



REVISED AGENDA
Committee of the Whole

Thursday, September 15, 2022, 9:15 a.m.
Council Chambers
9 James Street, Parry Sound, Ontario

	Pages
1. ANNOUNCEMENT OF PUBLIC MEETINGS	
The Archipelago Area Planning Board will meet at 1:00 p.m. to consider one application.	
2. FINANCE AND ADMINISTRATION	
2.1. 9:30 a.m. Giselle Bodkin, BDO Canada LLP. 2021 Consolidated Financial Statements.	3
2.2. Council Compensation Review for the 2022-2026 Term of Council	26
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*2.12. National Day for Truth and Reconciliation - September 30th	
3. HUMAN RESOURCES	
3.1. Staffing Update	

- 4. PLANNING AND BUILDING
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- 6. CLOSED SESSION

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

NOW THEREFORE BE IT RESOLVED that the Committee move out of a CLOSED MEETING at _____ a.m./p.m.
- 8. ADJOURNMENT

**The Corporation of the Township of
The Archipelago
Consolidated Financial Statements
Year ended December 31, 2021**

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Independent Auditor's Report

To the Reeve and Councilors of The Corporation of the Township of The Archipelago

Opinion

We have audited the consolidated financial statements of The Corporation of the Township of The Archipelago (the "Township"), which comprise the consolidated statement of financial position as at December 31, 2021, and the consolidated statement of operations and accumulated surplus, the consolidated statement of change in net financial assets and the consolidated statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of The Corporation of the Township of The Archipelago as at December 31, 2021, and its consolidated results of operations, its consolidated change in net financial assets, and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Township to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the Township's audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

xxxx xx, xxxx
Barrie, Ontario

The Corporation of the Township of The Archipelago
Consolidated Statement of Financial Position

December 31	2021	2020
Financial assets		
Cash and cash equivalents (Note 2)	\$ 17,464,917	\$ 16,323,605
Taxes receivable	757,416	730,468
Accounts receivable	292,406	591,002
	<u>18,514,739</u>	<u>17,645,075</u>
Liabilities		
Accounts payable and accrued liabilities	843,337	1,103,031
Employee benefits plan liability (Note 4)	554,754	491,455
Deferred revenue and obligatory reserve funds (Note 5)	716,134	425,601
Net long-term debt (Note 6)	1,791,955	1,867,416
Solid waste closure and post-closure liabilities (Note 7)	109,826	73,863
	<u>4,016,006</u>	<u>3,961,366</u>
Net financial assets	<u>14,498,733</u>	<u>13,683,709</u>
Non-financial assets		
Tangible capital assets (Note 9)	35,291,459	34,586,038
Prepaid expenses and inventory	131,078	102,990
	<u>35,422,537</u>	<u>34,689,028</u>
Accumulated surplus	<u>\$ 49,921,270</u>	<u>\$ 48,372,737</u>
Commitments (Note 11)		

The Corporation of the Township of The Archipelago
Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31	Budget 2021	2021	2020
	(Note 13)		
Revenue			
Taxation (Note 10)	\$ 8,707,562	\$ 8,739,201	\$ 8,666,426
Government grants - Federal	-	34,769	3,862
Government grants - Provincial	1,744,227	1,789,501	1,958,394
User fees and service charges	170,872	307,310	191,503
Permits, licenses and fines	150,000	353,239	175,201
Investment income	150,500	118,107	182,750
Interest charges on arrears taxes receivable and tax sale proceeds	82,500	108,762	44,056
Income from other municipalities	193,500	184,688	167,830
Loss on disposal of tangible capital assets	-	-	(1,515)
Holiday Cove revenue	178,000	219,939	191,630
Miscellaneous revenue	11,700	62,488	152,629
	11,388,861	11,918,004	11,732,766
Expenses			
General government	3,035,331	2,704,786	2,277,098
Protection services	1,240,653	1,211,295	1,185,745
Transportation services	2,277,998	2,280,545	2,165,910
Solid waste services	1,247,053	1,313,179	1,291,360
Health services	742,339	735,795	786,564
Social and family services	1,208,924	1,054,397	1,247,470
Recreation and cultural services	635,820	613,135	637,346
Planning and development	401,250	456,339	350,814
	10,789,368	10,369,471	9,942,307
Annual surplus	599,493	1,548,533	1,790,459
Accumulated surplus, beginning of year	48,372,737	48,372,737	46,582,278
Accumulated surplus, end of year	\$ 48,972,230	\$ 49,921,270	\$ 48,372,737

The Corporation of the Township of The Archipelago
Consolidated Statement of Change in Net Financial Assets

Year ended December 31	Budget 2021	2021	2020
	(Note 13)		
Annual surplus	\$ 599,493	\$ 1,548,533	\$ 1,790,459
Acquisition of tangible capital assets	(3,403,500)	(2,360,329)	(2,455,956)
Amortization of tangible capital assets	1,654,908	1,654,908	1,562,094
Loss on disposal of tangible capital assets	-	-	1,515
	(1,149,099)	843,112	898,112
Change in prepaid expenses and inventory	-	(28,088)	52,545
Increase in net financial assets	(1,149,099)	815,024	950,657
Net financial assets, beginning of year	13,683,709	13,683,709	12,733,052
Net financial assets, end of year	\$ 12,534,610	\$ 14,498,733	\$ 13,683,709

The Corporation of the Township of The Archipelago
Consolidated Statement of Cash Flows

Year ended December 31	2021	2020
Operating transactions		
Annual surplus	\$ 1,548,533	\$ 1,790,459
Items not involving cash		
Amortization of tangible capital assets	1,654,908	1,562,094
Loss on disposal of tangible capital assets	-	1,515
Changes in non-cash operating balances		
Taxes receivable	(26,948)	(294,399)
Accounts receivable	298,596	(218,695)
Prepaid expenses and inventories of supplies	(28,088)	52,545
Accounts payable and accrued liabilities	(259,694)	222,424
Employee benefits plan liability	63,299	10,285
Deferred revenue and obligatory reserve funds	290,533	144,593
Solid waste closure and post-closure liabilities	35,963	(39,260)
	<u>3,577,102</u>	<u>3,231,561</u>
Capital transactions		
Acquisition of tangible capital assets	<u>(2,360,329)</u>	<u>(2,455,956)</u>
Financing transactions		
Repayment of long-term debt	<u>(75,461)</u>	<u>(72,960)</u>
Increase in cash and cash equivalents	1,141,312	702,645
Cash and cash equivalents, beginning of year	<u>16,323,605</u>	<u>15,620,960</u>
Cash and cash equivalents, end of year	<u>\$ 17,464,917</u>	<u>\$ 16,323,605</u>

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2021

1. Summary of Significant Accounting Policies

Nature of Business	The Corporation of the Township of The Archipelago (the "Township") is a municipality in the Province of Ontario and operates under the provisions of the Community Charter. The Township provides municipal services such as fire, public works, planning, parks, recreation and other general government services.				
Management's Responsibility	The consolidated financial statements of the Township are the responsibility of management. They have been prepared in accordance with Canadian generally accepted accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.				
Basis of Consolidation	<p>The consolidated financial statements reflect the assets, liabilities, revenue and expenses of all municipal organizations, committees and Boards which are owned or controlled by the Township which includes the following organizations:</p> <table><tr><td>Archipelago Area Planning Board</td><td>100%</td></tr><tr><td>Georgian Cliffs Memorial Park</td><td>100%</td></tr></table> <p>All inter-entity transactions and balances have been eliminated.</p>	Archipelago Area Planning Board	100%	Georgian Cliffs Memorial Park	100%
Archipelago Area Planning Board	100%				
Georgian Cliffs Memorial Park	100%				
Basis of Accounting	Sources of financing and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues in the period in which the transactions or events occurred that give rise to the revenues; expenses are recognized in the period the goods or services are acquired and a legal liability is incurred or transfers are due.				
Non-financial assets	Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.				
Cash and Cash Equivalents	Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.				
Portfolio Investments	Portfolio investments are recorded at cost unless there has been a decline in the market value which is other than temporary in nature in which case the investments are written down to market value.				

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2021

1. Summary of Significant Accounting Policies (continued)

Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Land improvements	15 to 50 years
Buildings	75 years
Building improvements	15 to 20 years
Vehicles and vessels	5 to 15 years
Linear assets	5 to 50 years
Machinery and equipment	10 to 15 years
Furniture and fixtures	5 to 10 years
Computer hardware and software	3 to 5 years

Tangible Capital Assets Under Construction

Tangible capital assets under construction are recorded at cost. When construction is completed the tangible capital asset under construction will be transferred to tangible capital assets and amortized based on its classification.

Collection of Taxes on Behalf of Other Taxation Authorities

The Township collects taxation revenue on behalf of the Near North District School Board. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of this entity are not reflected in these financial statements.

Pension Plan

The Township is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. The Township has adopted defined contribution plan accounting principles for this Plan because insufficient information is available to apply defined benefit plan accounting principles. The Township records as pension expense the amount paid to OMERS during the year plus any amounts owing to OMERS for the year ended.

Deferred Revenue

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year in which it is used for the specified purpose.

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2021

1. Summary of Significant Accounting Policies (continued)

Government Transfers Revenue is recognized when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Revenue Recognition Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. For property taxes, the taxable event is the period for which the tax is levied. Taxes receivable are recognized net of an allowance for anticipated uncollectable amounts.

User fees and service charges and other revenue are recognized on an accrual basis, when services have been rendered.

Solid Waste Landfills The estimated costs to close and maintain solid waste landfill sites are based on estimated future expenses in current dollars, discounted, adjusted for estimated inflation, and are charged to expense as the landfill site's capacity is used.

Use of Estimates The preparation of consolidated financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. The principal estimates used in the preparation of these financial statements include the useful life and valuation of tangible capital assets and significant accruals such as employee benefits plan, future liabilities for solid waste closure and post-closure. Actual results could differ from management's best estimates as additional information becomes available in the future.

**Non-pension Post
Retirement Benefits**

The Township accrues its obligations under employee benefit plans as the employees render the services necessary to earn employee future benefits.

The Township has adopted the following valuation methods and assumptions:

a) Actuarial cost method:

Accrued benefit obligations are computed using the projected benefit method prorated on service, as defined in PSAB 3250. The objective under this method is to expense each member's benefit under the plan taking into consideration projections of benefit costs to and during retirement. Under this method an equal portion of total estimated future benefit is attributed to each year of service.

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2021

1. Summary of Significant Accounting Policies (continued)

b) Funding policy:

The non-pension post retirement benefits are funded on a pay-as-you-go basis. The Township funds on a cash basis as benefits are paid. No assets have been formally segregated and restricted to provide the non-pension post retirement benefits.

c) Accounting policies:

Actuarial gains and losses are amortized on a straight line basis over the expected average remaining service life ('EARSL') of members expected to receive benefits under the plan, with amortization commencing in the period following the determination of the gain or loss. Obligations are attributed to the period beginning on the member's date of hire and ending on the earlier of the retirement and the full eligibility date. The Township's fiscal year-end is December 31 and this is the measurement date of the Township's obligation.

Workplace Safety and Insurance Board

The Township is a schedule 2 employer under the Workplace Safety and Insurance Board and as such the Township bears the cost of certain insurance and pension benefits awarded under the workplace safety and insurance legislation. No future obligations have been accrued in these consolidated financial statements as Township does not have a fire department or any ongoing issues and as such WSIB estimates their future liability as \$nil.

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2021

2. Cash and Cash Equivalents

	2021	2020
Unrestricted cash	\$ 17,078,251	\$ 16,024,341
Restricted cash - obligatory reserve fund	83,567	73,057
Designated - reserve fund	202,076	134,965
Designated - cemetery	101,023	91,242
	\$ 17,464,917	\$ 16,323,605

The Township has an operating loan with TD Canada Trust. Interest is charged at a variable rate at the bank's prime rate minus 0.75%. The maximum authorized amount is \$2,000,000. The balance outstanding on this credit facility as of December 31, 2021 is \$NIL.

3. Pension Plan

The Township makes contributions to the Ontario Municipal Employees Retirement Fund ("OMERS"), which is a multi-employer pension plan. The plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employee based on length of service and rates of pay. OMERS provides pension services to over half a million active and retired members and approximately 1,000 employers. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2021. The results of this valuation disclosed total actuarial liabilities of \$120,796 million in respect of benefits accrued for service with actuarial assets at that date of \$117,665 million indicating an actuarial deficit of \$3,131 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Township does not recognize any share of the OMERS pension surplus or deficit. Contributions made by the Township to OMERS for the year were \$237,766 (2020 - \$231,922).

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2021

4. Employee Benefits Plan Liability

	2021	2020
Accumulated post retirement benefits - accrued obligation	\$ 330,785	\$ 319,260
Unamortized net actuarial loss	(27,017)	(29,958)
	303,768	289,302
Vacation	250,986	202,153
	\$ 554,754	\$ 491,455

The post employment benefit expense is reported as a component of expenses on the statement of operations and accumulated surplus. The expense is comprised of the following:

	2021	2020
Current year benefit cost	\$ 21,066	\$ 15,870
Interest on accrued benefit obligation	6,645	8,855
Amortization on actuarial (gain) loss	2,939	(1,461)
Total expense related to post-employment benefits	\$ 30,650	\$ 23,264

The amount of post retirement benefits paid during the year were \$20,686 (2020 - \$11,042).

Retirement Benefits

Retirement Health Care Benefits

The Township provides dental and health care benefits to certain employee groups after retirement until the members reach 65 years of age. The benefit costs and liabilities related to this plan are based on an actuarial valuation prepared by an independent firm. The date of the last actuarial valuation was as of January 1, 2020.

The accrued benefit obligations for the Township's employee future benefit plans as at December 31, 2021 are based on actuarial valuations for accounting purposes as at January 1, 2020 and forecasted to December 31, 2022. These actuarial valuations were based on assumptions about future events. The economic assumptions used in these valuations are management's best estimates of expected rates as follows:

	2021	2020
Discount on accrued benefit obligations	2.00%	2.00%
Health care cost escalation - first year	5.37%	5.37%
- decreasing by 0.12% per annum to	4.75%	4.75%
Dental costs escalation	2.75%	2.75%

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2021

5. Deferred Revenue and Obligatory Reserve Funds

	Opening balance	Contributions received	Externally restricted investment income	Revenue recognized	Ending balance
Federal gas tax	135,052	\$ 66,060	1,058	-	202,170
Recreational land	73,104	10,502	-	-	83,606
Total Obligatory	208,156	76,562	1,058	-	285,776
Other	14,919	200	-	-	15,119
EMS Station	34,666	-	-	(2,667)	31,999
Henvey Inlet Wind Project	68,113	50,000	-	-	118,113
OCIF	99,747	111,775	1,194	(59,335)	153,381
OTF	-	31,621	-	-	31,621
Regional Economic Development	-	80,125	-	-	80,125
Total	425,601	\$ 350,283	2,252	(62,002)	716,134

Federal gas tax

Gas tax revenue is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Township and the Province of Ontario. Gas tax funding may be used towards designated community energy, water, wastewater, solid waste and capacity building projects as specified in the funding agreements.

Recreational land

The parkland reserve funds have been set aside as required by provincial legislation which restricts how these funds may be used and, under certain circumstances, how these funds may be refunded.

Other

Certain donations have been externally restricted by contributors for projects that have not been completed. These have been deferred until the project is started.

EMS Station

The Township leases an EMS base to The Town of Parry Sound. The Town of Parry Sound paid an amount upfront to be amortized evenly over the 15 year lease term.

Henvey Inlet Wind Project

Annual contributions from the Henvey Inlet Wind Project are externally restricted for the establishment and funding of projects and initiatives that benefit residence or the Township as per the Community Benefit Agreement.

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2021

5. Deferred Revenue and Obligatory Reserve Funds (continued)

Ontario Community Infrastructure Fund (OCIF)

OCIF is externally restricted by the Ministry of Infrastructure and can only be used for eligible community infrastructure projects.

6. Net Long-term Debt

Net long-term debt reported on the statement of financial position is comprised of the following:

	2021	2020
Debenture advance for Point au Baril Nursing Station; interest rate of 3.36%, blended semi-annual payments of \$31,361, maturing February 2039	\$ 824,801	\$ 858,947
Debenture for Skerryvore Road; interest rate of 3.43%, blended monthly payments of \$37,777, maturing July 2038	967,154	1,008,469
	<u>\$ 1,791,955</u>	<u>\$ 1,867,416</u>

Principal repayments for the next five years and thereafter are as follows:

2022	\$ 78,047
2023	80,722
2024	83,488
2025	86,350
2026	89,309
Thereafter	<u>1,374,039</u>
	<u>\$ 1,791,955</u>

The gross interest included in expenditures relating to the above long-term debt was \$62,815 (2020 - \$64,172). The above long-term liabilities have been approved by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2021

7. Solid Waste Closure and Post-Closure Liabilities

Solid waste closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, removal of ground water and leachates, and ongoing environmental monitoring, site inspection and maintenance. The present value of the Township's estimated future liability for this expense is recognized as the landfill site's capacity is used. The liability and annual expense is calculated based on the ratio of utilization to total capacity of the landfill site and the discounted estimated cash flows associated with closure and post-closure activities. The reported liability as at year end was \$109,826 (2020 - \$73,863) and reflects a discount rate of 3.40% (2020 - 3.40%).

The liability is based on estimates and assumptions related to events extending over the remaining life of the landfill. The landfill is expected to reach its capacity in 20 years and the estimated remaining capacity is 24,200 cubic metres which is 33% (2020 - 34%) of the site's total capacity. The total undiscounted estimated future expenditures for closure and post-closure care are \$164,534 (2020 - \$112,613) leaving an amount to be recognized of \$54,708 (2020 - \$38,750). The estimated length of time needed for post-closure care is 15 years.

8. Uncertainty due to COVID-19

The global pandemic, as a result of COVID-19, has disrupted economic activities and supply chains. As the impacts of COVID-19 continue, there could be further impact on the Township, its citizens, employees, suppliers and other third parties that could impact the timing and amounts realized on the Township's assets and future ability to deliver services and projects. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration and the related financial impact cannot be reasonably estimated at this time. At this time, the full potential impact of COVID-19 on the Township is not known. The Township will continue to focus on collecting receivables, managing expenditures and leveraging existing reserves and available credit facilities to ensure it is able to continue providing essential services to its citizens.

The Corporation of the Township of The Archipelago
Notes to the Consolidated Financial Statements

December 31, 2021

9. Tangible Capital Assets

											2021
	Land	Land Improvements	Building	Building Improvements	Vehicles and Vessels	Linear Assets	Machinery and Equipment	Furniture and Fixtures	Computer Hardware and Software	Construction in Progress	Total
Cost, beginning of year	\$ 3,555,422	\$ 4,927,318	\$ 4,016,870	\$ 641,451	\$ 1,573,326	\$ 39,290,849	\$ 1,809,836	\$ 230,930	\$ 411,248	\$ 36,688	\$ 56,493,938
Additions		157,728	-	41,437	46,947	1,728,434	163,539	32,790	45,114	144,340	2,360,329
Disposals	-	-	-	-	-	-	-	-	-	-	-
Transfer of WIP	-	-	-	-	-	-	-	-	-	-	-
Cost, end of year	\$ 3,555,422	\$ 5,085,046	\$ 4,016,870	\$ 682,888	\$ 1,620,273	\$ 41,019,283	\$ 1,973,375	\$ 263,720	\$ 456,362	\$ 181,028	\$ 58,854,267
Accumulated amortization, beginning of year	\$ -	\$ 1,157,597	\$ 925,626	\$ 265,133	\$ 849,746	\$ 16,610,992	\$ 1,530,607	\$ 177,071	\$ 391,128	\$ -	\$ 21,907,900
Amortization	-	122,729	55,158	33,328	140,707	1,206,785	69,202	14,538	12,461	-	1,654,908
Disposals	-	-	-	-	-	-	-	-	-	-	-
Accumulated amortization, end of year	\$ -	\$ 1,280,326	\$ 980,784	\$ 298,461	\$ 990,453	\$ 17,817,777	\$ 1,599,809	\$ 191,609	\$ 403,589	\$ -	\$ 23,562,808
Net carrying amount, end of year	\$ 3,555,422	\$ 3,804,720	\$ 3,036,086	\$ 384,427	\$ 629,820	\$ 23,201,506	\$ 373,566	\$ 72,111	\$ 52,773	\$ 181,028	\$ 35,291,459

The Corporation of the Township of The Archipelago
Notes to the Consolidated Financial Statements

December 31, 2021

9. Tangible Capital Assets (continued)

											2020
	Land	Land Improvements	Buildings	Building Improvements	Vehicles and Vessels	Linear Assets	Machinery and Equipment	Furniture and Fixtures	Computer Hardware and Software	Construction in Progress	Total
Cost, beginning of year	\$ 3,555,422	\$ 4,898,154	\$ 3,986,870	\$ 454,732	\$ 1,354,197	\$ 37,631,480	\$ 1,778,861	\$ 208,891	\$ 411,248	\$ 32,227	\$ 54,312,082
Additions		29,164	30,000	186,719	493,229	1,638,136	30,975	22,039	-	25,694	2,455,956
Disposals		-	-	-	(274,100)	-	-	-	-	-	(274,100)
Transfer of WIP	-	-	-	-	-	21,233	-	-	-	(21,233)	-
Cost, end of year	\$ 3,555,422	\$ 4,927,318	\$ 4,016,870	\$ 641,451	\$ 1,573,326	\$ 39,290,849	\$ 1,809,836	\$ 230,930	\$ 411,248	\$ 36,688	\$ 56,493,938
Accumulated amortization, beginning of year	\$ -	\$ 1,035,629	\$ 871,634	\$ 241,296	\$ 995,456	\$ 15,490,467	\$ 1,454,675	\$ 166,316	\$ 362,918	\$ -	\$ 20,618,391
Amortization		121,968	53,992	23,837	126,875	1,120,525	75,932	10,755	28,210	-	1,562,094
Disposals		-	-	-	(272,585)	-	-	-	-	-	(272,585)
Accumulated amortization, end of year	\$ -	\$ 1,157,597	\$ 925,626	\$ 265,133	\$ 849,746	\$ 16,610,992	\$ 1,530,607	\$ 177,071	\$ 391,128	\$ -	\$ 21,907,900
Net carrying amount, end of year	\$ 3,555,422	\$ 3,769,721	\$ 3,091,244	\$ 376,318	\$ 723,580	\$ 22,679,857	\$ 279,229	\$ 53,859	\$ 20,120	\$ 36,688	\$ 34,586,038

The net book value of tangible capital assets not being amortized because they are under construction (or development or have been removed from service) is \$181,028 (2020 - \$36,688).

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2021

10. Taxation

	Budget 2021 (Note 13)	2021	2020
Property taxes	\$ 11,953,092	\$ 11,991,854	\$ 11,910,752
Payments to school board	(3,245,530)	(3,252,653)	(3,244,326)
Available for general municipal purposes	\$ 8,707,562	\$ 8,739,201	\$ 8,666,426

11. Commitments

The Township has two agreements with the Township of Seguin Fire Department for fire protection services.

Crane Lake Area: the term of the agreement is five years expiring December 31, 2024. The total cost is based on number of properties and approximates \$52,000 per year.

Blackstone Lake Area: the term of the agreement is five years expiring March 31, 2022. The total cost is based on number of properties and approximates \$30,000 per year.

The Township has an agreement with the Parry Sound Public Library Board for library services. The term of the agreement is two years expiring December 31, 2022 and the cost is \$31,820 per year.

The Township has an agreement with SJB Construction Inc. for the lease of office space. The term of the agreement is approximately four years expiring December 31, 2024 and the cost is \$24,000 per year.

12. Contributions to Unconsolidated Joint Boards

The following contributions were made to these joint boards:

	2021	2020
North Bay Parry Sound Health Unit	\$ 27,667	\$ 25,539
District of Parry Sound Social Services Administration Board	\$ 909,553	\$ 914,178
District of Parry Sound (West) Belvedere Heights Home for the Aged	\$ 144,844	\$ 333,292

The Township is contingently liable for its share of any accumulated deficits as at the end of the year for these boards. As of our reporting date, the 2021 audited financial statements indicate that the boards have a surplus.

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2021

13. Budget

The Financial Plan (Budget) By-Law adopted by Council on April 8, 2021 was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards require a full accrual basis. The budget figures anticipated use of surpluses accumulated in previous years to reduce current year expenditures in excess of current year revenues to \$NIL. In addition, the budget expensed all tangible capital expenditures rather than including amortization expense. As a result, the budget figures presented in the consolidated statements of operations and change in net financial assets represent the Financial Plan adopted by Council on April 8, 2021 with adjustments as follows:

	<u>2021</u>
Financial Plan (Budget) Bylaw surplus for the year	\$ -
Add:	
Capital expenditures	3,403,500
Budgeted transfers to accumulated surplus	-
Less:	
Budgeted transfers from accumulated surplus	(1,149,099)
Amortization	<u>(1,654,908)</u>
Budget surplus per statement of operations	<u>\$ 599,493</u>

14. Segmented Information

The Township is a diversified municipal government institution that provides a wide range of services to its citizens such as police, fire and water and roads. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government

This item is related to the revenues and expenses that relate to the operations of the Township itself and cannot be directly attributed to a specific segment. As well, bio forest, water quality, fish management and environmental issues are included in this segment.

Protection to Persons and Property

Protection is comprised of fire prevention, building inspections, by-law enforcement and police. The township does not have a fire department, however it has negotiated contracts with other municipalities for limited vehicle/vessel rescues in certain areas. Forest fires not including structural fires is by agreement with the Ministry of Natural Resources. Fire prevention and education programs are delivered by the Township. The Township pays a levy for the Ontario Provincial Police.

The Corporation of the Township of The Archipelago

Notes to the Consolidated Financial Statements

December 31, 2021

14. Segmented Information (continued)

Transportation

Transportation is responsible for maintaining and upgrading roads in the Township.

Solid Waste

Solid waste services consists of providing waste disposal to citizens.

Health

Health services are comprised of public health unit which works to improve the overall health of the population and overcome health inequalities by providing services to individuals and communities. Health services also oversee the care and maintenance of the cemetery.

Social and Family Services

Social service provides services that help the less fortunate in society. Social housing is provided to help shelter families and elderly in need.

Recreation and Culture

Recreational programs and cultural programs like seniors' walking group, pickleball, euchre, church etc. are provided at the community centre. The Township provides dock facilities including a marina for its residents. Also, the Municipality provides library services through a contract with the Parry Sound Public Library Board to assist with its citizens' informational needs.

Planning and Development

This department provides a number of services including severances, zonings and review of all property development plans through its application process.

The accounting policies of the segments are the same as those described in the summary of significant accounting policies. In measuring and reporting segment revenue from transactions with other segments, inter-segment transfers are measured on the basis of cost. Amounts that are directly attributable to a number of segments have been allocated on a reasonable basis as follows:

Taxation, fees and user charges

allocated to those segments that are funded by these amounts based on the net surplus for the year

Grants

based on nature of grant

The Corporation of the Township of The Archipelago
Notes to the Consolidated Financial Statements

December 31, 2021

14. Segmented Information (continued)

For the year ended December 31	General government	Protection to persons and property	Transportation	Solid waste	Health	Social and family services	Recreation and culture	Planning and development	2021 Total
Revenue									
Taxation	\$ 2,161,992	\$ 861,761	\$ 2,181,083	\$ 1,102,964	\$ 672,159	\$ 1,054,397	\$ 359,634	\$ 345,211	\$ 8,739,201
Government grants - Federal	34,769	-	-	-	-	-	-	-	34,769
Government grants - Provincial	1,548,090	-	64,100	144,723	-	-	15,235	17,355	1,789,503
User fees and service charges	95,678	-	181	65,492	58,103	-	2,638	85,217	307,309
Permits, licenses and fines	3,305	348,859	1,075	-	-	-	-	-	353,239
Investment income	117,138	-	-	-	612	-	-	356	118,106
Interest charges and tax sale proceeds	107,659	676	105	-	-	-	322	-	108,762
Income from other municipalities	184,688	-	-	-	-	-	-	-	184,688
Holiday Cove revenue	-	-	-	-	-	-	219,939	-	219,939
Miscellaneous revenue	-	-	34,000	-	4,921	-	15,367	8,200	62,488
	4,253,319	1,211,296	2,280,544	1,313,179	735,795	1,054,397	613,135	456,339	11,918,004
Expenses									
Salaries and benefits	1,632,334	347,186	672,197	677,723	1,131	-	165,720	309,001	3,805,292
Supplies and services	817,834	151,316	215,849	570,263	12,597	-	158,366	147,338	2,073,563
Interest	-	-	34,239	-	28,576	-	-	-	62,815
Fee and contract services	191,180	698,330	-	14,590	679,803	1,054,397	134,593	-	2,772,893
Amortization	63,438	14,464	1,358,259	50,603	13,688	-	154,456	-	1,654,908
	2,704,786	1,211,296	2,280,544	1,313,179	735,795	1,054,397	613,135	456,339	10,369,471
Net surplus	\$ 1,548,533	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,548,533

The Corporation of the Township of The Archipelago
Notes to the Consolidated Financial Statements

December 31, 2021

14. Segmented Information (continued)

For the year ended December 31	General government	Protection to persons and property	Transportation	Solid waste	Health	Social and family services	Recreation and culture	Planning and development	2020 Total
Revenue									
Taxation	\$ 2,045,488	\$ 972,847	\$ 1,963,538	\$ 1,105,992	\$ 673,151	\$ 1,247,470	\$ 411,073	\$ 246,868	\$ 8,666,427
Government grants - Federal	-	-	3,862	-	-	-	-	-	3,862
Government grants - Provincial	1,606,164	39,416	65,066	135,908	67,911	-	26,574	17,355	1,958,394
User fees and service charges	16,522	-	2,501	53,542	41,755	-	358	76,825	191,503
Permits, licenses and fines	1,834	172,917	450	-	-	-	-	-	175,201
Investment income	181,379	-	-	-	905	-	-	466	182,750
Interest charges and tax sale proceeds	43,305	598	153	-	-	-	-	-	44,056
Income from other municipalities	167,830	-	-	-	-	-	-	-	167,830
Loss on disposal of tangible capital assets	-	-	(1,515)	-	-	-	-	-	(1,515)
Holiday Cove revenue	-	-	-	-	-	-	191,630	-	191,630
Miscellaneous revenue	5,050	-	131,831	-	2,842	-	3,606	9,300	152,629
	4,067,572	1,185,778	2,165,886	1,295,442	786,564	1,247,470	633,241	350,814	11,732,767
Expenses									
Salaries and benefits	1,326,323	326,936	572,674	743,360	3,110	-	197,650	308,865	3,478,918
Supplies and services	709,651	142,056	303,476	476,995	22,249	-	159,515	41,949	1,855,891
Interest	-	-	34,937	-	29,235	-	-	-	64,172
Fee and contract services	168,045	706,152	-	14,446	718,282	1,247,470	126,837	-	2,981,232
Amortization	73,093	10,634	1,254,799	60,641	13,688	-	149,239	-	1,562,094
	2,277,112	1,185,778	2,165,886	1,295,442	786,564	1,247,470	633,241	350,814	9,942,307
Net surplus	\$ 1,790,460	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,790,460

The Township of The Archipelago

Recommendation Report to Council

Report No.: FINANCE-2022-05

Date: 15th September 2022

Originator: Erin Robinson, Chief Financial Officer

Subject: Council Compensation Review for the 2022-2026 Term of Council

RECOMMENDATIONS

1. That staff report Finance-2022-05 be received for information;
2. That effective January 1, 2023, the annual base compensation for members of Council be implemented at the 65th percentile as follows:

Member	65th Percentile
Mayor/Reeve	\$ 45,983
Councillors (\$24,186 x 10)	\$ 241,858
Total	\$ 287,841
Difference from Current	\$ 45,909

3. That Council compensation be adjusted annually at the same rate as the approved inflationary cost of living increase in future years;
 4. That members of Council receive municipal issued IT devices for their term
 5. That the current benefits program remains in place; and
 6. That staff conduct a market comparison review of Council compensation in the fourth year (2026) of the 2022-2026 term of council and report back to Committee of the Whole.
-

BACKGROUND/HISTORY

- Competitive compensation is a means to recognize the extensive and diverse body of work carried out by Members of Council and to attract qualified elected officials who are committed to the extensive time commitment required to act in this capacity.

BACKGROUND/HISTORY

- There is a negative budgetary impact of freezing compensation and making a single adjustment after a four-year gap rather than maintaining a process for annual cost of living increases.
 - Salary comparators used throughout this report incorporate the percentile concept.
 - To ensure an equitable comparison health benefit and information technology options have also been reviewed.
 - The objective is to perform an overall review of total compensation for elected officials and make recommendations for implementation in 2023.
-

ANALYSIS & FINANCIAL IMPLICATIONS

Current Compensation

- Base Pay for Elected Officials (effective January 1, 2022)
 - Reeve: \$40,322 Councillor: \$20,161
- No additional meeting per diems are provided
- Travel and meals are reimbursed for attendance at conferences
- Kilometres are reimbursed using a monthly average formula
- Extended Health Care benefits are available at a shared cost
- Cell phone allowance for all councillors
- Base pay is annually adjusted at the cost-of-living calculated rate of inflation

Market Comparators – Statistical Data

- Market comparator data was collected for 13 comparable municipal organizations
- The market comparator group that was selected for the last staff compensation study was used
- The comparator group was selected having similar criteria:
 - Historic comparators
 - Geographic location (district and surrounding area)
 - Size (population, households)
 - Similar service objectives

The comparator group is shown below (2021 data):

Municipality	Council Size	Number of Households	Population
The Archipelago	11	2,693	531
Georgian Bay	7	4,700	2,499
Seguin	7	4,732	4,304
Parry Sound	7	3,110	6,321
Muskoka Lakes	10	9,343	6,588
Blue Mountains	9	8,210	6,805
Ramara	7	6,166	10,377
Gravenhurst	9	8,654	12,310
Severn	7	6,927	13,477
Huntsville	9	11,263	15,312
Bracebridge	9	9,153	16,010
Midland	9	8,295	17,817
Oro-Medonte	7	10,955	21,035

Market Observations

Council Base Pay

Staff collected the following data for each comparator municipality. Sorted by Councillor Base Pay column.

	2022 Comparator Base Pay	
Municipality	Mayor	Councillor
Midland	44,171	19,820
The Archipelago	40,322	20,161
Parry Sound	42,999	20,827
Ramara	33,738	22,444
Huntsville	52,888	23,258
Bracebridge	46,171	23,266
Seguin	38,644	23,443
Muskoka Lakes	48,267	24,134
Gravenhurst	43,841	24,199
Severn	45,231	26,655
Oro-Medonte	49,649	26,757
Georgian Bay	59,072	29,194
Blue Mountains	40,341	29,740

The 2022 Market Summary below outlines the compiled comparative data:

- Compensation for the Reeve is currently 9.5% below the 50th percentile and compensation for a councillor is 16.3% below the 50th percentile.

Job Title	2022 Base Salary (annual)	No. of Observations	Market 50th Percentile	Market 55th Percentile	Market 60th Percentile	Market 65th Percentile	Market 70th Percentile	Market 75th Percentile
Reeve	\$ 40,322	13	\$ 44,171	\$ 44,807	\$ 45,419	\$ 45,983	\$ 47,009	\$ 48,267
Councillor	\$ 20,161	13	\$ 23,443	\$ 23,858	\$ 24,147	\$ 24,186	\$ 25,181	\$ 26,655

- The following adjustments (not including annual economic adjustments) could be considered at the varying percentiles:

Member	Current	50th Percentile	55th Percentile	60th Percentile	65th Percentile	70th Percentile	75th Percentile
Mayor/Reeve	\$ 40,322	\$ 44,171	\$ 44,807	\$ 45,419	\$ 45,983	\$ 47,009	\$ 48,267
Councillors (10)	\$ 201,610	\$ 234,430	\$ 238,576	\$ 241,470	\$ 241,858	\$ 251,811	\$ 266,546
Total	\$ 241,932	\$ 278,601	\$ 283,383	\$ 286,888	\$ 287,841	\$ 298,820	\$ 314,813
Difference from Current	\$ -	\$ 36,670	\$ 41,452	\$ 44,957	\$ 45,909	\$ 56,889	\$ 72,882

Market Observations

Council Base Pay Continued

Based on the roles and responsibilities of the elected official positions, staff recommend adjusting the base compensation for Members of Council to the 65th percentile commencing the 2023-2026 Term of Council as follows:

Member	65th Percentile
Mayor/Reeve	\$ 45,983
Councillors (\$24,186 x 10)	\$ 241,858
Total	\$ 287,841
Difference from Current	\$ 45,909

Technology

- 92% of the comparators reported that municipal issue hardware or a technology allowance is provided by the municipality for the term of Council

Benefits

- 75% of the comparators reported that they receive a provision of benefits either through participating in the municipalities benefit plan, a lump sum payment or a Health Care Spending Account (HCSA) during their term of council

Frequency of Meetings

- Generally, Council meets twice per month reported by the comparator group
- All comparators hold Special, Public and other meetings. This number varies based on current local issues and mandates

Prevailing Practice

- Base pay rate for Elected Officials is typically adjusted annually based on the cost of living
- Best practice includes reviewing Council compensation once per term

OPTIONS

Alternative #1

The Committee could recommend that no adjustments to Council compensation be made.

This course of action is not recommended as incremental and market based adjustments assist in attracting qualified candidates to run for municipal office and reduces the impact on the annual budget when adjustments are made after long periods where no changes to compensation are made.

Alternative #2

The Committee could recommend that Council compensation be provided at a level lower than the 65th percentile.

This course of action is not recommended as Members of Council have broad and overarching responsibilities of their roles, together with the diversity of issues, rapidly changing legislative environment, and emergence of new policy areas and projects. The provision of compensation to all Members of Council at the 65th percentile ensures equity in recognition of the majority-based decision making model.

Alternative #3

The Committee could recommend that the Extended Health Care benefits be removed.

This course of action is not recommended as the long-term benefit of a health care program provides for greater efficiency in the provision of benefits and fosters healthy living.

Alternative #4

The Committee could direct amendments to other recommendations made by staff regarding this report.

This is a viable alternative, however is not recommended as staff have undertaken a thorough review of Council Compensation upon which the recommendations are based.

CONCLUSION

Staff recommend that Council consider the following proposed recommendations:

1. That staff report Finance-2022-05 be received for information;
2. That effective January 1, 2023, the annual base compensation for members of Council be implemented at the 65th percentile as follows:

Member	65th Percentile
Mayor/Reeve	\$ 45,983
Councillors (\$24,186 x 10)	\$ 241,858
Total	\$ 287,841
Difference from Current	\$ 45,909

3. That Council compensation be adjusted annually at the same rate as the approved inflationary cost of living increase in future years;
4. That members of Council receive municipal issued IT devices for their term
5. That the current benefits program remains in place; and
6. That staff conduct a market comparison review of Council compensation in the fourth year (2026) of the 2022-2026 term of council and report back to Committee of the Whole.

STRATEGIC PLAN

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

- Leadership & Communications
- Sustainable & Cost Effective Services

Respectfully Submitted,



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

I concur with this report
and recommendation



John B. Fior
Chief Administrative Officer

DRAFT - 2023 Council Meeting Schedule

Committee of the Whole 9:15 a.m.	Council Meetings 9:15 a.m.	Notes
January 19 th	January 20 th	New Year's Day – Sun., Jan. 1 st ROMA – Jan 22 nd -24 th
February 16 th	February 17 th	Family Day – Mon., Feb. 20 th
March 9th	March 10th	March Break – Mar 10 th – 17 th
April 20 th	April 21 st	Good Friday – Fri., Apr 7 th Easter Sunday – Sun., Apr. 9 th Easter Monday – Apr. 10 th OGRA – April 16 th -19 th
May 18 th	May 19 th	Victoria Day – Mon, May 22 nd FONOM - TBA
June 15 th	June 16 th	GLSLCI – June 7 th - 9 th
July 20 th	July 21 st	Canada Day – Sat., July 1 st
August 17 th	August 18 th	Civic Holiday – Mon, August 7 th AMO – Aug 20 th -23 rd
September 14th	September 15th	Labour Day, Mon., Sept 4 th
October 12th	October 13th	Thanksgiving – Mon., Oct 9 th
November 16 th	November 17 th	Remembrance Day – Nov 11 th
December 14th	December 15th	Christmas – Mon., Dec 25 th

Dates shown in **red indicate a proposed deviation from the Township Procedural By-law.

The Township of The Archipelago

Recommendation Report to Council

Report No.: Clerk-2022-06

Date: September 15, 2022

Originator: Maryann Martin, Clerk

Subject: West Parry Sound Joint Election Compliance Audit Committee Appointments

RECOMMENDATION

That Council for the Township of The Archipelago hereby appoints the following to the West Parry Sound Joint Election Compliance Audit Committee for the 2022-2026 Term of Council, as recommended by the West Parry Sound Municipal Clerks/Returning Officers:

Members: Larry Simons, Peter Spadzinski, and Judy Keown

BACKGROUND

In March 2022 Council adopted the Terms of Reference for the West Parry Sound Joint Election Compliance Audit Committee.

Each West Parry Sound Council is required to appoint Committee Members for every Term of Council. The Committee is composed of three (3) members and one (1) alternate. Members are drawn from the following stakeholder groups:

1. Accounting and audit – accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;
2. Academic – college or university professors with expertise in political science or local government administration;
3. Legal;
4. Professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and
5. Other individuals with knowledge of the campaign financial rules of the Act.

Currently the Committee is without an alternate. The West Parry Sound Clerks will be posting a notice seeking letters of interest to fill the Joint Election Compliance Audit Committee vacancy.

FINANCIAL IMPLICATIONS

Each member, including the alternate, will receive an annual retainer of \$600.00. The retainer fees shall be shared equally amongst the participating municipalities.

Members will receive remuneration of \$75.00 per diem for attendance at meetings, plus mileage at the rate of the host municipality upon receipt of the request for reimbursement from the

committee member. Per diem and mileage are to be paid by the host municipality where the request for a Compliance Audit was filed, except in the case of the initial meeting, for which payment of those monies shall be shared equally between the participating municipalities.

Annual Retainer for Committee Members (\$600 x 4) - Archipelago's annual share would be \$342.86.

ANALYSIS/OPTIONS

Option 1

Appoint Larry Simons, Peter Spadzinski, and Judy Keown to the West Parry Sound Joint Election Compliance Audit Committee.

Option 2

Not approve. This option is not recommended.

STRATEGIC PLAN

The creation of the West Parry Sound Joint Election Compliance Audit Committee fall in line with the following Strategic Priorities and Goals of the Township's Strategic Plan:

- **Sustainable & Cost-Effective Service**
- **Effective Relationships & Partnerships**

CONCLUSION

That Council appoint the following to the West Parry Sound Joint Election Compliance Audit Committee, to be effective the term of Council beginning November 15, 2022:

Members: Larry Simons, Peter Spadzinski, and Judy Keown

Respectfully Submitted,



Maryann Martin
Clerk

I concur with this report
and recommendation,



John B. Fior
Chief Administrative Officer

2022 GREAT LAKES PUBLIC FORUM -- DRAFT AGENDA

CROWNE PLAZA, NIAGARA FALLS, ONTARIO

MONDAY, SEPTEMBER 26, 2022

3:00 p.m. – 5:00 p.m. Registration (TBC)

TUESDAY, SEPTEMBER 27, 2022

8:00 a.m. – 9:45 a.m. Registration

9:45 a.m. – 10:10 a.m.	Opening: <u>First Nations Welcome</u>
10:10 a.m. – 10:20 a.m.	<u>Welcome: Environment and Climate Change Canada and Environmental Protection Agency</u> <i>Speakers:</i> <i>Mike Goffin, Environment and Climate Change Canada (ECCC)</i> <i>Chris Korleski, U.S. Environmental Protection Agency (U.S. EPA)</i>
10:20 a.m. – 10:30 a.m.	Welcome: Mayor of Niagara Falls, Ontario (TBC)
10:30 a.m. – 10:40 a.m.	Welcome: Her Honour the Honourable Elizabeth Dowdeswell, Lieutenant Governor of Ontario
10:40 a.m. – 11:45 a.m.	<i>How are the Great Lakes Doing?</i> The Great Lakes are a vast shared resource, fundamental to the wellbeing of tens of millions of Canadians and Americans who live along their shores. Despite their immense size, the Great Lakes are highly sensitive to stresses including the impacts of excess nutrients, invasive species, toxic contaminants and climate change. So how are the Great Lakes doing? This session will report on the state of the Great Lakes using nine science-based ecosystem indicators. <i>Speakers:</i> <i>Beth Hinchey-Malloy, U.S. EPA</i> <i>Nancy Stadler-Salt, ECCC</i> <i>Opportunity for discussion / Q&A</i>
11:45 a.m. – 12:45 p.m.	Lunch & Networking

12:45 p.m. – 1:45 p.m.	<p><i>Progress Towards Implementation of the Great Lakes Water Quality Agreement & Binational Priorities for the Next Three Years</i></p> <p>Every three years, the Great Lakes Public Forum provides an opportunity to highlight actions being taken to restore and protect the Great Lakes and meet the commitments of the Canada-United States Great Lakes Water Quality Agreement. This session will highlight key accomplishments documented in the 2022 Progress Report of the Parties, as well as future priorities for science and action.</p> <p><i>Speakers:</i> Chris Korleski, U.S. Environmental Protection Agency Mike Goffin, Environment and Climate Change Canada</p> <p><i>Opportunity for discussion / Q&A</i></p>
1:45 p.m. – 3:00 p.m.	<p><i>Restoring water quality and ecosystem health in Great Lakes Areas of Concern</i></p> <p>Pursuant to the 1987 Great Lakes Water Quality Agreement, 43 environmentally degraded sites within the Great Lakes were designated as “Areas of Concern” (AOCs) by Canada and United States. A panel of speakers will highlight past successes and lessons learned as well as discuss the paths forward for achieving restoration of water quality and ecosystem health in all remaining AOCs in the future.</p> <p><i>Speakers: TBD</i></p> <p><i>Opportunity for discussion / Q&A</i></p>
3:00 p.m. – 3:30 p.m.	Break & Networking
3:30 p.m. – 4:15 p.m.	<i>[HOLD for potential Armchair Discussion / Keynote Address by ECCC Minister and EPA Administrator (TBC)]</i>
4:15 p.m.	<i>Conclusion of Day 1 Proceedings</i>

WEDNESDAY, SEPTEMBER 28, 2022

8:00 a.m. – 8:30 a.m.	Registration
8:30 a.m. – 8:35 a.m.	Welcome from Ontario Regional Chief Glen Hare
8:35 a.m. – 8:40 a.m.	Welcome to Day 2: GLEC co-chairs Speakers: Mike Goffin, Environment and Climate Change Canada Chris Korleski, U.S. Environmental Protection Agency
8:40 a.m. – 9:50 a.m.	Tackling Algal Blooms in the Great Lakes Excess phosphorus loadings in some areas of the Great Lakes contribute to harmful and nuisance algae blooms that threaten drinking water quality and human health, degrade fish and wildlife habitats and populations, adversely impact economic activities, and drive beach closures. This problem is most acutely felt in Lake Erie. This session will recognize key achievements, discuss lessons learned, and explore innovative approaches that will position ourselves for success in the future. <i>Speakers: TBD</i> <i>Opportunity for discussion / Q&A</i>
9:50 a.m. – 10:50 a.m.	Reducing Risks from Harmful Chemicals The Great Lakes basin is the industrial heartland of Canada and the United States. This fact, combined with long-range atmospheric transport and deposition of contaminants from outside the basin, make chemical pollution a longstanding problem. Chemicals in the Great Lakes environment can harm aquatic ecosystems, biodiversity and human health. Over the years, we have seen dramatic reductions in toxic substances in the environment that are harmful to fish and wildlife, some by more than 90 percent, through domestic regulations and binational strategies. This session will reflect on these past achievements and lessons learned, take stock of current progress, as well as look toward future challenges. <i>Speakers: TBD</i> <i>Opportunity for discussion / Q&A</i>
10:50 a.m. – 11:20 a.m.	Break & Networking
11:20 a.m. – 12:00 p.m.	Bringing Clarity to the Role of Great Lakes-related Commissions The Great Lakes are a shared resource with multiple management entities/organizations contributing to restoration and protection efforts. Healthy Great Lakes water quality supports the goals of other resource managers. This session will include presentations by and dialogue with other

	<p>international organizations with responsibilities to manage resources in the Great Lakes.</p> <p><i>Speakers: TBD</i></p> <p><i>Opportunity for discussion / Q&A</i></p>
12:00 p.m. – 1:00 p.m.	Lunch & Networking
1:00 p.m. – 1:05 p.m.	<i>Remarks from MNO representative</i>
1:05 p.m. – 1:30 p.m.	<i>Viewing of Chiefs of Ontario's Water Documentary</i>
1:30 p.m. – 2:30 p.m.	<p><i>Indigenous-led restoration and protection of the Great Lakes</i></p> <p>This session will spotlight and honour diverse initiatives and examples of First Nation, Métis and Tribal protection and restoration in the Great Lakes.</p> <p><i>Speakers: TBD</i></p> <p><i>Opportunity for discussion / Q&A</i></p>
2:30 p.m. – 3:00 p.m.	Break & Networking
3:00 p.m. – 4:00 p.m.	<p><i>International Joint Commission: Public Session 1</i></p> <p>The International Joint Commission will host two interactive sessions to seek participants' input on the Canadian and U.S. federal governments' 2022 Progress Report of the Parties (PROP) as per the Great Lakes Water Quality Agreement. The PROP outlines both federal governments' actions over the past three years to achieve the objectives of the Great Lakes Water Quality Agreement and protect the Great Lakes' ecosystem health. The IJC asks participants to share their experiences and feedback on topics such as exemplary achievements that advanced Great Lakes water quality objectives, and opportunities for improving future activities and priorities.</p>
4:00 p.m. – 4:50 p.m.	<p><i>Understanding the Impacts of Climate Change on the Great Lakes</i></p> <p>Understanding how climate change will affect ecological processes is essential to protecting Great Lakes water quality and ecosystem health. Impacts such as warming temperatures, changing precipitation patterns, decreased ice coverage, and alterations to water levels are being observed across the basin, in some cases exacerbating existing ecological stressors. This session will highlight past accomplishments, lessons learned, and projections for the next 50 years as well as explore future challenges resulting from expected climate impacts on Great Lakes water quality and ecosystem health.</p> <p><i>Speakers: TBD</i></p> <p><i>Opportunity for discussion / Q&A</i></p>
4:50 p.m.	Conclusion of Day 2 Proceedings

THURSDAY, SEPTEMBER 29, 2022

8:00 a.m. – 8:30 a.m.	Registration
8:30 a.m. – 8:35 a.m.	<i>Tribal Welcome</i> (TBD)
8:35 a.m. – 8:40 a.m.	<i>Welcome to Day 3: GLEC co-chairs</i> Speakers: Mike Goffin, Environment and Climate Change Canada Chris Korleski, U.S. Environmental Protection Agency
8:40 a.m. – 9:30 a.m.	<i>Community Initiatives and Citizen Engagement</i> This session will celebrate the important contributions of community initiatives and citizen engagement in the restoration and protection of Great Lakes water quality and ecosystem health. A panel of speakers will reflect on challenges of the past, citizen and community efforts that have helped advance the yardstick in Great Lakes protection, and explore opportunities to enhance community-led efforts to protect and restore the Great Lakes. <i>Speakers: TBD</i> <i>Opportunity for discussion / Q&A</i>
9:30 a.m. – 10:30 a.m.	<i>Restoring Water Quality and Ecosystem Health around the Niagara River</i> The region surrounding this meeting location in Niagara Falls includes incredible examples of restoration and protection activities. A panel of speakers will reflect on past challenges, progress achieved to date and lessons learned, as well as discuss efforts on the horizon that will bring nearby Areas of Concern closer to delisting. <i>Speakers: TBD</i> <i>Opportunity for discussion / Q&A</i>
10:30 a.m. – 11:00 a.m.	Break & Networking
11:00 a.m. – 12:00 p.m.	<i>International Joint Commission: Public Session 2</i> The International Joint Commission will host two interactive sessions to seek participants' input on the Canadian and U.S. federal governments' 2022 Progress Report of the Parties (PROP) as per the Great Lakes Water Quality Agreement. The PROP outlines both federal governments' actions over the past three years to achieve the objectives of the Great Lakes Water Quality Agreement and protect the Great Lakes' ecosystem health. The IJC asks participants to share their experiences and feedback on topics such as exemplary achievements that advanced Great Lakes water quality objectives, and opportunities for improving future activities and priorities.

12:00 p.m. – 1:00 p.m.	Lunch & Networking
1:00 p.m. – 2:00 p.m.	<p><i>Addressing the Threat of Aquatic Invasive Species to the Great Lakes</i></p> <p>By competing with native species and altering the way nutrients and chemical contaminants move within the ecosystem, Aquatic Invasive Species (AIS) can affect the integrity of the food web, productivity of the lakes and Great Lakes water quality. AIS are nearly impossible to eradicate once established, and efforts to control them are costly. Potential new invaders could prove devastating to the Great Lakes ecosystem. This session will focus on past successes, lessons learned as well as actions being taken to minimize the current and future risk of AIS to the Great Lakes.</p> <p><i>Speakers: TBD</i></p> <p><i>Opportunity for discussion / Q&A</i></p>
2:00 p.m. – 2:15 p.m.	Break & Networking
2:15 p.m. – 3:15 p.m.	<p><i>Protecting and Restoring Native Species and their Habitats</i></p> <p>The diverse and often unique landscapes in the Great Lakes region are home to expansive habitats and numerous native species, including several globally rare species. This session will highlight past successes, lessons learned as well as actions being taken to protect native species and restore degraded habitats in the Great Lakes basin.</p> <p><i>Speakers: TBD</i></p> <p><i>Opportunity for discussion / Q&A</i></p>
3:15 p.m. – 3:25 p.m.	<i>Closing Remarks: GLEC co-chairs</i>
3:25 p.m. – 3:30 p.m.	<i>Indigenous closing</i>
3:30 p.m.	<i>Conclusion of Day 3 Proceedings</i>



TOA 2018-2022 Committees Boards

[illegible]

2022-2026 TOWNSHIP OF THE ARCHIPELAGO COMMITTEES

	COTW Committees	Environment	Finance & Admin	Human Resources	Nominating	Planning & Building	Public Works	Strategic	Planning	Committee of Adjustment	Planning Board	Task Forces/ Committees	Holiday Cove Marina	Connectivity Committee	Water Access Task Force	Georgian Cliffs Memorial Parck	Standards Committee	Board/ Agencies	DSSSAB	District Health Unit	WPS Leisure Centre	WPS Health Centre	Community Policing Advisory	Chamber of Commerce	EMS	Museum	Economic Collaborative	GBA Coastal Protection	Muskoksa River Watershed	Great Lakes Cities Initiative	Library	Belvedere Heights
Ward 1																																
Laurie Emery										✓					✓																	
Tom Lundy										✓																						
Ward 2																																
Peter Frost										✓					✓																	
Ward 3																																
Earl Manners										✓					C																	
Scott Sheard										✓																						
Ward 4																																
Alice Barton										✓																						
David Ashley										✓																						
Rick Zanussi															✓																	
Ward 5																																
Darlene Cade Fraser										✓					✓																	
Ward 6																																
Dan MacLeod										✓																						
Reeve																																
Bert Liverance										✓	✓				✓						P									P		

10

B = Backup
P = Primary
✓ = On committee
V= Vice Chair
C = Chair

2 Members to be appointed

LEASE AMENDING AGREEMENT

BETWEEN:

SJB CONSTRUCTION INC.

Telephone: (905) 616-3580

(the "Landlord")

OF THE FIRST PART

- AND -

THE TOWNSHIP OF THE ARCHIPELAGO

(the "Tenant")

OF THE SECOND PART

WHEREAS:

A. By a Commercial Lease Agreement dated as of the 1st day of February, 2021 (the "**Lease**"), the Landlord leased to the Tenant, for and during a term of commencing on the 1st day of February, 2021, and expiring on the 31st day of December, 2024 (the "**Term**"), certain premises comprising a Leasable Area of approximately one thousand five hundred (1,500) square feet located on the main floor, as more particularly described in the Lease (the "**Original Premises**"), located in the building known municipally as 11 James Street, Parry Sound, Ontario (the "**Building**").

B. The Landlord and the Tenant have agreed that the Tenant shall lease additional space within the main floor of the Building immediately adjacent to the Original Premises as shown cross-hatched on Schedule "A" attached hereto (the "**Expansion Premises**"), and that the Lease shall be otherwise amended on the terms and conditions hereinafter set out.

NOW THEREFORE THIS AGREEMENT WITNESSES that for good and valuable consideration (the receipt and sufficiency of which are acknowledged) the parties agree as follows:

1. The parties hereby acknowledge, confirm and agree that the foregoing recitals are true.
2. The Landlord and the Tenant acknowledge and agree that from and after the 1st day of September, 2022 (the "**Expansion Date**"), the Original Premises shall be deemed expanded to include the Expansion Premises, so that the Premises as set out in the Lease shall from and after the Expansion Date, be the premises including the Expansion Premises. From and after the Expansion Date, all further references in the Lease to the "Premises" shall be deemed to mean the Original Premises and the Expansion Premises, collectively, and all references in the Lease affected thereby shall be amended accordingly.

3. The Lease is hereby amended as of the Expansion Date as follows:

- (a) Section 7 of the Lease is hereby amended so that the Base Rent payable shall increase from \$2,000.00 plus HST per month, to \$2,450.00 plus HST per month.

4. Whenever the term "lease" or "Lease" is used in this Agreement (except in the recitals), it is understood and agreed to mean the Lease as amended by Section 3 above. It is understood and agreed that otherwise all terms and expressions when used in this Agreement have the same meaning as they have in the Lease, unless defined herein. The parties hereto do in all other respects hereby confirm that the Lease is in full force and effect, unchanged and unmodified except in accordance with this Agreement.

5. This Agreement shall enure to the benefit of the each of the parties hereto, and their heirs, executors, administrators, successors and assigns, respectively.

IN WITNESS WHEREOF the Parties to this Lease have duly affixed their signatures under hand and seal, or by a duly authorized officer under seal, on this 1st day of September, 2022.

SJB CONSTRUCTION INC. (Landlord)



Per:

Per:

I/We have authority to bind the Landlord.

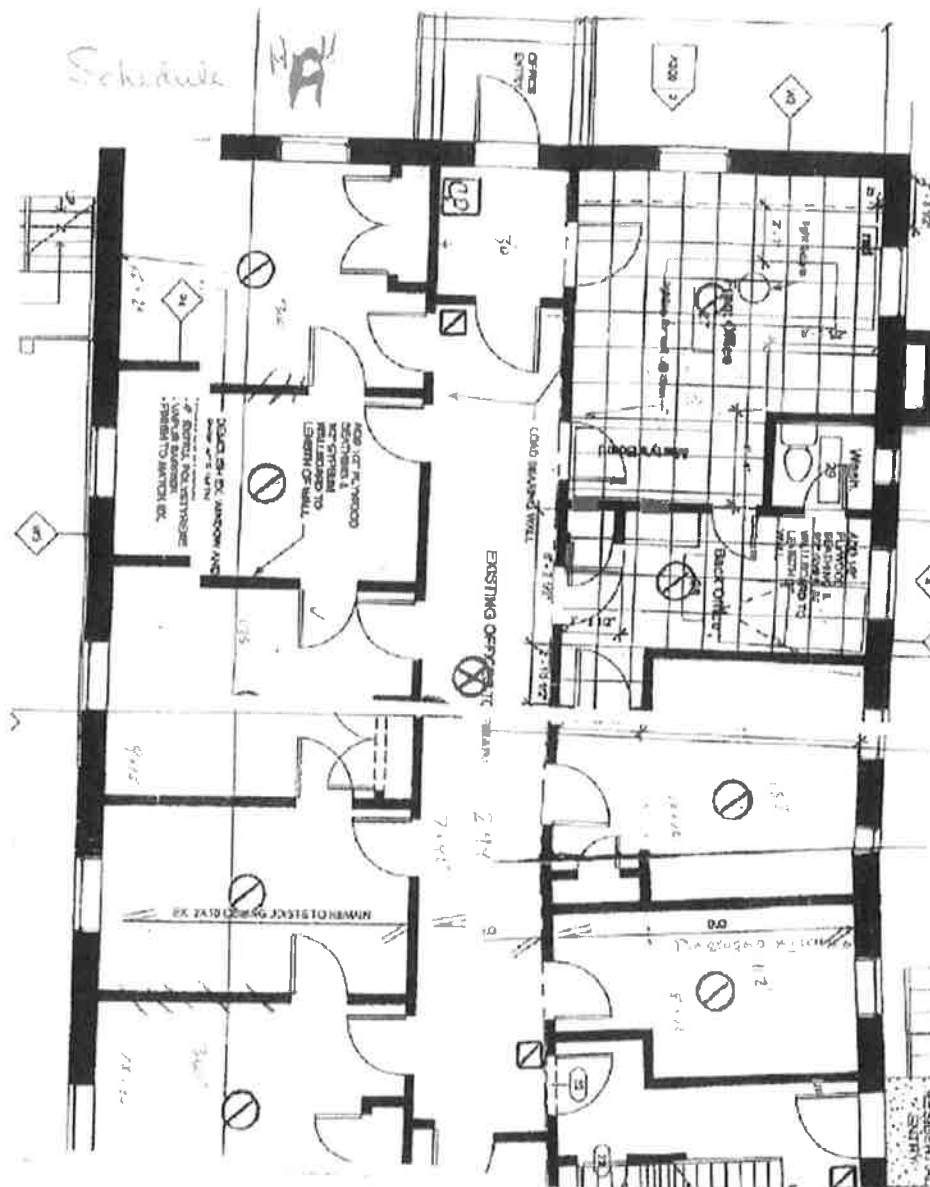
TOWNSHIP OF THE ARCHIPELAGO (Tenant)

Per:

Per:

I/We have authority to bind the Tenant.

Schäule



The Township of The Archipelago

Information Report to Council

Report No.: FINANCE-2022-06

Date: 15th September 2022

Originator: Erin Robinson, Chief Financial Officer

Subject: Retired Councillor Benefits

BACKGROUND

Active members of Council are currently eligible to enroll into The Township of The Archipelago life insurance and health benefits program. The program is funded by The ToA (partially at 50%) and the active member of Council, through payroll deductions. The current monthly cost of benefits is approximately \$426 - \$477, resulting in a Councillor contribution of \$213 - \$239.

The benefit program for active Councillors ends when they are no longer an elected official. A Councillor inquiry was made, and information was requested regarding offering retired Councillors a continuation of the benefit program upon retirement.

ANALYSIS

Contact was made with our current benefit providers (Greenshield & Manulife) to inquire if benefits could be offered to retired Councillors up to the age of 80. Their responses indicated that they would consider adding a new retiree class to our current offerings and increase the termination age, but only to 75. It should be noted that any claims submitted from this class would impact our overall claims experience and would impact future rates for our entire benefit offerings (active employees, active Councillors, early retirees).

The Municipal Retirees Organization of Ontario (MROO) also offers benefits to retired municipal employees. This is separate from the current ToA benefits plan and the ToA does not administer this plan. Upon initial discussions with MROO, retired municipal Councillors and employees would also be eligible to join the plan. The plan offers health insurance, dental insurance and an additional travel benefit can be added to an individual's plan. The monthly cost of the plan for a single individual ranges from \$109 - \$176 per month, and a couple from \$183 - \$314 per month. These rates are subject to annual pricing fluctuations. Additional travel insurance can be purchased based on the number of days per trip.

OPTIONS

1. Create a new class of ToA benefits – Retired Councillors, and extend benefits up to age 75
 - a. Council would have to decide if a minimum number of terms must be served prior to offering this option upon retirement.
 - b. Council would have to decide if this would be fully funded, partially funded or unfunded by the ToA.
 2. Have staff provide information and resources to Councillors upon retirement in regards to benefits, such as MROO
 - a. Council would have to decide if this is to be fully funded by the retiree or if a taxable lump sum contribution would be made to the retired Councillor on an annual basis to help fund the cost of benefits up to a predetermined age.
-

STRATEGIC PLAN

These policies are in alignment with the following Strategic Priorities contained within our Strategic Plan:

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

Respectfully Submitted,



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

I concur with this report



John B. Fior
Chief Administrative Officer



MEDIA RELEASE

For Immediate Release

Economic Trends in West Parry Sound

September 9, 2022 – Parry Sound, ON

The West Parry Sound Economic Development Collaborative (WPSEDC) and the Town of Parry Sound Economic Development Department have recently reviewed the state of the regional economy and some of the emerging trends affecting the business community. Despite economic headwinds, the region's economy is growing and the local business community has had a successful summer.

Recently released data from the 2021 Census of Population confirms this growth. Since 2016, the permanent population of West Parry Sound has increased 13.9% to 19,867 residents. The area has approximately 650 operational businesses, and a workforce of approximately 11,000. The median after-tax income for households in West Parry Sound is \$66,913 annually, a 15.9% increase over 2016. The median age of West Parry Sound is 56.5 years, a 2.4% increase since 2016. The median age of the region remains significantly higher than the provincial median of 41.6 years.

The aging population, combined with the steady workforce size, suggests that the available local workforce is going to shrink within the next 5-10 years. Workforce availability has been consistently cited as the main challenge to business expansion in West Parry Sound. However, the overall growth in the area's population and the increase in the area's median incomes suggest that West Parry Sound is well positioned to attract new workers and new business in the coming years.

The WPSEDC supports business through its Business Retention and Expansion (BRE) program, visiting over 140 local businesses since 2021. "West Parry Sound is a diverse economy, but many of our businesses are facing the same opportunities and challenges," says James Cox, Regional Economic Development Officer for the WPSEDC. "The BRE program can help connect businesses with resources to grow. We encourage any employers to reach out to us if we can be of assistance."

The Town of Parry Sound Economic Development Department has assisted specific businesses find new employees by connecting new arrivals to the area. Since March, West Parry Sound has welcomed 25 Ukrainian families. The successful relocation has been coordinated by the Rotary Club of Parry Sound, with the Town of Parry Sound Economic Development Department assisting new arrivals with employment. "Local employers have taken on several new arrivals from Ukraine," says Vladimir Shehovtsov, Economic Development Officer with the Town of Parry Sound, "We have worked with employers such

as Stanley Boats, Crofters, Trestle Brewery, and Legends Spirit Co. to find well-paying jobs for relocated Ukrainians.” Up to 10 more Ukrainian families are expected to arrive in the area this fall.

Existing business continues to expand in our area. NORSE Brewery added a restaurant to its operations at the Parry Sound Area Industrial Park in August. This is a substantial improvement to the Park, as it will allow employees of businesses located there to have hot lunches. The business owners plan to keep the restaurant open year-round.

In addition to private businesses, the Parry Sound Area Municipal Airport and Business Park received \$3,000,000 in Northern Ontario Development Funding for the creation of new air side development lots. These new development opportunities will help attract new business to the aviation and aerospace business cluster at the Airport Business Park and help existing businesses expand their operations.

The WPSEDC and the Town of Parry Sound Economic Development Department also continue to attract new investment to the area. They have collectively hosted four business delegations during the summer of 2022, welcoming companies in fields such as PVC rain and snow boots production, plastic window manufacturing, logistics, and battery production. Each project is valued between \$1 - \$2 million.

The Town of Parry Sound is also enjoying a record-breaking cruise ship season this summer, with 20 ship visits by 3 operators: Pearl Seas Cruises (US) – 10 visits, Viking Cruises (Norway) – 7 visits, and Ponant Cruises (France) – 3 visits. This represents a 40% growth in visits over 2019.

The WPSEDC continues to support business retention and expansion and attract further investments. The WPSEDC is a partnership between the 7 area municipalities in West Parry Sound District, comprised of the Township of Carling, the Municipality of McDougall, the Township of McKellar, the Town of Parry Sound, the Township of Seguin, Township of The Archipelago, and the Municipality of Whitestone with a three-year funding commitment from FedNor. Its mandate is to build a supportive business environment in West Parry Sound through collaborative economic development projects.

-30-

For further information please contact:

James Cox
Regional Economic Development Officer
West Parry Sound Economic
Development Collaborative
Tel: 705-774-1809
Email: edo@investwps.com

Vladimir Shehovtsov
Economic Development Officer
Town of Parry Sound
Tel: 705-746-2101 ext. 231
Email: vshehovtsov@townofparrysound.com



Regional EDO Activity Report

June-July 2022

Business Retention and Expansion

- Correspondence with Kyle McCall, Business Development and Commercialization Manager with **Ontario Centre for Innovation (OCI)**. Mr. McCall will be visiting companies in West Parry Sound on August 4-5 to promote OCI's Voucher for Innovation and Productivity, a funding program for R&D collaborations between industry and academic partners. The EDO provided referrals and has organized joint visits to potential client businesses.
- Correspondence (July 15) with Tatyana Sabitova of Deloitte regarding workforce development in West Parry Sound associated with Ukrainian refugee resettlement.
- Correspondence (July 11) with Dave Clement of **Big Lake Cinematic**, a recently established film production business in Parry Sound.

Development Readiness

- Completed review of community improvement policies in the Official Plans of the WPSEDC member municipalities in preparation for 2023 CIP event.

Investment Attraction

- Follow-up meeting (July 11) with Ron Clark to discuss marina/resort investment opportunities in West Parry Sound.
- Meeting (July 11) with Aryn Garswood of EcoStrat Group to discuss a potential Bioeconomy Development Opportunity (BDO) zone designation for West Parry Sound
- Correspondence with Kendra Nethercott of **LD Productions** regarding the production of a feature film (titled "Rocket Surgery") in Parry Sound. Subject to NOHFC approval, the film is scheduled to shoot in summer 2023.
- Drafted West Parry Sound-specific content to be included in Creative Industries Ontario North's (CION) Pan-Northern Marketing Initiative. Reviewed and provided feedback (July 26) on asset map and marketing copy.
- Meeting (July 21) with planning committee for the Toronto International Film Festival's Northern Ontario marketing event. Provided committee with West Parry Sound specific information and photography to be included on marketing materials.
- Correspondence with Shabbir Dossa regarding the planned commercial and retail development at 998 Lake Joseph Road. Follow-up correspondence with Ministry of Transportation to obtain updated traffic counts impacting the location.

Regional Engagement

- Midterm update presentations to area Councils continued. To date, presentations have been given to Councils in Carling (June 14), McKellar (June 14), The Archipelago (June

17), Seguin (June 20), Parry Sound (June 21), and McDougall (July 15). The update presentation to Whitestone Council has been scheduled for August 2.

- Participated in the July 5 strategic planning workshop for the Parry Sound Airport and Business Park. Reviewed and provided feedback and comments on the first draft strategic plan (July 25).
- Regular engagement with community and institutional partners. Specific connections included:
 - o Biweekly Regional Funders and Partners Meetings (June 29 and July 27) organized by Melanie Alkins of NDMNRF to share roundtable updates from attending organizations and discuss common challenges.
 - o Attended monthly Parry Sound Area Municipal Airport Commission meeting (July 5) to provide economic development support and advice to commission members.
 - o Monthly call (July 4) with Dustin Turner of NDMNRF to share updates and discuss potential referrals.
 - o Meeting (July 11) with Devin Mahesh of CION to discuss film sector development initiatives in West Parry Sound
 - o Update call (July 20) with Janice Heidman of CBDC to discuss referrals, new clients, and CBDCs current strategic planning.
 - o Introduction meeting (July 20) with Sheena Swierenga of Volunteer Connector to their platform and make connections with prospective users in West Parry Sound
 - o Update call (July 21) with Parry Sound Chamber of Commerce to discuss upcoming events.
 - o Monthly meeting (July 25) of the Film and Music Advisory Committee of CION.

Other Activities

- The second WPSEDC Future Planning meeting was held on July 13. A follow-up meeting has been scheduled for early September. The Steering Committee reviewed different regional economic development structures and models and has requested a recommendation report for future actions for the September meeting.
- The third release of 2021 census data was made available on July 13, covering family composition and income levels. A briefing note was prepared and distributed analysing the relevant data for West Parry Sound municipalities.



Regional EDO Activity Report

July-August 2022

Business Retention and Expansion

- Scheduled BRE visits for September-October. 10 visits have been scheduled to date, with a focus on tourism businesses. The target to complete 200 business visitations by the end of 2022 remains on track to be completed, with a final report in January-February 2023.
- Conducted outreach to previously contacted small business and entrepreneurs to promote the current intake of the Parry Sound Founders Circle Awards.
- Meeting (August 24) with Rahul Jain of **Hop In Technologies** to discuss transit-related workforce recruitment and retention strategies for West Parry Sound. A follow-up meeting has been booked for early September to connect with area employers and examine a potential pilot project.

Development Readiness

- Meeting with Shaughn Cameron of **Eclipse Productions** to plan filming of virtual FAM tour scripts. Filming is anticipated to begin in late September-early October.

Investment Attraction

- Meetings (August 11 and August 23) with Jen Peters, a local resident seeking to establish a kennel and dog training facility in West Parry Sound. Recent assistance has focused on reviewing relevant regulations in area municipalities and locating suitable properties.
- Meeting (August 23) with Kim McCormick, former owner of **Rockwood Resort**, to discuss potential investment opportunities in downtown Parry Sound.
- Finalized film industry asset map and pan-Northern marketing materials in partnership with CION.
- Meeting (August 23) with planning committee for the Toronto International Film Festival's Northern Ontario marketing event. Provided committee with additional West Parry Sound specific information and photography to be included on marketing materials.
- Further correspondence with Shabbir Dossa regarding the planned commercial and retail development at 998 Lake Joseph Road. Recent assistance has focused on identifying potential financing sources and gathering demographic and technical data relevant to the development.

Regional Engagement

- Delivered final midterm update presentation to Whitestone Council (August 2).
- Provided further feedback on proposed business incentive programs included in draft Airport Strategic Plan (July 27).

- Regular engagement with community and institutional partners. Specific connections included:
 - Biweekly Regional Funders and Partners Meetings (August 10 and 24) organized by Melanie Alkins of NDMNRF to share roundtable updates from attending organizations and discuss common challenges.
 - Follow-up meeting (August 4) with Devin Mahesh of CION to discuss film sector development initiatives in West Parry Sound.
 - Update call (August 12) with Janice Heidman of CBDC to discuss referrals and new clients. Ms. Heidman will be attending the October steering committee meeting as a delegation to provide an update on CBDCs current strategic planning.
 - Introduction meeting (August 23) with Mark Kachmar of Envisio to review their software platform for tracking economic development performance metrics.
 - Update call (August 21) with Parry Sound Chamber of Commerce to discuss upcoming events.
 - Monthly meeting (August 22) of the Film and Music Advisory Committee of CION.
 - Regional Innovation Strategy meeting (August 24) of economic development supportive organization across Parry Sound and Muskoka Districts.

Other Activities

- The “Good News Stories” press release for the end of summer 2022 was prepared in partnership with the Town of Parry Sound EDO. A draft of the press release is attached to this report for the committee’s information.
- The fifth project claim was submitted to FedNor on August 12. The activity report for the April 1 – July 31, 2022 period is attached to this report for the committee’s information. The sixth project claim is due on December 15, 2022.
- The fourth release of 2021 census data was made available on August 17, covering language. A briefing note was prepared and distributed analysing the relevant data for West Parry Sound municipalities.

Permit Comparison Summary

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

Type	Number	Property
-SEWAGE CLASS 4	2022-0168	220 GEORGIAN BAY WATE
-SEASONAL DWELLING	2022-0169	220 GEORGIAN BAY WATE
-SLEEPING CABIN	2022-0170	220 GEORGIAN BAY WATE
-DECK	2022-0171	1748 GEORGIAN BAY WATE
-DEMOLITION	2022-0172	1 A660 ISLAND
-SEASONAL DWELLING	2022-0173	1 A660 ISLAND
-SEASONAL DWELLING	2022-0174	1730 GEORGIAN BAY WATE
-DOCK	2022-0175	1730 GEORGIAN BAY WATE
-SLEEPING CABIN	2022-0176	1 B642 ISLAND
-SLEEPING CABIN	2022-0177	1 B642 ISLAND
-SEWAGE CLASS 4	2022-0178	82 HEALEY LAKE
-SEWAGE CLASS 4	2022-0179	411 HEALEY LAKE
-DEMOLITION	2022-0180	194 HEALEY LAKE
-SEASONAL DWELLING	2022-0181	194 HEALEY LAKE
-LIVING ADDITION	2022-0182	75 CRANE LAKE
-BOATHOUSE	2022-0183	1 B431 ISLAND
-LIVING ADDITION	2022-0184	94 KAPIKOG SOUTH RD
-SEWAGE CLASS 4	2022-0185	510 GEORGIAN BAY
-SEASONAL DWELLING	2022-0186	33 OLD BALDY RD
-HOUSE	2022-0187	18 GINN-BEACH DRIVE
-SEWAGE CLASS 4	2022-0188	191 HEALEY LAKE
-SLEEPING CABIN	2022-0189	1 B831 ISLAND
-RENOVATION	2022-0190	7 A4 ISLAND
-DEMOLITION	2022-0191	1 B725 ISLAND
-DOCK	2022-0192	1726 GEORGIAN BAY
-GARAGE/STORAGE BUILDING	2022-0193	90 KAPIKOG SOUTH RD
-SEWAGE CLASS 4	2022-0194	1 B494 ISLAND
-SLEEPING CABIN	2022-0195	22 A476 ISLAND
-SEWAGE CLASS 4	2022-0196	37 GEORGIAN BAY
-SEWAGE CLASS 4	2022-0197	49 CRANE-COUNTR LANE
-SEWAGE CLASS 4	2022-0198	NORTH SHORE RD

Permit Comparison Summary

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

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
-BOATHOUSE	1	1,100.00	100,000.00	1	1,881.00	171,000.00
-DECK	2	803.00	73,000.00	1	100.00	6,000.00
-DEMOLITION	2	100.00	0.00	3	150.00	0.00
-DOCK	2	380.00	50,000.00	2	100.00	35,000.00
-GARAGE/STORAGE BUILDING	0	0.00	0.00	1	1,100.00	100,000.00
-HOUSE	1	7,700.00	700,000.00	1	3,300.00	300,000.00
-LIVING ADDITION	0	0.00	0.00	2	3,190.00	290,000.00
-RENOVATION	5	5,665.00	515,000.00	1	110.00	10,000.00
-SEASONAL DWELLING	6	19,980.00	1,816,450.00	5	14,495.00	1,318,350.00
-SEWAGE CLASS 2	1	175.00	5,000.00	0	0.00	0.00
-SEWAGE CLASS 4	22	10,750.00	435,000.00	9	4,300.00	203,000.00
-SLEEPING CABIN	5	5,967.00	542,500.00	5	6,875.00	625,000.00

	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	47	31
Total Dwelling Units Created	3	6
Total Permit Value	4,236,950.00	3,058,350.00
Total Permit Fees	52,620.00	35,601.00
Total Compliance Letters Issued	4	4

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
TOTALS	322	\$28,963,423.00	\$343,425.00	154,202

2022

Month	Total No.	Value	Fees	Permit Area (Sq. Feet)
JAN	18	2,392,760.00	24,934.00	19,585
FEB	8	1,879,600.00	20,954.00	7,708
MAR	14	687,150.00	6,837.00	5,743
APR	20	2,613,860.00	28,635.00	11,493
MAY	42	1,904,375.00	25,516.00	7,979
JUN	40	4,227,165.00	48,761.00	24,096
JUL	25	1,278,430.00	16,559.00	8,540
AUG	31	3,058,350.00	35,601.00	16,914
TOTALS	198	\$18,041,690.00	\$207,797.00	102,058

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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Jan 1 - Aug 31, 2022	198	\$18,041,690	\$207,797	102,058
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The Township of The Archipelago

Information Report to Council

Report No.: Operational Services 2022-013

Date: 15th September 2022

Originator: Josh Badger, Director of Operations and Facilities

Subject: Operational Services Update

Site 9 Weigh Scale

Canadian Scale has completed the structural concrete supports. The ramps on both sides of the scale are being constructed, and the delivery of the weigh bridge frame is scheduled to arrive in 4-6 weeks. Following the weigh bridge, the concrete ramp topping, the placement of the booth, and the electrical connection remains to complete the scale.

FoodCycler

A funding investigation is underway with Georgian Bay Township to address the challenges surrounding island and remote organic waste disposal. A loan program is offered through the Green Municipal Fund, but we are targeting grant structure funding. We have strong data previously collected about organics in the Township of The Archipelago, and the estimated diversion potential, to support a funding application. FoodCyler has sent a trial FoodCycler FC-30, the smaller model, to the Municipal Office for trial and data collection.

Kawaatebiishing Sculpture

The loan agreement for the sculpture has been reviewed and will be put forth in a By-Law for receipt of the sculpture. The installation and insurance of the sculpture is being coordinated, and safety signage will be ordered for the area. A brass plaque identifying the sculpture and a ceremony surrounding the sculpture will take place following its installation.

Skerryvore Rd. and Shawanaga Village Rd. Intersection

Skerryvore Road and Shawanaga Village Road intersection is being reviewed to improve the safety and visibility of the intersection. The work associated with the project will likely include tree removal, rock excavating or blasting, and grading. We will look to perform much of the work in-house before the end of the calendar year.

PAB Library Repairs and Shelving

We received positive news regarding an expedited delivery timeframe of the PAB Library Shelving. The delivery is expected to arrive at the end of September and installation will follow soon after. The flooring will be replaced, and some small furniture will also be added, to improve the space.

PAB Community Centre Window and Door Upgrades

The supplier confirmed that the shipment and installation of the windows and doors for the Pointe Au Baril Community Centre is still on track for the original date. We will close the community centre from October 3rd to October 14th to complete this work.

PAB Community Centre Fitness Facility

Funding contract will be finalized in a By-Law with the Ontario Trillium Foundation Resilient Community Grant for the fit-up and purchase of new fitness equipment, infrastructure, and technology. The space in the PAB CC will offer a small fitness facility for the community. We will begin planning and purchases for the project starting this month.

Daniel Buttineau (Station Hill Marina Ltd.) Parking Lease

A five-year lease agreement for parking between Daniel Buttineau (Station Hill Marina Ltd.) and the Township expired on July 14th, 2022. A renewal to Daniel Buttineau will be put forth in a By-Law for the lease of parking spaces along South Shore Road in Pointe Au Baril. This agreement is in place because the roadway encroaches on the property of Daniel Buttineau. The base amount was increased to \$125.00 annually from \$108.42, and then increasing at 3% per year for a term of five years.

Adams Brothers Construction Ltd. Haulage Contract

Adams Brothers does most of the waste haulage for the Township of The Archipelago. This arrangement has been in place for many years. A formal agreement will be brought forward in a By-Law to formalize the ongoing service. The agreement is similar to the current rates being charged and will be in place until October 31st, 2023.

Tri-Axle Equipment Trailer Purchase

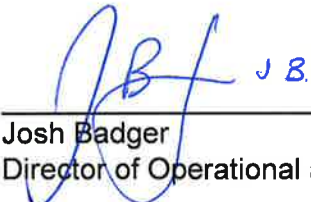
To transport the new Township excavator a Tri-Axle Equipment Trailer was identified in the Capital Project portion of the 2022 Budget. A budget of \$50,000 was planned. We received three quotes and plan to proceed with the quotation in the amount of \$61,000. The loan difference over

the 10-year amortization is \$1,100 annually, and the annual maintenance budget of \$500 identified in the 2022 budget is sufficient. The budgetary quote was received 11 months ago and the industry has seen price increases and supply shortcomings since.

Protection of Medicinal Plants


A meeting took place between staff and Ms. Marilyn Capreol regarding the importance and protection of First Nations medicinal plants. Many medicinal plants were identified, and it was shared how each have valued property and significance. The convenience of harvesting from the roadside is beneficial to elders, but it was acknowledged the importance of roadside grass cutting for safety. For the next summer season, we will review if alterations to Public Works can be made for the harvesting and protection of the medicinal plants.

Respectfully Submitted,



Josh Badger
Director of Operational and Facilities

I concur with this report,



John B. Fior
Chief Administrative Officer

Term Loan Agreement

KAWAATEBIISHING Sculpture

THIS LOAN AGREEMENT is made as of the ____ day of _____, 2022.

BETWEEN:

Jasmine Herlt and Doug Steiner, of Toronto, Ontario

(“Lender”)

and

The Corporation of the Township of The Archipelago

(“the Township”)

In consideration of the Lender lending to the Township for the purposes of receiving, mounting and displaying a sculpture, [defined as the “Property”] as described below,

And in consideration of the promises made by the Township to the Lender, the Lender agrees to lend the Property to the Township (the “Loan”) on the terms and conditions and to mount and display the Property at a mutually agreed location contained below and the Township agrees to mount and display the Property;

Property:

Sculpture, KAWAATEBIISHING (photograph attached), hereinafter defined as the “Property”.

Artist:

Robert Murray



Property Detailed Description:

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)

Artist: Robert Murray

Credit Line: 'Collection of Jasmine Herlt and Doug Steiner

1. Duration of Loan

The Loan will be from ____ day of _____, 2022 until the earliest of:

- (i) December 31, 2030;
- (ii) the date on which either (a) CPERB Approval (as hereinafter defined) is granted to, or (b) CPERB Approval is declined; or
- (iii) the date on which the Lender transfers ownership of the Property to another person.

“CPERB Approval” means the issuance by Canadian Cultural Property Export Review Board (or its successor) to the Lender of a certificate in form and substance satisfactory to the Lender establishing that the Property meets the criteria necessary to provide the Lender with a tax credit or deduction under the *Income Tax Act* (Canada) in an amount satisfactory to the Lender upon donation of the Property.

If the Loan terminates pursuant to clause (i), clause (ii)(b) or clause (iii) above, then the Lender will, at the Lender's cost, promptly remove the Property from the site at which it is then located, unless the parties otherwise agree in writing. If the Loan terminates pursuant to clause (ii)(a) above, then at that time the Lender will donate the Property to the Township pursuant to a mutually agreement form of agreement executed by the parties.

2. Standard of Care

The Township will exercise similar care with respect to the Property as it does in the safekeeping of comparable property of its own and similar care that a Canadian government or public institution would exercise with respect to borrowed artwork comparable to the Property.

3. Insurance and Indemnity

The Township will insure the Property under an appropriate policy in an amount of \$_____, acting reasonably, from time to time and will indemnify the Lenders against any damage, destruction, loss or theft of the Property, howsoever caused other than Lenders negligence, from the time of the Lender's dismantling the Property for shipment to the Township, including any shipping damage, and will continue to insure the Property for the duration of the Loan.

4. General Indemnity

The Township agrees to indemnify the Lender and will hold harmless and indemnify the Lender against any and all claims and actions arising out of the participation of the Lender in the activity of this agreement including without limitation, expenses, judgments, fines, settlements and other amounts actually and are reasonably incurred in connection with any liability, suit, action, loss or damage arising or resulting from the Lender's participation in this loan agreement or activity.

5. Costs of shipping, mounting and display of the Property

The Township will pay reasonable costs of packing, transporting, and mounting of the Property from the place designated by the Lender to the Township.

6. Reproduction

Except as expressly authorized by the Lender and where applicable, by the owner of the copyright of the Property, the Township will make no reproduction, cast, copy, or scientific examination of the Property. The Property may be photographed.

7. Repair

The Township agrees to provide the Lender with a condition report when requested by the Lender and agrees to reasonably clean, repair and restore the Property after receiving authorization to proceed.

8. Change of Ownership

The Lender shall promptly notify the Township in writing of any change of ownership of the Property during the term of the agreement. The Lender will ensure that the new owner will, at such owner's cost, promptly remove the Property from the site at which it is then located and pay reasonable costs for restoration of the site.

9. Authority

The Lender represents and warrants to the Township that the Lender has the full authority and capacity to enter into this agreement.

10. Assignment

The benefits and obligations of this agreement will be binding upon the Lender and the Township and as the case may be their respective heirs, successors, and their lawful assignees.

11. Notices

Any notices or deliveries required in the performance of this agreement will be deemed completed when hand delivered, delivered by agent, or seven days after being placed in the post, postage prepaid, to the parties to this agreement at the addresses contained in this agreement or as the parties may later designate in writing

12. Governing Law

This agreement will be governed by and construed in accordance with the laws of the Province of Ontario

13. Jurisdiction

The courts of the province of Ontario are to have jurisdiction to decide and settle any dispute or claim arising out of or in connection with this agreement

DRAFT

Lender Contact: Douglas Steiner
47B Castlefield Ave
Toronto, ON M4R 1G5
doug.steiner@gmail.com
416 903 6787

Township Contact: Josh Badger
Director of Operations and Facilities
9 James St.
Parry Sound, ON P2A 1T4
jbadger@thearchipelago.ca
705 746 4243 x311

The Parties hereto have executed this Loan Agreement

Lender:

Name

The Township:

Name

The Township:

Name

2022-08-31
Corporation of the Township of The Archipelago
9 James St,
Parry Sound, Ontario - CAN P2A 1T4

Dear Erin Robinson:

Re: Application ID# RF120792

I am delighted to inform you that the Ontario Trillium Foundation (OTF) has approved your grant application to the Resilient Communities Fund ("specified grant"). We believe this investment in your project will support your efforts to rebuild your resilience and capacity to return to building healthy vibrant communities, and we are excited to work with you.

This letter and Grant Contract form the basis of the information that your organization requires to embark on a successful relationship with OTF.

Please read the entire Grant Contract carefully. The Grant Contract outlines the Foundation's expectations of the Grantee and the Grantee's obligations. It also ensures that the Grant benefits Ontarians and that the Grantee is accountable for public Grant funds. The Grant Contract includes:

- The Cover Page
- Terms and Conditions associated with your grant
- The Schedule A, with Approved Budget, selected outcomes, Grant Reporting Requirements and Payment Schedule, and name of the person monitoring your grant
- A Declaration of Understanding which confirms that you have read the relevant Policies and requirements stipulated
- Authorizing Signatures, pre-signed by OTF, and requiring the electronic signature of the person authorized to legally bind on behalf of your organization (your verified Signatory Contact).

Sign and return your Grant Contract per directions provided within 60 days.

For projects ready to begin, OTF will be pleased to issue your first payment once the following is completed:

- OTF has received the signed Grant Contract
- Your organization's banking information has been successfully uploaded to your grant portal
- You have completed OTF's grantee orientation

This payment will be made no earlier than the project start date identified in your contract. Please note project costs covered by this grant must align with Schedule A of the Grant Contract.

Additional important information:

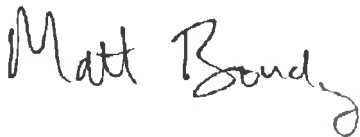
- **Bank account:** All OTF grantees must provide OTF with the details for a bank account in the name of the grantee organization at a Canadian financial institution and must add this information to their grant portal once the Contract has been signed. OTF Grant funds will be transferred into this account, and until used in accordance with the agreement, the Grant funds must be kept in this account. Information on uploading banking information is available inside the OTF grant portal, under the 'Help' tab.

- **Required grantee orientation:** All OTF grantees are required to complete OTF's grantee orientation before returning their Grant Contract.
- **Final 10% grant holdback:** Please note the final installment payment of your grant will be released only after you have submitted the final report and OTF has verified the satisfactory completion of the grant. The holdback is identified in the Payment Schedule associated with your grant.
- **Public Recognition of funding:** You are required to publicly recognize the Government of Ontario and OTF. Grant recipients are required to do the following activities: host a recognition event, issue a media release, include the OTF logo on your website and materials related to the grant, and acknowledge OTF support on applicable social media. Acknowledge the grant using the following: "Funding provided by the Ontario Trillium Foundation". Please review the Grant Recognition Requirements and contact a Communications Advisor with a minimum of three weeks prior to your recognition activity including media releases.
- **Announcing Your Grant:** Please do not publicly recognize your grant until OTF notifies you that recognition can begin. Your MPP may be in touch with your organization to offer congratulations and ask you to participate in a grant recognition event. In this instance, please be in touch with your OTF Communications Advisor.

The OTF is committed to leadership in the nonprofit sector, and we have a plan for how we'll make Ontario communities healthier and more vibrant. We're excited to invest in your project, and can't wait to see the impact that the work of your organization will have on your community.

Yours sincerely,

DRAFT



Matthew Bondy
Chair, Board of Directors

GRANT CONTRACT

("the CONTRACT")

BETWEEN

**Ontario Trillium Foundation
("The Foundation")**

AND

**Corporation of the Township of The Archipelago
("The Grantee")
9 James St,**

Parry Sound, Ontario - CAN P2A 1T4

\$59,300 over 12 months

Our municipality, with a \$59,300 Resilient Communities Fund grant over 12 months, will recover and build its resiliency from impacts of COVID-19 by creating a new fitness room with equipment, infrastructure and technology to support safe in-person and virtual physical activity for community members.

Application ID No.: RF120792

Terms and Conditions

1. Use of Grant Funds

- Grant funds may only be used for the exclusive purpose of the project as it is described in Schedule A ("The Grant"). Grant funds may only be spent for the items and activities described in Schedule A.
- Grant funds are not to be used for the purchase, sale or use of alcohol or cannabis.
- Grant funds are not to be used by or for any organization or individual other than those specified in Schedule A.
- The Grantee represents and warrants that it has read and agrees to comply with the Foundation's "Reallocation of Grant Funds Policy" published on the Foundation's website at www.otf.ca (the "OTF Website"), including that Policy as it may be amended from time to time.
- The Grantee acknowledges that the amount of Grant funds available to it is based on the actual costs to the Grantee, less any costs (including HST and other taxes) for which the Grantee has received, will receive, or is eligible to receive a rebate, credit or refund.
- Any unspent Grant funds must be returned to the Foundation, unless the Foundation has given prior written approval for such funds to be spent on other items or activities that are consistent with the Grant's purpose.
- The Grantee fully understands that all payments of Grant funds to the Grantee are funded by the Ontario Government and are wholly conditional upon the Foundation receiving sufficient funding from the Ontario Government. The Grantee understands that if funding is not provided to the Foundation, or is provided in an insufficient amount by the Ontario Government, the Foundation is not obligated to make any payments of Grant funds to the Grantee and the Foundation may reduce the amount of Grant funds, otherwise modify the Grant, or terminate the Grant.
- The Grantee acknowledges that it is the Grantee's exclusive responsibility to take reasonable care in screening and supervising volunteers and employees who are in any way engaged in the initiative described in Schedule A, to ensure a safe and secure environment. OTF expects the Grantee to have or establish a policy for the purpose of satisfying its exclusive screening and supervising responsibility, and to ensure that there is compliance with the policy.

2. Maintaining Eligibility Status

- By signing this Grant Contract, the Grantee represents, warrants, acknowledges, and confirms that the eligibility status of the Grantee set out in the Grantee's application to the Foundation for Grant funds is current and in good standing.
- The Grantee represents and warrants that the Grantee has read, is in compliance with and agrees to comply in the future with the Foundation's "Eligibility Policy" published on the OTF Website, including that policy as it may be amended from time to time.
- The Grantee represents and warrants that the Grantee has and will, for the duration of the Grant, maintain its current status as cited in the Grantee's Organization Registration with OTF, and will immediately inform the Foundation of any change in or challenge to the Grantee's eligibility status as set out in the Grantee's registration with the Foundation.

3. Payment of Grant Funds

- The Foundation will pay Grant funds according to the terms stated in Schedule A.
- The Grantee must have - or must establish - a bank account in its own name at a Canadian financial institution. Until used in accordance with this Grant Contract, the Grant funds will be kept in this account. The Grantee's bank account information must be uploaded to the grant portal at the Foundation's website and linked to the Grant before the first Grant payment is sent to the Grantee.
- The Foundation must receive an electronically signed copy of this Grant Contract before the first Grant payment is sent to the Grantee.

- The Grantee must complete the Foundation's grantee orientation before the first Grant payment is sent to the Grantee.
- The final Grant payment of the Grant, identified in Schedule A, will not be released until the Grantee has submitted its final report regarding the Grant and the Foundation has verified the satisfactory completion of the Grant.
- The Foundation may withhold Grant payments or terminate the Grant if, in the Foundation's opinion, the Foundation:
 - is not satisfied with the Grantee's progress;
 - determines that the Grantee is unable to complete the Grant in a satisfactory manner or within the approved timelines;
 - determines that the Grantee is not complying with this Grant Contract, as defined in Section 16 below; or
 - determines that continuing the Grant is not in the general public's interest.
- If the Grantee has received more than one Grant from the Foundation and OTF terminates one or more of those Grants, OTF may withhold payments under or terminate any or all of the other Grants of the Grantee.
- The Foundation may withhold Grant payments or terminate the Grant if the Grantee ceases to operate, is insolvent or otherwise unable to pay its debts, makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or proceedings are commenced to adjudge bankrupt, place in receivership, wind up, dissolve or liquidate the Grantee.

4. **Mandatory Grantee Orientation**

- The Grantee will complete OTF's grantee orientation in order to understand its role and responsibilities as an OTF Grantee.

5. **Grant Outcomes for Specified Grant**

- The Grantee, as specified in Schedule A, will track and report on outcomes for the Grant.

6. **Reporting and Grant Monitoring**

- The Grantee will immediately notify the Foundation of any changes to the finances, governance, management, staffing or operations of the Grantee such as a change to the legal status or name, or any other matter that might impact, delay or stop the successful completion of the Grant.

Progress and Final Reports

- The Grantee will submit complete progress reports and/or a final report to the Foundation at the times specified in Schedule A.
- In these reports the Grantee will clearly explain the Grantee's use of the Grant funds and the progress the Grantee has made toward achieving the outcomes of the specified grant as specified in Schedule A.
- All reports will be submitted according to the Foundation's requirements.
- The Foundation will review the progress the Grantee makes toward achieving the outcomes of the specified grant. Monitoring progress may involve on-site visits by Foundation representatives.
- The Foundation may also ask to consult with the Grantee's personnel regarding the Grantee's expenditures, records, progress, and achievements relating to the Grant. The Grantee will co-operate with any such inquiry by the Foundation and will make the Grantee's reports, records (as described in Section 7 below), and the Grantee's personnel available for the purpose of the inquiry.
- If the Foundation does not receive progress reports in a timely manner or the Foundation receives progress reports which are not in compliance with this Grant Contract, the Foundation may withhold payments until the late reports or reports considered by the Foundation to be satisfactory, as the case may be, are received, and may require that reports be provided to the Foundation with increased frequency and in accordance with

such further requirements as the Foundation may specify. The Foundation may terminate the Grant if any progress report is not received within sixty (60) days of the date on which it was due.

- If the Foundation does not receive final reports in a timely manner, this may be taken into consideration in assessing a future Grant application.

Additional Reporting

- In addition to the regular scheduled reports, the Foundation may ask the Grantee to submit additional interim reports, verbally or in writing, which the Grantee will provide on a timely basis.
- The Grantee acknowledges and agrees that OTF has the unrestricted right to use all information provided by the Grantee, including sharing best practices and lessons learned to promote knowledge mobilization in the community and the Foundation; building evidence-based policy and program design in the public benefit sector; and sharing information with the public. As an agency of the Government of Ontario, the Foundation may use and disclose all information provided to it in carrying out its mandate, consistent with access to information and privacy legislation and the government's Open Government commitment.
- In addition, for applicable Grantees with a Grow grant, the Grantee will make every reasonable effort to measure and report on grant outcomes using appropriate OTF outcome evaluation tools that will provide OTF with data on its collective achievement in meeting stated Priority Outcomes.

7. Records

- The Grantee will keep all reports (including supporting documentation) submitted to the Foundation as outlined in the previous Section 6, Reporting and Grant Monitoring.
- The Grantee will maintain accounting records that clearly show the receipt of Grant funds and how the money has been spent. All related records and supporting documentation will be available for inquiries, evaluations or audits by the Foundation for the purposes of this Grant Contract. Such records and supporting documents shall include but are not limited to a general ledger listing of detailed Grant expenses for all products, services, and salaries; corresponding invoices and proof of payment documents; bank statements, employment contracts, payroll registers, employee paycheques, Canada Revenue Agency records, and certificates of completion.
- The Grantee will keep records substantiating the fulfillment of outcomes of the specified grant, conditions, and requirements, if any, and make them available to the Foundation on request.
- The Grantee will keep records relating to operations, employees, volunteer and program participants, including but not limited to registration forms of members, volunteers, and participants, and make them available to the Foundation on request.
- The Grantee will retain all records of Grant receipts and expenditures (including supporting documentation) as outlined in detail in Sections 6 and 7 of this Grant Contract for at least six (6) years after the completion of the Grant.

8. Advocacy

- The Grantee represents and warrants that it has read and agrees to comply with the Foundation's "Eligibility Policy" published on the OTF website, including that Policy as it may be amended from time to time, and represents and warrants that it will not engage in political activity supporting or opposing any political party, elected representative, or candidate for public office, or engage in any activity meant to bring about change in law or government policy, including public policy dialogue and development.

9. Recognition of Funding

- The Grantee represents and warrants that it has read and agrees to comply with the Foundation's "Recognition Policy" published on the OTF Website, including that Policy

as it may be amended from time to time. The Grantee understands that its compliance with the Recognition Policy will be monitored.

- Photos taken at recognition events may be used by OTF on its website and/or in other publications.

10. Evaluation and Audit

- The Foundation or the Auditor General of Ontario may conduct or commission an evaluation or audit of this Grant. (The Foundation currently audits a minimum of 10% of its grants annually.) The Grantee will co-operate with any such evaluations or audits, including but not limited to making the Grantee's records as described in Sections 6 and 7 of this Grant Contract and the Grantee's personnel available to Foundation personnel or consultants, or those of the Auditor-General of Ontario, for the purpose of the evaluation or audit. If the project for which the Grant funds are to be spent is funded by parties in addition to the Foundation, the Grantee's duty of co-operation with any evaluation or audit of this Grant by the Foundation shall include making available to the Foundation the entirety of the Grantee's records with respect to the project where required by the Foundation for the purpose of its evaluation or audit of this Grant.

11. Applicable Laws

- By signing this Grant Contract, the Grantee represents, warrants, acknowledges, and confirms that the Grantee has complied and will comply with all applicable federal and provincial laws and regulations, municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Grant. This includes but is not limited to - where applicable - the Ontario Human Rights Code, the Ontario Employment Standards Act, and the Income Tax Act.
- The Grantee further represents and warrants that it has read and agrees to comply with the Foundation's "Anti-Discrimination Policy" published on the OTF Website, including that Policy as it may be amended from time to time.
- The Grant Contract will be interpreted in accordance with the laws of Canada, the Province of Ontario, any municipality in the Province of Ontario, and any court order.

12. Insurance

- The Grantee will purchase and maintain insurance, including but not limited to property insurance, casualty insurance, and general liability insurance, which is adequate for the purposes of the Grantee's operations. Adequate insurance coverage must be maintained for the duration of the Grant.

13. Indemnity

- The Grantee agrees to indemnify and save the Foundation, its officers, directors, employees, and agents harmless from and against any and all costs, claims, demands, expenses, actions, causes of action, and for any and all liability for damages to property and injury to persons (including death) howsoever caused, including any claim for negligence of the Foundation, arising out of or in any way related to the Grant, the Grantee, or the payment or non-payment of Grant funds to the Grantee. The Foundation holds this indemnity in trust for parties who are not parties to this Grant Contract. The Grantee will purchase and maintain insurance that names Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees as Indemnified Parties.

14. Termination

- If the Grantee violates any of the provisions of this Grant Contract including the attached Schedules, the Foundation has the right to terminate the Grant.
- If the Grant is terminated, the Foundation will withhold any further payments of Grant funds.
- If the Grant is terminated, the Grantee must repay any unspent portion of the Grant funds to the Foundation. The Grantee will also repay to the Foundation Grant funds that the Grantee has spent if, in the Foundation's sole opinion, such Grant funds have not been spent in accordance with this Grant Contract.
- Any decision by the Foundation to terminate this Grant will be final and legally binding.

15. Acquisition of Goods and Services; Distribution of Assets

- If the Grantee acquires supplies, equipment or services (including the hiring of staff) with Grant funds, it shall do so through a process that promotes the best value for money and is free from an actual or potential conflict of interest.
- A conflict of interest includes any circumstances in which the Grantee or any person who has the capacity to influence the Grantee's decisions has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Grantee's objective, unbiased and impartial judgment. The Grantee will disclose to the Foundation, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest, and comply with any terms or conditions that the Foundation may prescribe as a result of the disclosure.
- The Grantee will not, without the Foundation's prior written consent, sell, lease or otherwise dispose of any asset purchased or created with the Grant funds or for which Grant funds were provided.
- If within five years of receiving the Grant funds the Grantee dissolves or no longer needs assets, whether real or personal property, purchased with the Grant funds, the Grantee will at the request of the Foundation transfer any such assets with a value of \$5,000 or more, for no consideration and clear of such encumbrances as the Foundation may in its discretion specify, to a not-for-profit organization that meets the Foundation's eligibility requirements as set out in the Foundation's "Eligibility Policy" or, in the discretion of the Foundation, to the Foundation. The Grantee will co-operate with due diligence inquiries by the Foundation or other qualified transferee prior to the transfer and will make all relevant documentation of the Grantee available for the purpose of such inquiries prior to the transfer.

16. Entire Agreement

- This Grant Contract, including these Terms and Conditions, all Schedules to this Grant Contract, the Declaration, the Signature Page(s), the Foundation Policies referred to in this Grant Contract, all additional Foundation Policies posted on the Foundation's website at <https://otf.ca/who-we-are/our-policies>, including as they be amended from time to time, and any amending agreement entered into as provided for below, constitute the entire agreement between the Foundation and the Grantee and supersedes all prior oral or written representations and agreements.

17. Modification and Waiver

- This Grant Contract may only be modified by an amendment in writing duly executed by authorized personnel of the Foundation and the Grantee. If the Grantee fails to comply with any term of this Grant Contract, the Grantee may only rely on a waiver of the Foundation if the Foundation has provided a written waiver to the Grantee. Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply.

18. Acknowledgement

- The Grantee acknowledges that it has read and understands the provisions contained in the entire Grant Contract, including these Terms and Conditions, all Schedules to this Grant Contract, the Declaration, the Signature Page(s) and the OTF Policies referred to in this Grant Contract, and agrees to be bound by the terms and conditions contained in the entire Grant Contract.

19. Capital Grants (For Grants with a Capital Component Only)

- The Grantee represents and warrants that it has read and agrees to comply with the Foundation's "Capital Grants Policy" published on the OTF Website, including that Policy as it may be amended from time to time.
- Without limiting the application of Section 12 above to the capital project, the Grantee will purchase and maintain insurance including but not limited to property insurance, casualty insurance, and general liability insurance which is adequate for the purposes of the capital project of the Grantee, including operations at the project site and any equipment

used as part of the project. Adequate insurance coverage must be maintained for the duration of the Grant.

- Without limiting the application of Section 13 above to the capital project, the Foundation is not responsible or liable for the quality of design, construction, maintenance or operation of the capital project. The Foundation is not responsible or liable for any loss or damages arising out of or relating to the design, construction, maintenance or operation of the capital project.
- The Grantee will ensure that all renovations, modifications, and additions meet or exceed all applicable by-laws, building codes and project specifications, and will obtain and keep all relevant certificates of completion.

20. No Partnership or Joint Venture

- It is expressly acknowledged and agreed that this Grant Contract, the Grant or the conduct of the Foundation and the Grantee relating to the Grant shall not create any form of partnership or joint venture between the Foundation and the Grantee.

21. Non-Assignability

- This Grant Contract shall not be assigned by the Grantee without the written consent of the Foundation.

22. Reliance by Foundation

- The Grantee acknowledges that in providing the Grant to the Grantee, the Foundation has relied on the representations and warranties contained herein and all information provided to the Foundation in the Grantee's application to the Foundation for Grant funds and all other information provided in writing to the Foundation by the Grantee. The Grantee further represents, warrants and agrees that such information is correct, will continue to be correct, and contains no material misrepresentations. The Grantee agrees to immediately notify the Foundation if any such information ceases to be correct.

23. Severability of Provisions

- The invalidity or unenforceability of any provision of this Grant Contract will not affect the validity or enforceability of any other provision of the Grant Contract. Any invalid or unenforceable provision will be deemed to be severed.

Declaration of Understanding

**I declare that I have read and understand the Grant Contract between
the Ontario Trillium Foundation (OTF)
and my organization (Corporation of the Township of The Archipelago)**

This includes OTF Policies, published at www.otf.ca.


In addition to the Grant Contract, I further declare that:

I, or the appropriate person in my organization for this Grant, have completed OTF's grantee orientation and understand the role and responsibilities of an OTF grantee.
I understand that I must provide OTF with the details for a bank account in the name of my organization at a Canadian financial institution, and have added this information to our grant portal.
I understand that if my grant includes capital renovations to land or property, that my organization must hold proof of ownership or a minimum five-year lease agreement.
I understand that OTF sets parameters to support the effective use of grant funds while ensuring accountability and the appropriate use of public funds and that Grant funds can only be reallocated in accordance with the terms of the Reallocation of Grant Funds Policy.
I have reviewed and understand the OTF reporting requirements for this program, including timing and tools for reporting to OTF.
I understand what information needs to be tracked and how to complete the reports.

IN WITNESS WHEREOF, the Grant Contract has been signed on behalf of the parties as of the dates indicated below. I have the authority to legally bind the organization in this Grant Contract.

Ontario Trillium Foundation

Per:



Beth Puddicombe

Vice-President, Community Investments

2022-08-31

Corporation of the Township of The Archipelago

Per:

X

Name : Erin Robinson

SCHEDULE A

BUDGET RESILIENT COMMUNITIES FUND OUTCOMES

PAYMENT AND REPORT SCHEDULES

Grantee: Corporation of the Township of The Archipelago
Application ID: RF120792 **Approved Amount:** \$59,300.00
Grant Start Date: 2022-08-31 **Grant Term:** 12 Months
Assigned Staff: Melissa Pomeroy

The Grant to your organization is based on information provided in your application.

BUDGET

Eligible project costs and grant spending may only start once OTF has received back the signed Grant Contract. Incurred costs and spending must be in accordance with the approved project start date and itemized costs and amounts in each of the categories below, as submitted with your application. Moving spending between categories must receive prior written consent from OTF.

Direct Personnel Costs

OTF Budget Request	Requested Amount	Notes
Direct Personnel Cost	\$3,300.00	Cover the time to set up equip, and supplies
Total Direct Personnel Costs	\$3,300.00	

Direct Non-Personnel Costs

Purchased Service	\$600.00	Peloton annual subscription of \$47.00 per month/per person for virtual online classes offered through the Community Centre
Workshops, Meetings, Convening	\$1,500.00	3 people @ 10 hours (48.00 per hour) Supplies and materials related to Covid-19 safety and related to adding/expanding the program(Quotation), plus \$350 shipping of Materials (Flooring and Partitions)
Supplies And Materials	\$15,700.00	Pick up truck rate + labour rate to pick up purchased equipment & supplies in Barrie ON. Travel from Parry Sound to Barrie
Travel	\$1,000.00	Feedback Survey (analysis of results) by internal staff
Evaluation	\$800.00	

Equipment	\$32,500.00	As seen in quotation
Total Direct Non-Personnel Costs	\$52,100.00	

Overhead And Administration

Overhead And Administration	\$3,900.00	Overhead to start up new program
Total Overhead And Administration	\$3,900.00	

Total OTF Budget Request

Total OTF Budget Request	\$59,300.00
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RESILIENT COMMUNITIES FUND OUTCOMES

Your grant has been approved for the following purpose: Our municipality, with a \$59,300 Resilient Communities Fund grant over 12 months, will recover and build its resiliency from impacts of COVID-19 by creating a new fitness room with equipment, infrastructure and technology to support safe in-person and virtual physical activity for community members.

You identified the following Resilient Communities Fund outcome(s):

Adapt or add-new program and service delivery to meet the changing needs of the community because of COVID-19. (e.g., Research and development, identify new health and safety processes and required personal protective equipment, technology supports, staffing and volunteer recruitment and training, community consultation to understand emerging needs related to COVID recovery, resource, knowledge and data sharing, feasibility studies); Expand previously adapted programs and services to meet the changing needs of the community because of COVID-19. (e.g., Continue program/service previously adapted to meet needs arising from COVID-19, scale access to program/service previously adapted to meet needs arising from COVID-19, continue programs meeting a community need arising from COVID-19, improve quality of programs already being delivered); Meet public health guidelines, safely deliver programs and services and/or prepare for future disruptions through the purchase of necessary equipment and/or technological infrastructure. (e.g., Identify fundraising and financial technology resource, equipment to meet changing technology, or convert to cloud-based data systems to enable business continuity in future work disruptions, procure technology to effectively transition between office and home working conditions, planning and/or procurement needed to meet relevant public health standard)

Payment and Report Schedule

Scheduled Event	Payment Amount	Date
Payment	\$41,500.00	2022-09-01
Grantee Engagement		2023-01-30
Payment	\$11,900.00	2023-02-27
Final Report		2023-09-30
Payment	\$5,900.00	2023-10-20

LEASE
BETWEEN
THE CORPORATION OF
THE TOWNSHIP OF THE ARCHIPELAGO

AND

DANIEL OLIVER BUTTINEAU (STATION HILL MARINA LTD.)

THIS LEASE dated as of this 15th day of July, 2022.

BETWEEN:

**THE CORPORATION OF
THE TOWNSHIP OF THE ARCHIPELAGO**
(the "Landlord")

- AND -

DANIEL OLIVER BUTTINEAU (STATION HILL MARINA LTD.)
(the "Tenant")

WITNESS that the Landlord leases the Premises to the Tenant and the Tenant accepts that lease, for the Term, on the following terms and conditions to which the Landlord and Tenant agree:

**ARTICLE I
INTERPRETATION**

1.01 Performance

In exercising its rights and carrying out its obligations, each of the Landlord and Tenant shall act reasonably, prudently, promptly, and fairly.

1.02 Rights and Obligations

All the Landlord's and Tenant's rights and obligations in this Lease will apply throughout the Term, and longer if the Lease so states.

1.03 Consents

If either the Tenant or the Landlord needs the other's consent, it will obtain that consent in writing before proceeding. Neither party will unreasonably withhold or delay its consent.

1.04 Dispute

The Landlord is obliged to refer any dispute or question to either CAO or Manager of Operations to submit their findings to Council. Council's decision shall be conclusive and binding on the Tenant.

1.05 Intent of Lease

Except if expressly stated to be for the Landlord's account, or included in the Basic Rent, the Tenant will pay all costs with respect to the Premises, their use, occupancy, including the Cost of Additional Services and the costs of carrying out its obligations under this Lease.

1.06 Entire Agreement

No verbal, written, express, or implied representations, warranties, guarantees, covenants or agreements of either the Landlord or the Tenant will survive the signing of this Lease except if they are set out in this Lease. This Lease constitutes the entire agreement between the Landlord and the Tenant. This Lease may only be modified by an express written agreement, made after the Lease has been executed, which both the Landlord and the Tenant have signed.

1.07 Definitions

In this Lease:

- (a) **"Basic Rent"** means the annual rent the Tenant is to pay under Section 3.02.
- (b) **"Commencement Date"** means the 15th day of July, 2022.
- (c) **"Cost of Additional Services"** means the Landlord's costs of providing additional services. See Section 3.03.
- (d) **"Day"** or **"Days"** means a calendar day or calendar days.
- (e) **"End of the Term"** means the 14th day of July, 2027 or the date of earlier termination of the Term.
- (f) **"Event of Delay"** means an event or cause beyond the reasonable control of the Landlord or the Tenant, as the case may be, including acts of God, labour or industrial disturbances, civil disturbances, wars, interruptions by Government Body or court orders, transportation disruptions, or shortages of materials.
- (g) **"Government Body"** means any municipal, provincial, federal, school, or other statutory authority, or department or agency thereof.
- (h) **"Insured Damage"** means damage by fire or other peril to the vehicles located on the Premises which the Tenant is responsible for under its insurance policies.
- (i) **"Land"** means the lands of which are identified in the attached schedule.
- (j) **"Lease"** means this document and the attached schedules.
- (k) **"Leasehold Improvements"** mean all improvements, alterations, by the Tenant on or at the Premises at any time prior to or during the Term.
- (l) **"Premises"** means the lands comprising an area identified in the attached schedule.
- (m) **"Rent"** means Basic Rent and Additional Rent.
- (n) **"Term"** means the term of five (5) years starting on the Commencement Date and ending on the 14th day of July, 2027 (unless earlier terminated), and any extension of the Term and any period of permitted overholding.

1.08 Currency

All references to money are to lawful currency of Canada.

1.09 Severability

If any provision of this Lease is unenforceable, it will be severed.

1.10 All Provisions are Covenants

All of the provisions of this Lease are to be construed as covenants and agreements as though the words importing such covenants were used in each separate paragraph hereof.

1.11 Governing Law

This Lease will be governed by the laws of the jurisdiction where the Land is located.

ARTICLE II RENT

3.01 Paying Rent

The Tenant will pay Rent duly and punctually to the Landlord at 9 James Street, Parry Sound, Ontario, P2A 1T4, or to such other person or place of which the Landlord gives notice to the Tenant. The Tenant will pay Rent without deduction, abatement, or set-off. The Tenant's obligation to pay Rent due during the Term will survive the End of the Term.

3.02 Basic Rent

The Tenant will pay Basic Rent of One Hundred and Twenty-Five Dollars (\$125.00) per year (the "Basic Rent") without deduction, compensation or abatement, on the first day of each and every year of the Term with a 3% increase to follow each year of the lease. The first of such payments is to be made on the 15th of July, 2022.

3.03 Tenant's Taxes and Other Charges

In addition to Basic Rent, the Tenant will pay, as and when due, to the appropriate Government Body or public or private utility, or at the option of the Landlord, to the Landlord directly all licence fees, taxes, rates, duties, levies, assessments, or other charges imposed, assessed, or levied by any Government Body or public or private utility from time to time, whether imposed on the Landlord or the Tenant, including without limitation GST on Rent, and including all fees, taxes, rates, duties, levies, assessments and other charges in respect of:

- (i) the personal property, fixtures, business, income, occupancy, use, or sales of the Tenant or other occupant of the Premises;
- (ii) Leasehold Improvements, fixtures, or machinery installed in or at the Premises by or for the Tenant; and
- (iii) utilities and services used in or supplied to the Premises, if any, to the extent that such costs are not included in Basic Rent.

3.04 Interest on Arrears

When any Rent, or any interest accrued thereon, is in arrears, it will bear interest at two percent (2%) per month, calculated and payable monthly (which is equivalent to interest at the rate of twenty six point eighty two percent (26.82%) per annum, calculated and payable annually) from the date such Rent became due to and including the date of payment. The Landlord will have all remedies for its collection as it has for recovering Basic Rent in arrears.

3.05 Irregular Periods

If the Term begins or ends other than on the first or last day of a month, or if the first or last fiscal period or tax period is less than twelve (12) months, Rent for any broken month or broken period will be prorated at a rate per day equal to 1/365th of the annual amount.

ARTICLE III THE PREMISES

4.01 Examination of Premises

The Tenant accepts the Premises "as is" as of the Commencement Date.

4.02 Possession and Use of Premises

The Tenant will: (i) take possession of the Premises on the Commencement Date; (ii) not allow anyone except for its employees, customers, or other persons lawfully having business with the Tenant, or members of the community lawfully using the Premises in accordance with subsection (4.03) below, to use or occupy the Premises; (iii) use the Premises only as a parking area for clientele of Daniel Oliver Buttineau (Station Hill Marina) unless the Landlord consents to another use; (iv) not do anything in the Premises which is noxious,

dangerous, or offensive or which would be a nuisance or disturb neighbouring land owners and users; (v) not cause any waste or damage to the Premises; (vi) not let the Premises become untidy or unsightly, and at the end of each business day leave them in a clean and tidy condition; (vii) not store any dangerous or inflammable substances in or at the Premises; (viii) and no winter parking from November to April on the Premises.

4.03 Complying with Laws

The Tenant will comply with all lawful requirements of Government Bodies and insurance companies who hold policies which affect the Land, with respect to its operation and use of the Premises.

4.04 Quiet Enjoyment

If the Tenant duly and punctually pays the Rent and complies with its obligations, the Tenant will be entitled to peaceably possess and enjoy the Premises during the Term.

4.05 Regulations

The Tenant will comply with any regulations which the Landlord makes in connection with the use, occupancy, repair, maintenance, or operation of the Land or Premises of which notice in writing shall be given to the Tenant and such regulations will form part of this Lease.

4.06 Tenant's Signs

The Tenant will not place or affix any signs, symbols, or lettering at the Premises without Landlord's prior consent and all applicable municipal and other governmental approvals.

ARTICLE IV ADDITIONAL SERVICES

5.01 Additional Services

The Landlord will have the exclusive right, by way of Additional Services, to supervise the Tenant's repairs or alterations to the Premises. If the Landlord provides Additional Services, by right or by agreement with the Tenant, the Tenant will pay the Cost of Additional Services to the Landlord.

ARTICLE V DISPOSITIONS

6.01 Assigning and Subletting

The Tenant will not assign this Lease or sub-let or part with possession of the whole or any part of the Premises (a "Transfer") for the whole or part of the Term without a bona fide written offer and without the Landlord's consent which consent may be unreasonably withheld. The Tenant will not advertise the Premises for assignment or sub-letting.

6.02 Landlord's Conveyance

If the Landlord sells the Land, it will have no further obligation to the Tenant except for then existing defaults by the Landlord.

6.03 Mortgaging

The Tenant will not mortgage or charge its leasehold interest in the Premises, without the Landlord's consent.

ARTICLE VI REPAIRS, RENOVATIONS, DAMAGE AND EXPROPRIATION

7.01 Landlord's Repairs

The Landlord is not required to make any repairs in respect of the Premises.

7.02 Tenant's Repairs and Maintenance

The Tenant will keep the Premises, its Leasehold Improvements, and all equipment thereon in a good and safe and reasonable state of repair and maintenance, and to at least the degree required by law and the state in which they were as of the Commencement Date, Insured Damage only excepted. Section 7.07 will apply to Tenant repairs. The Tenant will repair according to notice from the Landlord. The Tenant will keep the Premises in a clean condition.

7.03 Inspection and Access

The Landlord, by its representatives, may enter the Premises at all times and for all purposes, have full and free access to the any and every part of the Premises. The Tenant will not be entitled to compensation for any inconvenience, nuisance, or discomfort caused by the Landlord's work in the Premises.

7.04 Tenant Renovations

The Tenant will not construct, install, or alter anything in the Premises without the Landlord's consent, which may be unreasonably withheld.

7.05 Landlord Renovations

The Landlord may alter the Land from time to time so long as the physical dimensions of the Premises are not materially altered as a result. The Tenant waives and renounces all claims which may result from any such alteration.

7.06 Payment for Work

The Tenant will pay all accounts for its renovations and repairs as and when due, except as set out in Section 7.07.

7.07 Liens

The Tenant will discharge any builder's or other lien filed against the Tenant's leasehold interest or against the Land, by reason of work, labour, services, or materials provided or alleged to have been provided to the Tenant, as soon as it comes to the Tenant's notice. If the Tenant fails to do so, the Landlord may do so and charge the Tenant its costs of so doing as a Cost Additional Services.

ARTICLE VII SURRENDERING PREMISES AND REMOVING FIXTURES

8.01 Surrender

At the End of the Term, the Tenant will surrender possession of the Premises and the Tenant's Leasehold Improvements to the Landlord, without compensation, in the condition in which the Tenant was obliged to keep them during the Term. The Tenant's Leasehold Improvements will remain the Landlord's property, except for those the Tenant is obliged to remove under Section 8.02. At the End of the Term, if requested, the Tenant will give the Landlord a surrender of this Lease, which will be in form acceptable for registration, if applicable.

8.02 Removal of Fixtures

During the Term, the Tenant will not remove from the Premises any Leasehold Improvements, except those as are being replaced with same of equal or better quality, or those required by the Landlord to be removed. In case of any removal of any items, property or fixtures, the Tenant will repair any damage to the Premises caused by the removal of the items. If the Tenant does not remove any items required to be removed, the Landlord keep same or may remove same and the Tenant will pay the Landlord's removal, disposal, sale and storage charges.

8.03 Survival

The Tenant's obligations in this Article VIII will survive the End of the Term.

ARTICLE VIII INSURANCE AND INDEMNITY

9.01 Tenant's Insurance

- (a) The Tenant shall throughout the Term, at its own cost and expense, take out and keep in full force and effect and in the names of the Tenant and the Landlord the following insurance;
 - (i) All-risks (including flood and earthquake) insurance upon property of every description and kind owned by the Tenant or for which the Tenant is legally liable (including, without limitation, signs) and which is located on the Premises in an amount of not less than the full replacement cost thereof;
 - (ii) business interruption insurance;
 - (iii) public liability and property damage insurance including personal injury liability, bodily injury liability, tenant legal liability, contractual liability and owners' protective insurance coverage with respect to the Premises and the Tenant's use of the area. Such policies shall be written on a comprehensive basis within inclusive limits of not less than Five Million Dollars (\$5,000,000) or such higher limits as the Landlord may reasonably require from time to time; and
 - (iv) any other form of insurance as the Tenant or the Landlord may reasonably require from time to time in form, in amounts and for insurance risks against which a prudent tenant would insure.
- (b) All policies required to be written on behalf of the Tenant pursuant to this Section 9.01 shall contain a waiver of any subrogation rights which the Tenant's insurers may have against the Landlord and against those for whom the Landlord is in law responsible. The Tenant agrees that certificates of insurance will be delivered to the Landlord as soon as practicable after the placing of the required insurance. All policies shall contain an undertaking by the insurers to notify the Landlord in writing not less than thirty (30) days prior to any material change, cancellation or termination thereof.
- (c) The Tenant agrees that if the Tenant fails to take out or keep in force any such insurance referred to in this Section 9.01, and should the Tenant not rectify the situation immediately after written notice by the Landlord to the Tenant, the Landlord has the right without assuming any obligation in connection therewith to effect such insurance at the sole cost of the Tenant and all outlays by the Landlord shall be immediately paid by the Tenant to the Landlord as Additional Rent without prejudice to any other rights and remedies of the Landlord under this Lease.
- (d) If notice of cancellation shall be given respecting any insurance policy or if any insurance policy upon the Premises or the Lands or any part thereof shall be cancelled or refused to be renewed by an insurer by reason of the use or occupation of the Premises or any part thereof or the acts or omissions of the Tenant, the Tenant shall forthwith remedy or rectify such use or occupation upon request to do so in writing by the Landlord, and if the Tenant shall fail to do so within twenty-four (24) hours of such written request, the Landlord shall have the right to enter onto the Premises and rectify the situation, without liability to the Tenant for any loss or damage occasioned by such entry and rectification, or shall be entitled to hold the Tenant liable for any damage or loss resulting from such cancellation or refusal, or the Landlord may at its option determine this Lease forthwith by leaving upon the Premises notice in writing of its intention to do so.

9.02 Release and Indemnity

The Landlord shall not be liable for any death or injury arising from or out of any occurrence in, upon, at or relating to the Land, or damage to property of the Tenant or of others

located on the Land, nor shall it be responsible for any loss of or damage to any property of the Tenant or others from any cause whatsoever, whether or not any such death, injury, loss or damage results from the negligence of the Landlord, its agents, servants or employees or other persons for whom the Landlord is in law responsible. The Landlord shall not be liable for any such damage caused by other tenants or persons in the Land or by occupants of adjacent property thereto, or the public, or caused by construction or by any private, public or quasi-public work. The Tenant will also indemnify the Landlord and save it harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury and/or damage to property arising from or out of any occurrence in, upon or at the Land, the occupancy or use by the Tenant of the Premises or any part thereof, or occasioned wholly or in part by any act or omission of the Tenant, its agents, contractors, employees, servants, licensees, or concessionaires or invitees. In case the Landlord shall, without fault on its part, be made a party to any litigation commenced by or against the Tenant, then the Tenant shall protect and hold the Landlord harmless and shall pay all costs, expenses and solicitors' and counsel fees on a solicitor and client basis incurred or paid by the Landlord in connection with such litigation.

ARTICLE IX DEFAULT

10.01 Default

If and whenever: (i) the Tenant fails to pay Rent within five (5) days after it is due, although no formal demand shall have been made; or (ii) the Tenant defaults in observing or performing any of its other obligations and fails to cure that default within ten (10) days after the Landlord gives the Tenant notice specifying the nature of the default, or (iii) the Tenant becomes bankrupt or insolvent or takes steps, or allows an order to be made, to end its corporate existence, then, in any such case, the current year's Rent shall immediately become due and be paid by the Tenant, and the Landlord thereafter may enter into the Premises or any part thereof in the name of the whole to repossess the Premises and enjoy as of its former estate, despite anything in this Lease to the contrary.

10.02 Cumulative Remedies

The Landlord may use any or all of the rights and remedies available to it under this Lease or at law or at equity if the Tenant defaults in observing or performing its obligations or if the Landlord is entitled to terminate this Lease. Those remedies will be cumulative and not alternative.

10.03 Waiver and Condoning

Only written waivers of Tenant's defaults will bind the Landlord. No condoning, excusing, or overlooking by the Landlord of any default by the Tenant will operate as a waiver of the Landlord's rights or remedies on any subsequent or antecedent default.

ARTICLE X GENERAL PROVISIONS

11.01 Events of Delay

If either the Landlord or the Tenant is unable to provide any service, utility, work or repair by reason of an Event of Delay, the time for performing the obligation will be extended by that period of time which is equal to the length of the delay, and the Landlord or the Tenant, as the case may be, will use all reasonable efforts to overcome any such Event of Delay. Neither the Landlord nor the Tenant will be entitled to compensation for any inconvenience, nuisance, or discomfort caused by such an Event of Delay, or to cancel this Lease.

11.02 Overholding

This Lease will terminate at the End of the Term without notice or demand. If the Tenant stays in the Premises after the End of the Term without a further written agreement with the Landlord, such holding over will not constitute a renewal or extension of this Lease, but the Tenant shall become a monthly tenant.

11.03 Subordination

This Lease and the Tenant's rights will be subordinated and postponed to all mortgages and other financial charges which now or hereafter charge the Land or the Premises, and to all renewals, modifications, consolidations, replacements, or extensions of same, notwithstanding the respective dates of execution or registration. The Tenant, at the Landlord's cost, will execute any instrument confirming such subordination and postponement and any instrument confirming that the Tenant will attorn as Tenant to the holder of any such mortgage or other financial charge on the same terms as are set out in the Lease, which the Landlord or the Landlord's lender may request, provided that the lender who receives any such instrument agrees to recognize this Lease and the Tenant's right to possession of the premises under the terms of the Lease.

11.04 Certificates

Either the Landlord or the Tenant, at the other's request and cost, will deliver to the other or to any other person a certificate setting out: (i) whether the Lease is in full force and effect; (ii) whether it has been modified or assigned; (iii) confirming the Rent and the state of accounts between the Landlord and the Tenant; (iv) to the best of its knowledge, the existence of any defaults; and (v) any other reasonable information which is requested.

11.05 Notices

Any notice, request, or demand required or permitted to be given must be in writing and will be sufficiently given if delivered, or mailed by prepaid registered post as follows:

- (a) to the Landlord:

9 James Street
Parry Sound, Ontario
P2A 1T4

- (b) to the Tenant:

19 Railroad Lane
Pointe Au Baril, Ontario
P0G 1K0

Any notice, request, or demand will be presumed, if mailed, to have been received two (2) business days after the day on which it is mailed and, if delivered, upon receipt, except that if, between the time of mailing and actual receipt, there is an actual or reasonably anticipated mail strike, slowdown, or labour dispute which might affect delivery, the notice will be effective only if actually delivered. Either the Landlord or Tenant will give notice to the other changing its address for service. If more than one person, corporation or other entity is Tenant, notice to any one shall constitute notice to all. No notices shall be sent electronically.

11.06 Time of Essence

Time will be of the essence in this Lease.

11.07 Registration

If the Tenant wishes to register the lease document, only a "Notice of Lease" or a short form of lease may be registered. Either form will be at Tenant's expense and subject to the Landlord's approval.

11.08 Landlord's Right to Terminate

Without prejudice to any of its rights of termination hereunder (including without limitation the right to terminate following the default of the Tenant, which right is not subject to the following notice period), the Landlord shall have the right (but not the obligation) to terminate this Lease upon giving written notice (the "Landlord's Termination Notice") of such termination to the Tenant at any time after the Commencement Date. The Landlord's

Termination Notice shall be given to the Tenant and shall specify the termination date of this Lease (the “Landlord's Termination Date”), which shall be the date that is sixty (60) days after delivery of the Landlord's Termination Notice. In the event the Landlord gives the Landlord's Termination Notice, the following shall apply:

- (i) this Lease shall terminate on the Landlord's Termination Date and the Tenant shall deliver vacant possession of the Premises to the Landlord on or before the Landlord's Termination Date in accordance with all applicable provisions in this Lease and without payment or compensation of any kind from the Landlord; and
- (ii) the Tenant shall be responsible for the payment of all Rent and charges to and including the Landlord's Termination Date including without limitation all Rent and other charges in respect of any period prior to the Landlord's Termination Date which are subsequently billed or adjusted after the Landlord's Termination Date.

11.09 Binding Effect

This Lease will inure to the benefit of and be binding upon the Landlord, the Tenant, and any Covenantor and each of their respective heirs, executors, administrators, successors, and permitted assigns. The schedules and riders, if any, attached to this Lease form a part hereof.

IN WITNESS WHEREOF the Landlord and Tenant have executed this Lease as of the day and year first above written.

SIGNED, SEALED AND
DELIVERED IN THE
PRESENCE OF:

) LANDLORD:
) THE CORPORATION OF
) THE TOWNSHIP OF THE ARCHIPELAGO
)
)
)
) Per: _____
) Name: _____
) Title: _____
) I/We have authority to bind the Township
)
)
) Per: _____
) Name: _____
) Title: _____
) I/We have authority to bind the Township
)
)
) TENANT:
) DANIEL OLIVER BUTTINEAU
) STATION HILL MARINE LTD.
)
)
) Per: _____
) Name: _____
) Title: _____
) I/We have authority to bind the corporation