with in-demand skills and provide needed support that enable them to see public service as a rewarding career choice. As such, by offering Paid Parental Leave we can help level the playing field between Employment Insurance Benefits and the private sector.

This commitment would ensure that staff members would have the ability to partake in a healthy balance of work life and family life responsibilities through the proposed leave.

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### **ANALYSIS**

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

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### **FINANCIAL IMPLICATIONS**

The financial implications are dependent on two items:

- Current salary/rate of pay
- Length of leave



For example:

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

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### **OPTIONS**

Option 1 – Recommended

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

Option 2 – Not Recommended

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

Option 3 – Not Recommended

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

### **STRATEGIC PLAN**

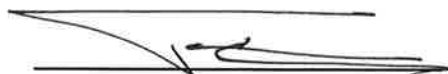
This direction is in alignment with the following Strategic Priorities contained within our Strategic Plan:

- Effective Relationships & Partnerships
  - Leadership & Communications
- 

### **CONCLUSION**

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

Respectfully Submitted,



John B. Fior  
Chief Administrative Officer



Erin Robinson  
Chief Financial Officer



# Corporate Policy & Procedure

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**Policy Title: Pregnancy & Parental Leave**

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

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Section: **Corporate Administration**

Effective Date: **February 18, 2022**

Approved by: **Council**

Subsection: **Human Resources**

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

Contact: **Chief Administrative Officer**

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## Policy Statement

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

## Purpose

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

## Definitions

**Pregnancy Leave:**

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



# Corporate Policy & Procedure

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## Parental Leave:

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

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

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

Employees who:

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

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



# Corporate Policy & Procedure

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

## 12 Month Leave

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

## 18 Month Leave

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

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

## Concurrent Parental Leave

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

## Notice Period

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



# Corporate Policy & Procedure

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

## **Right to Reinstatement**

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

## **Employment Insurance**

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

## **Health Benefits**

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

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

## **Pay Increases During Leave**

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

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

## **Seniority, Service and Vacation**

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



## Corporate Policy & Procedure

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

### **OMERS Pension**

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

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

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



## CHIEF ADMINISTRATIVE OFFICER'S REPORT

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

**REPORT NO:**

**DATE:** January, 2016

**REPORT TO:** Council

**SUBJECT: Pregnancy and Parental Leave**

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

# **The Township of The Archipelago**

## **Recommendation Report to Council**

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

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

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

**Subject:** Council Remuneration & Expenses 2021

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### **RECOMMENDATION**

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

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### **BACKGROUND/HISTORY**

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

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

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



## **ANALYSIS**

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

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## **FINANCIAL IMPLICATIONS**

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

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## **STRATEGIC PLAN**

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

- Leadership & Communications
- 

## **CONCLUSION**

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

Respectfully Submitted,



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

I concur with this report  
and recommendation



John B. Fior  
Chief Administrative Officer

**2021 SUMMARY**

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

**THE ARCHIPELAGO AREA PLANNING BOARD**

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

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

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

# **The Township of The Archipelago**

## **Recommendation Report to Council**

**Report No.:** Operational Services 2022-002

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

**Originator:** Greg Mariotti, Manager of Operational Services

**Subject:** Application to the Northern Ontario Heritage Fund Corporation (NOHFC), in the amount of \$200,000.

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### **RECOMMENDATION**

1. That Council approve the submission of an application to the Northern Ontario Heritage Fund Corporation in the amount of \$200,000 to replace the external windows and doors at the Pointe au Baril Community Centre.
- 

### **BACKGROUND/HISTORY**

On December 22<sup>nd</sup> 2021, the Ministry of Northern Development, Mines, Natural Resources and Forestry reminded the West Parry Sound area municipalities of funds available from the NOHFC. Based on the eligibility criteria, staff applied on January 5<sup>th</sup> 2022, for the maximum grant available (\$200,000), to replace the external windows and doors at the Pointe au Baril Community Centre. Application for these grant monies is a two stage process. The Archipelago received notice on January 24<sup>th</sup> 2022 that the first stage of the process was approved.

The funding model is a 90:10 split, whereby the applicant pays for 10% of the project.

For the second stage, staff is required to submit a more wholesome package, including a Council resolution supporting the application. At this point, due to the significant scope of the project, it not known what a rough cost estimate might be to replace the windows and doors. Staff have therefore added a further \$50,000 in the proposed capital budget to account for any costs over \$200,000 as well as covering off 10% of the project costs.

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### **ANALYSIS/OPTIONS**

#### **Option 1 – Recommended**

1. That Council approve the submission of an application to the Northern Ontario Heritage Fund Corporation in the amount of \$200,000 to replace the external windows and doors at the Pointe au Baril Community Centre.

Staff are in the process of contacting contractors to obtain quotes.

#### Option 2 – Not Recommended

Do nothing.

It would be unfortunate not to take advantage of this funding opportunity.

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#### **FINANCIAL IMPLICATIONS**

The windows and doors at the Community Centre are original to the building and will eventually need to be replaced. Replacing the existing windows and doors, largely through funding, will improve the energy efficiency of the facility and therefore reduce heating/cooling costs.

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#### **STRATEGIC PLAN**

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

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

#### **CONCLUSION**

1. That Council approve the submission of an application to the Northern Ontario Heritage Fund Corporation in the amount of \$200,000 to replace the external windows and doors at the Pointe au Baril Community Centre.

Respectfully Submitted,

  
\_\_\_\_\_  
Greg Mariotti  
Manager of Operational Services

I concur with this report  
and recommendation

  
\_\_\_\_\_  
John B. Fior  
Chief Administrative Officer

# The Township of The Archipelago

## Information Report to Council

**Report No.:** Operational Services 2022-003

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

**Originator:** Greg Mariotti, Manager of Operational Services

**Subject:** Kawaatebiishing Sculpture Donation

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### **BACKGROUND**

Preliminary discussions were held in 2019 for The Archipelago to receive the Kawaatebiishing Sculpture as a donation from former residents Ms. Jasmine Herlt and Mr. Doug Steiner, following the sale of their cottage on the outer islands of Pointe au Baril.



KAWAATEBIISHING (Beacon that Shines on the Water)

2003

Aluminum, stainless steel, and cedar; solvent dyes in synthetic lacquer

120 x 110 x 88 in (304.8 x 279.4 x 223.5 cm)

Fabricated at The Ironworker, Pointe au Baril, ON. Collection of Jasmine Herlt and Doug Steiner.

The sculpture was commissioned by Ms. Herlt and Mr. Steiner in 2001. It was conceived and designed by Robert Murray and the sculpture was formed in Sudbury and Pointe au Baril, and

assembled and installed under the supervision of Robert Murray in the summer of 2003 by the Ironworker of Pointe au Baril. Mr. Murray is an acclaimed artist, and his work is represented in collections including the National Gallery of Canada, Canada Council Art Bank, Art Gallery of Vancouver, Art Gallery of Ontario, Milwaukee Museum, Montreal Museum of Fine Arts, Saskatchewan Arts Board, New Brunswick Museum of Art, Vassar College, Whitney Museum of American Art, Mendel Art Gallery, and the Metropolitan Museum of Art in New York.

Mr. Murray's connection to the Archipelago, and Pointe au Baril in particular, came from a friendship with Toronto-based architect Mr. Eric Arthur and his wife Dinah. They sold Mr. Murray part of their summer property in the early 1970's- where Mr. Murray has lived seasonally for the last 55 years.

In 1999, the National Gallery of Canada organized a retrospective exhibition entitled "Robert Murray: The Factory Studio". Mr. Murray was named to the Order of Canada in 1998 and he is a member of the Royal Canadian Academy of Artists.

At the request of both the owners and the artist, the sculpture was given the Anishnabe name *Kawaatebiishing* by Marie Anderson, an elder of the Shawanaga First Nation. This specifically was intended to honour the local indigenous community. The English translation means "beacon that shines on the water".

The sculpture was placed on the point of land immediately north of the Lighthouse on Ms. Herlt and Mr. Steiner's property and remained there for 16 years before being removed at the request of the new owners after Ms. Herlt and Mr. Steiner sold their property in 2019. The couple decided that the sculpture should be donated to a public institution. This is the largest donation that Ms. Herlt and Mr. Steiner have ever made, the sculpture having been professionally appraised in 2020 at between \$250,000 and \$300,000.

Simultaneously, the City of Barrie along with staff from the McLaren Art Centre approached Ms. Herlt and Mr. Steiner about making a donation of the sculpture to the City. Discussions about the potential donation are ongoing.

They would welcome an opportunity to speak about this and the process of having the sculpture declared of 'significant cultural importance' by the Canadian Cultural Property Export Review Board (CCPERB), which gives significant prominence to the donation. They have previously donated significant pieces of art approved through CCPERB to The Rooms, the Provincial Gallery in St. John's, NL, in 2015.

Ms. Herlt and Mr. Steiner's strong preference has been to have the sculpture located 'in situ' as close to its original location as possible, possibly on property owned by the Georgian Bay Land Trust on Lookout island. An alternative raised with the owners and the artist would be to locate the sculpture at the Pointe au Baril community center, facing the water.





Locating the sculpture on the mainland would be easier to monitor for reasons of safety, vandalism and easier access to repair and maintain the sculpture. The sculpture could also draw more visitors to Pointe au Baril station – both from land and water. Installation and maintenance costs would also be reduced. Staff will leave the final decision for a suitable location between the owners, the artist and Council.

## **COSTS**

Estimated costs are anticipated as follows:

- Transport from current location to the Community Centre - \$1500 (more, if located on an island);
- Concrete pad and installation - \$6,000 (more, if located on an island);
- Commissioning of a commemorative plaque - \$2,500;
- Installation of safety barriers (to be determined, based on final location) - \$5,000;
- Annual maintenance costs - \$500-1000, including staff time to keep it clean (more, if located on an island), and
- Insurance - around \$750 (possibly more if located on an island or on property not owned by The Archipelago).

Total installation costs are roughly \$10,000-15,000, with ongoing insurance and maintenance of around \$1000-2000 per year. At this point in time, these costs have not been budgeted for in the 2022 budget.

There are other costs that are unknown at this time, such as staff time dedicated to the process of adopting the sculpture under the Canadian Cultural Property Export Review Board (CCPERB) and costs associated with the development and execution of a maintenance plan acceptable to CCPERB.

### **STRATEGIC PLAN**

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


- Effective Relationships and Partnerships
- Leadership and Communication

### **NEXT STEPS**

If Council would like to pursue this endeavor further, staff can organize a delegation for the March Council meeting.

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Respectfully Submitted,

  
Greg Mariotti  
Manager of Operational Services

I concur with this report,

  
John B. Fior  
Chief Administrative Officer



# **The Township of The Archipelago**

## **Information Report to Council**

**Report No.:** Operational Services 2022-002

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

**Originator:** Greg Mariotti, Manager of Operational Services

**Subject:** Operational Services Update

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### **Public Works and Environmental Services Update**

#### **Encapsulated Foam Dock Replacement Program**

Staff has submitted a draft capital budget that includes the replacement of all remaining un-encapsulated foam docks in The Archipelago. Staff was able to secure 2021 dock pricing for this coming year on the condition that a 75% deposit be paid very soon. These docks would replace the remainder of The Archipelago un-encapsulated foam docks that are located at Woods Bay, Kapikog, Devil's Elbow and Bayfield.

Total cost for the docks are \$46,471, with the required deposit amounting to around \$34,900. Of note that \$25,000 was already budgeted for dock replacement activities in 2021, therefore staff is requesting that Council approve a pre-budget expenditure of just under \$15,000 to pay for the 75% deposit.

#### **VORR Update**

At the last Council meeting, Council asked staff to prepare a resolution for the next meeting directing staff to investigate what would be required to implement a VORR in The Archipelago.

Here below is a proposed resolution for Council:

"That Council direct staff to develop a policy and implementation plan that allows for the creation of a VORR in The Township of The Archipelago".

Staff has contacted Transport Canada staff and has learned that there have been some proposed changes to the VORR regulations, however these changes still need to be drafted up for public consultation. The proposed changes would allow the Minister to approve changes to VORR's in certain situations without the long processes that are often required. In the meantime, Transport Canada has offered to engage with stakeholders of The Archipelago to answer any questions surrounding processes involved to implement a VORR, either by email or through a live Q&A session.

Archipelago staff have purchased equipment to rehabilitate the three existing VORR's in Skerryvore, Blackstone Lake and Healey Lake, and these will be installed this coming spring.

#### Update of Waste Management By-law #12-19

Staff have drafted an updated waste management By-law (attached), that is consistent with The Township's modernization objectives, protection of the environment, extends the lifespan of our waste management asset and continues to provide added value to Township residents who manage waste responsibly. Changes contained in the new draft By-law are highlighted, the current By-law is also attached for reference, as is a copy of various waste disposal fees from other municipalities. The comparative fee table is the same as the one that was shared with Council in December.

Council will see that while some fees have increased, The Archipelago continues to remain very competitive when compared to its neighbours and municipalities across Ontario as a whole. Residential tax payers will continue to receive added value from The Archipelago. For the vast majority of our ratepayers, the proposed changes will have minimal financial impact.

An update is necessary, in light of the upcoming weigh scale installation at Site 9, provincially mandated blue box transition and the ever rising costs of waste management in general. The Covid-19 pandemic has exacerbated the cost of operating our nine waste disposal locations spread across a large surface area. We also need to do whatever we can to promote diversion and prolong the life of the Site 9 landfill. Opening a new one today will cost tens of millions of dollars, so every cubic yard that fills the landfill depletes a cubic yard of very significant value. The By-law is therefore written to recognize residents and businesses who recycle and divert.

Some of the changes proposed in the new By-law are as follows:

- Clarification on size of a bag or waste container such that a fee can be appropriately allocated to the bag or container should they contain chargeable materials;
- Vacation rentals/condominium units are now classed as a commercial activity;
- Free disposal of old/wayward docks is included in the By-law;
- Ability to dispose of invasive plants is included in the By-law;
- Clear wording on a zero tolerance approach to ratepayer harassment of staff managing the stations;
- Clearer definition and disposal requirements for boats;
- C&D and large item disposal at island sites reduced from 1 cubic yard per day to 1 cubic yard per week;
- Inclusion of MacFarlane Street and 12 Mile Depot as additional disposal locations for ratepayers.
- C&D waste containing >25% concrete to incur a higher disposal rate;
- Contaminated streams (e.g. recyclables in regular garbage), to be charged a higher "contamination" fee;

- Commercial household waste to incur a fee. Properly sorted recyclables will remain free of charge.
- Disposal fees added to take into account the addition of the weigh scale at Site 9.
- The inclusion of a “tag” system, that would be rolled out over the course of the next 12-18 months, to streamline payment options for ratepayers and move towards a cashless system.

Staff are also in the process of introducing more environmentally conscious solutions to our waste, such as a mattress recycling program, options for handling organic waste, and ongoing efficiency improvements in the collection and disposal of our waste streams to help offset cost pressures.

Staff have put together a multi-step awareness campaign to prepare ratepayers for the changes that would be implemented June 1<sup>st</sup>. These are as follows, in chronological order:

- March 2022: Council approves the updated By-law following review.
- April 2022: Awareness through the spring newsletter, website update, Archipelago email list and on social media.
- April 2022: Cottage associations to be informed through Council/Staff. Staff available to follow up with associations on any details contained within the By-law.
- May 2022: Staff attendant training to take place to ensure familiarization with the changes to the new By-law.
- April – June 2022: Flyers to be printed and to be handed out to visitors at all transfer station locations. Flyers also to be made available for businesses should they wish to hand them out to their patrons.
- April – June 2022: Monthly reminder on social media and notices on community boards throughout The Archipelago.
- June 2022: Flyer to be included as part of the second tax billing cycle.
- Last week of May: Signs changed over at all locations to show new fees.
- June 1<sup>st</sup> 2022: New By-law in effect.

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### **Funding Requests**

The Archipelago was successful in its application for NORDS funding in the amount of \$170,569.37 per year, over the next 5 years. Furthermore, it is understood that this funding can be “stacked” for up to two times the annual amount, i.e. up to \$341,148 can be used to subsidize a project. It is therefore proposed to defer the micro sealing of Skerryvore Community Road to 2023 and allocate the \$341,148 to subsidize the work by over 80% of the project cost. Deferring this work will not negatively impact the long term durability of the road.

The Archipelago was also successful in passing the first stage of the application process to receive up to \$200,000 from the Northern Ontario Heritage Fund Corporation to upgrade windows and doors at the Pointe au Baril Community Centre. Staff are now preparing a submission for the

second stage, to include cost estimates for the work. Council resolution will assist with the application.

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### **Community Centre HRV Update**

The HRV system and ductwork for the office area, library and meeting room has been installed and will be wired the week commencing February 14<sup>th</sup>. The HRV system and ductwork for the main hall is due to arrive at the supplier on February 23<sup>rd</sup> with installation to be completed by March 7<sup>th</sup>. Once the HRV for the office areas is operational it should be safe to allow use of these areas for social gatherings while respecting government mandated guidelines. Once the HRV for the main hall is commissioned this will enable additional activities to take place, such as pickle ball, etc.

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Respectfully Submitted,



Greg Mariotti  
Manager of Operational Services

I concur with this report,



John B. Fior  
Chief Administrative Officer

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

By-law No. XX - XX

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To Regulate the Use of the Waste Management System

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**WHEREAS** Section 11(3)3 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended authorizes municipalities to pass By-laws to prohibit or regulate the use of any part of a waste management system within the municipality;

**AND WHEREAS** the Township of The Archipelago wishes to pass a By-law to establish user fees for the deposit of non-household waste at staffed transfer stations and landfill sites;

**AND WHEREAS** the Township of The Archipelago wishes to prohibit the depositing of all non-household waste at any non-staffed transfer station or landfill site;

**NOW THEREFORE BE IT RESOLVED** that the Council of The Corporation of the Township of The Archipelago enacts as follows:

1. Definitions:

**"Attendant"** shall mean any employee of The Archipelago trained to staff, operate and implement the requirements of this By-law at a waste site/station.

**"(Clear) Bag "** shall mean a transparent or "see through" plastic bag for containing either household waste, garbage or recyclables of a size not to exceed 175 litres in volume.

**"(Black) Bag"** shall mean any plastic bag that is not transparent or "see through".

**"Boats"** shall mean wooden, fibre glass, or other material of construction under 21 feet in length with all engines, components, tanks and all fluids removed, including other small watercraft such as paddle boards and paddle boats. Aluminum or steel boats will be classed as scrap metal.

**"Brush"** shall include tree limbs, branches, shrubs and twigs.

**"C&D (Construction and Demolition) Waste"** shall mean clean construction, demolition and renovation materials, including the following: pieces of plaster, lumber, broken concrete, excavated material, wall board, siding, sinks, toilet bowls, or any other waste material resulting from the construction, alteration, repair, demolition or removal of any building or structure, including a fence, and shall not contain any recyclables.

**"Chippable Wood Waste"** shall include brush, branches and limbs greater than 1 inch in diameter and over 1 foot in length, and tree stumps.

**"Collection"** shall mean the activity of removing municipal waste or resource materials that originate from premises within The Archipelago by employees, or persons, firms or corporation under contract with The Archipelago.

**"Commercial enterprise"** shall mean any establishment set up for the purposes of providing goods and/or services for profit. This shall include short-term and long-term property rentals and condominiums.

**"Commercial premises"** shall mean a specific property under registered ownership, including all buildings and accessory structures thereon, at which a commercial enterprise is conducted. This shall include, but not be limited to; hotels, motels, restaurants, retail stores, apartment homes, condominiums and all residential buildings operating full-time or part-time in a commercial capacity.

**"Commercial waste"** shall mean waste incidental to a commercial enterprise or operation, including waste produced directly from a retail activity or as the result of a service or undertaking but shall not include waste as a by-product of a manufacturing operation or process.

**"Condominium"** shall mean individual residential condominium units.

**“Container”** shall mean a plastic or metal container that can be used to dispose of household waste or recyclables. The container itself shall be reused and not disposed of and the dimensions of which shall not exceed 75 centimetres meter in height and 50 centimetres in width and length, or a volume of 190 litres.

**“Contaminated Recyclable”** shall mean any non-recyclable item placed in a recycling bin or bag is considered contaminated.

**“Cubic Yard”** for the purpose of this By-law, one (1) cubic yard shall also be the equivalent of the bed of a pick-up truck, the trunk of a Sport Utility Vehicle, a small trailer (single axle), or the volume of waste that can be safely transported on a small (<18ft) boat. The calculation of the appropriate volume to be charged shall be at the sole discretion of the attendant.

**“(Old/Wayward) Docks”** shall mean docks originating from a private residence and not a commercial premises or enterprise, or found in a waterway of The Archipelago that have been cut into pieces less than 2m in length and less than 1.5m in width, with the wood component separated from the foam and any metal.

**“Freon”** is an ozone depleting gas present in equipment such as fridges, freezers, chillers, wine coolers, air conditioning units and similar. Upon disposal, such units need to be decommissioned by a licensed professional in order to safely remove the gas.

**“Garbage, or Household Waste”** means all waste generated within the household, including all drained animal and vegetable waste material from the preparation of food, sweepings, ashes, discarded household utensils and wearing apparel, ceramics, multi-material products and packages, non-recyclable glass containers, dog, cat and other pet feces and litter placed inside a sealed and leak-free bag, diapers placed in a sealed and leak-free bag, and other materials as designated by The Archipelago, with the exception of bulky items, such as furnishings, carpets, mattresses, etc., or any material used in the construction or renovation of buildings.

**“Household Hazardous Waste”** shall include aerosol cans containing product, bleach, cleansers, drain cleaners, flashlight batteries, flea powder, medicine, nail polish and remover, oven cleaners, photographic chemicals, thermometers/thermostats, antifreeze, car batteries, brake fluid, gasoline, glues, motor oil, oil filters, paint, paint thinners, solvents, turpentine, fertilizers, herbicides, insecticides, pesticides, pool chemicals, propane tanks and propane cylinders.

**“Invasive Plant”** shall mean a plant that causes ecological or economic harm in a new environment where it is not native to The Archipelago, an example of which is *Phragmites Australis*.

**“Leaf and Yard Waste”** shall include garden trimmings, hedge trimmings, leaves, fall leaves, sticks and branches less than 1 inch in diameter and less than 1 foot long, Christmas trees and vegetable and plant matter. Leaf and yard waste does not include grass clippings.

**“Large Items”** shall mean weighty or bulky materials or articles including furniture, mattresses, cloth covered box springs, small area rugs, carpets cut in 1.2 metre (4 foot), lengths and bundled, crates, barrels, non-collapsible boxes, non-metal bath tubs, and any other materials and articles which would normally accumulate at a household excluding garbage and resource materials.

**“MT”** shall mean a metric tonne, or 1,000 kilograms.

**“Occupant”** shall include any lessee, tenant, owner, agent of a lessee, tenant owner, or any person in control of a premise.

**“Premises”** shall include any building, dwelling place, room, apartment, condominium, townhouse, hotel, motel, restaurant, shop, store, office, parking area and any place which is under separate occupation or control.

**“Private Contractor”** shall mean any person, firm, or corporation who collects municipal waste or resource materials from premises within The Archipelago and includes all persons who dispose of waste from their own premises, but does not include municipal employees or persons, firms or corporation under contract with The Archipelago for the collection of municipal waste or resource materials.

**“Recyclables”** shall mean material designated from time to time by The Archipelago as recyclable and for which alternative collection regulations apply.

**“Scrap Metal”** shall include but not be limited to water tanks, metal lawn furniture, bicycles, barbecues and



auto parts.

**"Tag"** shall mean a purchased sticker, tab, tie or label approved by The Archipelago for the purpose of disposing of certain chargeable items in accordance with the fee schedule in Appendix 'A'.

**"Transfer Station"** means a site where recyclables and garbage are collected and transferred to a secondary location in preparation for processing or landfilling.

**"Waste Card"** shall mean a card, permit or sticker that can be affixed to a windshield, allowing an Archipelago ratepayer to dispose of waste at one of the authorized sites/stations within the municipality or an approved location outside of the municipality where an agreement exists between the third party municipality and The Archipelago.

## 2. Authorized Sites/Stations:

The Township has established the following sites and stations for the disposal of waste in the municipality:

1. North Area Landfill Site No. 9
2. Bayfield Transfer Station
3. Skerryvore Transfer Station
4. Pointe au Baril Transfer Station
5. Crane Lake Transfer Station
6. Healey Lake Transfer Station
7. Woods Bay Transfer Station
8. Devil's Elbow Transfer Station
9. Sheep Head Bay Transfer Station

Ratepayers may dispose of household waste and recyclables only at the MacFarlane transfer station in Parry Sound, or the 12 Mile Depot in Georgian Bay Township (summer only) for as long as agreements remain in good standing between municipalities.

Note that most of the transfer station locations have storage limitations due to the small footprint of the location. Therefore, for any non-household waste, such as commercial or C&D waste, there is a restriction in the amount that can be disposed of, per day, to one cubic yard, or the equivalent of the back of a pick-up truck. There are no restrictions if disposing of non-household waste at the North Area Landfill Site No. 9. Ratepayers in the South Archipelago may also inquire with neighbouring landfills as to their fees and ability to accept waste from non-residents.

Household hazardous waste can only be disposed of at the MacFarlane transfer station in Parry Sound.

Anyone disposing of any type of waste at any authorized site/station must carry a valid waste card to be available for inspection upon request of the site attendant. The waste card may be an original or a facsimile.

## 3. Disposal Options at Authorized Sites/Stations

Everyone entering a waste disposal location must first see the attendant.

**The attendant has the authority to inspect, charge for, and reject loads, at their sole discretion. Any attempt by a ratepayer to coerce, intimidate or make threats to a site attendant will result in their immediate prohibition to access any Township of The Archipelago waste locations.**

The following items are allowed to be disposed of at each location. Some are chargeable and are identified with an asterisk (\*). See Schedule 'A' for applicable tipping fees.

- i) North Area Landfill Site No. 9
  - Household waste
  - Recyclables
  - Scrap metal
  - Empty/expired 20lb propane tanks
  - Batteries and cell phones
  - Electronic waste (e.g. TV's, computers, batteries)

- Re-use items
  - Invasive weeds (see Township website under "Site 9" for handling requirements)
  - Clothing and textiles
  - Old or wayward docks cut into <2m lengths (wood separated from foam and metal)
  - Freon containing items (e.g. fridge/freezers, AC units) (\*)
  - C&D waste (\*)
  - Commercial waste (\*)
  - Large Items (\*)
  - Boats (\*) only between the first open day in June and the last open day in October
  - Leaf & yard waste
  - Chippable Wood Waste (\*)
- ii) Bayfield Transfer Station
- Household waste
  - Recyclables
  - Batteries and cell phones
- iii) Skerryvore Transfer Station
- Household waste
  - Recyclables
  - Batteries and cell phones
- iv) Pointe au Baril Transfer Station
- Household waste
  - Recyclables
  - Batteries and cell phones
- v) Crane Lake Transfer Station
- Household waste
  - Recyclables
  - Electronic waste
  - Scrap metal
  - Empty/expired 20lb propane tanks
  - Re-use items
  - Clothing and textiles
  - Old or wayward docks cut into <2m lengths (wood separated from foam and metal)
  - Batteries and cell phones
  - C&D waste (\*)
  - Commercial waste (\*)
  - Large items (\*)
  - Boats (\*) only between the first open day in June and the last open day in October and by prior appointment only
- vi) Healey Lake Transfer Station
- Household waste
  - Recyclables
  - Electronic waste
  - Scrap metal
  - Empty/expired 20lb propane tanks
  - Re-use items
  - Clothing and textiles
  - Old or wayward docks cut into <2m lengths (wood separated from foam and metal)
  - Batteries and cell phones
  - C&D waste (\*)
  - Commercial waste (\*)
  - Large items (\*)
  - Boats (\*) only between the first open day in June and the last open day in October and by prior appointment only
- vii) Woods Bay Transfer Station
- Household waste
  - Recyclables



- Electronic waste
- Scrap metal
- Empty/expired 20lb propane tanks
- Re-use items
- Clothing and textiles
- Old or wayward docks cut into <2m lengths (wood separated from foam and metal)
- Batteries and cell phones
- C&D waste (\*)
- Commercial waste (\*)
- Large items (\*)

## viii) Devil's Elbow Transfer Station

- Household waste
- Recyclables
- Scrap metal
- Re-use items
- Old or wayward docks cut into <2m lengths (wood separated from foam and metal)
- Batteries and cell phones
- C&D waste (\*) – limited to 1 cubic yard per week
- Large items (\*) – limited to 1 cubic yard per week

## ix) Sheep Head Transfer Station

- Household waste
- Recyclables
- Scrap metal
- Re-use items
- Old or wayward docks cut into <2m lengths (wood separated from foam and metal)
- Batteries and cell phones
- C&D waste (\*) – limited to 1 cubic yard per week
- Large items (\*) – limited to 1 cubic yard per week

## x) MacFarlane Transfer Station (while agreement is in effect)

- Household waste
- Recyclables
- Household hazardous waste

## xi) 12 Mile Depot (while agreement is in effect)

- Household waste
- Recyclables

4. Prohibitions:

- a) No person shall deposit any non-household or commercial waste at the following municipally operated locations:
  - i) Pointe au Baril Transfer Station
  - ii) Bayfield Transfer Station
  - iii) Skerryvore Transfer Station
- b) No person shall deposit any waste in any location except at a waste disposal site/station established in accordance with this By-law.
- c) No person shall deposit or otherwise dispose of any waste brought in from outside the limits of the Township of The Archipelago, upon any lands, whether publicly or privately owned, including any waste disposal sites/stations established by the Township of The Archipelago
- d) No person shall deposit or otherwise dispose of waste, as herein defined, at any transfer station or landfill site, inside or outside, except during the hours of operation of the transfer station or landfill site, established in accordance with this By-law.
- e) No person shall scavenge, interfere with, remove, exchange or scatter any waste found at a transfer station or landfill site, without the prior approval of the Municipality, in writing.

- f) No person shall deposit or otherwise dispose of the following items at any waste disposal or transfer stations within the municipality:
  - i) liquid, toxic or hazardous waste of any type;
  - ii) oils;
  - iii) solvents;
  - iv) distillates;
  - v) raw sewage;
  - vi) condemned or dead animals;
  - vii) used cars or car parts;
  - viii) boat shrink wrap.
- g) Only clear plastic bags are allowed to be used. Black bags are not allowed and shall be refused by the site attendant.

## 5. Tipping Fees

- a) Non-household waste may be deposited at the following municipally operated sites subject to the payment of a tipping fee as set out in Schedule 'A' attached to this By-law:
  - i) Healey Lake Transfer Station
  - ii) Woods Bay Transfer Station
  - iii) Crane Lake Transfer Station
  - iv) North Area Landfill Site No. 9
  - v) Devil's Elbow Transfer Station
  - vi) Sheep Head Bay Transfer Station
- b) Non-household waste may only be deposited by residents of The Archipelago, limited to one cubic yard per day (or equivalent to a truck/SUV load, a small trailer load or a boat load), at all Transfer Stations. This restriction is not applicable to North Area Landfill Site No. 9.
- c) Contractors, for the purposes of disposing of C&D waste or other building and renovation activities, are not permitted to use Devil's Elbow or Sheep Head.
- d) Household waste, not including recyclables, generated by a commercial operation (for example, a cottage rental), shall be subject to a tipping fee per bag/container. See Schedule 'A'. Clean recyclables resulting from a commercial operation are not subject to a tipping fee. Contaminated recyclables will be classified as regular household waste and will be charged a tipping fee.

## 6. Penalties

- a) All waste disposal sites/stations are under video surveillance. Video evidence will be used to assist with the issuance of set fines, clean-up fees, or any other fees, or potential prosecution.
- b) Anyone observed contravening any provision of this By-law shall be issued a ticket with a set fine of \$300.00 for a first offence and/or a clean-up fee of \$150.
- c) Non-payment of the set fine and/or clean-up fee within thirty (30) days of The Archipelago having delivered or sent by prepaid registered post an invoice, shall incur interest on the amount due at the rate of 1.5% per month plus an administration fee of \$20 per additional notice of payment that is issued.
- d) Unpaid invoices after 6 months will be referred to a Private Collection Agency for recovery.
- e) Every person who contravenes any provision of this By-law shall be liable upon conviction to a maximum fine of \$5,000.00 exclusive of costs for a second and subsequent offence and every such penalty shall be recoverable under the Provincial Offences Act, R.S.O. 1990.
- f) An offence shall be deemed to occur for each day or part thereof for which a contravention of the By-law continues.
- d) The imposition of a penalty for a contravention of this By-law shall not excuse the condition or permit it to remain or continue and the person who has contravened the By-law shall rectify any condition or matter resulting therefrom.

Nothing herein contained shall in any way modify, affect or derogate from any other remedy available to the Corporation of the Township of The Archipelago with respect to such contravention.

7. Severability

If any section or part of this By-law is found to be illegal or beyond the power of The Township Council to enact, such section or part or item shall be deemed to be severable and all other sections or parts of this By-law shall be deemed to be separate and independent therefrom and to be enacted as such.

8. Repeal

a) By-law 12-19 is hereby repealed.

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

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

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Clerk

## SCHEDULE 'A' to By-law No. XX - XX

**Transfer Station Tipping Fee Schedule****Residents**

<b>Household waste:</b>	Free
<b>Recyclables:</b>	Free
<b>Old/Wayward Docks (clean/separated):</b>	Free
<b>Invasive Species</b>	Free
<b>Non-separated Old/Wayward Docks:</b>	10 tags (\$25) per cubic yard
<b>Contaminated Recyclables:</b>	2 tags (\$5) per bag/container
<b>C&amp;D waste (clean):</b>	10 tags (\$25) per cubic yard
<b>C&amp;D waste (clean) with &gt;25% concrete:</b>	20 tags (\$50) per cubic yard
<b>C&amp;D containing recyclables:</b>	30 tags (\$75) per cubic yard
<b>Mixed C&amp;D waste:</b>	20 tags (\$50) per cubic yard
<b>Large Items (inc. mattresses):</b>	8 tags (\$20) per item
<b>Items containing Freon:</b>	12 tags (\$30) per item
<b>Boats (up to 21ft only):</b>	10 tags (\$25) per boat

**Commercial Waste**

<b>Household Waste:</b>	1 tag (\$2.50) per bag or container
<b>Recyclables:</b>	Free
<b>Household Waste:</b>	1 tag (\$2.50) per bag or container
<b>Contaminated Recyclables:</b>	2 tags (\$5) per bag or container
<b>C&amp;D waste (clean):</b>	10 tags (\$25) per cubic yard
<b>C&amp;D waste (clean) with &gt;25% concrete</b>	20 tags (\$50) per cubic yard
<b>C&amp;D waste containing recyclables:</b>	30 tags (\$75) per cubic yard
<b>Mixed C&amp;D waste:</b>	20 tags (\$50) per cubic yard
<b>Items containing Freon:</b>	12 tags (\$30) per item

## SCHEDULE 'A' to By-law No. XX – XX (Continued)

**North Area Landfill Site No.9 Tipping Fee Schedule**

<b>Household Waste (Residents):</b>	<b>Free</b>
<b>Commercial (Household Waste):</b>	<b>\$125/MT (\$10 min. charge)</b>
<b>Recyclables:</b>	<b>Free</b>
<b>Scrap Metal:</b>	<b>Free</b>
<b>Old/Wayward Docks (clean/separated):</b>	<b>Free</b>
<b>Invasive Species:</b>	<b>Free</b>
<b>Leaf and Yard Waste:</b>	<b>Free</b>
<b>Chippable Wood Waste:</b>	<b>\$125/MT (\$10 min. charge)</b>
<b>Non-separated Old/Wayward Docks:</b>	<b>\$125/MT (\$10 min. charge)</b>
<b>Contaminated Recyclables:</b>	<b>\$200/MT (\$15 min. charge)</b>
<b>C&amp;D waste (clean):</b>	<b>\$140/MT (\$10 min. charge)</b>
<b>C&amp;D waste containing recyclables:</b>	<b>\$200/MT (\$15 min. charge)</b>
<b>Mixed C&amp;D waste:</b>	<b>\$200/MT (\$15 min. charge)</b>
<b>Items containing Freon:</b>	<b>\$30 per item</b>
<b>Large Items (inc. mattresses):</b>	<b>\$20 per item</b>
<b>Boats (up to 21ft only):</b>	<b>\$25 per boat</b>
<b>Contaminated Soils or Materials:</b>	<b>Not Accepted</b>
<b>Asbestos:</b>	<b>Not Accepted</b>



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

**By-law No. 12 - 19**

---

To Regulate the Use of the Waste Management System

---

**WHEREAS** Section 11(3)3 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended authorizes municipalities to pass by-laws to prohibit or regulate the use of any part of a waste management system within the municipality;

**AND WHEREAS** the Township of The Archipelago wishes to pass a By-law to establish user fees for the deposit of non-household waste at staffed transfer stations and landfill sites;

**AND WHEREAS** the Township of The Archipelago wishes to prohibit the depositing of all non-household waste at any non-staffed transfer station or landfill site;

**NOW THEREFORE BE IT RESOLVED** that the Council of The Corporation of the Township of The Archipelago enacts as follows:

1. Definitions:

- a) "Household Waste" - Means all waste generated within the household with the exception of bulky items such as furnishings, carpets, mattresses, etc., or any material used in the construction or renovation of buildings.
- b) "Non-Household Waste" - Means all waste not included in Section 1a) above.

2. Authorized Sites/Stations:

The Township has established the following sites and stations for the disposal of waste in the municipality;

- 1. North Area Landfill Site No. 9
- 2. Bayfield Transfer Station
- 3. Skerryvore Transfer Station
- 4. Pointe au Baril Dock Transfer Station
- 5. Crane Lake Transfer Station
- 6. Healey Lake Transfer Station
- 7. Woods Bay Transfer Station
- 8. Devil's Elbow Transfer Station
- 9. Sheep Head Bay Transfer Station

3. Prohibitions:

- a) No person shall deposit any non-household waste at the following municipally operated locations:
  - i) Pointe au Baril Dock Transfer Station
  - ii) Bayfield Transfer Station
  - iii) Skerryvore Transfer Station
- b) No person shall deposit any waste in any location except at a waste disposal site/station established in accordance with this by-law.
- c) No person shall deposit or otherwise dispose of any waste brought in from outside the limits of the Township of The Archipelago, upon any lands, whether publicly or privately owned, including any waste disposal sites/stations established by the Township of The Archipelago.

- d) No person shall deposit or otherwise dispose of waste, as herein defined, at any transfer station or landfill site except during the hours of operation of the transfer station or landfill site.
- e) No person shall scavenge, interfere with, remove, exchange or scatter any waste found at a transfer station or landfill site, without the approval of the municipality, in writing.
- f) No Person shall deposit or otherwise dispose of the following items at any waste disposal or transfer stations within the municipality:
  - i) liquid, toxic or hazardous waste of any type;
  - ii) oils;
  - iii) solvents;
  - iv) distillates;
  - v) raw sewage;
  - vi) condemned or dead animals;
  - vii) used cars or car parts;
  - viii) Boat Shrink Wrap.
- g) No person shall deposit waste outside any transfer station or landfill site gate established in accordance with this by-law.

#### 4. Tipping Fees

- a) Non-household waste may be deposited at the following municipally operated sites subject to the payment of a tipping fee as set out in Schedule "A" attached to this by-law:
  - i) Healey Lake Transfer Station
  - ii) Woods Bay Transfer Station
  - iii) Crane Lake Transfer Station
  - iv) North Area Landfill Site No. 9
  - v) Devil's Elbow Transfer Station
  - vi) Sheep Head Bay Transfer Station
- b) Large item pick-up in Ward 4 is subject to payment for pick-up service to residents as set out in Schedule "A".
- c) Non-household waste may only be deposited by Residents, limited to one cubic meter per day, at the Devil's Elbow and Sheep Head Bay Transfer Stations. Contractors are not permitted to use these sites.

#### 5. Penalties

- a) Anyone observed contravening any provision of this by-law shall be issued a ticket with a set fine of \$300.00 for a first offence.
- b) Every person who contravenes any provision of this by-law shall be liable upon conviction to a maximum fine of \$5,000.00 exclusive of costs for a second and subsequent offence and every such penalty shall be recoverable under the Provincial Offences Act, R.S.O. 1990.
- c) An offence shall be deemed to occur for each day or part thereof for which a contravention of the by-law continues.
- d) The imposition of a penalty for a contravention of this by-law shall not excuse the condition or permit it to remain or continue and the person who has contravened the by-law shall rectify any condition or matter resulting therefrom.

Nothing herein contained shall in any way modify, affect or derogate from any other remedy available to the Corporation of the Township of The Archipelago with respect to such contravention.

#### 6. Clean up Fees

Any person caught depositing waste illegally shall be charged a clean up fee reflective of costs incurred by the Township.

7. Severability

If any section or part of this by-law is found to be illegal or beyond the power of the Township Council to enact, such section or part or item shall be deemed to be severable and all other sections or parts of this by-law shall be deemed to be separate and independent therefrom and to be enacted as such.

8. Repeal

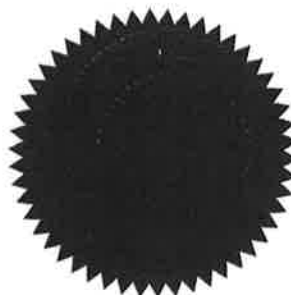
a) By-Law 08-27 is hereby repealed.

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

**READ and FINALLY PASSED in OPEN COUNCIL this 18<sup>th</sup> day of May, 2012.**

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
Chief Administrative Officer/Clerk





SCHEDULE "A" to By-Law No. 12 - 19 (Continued)**Waste Tipping Fee Schedule  
for Residents and Contractors at Site 9 Landfill**

<b><u>Material:</u></b>	<b><u>Fee</u></b>
<b>Construction Waste (Building Materials/Tar Shingles, etc.)</b>	\$20.00/Cubic Yard
<b>Residential Waste (Chippable Wood/Brush)</b>	\$15.00/Cubic Yard
<b>Household Waste and Recyclables</b>	No Charge
<b>Non-Household &amp; Non-Recyclable Waste (Large Appliances and Bulk Items)</b>	
- Stoves, Dryers, Refrigerators tagged, etc...	Free*
- Furniture (sofas, beds, mattresses, dressers, etc...)	\$10.00/unit

\*An additional fee of \$30.00 for the removal of freon gases or other inert gasses deemed by legislation to be harmful to the environment. (refrigerators, air conditioners, etc.)

**Disposal of Contaminated Soils or Materials – Site No. 9**

Contaminated Soils or Materials	\$300.00/Cubic Yard
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Disposal of contaminated soils or materials from spills originating from within the boundaries of the Township of The Archipelago shall be subject to Ministry of Environment and Energy Certificate of Approval No. 7291102 and guidelines O.Reg.

For larger quantities of materials, ratepayers may obtain the services of a containerized service contractor for disposal.

The Township can accept or reject waste being deposited at any time at the transfer stations.

**Payment Options****Method of Payment**

Cash or Cheque preferred for small amounts

Cheque or Invoice preferred for large amounts

Invoices on account are due 15 days after receipt of invoice.

SCHEDULE "A" to By-Law No. 12 - 19**Waste Tipping Fee Schedule****Waste Tipping Fee Schedule for Residents and Contractors  
at Healey Lake, Woods Bay & Crane Lake Transfer Stations**

<u>Material:</u>	<u>Fee</u>
<b>Construction Waste (Building Materials/Tar Shingles/Brush, etc.)</b>	\$20.00/Cubic Yard
<b>Household Waste and Recyclables</b>	No Charge
<b>Non-Household &amp; Non-Recyclable Waste (Large Appliances and Bulk Items)</b>	
- Metal Stoves, Dryers, Refrigerators tagged, etc...	Free*
- Furniture (sofas, beds, mattresses, dressers, etc...)	\$10.00/unit

\* An additional fee of \$30.00 for the removal of freon gases or other inert gasses deemed by legislation to be harmful to the environment (refrigerators, air conditioners, etc.).

**Large Item Pick-up Fee Schedule  
for Residents in Ward 4  
(Township Pick-up Service)**Large Item Pick up

One item	\$100.00
Additional items	\$50.00/unit

An additional fee of \$30.00 for the removal of freon gases or other inert gasses deemed by legislation to be harmful to the environment (refrigerators, air conditioners, etc.).

**Tipping Fee Schedule for Residents at  
Devil's Elbow and Sheep Head Bay Transfer Stations  
(Contractors Not Permitted)**

<u>Material</u>	<u>Fee</u>
<b>Construction Waste (Building Materials/Tar Shingles, etc.)*</b>	\$20.00/Cubic Yard
<b>Household Waste and Recyclables</b>	No Charge
<b>Non-Household &amp; Non-Recyclable Waste (Large Appliances and Bulk Items)</b>	
- Metal Stoves, Dryers, Refrigerators tagged, etc...	Free**
- Furniture (sofas, beds, mattresses, dressers, etc...)	\$10.00/unit

\*Limit of One Cubic Yard per day per Resident.

\*\*An additional fee of \$30.00 for the removal of freon gases or other inert gasses deemed by legislation to be harmful to the environment (refrigerators, air conditioners, etc.).

**Fee Schedule Price Comparatives**

Waste Type	Barrie Landfill (With Scales) No date	Ottawa, Trail Road Landfill (With Scales)	McDougall (With Scales)	Seguin (2017) (No Scales)	Carling (No Scales)	McKeller (fees not updated since 2008) (No Scales)	District of Muskoka (With Scales)	District of Muskoka (Without Scales)	Town of Parry Sound (No Scales)	Sudbury (With Scales)	ARCH
Household Waste	\$10.00 minimum charge <100kg, then \$153.00/MT  \$285.00/MT for garbage mixed with recyclables or organics  2 free garbage bags every other week for curbside collection. Additional bags require a tag. Bag tags are \$3ea.	\$11.65 minimum charge <100kg, then \$116.50/MT  \$233/MT for garbage mixed with brush, cardboard or recyclables 250 kg or more (per tonne) \$233.00. \$58.25 minimum charge <250kg.  No bag tags Curbside garbage is collected every other week.	\$8 minimum charge <46kg. \$128.00/MT  No charge to residents, but stickers or hanging tag permits must be displayed. Replacement stickers cost \$25.	No Charge  No Contractors	No charge to residents, but vehicle permits must be displayed.  No Contractors	No Charge  No Contractor's	3 bags household garbage per week free Additional bags: \$7ea. 11 or more \$201.00/MT  Bag tags are \$7ea.	3 bags household garbage per week free Additional bags: \$7ea.  Bag tags are \$7ea.  Any loads larger than a pick-up truck have to go to the landfill.	Bag tags (\$5) each  Curbside no charge	\$81.00/MT \$245/MT if mixed with recyclables \$165/MT if mixed with scrap metal/electronics  \$3 minimum charge <100kg  If clean garbage, first 50kg is free (per week)  Curbside no charge	No Charge
Recyclables	No Charge	Cardboard: \$56/MT with a \$5.60 minimum fee.  Clean glass, metal, plastic: Free	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge  Commercial must bring by 2 pm or will not be accepted	No Charge	No Charge
Construction & Demolition	Insulation (bagged and tagged) \$3ea  All other C&D: \$10 minimum charge <100kg, then \$153/MT.	\$11.65 minimum charge <100kg, then \$116.50/MT For both residential and commercial operators.  Fill (asphalt, masonry, concrete without rebar): \$56/MT	Clean wood: \$128/MT Shingles: \$175/MT Unsorted C&D with divertible waste: \$200/MT \$8 minimum charge	C&D waste only accepted at the Landfill and with a 1 ton truck max. \$12 minimum charge Small trailer to ½ ton: \$30/load Large trailer to 1 ton truck: \$50/load Shingles: \$6 per bundle	Clean wood: ½ ton or single axle trailer \$25/load Shingles: \$10.37 per bundle. Vehicles must display permit.  Nothing accepted from commercial businesses	Only shingles accepted. Must be clean and free from debris, wood, plastic wrapping: \$175/MT	Clean shingles/wood: \$101/MT Unclean wood/other demolition waste: \$201/MT Mixed load: \$382/MT \$12 minimum charge	½ ton: \$201/load ¼ ton mixed load: \$382/load Single axle stake truck: \$242/load Single axle stake truck mixed load: \$483/load Dump trucks have to use the landfill.	No Contractors allowed.  3 tags need to be purchased for C&D.  5-10 tags for wood/lumber • Trunk load - 3 tags • 1/2 ton truck or trailer - 5 to 10 tags based on quantity Tags are \$5 each	Wood waste, concrete and brick: \$45/MT \$3 minimum charge <100kg	\$20.00 per cubic yard or the back of a pick-up truck.
Bulky Items	Residents encouraged to make their own arrangements to have them recycled or repurposed. Mattresses: \$20ea.	Residents encouraged to make their own arrangements to have them recycled or repurposed. Mattresses: curbside pick-up	\$8 minimum charge <46kg. \$128/MT for large items	Furniture and other household items (toys, Textiles, etc.) \$5 small \$10 large Mattresses: \$10ea. Boats - No boats over 20ft \$2.00 per ft (Stripped) \$4.00 per foot not stripped	Furniture, vacuum cleaners, toilets, sinks, patio furniture, mattresses: \$10ea	Furniture, vacuum cleaners, toilets, sinks, patio furniture, mattresses: \$10ea	Furniture: \$201/MT Mattress or box spring: \$28ea. Untagged appliances \$26ea. Tagged appliances: free	Furniture: \$28ea. Mattress or box spring: \$28ea. Untagged appliances \$26ea. Tagged appliances: free	TAGS - \$5ea. Chair: 1 tag Couch: 3 tags Drywall: 5-10 tags Household Waste: 1 tag/bag Loveseat: 2 tags Mattresses: Single/box spring: 1 tag Double or Queen/box spring: 2 tags King/box spring or Sofa bed: 4 tags	First 50kg is free (per week) 50-100kg: \$3 flat rate. >100kg per week: \$81/MT	\$10 ea
Yard and Brush	<100kg free >100kg is \$60/MT  Curbside pick up is free to residents. No stumps or tree limbs. \$6 minimum charge applies to commercial yard waste for loads <100kg.	Brush and yard waste: \$40.50/MT. Larger brush: \$119/MT Stumps: \$238/MT (\$59.50 minimum). Curbside leaf and yard waste is free providing it is sized and bundled appropriately.	Yard waste free for residents if in approved paper bag/trailer. \$50/MT in unapproved bags. Brush: \$128/MT	Brush: \$5 per small trailer load.	No Charge	1 Garbage Can per day free. Up to ¼ ton truck trailer load of yard waste/brush \$30 per load. Stumps not accepted.	Leaf and Yard waste is free. Chippable wood/brush: \$101/MT. Minimum \$12 fee	Leaf and Yard waste is free. ½ ton: \$201/load Minimum \$12 fee	Free for leaves, Christmas trees, pumpkins	Free but no stumps or tree limbs. Material needs to be compostable.	Chippable wood: \$15 per cubic yard or the back of a pick-up truck. Leaf and yard waste is free.
Items with refrigerants	\$15ea or free if already tagged.	All items must be tagged prior to drop-off or they will be refused.	No Charge to residents	\$25ea.	Not accepted.	Not accepted. Residents must go to McDougall (charged by weight)	Charged by Weight (minimum \$12 fee)		5 Tags (\$15ea.)	Free	\$30ea. (cost of freon removal)

# MEMORANDUM



**J.L. Richards  
& Associates Limited**  
314 Countryside Drive  
Sudbury, ON Canada  
P3E 6G2  
Tel: 705 522 8174  
Fax: 613 728 6012

Page 1 of 3

To: Mr. Cale Henderson, RPP, MCIP  
Manager of Development and Environmental  
Services

Date: February 9, 2022

JLR No.: 31668

CC:

From: Jason Ferrigan, RPP, MCIP, MSc.PI.

Re: **Township of Archipelago**  
**Development of Site Alteration By-law**

## Background

The Township of The Archipelago is situated in the middle of the Georgian Bay Biosphere Reserve, designated as a world biosphere reserve by UNESCO. It comprises of many islands in Georgian Bay and a number of inland, freshwater lakes, all of which are used for recreational purposes. The impetus for creating The Township originated from a strong desire by its inhabitants and the Province to preserve the natural environmental and recreational land use in the area.

The shoreline of the Georgian Bay in The Township, the numerous islands and inland lakes provide a highly desirable recreational waterfront community. A significant contribution to the high level of appeal of the shoreline, island areas and inland lakes of The Township is generated by the Crown land base that, for the most part, remains in its natural state.

The Township's Official Plan establishes land use policies to guide development and provide for the long-term use of land and water for public and private recreation in the Township. Its general goal is to preserve The Township's unique and high-quality natural environment for a relaxing and aesthetically appealing recreational experience and maintain the ecological integrity within a UNESCO biosphere reserve. This is given precedence above all else in The Township.

The Township's Official Plan contains a comprehensive set of policies regarding landscape and waterscape alteration. These policies encourage the conservation of the overall natural landscape and waterscape to preserve the natural appearance, character and aesthetics of The Township. They also encourage development to conform to the natural environment as opposed to the natural environment being altered to accommodate development. The policies also establish the policy framework for The Township Council to enact Site Alteration By-law, pursuant to the *Municipal Act*, to implement its desired outcomes for landscape and waterscape alteration. Section 142 of the *Municipal Act* states that municipalities may pass a site alteration by-law to regulate placing or dumping of fill, removal of topsoil, and alteration of grade of any property within its jurisdiction

The Township's Official Plan also contains policies regarding fish habitat that relate to and inform the proposed Site Alteration By-law. These policies require that new development generally satisfy the following setback requirements:

- a minimum of 15 metres from Georgian and warm water and cool water lakes and streams; and,
- a minimum of 30 metres from cold water lakes and streams,

The policies also permit reductions to the above standards, based on an appropriate study and demonstration of no negative impact on the fish habitat.

On January 21, 2021 Committee of the Whole considered information from Administration regarding the use of a Site Alteration By-law to protect and preserve water quality and shoreline character within the Township.

The Township, during its Regular Meeting of Council on January 22<sup>nd</sup> 2021, carried Resolution 21-012 as follows:

*NOW THEREFORE BE IT RESOLVED the Council direct Staff to proceed with the development of a draft site alteration by-law, and to provide further information with respect to the costs of the administration and enforcement of the by-law.*

Since this time, The Township has retained J.L. Richards & Associates Limited to assist with this assignment and prepare a draft site alteration by-law for Township Council's consideration.

## **PURPOSE**

This is the first of several reports that will be provided to Township Council on this subject. The purpose of this initial report is to introduce Council to the JLR team that will undertake the assignment, as well as our integrated work plan and community engagement strategy, all for feedback and discussion.

## **DISCUSSION**

### **The Team**

JLR is a multi-disciplinary planning, engineering, and architectural practice with offices in North Bay, Sudbury, Timmins, Ottawa, Kingston, Hawkesbury, and Guelph. Since the firm was founded in Ottawa in 1955, we have grown to have a staff of over 400 planners, engineers, architects, technologists, technicians, and support staff. Due to our longevity, we provide our clients with the continuity of long-term support across single and multiple projects.

The team for this assignment will be Jason Ferrigan, RPP, MCIP (Senior Planner), Tori Ruck, M. Pl (Planner) and Kris Kerwin (Senior Geographic Information System Technician). Tim Chadder, RPP, MCIP (Associate and Chief Planner) will support the team and provide strategic advice/direction, when required.

The JLR team has considerable experience in creating planning frameworks for shoreline and waterfront areas. The team is currently assisting the Township of Georgian Bay with a review of their waterfront land use planning policies, the County of Haliburton with a Shoreline Preservation By-law, the City of North Bay with a Lake Management Plan for Trout Lake and the Town of Smooth Rock Falls with a Waterfront Master Plan for a large, strategic site along the Mattagami River.

### **Work Plan**

The overall work plan for this project is organized into three major phases, as follows:

#### **Phase 1      Project Start Up**

- Task 1.      Council Meeting #1 – Introduction to the Project and Feedback
- Task 2.      Client Meeting # 1 – Review Scope, Schedule and Approach to Consultation
- Task 3.      Finalize Scope, Schedule and Public Consultation Plan

#### **Phase 2      Understanding and Draft By-law**

- Task 4.      Municipal Best Practice Review
- Task 5.      Public Consultation – Round 1
- Task 6.      Preparation of Draft Background and Directions Report and Draft By-law
- Task 7.      Client Meeting #2 – Feedback on Draft Background and Directions Report and Draft By-law
- Task 8.      Refine Draft Background and Directions Report and Draft By-law
- Task 9.      Council Meeting #2 – Present Background and Directions Report and Seek Council Direction

#### **Phase 3      Implementation**

- Task 10.     Public Consultation – Round 2
- Task 11.     Preparation of Draft Final Report and Updated Draft By-law
- Task 12.     Client Meeting #3 – Review Draft Final Report and Updated Draft By-law
- Task 13.     Finalize Feedback Report and Updated Draft By-law
- Task 14.     Council Meeting #3 – Present Feedback Report and Updated Draft By-law

Work on the project began late 2021. Further to the above work program, we anticipate bringing this matter forward to Township Council for consideration at its April, and June meetings. We anticipate that the project will be complete by June 2022.

At the time of the writing of this report, preliminary research and stakeholder mapping is underway. With respect to stakeholder mapping, our goal is to create a stakeholder list that provides the best possible range of stakeholder perspectives including various stakeholder groups such as The Township's resident associations. We will provide Township Council with a further update on February 17, 2022, and subsequent meetings.

We look forward to discussing the overall work plan with Township Council on February 17, 2022, and receiving any feedback or direction that Council may have at that time.

J.L. RICHARDS & ASSOCIATES LIMITED

Prepared by:

Reviewed by:



Tori Ruck, M.Pl.  
Planner

Jason Ferrigan, RPP, MCIP, MSc. Pl.  
Associate, Senior Planner

TR; jf

**Permit Comparison Summary**

Issued For Period JAN 1,2022 To JAN 31,2022

Type	Number	Property
-DEMOLITION	2022-0001	323 HEALEY LAKE RD
-BOATHOUSE	2022-0002	323 HEALEY LAKE RD
-LIVING ADDITION	2022-0003	9 RICHWOOD DR
-SLEEPING CABIN	2022-0004	216 HEALEY LAKE
-SCREENED PORCH	2022-0005	26 B717 ISLAND
-LIVING ADDITION	2022-0006	38 B207 ISLAND
-GARAGE/STORAGE BUILDING	2022-0007	38 B207 ISLAND
-SCREENED PORCH	2022-0008	49 FOX BACK RD
-SEASONAL DWELLING	2022-0009	4 B690 ISLAND
-GARAGE/STORAGE BUILDING	2022-0010	208 HEALEY LAKE
-RENOVATION	2022-0011	1 B665 ISLAND
-DOCK	2022-0012	1 B665 ISLAND
-SLEEPING CABIN	2022-0013	5 B607 ISLAND
-RENOVATION	2022-0014	200 S CRANE LAKE RD
-SEASONAL DWELLING	2022-0015	14 A417 ISLAND
-SLEEPING CABIN	2022-0016	14 A417 ISLAND
-GARAGE/STORAGE BUILDING	2022-0017	14 A417 ISLAND
-DOCK	2022-0018	14 A417 ISLAND

**Permit Comparison Summary**

Issued For Period JAN 1,2022 To JAN 31,2022

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
-ACCESSORY BUILDING	1	118.00	10,800.00	0	0.00	0.00
-BOATHOUSE	1	462.00	42,000.00	1	2,897.00	263,450.00
-DECK	1	825.00	75,000.00	0	0.00	0.00
-DEMOLITION	1	50.00	0.00	1	50.00	0.00
-DOCK	4	200.00	40,000.00	2	100.00	139,360.00
-GARAGE/STORAGE BUILDING	1	635.00	57,750.00	3	1,573.00	143,000.00
-LIVING ADDITION	3	1,837.00	167,100.00	2	4,314.00	392,250.00
-RENOVATION	1	125.00	11,450.00	2	1,430.00	130,000.00
-SCREENED PORCH	0	0.00	0.00	2	1,101.00	100,200.00
-SEASONAL DWELLING	2	3,760.00	341,840.00	2	11,825.00	1,075,000.00
-SEWAGE CLASS 2	1	175.00	5,000.00	0	0.00	0.00
-SLEEPING CABIN	4	9,009.00	819,000.00	3	1,644.00	149,500.00
	<b>Previous Year</b>			<b>Current Year</b>		
Total Permits Issued	20			18		
Total Dwelling Units Created	2			2		
Total Permit Value	1,569,940.00			2,392,760.00		
Total Permit Fees	17,196.00			24,934.00		
Total Compliance Letters Issued	3			0		



## BUILDING PERMIT SUMMARY (comparison 2021 to 2022)

### 2021

Month	Total No.	Value	Fees	Permit Area (Sq. Feet)
JAN	20	1,569,940.00	17,196.00	10,561
FEB	9	84,500.00	979.00	3,442
MAR	24	1,547,330.00	17,065.00	12,387
APR	22	855,000.00	11,085.00	11,037
MAY	34	3,968,000.00	46,522.00	12,348
JUN	49	4,127,550.00	49,212.00	20,880
JUL	37	3,836,630.00	46,398.00	16,423
AUG	47	4,236,950.00	52,620.00	8,417
SEP	36	4,935,245.00	56,903.00	28,045
OCT	25	1,114,344.00	14,574.00	12,318
NOV	12	1,385,614.00	16,217.00	12,568
DEC	7	1,302,320.00	14,654.00	5,776
<b>TOTALS</b>	<b>322</b>	<b>\$28,963,423.00</b>	<b>\$343,425.00</b>	<b>154,202</b>

### 2022

Month	Total No.	Value	Fees	Permit Area (Sq. Feet)
JAN	18	2,392,760.00	24,934.00	19,585
<b>TOTALS</b>	<b>18</b>	<b>\$2,392,760.00</b>	<b>\$24,934.00</b>	<b>19,585</b>

### 10 Year Building Permit Comparison

Inspectors	Year	Total Number	Construction Value	Permit Fees	Permit Area (Sqft)
2	2021	322	\$28,963,423	\$343,425	154,202
2	2020	217	\$14,485,336	\$170,470	97,798
2	2019	229	\$17,583,215	\$206,557	111,251
2	2018	243	\$13,384,210	\$158,586	97,049
2	2017	253	\$12,079,625	\$158,298	112,450
2	2016	255	\$14,263,575	\$190,799	97,112
3	2015	251	\$10,181,075	\$141,225	104,769
3	2014	203	\$8,683,875	\$116,569	71,947
3	2013	238	\$8,357,912	\$110,466	87,848
3	2012	280	\$10,861,525	\$147,012	95,280

Average 2012-2021	249	\$13,884,377	\$174,341	102,971
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January 1 - 31, 2022	18	\$2,392,760	\$24,934	19,585
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