



MINUTES
COMMITTEE OF THE WHOLE
August 19, 2021
Via Zoom Meeting
9 James Street, Parry Sound, Ontario

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

Staff Present: John Fior, Chief Administrative Officer
Maryann Weaver, Clerk
Joe Villeneuve, Manager of Corporate Services
Cale Henderson, Manager of Development & Environmental Services
Wendy Hawes, Manager of Finance & Accounting/ Deputy Treasurer
Erin Robinson, Chief Financial Officer/ Treasurer
Greg Mariotti, Manager of Operational Services

1. FINANCE AND ADMINISTRATION

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

Wendy Hawes introduced Giselle Bodkin to Council and provided a summary of the 2020 audit process.

Ms. Bodkin presented the Township's 2020 financial documents and reported that the statements presented fairly, and that the organization is currently very financially healthy.

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

West Parry Sound Economic Development Collaborative – Update

John Fior provided Council with an update on the West Parry Sound Economic Development Collaborative. Mr. Fior reported that James Cox's will now be providing weekly reports on Collaborative projects.

Councillor Ashley requested that the weekly updates be provided to Council through Council Correspondence.

Councillor Ashley inquired whether the Township could utilize Mr. Cox's services to assist with connectivity initiatives. Mr. Fior reported that Mr. Cox's has limited capacity and that the Collaborative is looking into options that could provide Mr. Cox with administration support in the future.

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

John Fior provided information to Council pertaining to the Ministry of Health's recent changes to the local health funding model, which included an increase in Municipal financial contributions from 25% to 30%. Mr. Fior informed Council that the Town of Parry Sound supported the North Bay Parry Sound District Health Unit's letter to the Ministry expressing concerns regarding the funding model changes. Council discussed the topic and expressed support for the letter and resolution.

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

Asset Management Software

Erin Robinson provided a brief summary of the Township's current asset management process and recommended that Council approve the purchase of an asset management software program. Ms. Robinson outlined the software's special features, benefits, and pricing structure.

Councillor Barton inquired if there are other software programs available, as the report recommended a specific provider. Ms. Robinson reported that in her previous municipal role, she issued a RFP for an asset management software and that the recommended software provider significantly stood out in comparison with its competitors.

Councillor Sheard inquired if the software can be utilized for enterprise resource planning (ERP). Ms. Robinson confirmed that the software is a stand alone system. Ms. Robinson added that the Township's current accounting system is close to end of life and that she would like to implement a new paperless system in the next 2 to 3 years with ERP functions.

Councillor Sheard requested that staff execute a strategic planning framework for the implementation of a future ERP system.

Reeve Liverance inquired what type of data rights does the new asset management software extend to the Township. Ms. Robinson noted that she will confirm these details with the software provider and report back.

Reeve Liverance inquired whether funding from the Province's Municipal Modernization Program would be utilized for purchasing the software. Ms. Robinson confirmed that the software will be fully funded by the program.

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

In-Person Council Meetings

Maryann Weaver provided a summary of the Township's response to the COVID-19 pandemic since March 2020 and outlined potential risks to municipal operations amid the 4th wave. Ms. Weaver recommended that Council continue meeting virtually, and that staff monitor public health guidelines and best practices to determine when it is appropriate to commence in person meetings again.

Ms. Weaver outlined planned technology upgrades for the Council Chambers and presented Council with three options to support a return to in-person Council meetings. Ms. Weaver recommended Council approve option 1, which proposes that Council chambers be outfitted with audio and video equipment for each member of Council, resulting in the opportunity for hybrid meetings.

Councillor Manners expressed support for the hybrid model, but noted that staff will need to look into rules regarding the hybrid model, such as confirming as to whether there is a maximum number of meetings someone can attend virtually.

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

The Committee recessed for a break at 10:39 a.m. and resumed business at 10:51 a.m.

Closed Meeting

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

NOW THEREFORE BE IT RESOLVED that the Finance and Administration Committee move into a CLOSED MEETING at 10:53 a.m., pursuant to Section 239(2)(e)(f) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, to deal with litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

i) **CP Railway – North Shore Crossing**

Carried.

Open Meeting

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

NOW THEREFORE BE IT RESOLVED that the Finance and Administration Committee move out of a CLOSED MEETING at 10:58 a.m.

Carried.

The Committee recessed for a break at 10:58 a.m. and resumed business at 11:30 a.m.

2. FINANCE AND ADMINISTRATION

Council Vacancy – Ward 6

Maryann Weaver reported that due to the sale of Councillor Walker's property in the Township of The Archipelago, he has been disqualified from holding office, resulting in a vacancy in Ward 6. Ms. Weaver recommended that the vacancy be filled through the appointment process by Appointment by Call for Applications.

Councillor Ashley noted that Councillor Walker should be recognized for his 31 years of service to the Township. John Fior agreed and confirmed that an in-person celebration will be organized once it is safe.

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

Vacancy on Agencies/Committees/Boards

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

Maryann Weaver informed Council that due to Councillor Walker's departure, there are two committees and one board with vacancies. Ms. Weaver recommended that Council utilize the Nomination Committee to fill the positions.

Councillor Manners recommended that the Public Works Committee Vice Chair transition to the Chair position for continuity sake and expertise in that area.

Council discussed the topic and agreed to move forward with the Nomination Committee process.

Rob Farrow informed Council of Elke Dyck's recent retirement and thanked her for her 16 years of service. Mr. Farrow introduced the Township's new Building Permit Coordinator, Jessie Langford.

Reeve Liverance shared the August 17 recording of AMO's PJ Marshall Innovation Awards, where the Township of The Archipelago was presented AMO's highest award for Township's 'Tale of a Thousand Turtles' project. Reeve Liverance recognized Greg Marriotti and staff for their efforts.

3. PUBLIC WORKS

Operational Services Update

Greg Mariotti reported on various public works activities and initiatives. Mr. Mariotti provided updates on OPP speed monitoring, phragmites spraying, flare disposal days, waste cards, and upgrades at the Pointe au Baril lighthouse.

Reeve Liverance inquired if the Township received any data from the Georgian Bay Forever regarding the seabins. Mr. Mariotti noted that no reports have been shared with the Township at this point of time.

Councillor Barton inquired if a dock disposal day had been scheduled for the Sans Souci area. Mr. Mariotti reported that the Sans Souci Ratepayers Association is aware to contact the Township should they feel they have a large enough dock inventory to organize a disposal day.

Councillor Barton informed Council of a complaint she received from a resident regarding transfer sites turning patrons away without waste cards away and the potential risks of garbage being disposed irresponsibly or illegally. Mr. Mariotti informed Council that island transfer sites are more lenient with waste cards in effort to minimize this risk.

Councillor Ashley inquired about the possibility of organizing a community chipping program, as he is aware of 2 fires caused by an abundance of brush around cottages. Mr. Mariotti reported that purchasing and maintaining a brush chipper is an expensive endeavour, that involves many logistical challenges and extensive labour.

Purchase of Site 9 Weigh Scale

Greg Mariotti provided Council with an update on the purchase of a weigh scale for Site 9, indicating that a Canadian company was awarded the job. Mr. Mariotti confirmed that plans are currently in place to install the scale this fall.

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

The Committee recessed for lunch at 12:21 p.m. and resumed business at 1:04 p.m.

4. PLANNING AND BUILDING

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

Cale Henderson introduced Rian Allen, Planning Consultant, who summarized the modifications discussed during the July Council Meeting. Mr. Allen facilitated Council discussion and feedback for modifications #7 to #25. Due to time constraints, Mr. Henderson informed Council that Mr. Allen would attend tomorrow's meeting to discuss the remaining modifications.

Building Permit Summary

Councillor Ashley thanked staff for the addition of the 10 year comparison table and requested that an average metric be added in the future.

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

Cale Henderson summarized the application. Following the presentation, Council discussed the property in question and agreed to not receive the application until wetland boundaries are addressed.

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

Cale Henderson summarized the application.

Councillor Manners informed Council that due to the fact that he is customer of Vincent Payne Marine, he will abstain from tomorrow's vote.

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

There was no discussion on this matter.

Municipal Lands – Skerryvore

Cale Henderson reported to Council that staff have received a number of inquiries regarding interest in purchasing municipally owned lands in the Skerryvore community. Mr. Henderson noted that he does not recommend selling the land, however staff currently does not have the policy framework in place to provide a response to these inquiries.

Council discussed the matter and provided direction to staff to not entertain requests to purchase municipally owned lands.

Closed Meeting

**Moved by Councillor Ashley
Seconded by Councillor Manners**

NOW THEREFORE BE IT RESOLVED that the Planning and Building Committee move into a CLOSED MEETING at 4:30 p.m., pursuant to Section 239(2)(c) (e)(f) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, to deal with a proposed or pending acquisition or disposition of land by the municipality or local board; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

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

Carried.

Open Meeting

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

NOW THEREFORE BE IT RESOLVED that the Planning and Building Committee move out of a CLOSED MEETING at 5:07 p.m.

Carried.

5. ADJOURNMENT

Meeting adjourned at 5:07 p.m.

TOWNSHIP OF THE ARCHIPELAGO

DRAFT

Bert Liverance, Reeve

Maryann Weaver, Clerk