



**AGENDA**  
**Committee of the Whole**

**Thursday, July 17, 2025, 9:30 a.m.**  
**Pointe au Baril Community Centre**  
**70 S Shore Rd, Pointe au Baril, ON P0G 1K0**

---

	<b>Pages</b>
<b>1. ANNOUNCEMENT OF PUBLIC MEETINGS</b>	
No public meetings have been scheduled.	
<b>2. DISCLOSURE OF PECUNIARY INTEREST</b>	
<b>3. FINANCE AND ADMINISTRATION</b>	
3.1 9:15 a.m. Deputation. Tonia Blenkarn, Pointe au Baril Raise the Roof Steering Committee	3
3.2 Financial Services Update – July 2025	4
3.3 2024 Year End Investment Report	7
3.4 Emergency Management and Civil Protection Act (EMCPA) Compliance	12
3.5 Adopt an Emergency Management Program and Plan	18
3.6 By-law Enforcement Services Semi-annual and Annual Reporting Structure	70
<b>4. PLANNING AND BUILDING</b>	
4.1 Building Permit Summary	75
4.2 Shore Road Allowance Application - Black	79
4.3 Zoning By-law Amendment No. Z02-25 (Frazer and Beech)	84
4.4 Zoning By-law Amendment No. Z03-25 (Ballentine and Regan)	112
<b>5. ENVIRONMENT</b>	
5.1 Increased Bear Activity in Ward 3 Link: <a href="#">Be Bear Wise</a>	
<b>6. PUBLIC WORKS</b>	

**7. CLOSED MEETING**

**NOW THEREFORE BE IT RESOLVED** that the Committee of the Whole 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.

**8. OPEN MEETING**

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

**9. ADJOURNMENT**





## Township of The Archipelago REQUEST FOR DEPUTATION

In accordance with the Procedural By-law, any person desiring to present information orally on matters of fact or to make a request of Council shall submit a request to the Clerk no later than 12:00 noon on the Wednesday of the week prior to the subject meeting. Each deputation as addressed shall be limited to not more than fifteen (15) minutes. Extensions to these limits will be at the discretion of the majority of Council. There will be no debate of the subject matter presented.

Subject: PaB Raise the Roof

Preferred Date: July 17, 2025

Alternate Date: July 18, 2025

Name: PaB Raise the Roof Steering Committee, Tonia Blenkarn, Co-Chair

Email Address: [REDACTED]

Phone: [REDACTED]

Street Address: [REDACTED]

City: Pointe au Baril, On

Postal Code: [REDACTED]

Will the deputation speakers be presenting virtually or in-person at the Township office?

☐ Virtually (i.e. Zoom)

☒ In-person at the Township office

Name of group or person(s) being represented (if applicable), including the person(s) who will be speaking and/or present at the meeting:

PaB Raise the Roof Steering Committee  
Tonia Blenkarn, Co-Chair

### Brief statement outlining the purpose of the open deputation:

The purpose involves a twofold request for Council support. First, similar to our previous request for Council support of Stage 1 of the PaB Raise the Roof initiative which received full Council support, the PaB Raise the Roof Steering Committee requests Council's support to move forward with a Northern Ontario Heritage Fund Corporation (NOHFC) grant application to determine the eligibility for funding for Stage 2 of this initiative - the construction of a roof structure over the existing community rink. The funding application has no commitment and is only an eligibility check. Similar to Stage 1, the community Committee will work with the Director of Operations and Facilities to have a Stage 2 application submitted.

Second, upon funder confirmation of project eligibility, we request Council support of a grant application to NOHFC for funding to construct a roof structure over the existing community rink. The total project cost is estimated at \$700,000 of which the grant will provide 75% of eligible project costs to a maximum contribution of \$500,000. We ask the Township to financially commit to the amount of \$200,000 and any overages that may occur. It is the full intention of the PaB Raise the Roof Steering Committee to fund raise the entire Township portion (and in fact, some funds have already been raised) and provide that amount to the Township so that there is no impact on the local tax rates. The Committee will again work with the Director of Operations and Facilities to have a Stage 2 application submitted.

As demonstrated in Stage 1 of this initiative, we look forward to another highly successful partnership between the PaB community and the Township and trust the Council will once again fully support this important and valuable community initiative and its benefit to the community and Township as a whole.

*Personal information on this form is collected under the legal authority of the Municipal Act, S.O. 2001, c.25, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act. Questions about this collection should be directed to the Clerk, Township of The Archipelago, 9 James St., Parry Sound, Ontario, P2A 1T4, Telephone 705-746-4243 Ext. 301.*

# **The Township of The Archipelago**

## **Information Report to Council**

**Report No.:** Finance 2025-07

**Date:** July 17, 2025

**Originator:** Erin Robinson, Director of Finance/CFO

**Subject:** Financial Services Update – July 2025

---

### **Tax Sale Properties**

Finance staff have been actively strengthening property tax collection efforts, initially identifying 28 properties for the tax sale process. Through formal letters and the implementation of payment plans, we have successfully reduced that number to just 7 properties. Currently, the process is on hold due to the potential Canada Post strike, as the Municipal Act requires tax sale notices to be sent by registered mail to remain in compliance. We will resume once reliable mail service is restored.

### **Reserve Policy Project**

The draft Reserve and Reserve Funds Policy has been completed in collaboration with our consultants, Watson & Associates. This important initiative establishes a comprehensive framework for how the Township will manage, fund, and report on its reserves and reserve funds going forward. A well-defined policy is critical to ensuring long-term financial sustainability, supporting responsible fiscal planning, and improving transparency and accountability in how public funds are allocated and used. It also helps align our reserve practices with industry best standards and enhances our ability to respond to future infrastructure, operational, and emergency funding needs. A presentation on the draft policy will be delivered at the Council meeting on July 18th. We encourage both Council and members of the public to review the document in advance, as it represents a significant step in strengthening the Township's financial governance.

### **Asset Management**

As outlined in section 6 of the Asset Management Planning for Municipal Infrastructure regulation (O.Reg. 588/17, or the "Regulation"), all municipalities are required to have an asset management plan that identifies proposed levels of service, activities required to meet proposed levels of service and a strategy to fund these activities by July 1, 2025 (phase 4). As per section 10 of the Regulation, these plans are to be made publicly available on an accessible website. The Township is in compliance with the regulation and the updated approved council Asset Management Plan can be found on our website at the following location: [2025 Asset Management Plan](#)

### **Time & Attendance Cloud Based Software**

The Township is moving forward with the implementation of Timetastic, a time and attendance cloud based software solution that will be used as an interim tool until the full ERP system is operational in Summer 2026. This platform is a free feature offered through Citation Canada, the provider we utilize for HR and Health & Safety services. Led jointly by HR and Finance, this project will streamline leave management processes by enabling real-time tracking of accruals, providing supervisors with a simple and efficient way to review and approve leave requests, and offering an automated calendar feature for improved visibility across departments. Timetastic will enhance accuracy, reduce manual tracking, and improve overall efficiency in managing employee time off.

### **Procurement Policy Update**

The Finance department is actively reviewing best practices in municipal procurement as part of a broader initiative to modernize and strengthen the Township's purchasing processes. This work includes research into legislative requirements under the Municipal Act, relevant trade agreements, and current practices from municipalities of similar size and scope. The goal is to develop a clear, transparent, and practical Procurement Policy that promotes fair and competitive purchasing while also supporting responsible use of public funds. A draft version of the policy is currently in development and will be brought forward to Council in the coming months for review and input. Once approved, the policy will be embedded into the workflow and approval structure of the new Enterprise Resource Planning (ERP) system, which is scheduled for implementation in 2026. This integration will ensure consistency across departments, improve accountability, and provide better oversight and reporting on procurement activities, helping to reduce risk and enhance operational efficiency across the organization.

### **Financial Enterprise Resource Planning (ERP) system**

Staff are currently working with the successful vendor, Endeavour Solutions, to plan the next steps in the implementation of the new Enterprise Resource Planning (ERP) system. A project timetable and kickoff meeting are scheduled for early September 2025. During this initial phase, detailed planning will take place to establish staffing resources, define roles, and set project timelines. This preparation is critical to ensuring a smooth and successful implementation, with the ERP system targeted to go live in Q3 2026. The new system will streamline operations, improve data accuracy, and enhance efficiency across all departments. Staff will continue to update Council on the project's progress as we dive into the next phase this fall.

### **Property Tax Bills**

The 2025 property tax bills have been calculated, reconciled, and were mailed to property owners in mid-June. Upcoming due dates for payments are scheduled in July and August. Included with the tax bill was a high-level insert that provided an overview of key items from the 2025 Council approved municipal budget. The insert also featured visual financial indicators to

help illustrate how property tax dollars are allocated across various municipal services, offering residents a clearer understanding of how their contributions support the community.

Respectfully Submitted,



---

Erin Robinson B.Comm., CPA  
Director of Finance & Administration

I concur with this report,



---

John MacKinnon P.Eng.  
Chief Administrative Officer



# Investment Annual Report

For the year ended December 31, 2024

Prepared by: Erin Robinson,  
Director of Finance/CFO

## Background

The Municipal Act is the governing legislation for the investment of municipal funds. Ontario Regulation 438/97, as amended, outlines the criteria for eligible investments. The Township's Investment Policy, approved by Council, conforms to this legislation and provides the governing parameters for managing the Township's investment portfolio. This report has been prepared in compliance with this regulation.

The primary objectives of the Investment Policy are as follows:

- adherence to statutory requirements
- preservation of capital
- maintaining liquidity
- earning a competitive rate of return

The reporting requirements in the Municipal Act and the Township's Investment Policy require that the Treasurer, or designate, submit an investment report to Council annually, including a management summary that provides an analysis of the status of the current investment portfolio and transactions completed over the last year.

## General Information

The investment program plays an essential role in ensuring the Townships' financial sustainability and is instrumental in the development of a future long range financial plan. Strong accountability and oversight matched with diversified expertise have allowed the program to provide considerable added value to the Township of The Archipelago.

Best practices suggest the most important determinant of investment returns and risks is asset mix. As a result, the Township establishes asset diversification within various asset classes and investment time horizons.

The Township invests in both short and long-term products to ensure adequate cash flow liquidity and as much as possible, long-term sustainable growth. The Township Investment Portfolio is therefore directly impacted by changes in both short and long-term interest rates. To counteract these yield and diversification limitations, the Township has continued to invest in pooled funds.

The Bank of Canada implements monetary policy through adjustments to the Target for the Overnight Rate, which affects deposit, loan, and other interest rates. In response to high inflation, the Bank of Canada increased its Policy Interest Rate three times in 2023 taking the target overnight rate from 4.25 per cent to 5.00 per cent by the end of 2023. The 5.00 per cent target overnight rate was maintained until June 2024, when it decreased to 4.75 per cent; the rate was reduced four more times taking the rate from 4.75 per cent to 3.25 per cent by the end of 2024. Longer term investments have continued to provide income and yield stabilization for the portfolio year-over-year, and we have been able to position ourselves more favourably for today and future years by taking advantage of the inflationary rate environment.

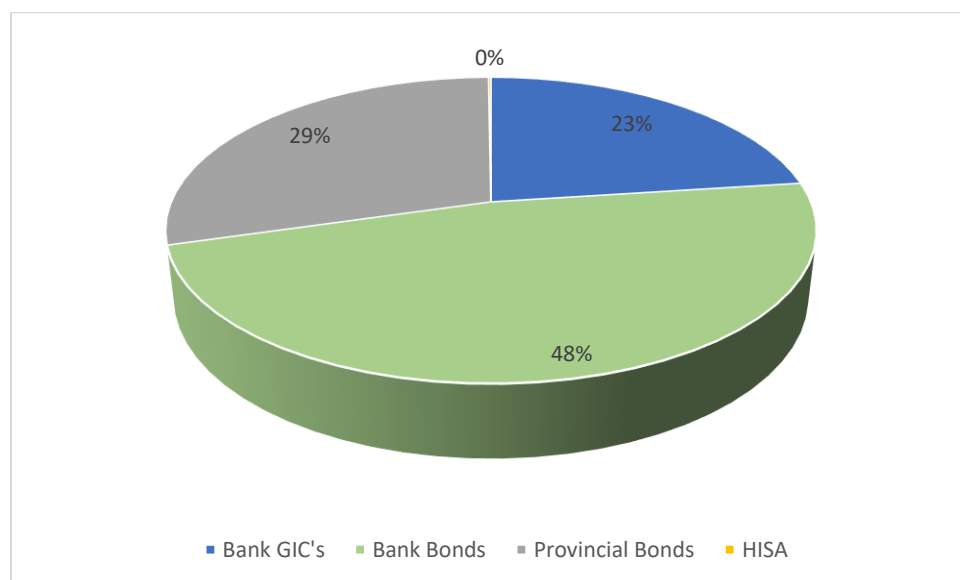
## 2024 Investment Performance

The Township's overall weighted average investment yields for 2024 was 5.7%, which is largely driven by the market interest rate conditions, as well as changes in bond prices. Much of this return occurred in the back half of the year as lower interest rates pushed our bond values higher.

Due to the favourable market interest rate conditions in the first half of 2024, the Township continued to actively reposition its investment portfolio by placing available funds in securities with longer terms in order to lock in at the higher interest rates before the interest rates started to decline. An additional \$3.2 million was added to the investment portfolio during 2024, excluding any reinvested interest. There were no cash withdrawals from the portfolio during the year. All matured investments, along with earned interest, were fully reinvested. The portfolio has locked in long-term yields of 5%+ over an average term of almost 3 years, which ensures the investments will continue to grow, even if forecasted interest rate cuts occur.

The Township's portfolio balances have been steadily increasing over the past few years. This is partially due to a deliberate effort to strengthen reserve balances for long-term sustainability as well as asset management planning.

The chart below outlines the investment holdings as of December 31, 2024:



The largest holdings are invested with Schedule 1 banks mostly in the form of GICs and bonds. This represents 71% of the total portfolio and is aligned with Township policy to minimize risk while generating a reasonable return. The second largest holding is in provincial bonds, to ensure the stability and diversification of risk within the portfolio. The HISA (high interest savings account) total 0% of funds invested at year end. The HISA offer slightly higher returns than the general bank account with similar liquidity, thus it is used on a shorter-term basis and prior to purchasing larger investment products.

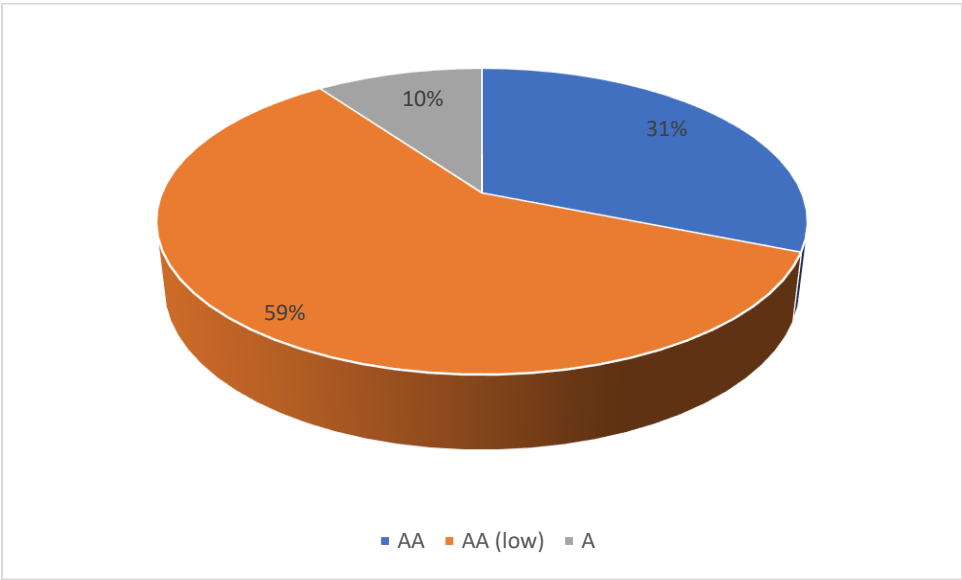
**DBRS Rating Scale**

DBRS (Dominion Bond Rating Service) Morningstar is a globally recognized credit quality rating agency. The database provides independent, third-party evaluations of corporate and government issues, worldwide and in a variety of market sectors.

The chart below explains the DBRS Rating System:



The chart below outlines the portfolio risk ratings as of December 31, 2024:



The portfolio is well diversified by issuer and has an excellent average credit rating of its holdings of AA (low) by Dominion Bond Rating Service.

**Financial Implications & Outlook for 2025**

Investment income reduces the amount otherwise required from property taxation and user fees to finance Township services, as well as increasing the value of reserve funds used to finance future



expenditures. Investment income returns are part of the operating budget surplus and contributed to a positive variance in 2024.

Investment market conditions were strong in the first half of 2024 then began to decline in the latter part of the year. The decreasing rate environment impacts investment decisions in three key ways:

1. Any cash on hand in the Township's bank account and High Interest Savings Account (HISA) accounts immediately receives a lower interest rate as these interest rates are closely tied to the Bank of Canada rate.
2. Re-investment of longer-term bonds that mature will be reinvested at the prevailing rates available which are now lower than earlier in 2024.
3. In the current interest rate environment, longer-term investments have higher yields than shorter-term investments.

Staff continue to closely monitor the investment portfolio, reinvest maturities in alignment with timing of planned expenditures, and diversify holdings where possible.

Higher than historical average interest rates also positively impacted overall investment returns through increased interest on cash and HISA and provided the opportunity to lock in medium and long-term fixed-income investments at higher yields. Near the end of the second quarter, this trend of increasing rates began to reverse, as the Bank of Canada reduced rates 5 times during 2024 in response to stabilizing levels of inflation.

Market expectations are for interest rates to continue to decline in 2025 with the hopes of preventing a recession. However, it is not expected that interest rates will be cut overly aggressively through monetary policy nor will rates reach the historical lows seen in recent years. The pace of rate reductions is currently projected to be in small increments through 2025 and into 2026. Economic conditions can deteriorate quickly and many Canadians are feeling cash flow pressures as food and housing costs have become an extremely high percentage of their incomes.

As maturities occur within the portfolio and are reinvested, the Township will be shortening our investment term duration. Our investments will be subject to lower rates as the Bank of Canada and other global central banks pivot their strategies to economic stimulus. Thus, resulting in lower rates of return on our investments.

## Conclusion

This report highlights events that have occurred in our investment program during 2024 and considerations for 2025. The Township of The Archipelago's Investment Portfolio on December 31, 2024 totaled \$20.9 million (not including general account funds).

Diversification and a prescribed investment strategy have provided the Township with a 2024 return of \$492,536 an annual yield of 5.7%. Keep in mind that certain investments pay their yield only at maturity, thus not realized in the current year. For 2025, the Treasury Department in partnership with investment advisors will continue to monitor markets for investment opportunities in the money market, and fixed income securities to provide liquidity, capital preservation, yield management and long-term growth for the Township.

# **The Township of The Archipelago**

## **Information Report to Council**

**Report No.:** DLIS-2025-06

**Date:** July 17, 2025

**Originator:** Joe Villeneuve, Manager IT and Innovation, CEMC

**Subject:** Emergency Management and Civil Protection Act (EMCPA) Compliance

---

### **EXECUTIVE SUMMARY**

The Township of The Archipelago (The Archipelago) has a responsibility under the Emergency Management and Civil Protection Act to review its Community Emergency Response Plan on an annual basis and, as appropriate, update the plan.

Under this same legislation, municipalities must meet minimum standards annually to ensure full regulatory compliance. The Archipelago has received notice that it is in full compliance with all 13 criteria for the Essential Level Emergency Management program for 2024.

### **BACKGROUND**

#### **HISTORY:**

The Emergency Management and Civil Protection Act (EMCPA) and Ontario Regulation 380/04 require that all Ontario municipalities and Provincial ministries implement and maintain an emergency management program.

Collectively, these statutory requirements established under the EMCPA, specify how municipalities must prepare for and respond to emergency situations within their jurisdictions. The Province conducts annual oversight to ensure municipalities comply and are well prepared for emergencies. Emergency Management Ontario (EMO) developed a reporting process for municipalities to provide evidence of their annual compliance activities. Upon completing the process, an officer from EMO audits the Emergency Management Program to ensure compliance with legislated requirements and returns the audit findings to the Head of Council (see Appendix I).

The Community Emergency Management Coordinator (CEMC) is responsible for completing the Emergency Management Program's Annual Compliance Checklist and Annual Statement of Completion, with key compliance aspects presented to the Council for their awareness. Currently, the responsibilities of the CEMC are held by the Manager of IT and Innovation. Council will receive a subsequent recommendation report this month to approve a new by-law establishing a revised emergency management program and plan that aligns with The Archipelago's new organizational structure and appoints a new CEMC.

**PURPOSE OF REPORT:**

The purpose of this report is to provide Council with an update on the actions taken by the Township of The Archipelago to meet the annual requirements of the Emergency Management and Civil Protection Act and Ontario Regulation 380/04 for the year 2024.

**FINANCIAL IMPLICATIONS**

Costs associated with implementing the Township of The Archipelago Emergency Management Program initiatives and meeting compliance were included in the 2024 budget and were within budget.

**ANALYSIS**

The Township has undertaken initiatives in 2024 to ensure compliance with the Emergency Management and Civil Protection Act and Ontario Regulation 380/04. The province provides oversight on municipal compliance, and municipalities must conduct an annual review of their Emergency Management Program to ensure that all mandatory activities have been conducted. At The Archipelago, the Community Emergency Management Coordinator (CEMC) is responsible for coordinating the activities needed to achieve compliance for 2024 and to certify the process.

The Archipelago has enacted bylaws to establish an Emergency Program and adopt an Emergency Plan. This plan, grounded in the Incident Command Structure (ICS), serves as a joint framework employed by area municipalities to effectively manage incidents and emergencies. Staff members have received certification training in the ICS framework. Moreover, Township staff, along with personnel from neighboring municipalities, consistently train and practice together, emphasizing the ICS structure and coordinated response to significant events.

**Emergency Response Plan:**

Each municipality must develop and evaluate its Emergency Response Plan annually. The Plan is a strategic plan for support, management and assistance in the event of an emergency. Any emergency response is coordinated by the Township's Emergency Control Group (ECG) and the Control Group is comprised of senior Township employees.

The Plan has been reviewed, modifications made and ultimately circulated to the relevant staff. The Plan includes updated (?) Hazard Identification and Risk Assessment (HIRA), Critical Infrastructure (CI), and Community Risk Profile.

**Annual Exercise and Training:**

Each municipality is required to provide a minimum of four hours of training annually to members of the Emergency Control Group and other designated municipal staff. These training exercises are designed to simulate potential emergencies relevant to the municipality's specific threats and risks, enabling participants to role-play and enhance their preparedness for actual emergency situations.

On November 28th, 2024, members of the Emergency Control Group engaged in a collaborative emergency exercise with neighbouring municipalities. This full-day event focused on various aspects of emergency response, including a half-day of presentations and training, followed by a half-day mock emergency response exercise. These activities successfully meet the annual training requirements.

Additionally, in 2024, the Township's Emergency Control Group convened and debriefed on an incident (the 2023 Boxing Day snow accumulation event). The CEMC, Information Officer, and/or members of the ECG participated in the following events.

- May 7-9th - **Emergency Management Ontario virtual training even "Exercise Heatwave"**.
- June 4th – Lakes Sector Spring Meeting
- Emergency Preparedness Grant (\$50,000)
- July 11<sup>th</sup> – Test and Training new Portable Fire Pump
- Tuesday July 16<sup>th</sup> – WPS area CEMC/EMO Field Officer meeting
- 3 lunch and learn workshops (July23 – 211 system, Aug7 – TTX in a box, Aug21 – shared CEMC)
- September 9<sup>th</sup> – Lakes Sector Fall Metting
- Prepare and Plan for Regional Awareness Training Exercise
- November 28<sup>th</sup> – Regional Awareness and Training Exercise

#### **Public Education on Emergency Preparedness:**

The Public Education and Awareness Program concentrate efforts on risks to public safety and personal preparedness for emergencies. The focus of personal preparedness is self-sufficiency for 72 hours. Staff participated in Emergency Preparedness Week (May 05- 11, 2024) by highlighting pertinent information on the Township website and ongoing distribution of Emergency Preparedness via social media.

#### **STRATEGIC PLAN**

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


- Sustainable & Cost-Effective Services
- Leadership & Communications

#### **CONCLUSION**

That Council acknowledges and confirms that the Township of The Archipelago has fulfilled all requirements under the Emergency Management and Civil Protection Act per the provided letter of confirmation from the Ministry of Emergency Preparedness and Response dated June 30<sup>th</sup>, 2025.

Respectfully Submitted,

I concur with this report  
and recommendation,



---

Joe Villeneuve  
Manager, IT and Innovation, CEMC



---

Shauna Lehtimäki  
Director, Legislative &  
Information Services



---

Liam Thompson  
Coordinator, Protective Services, Alt CEMC



---

John MacKinnon, P.Eng.  
CAO

#### **ATTACHMENTS**

1. *Township of The Archipelago-Compliance results-2024.pdf*

June 30, 2025

Township of The Archipelago

Dear Joe Villeneuve - CEMC:

Emergency Management Ontario (EMO) is proud to support your efforts to deliver on our common mission to ensure Ontarians are safe, practiced and prepared before, during and after emergencies.

The Emergency Management and Civil Protection Act (EMCPA) requires each municipality to develop and implement an Emergency Management (EM) program that includes:

- Municipal hazard and identification risk assessment;
- Municipal critical infrastructure list;
- Municipal emergency plan;
- Program By-law;
- Annual Review;
- Annual training;
- Annual exercise;
- Public education program;
- An Emergency Operations Center;
- A Community Emergency Management Coordinator;
- An Emergency Management Program Committee;
- A Municipal Emergency Control Group (MECG) and;
- An Emergency Information Officer.

Emergency Management Ontario (EMO) assists municipalities by making available our Field Officers and other resources to provide advice and guidance, deliver training, participate in exercises, and other advisory services including annually advising municipalities on achieving their EMCPA requirements.

Thank you for sharing your EM program related information and the effort undertaken to do so. Upon review of the documentation submitted, EMO is pleased to advise that our assessment indicates that your municipality has satisfied all thirteen (13) program elements required under the EMCPA 2024.

Congratulations on your municipality's efforts in meeting your EMCPA requirements in 2024.

You may also be interested in learning of the following information for further context:

- 423 of 444 municipalities sought EMO's advice on their progress to meet their EMCPA requirements in 2024, of which 418 were advised they appeared to satisfy their EMCPA requirements.
- Of the 5 municipalities who were advised they did not appear to meet all 13 program elements required under the EMCPA, the most prevalent reasons were:
  - Not conducting an annual exercise as prescribed;
  - CEMC did not complete training;
  - Not completing the annual MCEG training; and/or
  - Not completing an annual review of their EM program.

There is nothing more important than the safety and wellbeing of our families and loved ones, and the importance of ensuring that your municipality is as prepared as possible for any potential emergency cannot be understated.

Once again, EMO is here to assist municipalities in achieving their EMCPA requirements. For further information or if you have any questions or concerns about this letter, please contact our Field Officer assigned to your Sector; their contact information is below.

Name: Diane Ploss

Email: [diane.ploss@ontario.ca](mailto:diane.ploss@ontario.ca)

Phone: 437-424-9433

Sincerely,

Heather Levecque  
Assistant Deputy Minister, Operations Division  
Ministry of Emergency Preparedness and Response

cc: Reeve Bert Liverance

# **The Township of The Archipelago**

## **Recommendation Report to Council**

**Report No.:** DLIS-2025-05

**Date:** July 17, 2025

**Originator:** Liam Thompson, Coordinator Protective Services

**Subject:** Adopt an Emergency Management Program and Plan

---

### **RECOMMENDATION**

That Council pass a by-law establishing an emergency management program and plan that is reflective of the new organizational structure. This option satisfies legislative requirements in the Emergency Management and Civil Protection Act and Ontario Regulation 380/04.

---

### **BACKGROUND**

In Ontario, all municipalities and Provincial Ministries are required to implement and maintain an emergency management program through the Emergency Management and Civil Protection Act (EMCPA) and Ontario Regulation 380/04. Part of this program is to have an Emergency Plan. Overall, the rationale behind these requirements is to protect life, property and the environment by aligning municipal response with a standardised Provincial framework.

In February of 2020, By-Law No. 2020-05 was enacted. Contained within that by-law were the necessary appointments and establishing authorities to meet the requirements of the EMCPA. Specific municipal staff positions were assigned to various roles, mandated positions under the Act were filled, and committees or groups received official designation.

Moving forward from the organizational review conducted in 2023 and implemented in 2024, the responsibility for the emergency management program has shifted to the department of Legislative and Information Services under the Coordinator, Protective Services role. While substantially similar in principle, the new proposed by-law provides for updates in organizational structure and legislative requirements.

Among other revisions, the proposed by-law officially appoints the Coordinator, Protective Services to the Community Emergency Management Coordinator position. This appointment is a legislated requirement contained within the EMCPA. Once appointed, the Protective Services Coordinator will be authorized to make updates and revisions to the Township's emergency management program as required to meet the annual compliance audit.

---



## **FINANCIAL IMPLICATIONS**

There is no additional increase in costs associated with the new emergency management program and plan by-law. All cost have already been incorporated into the Township's 2025 annual budget with the Emergency Program budget.

---

## **ANALYSIS/OPTIONS**

### **Option 1 – Recommended**

1. That Council pass a by-law establishing an emergency management program and plan that is reflective of the new organizational structure. This option satisfies legislative requirements in the Emergency Management and Civil Protection Act and Ontario Regulation 380/04.

### **Option 2 – Not Recommended**

2. That Council does not pass a By-law establishing an emergency management program and plan at this meeting, instead, deferring a decision to a later date. This would not allow for changes in the organizational structure to be realised until a new by-law is enacted.

### **Option 3 – Not Recommended**

3. That Council does not pass a By-law establishing an emergency management program and plan. This would impact the Township's ability to effectively conduct an emergency management program adhering to Provincial standards.
- 

## **STRATEGIC PLAN**

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

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

## **CONCLUSION**

It is recommended that Council formally adopt the changes to the Emergency Management Program through a by-law. This will allow full scope of authority for the Coordinator, Protective Services to assume the role of Community Emergency Management Coordinator and continue with annual compliance duties.

Respectfully Submitted,

I concur with this report  
and recommendation,



---

Liam Thompson  
Coordinator, Protective Services



---

Shauna Lehtimäki  
Director, Legislative &  
Information Services



---

John MacKinnon, P.Eng.  
CAO

## **ATTACHMENTS**

1. Draft By-law to Adopt an Emergency Management Program and Plan
2. West Parry Sound 2018 Emergency Plan (Schedule "A" to By-law)

*Note: The Annexes to the Emergency Plan are updated annually and are not included in the document before Council as they contain information that is not for public consumption (confidential) whereas the Emergency Plan is a public document.*



The Corporation of the  
**TOWNSHIP OF THE ARCHIPELAGO**

BY-LAW NO. 2025 -

---

A by-law to adopt an Emergency Management Program and Emergency  
Response Plan and to meet other Requirements under the Emergency  
Management and Civil Protection Act

---

**WHEREAS** emergencies, including natural and human-caused disasters, pose significant threats to public safety, public health, the environment, critical infrastructure, and property within the municipality; and

**WHEREAS** under the Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the "Act"), every municipality in the province must develop and implement an emergency management program, which shall consist of:

- an emergency plan;
- training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- public education on risks to public safety and on public preparedness for emergencies; and
- any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario; and

**WHEREAS** the Act requires the municipality to designate an employee of the municipality or a member of the council as its Community Emergency Management Coordinator (the "CEMC"); and

**WHEREAS** the Act requires the municipality establish an Emergency Management Program Committee, an Emergency Control Group, and an Emergency Operations Center to be utilized by the municipal emergency control group during emergencies, and must designate an employee of the municipality as its Emergency Information Officer to ensure efficient coordination and communication during emergency situations; and

**WHEREAS** it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management: prevention, mitigation, preparedness, response and recovery; and

**WHEREAS** the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community.

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

## **Emergency Management Program**

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the five core components of emergency management, namely: mitigation, prevention, preparedness, response and recovery, and such program shall include:
  - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities; and
  - b. public education on risks to public safety and on public preparedness for emergencies; and
  - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

## **Emergency Response Plan**

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the Township's Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, Township employees and the Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township.

## **Community Emergency Management Coordinator**

6. The Coordinator of Protective Services is hereby appointed as the primary Community Emergency Management Coordinator (CEMC) and is

responsible for the Emergency Management Program for the Township including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.

7. The Manager of IT and Innovation is hereby appointed as an alternate CEMC to act in place of the primary CEMC in his/her absence.

### **Emergency Management Program Committee**

8. The persons from time to time holding the following positions in the Township, shall be members of the Emergency Management Program Committee:
  - a. Chief Administrative Officer (CAO)
  - b. CEMC and Alternate CEMCs
  - c. Director of Operations and Facilities
  - d. Director of Legislative and Information Services
9. The CEMC is hereby appointed as the Chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the Township's Emergency Management Program and shall review the program annually.

### **Municipal Emergency Control Group (MECG)**

11. The emergency response will be directed by members of the Municipal Emergency Control Group (MECG). The MECG is responsible for coordinating the provision and management of resources necessary to minimize the effects of an emergency on the community and the monitoring and control of the emergency response/and or possibilities.
12. The persons from time to time holding the following positions in the Township, shall be members of the Municipal Emergency Control Group (MECG):
  - a. Chief Administrative Officer (CAO)
  - b. CEMC and Alternate CEMCs
  - c. Director of Operations and Facilities
  - d. Director of Legislative and Information Services
  - e. Director of Finance and Chief Financial Officer (CFO)
  - f. Director of Development and Environmental Initiatives
  - g. Municipal Clerk
13. The MECG will fill roles according to the functions of the Incident Management/Command System

- Incident Command
- Safety Officer
- Liaison Officer
- Emergency Information Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

### **Emergency Operations Centre**

14. A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in Annex L to the Plan.

### **Emergency Information Officer**

15. The Township's Clerk is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

### **Administration**

16. The Plan shall be made available to the public for inspection and copying at the Administration Office, 9 James Street during regular business hours.
17. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario as specified in the Act.
18. That By-law #2020-05 or any other by-law inconsistent with or antedating this By-law is hereby repealed.

**READ and FINALLY PASSED in OPEN COUNCIL this 18th day of July, 2025.**

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

---

Bert Liverance, Reeve

---

Maryann Martin, Clerk

# **West Parry Sound Area**

## **Emergency Response Plan 2018**

---

The Township of the Archipelago  
The Township of Carling  
The Municipality of McDougall  
The Township of McKellar  
The Town of Parry Sound  
The Township of Seguin

**2018 Edition**



# Table of Contents

---

---

## **1 Introduction**

### 1.1 Definition of an Emergency

---

## **2 Aim and Purpose**

### 2.1 Purpose of the West Parry Sound Area Emergency Response Plan

### 2.2 Scalability

---

## **3 Authority**

---

## **4 Actions prior to Declaration**

### 4.1 Action of Partner Municipal Employees

### 4.2 Control Group Notification Process

### 4.3 Request from one Municipality to the Group for Assistance.

### 4.4 Request for Assistance from the province of Ontario

### 4.5 How to Report an Emergency to OFMEM

---

## **5 Convening the West Parry Sound Emergency Command Group (ECG)**

### 5.1 Emergency Notification Process for ECG

### 5.2 Emergency Notification Procedure

---

## **6 Declaration, Notification and Termination of Emergency**

### 6.1 Authority to Declare

### 6.2 Notification of Declaration

### 6.3 Termination of Emergency

### 6.4 Provincial Emergency

---

## **7 Emergency Operations Centre (EOC)**

### 7.1 EOC Locations in the West Parry Sound Area

---

## **8 Emergency Operations Centre Operating Cycle**

---

## **9 West Parry Sound Emergency Command Group Membership**

---

## **10 West Parry Sound Emergency Command Group Responsibilities**

---

---

**11 Roles and Responsibilities of Individual ECG Members**

---

- 11.1 Incident Command
- 11.2 Safety Officer
- 11.3 Liaison Officer
- 11.4 Emergency Information Officer
- 11.5 Operations Section Chief
- 11.6 Planning Section Chief
- 11.7 Logistics Section Chief
- 11.8 Finance and Administration Section Chief

---

**12 Policy Group**

---

- 12.1 Policy Group Members
- 12.2 Policy Group Function
- 12.3 Policy Group Location
- 12.4 Policy Group Responsibilities

---

**13 Emergency Site Liaison Officer**

---

---

**14 Emergency Telecommunications Plan**

---

---

**15 Emergency Communications Plan**

---

- 15.1 Locations of West Parry Sound Area Media Centre
- 15.2 Role of Emergency Information Officer
- 15.3 Role of Community Spokesperson
- 15.4 Role of Public Inquiry Supervisor

---

**16 Requests for Assistance**

---

- 16.1 Mutual Assistance Agreements
- 16.2 Assistance from the Province of Ontario
- 16.3 Office of the Fire Marshal and Emergency Management
- 16.4 Assistance from the Federal Government

---

**17 Glossary and Acronyms**

---

- 17.1 Glossary of Terms
  - 17.2 Acronyms
-

---

# Introduction

## 1.1 Definition of an Emergency

The West Parry Sound area is on the southern boundary of Northern Ontario. For the purposes of this plan the West Parry Sound area is comprised of the geographical boundaries of: The Township of the Archipelago, The Township of Carling, The Municipality of McDougall, The Township of McKellar, the Town of Parry Sound and The Township of Seguin.

The Ontario Government defines an emergency as: “A situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident, or an act whether intentional or otherwise.”

In order to protect residents, visitors, properties, businesses, critical infrastructure and economic stability, the West Parry Sound Area Municipalities possess a detailed emergency response plan designed to mitigate the damages created by an emergency. In the event of an emergency, the West Parry Sound Area Municipalities promote a coordinated approach to emergency planning that includes partner municipalities, emergency response agencies, community agencies and private sector partners.

The West Parry Sound Area Municipalities take an all-hazards approach to emergency planning that takes into account a broad spectrum of potential hazards. Having undertaken a comprehensive hazard identification and risk assessment, the following situations have been deemed to pose the greatest risk to the residents of the West Parry Sound Area:

- Meteorological events (e.g. flood or flash flood, forest or urban fire, snowstorm, ice storm, extreme temperatures, windstorms, including tornadoes)
- Accidents (e.g. hazardous material spill, explosions, transportation accidents, building collapse, water contamination, train derailment)
- Technological failures (e.g. power failures, phone system interruptions)
- Intentional acts (e.g. labour strike, crime, arson, civil unrest)
- Outbreaks of disease (human or animal borne)

Major emergency events that significantly impact area residents or the day-to-day business of the Municipalities in the West Parry Sound Area may require complex, coordinated emergency response. In such cases, one or several West Parry Sound Area Municipalities may choose to make a formal Declaration of Emergency.

This type of emergency is defined as a situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise (*Emergency Management and Civil Protection Act, 2006*).

As mandated by the *Emergency Management and Civil Protection Act, 2006*, all municipalities in Ontario must have an emergency response plan and an emergency management planning program. The West Parry Sound Response Plan is also the document upon which the West Parry Sound Area partner municipalities can create co-operative mutual aid and assistance agreements that greatly improve the effectiveness of our response to larger-scale emergencies.

The plan has been designed and is maintained by a joint task force known as the West Parry Sound Area Emergency Management Program Committee. This committee is comprised of representatives from each partner municipality. Each partner municipality has endorsed this emergency response plan. Every official, municipal department and agency must be prepared to carry out assigned responsibilities in the declaration of an emergency. The emergency response plan has been developed to provide key officials, agencies and departments of the West Parry Sound Area Municipalities with important emergency response information relating to:

- Declaration, notification and termination of an emergency
- Locations of primary and alternate EOC's and PEOC's
- Roles and responsibilities during an emergency
- A coordinated response during an emergency
- Hazard-specific response plans
- Resource management
- Emergency telecommunications plans
- Critical infrastructure assurance plan
- Continuity of operations plan
- CBRN memorandum of understanding and response plans
- Requests for assistance and mutual aid

We encourage residents, businesses and interested visitors to be aware of the provisions of this Emergency Response Plan.

---

## Aim and Purpose

### 2.1 Purpose of the West Parry Sound Area Emergency Response Plan

The West Parry Sound Area Emergency Response Plan is a strategic plan for support, management and assistance in the event of an emergency to the area municipalities of The Township of the Archipelago, the Township of Carling, The Municipality of McDougall, the Township of McKellar, the Town of Parry Sound and the Township of Seguin.

The support and assistance that West Parry Sound Area Emergency Municipalities provide to each other may be in the form of coordinating or sharing information, coordinating resources, and/or providing resources that the municipalities request or determine are necessary to help manage the emergency.

The West Parry Sound Area emergency management program incorporates the five pillars of emergency management: prevention, mitigation, preparedness, response, and recovery in an effort to foster disaster resilient communities.

The aim of this response plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors in the West Parry Sound Area when faced with an emergency.

This plan enables a centralized controlled and coordinated response to emergencies in the West Parry Sound Area, complies with the legislated requirements of the *Emergency Management and Civil Protection Act* and was adopted by the area municipalities.

## 2.2 Scalability

The cornerstone of this plan, like the ICS model, is the ability to scale the response according to the severity and impact of the emergency. Additionally it is fundamentally important for each municipality to maintain the right to manage emergencies within their own borders if they are able to do so with their own resources. When an emergency occurs, the impacted municipality may choose to manage the emergency with its own staff or request the assistance of the Emergency Command Group to manage the emergency or supplement existing efforts.

---

---

## Authority

The *Emergency Management and Civil Protection Act (EMCPA)* is the legal authority for emergency response plans in Ontario.

The *EMCPA* states that:

Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. [*EMCPA*, s. 3(1)]

The emergency response plan shall, assign responsibilities to municipal employees, by position, respecting implementation of the emergency response plan; and set out procedures for notifying the members of the municipal emergency control group of the emergency. [*O. Reg. 380/04*, s. 15(2)].

As enabled by the *Emergency Management and Civil Protection Act*, this emergency response plan and its elements have been:

- Issued under the authority of *area Municipal By-laws* and
- Filed with the Office of the Fire Marshal and Emergency Management , Ministry of Community Safety and Correctional Services

# 4

## Actions Prior To Declaration

The West Parry Sound Area Municipalities have established Emergency Monitoring Status Indicators to identify specific phases of an emergency event and the actions or monitoring that the CEMCs, Emergency Command Group and municipal staff will undertake during each phase.

### West Parry Sound Area Emergency Monitoring Status Indicators

<b>Municipal Status</b>  <b>ROUTINE</b>  <b>GREEN</b>	Declaration of <b>Routine</b> conditions means that the Area Municipalities are operating under normal conditions. Under these conditions the Municipalities maintain ongoing surveillance for abnormal events.
<b>Municipal Status</b>  <b>ENHANCED</b>  <b>YELLOW</b>	Declaration of <b>Enhanced</b> conditions means that an abnormal event, potential or actual emergency has been detected or is in development. Under these conditions the Area Municipalities enhance its surveillance and monitoring activities and takes appropriate related actions. Any area CEMC can increase their Status to ENHANCED. At this time all area CEMCs and potential Emergency Command Group members will be notified and report back with their availability.
<b>Municipal Status</b>  <b>EMERGENCY</b>  <b>RED</b>	Declaration of <b>Emergency</b> conditions means that a municipality and/or two or more of area municipalities is in an emergency response mode. Under these conditions the West Parry Sound Area Municipalities implements the Emergency Response Plan and activates appropriate (EOC) Emergency Operations Centre(s) in order to coordinate the appropriate response activities.
<b>Municipal Status</b>  <b>RECOVERY</b>  <b>GREY</b>	Declaration of <b>Recovery</b> conditions means that the Area Municipality or Municipalities is working to ensure a smooth transition from Enhanced or Emergency Conditions to Routine Conditions.



---

## 4.1 Actions of the West Parry Sound Area Municipal Employees

When an emergency exists but has not yet been declared to exist, Municipal employees may take such actions under this emergency response plan as may be required to protect property and the health, safety and welfare of the inhabitants of the West Parry Sound Area.

## 4.2 Command Group Notification Process

- Upon receipt of a warning of a potential emergency, the responding municipal department will immediately contact the CEMC of the impacted municipality to request that the notification system be activated.
- Upon notification of the impending situation, the CEMC will decide the scale of the emergency. The Emergency Information Officer (EIO) will be responsible to contact the required Emergency Command Group (ECG) personnel according to the scale as decided by the impacted CEMC.
- Upon being notified of a possible impending emergency, it is the responsibility of all ECG officials to notify their staff and volunteer organizations of the situation.

The Emergency notification contact list, including contact numbers for requesting assistance or activating the Emergency Response Plan, is attached as ANNEX A.

## 4.3 Request from one Municipality to the Group for Assistance.

The West Parry Sound Area Emergency Response Plan provides coordinated emergency support to municipalities in the event of an emergency. An area municipality may request assistance from the other municipalities at any time as is outlined in the Municipal Assistance Agreement. Details can be found in section 16 and Annex I.

## 4.4 Request for Assistance from the Province of Ontario

A Head of Council, the Emergency Operations Centre Director, or the CEMC may request assistance from the Province of Ontario at any time without any loss of control or authority by contacting Office of the Fire Marshal and Emergency Management (OFMEM). Confidential contact information for OFMEM can be found in ANNEX A-3.

---

---

#### **4.4.1 *Office of the Fire Marshal and Emergency Management (OFMEM)***

For routine matters, OFMEM staff may be reached between 0900-1700 hours, Monday to Friday.

#### **4.4.2 *OFMEM Provincial Emergency Operations Centre***

Office of the Fire Marshal and Emergency Management staffs the Provincial Emergency Operational Centre (PEOC) on a 24/7 basis. The West Parry Sound Area Municipalities should report emergencies to the Provincial Emergency Operational Centre (PEOC) Duty Officer. Contact information can be found in ANNEX A-3.

When a Municipality or Municipalities declares an emergency, it must notify Office of the Fire Marshal and Emergency Management immediately and fax a copy of the emergency declaration as soon as possible. A copy of the Declaration of Emergency Form can be found in ANNEX F.

In the rare event that the PEOC Duty Officer cannot be reached, to report an emergency, please contact the Ontario Provincial Police (OPP) Duty Officer. Contact information for the OPP can be found in ANNEX A-2.

#### **4.4.3 *OFMEM Community Field Officer***

Contact Information for the OFMEM Community Field Officer can be found in ANNEX A-3.

### **4.5 How to Report an Emergency to OFMEM**

When the a Municipality or Municipalities declares an emergency, it must notify Office of the Fire Marshal and Emergency Management immediately and fax a copy of the emergency declaration (see 4.4.2) as soon as possible.

---

---

# Convening the West Parry Sound Area Emergency Command Group

## 5.1 Emergency Command Group Notification

A request to activate the West Parry Sound Area Emergency Notification System may be made by any of the following if they believe an emergency exists or has the potential to develop. They can do this by contacting the Community Emergency Management Coordinator (CEMC) of the affected municipality:

- Premier or Lieutenant Governor in Council
- Any member of the Emergency Group (ECG)
- The head of Council (or designate) of any area municipality
- Other individuals as identified as having authority in an area municipal plan

The request is made by contacting CEMC of the affected municipality who shall proceed as follows:

- Where an emergency exists, the CEMC will decide the scale of the Emergency and the necessary response. For small scale emergencies the CEMC may decide to use their own staff and resources. The CEMC may decide that the Emergency is significant and decide to request assistance from the Emergency Command Group (ECG) The Emergency Information Officer as designated by the CEMC will be responsible for contacting the required ECG members.
- Where an Emergency impacts more than one Municipality the CEMCs from those municipalities will decide who will be the Incident Commander (IC), Emergency Information Officer (EIO) and the location of the Emergency Operations Centre (EOC).
- Upon being notified to convene, it is the responsibility of all CCG officials to report to the designated Emergency Operations Center (EOC) and notify their staff and volunteer organizations

## 5.2 Emergency Notification Procedure

The Emergency notification contact list, including contact numbers for requesting assistance or activating the Emergency Response Plan, is attached as ANNEX A.

The content of the messages transferred during Emergency Notification procedures will be standardized to include the following:

1. Reason for the call: describe (pending or potential) emergency situation
  2. Status of notification “ALERT”, “STAND BY” or “CALL TO ASSEMBLE”
  3. Location of the Emergency Operation Centre (EOC) or meeting room
  4. Special precautions to take (routes to EOC or meeting room, hazards, health risk, etc.)
  5. Verbal update and instructions concerning notification status
  6. Request to repeat the verbal message to ensure information is understood
-

---

# Declaration, Notification and Termination of Emergency

## 6.1 Authority to Declare

The *Emergency Management and Civil Protection Act* authorizes a Head of Council, to declare that an emergency exists. The decision to declare and manage an emergency can be made one municipality, on their own, or by one or more municipalities in a coordinated effort. In either case, whether an Emergency involves an individual municipality or a group of municipalities, an Emergency Command Group will be formed. In the case of an emergency that is of the scale to be managed by an individual municipality the ECG will be comprised of representatives of the affected municipality; in the case of an Emergency that involves more than one municipality the ECG will be comprised of representatives from the partner municipalities. The Emergency Command Group will make recommendations to individual municipalities on whether to declare an Emergency. If needed, the West Parry Sound Emergency Management Program Committee will convene in a strategic and safe location that is separate from the EOC, to provide advice to the ECG.

The Declaration of Emergency Form can be found in ANNEX F.

The factors affecting the decision to declare an emergency include:

- a) The resources (personnel and material) that the Area Municipalities have committed or needs to commit, to the emergency affecting the area municipalities
- b) A determination that the emergency affects a large portion of the population of more than one municipality
- c) The Area Municipalities requirement for external funding both in coordinating the emergency and during the recovery process

## 6.2 Notification of Declaration

Upon the declaration of an Emergency, the Emergency Command Group (ECG) will control and co-ordinate the response to the emergency.

Upon such declaration, a Head of Council (or designate) will notify:

- 1) Office of the Fire Marshal and Emergency Management immediately and fax a copy of the emergency declaration as soon as possible
- 2) Heads of Council of area municipalities
- 3) The public
- 4) Neighbouring municipal officials as required
- 5) Local Member of the Provincial Parliament (MPP)
- 6) Local Member of Parliament (MP)
- 7) Media
- 8) Solicitor General (as per the *Emergency Management and Civil Protection Act* Section 4.3)

\*\* N.B. the Solicitor General is deemed to be the Minister of Community Safety and Correctional Services

## 6.3 Termination of an Emergency

A County state of emergency may be terminated at any time by the following individuals:

- A Head of Council
- The Municipal Council
- Premier of Ontario

Similar to the declaration of an emergency, the following parties will be notified of the termination:

- Office of the Fire Marshal and Emergency Management ; with a faxed copy of the termination (ANNEX F)
- Head of Council of area municipalities
- Members of Municipal Council
- Neighbouring municipal officials, as required by the affected area
- Local Member of Provincial Parliament (MPP)
- Local Member of Parliament (MP)
- The Office of the Solicitor General (Minister of Community Safety and Correctional Services)
- The media
- The public
- Solicitor General (as per the *Emergency Management and Civil Protection Act* Section 4.3)

\*\* N.B. the Solicitor General is deemed to be the Minister of Community Safety and Correctional Services

## 6.4 Provincial Emergency

Pursuant to s. 7 of the *Emergency Management and Civil Protection Act* the Premier of Ontario may:

- By order declare that an emergency exists throughout Ontario or in any part of the province
  - Direct and control the administration, facilities and equipment of the municipality in the emergency area, and, without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area is subject to the direction and control of the Premier
  - Require any municipality to provide such assistance as he or she considers necessary to an emergency area or any part of the emergency area that is not within the jurisdiction of the municipality and direct and control the provision of such assistance.
-

---

## Emergency Operations Centre (EOC)

### 7.1 EOC Locations in the West Parry Sound Area

In an emergency the ECG will convene at a designated Emergency Operations Center (EOC). In the event that this EOC is inaccessible due to the nature of the emergency, an alternate EOC will be used. The location of each EOC is confidential and accessible only to authorized individuals to maintain the safety and security of the EOC for the ECG members.

The EOC affords the ECG the ability to meet and to coordinate an effective response to mitigate the impacts of the emergency. The EOC is self-contained and stocked with provisions to support the work of the ECG for 72 hours. General equipment for the EOC includes:

- Telecommunications, including cell phone signal boosters
- Emergency GIS Programming
- Weather Stations
- Office supplies

The Area Municipalities have also implemented operating procedures for the EOC such as:

- Activation and sign-in
- Infection Control
- Security

Full Emergency Operations Centre (EOC) Operating Procedures can be found in ANNEX L.



---

## Emergency Operations Centre Operating Cycle

Members of the ECG will gather at regular intervals during the emergency situation to inform each other of actions taken and issues encountered. The Incident Commander will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible to allow ECG members to act on their responsibilities. Status boards and maps will be prominently displayed and kept current to the events of the emergency.

The following diagram depicts the Operating Cycle of the Emergency Operations Centre:



---

## West Parry Sound Area Emergency Command Group (ECG) Membership

The primary members of the ECG are as follows. Each primary member has designated two alternates who may act in the absence of the primary member in the following positions:

- Incident Command
- Safety Officer
- Liaison Officer
- Emergency Information Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

The Planning, Logistics, and Finance & Administration Section Chiefs will oversee operational units. The Operations Section will be comprised of the following branches: Police, Fire, Paramedic Services, Emergency Social Services, Medical Officer of Health and Critical Infrastructure. The positions in the ECG will be filled by staff based on skill, experience and knowledge. These staff will be trained to carry out the specific roles and responsibilities of their assigned position, as described in Section 11.0. Although each member of the ECG may not be involved in the event, each member must be notified of the situation.

Other support personnel who may be asked to join the ECG on an as-needed basis include:

- Ham Radio Operators
- Office of the Fire Marshal and Emergency Management Representative
- Liaison staff from Provincial Ministries
- Officials, experts or representatives from the public or private sector

---

# West Parry Sound Emergency Command Group Responsibilities

Members of the West Parry Sound Emergency Command Group (ECG) are responsible for the following actions or decisions:

- The primary responsibility of the West Parry Sound Area Emergency Community Command Group (ECG) is to implement the Emergency Response Plan during an emergency and to provide advice and assistance to a Head of Council or Designate in carrying out his/her duties under the Emergency Response Plan.
- When a significant emergency exists or emergencies involving two or more area municipalities, and the need for a cooperative area regional response exists, these services will be coordinated by the West Parry Sound Area Emergency Command Group (ECG), as required and/or requested.
- The ECG will coordinate the acquisition of additional resources requested by the area municipalities. Decisions to ration resources if required will be made by the ECG and will be based on a priority of need. Equipment assigned to the municipality will be under the control of the municipal site manager and/or the municipal EOC.
- During emergency operations, the ECG is constituted and responsible for the coordination and support of area municipalities by working closely with the area municipalities Emergency Community Command Group(s).
- It will be the responsibility of each West Parry Sound Area Municipality to ensure that they have adequate trained personnel available for management of emergencies which:
  1. are limited to their own jurisdiction;
  2. impact their own and neighbouring jurisdictions.

Actions and decisions normally undertaken by the ECG may include, but are not limited to:

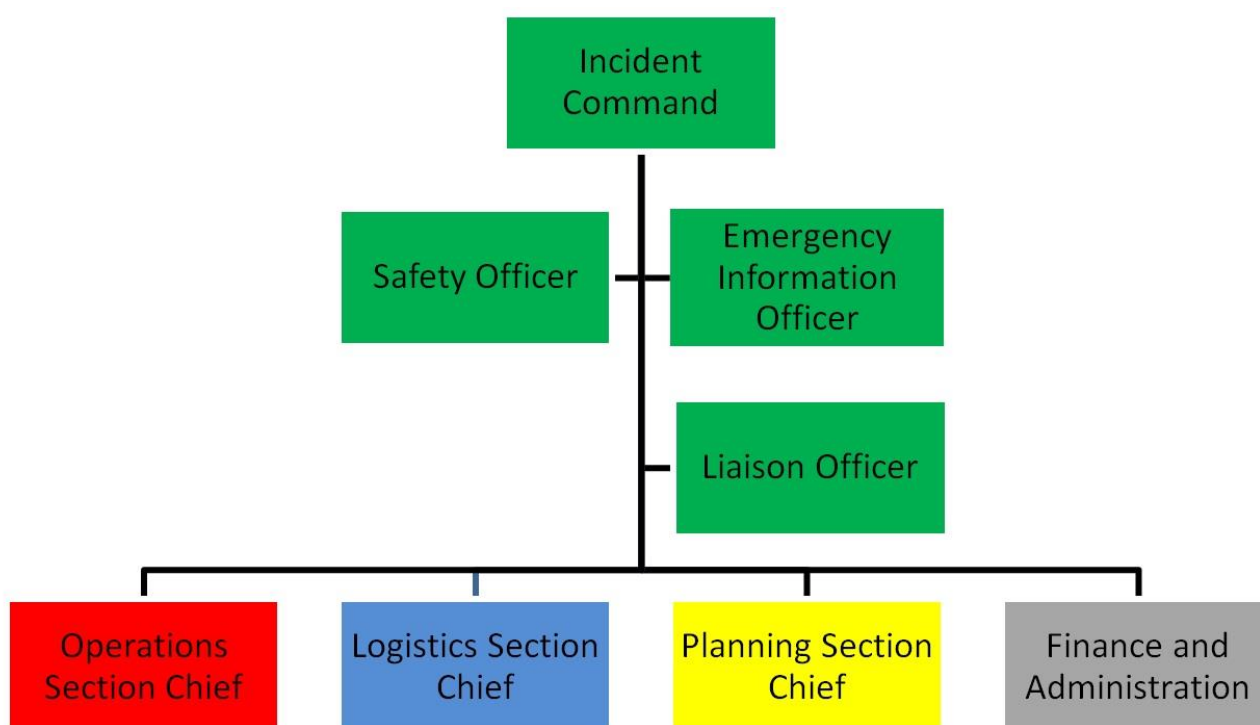
- Acquiring and assessing information to determine status of the situation.
  - Coordinating emergency service, agencies and equipment, as required or requested by area municipalities.
  - Coordinating services to ensure that necessary actions are taken for the mitigation of the effects of the emergency provided they are not contrary to law.
-

- Determining if the location and composition of the ECG is appropriate.
  - Advising a West Parry Sound Area Head of Council whether the declaration of an emergency is recommended.
  - Ensuring support to the municipal Emergency Site Manager or area municipal Emergency Operations Centre by offering equipment, staff and resources, as required.
  - Coordinating and/or overseeing the evacuation shelters of residents considered to be in danger.
  - Assisting area municipalities in discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing down a shopping plaza/mall.
  - Arranging for services and equipment from local agencies not under Municipal control i.e., private contractors, industry, volunteer agencies, service clubs.
  - Notifying, requesting assistance from and/or liaising with various levels of government and any public or private agencies not under Municipal control, as considered necessary.
  - Determining if additional volunteers are required and if appeals for volunteers are warranted.
  - Determining if additional transportation is required for evacuation or transportation of persons and/or supplies.
  - Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
  - Advising the Head(s) of Council if a Disaster Declaration should be requested from the Minister of Municipal Affairs and Housing.
  - Determining the need to establish advisory groups and/or sub-committees/working groups for any aspect of the emergency including recovery, for example:
    - Applying for Ontario Disaster Relief Assistance Program (ODRAP)
    - Authorizing the collection of donations
    - Establishing a Disaster Relief Committee
  - Authorizing Municipal expenditures of money required to deal with the emergency.
  - Notifying the service, agency or group under their direction, of the termination of the Municipal declared emergency.
  - Maintaining a master event log outlining decisions made and actions taken.
-

---

## Roles and Responsibilities of Individual ECG Members

Individual ECG members with the appropriate training and knowledge will assume the following roles and responsibilities during the emergency situation. The West Parry Sound Emergency Management System is based upon the Provincial Incident Management System. Roles will be filled as appropriate to the emergency situation. As a result, not all roles may be filled in a small-scale emergency. In this situation, responsibilities remain with Incident Command or Section Chief as appropriate, until delegated.



## 11.1 Incident Command

Incident Command is in charge of the management of the incident and must be fully qualified to fulfill this role.

- Oversees all operations
- Overall management responsibility for coordinating, supporting, and assisting other agencies
- Sets priorities for overall response and recovery efforts
- Establishes appropriate staffing level
- Sets expenditure limits
- Develops incident action plan and monitors its implementation
- Approves media releases
- Final decision-maker on operational issues
- Liaises with Mayors and Councils

## 11.2 Safety Officer

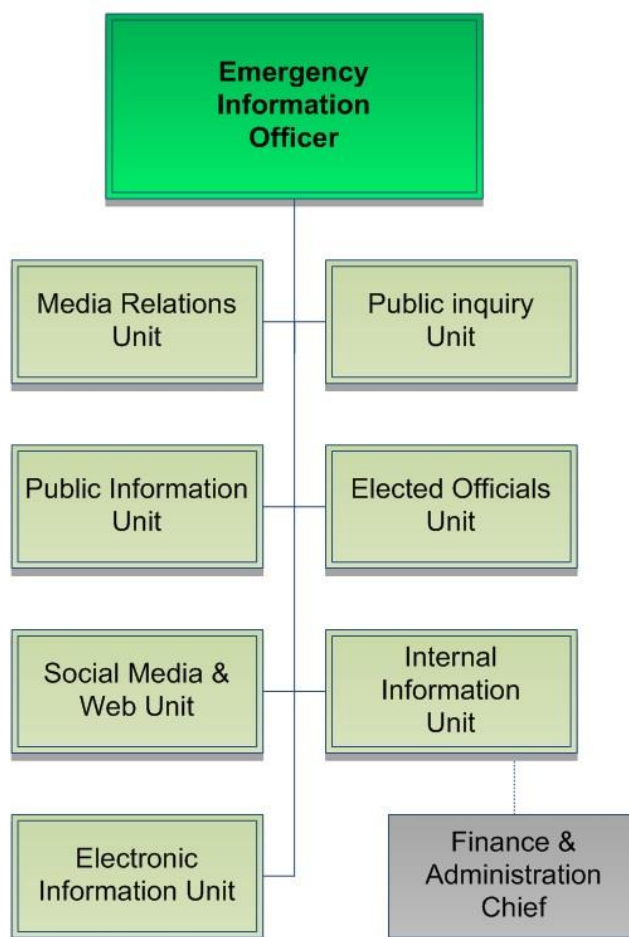
- Responsible for identifying all potential safety issues
- Ensures all required corrective actions with regard to safety issues are being enforced
- Liaises with Operations Section Chiefs and Planning and Logistics Section Chiefs to ensure that safety protocols are being followed.

## 11.3 Liaison Officer

The Liaison Officer is responsible for communications between the ECG and other agencies. The agencies the Liaison Officer may work with include, but are not limited to:

- Police services (Community, Provincial and Federal)
- St. John Ambulance and Canadian Red Cross
- District Coroner and Medical Officers of Health
- Ministry of Health and Long Term Care
- Ambulance Communications Centre
- Local health care and long term care facilities
- Council members and administration staff from member and neighbouring municipalities (e.g. Treasurer, Director of Public Works, etc.)
- North Bay Mattawa Conservation Authority
- Ministry of the Environment
- Hydro One and other utilities providers
- Coordinates cooperating agencies
- Provides advice to Head of Council regarding declaration of emergency

## 11.4 Emergency Information Officer

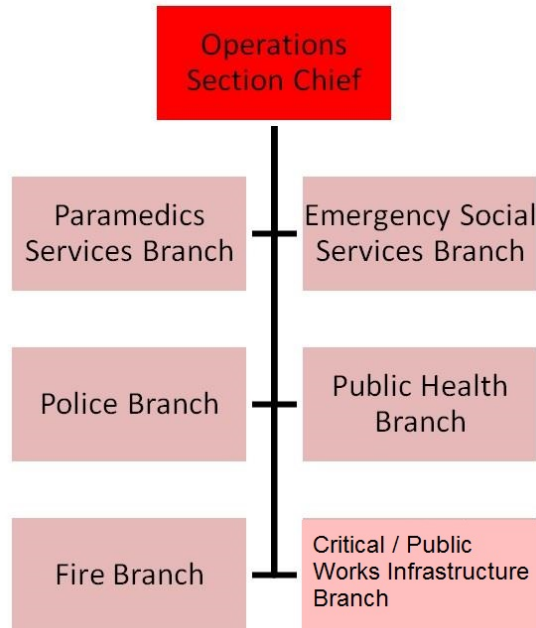


The Emergency Information Officer (EIO) is the interface between the ECG and the public and media. The EIO is responsible for providing accurate and complete information about the emergency and monitoring the information provided to the public for inaccuracies. The EOC Director approves the release of all incident related information. Specific responsibilities of the EIO include:

- Interfaces with the site, media, the public and other agencies
- Develops accurate and complete information on the current situation
- Oversees communications units: media relations, media monitoring, public information (including alerts and warnings), internal information, public inquiry centre, elected officials (site tours, briefings, etc.), and electronic information

For additional information please refer to the Annex H - Emergency Communications Plan.

## 11.5 Operations Section Chief



The Operations Section is responsible for the reduction of the immediate hazard; saving lives and property; establishing situational control; and restoration of normal operations.

- In consultation with Branch Coordinators, establishes tactical objectives and is accountable to the EOC Director
- Implements the Incident Action Plan
- Delegates tasks to Operations Section Branches as necessary
- Responsible for all activities focused on reduction of the immediate hazard and to safeguard human life and property
- Establishes situational control
- Restores normal operations
- Coordinates logistical needs of branches and communicates needs to the Planning Section Chief

### 11.5.1 *Emergency Social Services Branch*

- Reports to the Operations Section Chief
- Coordinating and arranging emergency lodging, clothing, feeding, registration, inquiries and personal services for those residents who have been displaced from their homes
- Liaising with the ECG with respect to the operations of both reception and evacuation centres
- Authorizing financial assistance to persons in need for the purpose of basic necessities



- Maintaining accurate records of all expenditures authorized for the purpose of basic necessities under the emergency response plan
- Liaising with Regional Emergency Coordinator from the Ministry of Community and Social Services on areas of mutual concern regarding reception and evacuation centres
- Assisting with the opening, set-up and closing of evacuation services as authorized by the West Parry Sound Area Emergency Command Group.
- Supervising and managing the operations of reception and evacuation centres
- Coordinating counseling services for evacuees at evacuation centres via Public Health and/or other agencies
- Liaising with the Medical Officer of Health on areas of mutual concern regarding operations in evacuation centres
- Acting as a liaison with the Emergency Information Officer to co-ordinate reception and evacuation centre communication requirements and other information for dissemination
- Liaising with the Police to coordinate reception centre and evacuation centre security
- Notifying volunteers and evacuees of the termination of the emergency, and coordinating the dispersal of persons from the evacuation centre
- Maintaining a personal log of all actions taken
- Participate as a Member of the Post Emergency Recovery Committee and/or Disaster Relief Committee, as required
- Developing agreements between the Parry Sound District Social Services Administration Board and agencies designated to operate in reception and evacuation centres
- Developing agreements for meal services for staff/volunteers at the reception and evacuation centres
- Conducting reception and evacuation centre surveys and maintaining facility database information
- Coordinating evacuation exercises to test reception and evacuation centre procedures
- Coordinating training and development workshops for reception and evacuation centre staff and volunteers

#### **11.5.2 Paramedic Services Branch**

- Reports to the Operations Section Chief
- Ensuring the appropriate deployment of paramedic services to the emergency site
- Establishing an ongoing communications link with the Paramedic Services Incident Commander of the emergency site and the ECG
- Obtaining paramedic services from other municipalities for support, as required
- Establishing effective triage and transportation of casualties at the site(s)
- Advising the ECG if other means of transportation are required for large scale response for casualties and/or medical supplies
- Liaising with the Ministry of Health and Long Term Care, and Ambulance Communications Centre to ensure balanced emergency coverage is available for paramedic service at all times throughout the service area
- Ensuring liaison with the receiving and area hospitals and providing continuous update of events as they unfold

- Providing an Emergency Site Manager (ESM) or, if required and directed by the area municipality Community Control Group or by the West Parry Sound Area Emergency Community Control Group (ECG)
- Ensuring that a record is maintained of drivers and operators contracted to provide assistance in provision of paramedic services during an emergency
- Procuring staff to assist as required, in providing paramedic services
- Assist in the coordination for the evacuation of an acute care or long term care facility

### **11.5.3 Police Branch**

- Reports to the Operations Section Chief
- Coordinating information from area police agencies affected by the emergency
- Notifying necessary emergency and municipal services, as required
- Establishing a police site command post with communications to the Municipal EOC
- Establishing an ongoing communications link with the senior police official at the scene of the emergency
- Coordinating information and resources necessary in relation to the inner perimeter within the emergency area
- Establishing and coordinating information and resources necessary in relation the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict to access to only essential emergency personnel
- Providing traffic control staff to facilitate the movement of emergency vehicles, as requested and/or required
- Alerting persons endangered by the emergency and coordinating evacuation procedures, as requested and/or required
- Ensuring liaison with the Emergency Social Services Branch regarding the establishment and operation of evacuation and reception centres
- Ensuring the protection of life and property and the provision of law and order
- Providing police service to the EOC, evacuation centres, morgues, and other facilities, as requested and/or as required
- Notifying the Coroner (and Medical Officer of Health) of fatalities, as requested and/or as required
- Ensuring liaison with other community, provincial and federal police agencies, as required
- Arranging for the transportation of ECG members, as required

### **11.5.4 Fire Branch**

- Reports to the Operations Section Chief
- Coordinating activities from area fire agencies affected by the emergency, as required
- Providing the ECG with information and advice on firefighting and rescue matters
- Establishing an ongoing communications link with the senior fire official(s) through the area municipal EOC to the scene of the emergency
- Informing the Mutual Aid Fire Coordinators and/or initiating mutual aid arrangements including the provision of additional firefighters and equipment, as required

- Determining if additional or special equipment is needed and recommending possible sources of supply, e.g., breathing apparatus, protective clothing
- Providing assistance to area municipal fire departments and other agencies and being prepared to coordinate or contribute to non-fire fighting operations if requested and/or required, e.g., rescue, first aid, casualty collection, evacuation

#### **11.5.5 Public Health Branch**

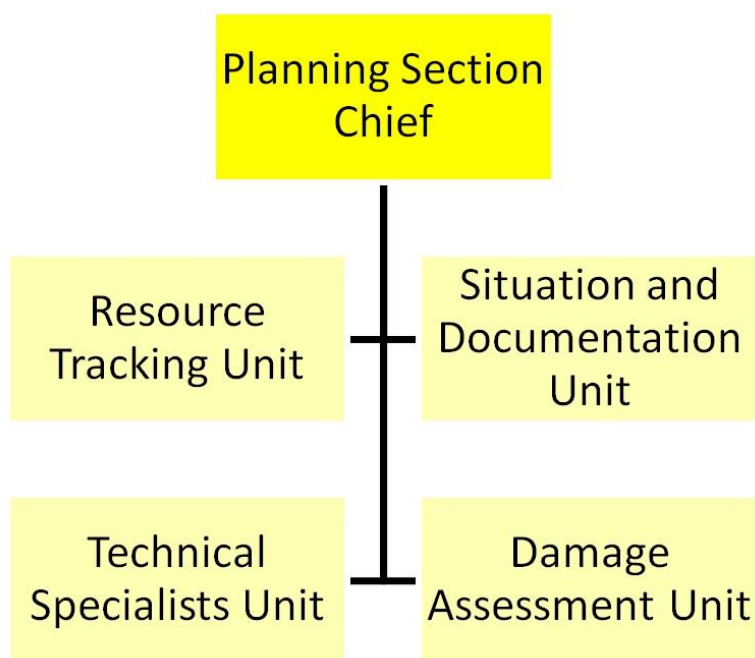
- Reports to the Operations Section Chief
- Activating and terminating the North Bay Parry Sound District Health Unit Emergency Response Plan and Emergency Notification System
- Coordinating public health services with various Municipal Control Group members, emergency and support services, and related agencies in the Emergency Operations Centre
- Providing an on-site manager if required and attending the site command post as necessary
- Liaising with Ontario Ministry of Health and Long Term Care, Public Health Branch and local Medical Officers of Health as required
- Liaising with appropriate public health agencies as required to augment and coordinate a public health response
- Providing advice on matters which may adversely affect public health within the West Parry Sound Area
- Coordinating the response to communicable disease-related emergencies or anticipated epidemics according to Ministry of Health policies
- Ensuring coordination of agency resources to prevent and control the spread of disease during an emergency within the West Parry Sound Area
- Ensuring the coordination of vaccine storage, handling and distribution across West Parry Sound
- Initiating mass vaccination campaigns during outbreaks of disease within affected municipalities in the West Parry Sound Area
- Liaising with the Director of Public Works or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities
- Providing for the inspection of evacuation centers, making recommendations and initiating remedial action in areas of:
  - accommodation standards relating to overcrowding, crowd control, security, sewage and waste disposal, monitoring of water supply, air quality, sanitation, and facility layout and operation
  - food handling, storage, preparation and service
  - general health and safety involving injury prevention
- Liaising with local social service agencies on areas of mutual concern regarding evacuation centers including:
  - victim assessment, support and referral
  - public health information and community networks
- Providing inspection and advice in collaboration with municipal representatives within the affected communities regarding the evacuation of residential buildings which pose a public health threat

- 
- Liaising with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance where necessary
  - Providing instruction and health information through public service announcements and information networks
  - Providing resource support and consultation to emergency service workers
  - Evaluating post-emergency effectiveness and efficiency in the execution of the agency's responsibilities through debriefing sessions and liaison with Emergency Management Personnel from each municipality

#### **11.5.6 Critical/Public Works Infrastructure Branch**

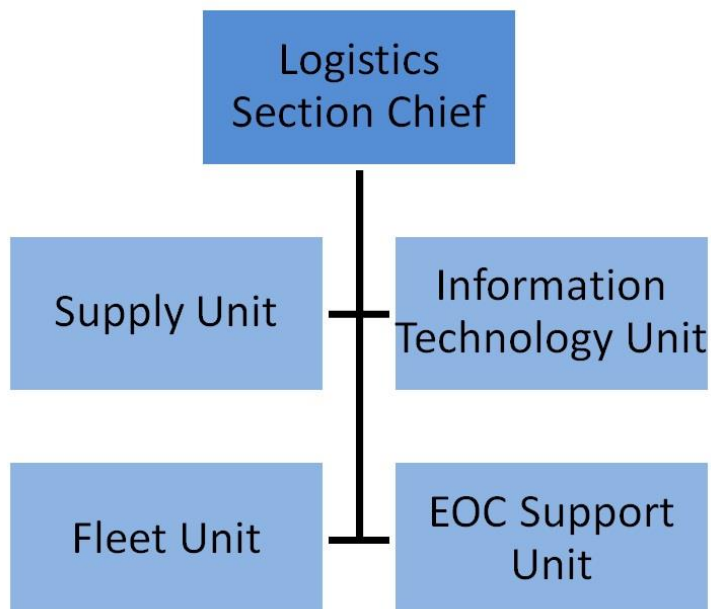
- Reports to the Operations Section Chief
- Providing the ECG with information and advice on engineering, environmental, and roads services, as required
- Depending on the nature of the emergency, assigning the Emergency Site Manager as requested by the area municipality and informing the ECG
- Establishing an ongoing communications link with the corporate services staff at the scene of the emergency
- Coordinating and assist the activities from the local municipal public works in the affected and surrounding areas within the West Parry Sound Area, as required
- Ensuring liaison with the public works representative from the area municipalities to ensure a coordinated response
- Ensuring provision of engineering assistance
- Ensuring construction, maintenance and repair of Municipal roads
- Liaising with area municipalities in the maintenance of sanitary sewage and water systems
- Providing equipment for emergency pumping operations
- Ensuring liaison with local public works departments concerning emergency water supplies for firefighting purposes, as required
- Liaising with area municipalities in the provision of emergency potable water, supplies and sanitation facilities to satisfy the requirements of the Medical Officer of Health
- Liaising to coordinate with the area municipalities for the discontinuation of any public works service to any resident, as required, and restoring these services when appropriate
- Ensuring liaison with public utilities to disconnect any service representing a hazard and/or to arrange for the provision of alternate services or functions
- Providing specialized vehicles and equipment owned by West Parry Sound Area Municipalities as required by emergency services
- Ensuring liaison with the conservation authority regarding flood control, conservation and environmental matters and being prepared to take preventative action
- Providing solid waste management services (collection, processing, and disposal) as required
- Liaising with the Ministry of the Environment (MOE)
- Coordinating and liaising with utility agencies such as Hydro One to ensure:
  - Monitoring the status of power outages and customers without services
  - Providing updates on power outages, as required
- Provide assistance with accessing generators for essential services, or other temporary power measures

## 11.6 Planning Section Chief



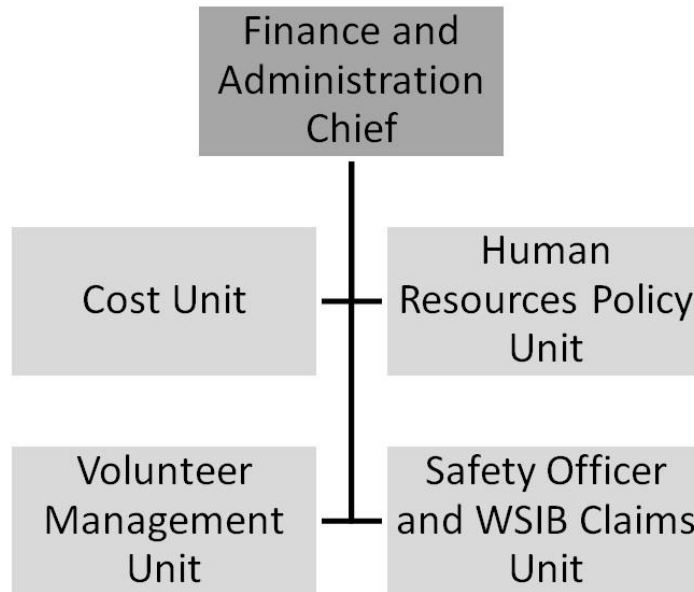
- Planning Chief coordinates the work of the planning section and is accountable to the EOC Director
- Collects, evaluates, validates and disseminates incident situation information and intelligence
- Damage assessment
- Prepares status reports and facilitates operational cycles meetings
- Displays situation information
- Responsible for all incident documentation
- Develops and documents the Incident Action Plan
- Coordinates acquisition of technical experts

## 11.7 Logistics Section Chief



- Logistics Chief coordinates units responsible for services and is accountable to the EOC Director
- Responsible for all support requirements needed to facilitate effective and efficient incident management
- Ensures provision of facilities, transportation, supplies, equipment maintenance and fuel, food services, telecommunications and IT support, and emergency responder medical services pursuant to the Incident Action Plan

## 11.8 Finance and Administration Section Chief



- Finance & Administration Chief coordinates the work of the planning section and is accountable to the EOC Director
- Tracks all costs associated with responding to the incident
  - WSIB claims
  - Direct response costs
  - Procurement
- Coordinates donation management
- Implements emergency human resources policies, including volunteer recruitment and training
- Provides an incident health and safety officer

---

## Policy Group

### 12.1 Policy Group Members:

The Head of Council or designate are members of the Policy Group and are required to fulfill legislative duties. They shall enlist other such persons, including legal advisors, to form part of the Policy Group as is deemed necessary to assist in the functions of this Group.

In the case of an Emergency which affects a single municipality, the Policy Group will be formed by the Head of Council or designate of that municipality. In Emergencies which involves a two or more municipalities, the Heads of Council or designates of those municipalities will collectively determine the composition of the Policy Group.

### 12.2 Policy Group Function:

The Policy Group is an important part of the IMS structure during a municipal emergency. The purpose of the Policy Group is to provide a structure to allow a functional avenue for advice and assistance, as required, to liaise with other councillors and with the ECG in order to make the best informed decisions with regard to the emergency situation.

The number of Policy Group members is dependent upon the incident type, severity, size, and is at the discretion of the Head of Council to seek and request assistance as required.

### 12.3 Policy Group Location

The Policy Group will be located in a strategic, safe and separate location that has direct communication ability with the EOC.

### 12.4 Policy Group Responsibilities:

1. The Head of Council or designate as head of the Municipal Council has designated authority under legislation when a potential or real Declaration of Emergency exists within the municipality.
2. The Head of Council or designate functions as the head of the Policy Group in the I.M.S. structure, providing governance and advice to the ECG Commander throughout the emergency.
3. The Head of Council or designate shall make a Declaration of Emergency, as required.



4. The Head of Council or designate shall terminate the Declaration of Emergency, as required.
5. The Head of Council or designate shall provide information to municipal Council and political representatives at other levels of government with regard to impacts of an emergency, as required.

13

---

## Emergency Site Liaison Officer

The Emergency Site Liaison Officer (ESLO) communicates all activities of the emergency response team at the incident site and reports with updates to the ECG. The ECG appoints the ESLO, who is usually a senior staff member from a West Parry Sound Municipality. Specific responsibilities of the ESLO include:

- Communicating the aim and priorities of the emergency response team to the ECG Liaison Officer
- If requested by the Site Incident Commander, communicating immediate needs for additional resources to the ECG Liaison Officer
- Establishing and maintaining communications with the ECG Liaison Officer at the County EOC to ensure accurate information is relayed

---

## Emergency Telecommunications Plan

Upon implementation of the West Parry Sound Area Emergency Response Plan, it will be important to ensure that communications are established between the emergency site and the municipal EOC. The primary methods of communication, in order of preference shall be:

- Landline and cellular phones
- Internet
- Ham radio
- Common Operational Picture

Instructions for operating these methods of communication are available in the document: *Information Technology Emergency Operations Centre Procedure Guide* in ANNEX L. Contact information for ham radio operators in the West Parry Sound Area can also be found in ANNEX A.

---

## Emergency Communications Plan

Upon implementation of the West Parry Sound Emergency Response Plan, it will be important to coordinate the release of accurate information to the news media, issue authoritative instructions to the public and respond to or redirect individual requests for information concerning any aspect of the emergency.

In order to fulfill these functions during an emergency, the following positions will be established:

- Emergency Information Officer
- Community Spokesperson
- Public Inquiry Supervisor

The West Parry Sound Area Emergency Communications Plan is located in ANNEX H.

### 15.1 Location of West Parry Sound Area Media Centre

The West Parry Sound ECG will establish a media centre with the appropriate resources at a location separated from the Emergency Operations Centre (EOC).

Depending on the nature of the emergency, it may be necessary to establish a media information area adjacent to the emergency site. This will be decided by the ECG. The site media information area will be staffed as determined by the Emergency Information Officer.

### 15.2 Role of Emergency Information Officer

The role of the Emergency Information Officer is discussed in Section 11.4.

## 15.3 Role of Community Spokesperson

The County Community Spokesperson will be appointed by the ECG. This role will often be fulfilled by the Head of Council or his/her designate. Responsibilities of the Community Spokesperson include:

- Giving media interviews on behalf of the effected municipalities
- Redirecting all inquires about decisions made by the ECG, and about the emergency as a whole, to the Emergency Information Officer

## 15.4 Role of Public Inquiry Supervisor

The Public Inquiry Supervisor acts on behalf of the Emergency Information Officer. Responsibilities of the Public Inquiry Supervisor include:

- Establishing a Public Inquiry Service, including the appointment of personnel to assist and designation of telephone lines
- Informing the Emergency Information Officer of the establishment of the above service and designated telephone numbers
- Responding to and redirecting inquires and reports from the public about the emergency based on information from the Emergency Information Officer
- Responding to and redirecting inquires pertaining to the investigation of the emergency, deaths, injuries or matters of personnel involved with or affected by the emergency to the Emergency Information Officer and appropriate emergency service
- Responding to and redirecting inquires pertaining to persons who may be located in evacuation and reception centres to the registration and inquiry telephone numbers

A full copy of the Emergency Communications Plan is located in Annex-H

---

## Requests for Assistance

### 16.1 Mutual Assistance Agreements

The *Emergency Management and Civil Protection Act* authorizes municipalities to enter into agreements wherein each party may provide assistance, in the form of personnel, services, equipment and material, if called upon to do so by a requesting Municipality in times of emergency.

Mutual Assistance Agreement enable municipalities, in advance of an emergency, to set the terms and conditions of the assistance which may be requested or provided. Municipalities requesting and providing assistance are therefore not required to negotiate the basic terms and conditions under stressful conditions. Municipalities may offer and receive assistance according to predetermined and mutually agreeable relationships.

The Mutual Assistance Agreement for Municipalities in the West Parry Sound Area can be found in Annex I.

## 16.2 Assistance from the Province of Ontario

### **Disaster Recovery Assistance for Ontarians**

This program helps individuals, small owner-operated businesses, farms and not-for-profit organizations cover emergency expenses and repair or replace essential property following a natural disaster. It does not apply to costs covered by insurance

What is Disaster Recovery Assistance for Ontarians?

Disaster Recovery Assistance for Ontarians is designed to provide financial assistance in the aftermath of a natural disaster that causes costly, widespread damage to eligible private property. The Minister of Municipal Affairs may activate the program for areas affected by natural disasters. Homeowners, tenants, small owner-operated businesses, farmers, and not-for-profit organizations within an area for which the program has been activated can apply to be reimbursed for basic, essential costs related to the disaster. The program does not provide assistance for costs covered by insurance

### **Municipal Disaster Recovery Assistance**

The Municipal Disaster Recovery Assistance program helps municipalities that have incurred extraordinary costs because of a natural disaster.

Eligible expenses may include capital costs to repair public infrastructure or property to pre-disaster condition, and operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

### **Program activation and delivery**

The Minister of Municipal Affairs makes the decision to activate the program based on evidence demonstrating that the event meets the eligibility criteria for Municipal Disaster Recovery Assistance. The minister considers both the cause and extent of damage, along with the initial claim and supporting documentation provided by the municipality.

If the program is activated, the province and municipality enter into a grant agreement. All payments under the grant agreement are based on eligible costs actually incurred by the municipality as a result of the natural disaster.

### **Eligibility requirements**

In order to be eligible for the program, a municipality must have:

- experienced a sudden, unexpected and extraordinary natural disaster
- incurred costs over and above regular budgets that can be demonstrably linked to the disaster. These costs must equal at least three per cent of the municipality's Own Purpose Taxation levy
- passed a resolution of council and submitted an initial Municipal Disaster Recovery Assistance claim (with supporting documentation) within 120 calendar days of the date of the onset of the disaster

**How to apply**

Municipalities can request Municipal Disaster Recovery Assistance guidelines, claim forms, and additional documentation from their Municipal Services Office.

Information on the Municipal Disaster Recovery Assistance program can be found in ANNEX G

Municipalities are not required to declare a state of emergency for either program.

## 16.3 Office of the Fire Marshal and Emergency Management

Upon the declaration of an Emergency by the Head of Council, the Office of the Fire Marshal and Emergency Management (OFMEM) will deploy a liaison team to the ECG to provide advice and assistance.

---

## 16.4 Assistance from the Federal Government

Requests for personnel or resources from the Federal Government must be submitted through the Province of Ontario. Federal assistance will only be provided once the resources of the County and the Province have been exhausted.

Financial Assistance for natural disasters is available through the Federal Government's Disaster Financial Assistance Fund. This assistance is initiated by the Province.

---

---

## Glossary and Acronyms

### 17.1 Glossary of Terms

**Chief Administrative Officer (CAO)**

The individual who is responsible for the administrative management of a Municipality within the West Parry Sound Area.

**Community Emergency Management Coordinator (CEMC)**

The individual accountable for the development, implementation and maintenance of the emergency management program.

**Community Spokesperson**

An individual appointed by the West Parry Sound Area Emergency Command Group who is responsible for giving interviews to the media about the emergency situation.

**West Parry Sound Area Emergency Command Group**

The group of Municipal staff, critical agencies and individuals responsible for the coordination of emergency operations and providing the resources and personnel necessary to manage the incident.

**West Parry Sound Area Emergency Management Program Committee**

A group of individuals responsible for the development and implementation of the West Parry Sound Emergency Response Plan.

**Disaster Financial Assistance**

Application for assistance to the Ministry of Municipal Affairs and Housing by a municipality on behalf of its citizens following an emergency for funding to restore key infrastructure to pre-disaster condition. Includes the Ontario Disaster Relief Assistance Program (ODRAP) and Special Assistance Grants.

**Emergency**

A situation or impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

---



**Emergency Information Officer (EIO)**

The interface between the ECG and the public, media and other agencies. This individual is charged with providing accurate and complete information about the emergency and monitoring the information provided to the public for inaccuracies

**Emergency Management and Civil Protection Act**

The legal authority for emergency response plans in Ontario.

**Emergency Notification**

A fan-out procedure to notify the West Parry Sound Area Emergency Command Group of an emergency or impending emergency.

**Emergency Operations Centre (EOC)**

The location from which the West Parry Sound Area Emergency Command Group operates. Referred to as the EOC.

**Emergency Response Plan**

A plan, which is formulated to meet the requirements of the *Emergency Management and Civil Protection Act* and which governs the position of necessary services during an emergency and the procedures and manner in which the West Parry Sound Area Municipal employees and others will respond to an emergency.

**Emergency Site**

The area in which the emergency exists. Also referred to as the incident site or scene.

**Emergency Site Liaison Officer**

The person at the emergency site who is designated to communicate from the site to the West Parry Sound Area Emergency Command Group. Appointed by the Emergency Command Group.

**Evacuation Centre**

A location used during an emergency to provide temporary refuge for evacuees and to provide a staging area for deployment of evacuees to an emergency shelter or reception area.

**Finance and Administration Section**

A group of individuals responsible for managing the financial costs and human resources concerns of the incident. In small scale emergencies, responsibilities of this section may be completed by one person.

**Head of Council**

The individual who presides over Municipal Council meetings.

**Incident Action Plan**

An oral or written plan containing general objectives reflecting the strategy for managing a specific emergency.

**Incident Command**

The individual in charge of the management of the incident. Authorized to delegate responsibility to other individuals.

**Incident Management System**

A set of doctrines, concepts, principles, terminology and organizational processes to enable effective emergency management.

**Liaison Officer**

The individual responsible for communications between the ECG and other agencies. Normally delegated to the Community Emergency Management Coordinator.

**Logistics Section**

A group of individuals responsible for facilitating effective and efficient incident management by ordering resources from off-incident locations to provide facilities, transportation, supplies, equipment maintenance, fuel, food services, communication and IT support, and medical services for emergency responders.

**Member Municipality**

The townships located within the West Parry Sound Area and participating in a collaborative approach to Emergency Management.

**Office of the Fire Marshal and Emergency Management (OFMEM)**

A branch of the Ministry of Community Safety and Correctional Services. Responsible for leading the coordination, development and implementation of emergency management programs in Ontario and partnering with municipalities to assist in their emergency management programs.

**Operations Section**

A group of individuals responsible for the reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations.

**Planning Section**

A group of individuals responsible for the collection, evaluation and dissemination of incident situation information and intelligence; maintaining the status of resources; preparing status reports; displaying situation information; and developing and documenting the Incident Action Plan.

**Public Inquiry Supervisor**

An individual who acts on the behalf of the Emergency Information Officer to establish a Public Inquiry Service and answer and redirect inquiries about the situation.

**Reception Centre**

An area where people affected by an emergency may temporarily relocate or where information is available to assist individuals during the emergency.

---

## 17.2 Acronyms

<b>CAO</b>	Chief Administrative Officer
<b>ECG</b>	West Parry Sound Area Emergency Command Group
<b>CEMC</b>	Community Emergency Management Coordinator
<b>EIC</b>	Emergency Information Centre
<b>EIO</b>	Emergency Information Officer
<b>EMCPA</b>	Emergency Management and Civil Protection Act
<b>EOC</b>	Emergency Operations Centre
<b>ESLO</b>	Emergency Site Liaison Officer
<b>IAP</b>	Incident Action Plan
<b>IMS</b>	Incident Management System
<b>MP</b>	Member of Parliament
<b>MPP</b>	Member of Provincial Parliament
<b>OFMEM</b>	Office of the Fire Marshal and Emergency Management
<b>PEOC</b>	Provincial Emergency Operations Centre

---

# **The Township of The Archipelago**

## **Recommendation Report to Council**

**Report No.:** DLIS-2025-07

**Date:** July 17, 2025

**Originator:** Liam Thompson, Coordinator Protective Services

**Subject:** By-law Enforcement Services Semi-annual and Annual Reporting Structure

---

### **RECOMMENDATION**

That Council receive the 2025 By-law Semi-annual Snapshot Report providing an overview of enforcement activity for the first half of 2025. Further, that Council direct staff to provide 2 reports annually on an ongoing basis; one semi-annual snapshot report for Quarters 1 and 2, and one summary annual report reflecting the full year.

---

### **BACKGROUND**

Staff in the By-law Enforcement Service have a system for tracking key variables for inquiries and requests dating back to 2016. This information is used to provide data-driven direction to the By-law Enforcement Service as a whole. The information is also used to inform Council of key issues and how by-law resources are being allocated. In the past, one detailed annual report of by-law activities has been prepared and presented to Council.

Overall, the first half of 2025 has seen an increase in overall inquiry volume of roughly 50% when compared to the previous two-year average. While total inquiry volume is higher than previous levels, the number of calls for service has remained the same.

---

### **FINANCIAL IMPLICATIONS**

There are no financial implications directly related to this recommendation. By-law enforcement staff time to collect statistics and create reports are included in the by-law program budget for 2025.

---

### **ANALYSIS/OPTIONS**

#### **Option 1 – Recommended**

1. That Council receive the 2025 By-law Semi-annual Snapshot Report providing an overview of enforcement activity for the first half of 2025. Further, that Council direct staff to provide 2 reports annually on an ongoing basis; one semi-annual snapshot report for Quarters 1 and 2, and one summary annual report reflecting the full year.

## Option 2 – Not Recommended

2. That the 2025 By-law Semi-annual Snapshot Report regarding by-law enforcement activity for the first half of 2025 be received as information and that Council direct staff to continue with a modified reporting structure moving forward. This could include different reporting formats or a modified reporting frequency.

---

## **STRATEGIC PLAN**

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

- Sustainable & Cost-Effective Services
- Leadership & Communications

---

## **CONCLUSION**

The objective of providing activity reports is to keep Council apprised of issues in the community and to provide a means for the public to observe how our By-law Enforcement Service operates on a macro scale. It is recommended that Council receive the 2025 By-law Semi-annual Snapshot Report as information and provide direction regarding reporting structure moving forward.

Respectfully Submitted,



---

Liam Thompson  
Coordinator, Protective Services

I concur with this report  
and recommendation,



---

Shauna Lehtimaki

Director, Legislative &  
Information Services



---

John MacKinnon, P.Eng.  
CAO

## **ATTACHMENTS**

1. 2025 By-law Semi-annual Snapshot Report



# The Archipelago By-law Enforcement Service Semi-annual Snapshot

January 1<sup>st</sup> – July 2<sup>nd</sup>

69

Total inquiries to date in 2025.

50%

Increase when compared to the previous two-year average.

54%

Were permissible activity inquiries.

19%

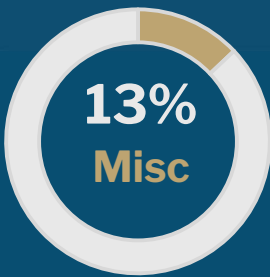
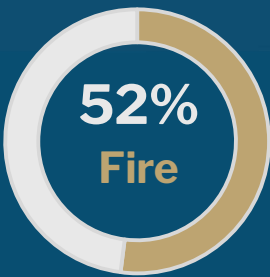
Resulted in enforcement action taken.

0%

Re-occurrence rate to date in 2025.

## Level of Service Statistics

As calls for service are received, by-law staff assign a level of priority based on numerous factors outlined in the **Level of Service Policy**. In the first half of 2025, almost 75% of the total inquiries were requests for information, not complaints. These results highlight the proactive culture of the Archipelago’s By-law department, reinforcing our philosophy of prioritizing education over enforcement.

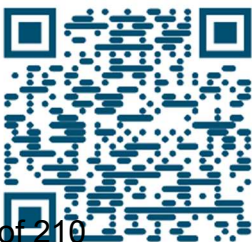


## Subject Breakdown

All inquiries are categorized based on their corresponding subject by-law. The Archipelago’s top three in quarter one and two of 2025, included above, represent 78% of the total inquiries received to date. Please note, the “Misc” category represents a large variety of by-law and non-by-law related calls for service.

Check the Fire Danger Rating prior to starting any outdoor fires!

For more information see By-law 2017-21 or visit: [thearchipelago.ca](http://thearchipelago.ca)



## How to Contact Us



Whether you are reaching out with a simple question, or a service request, the by-law enforcement service can be contacted through any of the following methods.

- Phone: **(705) 746-4243 ext.325** or,
- Email: **bylaw@thearchipelago.ca**
- Website: alternatively use our online reporting tool “**E-Service Request**” to submit an inquiry or concern.

## Hours of Operation

### Summer By-law Enforcement Hours in Effect

**The By-Law Enforcement Service summer hours of operation are Monday to Sunday 9:00am – 6:00pm.**

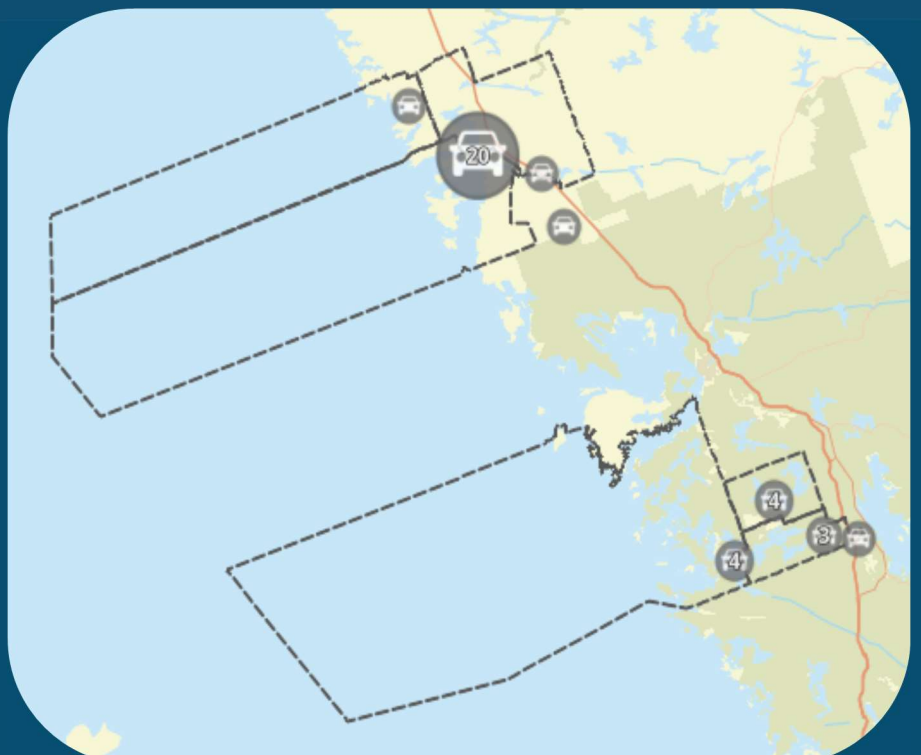
## What We Need from You

Have you observed a possible by-law infraction? If you are contacting us to report the infraction, there is some information we require from you.

- ✓ Name of requestor,
- ✓ Address of requestor,
- ✓ Contact information of requestor (e.g., phone number or email),
- ✓ Details regarding the issue (e.g., who, what, when, and how), and
- ✓ Issue/incident location (e.g., civic address, **what3words** location, or road name).

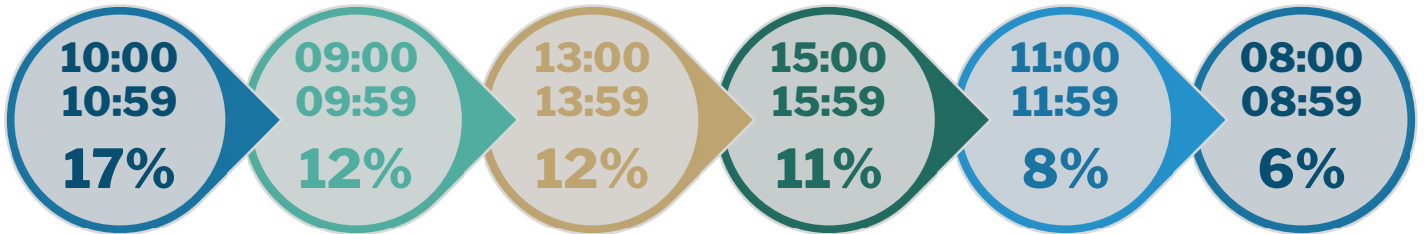
## What's New?

Our internal case management process has received an upgrade. Pictured adjacent is the new parking feature within the dashboard. In addition to parking, the dashboard also allows geospatial occurrence and case file tracking. This tool allows our by-law enforcement officers instant field access to prior calls for service and the relevant case file data such as incident type, outcome, date, safety concerns, and any relevant property notes.



## When are Reports Received?

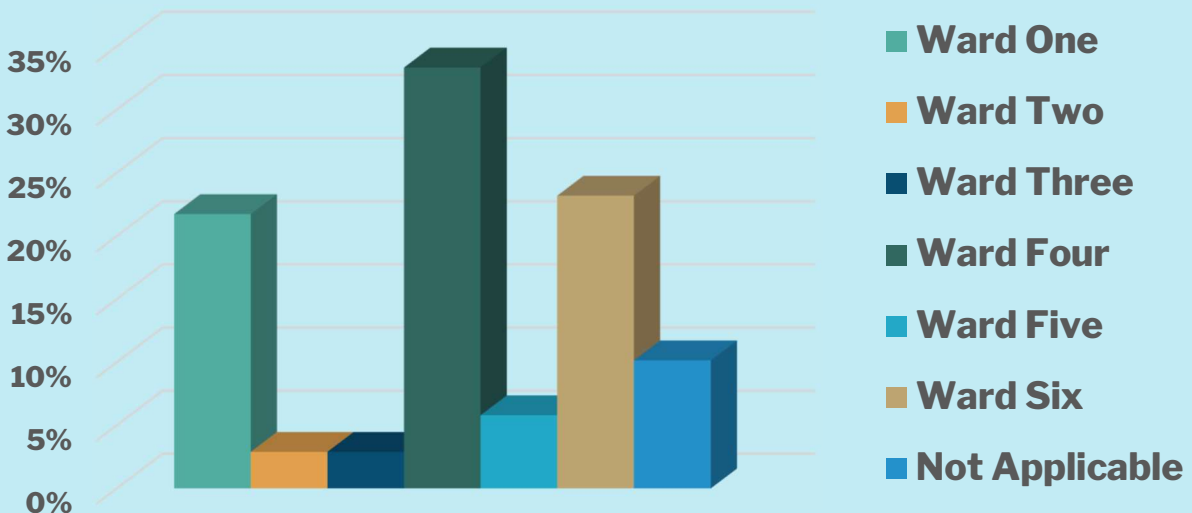
The most common days of the week to date in 2025 for the public to contact the By-law Enforcement Service have been Monday and Wednesday, representing over 45% of the inquiries received. Additionally, the graphic below illustrates the top six time periods when inquiries are received. This data helps to inform future decisions about which hours of operation will best serve our residents.



## Other Important Information

### Geographical Statistics

**Which wards are experiencing higher inquiry volumes so far in 2025?**



### Proactive Enforcement Initiatives

**How statistics help identify hotspots and drive proactive response.**

Four proactive enforcement initiatives have been completed to date, with four more scheduled for the remainder of 2025. These initiatives are tailored towards specific locations and by-law subject based on historical data. Of the actionable violations to date in 2025, over 25% have been observed through proactive initiatives.





**Permit Comparison Summary**

Issued For Period JUN 1,2025 To JUN 30,2025

Type	Number	Property
-ACCESSORY BUILDING	2025-0053	67 FLICKER TRAIL
-ASSEMBLY BUILDING	2025-0054	21 B321 ISLAND
-SEWAGE CLASS 4	2025-0055	
-RENOVATION	2025-0056	17 CHANNEL DR
-DECK	2025-0057	1 C393 ISLAND
-SEWAGE CLASS 4	2025-0058	83 SOUTH SHORE RD
-SEWAGE CLASS 4	2025-0059	33 B320 ISLAND
-SEWAGE CLASS 4	2025-0060	478 GEORGIAN BAY
-SEWAGE CLASS 4	2025-0061	
-LIVING ADDITION	2025-0062	1 B579 ISLAND
-GARAGE/STORAGE BUILDING	2025-0063	1 B579 ISLAND
-DOCK	2025-0064	1727 GEORGIAN BAY WATER
-SEWAGE CLASS 4	2025-0065	32 B723 ISLAND
-DECK	2025-0066	191 HEALEY LAKE
-DECK	2025-0067	4 B704 ISLAND
-DECK	2025-0068	1 CRANE WALKER ROAD #2
-SEWAGE CLASS 4	2025-0069	1 B76 ISLAND
-GARAGE/STORAGE BUILDING	2025-0070	42 ROCK ISLAND LAKE
-DEMOLITION	2025-0071	42 ROCK ISLAND LAKE
-SEWAGE CLASS 2	2025-0072	67 FLICKER TRAIL
-SLEEPING CABIN	2025-0073	5 A541 ISLAND
-SEWAGE CLASS 4	2025-0074	78 KAPIKOG SOUTH RD
-GARAGE/STORAGE BUILDING	2025-0075	549 HEALEY LAKE RD
-RENOVATION	2025-0076	400 HIGHWAY 529
-DEMOLITION	2025-0077	100 BOUNDARY LAKE RD

**Permit Comparison Summary**

Issued For Period JUN 1,2025 To JUN 30,2025

	Previous Year			Current Year		
	Permit Count	Fees	Value	Permit Count	Fees	Value
-ACCESSORY BUILDING	0	0.00	0.00	1	124.00	11,250.00
-ASSEMBLY BUILDING	0	0.00	0.00	1	2,200.00	200,000.00
-DECK	4	786.00	67,460.00	4	2,203.00	200,280.00
-DEMOLITION	1	50.00	0.00	2	100.00	0.00
-DOCK	1	50.00	30,000.00	1	50.00	60,000.00
-GARAGE/STORAGE BUILDING	0	0.00	0.00	3	1,159.00	105,400.00
-LIVING ADDITION	1	544.00	49,500.00	1	5,500.00	500,000.00
-RENOVATION	0	0.00	0.00	2	1,894.00	172,170.00
-SEWAGE CLASS 2	0	0.00	0.00	1	175.00	9,000.00
-SEWAGE CLASS 4	5	2,500.00	100,000.00	8	3,750.00	168,000.00
-SLEEPING CABIN	3	2,750.00	250,000.00	1	264.00	24,000.00

	<u>Previous Year</u>	<u>Current Year</u>
Total Permits Issued	15	25
Total Dwelling Units Created	0	1
Total Permit Value	496,960.00	1,450,100.00
Total Permit Fees	6,680.00	17,419.00
Total Compliance Letters Issued	6	2

## Building Permit Comparison Summary 2024 to 2025

### 2024

Month	Total No.	Value	Fees	Permit Area (Sq. Feet)
JAN	11	1,146,000.00	11,486.00	9,507
FEB	6	909,300.00	10,050.00	5,388
MAR	10	366,575.00	3,817.00	3,724
APR	10	540,800.00	6,018.00	2,086
MAY	36	2,405,850.00	29,498.00	12,968
JUN	15	496,960.00	6,680.00	3,997
JUL	31	3,461,350.00	36,696.00	13,047
AUG	17	2,628,350.00	29,354.00	8,171
SEP	33	1,941,550.00	23,310.00	4,587
OCT	20	4,476,000.00	49,820.00	12,009
NOV	10	1,145,975.00	12,704.00	5,492
DEC	8	1,322,625.00	15,003.00	6,758
<b>TOTALS</b>	<b>207</b>	<b>\$20,841,335.00</b>	<b>\$234,436.00</b>	<b>87,734</b>

### 2025

Month	Total No.	Value	Fees	Permit Area (Sq. Feet)
JAN	2	23,000.00	300.00	0
FEB	4	214,550.00	1,816.00	1,617
MAR	9	2,251,050.00	24,282.00	17,523
APR	11	3,977,500.00	42,596.00	8,262
MAY	26	1,869,700.00	21,032.00	14,457
JUN	25	1,450,100.00	17,419.00	10,740
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				
<b>TOTALS</b>	<b>77</b>	<b>\$9,785,900.00</b>	<b>\$107,445.00</b>	<b>52,599</b>

## 10 Year Building Permit Comparison

<b>Inspectors</b>	<b>Year</b>	<b>Total</b>	<b>Construction Value</b>	<b>Permit Fees</b>	<b>Permit Area (Sqft)</b>
3	2024	207	\$20,841,335	\$234,436	87,734
3	2023	220	\$21,416,575	\$240,209	139,033
2	2022	296	\$27,198,544	\$318,099	153,466
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
Average 2015-2024		249	\$18,039,691	\$216,210	115,486
<b>Jan 1 - June 30, 2025</b>		<b>77</b>	<b>\$9,785,900</b>	<b>\$107,445</b>	<b>52,599</b>

# **The Township of The Archipelago**

## **Recommendation Report**

**Report No.:** Shore Road Allowance SR02-25

**Date:** July 17, 2025

**Originator:** Maria Pinto, Planner

**Subject:** Shore Road Allowance Application - Black

---

### **RECOMMENDATION**

That Council approves the stopping up, closure and conveyance of the original shore road allowance fronting Part Lot 11, Concession 11, Parts 3, 4 & 5, Plan 42R-21485, S/S LT 21447 & LT 38038, geographic township of Conger, The Archipelago as shown on the attached sketch submitted on June 13, 2025 which excludes the portions of the shore road allowance that abuts ES-1 Zoning.

---

### **BACKGROUND**

Please find attached a key map, aerial photo, and sketch identifying the applicant's property, Part Lot 11, Concession 11, Parts 3, 4 & 5, Plan 42R-21485, S/S LT 21447 & LT 38038, geographic township of Conger, The Archipelago. The subject property is located in Blackstone Lake Neighbourhood, and the shore road allowance abuts Blackstone Lake. The portion of the shore road allowance that is being requested excludes the portions that abut the Environmentally Sensitive 1 (ES-1) Zone. The abutting landowners have provided preliminary consent confirming that they have no objection to the proposed sale.

The Township's administrative policy is to encourage applications for the closure and conveyance of original shore road allowance to abutting landowners, except where the shore road allowance is required for public access, travel, environmental protection, or portage purposes. None of these exceptions apply to the portion of the shore road allowance that is being requested to be purchased.

---

### **FINANCIAL IMPLICATIONS**

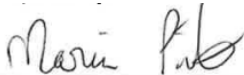
N/A

---

## **CONCLUSION**

That Council approves the stopping up, closure and conveyance of the original shore road allowance fronting Part Lot 11, Concession 11, Parts 3, 4 & 5, Plan 42R-21485, S/S LT 21447 & LT 38038, geographic township of Conger, The Archipelago as shown on the attached sketch submitted on June 13, 2025 which excludes the portions of the shore road allowance that abuts ES-1 Zoning.

Respectfully Submitted,



---

Maria Pinto  
Planner

I concur with this report  
and recommendation,

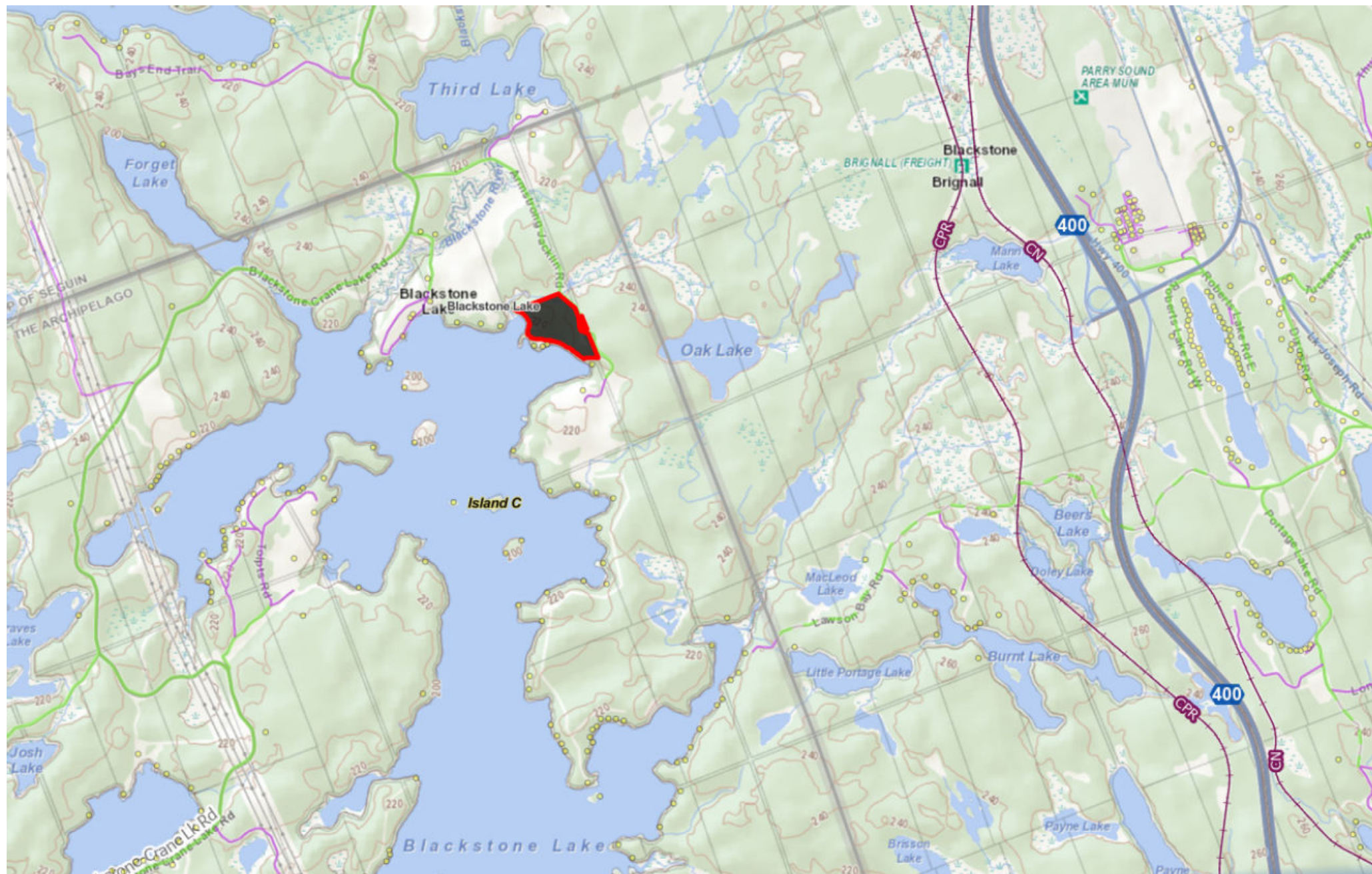


---

Cale Henderson, MCIP, RPP  
Director, Development Services &  
Environmental Initiatives

## **ATTACHMENTS**

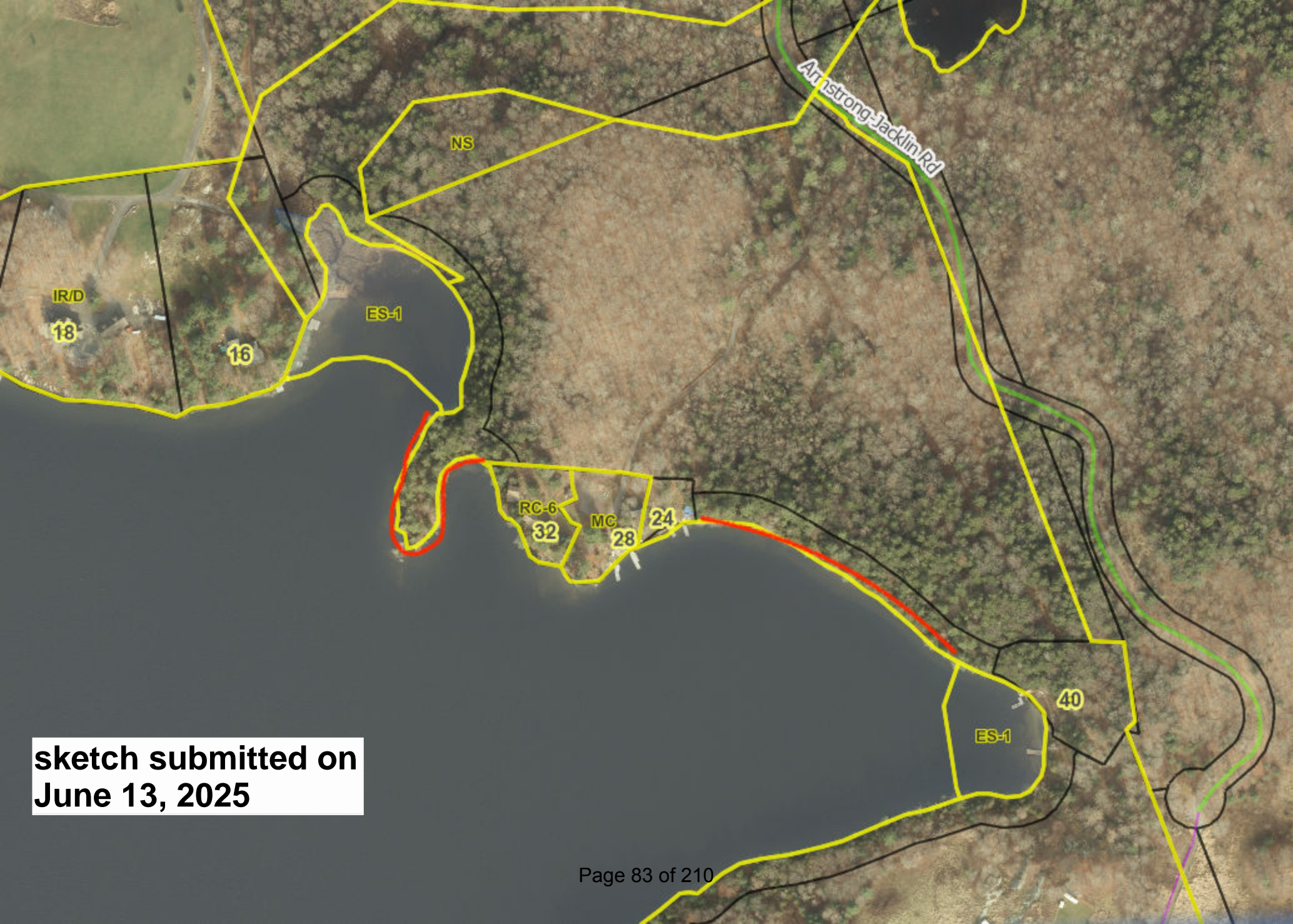
1. Location Map
2. Aerial Map
3. Sketch











sketch submitted on  
June 13, 2025

# The Township of The Archipelago

## Recommendation Report

**Report No.:** Report Number

**Date:** July 19, 2025

**Originator:** Maria Pinto, Planner

**Subject:** Recommendation Report – Zoning By-law Amendment Z02-25

**Owner:** Jim Frazer and Lynn Beech

**Location:** 428 Healey Lake Water, The Archipelago

---

### **RECOMMENDATION**

It is recommended that Council approves the Zoning By-law Amendment to permit three sleeping cabins on the subject property.

---

### **PROPOSAL**

The purpose of the proposed Zoning By-law Amendment No. Z02-25 is to rezone 428 Healey Lake Water, Lot 4, Plan M-192, Part 4, RP 42R8446, PCL 10795 S/S, geographic Township of Conger, now in the Township of The Archipelago, from the 'Inland Lakes Residential (IR)' Zone to the 'Inland Lakes Residential Exception 22 (IR-)' Zone.

The effect of the proposed Zoning By-law Amendment No. Z02-25 is to permit a total of three sleeping cabins on the subject property.

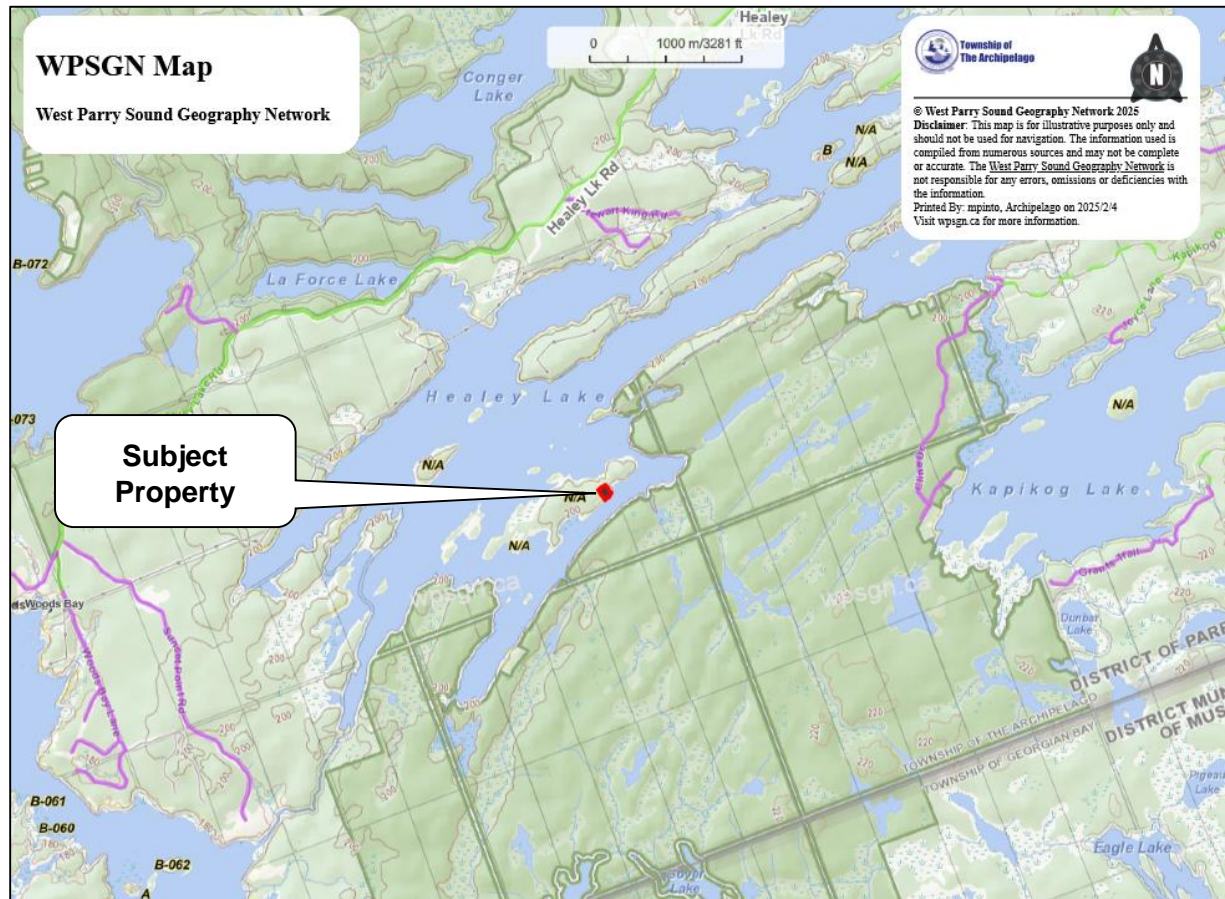
A copy of the application is attached to this report as Appendix A.

### **PLANNING INFORMATION**

Zoning By-law Amendment Application Z02-25	
Property:	428 Healey Lake Water
Official Plan Neighbourhood:	Healey Lake
Ward:	6
Existing Zone:	Inland Lakes Residential (IR)
Existing Use:	Residential
Property Size:	0.44 ha (1.08 ac)



## **LOCATION MAP**



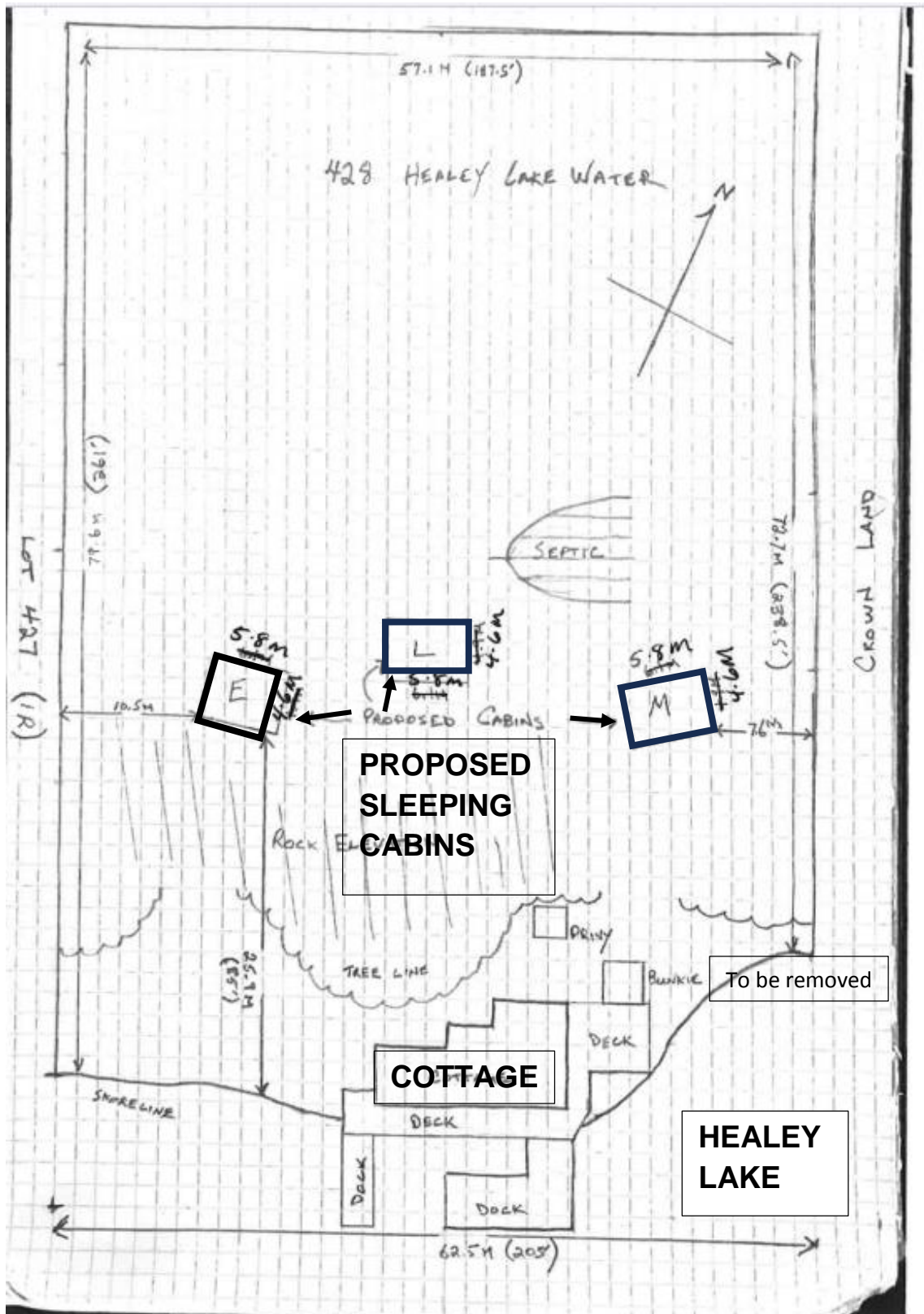
## **BACKGROUND**

The subject property, 428 Healey Lake Water, is located within the Healey Lake Neighbourhood in the Official Plan. The subject property has a lot area of 0.44 ha (1.08 ac), and is zoned Inland Lakes Residential (IR). The surrounding uses include residential and Crown land. The subject property is currently developed with an existing dwelling, a sleeping cabin and accessory buildings/structures. The applicant is proposing that the subject property contains three sleeping cabin with a cumulative Total Floor Area of 80 m<sup>2</sup> (861.1 ft<sup>2</sup>). Planning staff inspected the property in May 2025.

## **PUBLIC MEETING SUMMARY**

A public meeting was completed on June 20, 2025. No public comments were received prior to the meeting, and no members of the public attended the public meeting. The owners, Mr. Jim Frazer and Ms. Lynn Beech attended the meeting and spoke to the application. Council provided general comments regarding the proposal.

**SITE PLAN**



## **PLANNING ANALYSIS**

### **1. PROVINCIAL PLANNING STATEMENT**

The subject property is located within a rural area as per Section 2.5 of the Provincial Planning Statement, 2024 (PPS). Section 2.6 of the Provincial Planning Statement recognizes limited residential development and resource-based recreational activities on the subject property, it states:

2.6.1. *On rural lands located in municipalities, permitted uses are:*

- b) resource-based recreational uses (including recreational dwellings not intended as permanent residences);*
- c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;*

Further, Section 2.6.2. of the Provincial Planning Statement states:

2.6.2. *Development that can be sustained by rural service levels should be promoted.*

The proposal would allow for the subject property to be used recreationally, including recreational dwellings for residential uses that can be sustained by rural service levels, is supported by the above policies.

### **Conclusion**

The proposal is consistent with the Provincial Planning Statement.

### **2. OFFICIAL PLAN**

The subject property is located within the Healey Lake Neighbourhood, and is characterized by small residential lots and Crown land. The neighbourhood is influenced by the presence of The Massasauga Provincial Park.

It is the intent of the Official Plan to preserve the natural environment and where appropriate have development that complements the natural landscape. The subject property is an existing developed parcel on an island in Healey Lake.

Section 14.6 of the Official Plan states:

*'Development must be appropriate for an area in terms of its density or prematurity.'*

Section 14.23 of the Official Plan states:

*'The aesthetics of the Township's waterfront lands will be preserved using detailed land use regulations and control during the consent, subdivision, site plan and building application processes. Principles that will be applied to afford a measure of aesthetic control will include: screening, setbacks and building locations.'*

In addition, Section 14.25 of the Official Plan States:

*'New buildings and structures will be sited to minimize their impact on existing development so that maximum privacy is provided.'*

Section 14.24 of the Official Plan states:

*'The preservation of the natural landscape is fundamental to maintaining the Georgian Bay and Inland Lake aesthetic. In an effort to preserve the natural landscape, the visual impact of the built form shall be minimized through limiting the size of buildings (i.e. area and height), sighting structures below and behind trees, using muted colours on structures to blend with the natural landscape, and designing and constructing a building to fit with the natural landscape rather than altering the landscape to fit a building design.'*

Section 14.10 of the Official Plan states:

*'Sleeping or guest cabins are permitted accessory uses so long as they remain subordinate and incidental to the main dwelling subject to the requirements of the Zoning By-law implementing this Plan. The Zoning By-law will include regulations that ensure that sleeping cabins are:*

- a) Subordinate in size to any residential use;*
- b) Retained as an accessory function (i.e. no cooking facilities); and*
- c) Restricted in number so as to preserve the residential use.'*

The proposed sleeping cabins will be subordinate in size to the residential use of the property and will retain the accessory function.

Section 14.11 of the Official Plan states:

*'Sleeping cabins are an integral component of the seasonal residential land use within the Township. The historical development of Georgian Bay has typically seen the construction of a principal cottage with two or three sleeping cabins for the use of the extended family. This heritage component of the development of the islands is reflected in the Comprehensive Zoning By-law regulations.'*

*Council is concerned that those undertaking new development or re-development of a property may seek to unduly exploit by-law regulations through a proliferation of minor variances to sleeping cabin regulations. The result of a number of minor variances to sleeping cabin regulations could result in more obtrusive structures or a greater number of cabins than the intent of the by-law regulations.*

*Through the review of the Comprehensive Zoning By-law, sleeping cabin regulations were examined with a neighbourhood approach used as a solution to the number of cabins allowed, the individual cabin floor and the total area of cabins permitted.*

*Site specific variations to the sleeping cabin regulations should generally proceed through a zoning by-law amendment process to properly assess the requested regulatory change. In some circumstances, a minor variance may be warranted to address minor regulatory change for the site relating to sleeping cabins.*

*Council will have regard for the general impact of the requested amendment, assess the extent of the change to the regulation being varied from the adjacent waterbody, the impact on the neighbourhood because of the change of the cumulative effect of variances for sleeping cabins to evaluate the appropriateness of the change from the intent of the regulations.*

*Sleeping cabins that are proposed to be:*

- i) Larger than the regulated maximum total floor area for each sleeping cabin; or*
- ii) Larger than the total floor area on a lot collectively; or*
- iii) Greater in height than the regulated maximum height; or*
- iv) Increased in the number of sleeping cabins for the site,*

*Will be accessed in accordance with the following criteria:*

- a) The size of the structure relative to the shoreline frontage and area of the property;*

The proposed sleeping cabins will not exceed the cumulative Total Floor Area permitted in Ward 6. The sleeping cabins will also be located behind the existing dwelling and will exceed the setback requirements from the shoreline.

- b) A demonstrated need for the regulation change;*

In the submission, the applicants indicated the need for the three sleeping cabins is to accommodate their three children and the inability to expand the existing main dwelling. See the attached application, Appendix A – Application Submission.

- c) The proposal will not have a significant adverse impact on the aesthetics of the area when viewed from adjacent properties or waterways;*

The proposed sleeping cabins will be located approximately 20 m from the shoreline and will be located behind the existing dwelling. There is not anticipated to be a negative impact on the aesthetics of the area from the waterways or adjacent properties.

- d) The elevation of the sleeping cabins relative to existing landscaping and tree coverage to ensure buffering and screening from the waterways;*

The shoreline is developed with an existing dwelling and the portion of the shoreline that is not developed contains mature vegetation. The vegetation helps to mitigate the visual impact of the sleeping cabins. The sleeping cabins will be constructed within the 5 m height requirement.

- e) Special design features or landscaping that can be implemented to reduce the visual impact of the larger structure and increased number of structures;*

The location of the proposed sleeping cabins have utilized the topography of the property to minimize any visual impact of the sleeping cabins. The cumulative Total Floor Area of all sleeping cabins will not exceed 80 m<sup>2</sup> (861.1 ft<sup>2</sup>) which is the maximum permitted in Ward 6.

- f) The internal use of the sleeping cabin and the assurance that the cabin will not be used for anything other than what the by-law permits;*

The proposed sleeping cabins will have each a floor area of 26.5 m<sup>2</sup> (285 ft<sup>2</sup>). Due to the proposed size, the sleeping cabins will not be able to accommodate any other uses.

- g) The conformity of the request with other by-law regulations or neighbourhood policies; and*  
*h) Detailed drawings will accompany any application to clearly demonstrate mitigation measures to reduce the visual impact of the modified cabin.'*

The proposed sleeping cabins will comply with all other Zoning By-law requirements for sleeping cabins.

The Official Plan recognizes the importance of the waterfront area to the Township with the goal to preserve the unique and high quality of the natural environment, which leads to an experience that is aesthetically appealing to property owners and to visitors who use the area. The proposal appears to maintain the general intent of the Official Plan as the proposed sleeping cabins will not impact the aesthetics of the shoreline as they will be well setback from the water. The proposal is not anticipated to have a negative impact to the neighbouring property owners or visitors who use the area. The proposed development will continue to maintain the preserve the natural landscape of the area.



Conclusion:

Based on a review of the above policies, the use of the subject property appears to be consistent with the use of a residential property. The proposal appears to conform with the intent of the relevant Official Plan policies.

**3. COMPREHENSIVE ZONING BY-LAW A2000-07, AS AMENDED**

The subject property is zoned 'Inland Lakes Residential (IR)' in Comprehensive Zoning By-law A2000-07, as amended. The subject property has a lot area of 0.44 ha (1.08 ac), lot frontage of approximately 56 m (183.7 ft), and is developed with an existing main dwelling, a sleeping cabin, and accessory structures/buildings. The applicant is seeking relief to allow three sleeping cabins on the subject property whereas only two are permitted. Each sleeping cabin will have a Total Floor area of 26.5 m<sup>2</sup> (285.2 ft<sup>2</sup>) for a cumulative Total Floor Area of 80 m<sup>2</sup> for all three sleeping cabins.

Section 5.36 b) states:

*'b) Wards 5 and 6:*

- i) The maximum Total Floor Area of each sleeping cabin, including the floor area of any basement, does not exceed 40 m<sup>2</sup> or the ground floor area of the main dwelling on the lot, whichever is the lesser;*
- ii) The maximum number of sleeping cabins permitted on one lot is two cabins; and*
- iii) The maximum Total Floor Area of all sleeping cabins on a lot, including the floor area of any basement, shall not collectively exceed 80 m<sup>2</sup>.'*

The proposal is to have three sleeping cabins whereas a maximum of two are permitted but each sleeping cabin will be smaller than the maximum Total Floor Area permitted for each sleeping cabin, and the cumulative area will not exceed 80 m<sup>2</sup> (861.1 ft<sup>2</sup>). It appears that all other aspects of the proposed development would comply with the requirements of Comprehensive Zoning By-law No. A2000-07, as amended.

The proposal is not anticipated to have any negative impacts to the surrounding properties and neighbourhood. The proposal appears to be appropriate development, and will maintain the existing character of the property and neighbourhood. The proposal is not anticipated to result in undue adverse impacts to the surrounding properties. While the proposal is to increase the number of sleeping cabins on the property, the maximum total floor area of all of the sleeping cabins will not exceed what is permitted in the Zoning By-law. The increase in the number of sleeping cabins to three on the subject property appears appropriate.

### Conclusion

All other aspects of the proposed development would appear to comply with the requirements of Comprehensive Zoning By-law No. A2000-07, as amended. The request appears to maintain the general intent and purpose of the Zoning By-law.

### **4. CONCLUSION**

The proposed application would:

- 1) Appear to conform to the relevant policies of the Provincial Planning Statement;
- 2) Appear to conform with the intent of the Official Plan of the Township of The Archipelago;
- 3) Maintain the intent of the Comprehensive Zoning By-law implementing the Official Plan;
- 4) Allow for an appropriate land use.

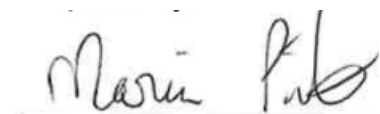
### **CORRESPONDENCE**

The proposed Zoning By-law Amendment application was circulated to the required agencies and property owners as per the requirements of the *Planning Act*, R.S.O. 1990, cP.13 and associated regulations. No comments were received prior to the public meeting on June 20, 2025.

### **RECOMMENDATION**

Staff recommends that a decision with respect to the application be deferred until a future date, to permit a review of any comments received from the public, agencies and Council.

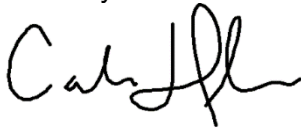
Respectfully submitted,



---

Maria Pinto,  
Planner

Approved by:



---

Cale Henderson, MCIP, RPP  
Director, Development Services & Environmental Initiatives

**ATTACHMENTS**

1. Appendix A – Application Submission
2. Appendix B – Site Visit Photos
3. Appendix C – By-law A2118-25

The Archipelago  
9 James Street  
Parry Sound, Ontario  
P2A 1T4  
Phone: 705-746-4243  
Fax: 705-746-7301  
Web: www.thearchipelago.on.ca

# Application for Amendment to the Comprehensive Zoning By-law

under Section 34 of the Planning Act R.S.O. 1990,  
c.P. 13, as amended

OFFICE USE		
Date Received: Feb 28/25	Complete Application:	Application No.
Date Accepted: March 24, 2025	Applicable Fee Paid: yes	201-25

1. Applicant/Agent Information		
Name of Applicant/Agent: JIM FRAZER + LYNN BEECH		
Address: [REDACTED]		
City: [REDACTED]	Province/State: [REDACTED]	Postal/Zip Code: [REDACTED]
Phone Number: [REDACTED]	Email: [REDACTED]	

2. Owner(s) Information		
Name of Applicant/Agent: SAME AS ABOVE		
Address: [REDACTED]		
City: [REDACTED]	Province/State: [REDACTED]	Postal/Zip Code: [REDACTED]
Phone Number: [REDACTED]	Email: [REDACTED]	
Please advise to whom all communication should be directed <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Applicant / Agent		

3. Location and Description of the Subject Land (please provide a copy of the transfer/Deed of land)		
Assessment Roll number 4905- 09000722050000	Municipal Address (if applicable) 428 HEALEY LAKE WATER	
Legal Description:		
Concession(s):	Lots: 4	
Registered Plan No.: M-192	Reference Plan No.: 42R-8446	
Parcel No. 10795	Other Description:	
Dimensions of Subject Property		
Depth (metres): 79.6	Frontage (metres): 62.5	Hectares: .49

4. Purpose of Application
What is the existing zoning of the subject land? ISLAND LAKE RESIDENTIAL (IR)
What is the nature and extent of the rezoning being requested? WE ARE REQUESTING A BY LAW AMENDMENT TO ALLOW FOR 3 SLEEPING CABINS 26.5M <sup>2</sup> EA. TOTAL M <sup>2</sup> 280M <sup>2</sup> .

**7. Service Information** (check appropriate box)**Access**

- ☐ Provincial Highway    ☐ Municipal road, maintained all year    ☐ Municipal road, maintained seasonally  
☐ Other public road    ☐ Right-of-way    ☒ Water Access (see below)

If access to the subject land is by private road, or if by "other public road" or "right-of-way", indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

If access to the subject land is by water, describe the parking and docking facilities and the approximate distance of these facilities from the subject land and the nearest public road.

Parking & Docking at Mariners Cove Marina.  
DISTANCE FROM SUBJECT ~ 9.5 KM

**Water**

- ☐ Privately owned and operated individual well    ☐ Privately owned and operated communal well  
☒ Lake    ☐ Other Means \_\_\_\_\_

**Sewage Disposal** (check appropriate box)

- ☒ Privately owned and operated individual septic system    ☒ Privy  
☐ Privately owned and operated communal septic system    ☐ Other Means \_\_\_\_\_

Please provide a copy of the building permit or certificate of approval for the existing septic system on the property, if applicable.

Pursuant to the Planning Act, if the requested amendment would permit development on a privately owned and operated individual or communal septic system and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the applicant may be requested to provide the Township with a servicing options report and a hydrogeological report.

**8. Buildings and Structures** (on or proposed for the subject land)

EXISTING - List all existing buildings and structures					DISTANCE FROM LOT LINES (metres)			
Building / Structure Type	Date of Construction	# of Storeys / Height	Ground Floor Area (m <sup>2</sup> )	Total Floor Area (m <sup>2</sup> )	Front	Rear	Side	Side
Main Cottage	1959	1	105	-	0	75m	23.4	24.1
Bunkie	1980	1	9.2	-	10	61	39	12
Privy	1980	1	5.2	-	15	60	38	22

PROPOSED - List all proposed buildings and structures					PROPOSED DISTANCE FROM LOT LINES (metres)			
Building / Structure Type	# of Storeys / Height	Ground Floor Area (m <sup>2</sup> )	Total Floor Area (m <sup>2</sup> )		Front	Rear	Side	Side
Cabin "E"	1	26.5	-		25.9	44.1	10.5	45.9
Cabin "L"	1	26.5	-		28.9	41.1	16.5	39.9
Cabin "M"	1	26.5	-		25.9	44.1	48.9	7.6

**9. Other Information**

Is there any other information that you think may be useful to the Township in reviewing this application?  
 Is so, explain below or attach a separate page.

**10. Plans (to assist in the preparation of plans, please refer to the attached sample sketch)****Site Plan**

Every application shall be accompanied by a site plan, drawn to an appropriate scale, properly dimensioned and showing thereon:

- The boundaries and dimensions of the subject land and the part that is the subject of this application;
- The location and dimensions of existing and proposed buildings and structures and their distances from lot lines;
- The approximate location of all natural and artificial features on the subject land and adjacent lands that, in the opinion of the application, may affect the application, such as railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks, landscaped open spaces, planting strips, parking areas, loading areas, driveways, and walkways;
- The existing uses on the adjacent lands;
- The location, width, and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a publicly travelled road, a private road or a right-of-way;
- If access to the subject land is by water only, the location of the parking and boat docking facilities used;
- The location and nature of any easement affecting the subject land.

Additional information, including architectural drawings and elevations, shall be provided by the applicant at the request of the Township.

**11. Affidavit or Sworn Declaration**

Dated at the Town of Parry Sound this 28 day of Feb, 2025

I, JIM FRAZER of the [REDACTED]  
 in the [REDACTED]

County/District/Regional Municipality of [REDACTED] solemnly declare that all the statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the **CANADA EVIDENCE ACT**.

DECLARED BEFORE ME at the Town of Parry Sound  
 In the District of Parry Sound this 28 day of Feb, 2025

[Signature]  
 A Commissioner of Oaths

[Signature]  
 Signature of Owner or authorized Applicant/Agent

Alana Torresan, Deputy Clerk  
 ex officio Commissioner etc.,  
 Commissioner for taking Affidavits Act,  
 Section 1, subsection (2) 1.  
 District of Parry Sound,  
 for the Corporation of the  
 Township of The Archipelago.

**12. Authorizations****Authorization of Owner(s) for Agent to Make the Application**

If the applicant is not the owner of the land that is the subject of this application, authorization for the agent to make this application, as set out below, must be given. Alternatively, written authorization can be provided on a separate form and submitted with this application. Authorization must be provided by all registered owners of the subject property.

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application and I/we authorize \_\_\_\_\_ to make this application on my/our behalf.

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

**Authorization of Owner(s) for Agent to Provide Personal Information**

If the applicant is not the owner of the land that is the subject of this application, authorization for the agent to provide personal information, as set out below, must be given. Alternatively, written authorization can be provided on a separate form and submitted with this application. Authorization must be given by all registered owners of the subject property.

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize \_\_\_\_\_ as my/our agent for this application, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

**13. Consent of the Owner(s) to the Use and Disclosure of Personal Information**

All registered owners of the subject property must provide their consent concerning the disclosure of personal information, as set out below.

I/We, Jim Frazer / Lynn Beech, am/are the owner(s) of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Date Feb 11 / 25 Signature of Owner [Signature]

Date Feb 11 / 25 Signature of Owner [Signature]

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

## 10.0 Other Information

Is there any other information that you think may be useful to the Township in reviewing this application?

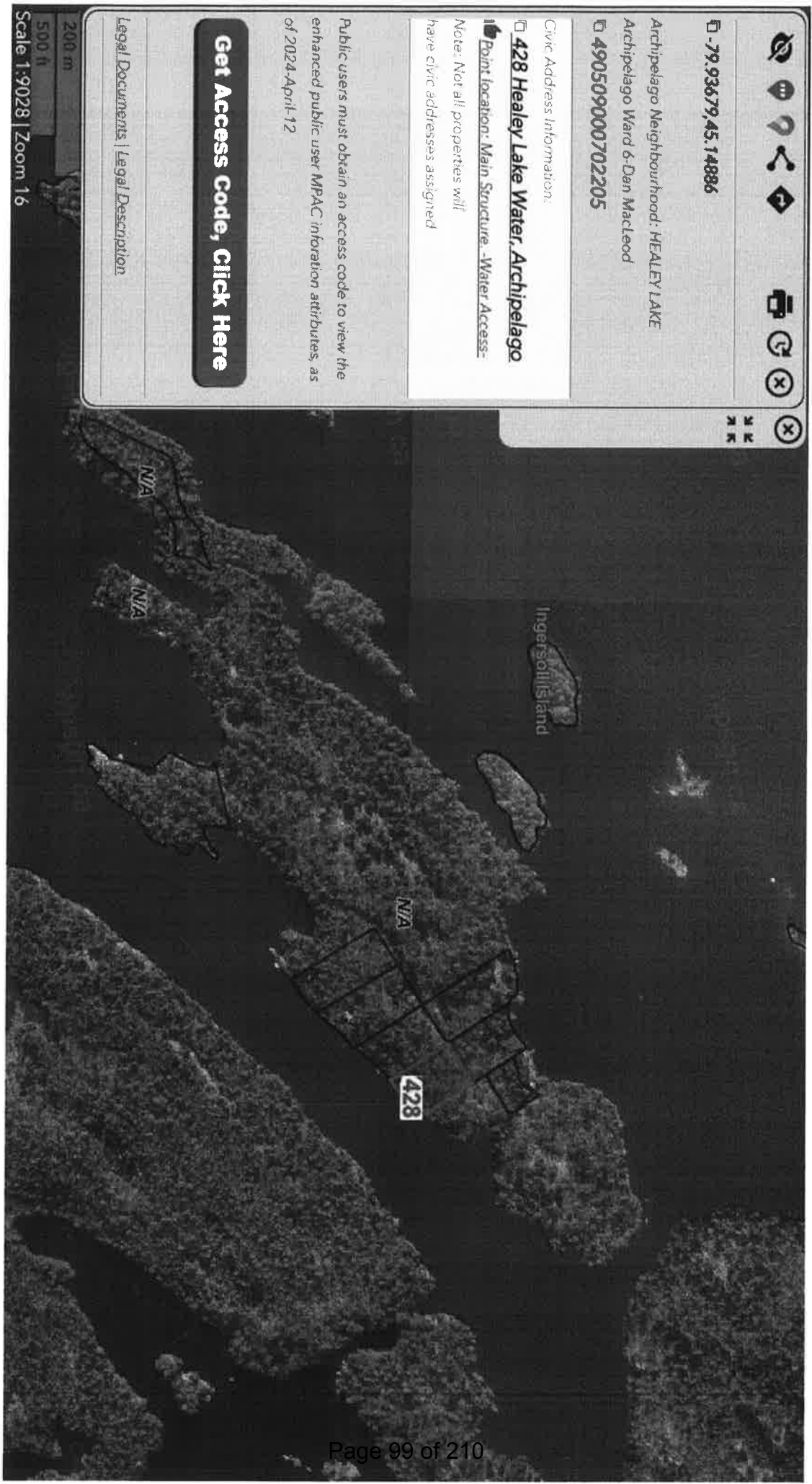
The current configuration of our cottage does not enable us to accommodate our growing family comfortably. We are currently utilizing a living room as a bedroom. The other two "bedrooms" inside the cottage are basically large closets (approximately 6 x 7 feet) with built in bunk beds that cannot comfortably sleep an adult.

Our plan - with the addition of three sleeping cabins - would be to allocate one to each of our daughters and ultimately turn the two small bedrooms into one inside the cottage.

As you can see by our attached documentation, last season we undertook the installation of a grade 4 septic bed - the largest tank we could have installed. We wanted to ensure that going forward we had a system in place to physically and environmentally accommodate our growing family.

We highly value the natural beauty and tranquility of Healey Lake - and especially of our lot which is surrounded by crown land. It is our intention to build cabins that are aesthetically pleasing and fit the natural surroundings of the lake. We have already spoken with three of our neighbours to explain our plan for the application, and have been met with only positive responses. We also believe that the cabins set back in the woods would blend in much better with the natural surroundings than potentially putting a second story up to accommodate our family.





📍 -79.93679, 45.14886

Archipelago Neighbourhood: HEALEY LAKE  
Archipelago Ward 6 Dan Macleod

🏠 490509000702205

Civic Address Information:

📍 **428 Healey Lake Water, Archipelago**  
📍 **Point location: Main Structure -Water Access-**

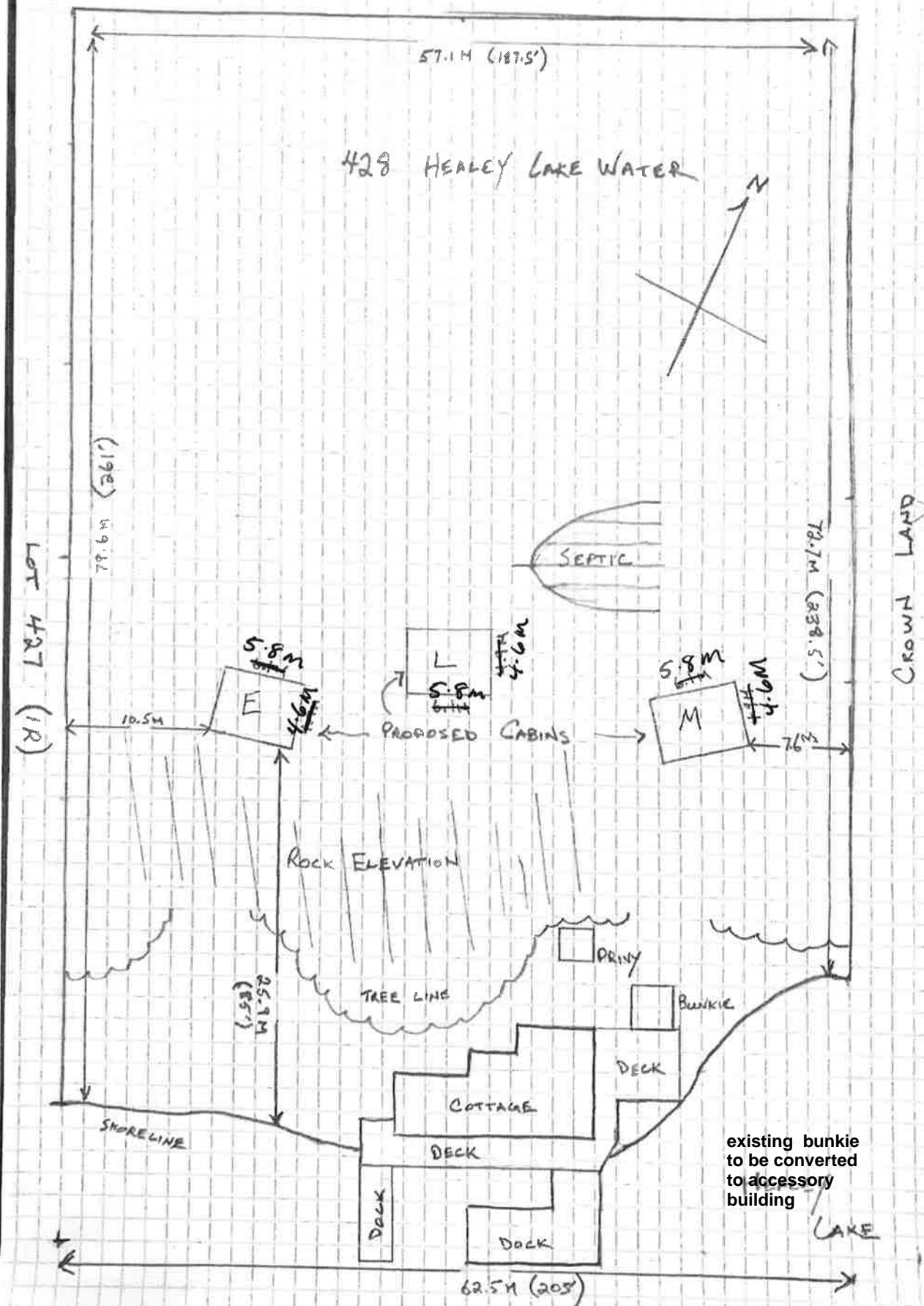
Note: Not all properties will have civic addresses assigned

Public users must obtain an access code to view the enhanced public user MPAC information attributes, as of 2024-April-12

**Get Access Code, Click Here**

[Legal Documents](#) | [Legal Description](#)

200 m  
500 ft  
Scale 1:9028 | Zoom 16





Township of The Archipelago  
 8 James Street  
 Perry Sound,  
 P2A 1T4  
 (709) 748-4243  
 Contact: inspection@thearchipelago.ca  
 Phone: (709) 748-4243 Ext. 300  
 Fax: (709) 748-7501

Permit No.  
 2024-0073

### SEWAGE CLASS 4

Action	Assessment Roll No.	Issued To	Date Issued
Install	4905-090-007-02205-0000	ARRETT CONTRACTING LTD. ROBERT BAI	May 31, 2024
Owner(s)	FRAZER, JAMES MALCOM		
Contractor	BOB BARRETT CONTRACTING LTD.		
Property Address	428 HEALEY LAKE WAYER	Lot Area	1.1 Acres
Legal Description	CONGER PLAN M182 LOT 4 PCL	Lot Frontage	205
Brief Project Description	Class 4 Tank & Bed (Replace CONG-43-22)		
Structure	Class 4 - Septic Tank and Bed	Length Height	Width Permit Area Sq. Feet
Zoning			

The personal information on this permit was collected pursuant to the Building Code Act. Information contained herein may be available to the public in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), RSO 1990, c. M.55, s. 14(1)(c). Questions regarding this collection and its release under the Act should be directed to the municipal Clerk during normal business hours.

The person to whom this permit has been issued shall notify the Chief Building Official in advance of the stages of construction specified in Building Code R.S.O. 1992 Reg 332/12, Division C, Part 1, s.1.3.5.1 (2) or attached

BUILDING CODE, O. Reg. 332/12 as amended

*R. T.*  
 Ron Farrow, Chief Building Official

#### STAGES OF CONSTRUCTION REQUIRING NOTICE

- Readiness to construct the sewage system
- Substantial completion of the installation of the sewage system before the commencement of backfilling
- Completion of the sewage system (including sewer line connected to dwelling, septic tank, finished grades, proper drainage, side slopes, etc.)
- INSULATED INSPECTION REQUEST LINE: 709-748-4243 EXT.300

POST THIS CARD IN A LOCATION TO BE SEEN FROM THE ROAD / WATER































The Corporation of the

**TOWNSHIP OF THE ARCHIPELAGO**

BY-LAW NO. A2118-25

To amend By-law No. A2000-07 (the Comprehensive Zoning By-law)  
Lot 4, Plan M-192, Part 4, RP 42R8446, PCL 10795 S/S, geographic township of  
Conger, now in the Township of The Archipelago (428 Healey Lake Water)  
(Frazer and Beech)

**WHEREAS** Section 34(1) of the Planning Act, R.S.O. 1990, c.P. 13, as amended, authorizes municipalities to enact zoning by-laws; and

**WHEREAS** the subject lands are currently developed with a main dwelling, sleeping cabin, and accessory structures; and

**WHEREAS** the owners wish to permit three sleeping cabins on the subject property;

**WHEREAS** the owner has applied to rezone the lands to a site specific residential zone to allow for three sleeping cabins, on Lot 4, Plan M-192, Part 4, RP 42R8446, PCL 10795 S/S, geographic township of Conger, now in the Township of The Archipelago from 'Inland Lakes Residential (IR) Zone to the Inland Lakes Residential Exception 22 (IR-22) Zone;

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

1. Schedule 'A' of By-law No. A2000-07, as amended, is hereby further amended by rezoning Lot 4, Plan M-192, Part 4, RP 42R8446, PCL 10795 S/S, geographic township of Conger, now in the Township of The Archipelago from the 'Inland Lakes Residential (IR)' Zone to the 'Inland Lakes Residential-Exception 22 (IR-22)' Zone, as shown on Schedule '1', attached to this by-law.
2. Section 7.2 – Special Exception Regulations – Inland Lakes Residential (IR) of the By-law No. A2000-07, as amended, is hereby further amended by adding the following:

**"7.2.22 Inland Lakes Residential Exception 22 (IR-22)**

Lot 4, Plan M-192, Part 4, RP 42R8446, PCL 10795 S/S,  
geographic township of Conger, now in the Township of The  
Archipelago as shown on Schedule 'A' to this By-law.

**7.2.22.1 Permitted Uses, Buildings and Structures**

Those uses, buildings and structures permitted  
under Section 6.1.1 and 6.1.2, with the following  
additional permitted use:

- i) A total of three sleeping cabins with a  
cumulative Total Floor Area of 80 m².

**7.2.22.2 Zone Standards**

The regulations of Section 7.1.3, Zone  
Standards, shall apply to the uses permitted in  
the IR-22 Zone.

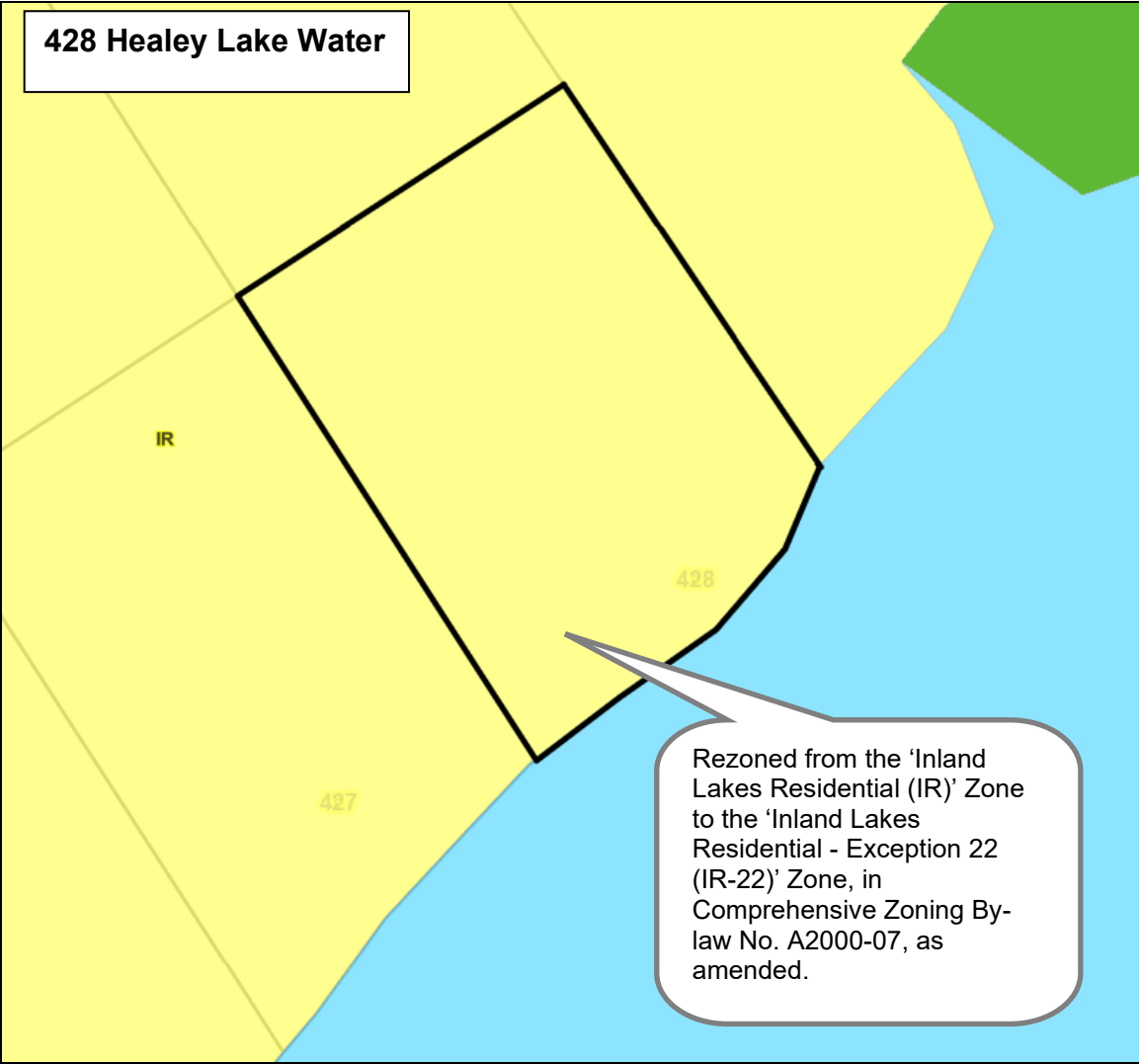
3. That this By-law shall come into force and take effect on the day of the final passing thereof.

**READ** and **FINALLY PASSED** in **OPEN COUNCIL** this **18th** day of **July, 2025**.

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

\_\_\_\_\_  
Bert Liverance, Reeve

\_\_\_\_\_  
Maryann Martin, Clerk



**THIS IS SCHEDULE '1' TO BY-LAW NO. A2118-25**

**TOWNSHIP OF THE ARCHIPELAGO**

**PASSED THIS 18<sup>th</sup> DAY OF JULY, 2025**

\_\_\_\_\_  
Bert Liverance, Reeve

\_\_\_\_\_  
Maryann Martin, Clerk

# **The Township of The Archipelago**

## **Recommendation Report**

**Report No.:** Report Number

**Date:** July 17, 2025

**Originator:** Cale Henderson, Director of Development Services & Environmental Initiatives

**Subject:** Recommendation Report – Zoning By-law Amendment No. Z03-25

**Owner:** David Ballentine & Nancy Regan

**Location:** 1 A472 (Double Island), The Archipelago

---

### **RECOMMENDATION**

Staff recommends that the proposed Zoning By-law Amendment be denied as it is unnecessary and conflicts with Building Code Commission ruling and the restrictions of the Ontario Building Code.

---

### **PROPOSAL**

The purpose of the proposed Zoning By-law Amendment No. Z03-25 is to rezone Island A472 (Double Island), PCL 7096 SEC NS; Double Island or Island 472 Harrison in the Georgian Bay of Lake Huron, The Archipelago from the 'Coastal/Island Residential (CR)' Zone to the 'Coastal/Island Residential Exception 98 (CR-98)' Zone.

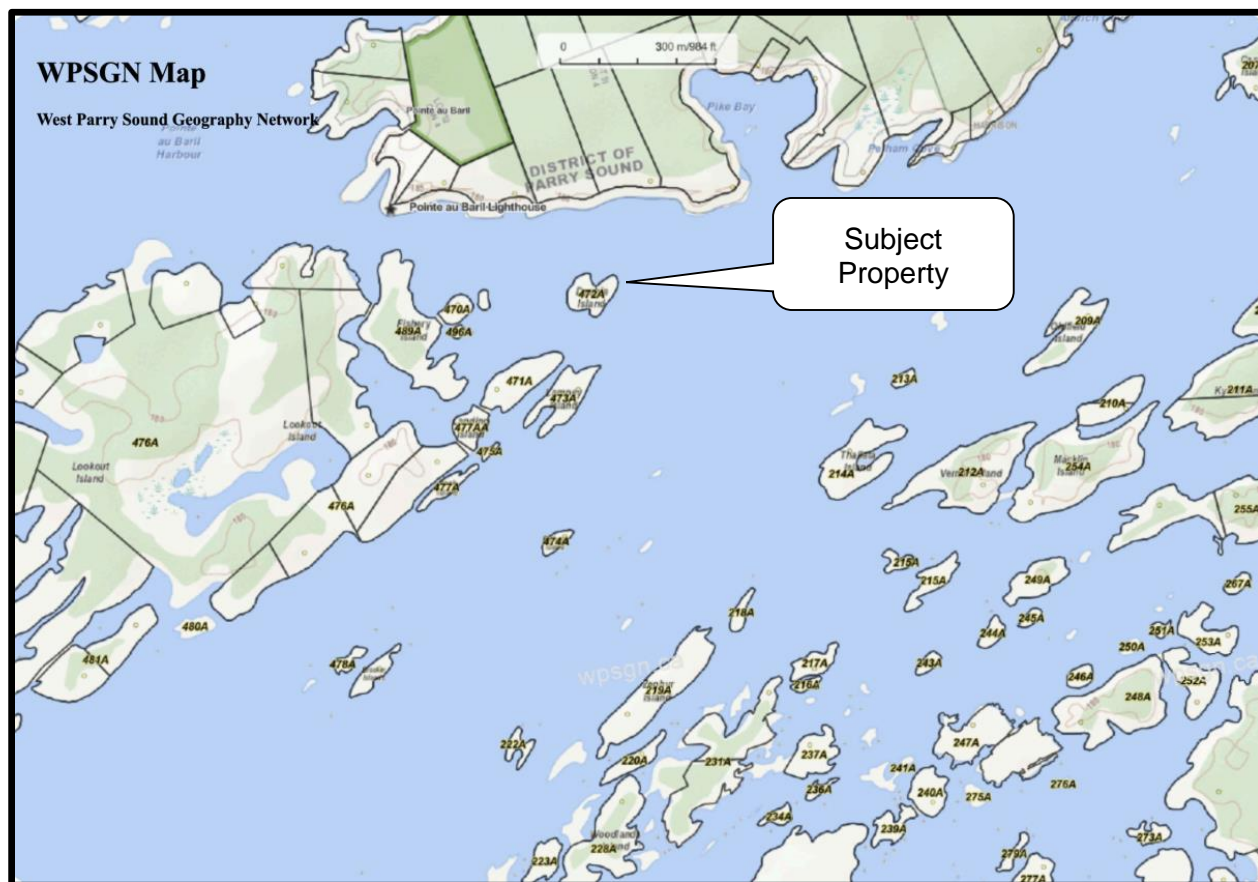
The effect of proposed Zoning By-law Amendment No. Z03-25 is to allow a Class 5 wastewater system (holding tank).

A copy of the application and planning justification report are attached to this report as Appendix A & B, respectively, and the zoning by-law amendment is attached as Appendix C.

### **PLANNING INFORMATION**

<b>Zoning By-law Amendment Application Z07-24</b>	
Property:	1 A472 Island (Double Island)
Official Plan Neighbourhood:	Pointe au Baril Islands
Ward:	3
Existing Zone:	Coastal Island Residential (CR)
Existing Use:	Vacant
Property Size:	0.47 ha (1.17 ac)

## LOCATION MAP



## BACKGROUND

The subject property, Island A472 (Double Island), is located within the Pointe Au Baril Islands neighbourhood immediately south-east of the Pointe au Baril Lighthouse. The subject property has an approximate lot area of 0.47 ha (1.17ac) and lot frontage of 90 m (295 ft). The property is currently zoned Coastal Island Residential (CR) within Comprehensive Zoning By-law No. A2000-07, as amended. The island is horseshoe shaped with minimal vegetation. The island primarily consists of barren rock with steep gradients towards the water with minimal existing soils.

Historically, in the late 1800's and early 1900's. the property was used as a local fishing depot and contained multiple buildings (Appendix D - historical photos). However, according to municipal records (Appendix E - Assessment and Aerial Photography), the property has been vacant since prior to the formation of the Township in 1980. There are no municipal records of any prior sewage system or privies for the property, though the applicants have advised that historically the property may have been serviced by privies. The applicants obtained the property in 2017 and were seeking to develop the property. Due to the topography and minimal

soils, the owners have experienced challenges with obtaining a building permit for a sewage system in accordance with the requirements of the Ontario Building Code. Starting in 2020, the owners have submitted multiple building permit applications and appeals to the Building Code Commission to obtain a permit for a sewage system in accordance with the requirements of Part 8 of the Ontario Building Code. The Building Code Commission (BCC) has ruled that a Class 5 sewage system (holding tank) is not permitted (Appendix F – BCC Ruling No.:22-04-1596). Per Section 24(4) of the Building Code Act, the decision of the Building Code Commission (BCC) is final. A subsequent application and decision of the Building Code Commission (BCC) deemed a Class 4 Shallow Buried Trench to comply with the Ontario Building Code and a building permit has been issued (Appendix G – BCC Ruling No.: 24-12-1642).

The applicant has submitted a Zoning By-law Amendment application to service the island with a class 5 Sewage System (Holding Tank), as opposed to the permitted Class 4 Shallow Buried Trench as approved by the Building Code Commission.

### **PUBLIC MEETING SUMMARY**

A public meeting was completed on June 20, 2025. No public comments were received prior to the meeting, and one member of the public attended the meeting virtually. The owners, Mr. David Ballentine and Ms. Nancy Regan, and their agent Mr. John Jackson attended the meeting. Mr. Jackson spoke to the application. Council provided general comments regarding the proposal and the overall appropriateness of Class 5 septic systems (holding tanks) within the Township.

### **PLANNING ANALYSIS**

#### **1. PROVINCIAL PLANNING STATEMENT, 2024**

The Provincial Planning Statement, 2024 (PPS 2024) is a province-wide land use planning policy framework issued under Section 3 of the Planning Act, which requires that all decisions affecting planning matters shall be consistent with the minimum standards set in the Provincial Planning Statement.

Section 3.6 of the Provincial Planning Statement, 2024 provides for policy direction with respect to sewage and water services. Within this policy and outlined in Subsection 3.6.3 of the Provincial Policy Statement, where municipal services or communal services are not available, planned or feasible, private or individual on-site sewage services are permitted where appropriate. Due to the landscape, geography and services of the Township of The Archipelago, private sewage systems are typical and the norm for our community.

The PPS, 2024 does not provide direction on type or class of private on-site sewage services that are permitted, rather the statement connects back to the Building Code Act through the definitions. Within Section 8: Definitions of the PPS 2024, Individual on-site sewage services are defined as:



*'Individual on-site sewage services: means sewage systems, as defined in O. Reg. 332/12 under the Building Code Act, 1992, that are owned, operated and managed by the owner of the property upon which the system is located.'*

Within the Township of The Archipelago, allowing individual on-site sewage systems is consistent with the policy direction of the PSS, 2024. However, the PPS, 2024 links the definition of sewage systems to Ontario Building Code Act and the relevant O. Reg. and recognizes that the design and installation of septic systems is not regulated by the Planning Act.

## **2. OFFICIAL PLAN**

The Official Plan provides local policy direction on private sewage disposal systems. Section 11.3 states:

*'11.3 All development is to proceed on the basis of private individual water and sewage disposal systems, constructed and maintained in accordance with the applicable legislation.*

*11.6 Where development is proposed, lots will be of sufficient size and suitable area to adequately accommodate such services, and will satisfy the authority having jurisdiction with respect to the approval of private potable water supply and/or private sewage disposal facilities.*

The above policies recognize that all development will be serviced by private individual water and sewage disposal systems, as the Township does not provide any municipal services. A Class 5 sewage system (holding tank) is not considered a complete sewage disposal system and is reliant on Class 7 Sewage haulers (i.e. barge and trucking) to regularly remove the sewage and transport to a treatment facility.

Further, the policy recognizes that sewage disposal systems will be constructed in accordance with applicable legislation, which is the Building Code Act.

## **ZONING BY-LAW**

The subject property is Zoned Coastal/Island Residential. In accordance with Section 6 – Coastal/Island Residential (CR), the subject property is permitted to be used residentially and developed with a dwelling and accessory buildings and structures. A septic system is a permitted accessory building on the subject property.

The Zoning By-law does not regulate the class of septic system and a Class 5 septic system (holding tank) would therefore comply. In specific circumstances, the Zoning By-law does prescribe setback requirements for septic systems; however, those setback requirements are either equivalent or greater and do not exempt or conflict with the requirements of the Ontario Building Code. The proposal is not seeking relief from setback requirements of the Zoning By-law or the Ontario Building Code.

The purpose of the amendment, as outlined in the application, is to obtain an exemption from the requirements of the Ontario Building Code. The Zoning By-law does not have the authority to provide relief or an exemption from the requirements of the Ontario Building Code. There are established procedures through the Ontario Building Code, including the Building Code Commission. As previously highlighted, the Building Code Commission has already considered a proposal for a Class 5 septic system (holding tank) and ruled that it is not permitted. The decision of the Building Code Commission, as per Section 24(4) of the Building Code Act, is final. The proposal conflicts with applicable legislation, being the Ontario Building Code and Building Code Act.

The Zoning By-law addresses any conflict with other laws. 'Section 2.5 – Relationship with Other By-laws' of the Zoning By-law states:

*'Nothing in this By-law shall operate to relieve any person from the requirements of the Building Code or any By-law or requirements of the Township in force from time to time, or the obligation to obtain any license, permit, authority, or approval required under any By-law or law of the Township or other government authority. Any use established in violation of a predecessor of this By-law will be deemed to have been established unlawfully. Nothing in this By-law shall be construed to exempt any person from complying with the requirements of any other laws of the Township or from any law of the Province of Ontario or of Canada.'*

Further, Section 2.6 a) of the Zoning By-law states:

*'In their interpretation and application, the provisions of this By-law shall be held to be the minimum requirements adopted for the promotion of the public health, safety, convenience, or general welfare. Whenever the requirements of this By-law are at variance with the requirements of any other By-law, the most restrictive, or the By-law imposing the higher standards shall govern and apply. Nothing in this By-law shall be construed to exempt any person from complying with the requirements of any By-law of the Township or from any law of the Province of Ontario or of Canada.'*

Per the Section 2.5 and 2.6 a), the Zoning By-law cannot conflict or exempt any person from complying with the requirements of the Ontario Building Code.

Further, Section 35(1) of the Building Code Act provides that: "This Act and the building code supersede all municipal by-laws respecting the construction or demolition of buildings." Council cannot pass a bylaw to circumvent the requirements of the Building Code. Even if the Zoning By-law explicitly permits a Class 5 sewage system (holding tank), such as is being requested by the applicants, it would still need to comply with the requirements of the Ontario Building Code. The Building Code Commission has already determined a Class 5 Sewage System on the subject property does not comply with applicable legislation and therefore a building permit cannot be issued.

## **CORRESPONDENCE**

The proposed Zoning By-law Amendment application was circulated to the required agencies and property owners as per the requirement of the *Planning Act*, R.S.O. 1990, cP.13 and associated regulations. No comments were received prior to the public meeting held on June 20, 2025.

## **CONCLUSION**

The proposed Zoning By-law Amendment application is seeking to explicitly permit a Class 5 sewage system (holding tank) on the subject property. The Zoning By-law does not prohibit its use and does not regulate classes of septic systems. The proposal is not seeking to provide new zoning rights for the subject property, rather it is simply making explicit what is already permitted.

As outlined within this report, the Building Code Act and the Ontario Building Code regulate the classes, construction and installation of septic systems. As outlined in Section 2.5 of the Zoning By-law and Section 35(1) of the Building Code Act, a municipal zoning by-law cannot conflict or supersede the Ontario Building Code. The Building Code Commission has already determined that a Class 5 sewage system (holding tank) does not comply with the Ontario Building Code and is not permitted on the subject property. The proposal is attempting to supersede or conflict with the Ontario Building Code and the ruling of the Building Code Commission.

As a result, the proposal is both unnecessary and will create confusion with the Planning regime and the Ontario Building Code. Even if the Zoning By-law was granted, this would not create any right to construct a Class 5 sewage system on the subject property, as the proposal would still not comply with the requirements of the Ontario Building Code, as already determined by the Building Code Commission.

## **RECOMMENDATION**

Staff recommends that the proposed Zoning By-law Amendment be denied as it is unnecessary and conflicts with the Building Code Commission ruling and restrictions of the Ontario Building Code.

Respectfully submitted,



---

Cale Henderson, MCIP, RPP  
Director, Development Services & Environmental Initiatives

## **ATTACHMENTS**

1. Appendix A - Zoning By-law Amendment Application
2. Appendix B - Planning Justification Report
3. Appendix C - By-law Amendment
4. Appendix D - Historical Photos
5. Appendix E - 1980 Assessment Records & 1981 Aerial Imagery
6. Appendix F - Building Code Commission Ruling No.: 22-04-1596 - Class 5 Sewage System (holding tank)
7. Appendix G - Building Code Commission Ruling No.: 24-12-1642 - Class 4 Shallow Buried Trench

**THE TOWNSHIP OF THE ARCHIPELAGO  
APPLICATION FOR A ZONING BY-LAW AMENDMENT**

**Information for Applicants**

The Township strongly encourages applicants to consult staff in the Township's Planning Department prior to the submission of an application. Staff information can be obtained from the Township's website at [www.thearchipelago.on.ca](http://www.thearchipelago.on.ca) or phone 705-746-4243 Ext. 304.

Applications will be considered by Council at a regularly scheduled, monthly meeting generally held on the third Friday of each month. A complete application must be submitted a minimum of four weeks prior to the Council meeting at which the application could first be considered. Due to the complexity of some applications, Planning staff require sufficient time to undertake a review of the application, conduct a site inspection, prepare a Planning report to Council and to fulfill the requirements of the Planning Act with respect to the giving of Notice of a Public Meeting.

Township staff may conduct a site inspection of your property. By submitting this application, you are authorizing the Township to access your property for the purpose of conducting a site inspection. Please note that staff may be unable to perform site inspections during the winter months on properties which are accessed by water or by seasonally maintained municipal or private roads. As such, consideration of the application by Council may be delayed until such time as safe access to the property can be obtained.

Council may authorize the circulation of a Notice of a Public Meeting for the purpose of providing information, or it may refuse to further consider the application. If Council authorizes that a public meeting be held, Notice will be circulated at least 20 days prior to the Public Meeting, to all properties within 1,000 metres of the subject property, and in compliance with the notice requirements of the Planning Act.

In compliance with Provincial legislation and planning practices, some studies may be required of the subject property to ensure the protection of the environment, protection of health and safety for residents or to determine mitigation measures prior to or as a condition of the request.

**Completion of the Application**

All applicable information requested on the application form and the required application fee must be provided before the application will be considered complete and can be scheduled to be considered by Council. The Township will return the application or refuse to further consider the application until the required information has been provided. In the absence of this information, the application may be deemed to be incomplete and it may not be possible to do a complete review within the legislated time frame for making a decision. As a result, the application may be refused.

**Submission of the Application**

- Every application should be directed to the Township's Planner and must include:
- the completed application form;
- if the owner or applicant/agent is a corporation, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed;
- a cheque made payable to "The Township of The Archipelago" in the amount of \$1,200.00 as payment of the required application fee;
- a building permit or certificate of approval for the existing septic system on the property, if applicable (Section 7);
- a location plan and a site plan (Section 9);
- an Affidavit / Sworn Declaration before a Commissioner or other person empowered to take affidavits (Section 11);
- Authorization of the Owner(s) for an Agent to act on his/her behalf, if applicable (Section 12);
- Consent of the Owner(s) with respect to Personal Information (Section 13).

Additional information, including architectural drawings and elevations, shall be furnished by the applicant at the request of the Township.

**Page 2 - Application for Zoning By-law Amendment  
Information for Applicants**

**Costs**

Applications for an amendment to the Comprehensive Zoning By-law shall be subject to the Tariff of Fees set out in By-law 17-11 as follows:

i) Zoning By-law Amendment Application	\$1,200.00
Cost for Alternative Submission/Request	
a) Zoning By-law Amendment Application (submitted concurrently with an Official Plan Amendment Application or a Consent Application)	\$ 625.00
b) Zoning By-law Amendment Application (Notice recirculation requiring an additional Public meeting)	\$ 500.00
c) Zoning By-law Amendment Application (Additional cost for amended application or A request for deferral of the application)	\$ 300.00
d) Zoning By-law Amendment Application (to remove a Holding (H) Provision from a property)	\$ 525.00

The required application fee shall be submitted to the Township in advance of the Township's review or consideration of the application.

The application fee does not include any costs which may be incurred for additional public meetings, the processing of objections or any functions relating to a Local Planning Appeal Tribunal (LPAT) hearing.

Costs incurred by the Township for the engagement of professional services in respect of an application, including planning consultants, environmental consultants, lawyers, surveyors, draftsmen and engineers, are not covered by the application fee. Applicants will be invoiced for the full amount of any accounts rendered by such professionals for the provision of their services unless, at the discretion of the Township's Planner, such an account or any portion thereof is deemed to be an expense of the Township.

**Refund of Application Fees**

Planning staff, following an initial review, may advise an applicant that, due to the nature of the application, it is unlikely that Council would support it. Following a request in writing from the applicant that the application be withdrawn, the applicant may be entitled to a full refund of the application fee. Any refund will be at the discretion of the Township's Planner, who will review the time and cost that has been incurred by staff when considering a refund.

The Township may refund a portion of the application fee for an amendment to the Comprehensive Zoning By-law, without interest, as outlined below. Any refund will be at the discretion of the Township's Planner, who will review the time and cost that has been incurred by staff when considering a refund.

Refund <b>prior</b> to circulation of Notice of Public Meeting	\$ 850.00
Refund <b>following</b> circulation of Notice of Public Meeting	\$ 450.00
Refund <b>prior</b> to circulation of Notice of Public Meeting (application submitted concurrently with an Official Plan amendment application or a Consent application)	\$ 375.00
Refund <b>following</b> circulation of Notice of Public Meeting (application submitted concurrently with an Official Plan amendment application or a Consent application)	\$ 175.00
Refund <b>prior</b> to circulation of Notice to Remove A Holding (H) Provision	\$ 300.00
Refund <b>following</b> circulation of Notice to Remove A Holding (H) Provision	\$ 150.00



9 James Street  
Parry Sound, Ontario  
P2A 1T4  
Phone: 705-746-4243  
Fax: 705-746-7301  
web: www.thearchipelago.on.ca

Print Form

## Application for Amendment to the Comprehensive Zoning By-law

under Section 34 of the Planning Act, R.S.O. 1990, c.P. 13, as amended

### OFFICE USE ONLY

Date Received **April 1, 2025**

Complete Application ☐ Yes ☐ No

Application No. **Z03-25**

Date Accepted \_\_\_\_\_

Applicable Fee Paid ☒ Yes ☐ No

### 1. Applicant / Agent Information

Name of Applicant / Agent

John Jackson Planner Inc.

Address

2-1 Mall Drive

City Parry Sound Province / State ON Postal / Zip Code P2A 3A9

Home Phone No. \_\_\_\_\_ Business Phone No. 705-746-5667 email JJplan@vianet.ca

### 2. Owner(s) Information

Name of Owner(s)

David Ballentine & Nancy Regan

Address

\_\_\_\_\_

City \_\_\_\_\_ Province / State \_\_\_\_\_ Postal / Zip Code \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Business Phone No. \_\_\_\_\_ email \_\_\_\_\_

Please advise to whom all communication should be directed. ☐ Owner ☒ Applicant / Agent

If known, please provide the names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land.

### 3. Location of the Subject Land (please provide a copy of the Transfer/Deed of Land)

Assessment Roll Number 4905-14001107100 Lot \_\_\_\_\_ Concession \_\_\_\_\_ Island No. \_\_\_\_\_

Registered Plan of Subdivision No. (if any) Plan No. M - \_\_\_\_\_ Lot No. \_\_\_\_\_

Reference Plan No. (if any) Plan No. 42R - \_\_\_\_\_ Part No. \_\_\_\_\_

Parcel No. 7096 N/S Other Description Island 472 Double Island

Dimensions of Subject Property:

Depth (metres) ±78 Frontage (metres) ±90 Hectares 0.47

### 4. Purpose of Application

What is the existing zoning of the subject land?

Coastal Residential (CR)

What is the nature and extent of the rezoning being requested?

Rezone to a Coastal Residential Exception Zone(CR-x) to allow a Class 5 wastewater system (holding tank)

**4. Purpose of Application (cont'd)**

What are the reasons for the proposed rezoning?

To recognize a Class 5 - Holding Tank on Double Island - A-472 to serve a replacement dwelling and

sleeping cabin in place of a Class 4 septic system, thereby agreeing that this system qualifies as a

Building Code exception.

**5. Land Use**

What is the existing Official Plan designation(s), if any, of the subject land?

Waterfront

How does this application conform to the policies of the Township's Official Plan?

The proposed rezoning is an accepted wastewater disposal program for many islands.

Is the application consistent with the Provincial Policy Statements issued under subsection 3(1) of the Planning Act? ☒ Yes ☐ No

Is the subject property within an area of land designated under any Provincial plan or plans?

☒ Yes ☐ No

If yes, does the application conform to or not conflict with the applicable Provincial plan or plans?

☒ Yes ☐ No

What are the existing uses of the subject land?

Seasonal residential

How long have the existing uses of the subject land continued?

Since 1893

What are the proposed uses of the subject land?

Seasonal residential

**6. History of Land**

When was the subject land acquired by the current owner?

2023

Has the subject land ever been the subject of an application for approval of a plan of subdivision or consent under the Planning Act?

If YES and if known, provide the application number and the decision made on the application.

Has the subject land ever been the subject of an application under Section 34 of the Planning Act?

☐ Yes ☒ No ☐ Unknown

Has the subject land ever been the subject of a Minister's Zoning Order? If known, please provide the Ontario Regulation number of the Zoning Order.

☐ Yes ☒ No ☐ Unknown Ontario Regulation Number



**7. Service Information** (check appropriate box)**Access**

- ☐ Provincial Highway    ☐ Municipal road, maintained all year    ☐ Municipal road, maintained seasonally  
☐ Other public road    ☐ Right-of-way    ☒ Water Access (see below)

If access to the subject land is by private road, or if by "other public road" or "right-of-way", indicate who owns the land or road, who is responsible for its maintenance and whether it is maintained seasonally or all year.

If access to the subject land is by water, describe the parking and docking facilities and the approximate distance of these facilities from the subject land and the nearest public road.

---



---

**Water**

- ☐ Privately owned and operated individual well    ☐ Privately owned and operated communal well  
☒ Lake    ☐ Other Means \_\_\_\_\_

**Sewage Disposal** (check appropriate box)

- ☐ Privately owned and operated individual septic system    ☒ Privy  
☐ Privately owned and operated communal septic system    ☐ Other Means \_\_\_\_\_

**Please provide a copy of the building permit or certificate of approval for the existing septic system on the property, if applicable.**

**Pursuant to the Planning Act, if the requested amendment would permit development on a privately owned and operated individual or communal septic system and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the applicant may be requested to provide the Township with a servicing options report and a hydrogeological report.**

**8. Buildings and Structures** (on or proposed for the subject land)



EXISTING - List all existing buildings and structures					DISTANCE FROM LOT LINES (metres)			
Building / Structure Type	Date of Construction	# of Storeys / Height	Ground Floor Area (m <sup>2</sup> )	Total Floor Area (m <sup>2</sup> )	Front	Rear	Side	Side
Shed	?	1	13	13	9			

PROPOSED - List all proposed buildings and structures				PROPOSED DISTANCE FROM LOT LINES (metres)			
Building / Structure Type	# of Storeys / Height	Ground Floor Area (m <sup>2</sup> )	Total Floor Area (m <sup>2</sup> )	Front	Rear	Side	Side
Cottage	225	225	225				

**12. Authorizations****Authorization of Owner(s) for Agent to Make the Application**

If the applicant is not the owner of the land that is the subject of this application, authorization for the agent to make this application, as set out below, must be given. Alternatively, written authorization can be provided on a separate form and submitted with this application. Authorization must be provided by all registered owners of the subject property.



I/We, David Ballentine & Nancy Regan, am/are the owner(s) of the land that is the subject of this application and I/we authorize John Jackson Planner Inc. to make this application on my/our behalf.

Date February 24, 2025 Signature of Owner   
 Date February 24, 2025 Signature of Owner   
 Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_  
 Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

**Authorization of Owner(s) for Agent to Provide Personal Information**

If the applicant is not the owner of the land that is the subject of this application, authorization for the agent to provide personal information, as set out below, must be given. Alternatively, written authorization can be provided on a separate form and submitted with this application. Authorization must be given by all registered owners of the subject property.



I/We, David Ballentine & Nancy Regan, am/are the owner(s) of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize John Jackson Planner Inc. as my/our agent for this application, to provide any of my/our personal information that will be included in this application or collected during the process of the application.

Date February 24, 2025 Signature of Owner   
 Date February 24, 2025 Signature of Owner   
 Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_  
 Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

**13. Consent of the Owner(s) to the Use and Disclosure of Personal Information**

All registered owners of the subject property must provide their consent concerning the disclosure of personal information, as set out below.

I/We, David Ballentine & Nancy Regan, am/are the owner(s) of the land that is the subject of this application and for the purposes of the *Freedom of Information and Protection of Privacy Act*, I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the *Planning Act* for the purposes of processing this application.

Date February 24, 2025 Signature of Owner   
 Date February 24, 2025 Signature of Owner   
 Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_  
 Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_

**9. Plans** (to assist in the preparation of plans, please refer to the attached sample sketch)Location Plan

Every application shall be accompanied by a location plan, drawn to an appropriate scale, properly dimensioned and showing thereon:

- the boundaries of the parcel of land that is the subject of the application, the part of the parcel that is the subject of the application, the location of all adjacent properties and/or islands, transportation routes, etc.;
- the distance between the subject land and the nearest township lot line or landmark, such as a railway crossing or bridge;
- existing and proposed uses on the subject land (e.g. residential, agricultural, cottage, commercial etc.);
- existing uses of all lands within 120 metres (400 feet) of the subject land.

Site Plan

Every application shall be accompanied by a site plan, drawn to an appropriate scale, properly dimensioned and showing thereon:

- the boundaries and dimensions of the subject land and the part that is the subject of this application;
- the location and dimensions of existing and proposed buildings and structures and their distances from lot lines;
- the approximate location of all natural and artificial features on the subject land and adjacent lands that, in the opinion of the applicant, may affect the application, such as railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks, landscaped open spaces, planting strips, parking areas, loading areas, driveways and walkways;
- the existing uses on adjacent lands;
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a publicly travelled road, a private road or a right-of-way;
- if access to the subject land is by water only, the location of the parking and boat docking facilities used;
- the location and nature of any easement affecting the subject land.

**Additional information, including architectural drawings and elevations, shall be furnished by the applicant at the request of the Township.**

**10. Other Information**

Is there any other information that you think may be useful to the Township in reviewing this application? If so, explain below or attach a separate page.

---



---





---



---

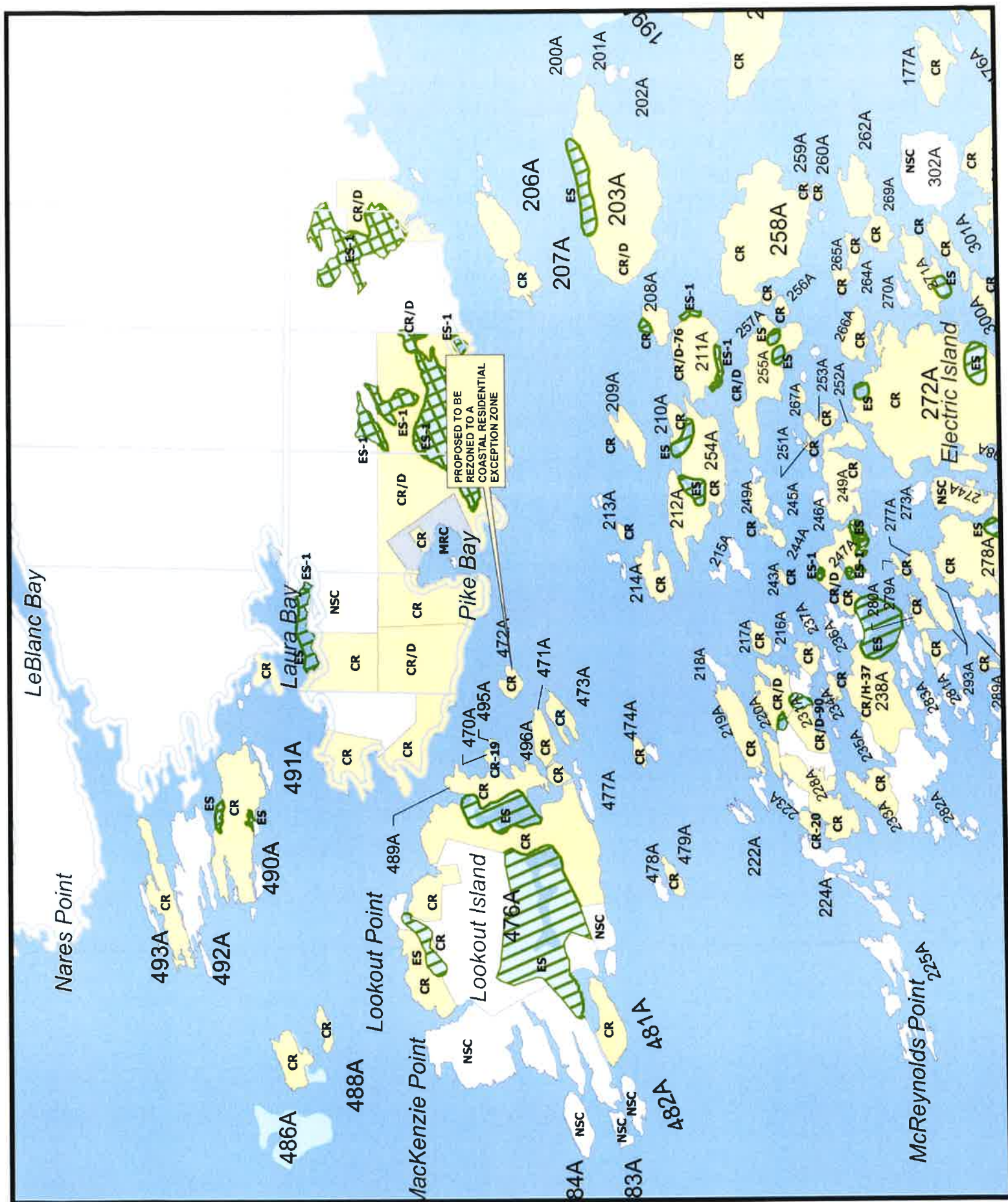
**11. Affidavit or Sworn Declaration**

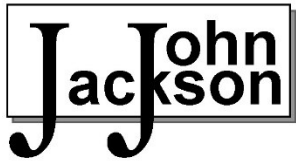
Dated at the <u>Town of Parry Sound</u> this <u>29<sup>th</sup></u> day of <u>February</u> , 20 <u>25</u>	
I, <u>John Jackson</u> of the <u>Municipality of McDougall</u> in the	
County/District/Regional Municipality of <u>Parry Sound</u> solemnly declare that all the statements contained in this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the <b>CANADA EVIDENCE ACT</b> .	
DECLARED BEFORE ME at the <u>Town</u> of <u>Parry Sound</u>	
in the <u>District</u> of <u>Parry Sound</u> this <u>29<sup>th</sup></u> day of <u>February</u> , 20 <u>25</u> .	
 A Commissioner of Oaths	 Signature of Owner or authorized Applicant / Agent
<b>Patrick James Christie, a Commissioner, etc.,</b> <b>Province of Ontario, for</b> <b>Parry Sound Area Property Consulting Inc.</b> <b>Expires September 4, 2027</b>	











**Planner, Inc.**

1 Mall Drive Unit #2, Parry Sound, Ontario P2A 3A9

Tel: (705) 746-5667

E-Mail: JJPlan@Vianet.ca

**PLANNING REPORT**

**IN SUPPORT OF A REZONING APPLICATION**

**FOR DOUBLE ISLAND – A472**

**PCL 7096 N/S**

**ROLL #490514001107100**

**P.I.N. 522430704**

**OWNERS: David Ballentine and Nancy Regan**

**February 7, 2025**

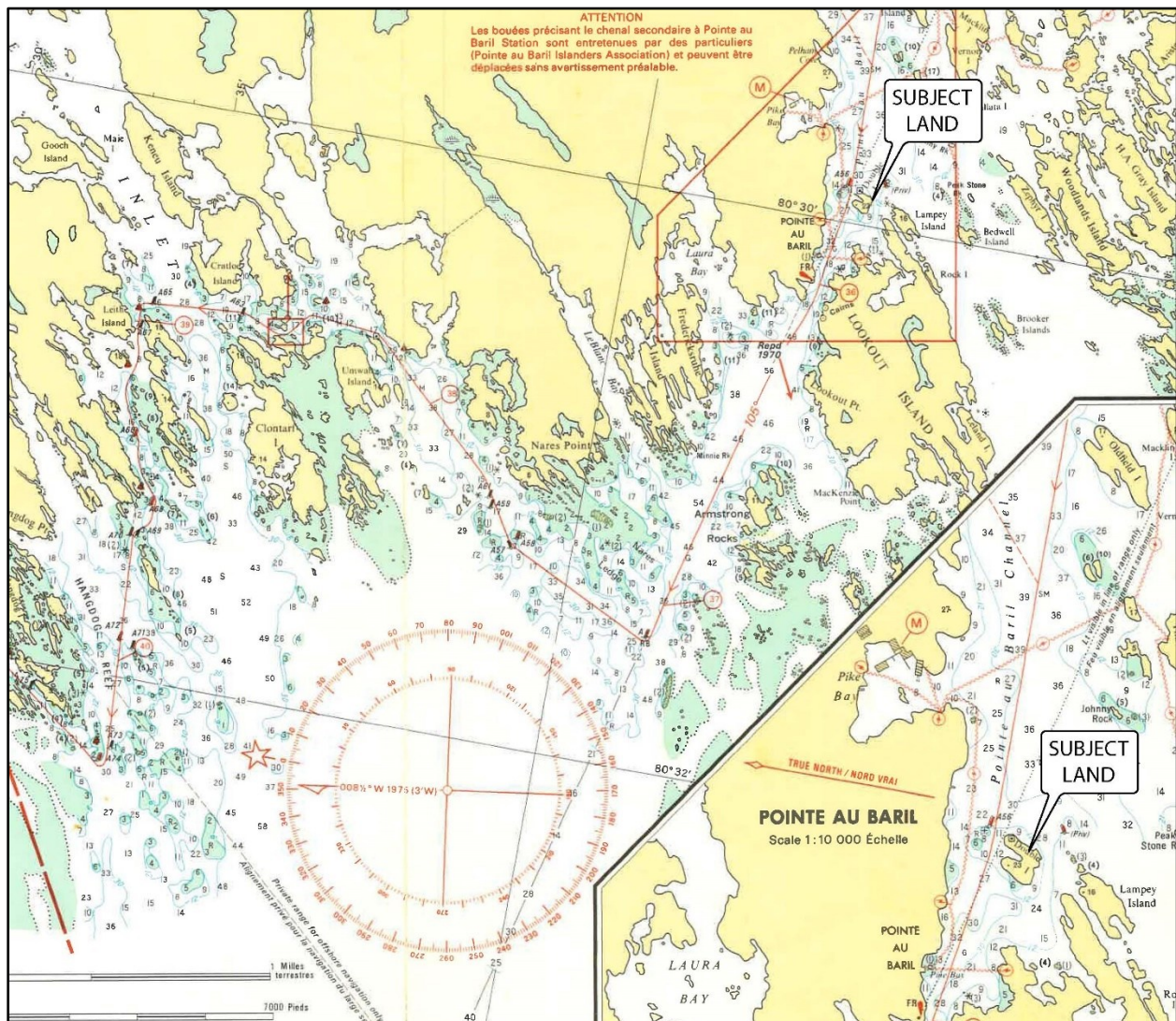
**Prepared With The Assistance of John Jackson Planner Inc.**



## **BACKGROUND/PURPOSE**

The owners of Double Island A472 in Pointe au Baril wish to redevelop the island with a dwelling for use as a summer cottage.

Double Island is a prominent island located on the main channel near the point at Pointe au Baril.



The island has been the historic site of a local fishery depot, a post office and store. Many of the local islanders frequently attended at the island for services.

At the time of the incorporation of the island as part of The Archipelago, it was known for its commercial fishery use.

As commercial fishing began to decline in the 1980's and 1990's the Double Island depot became abandoned.



### **ISLAND DESCRIPTION**

Double Island gets its name from its 'U' shape but to a certain extent, this creates a physical constraint for current servicing criteria.

The Island is typical of many Pointe au Baril islands with extensive barren rock and a thin veneer of sandy/silty soils. This geography makes the installation of a traditional septic system quite challenging.

Historically, the island and its variety of uses would have been serviced by privies.





The island is 1.17 acres (0.47 ha), and it has a small structure on the property best described as a storage shed. MPAC describes the Island as vacant.

The original patent is attached to this report.

### **ATTEMPTS TO REDEVELOP DOUBLE ISLAND**

The owners have attempted to redevelop Double Island for a seasonal residence using a Class V wastewater system (holding tank) to service a new dwelling.

The Township of The Archipelago is the approval authority for wastewater systems within its jurisdiction. It has interpreted the Ontario Building Code to prohibit the use of a holding tank on Double Island thereby denying a building permit for a dwelling (see letter Nov. 24, 2020).

## **THE BUILDING CODE PROVISIONS – HOLDING TANKS**

There are limited circumstances where a Class 5 system (holding tank) is available.

1. The acceptable installation criteria include:

- a) Where the proposed use of the sewage system is for a temporary operation, excluding a seasonal recreational use, not exceeding 12 months in duration;

The holding tank is a buttress of Archipelago service culture, particularly in the north part of the Municipality where barren islands were often patented with areas less than 1/3 of an acre. With new wastewater treatment technologies, many holding tanks could now be replaced with tertiary septic systems, but the continued use of the holding tank will always be part of The Archipelago landscape, particularly in the north.

- b) To remedy the unsafe condition by installing a Class 4 sewage system is impracticable.

If there is a thought that a sewage system is unsafe because the ongoing use of its historical service on the property and a Class 4 cannot be practically installed, this criterion may have some relevance.

- c) To upgrade a sewage system servicing an existing building, where upgrading through the use of a Class 4 sewage system is not possible due to lot size, site slope or clearance limitations.

There has obviously been a century of use on Double Island where wastewater was generated so that the historical use must be recognized should the placement of a Class 4 system not be available, the holding tank should be acceptable.

- d) Pending municipal services.

Never likely to happen.

2. “Where a Class 5 sewage system is installed, a written agreement for the disposal of sanitary sewage from the sewage system shall be entered into with a hauled sewage operator.

There are at least 3 sewage haulage operators in The Archipelago that service holding tank pump outs as well as septic pump outs. This requirement is not a problem.

The above criteria are not believed to be a good “fit” in The Archipelago where the holding tank is a “way of life” to those that use them. There seem to be a general sense

that abusing holding tanks is a concern. This concern is unlikely to apply to anywhere but The Archipelago whose residence are fundamentally environmentally conscious in contrast to other jurisdictions.

### **Guideline F-9 – Holding Tanks (July, 2021)**

The province has issued a Guideline for the use of Holding Tanks identified as F-9.

It should be understood that “guidelines” are not legislation. Therefore, there are available interpretations to these types of instruments. Generally, the ultimate decision for the use of a holding tank is with the approval authority who is able to determine the plausibility or the appropriateness of a holding tank application.

### **F-9 Guidelines – Synopsis (April, 1994, updated 2021)**

The guideline has been in existence for 30 years.

“The primary purpose of this Guideline is to protect human health and the environment by restricting the use of holding tanks in sewage systems.” Systems using holding tanks are expensive to operate and do not constitute a sufficient reliable system for dealing with new sewage on an ongoing basis.

The use of holding tanks may be allowed in certain circumstances, provided that the Municipality involved is willing to accept responsibility for the holding tank contents.

The general synopsis is intended to apply province wide and for most communities, services are available either publicly or privately for wastewater disposal without relying on holding tanks. For year-round residence that rely on more typical effluent flows, one can understand how a holding tank is not perceived as sustainable.

In The Archipelago, the use of holding tanks is not infrequent and they can be sustainable for a number of reasons.

The typical islander is a true seasonal resident where occupations are restricted to part time and generation of effluent is greatly reduced because of the shortened season and the heightened awareness on water conservation and environmental protection.

As indicated above, the holding tank system is common in The Archipelago where there is longstanding infrastructure in place to service these systems.

The south part of The Archipelago has generally seen island owners replace holding tank uses to more technologically advanced tertiary systems wherever

possible. The north with a different geography continues to have several hundred holding tanks in operation.

The writer of this report has an experience with holding tanks in The Archipelago where his family owned an island from 1970 to 2019. For the first 30 years, the island was serviced by a 9000 litre holding tank that was pumped once a year for this period without a concern. The parents were public school teachers who spent the months of July and August on the island but were able to limit wastewater below the holding tank capacity such that only one pump out was required at the end of each season.

## **F-9 Guidelines – Prohibitions**

The Guideline prescribes;

“Directors shall not approve applications for Class 5 sewage systems where the intended use is:

- a) For any new commercial, industrial, or residential installation;
- b) To permit the expansion of existing buildings or structures already serviced by a Class 5 sewage system;
- c) To permit a change in the use of existing buildings or structures where the change result in the existing Class 4 or Class 6 sewage systems being rendered in adequate; or
- d) For the development of undeveloped lots within a plan of subdivision registered before April 16, 1974, where the individual lots are of sufficient size to permit the installation of a Class 4 system.”

An examination of the current property and the related facts comes to a clear conclusion that none of these exclusionary criteria are applicable.

- i. There is no new use;
- ii. There is no expansion of a Class 5 system;
- iii. There is no expansion of previous uses; and
- iv. This is not an undeveloped lot in a subdivision.

## **F-9 Guideline – Exceptions**

The Guideline provides exceptions to the prohibitions.

“Notwithstanding Section 2.0, Directors may permit the use of Class 5 sewage systems where a written agreement has been established with a hauler in the following circumstances:

- a) The proposed land use is for a temporary operation; (excluding cottages) not exceeding one year;
- b) As an interim measure for a parcel of land until municipal services are available;
- c) Where the lot is in a registered plan of subdivision, but the lot is of insufficient size to permit the construction of a Class 4 sewage system, and the Municipality undertakes to ensure the continued operation of an approved Class 7 sewage system;
- d) To permit the expansion of an existing family residence which will continue as such and is already served by a Class 5 system;
- e) To solve an existing pollution problem where the correction of the problem by the installation of a Class 4 or Class 6 sewage system is not possible due to lot size or dimension limitations;
- f) To upgrade the standard of a substandard sewage disposal system on an existing lot, where upgrading through the use of a Class 4 or Class 6 sewage system is not possible due to lot size or dimension limitations.

The proposed use of a holding tank does not fit well into any of the above exceptions. However, it does not appear to be identified as one of the “prohibitions” in the Guideline.

### **Financial Assurances**

Most holding tank systems are required to have contracts between the land owner and the haulage operator for proper disposal.

It can be noted that the Township of The Archipelago contributes to the wastewater plant in the Parry Sound Industrial Park to be eligible to have hauled waste treated at this facility.

## **Attempts to Achieve a Building Permit**

### **1. Class 5 Holding Tank proposed.**

On November 24, 2020, the Building Department refused a permit on the basis of a Class 5 Holding Tank system (see letters).

On October 8, 2020, the owner's agent was denied the request for a leaching bed permit (Class 2).

On November 24, 2020, the Building Department refused a permit application for a Class 5 (holding tank) system.

### **2. Building Code Commission – 2022 (B.C.C.)**

The owners applied for relief for a permit for a Class 5 system to the Ontario Building Commission.

The B.C.C. refused to overrule the Municipality's decision to deny the Class 5 system on the basis that it would not comply with sections 8.8.1.1 and 8.8.2.6.1 of the Building Code.

Much of the B.C.C ruling was fundamentally based upon the general prohibition of Class 5 holding tank systems.

However, the B.C.C reasons seem to imply that a more robust analytical presentation may have had a different result.

### **3. Building Code Commission – 2024**

The owners applied for a Class 4 septic system in 2024 after an engineer was retained to design a system suitable for servicing a 225m<sup>2</sup> seasonal dwelling on Double Island.

This permit continued to be denied by the Municipality's building department primarily on the basis of the absence of any substantial natural soil cover on the island.

The engineer's report provided a thorough analysis to demonstrate that a system could be constructed on the island.

Despite the building department's opposition to the application, the B.C.C ruled in favour of the application and allowed for the permit.

## **PLANNING ANALYSIS**

### **Objective**

The applicant is hoping to re-visit the ability to service the island with a holding tank on the following basis:

1. The installation of the approved Class 4 system requires significant site alteration including blasting that is contrary to the general goals and objectives of the Township.
2. There are significant costs and disturbances to install the Class 4 filter bed system on the island.
3. The use of holding tanks is commonplace in The Archipelago.
4. There are a number of longstanding hauling businesses in The Archipelago that are able to maintain the service together with the Municipality who contracts to dispose of hauled waste at a local facility.
5. The prohibition of Class 5 septic systems is provided in section 8 of the Building Code with a number of prohibitions and exceptions, many of which are not precisely related to the circumstances found on Double Island.
6. There are a number of B.C.C rulings on Class 5 systems that are both in support of the uses of holding tanks and some against. While all contexts are different, the applications of the regulations and guidelines demonstrate how there are varying determinations both for and against.
7. The holding tank can be said to be one of the most environmental guarantees to protect the environment since all waste is pumped and hauled away. Persons will often tamper with holding tanks that may result in the release of pollutants. In my experience, this has seldom been the case (if ever). The holding tank is a standard service approach for many islands.
8. The history of the use of Double Island has been intense and varied. Any new construction will meet current standards such that there will be no impairment of the natural environment.
9. The objectives of the official plan recognize the unique qualities of The Archipelago:  
  

*“4.7 Providing a limited, but efficient system of services designed and implemented for the distinctive, water based needs of The Archipelago Community”*

10. The official plan also recognizes the current infrastructure status in The Township

#### *“5.10 Public Services*

*All water supplies and sewage disposal systems within The Archipelago are presently privately owned. Adequate facilities are provided by the private sector to install and maintain these private systems.”*

11. The Building Department at The Archipelago continues to be rigid when interpreting the application of rules governing Class 5 holding tank septic systems. The use of holding tanks for new construction is to be prohibited. For its purposes, the law is “black and white.”

#### **CONCLUSION**

It is believed that there is more discretion for the use of Class 5 holding tanks for certain circumstances.

Many Archipelago islands, including Double Island would fall into this category.

In The Archipelago, a septic system is defined as a “structure.” Therefore, the impasse between the planning and building provision may be aligned through a site-specific zoning By-Law amendment that recognizes a Class 5 system for Double Island for the proposed cottage development.

Because Double Island has been determined to be suitable for a Class 4 system albeit at great impact to the natural and physical environments and is hopeful that the position on the use of a holding tank in this instance, can be authorized as being the most appropriate system for the long term interests of the Municipality.

Respectfully,



John Jackson



825 THE LAND TITLE'S ACT.

(5) In the matter of Lot known as Double Island in the Township of Harrison and District of Parry Sound and marked No. 1 on plan made by J. G. King, D. & P. E. S., dated May 1893.  
John James Anderson of the City of Toronto in the County of York, Commercial Traveller

make oath and say.

1.—I am the Patentee of the above named land.

2.—That the said Land is not worth more than \$ 500.00 (Five hundred dollars.)

Sworn before me at the City of Toronto  
in the County of York

this 21<sup>st</sup> day of November A. D., 1893.

Henry Jones  
A Commissioner

J. J. Anderson

70

Land Titles Act

In re.

Waialeale Island  
Township of Harrison

affidavit of value

Handwritten text, likely a list of names or descriptions, written vertically in cursive script. The text is difficult to decipher due to the cursive and the quality of the scan.

Cosset Cosset



I certify that there have been no registrations made in the books of this Office affecting "Double" Island in the Georgian Bay of Lake Huron, in the Township of Harrison and in the District of Parry Sound except a Notice of Patent dated the third day of August A.D. 1893. Given to John James Anderson for One acre and Seventeen hundredths of an acre. Crown Lands Sale and Subject to "The Land Titles Act". Excepting nevertheless any instruments that may be recorded in the General Registry books of this Office affecting lands, and wherein the lands affected thereby are not mentioned or identified.

Registry Office  
Parry Sound  
 22 Oct A.D. 1893)

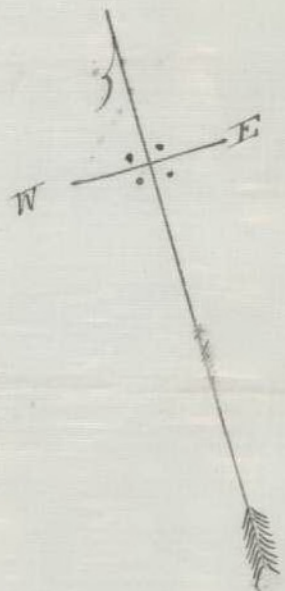
The Recorder  
Registrar

Fees 50<sup>c</sup> Paid

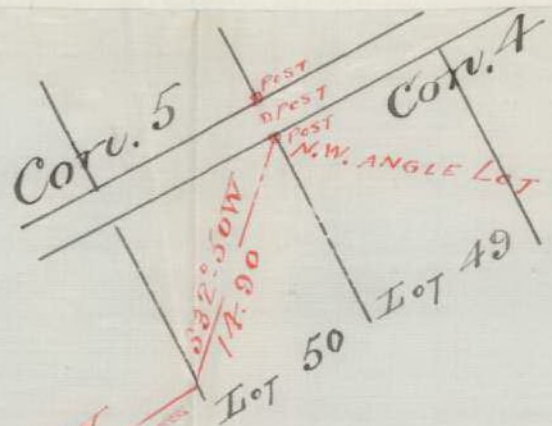
The Recorder  
 Page 141 of 210

LP875

7400/90 3



Main Land

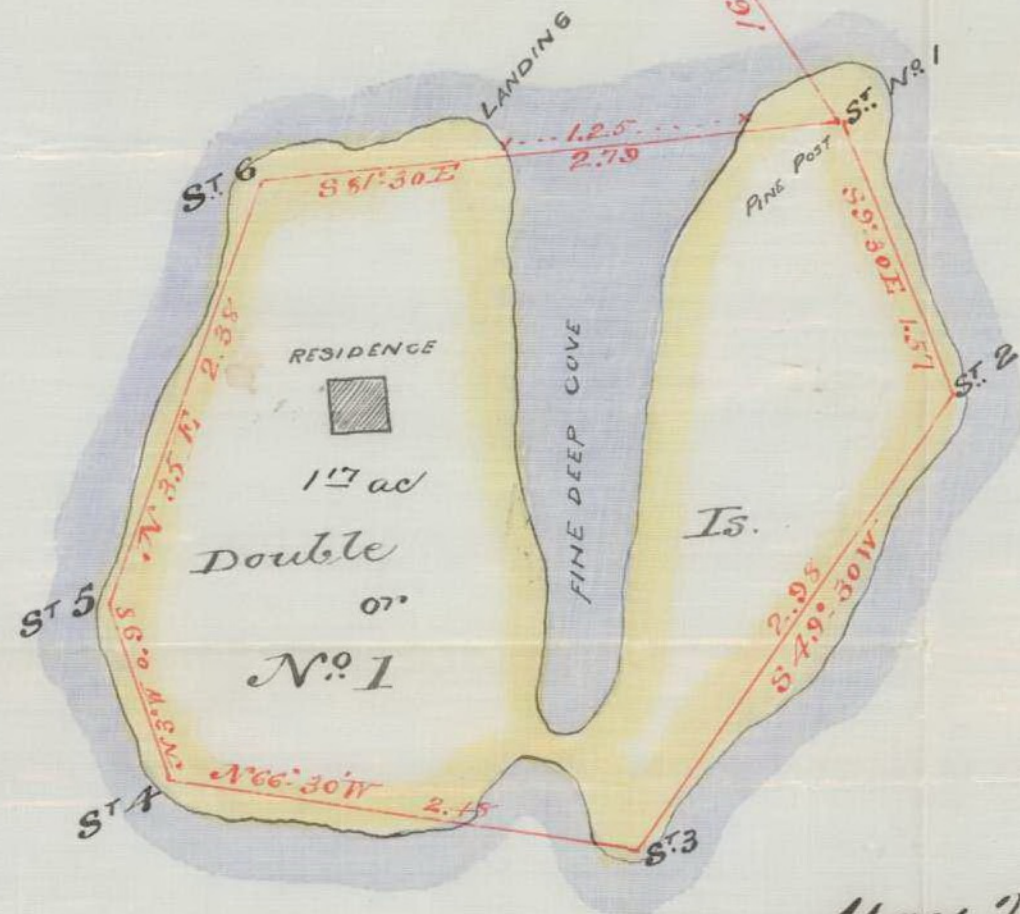


== PLAN OF ==  
DOUBLE ISLAND  
== AT ==  
POINT AUX BARIL ==

Steamboat Channel

Department of Crown Lands  
Toronto 3<sup>rd</sup> Aug<sup>t</sup> 1893  
Examined & Certified a true Copy

*Amey White*  
Assistant Commissioner



SCALE 1 CH. TO 1 IN.

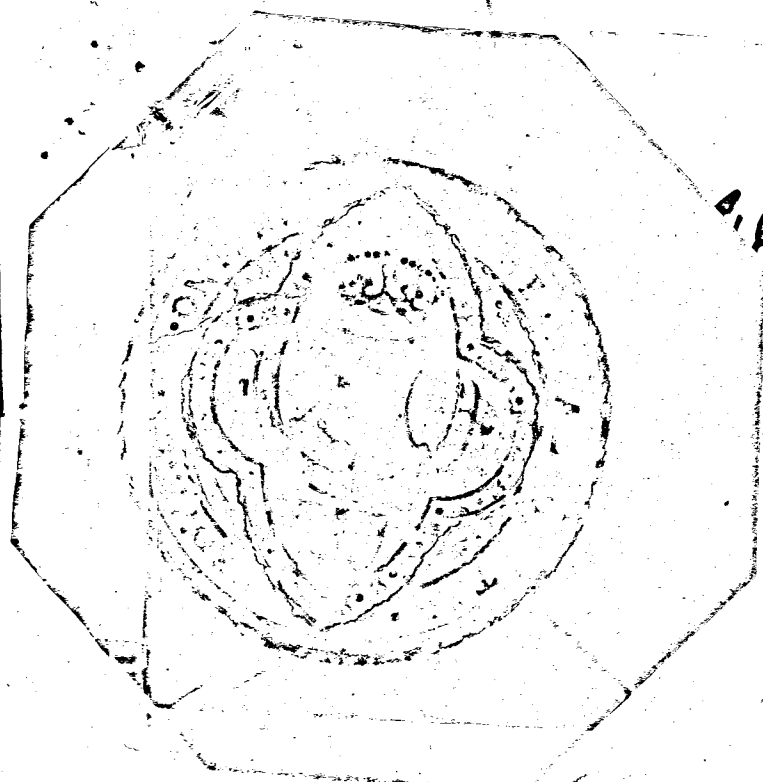
May 25<sup>th</sup> 1893

*J. G. Loring*  
Asst. C. L. Sur<sup>y</sup>

Ex<sup>d</sup> June 16/93  
873K

comp<sup>d</sup>  
OK





4.654. A Kirkpatrick

# PROVINCE OF ONTARIO.

4

Victoria, by the Grace of God, of the United Kingdom of Great Britain and Ireland, QUEEN,  
Defender of the Faith, &c., &c., &c.

To all to whom these Presents shall come—GREETING:

Whereas John James Anderson, of the City of Toronto, in the County of York,  
Commercial Traveller.

has contracted and agreed for the absolute purchase of the Lands and Tenements hereinafter mentioned and described at  
and for the price or sum of Five Dollars  
of lawful money of Canada and of which Lands we are seized in right of our Crown.

Now Know Ye that in consideration of the said sum of Five Dollars  
well and truly paid to Our use at or before the sealing of these Our Letters Patent, We have granted, and by these presents do  
grant unto the said John James Anderson

being in the Township of Harrison in fee simple; All that Parcel — or Tract — of Land, situate, lying and  
in the County of Parry Sound  
in the Province of Ontario, containing by admeasurement one acre and seventeen hundredths of an acre be the same more  
or less, which said Parcel — or Tract — of Land may be otherwise known as follows, that is to say: being composed of

"Double Island, in the Georgian Bay of Lake Huron, in the said Township of Harrison,  
as shown on plan of survey by J. G. Ling, Ontario Land Surveyor, dated 25<sup>th</sup> May 1893, of  
record in the Department of Crown Lands, a copy of which plan is attached to these Letters Patent.  
Reserving unto Us Our Heirs and Successors all pine trees standing or being on the land hereby  
granted.

on  
No. 1.

saving, excepting and reserving, nevertheless, unto Us, our Heirs and Successors the free use,  
passage and enjoyment of, in, over and upon all navigable waters which shall or may hereafter be found on or under, or be flowing through or upon any part of the said  
Parcel or Tract of Land hereby granted as aforesaid, and reserving also right of access to the shores of all rivers, streams and lakes for all vessels, boats and  
persons, together with the right to use so much of the banks thereof, not exceeding one chain in depth from the water's edge, as may be necessary for fishery purposes.

GIVEN under the Great Seal of Our Province of Ontario: Witness, the Honourable GEORGE AIREY KIRKPATRICK,  
Member of Our Privy Council for Canada, and Lieutenant-Governor of Our Province of Ontario.

At Toronto, this Third day of August, in the year of Our Lord, one thousand  
eight hundred and ninety-three, and in the fifty-seventh year of Our Reign.

Ref. No. 473 54 } c.s.s.  
Sale No. 453 17

Local Master  
Parry Sound

By Command of the Lieutenant-Governor in Council.

Secretary.

Assistant  
Commissioner of Crown Lands.



LP 875

LP 875

THIS LAND HAS BEEN  
REGISTERED UNDER  
CROWN SALE.

875

GRANT

TO

*John James Anderson*

Township of Harrison

County of Pelly Sound

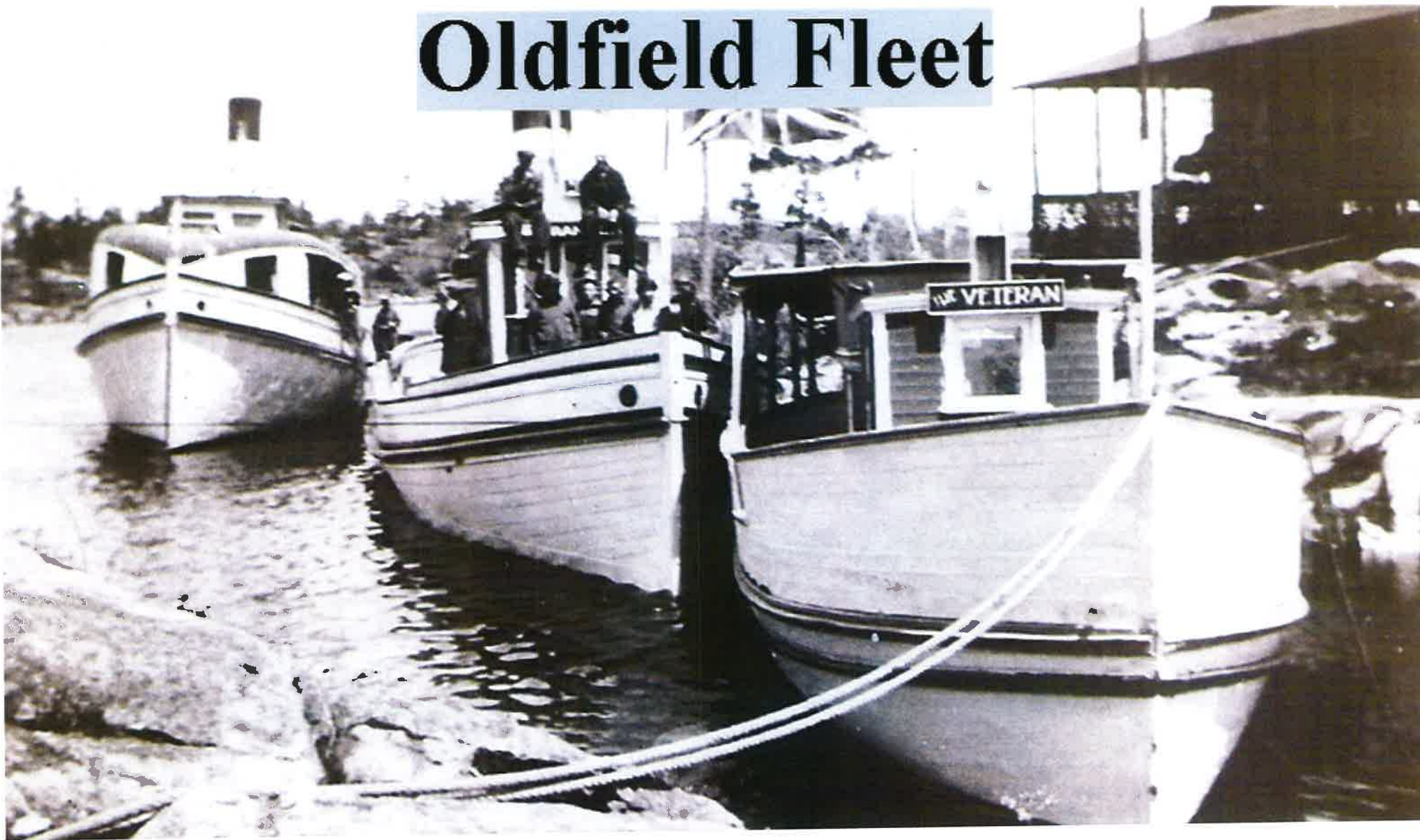
$1\frac{17}{100}$  Acres

Recorded 25<sup>th</sup> August 1893.

Liber, 132 Folio, 63

*John F. Fisher*  
Deputy Provincial Registrar.

# Oldfield Fleet







DOUBLE ISLAND, POINTE-AU-BARIL, ONT.

visit." The 1890 log of the *Olivette* tells of a 15-boat local fleet and the tug *G.P. McIntosh* calling in at Pointe au Baril to load fish for Collingwood.

An estimate made in the same year puts 436 fishermen in Georgian Bay. The writer, James Cleland Hamilton, described the stations at the Minks and the Bustards in considerable detail. At the former he encountered a party in progress with a fiddler providing music for the lively dances of the day, "cotillions, quadrilles and Sir Roger (de Coverley)." He was told there that a complete outfit of boat, sails, gear, and three gangs of 12 nets, had a value of \$1,125. The usual season's take was 18 to 20 tons, worth \$70 to \$80 each. Each proprietor had his own colour of buoy and nets were left out two or three nights, or more in rough weather. There was no rent or tax, but there was an annual license fee and there were Dominion regulations as to time and mode of fishing. Even then Hamilton spoke of conservation measures needed and complained of the fouling of the rivers and Bay with sawdust and refuse by the lumbermen.

Early efforts to monitor the industry were a federal matter. John Macfie, Parry Sound historian, tells of one employee, F.G.M. Frazer from Victoria Harbour, who enjoyed his warden's job so much he covered twice as much of the bay shore as he had been assigned. "When he encountered a small fleet of



sailing skiffs (1880s) fishing illegally south of Pointe au Baril, he tethered them to his stern and led them single file to Parry Sound and court." Jack Perks said: "A Mr. Laughington of Parry Sound was the game and fisheries agent for the Ontario Department of Lands and Forests. In 1907 and 1908, he would come up with his large pointer (a lumberman's punt) which was powered by a high pressure steam engine with an upright boiler, to try to catch the illegal fishermen around Pointe au Baril. He called the boat, which ran about 6 m.p.h., *Pearl*." Neil MacNaughtan of Parry Sound told us he was the first full time game warden appointed and that he also policed commercial fishing. Until the Department gave him a 3.3 h.p. motor, he was expected to pursue offenders in a rowboat and "suffered many a blister... even with the motor I was still six jumps behind everybody."

The life of a fisherman was very hard physically and the rewards in those days relatively small. Losses of boats and gear in fall storms and injuries to limbs were major disasters. But the industry continued at Pointe au Baril for many years yet, carried on by the Oldfields, who arrived close on the heels of the McIntoshes to become the first settlers and founders of the village of the Pointe.



W. H. Cleland Hamilton at Double Island, 1890. (London: Macmillan & Co., 1891)



The Parry Sound Census of 1871 lists both Samuel and Elizabeth as aged 26, so it was a very young courageous couple, burdened with two small children and another on the way, who had set out from England to seek their fortune in Canada. In 1873, Samuel was one of the first four councillors chosen in the first municipal election held in the Orange Hall at McKellar Village. Perhaps a combination of the difficulties of homesteading and Mrs. Oldfield's fears, prompted the family move to Parry Sound. It is known that they were living there by 1885 and were engaged in a variety of pursuits, such as operating a general store on property next to the Court House. Samuel was the agent in Parry Sound for the Sarnia Agricultural Implement Manufacturing Company — probably not a very lucrative business, given the marginal farming land in the district.

Meanwhile, freight and passenger vessels had begun to provide a more or less regular service up and down the eastern shore of Georgian Bay and better navigational aids were needed. Lighthouses had been built as early as 1870 at Gereaux Island (Byng Inlet) and Red Rock, but the primitive 'baril' on a pole was not replaced until 1889. Samuel applied for the job of first lighthouse keeper, and remained in that capacity until 1907. The whole family moved north with the exception of Henrietta who had just been married to Parry Sound blacksmith and harness-maker, Richard Johnson. A small store was opened and Oldfield became the first postmaster in 1892, handling the mail which arrived three times weekly by steamer.

The oldest son, William Henry, known to us as Captain Oldfield, married to Henrietta Vail, soon took over his father's store and established a fishing station on Double Island which lasted for about 50 years. His two younger sons, Frank and Freeman, worked with their father there, while his oldest son, William S., had a fishing station of his own near the range light. W.H. and Henrietta also had three daughters, Edythe, Stella and Irene, and the family owned in addition to Double Island, a substantial home in Thornbury on southern Georgian Bay. As well as carrying on some commercial fishing in that area, the family ran the large house there as a resort at one time. Daughter Edythe married Harold Dickinson of Thornbury and the couple ran the store on Double Island before leaving to settle in Akron, O. Their son Jack is now a summer cottager at Pointe au Baril, as is his cousin Verona Melvin, daughter of Stella Oldfield Fulford.

The Oldfield tugs replaced the earlier Meaford skiffs. Over the years the family owned a series of boats: *Archie W.*, *Jolly Four*, *Veteran*, *Frank L.* (I and II), *W.S.*, and the *Gary M.* (The latter was forced to send out an SOS early in April 1955 — "The Tug (*Gary M.*) is caught in the ice, 10 miles from Pointe au



*Pointe au Baril lighthouse, July 1898 (McIntosh Island album)*







*W.H. Oldfield Store at Double Island (courtesy E. Kennedy)*



*W.H. Oldfield's Double Island Fishing Station - Before loss of cottage on left by*



*L. to R. Freeman Oldfield, W.H. Oldfield, W.S. Oldfield, Frank Oldfield - 1920 (courtesy J. Dickinson)*



*Mrs. W.H. Oldfield with children L. to R. Standing - Frank L., Freeman E.,*



9 JAMES STREET • PARRY SOUND, ONTARIO • P2A 1T4  
(705) 746-4243 FAX (705) 746-7301  
[www.thearchipelago.on.ca](http://www.thearchipelago.on.ca)

Reply Attention of: Rob Farrow  
Telephone Extension: 308  
Internet Address: [rfarrow@thearchipelago.on.ca](mailto:rfarrow@thearchipelago.on.ca)

October 8, 2020

Tom Todd  
North Shore Barge & Marine Ltd.  
P.O. Box 151  
Parry Sound, ON P2A 2X3

**RE: CLASS 2 SEWAGE SYSTEM – A472 ISLAND**

Dear Mr. Todd:

The Township of The Archipelago's building department is returning your building permit application to construct a Class 2 sewage system at A472 Island because of non-compliance with the Ontario Building Code (OBC).

The reason for refusal is that the proposed location of the Class 2 sewage system does not have adequate in-situ soil as defined by the OBC, Part 8, Section 8.1.1.2(1) and is mostly bedrock as determined during a site visit to the property on October 5, 2020. Also, the proposed location of the Class 2 sewage system does not meet the minimum clearance of 15 metres to the lake in all directions as required by OBC 8.2.1.5(1). The site evaluation conducted in accordance with OBC 8.2.1.4 also showed that there was exposed sloping bedrock and boulders with no or little in-situ soil in all directions.

For these reasons, a building permit cannot be issued for a Class 2 sewage system at this location. Enclosed, please find the building permit application submitted as well as your cheque for the permit fee of \$175.00.

Sincerely,

Rob Farrow  
Chief Building Official

Encl.



9 JAMES STREET, PARRY SOUND, ONTARIO P2A 1T4  
(705) 746-4243 FAX (705) 746-7301  
[www.thearchipelago.on.ca](http://www.thearchipelago.on.ca)

Reply Attention of: Rob Farrow  
Telephone Extension: 308  
Internet Address: [rfarrow@thearchipelago.on.ca](mailto:rfarrow@thearchipelago.on.ca)

November 24, 2020

Tom Todd  
North Shore Barge & Marine Ltd.  
P.O. Box 151  
Parry Sound, ON P2A 2X3

**RE: CLASS 5 SEWAGE SYSTEM – A472 ISLAND**

Dear Mr. Todd:

This letter is in response to a building permit application received for a Class 5 sewage system at A472 Island (PCL 7096), also known as Double Island, on November 16th, 2020. Pursuant to the Ontario Building Code Act 8(2.2) and 8(2.3), I have determined that there is not sufficiency of compliance with Part 8 of the Ontario Building Code (OBC), and therefore a building permit will not be issued.

The reasons for refusal are as follows:

- 1) Section 8.8 Class 5 sewage systems states in Sentence 8.8.1.1(1): Except as provided in Article 8.8.1.2, a Class 5 sewage system shall not be installed.
- 2) Sentence 8.8.1.2(1) Acceptable Installation further states: a Class 5 sewage system may be installed in the following circumstances; further, Clause 8.8.1.2(1)(a) states: where the proposed use of the sewage system is for temporary operation, excluding seasonal recreational use, not exceeding 12 months in duration. *The Class 5 sewage system applied for is to service a proposed 225 square meter seasonal recreational cottage that is water access on Georgian Bay.*

- 3) Clause 8.8.1.2(1)(b) states: to remedy an unsafe sewage system where the remediation of the unsafe condition by the installation of a Class 4 sewage system is impracticable. *There is currently no unsafe condition as there is no existing sewage system or seasonal recreational cottage on the island.*
- 4) Clause 8.8.1.2(1)(c) states: to upgrade a sewage system serving an existing building, where upgrading through the use of a Class 4 sewage system is not possible due to lot size, site slope or clearance limitations. *There is not an existing building on the island and assessment records from 1979 indicate that A472 Island was vacant at that time and remains vacant to this day.*
- 5) Clause 8.8.1.2(d) states: as an interim measure for a lot or parcel of land until municipal sewers are available. *Municipal sewer infrastructure is considered unfeasible to service a water access property on Georgian Bay.*

For the reasons stated, a building permit for a Class 5 sewage system cannot be issued at A472 Island. Enclosed, please find the building permit application submitted as well as the cheque for the building permit fee of \$500.00.

Sincerely,

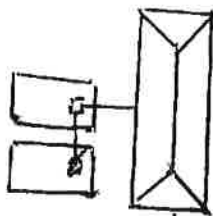
A handwritten signature in black ink, appearing to read 'R F' followed by a horizontal line.

Rob Farrow, C.B.C.O.  
Chief Building Official

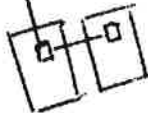
Encl.



Cottage  
location



2 possible holding  
tank locations



2 - 5700 liter low boy  
holding tanks = 11,400 liters  
total capacity.

Allows for 3 bedrooms,  
up to 200m<sup>2</sup> living area  
and 20 fixture units.

David Ballentine  
Island A472  
1.17 Acres



**Ministry of Municipal Affairs and Housing**

---

**ABOUT | NEWSROOM | JOB OPPORTUNITIES |  
CONTACT US**

---

You are here > [Home](#) > [Your Ministry](#) > [Ontario Building Code](#) > [Appeals & Approvals](#) > [Building Code Commission](#) > [Rulings of the Building Code Commission](#) > [2016](#) > BCC Ruling No. 16-15-1443

**BCC Ruling No. 16-15-1443**[Email this page](#)

**Ruling No.: 16-15-1443**  
**Application No.: S 2016-04**

**BUILDING CODE COMMISSION**

**IN THE MATTER OF** Subsection 24(1) of the *Building Code Act*, S.O. 1992, c. 23, as amended.

**AND IN THE MATTER OF** Sentence 8.8.1.1.(1), 8.2.2.4.(2), 8.8.2.2.(1), Clause 8.8.1.2.(1)(c) and Table 11.5.1.1.C of Division B of Regulation 332/12, as amended, (the "Building Code").

**AND IN THE MATTER OF** an application by John Casson, for the resolution of a dispute with Andy Harrison, Chief Building Official, to determine whether the proposal to replace an existing Class 4 sewage system, which serves an existing 3 bedroom, 200 m<sup>2</sup> cottage, with a new Class 5 sewage system provides sufficiency of compliance with Sentence 8.8.1.1.(1), 8.2.2.4.(2), 8.8.2.2.(1), Clause 8.8.1.2.(1)(c) and Table 11.5.1.1.C when considering Part 11 of Division B of the Building Code at 156 Onderdonk Lane Ameliasburgh, Ontario.

**APPLICANT**

John Casson  
Owner  
Mississauga, Ontario

**RESPONDENT**

Andy Harrison  
Chief Building Official  
County of Prince Edward, Ontario

**PANEL**

Judy Beauchamp, Chair-Designate

**PLACE**

City of Toronto, Ontario

**DATE OF HEARING**

April 11, 2016

**DATE OF RULING**

April 11, 2016

**APPEARANCES**

John Casson  
Owner  
Mississauga, Ontario  
**Applicant**

Andy Harrison  
Chief Building Official  
County of Prince Edward, Ontario  
**Respondent**

**RULING**

**1. Particulars of Dispute**

The Applicant has applied for a permit to install a Class 5 Sewage System at 156 Onderdonk Lane, Ameliasburgh, Ontario.

The subject building is an existing 3 bedroom, 200 m<sup>2</sup> cottage served by a Class 4 sewage system that was originally constructed in 1961.

The construction in dispute involves the proposal to replace an existing Class 4 sewage system, with a new Class 5 sewage system.

The Building Code prohibits the installation of a Class 5 sewage systems except under the circumstances that are specified in Article 8.8.1.2. of the Building Code. Part 8 of the Building Code addresses the construction of new sewage systems. Part 11 of the Building Code applies to the design and construction of buildings that have been in existence for at least five years. The term "building" is a defined term in the Building Code and it includes sewage systems. Part 11 of the Code addresses existing sewage systems that are subject to replacement, material alteration or repair. Part 11 also provides compliance

alternatives for requirements in Part 8 of the Building Code where a Chief Building Official is satisfied that compliance with the requirement is impracticable because of structural or construction difficulties or it is detrimental to the preservation of a heritage building.

The dispute for the Commission to determine is whether the proposal to replace an existing Class 4 sewage system with a new Class 5 sewage system provides sufficiency of compliance with the Building Code.

## 2. Provisions of the Building Code in Dispute

### 8.8.1.1. Prohibited Installation

1. (1) Except as provided in Article 8.8.1.2., a Class 5 *sewage system* shall not be installed.

### 8.2.2.4. Holding Tanks

1. (1) All *holding tanks* shall be of such design and construction as will allow the complete removal of solid matter that can be expected to settle in the *holding tank* through an apparatus or device suitable for allowing the contents of the *holding tank* to be removed from the *holding tank*.
2. (2) A *holding tank* shall have a *working capacity* of not less than 9 000 L.

### 8.8.2.2. Sizing of Holding Tanks

1. (1) All *holding tanks* used in residential dwellings shall have a minimum 7 day holding capacity based on the total daily design *sanitary sewage* flow.

### 8.8.1.2. Acceptable Installation

1. (1) A Class 5 *sewage system* may be installed in the following circumstances:
  1. (a) where the proposed use of the *sewage system* is for a temporary operation, excluding seasonal recreational use, not exceeding 12 months in duration,
  2. (b) to remedy an unsafe *sewage system* where the remediation of the unsafe condition by the installation of a Class 4 *sewage system* is impracticable,
  3. (c) to upgrade a *sewage system* serving an existing *building*, where upgrading through the use of a Class 4 *sewage system* is not possible due to lot size, site slope or clearance limitations, or
  4. (d) as an interim measure for a lot or parcel of land until municipal sewers are available, provided that the municipality undertakes to ensure the continued operation of an approved *hauled sewage system* until the municipal sewers are available.
2. (2) Where a Class 5 *sewage system* is installed, a written agreement for the disposal of *sanitary sewage* from the *sewage system* shall be entered into with a *hauled sewage system* operator.

**Table 11.5.1.1.C. (Cont'd)**  
**Compliance Alternatives for Residential Occupancies**  
**Forming Part of Article 11.5.1.1.**

NUMBER	PART 8 REQUIREMENTS	PART 11 COMPLIANCE ALTERNATIVE
--------	------------------------	--------------------------------

NUMBER	PART 8 REQUIREMENTS	PART 11 COMPLIANCE ALTERNATIVE
C99	8.2.1.4.	Existing clearances acceptable where a <i>sewage system</i> is replaced with another <i>sewage system</i> within the same class and the capacity of the replacement <i>sewage system</i> does not exceed the capacity of the existing <i>sewage system</i> .
C100	8.2.1.4.	Existing clearances are acceptable where a replacement <i>sewage system</i> requires lesser clearances than those required in Part 8 for the existing <i>sewage system</i> .
Column 1	2	3

### 3. Applicant's Position

The Applicant submitted that the existing Class 4 sewage system, currently serving a 3 bedroom rental cottage, which was installed circa 1961, has failed. The Applicant submitted that he is proposing to install a holding tank to replace the failed system as permitted by Clause 8.8.1.2.(1)(c) of the Building Code. He explained that Clause 8.8.1.2.(1)(c) of the Building Code permits the installation of a Class 5 sewage system "to upgrade a sewage system serving an existing building, where upgrading through the use of a Class 4 sewage system is not possible due to lot size, site slope or clearance limitations".

The Applicant submitted that he applied for a building permit to replace his existing, failed Class 4 sewage system with a Class 5 sewage system. He advised that the municipality refused to issue a building permit for a Class 5 sewage system, as their policy is to require a Class 4 sewage system over a Class 5, provided that Quinte Conservation would permit the installation of a Class 4.

The Applicant indicated that in this case, Quinte Conservation approved a Class 4 sewage system to be constructed on the property to replace the existing system, but it would require a raised septic bed to meet the requirements in the Building code. The Applicant maintained that the raised nature of the septic bed was not acceptable to him due to the small lot size, and the negative impact the raised system would have on the safety, utilization and value of the property.

The Applicant submitted that he was seeking a variance from the requirements of the Building Code to allow him to replace the failed Class 4 sewage system with a Class 5 sewage system or holding tank. The Applicant maintained that as the property was located entirely on a flood plain, a Class 5 sewage system would be the most reasonable environmental solution. The Applicant argued that due to the property size, and location of the cottage, the new Class 4 sewage system couldn't be positioned so that it would meet all the clearance distances required by the current Building Code. The Applicant stated that he was advised that the municipality could relax some of the clearance distance requirements in order to accommodate a replacement Class 4 sewage system, although they could not relax the Code requirement for a raised bed. The Applicant indicated that the municipality's position was that the septic bed would have to be raised 1.22 m to meet the Building Code.

The Applicant indicated that there was only one location on the property where the raised bed could be installed and this would be directly between the cottage and the water. The Applicant argued that installing a Class 4 sewage system with a 1.22 m raised bed in this location would ruin the recreational

use of the property, and significantly reduce the value of the property. The Applicant also stated that, "as the property had a dug well, there was concern that a raised bed could cause the septic runoff to flow south and contaminate the well". The Applicant also indicated that due to a number of large willow trees, a Class 4 sewage system would be negatively impacted by their roots, which would eventually lead to failure of the replacement Class 4 sewage system.

The Applicant advised that Quinte Conservation issued an approval that would allow for either a replacement sewage system or a holding tank to be installed on the property, and in light of the above, the Applicant maintained that a holding tank would be the best solution.

The Applicant also submitted that as an alternative to the holding tank, he would be willing to install a replacement Class 4 sewage system, if the municipality would reduce the raised bed requirement, allowing for a system that is fully in ground, like the current system.

#### **4. Respondent's Position**

The Respondent submitted that the subject Class 4 sewage system serves an existing cottage rental property, which is rented approximately 8 weeks in the summer. The Respondent advised that the property was located within the area regulated by the Quinte Conservation Authority and that a permit from the Conservation Authority is required by an Applicant prior to obtaining a building permit from the municipality. The Respondent indicated that in this case, the Conservation Authority issued an approval permit for a replacement Class 4 sewage system on the subject property, which is within the 1:100 year floodplain.

The Respondent pointed out that Sentence 8.8.1.1.(1) of the Building Code states, "Except as provided in Article 8.8.1.2., a Class 5 sewage system shall not be installed". He submitted that Clause 8.8.1.2.(1)(c) allows a holding tank to be installed to upgrade a sewage system serving an existing building where upgrading through the use of Class 4 sewage system is not possible due to lot size, slope or clearance limitations. In light of the Conservation Authority's approval to permit the installation of a replacement Class 4 sewage system in the same location, he submitted the Applicant's building permit application for a Class 5 sewage system was denied as the exemption in Clause 8.8.1.2.(1)(c) was not applicable.

The Respondent further submitted that Part 11 of the Building Code allows for the use of existing clearances where a sewage system is replaced with another sewage system within the same class and where the capacity of the replacement system does not exceed the capacity of the existing system as per Table 11.5.1.1.C.

Therefore, the Respondent concluded that, as the Conservation Authority issued an approval to permit the installation of a new Class 4 sewage system to replace the existing sewage system, there is sufficient area to install a new class 4 sewage system.

#### **5. Commission Ruling**

It is the decision of the Building Code Commission that the proposal to replace an existing Class 4 sewage system, which serves an existing 3 bedroom, 200 m<sup>2</sup> cottage, with a new Class 5 sewage system, does not provide sufficiency of compliance with Sentence 8.8.1.1.(1), 8.2.2.4.(2), 8.8.2.2.(1), Clause 8.8.1.2.(1)(c) and Table 11.5.1.1.C when considering Part 11 of Division B of the Building Code at 156 Onderdonk Lane Ameliasburgh, Ontario.

#### **6. Reasons**



- i. The Building Code prohibits the installation for a Class 5 sewage system except as permitted in Article 8.8.1.2.

Sentence 8.8.1.2.(1) of the Building Code states that a Class 5 sewage system may be installed in the following circumstances:

- a. where the proposed use of the *sewage system* is for a temporary operation, excluding seasonal recreational use, not exceeding 12 months in duration,
- b. to remedy an unsafe *sewage system* where the remediation of the unsafe condition by the installation of a Class 4 *sewage system* is impracticable,
- c. to upgrade a *sewage system* serving an existing *building*, where upgrading through the use of a Class 4 *sewage system* is not possible due to lot size, site slope or clearance limitations, or
- d. as an interim measure for a lot or parcel of land until municipal sewers are available, provided that the municipality undertakes to ensure the continued operation of an approved *hauled sewage system* until the municipal sewers are available.

The Commission heard that the existing Class 4 sewage system serving the cottage has failed. Based on the evidence and testimony provided, the Commission believes that Clauses b) and c) could be applicable in this case.

However, it is the Commission's opinion that insufficient evidence was provided to demonstrate that the installation of a Class 4 sewage system is impracticable, as specified in Clause 8.2.1.2.(1) (b) or further to demonstrate, that a Class 4 system is not possible due to lot size, site slope or clearance limitations.

Dated at the City of Toronto this **11th** day in the month of **April** in the year **2016** for application number **S 2016-04**.

Judy Beauchamp, Chair-Designate

**CONTACT-US|ACCESSIBILITY|PRIVACY|TERMS OF USE|SITE MAP**

**TO REQUEST AN ALTERNATE FORMAT OF THE CONTENT FOUND ON THIS PAGE, PLEASE CONTACT US:**

**MININFO@ONTARIO.CA | COPYRIGHT © QUEEN'S PRINTER FOR ONTARIO, 2008-2019**

**- LAST MODIFIED: MONDAY, MAY 29, 2017**

**Ministry of Municipal Affairs and Housing**

---

**ABOUT | NEWSROOM | JOB OPPORTUNITIES |  
CONTACT US**

---

You are here > [Home](#) > [Your Ministry](#) > [Ontario Building Code](#) > [Appeals & Approvals](#) > [Building Code Commission](#) > [Rulings of the Building Code Commission](#) > [1999](#) > BCC Ruling No. 00-44-776

**BCC Ruling No. 00-44-776**

---

[Email this page](#)**BUILDING CODE COMMISSION DECISION ON B.C.C. #99-08-664**

**IN THE MATTER OF** Subsection 24 (1) of the Building Code Act, 1992.

**AND IN THE MATTER OF** Article 8.8.1.2. of Regulation 61, as amended by O. Reg. 22/98, 102/98 and 122/98 (the "Ontario Building Code").

**AND IN THE MATTER OF** an application by Mr. William Hawryluk, cottage owner, 170 Anton Street, Thunder Bay, Ontario for the resolution of a dispute with Mr. Allan Campbell, Director - Public Health Inspection, Thunder Bay District Health Unit, Thunder Bay, Ontario to determine whether the proposed installation of a Class 5 sewage system for a seasonal dwelling provides sufficiency of compliance with Article 8.8.1.2. of the Ontario Building Code at Lot No. 27, Plan W-786, Fire Number 730, Cloud Lake Road, Township of Crooks, District of Thunder Bay, Ontario.

**APPLICANT**

Mr. William Hawryluk, cottage owner  
170 Anton Street  
Thunder Bay, Ontario

**RESPONDENT**

Mr. Allan Campbell  
Director - Public Health Inspection  
Thunder Bay District Health Unit

**PANEL**

Mr. Roy Philippe, Chair  
Mr. Bryan Whitehead  
Mr. Doug Robinson

**PLACE**

Toronto, Ontario / Thunder Bay, Ontario / Mesa, Arizona

**DATE OF HEARING**

February 11, 1999

**DATE OF RULING**

February 11, 1999

**APPEARANCES****APPLICANT**

Mr. William Hawryluk cottage owner  
cottage owner  
Thunder Bay, Ontario

**RESPONDENT**

Ms. Lisa Kellogg, Field Supervisor  
Thunder Bay District Health Unit  
Thunder Bay, Ontario

**RULING****1. The Applicant**

Mr. William Hawryluk, cottage owner, has applied for a building permit under the Building Code Act, 1992 to install a Class 5 (holding tank) sewage system at his seasonal residence at Lot No. 27, Plan W-786, Fire Number 730, Cloud Lake Road, Township of Crooks, Ontario.

**2. Description of Construction**

The Applicant is proposing to install a new Class 5, or holding tank, sewage system at his recently built two storey, detached Group C - occupancy seasonal dwelling unit located on Cloud Lake. The building is described as an A-frame style cottage, having 8.5 fixture units, three bedrooms, and a total finished area of 102 m<sup>2</sup> (1094 ft<sup>2</sup>). The total daily design flow rate is calculated at 1,600 litres per day. The cottage is intended to be used by five people. The property is currently served by a Class 1 earth pit privy sewage system.

The proposed new sewage system would consist of a 11,000 L (2,400 gallon) concrete holding tank. The effluent would be disposed to the holding tank from the cottage by means of gravity. The tank would be located to the west of the structure, and would be easily accessible from the driveway. The holding tank is placed on the site such that adequate clearance distances are maintained to the site=s lot lines. A holding tank service agreement has been entered into with a local sewage hauler.

&lt;![endif]&gt;

The site is very steep, with a slope exceeding thirty percent, and has an approximate area of 2,147 m<sup>2</sup> (23,100 ft<sup>2</sup>). There is a small plateau on which the cottage was built. The native soils are described as rocky clay. The entire property, with the exception of the building and driveway, is treed.

&lt;![endif]&gt;

The water supply provided to the subject residence is a pressurized system that will be pumped from the lake.

&lt;![endif]&gt;

### 3. Dispute

The issue at dispute between the Applicant and Respondent is whether the proposed installation of a Class 5 holding tank is permitted at this site under Article 8.8.1.2. of the OBC. This provision sets out the conditions under which a Class 5 system may be installed. The intent of this Article seems to be to restrict the installation of new holding tanks, especially when serving seasonal recreational uses, unless extraordinary circumstances exist. If the proposal at issue cannot demonstrate compliance with one of the criteria set out in Article 8.8.1.2. then a holding tank is not allowed.

### 4. Provisions of the Ontario Building Code

#### Article 8.8.1.2. Acceptable Installation

(1) A Class 5 sewage system may be installed in the following circumstances:

- a. where the proposed use of the sewage system is for a temporary operation, excluding seasonal recreational use, not exceeding 12 months in duration,
- b. to permit the extension of an existing single-family dwelling provided that
- c. the extension will not increase the wastewater load, and
- d. the building is already served by a Class 5 sewage system,
- e. to remedy an unsafe sewage system where the remediation of the unsafe condition by the installation of a Class 4 sewage system is impracticable,
- f. to upgrade a sewage system on an existing lot or parcel of land, where upgrading through the use of a Class 4 sewage system is not possible due to lot size or clearance limitations, or
- g. as an interim measure for a lot or parcel of land until municipal sewers are available, provided that the municipality undertakes to ensure the continued operation of an approved hauled sewage system until the municipal sewers are available.

(2) Where a Class 5 sewage system is installed, a written agreement for the disposal of sanitary sewage from the sewage system shall be entered into with a hauled sewage system operator

### 5. Applicant's Position

The Applicant submitted that he should be allowed to install a holding tank since, in his view, he conforms with Clause (1)(d) of Sentence 8.8.1.2. After a brief description of the site and its historical development, he introduced the mayor of the municipality and its Chief Building Official, who appeared as witnesses on his behalf.

The Chief Building Official noted that Clause 8.8.1.2.(1)(d) allows an upgrading of an existing sewage system to a Class 5 holding tank when a Class 4 system is not possible due to lot size or clearance limitations. The Chief Building Official indicated that this current Class 1 system constituted an existing facility as required under Clause 8.8.1.2.(1)(d), and it is this system that the Applicant intends to upgrade. Furthermore, he argued that the intent behind Clause 8.8.1.2.(1)(d) is to allow upgrades to a Class 5 system where there are tangible site constraints that would preclude the installation of a Class 4 system.

Bearing this in mind, he went on to argue that this site's constraint was the severe slope of his property, that ranges between 30 to 40 percent. A Class 4 system would not function and is not allowed to be installed on such a slope. While excessive slope is not specifically mentioned in Clause 8.8.1.2.(1)(d), the slope condition at this property, the Chief Building Official pointed out, certainly negates the option

of installing a Class 4 system just as not being able to meet the lot size or clearance limitations standards would do likewise. He concluded that a holding tank would provide less hazard to the land and lake below than the current Class 1 system.

The Applicant also argued that the installation of a holding tank, from an environmental point of view, would vastly improve the current situation. He indicated that there are other cottages in the area that have holding tanks that function well. As a result, he noted that the area is well served by experienced and licenced sewage hauling operators. The Applicant stated that he had already entered into a service agreement with a local sewage hauler in accordance with Sentence 8.8.1.2.(2).

## **6. Respondent's Position**

The Respondent submitted that a holding should not be allowed for the subject property according to Article 8.8.1.2. She discussed the five conditions under which a holding tank would be acceptable and the proposal at issue did not conform to any. Nevertheless, regarding the Applicant=s arguments concerning Clause 8.8.1.2.(1)(d), she indicated that she agreed that upgrading an existing system could encompass improving from a Class 1 system, for which no permit is necessary, to a Class 5 facility. In her view, the earlier Class 1 system on the site does represent an existing situation.

However, she noted that the subject OBC Clause 8.8.1.2.(1)(d) listed only two specific conditions, lot size and clearance limitations, as the qualifying site constraints and no others. She further noted that slope is not listed. For this reason, the Respondent felt that the Code did not allow her to approve this proposed holding tank installation. To do so would be beyond her jurisdiction.

The Respondent then raised the issue that if holding tanks were to be more widely available this could cause a problem since no facility existed yet in the municipality to handle the hauled liquid waste.

Having made this case, the respondent indicated that she sympathized with the Applicant=s predicament. The difficulties with the site meant that basically no sewage system could be approved. Considering this from a practical standpoint she felt that a holding tank would be appropriate in this situation, especially since a pressurized system pumping water from the lake has already been installed in the cottage.

Finally, the Respondent expressed some uncertainty as to why a permit was issued for the construction of the building prior to the resolution of the sewage issue.

## **7. Commission Ruling**

It is the decision of the Building Code Commission that the proposed installation of a Class 5 sewage system for a seasonal dwelling provides sufficiency of compliance with the Article 8.8.1.2. of the Ontario Building code at Lot No. 47, Plan W-786, Township of Crooks, District of Thunder Bay.

## **8. Reasons**

1. A Class 5 sewage system may be installed to upgrade a sewage system on an existing lot or parcel land where upgrading through the use of a Class 4 system is not possible due to a lot size or clearance limitations. It is the opinion of the commission that this condition exists on this site since the only areas suitable by slope, for a Class 4 system are too close to the dwelling.
2. A Class 1 system and cottage existed on the site at the time of application and therefore Clause 8.8.1.2.(1)(d) applies.



Dated at Toronto this **11th**, day in the month of **February** in the year **1999** for application number **1998-62..**

---

Mr. Roy Philippe, Chair

---

Mr. Bryan Whitehead

---

Mr. Doug Robinson

**[CONTACT-US](#)|[ACCESSIBILITY](#)|[PRIVACY](#)|[TERMS OF USE](#)|[SITE MAP](#)**

**TO REQUEST AN ALTERNATE FORMAT OF THE CONTENT FOUND ON THIS PAGE, PLEASE CONTACT US:**

**MININFO@ONTARIO.CA | COPYRIGHT © QUEEN'S PRINTER FOR ONTARIO, 2008-2019**

**- LAST MODIFIED:FRIDAY, OCTOBER 1, 2010**



## BUILDING CODE COMMISSION

**IN THE MATTER OF** Subsection 24(1) of the *Building Code Act*, S.O. 1992, c. 23, as amended.

**AND IN THE MATTER OF** Sentence 8.8.1.1.(1), Sentence 8.8.1.2.(1) and Clauses 8.8.1.2.(1)(a)(b)(c) and (d) of Regulation 332/12, as amended, (the "Building Code").

**AND IN THE MATTER OF** an application by David Ballentine, for the resolution of a dispute with Robert Farrow, Chief Building Official, to determine whether the proposal to install a composting toilet and a Class 5 sewage system on a vacant property to serve a future building, provides sufficiency of compliance with Sentence 8.8.1.1.(1), Sentence 8.8.1.2.(1) and Clauses 8.8.1.2.(1)(a)(b)(c) and (d) of the Building Code, at Island A 472 of the Township of the Archipelago, Ontario.

**APPLICANT**

Mr. David Ballentine  
Owner  
Nobel, Ontario

**RESPONDENT**

Mr. Robert Farrow  
Chief Building Official  
Township of the Archipelago, Ontario

**PANEL**

Ms. Judy Beauchamp  
Mr. Michael Gooch  
Mr. Alexander Campbell

**PLACE**

via video conference

**DATE OF HEARING**

February 3, 2022

**DATE OF RULING**

February 3, 2022

**APPEARANCES**

Mr. Ray Hachigan  
Parry Sound, Ontario  
**Agent for the Applicant**

Mr. Robert Farrow  
Chief Building Official  
Township of the Archipelago, Ontario  
**Designate for the Respondent**

## **RULING**

### **1. Particulars of Dispute**

The Applicant has applied for an alternative solution building permit, under the Building Code Act, 1992, to install a Class 5 sewage system to service a proposed 225 m<sup>2</sup> seasonal dwelling with a composting toilet on an island located in a UNESCO site known as the Georgian Bay Biosphere.

The Respondent determined that the alternative solution does not achieve the level of performance required by the applicable prescriptive requirements under Division B of the Building Code.

Therefore, the dispute before the is Commission is whether the proposal to install a composting toilet and a Class 5 sewage system on a vacant property to serve a 225 m<sup>2</sup> seasonal dwelling, provides sufficiency of compliance with Sentence 8.8.1.1.(1), Sentence 8.8.1.2.(1) and Clauses 8.8.1.2.(1)(a)(b)(c) and (d) of the Building Code.

### **2. Provisions of the Building Code in Dispute**

#### **Division B, Article 8.8.1.1 Prohibited Installation**

- (1) Except as provided in Article 8.8.1.2., a Class 5 sewage system shall not be installed.

#### **Division B, Article 8.8.1.2 Acceptable Installation**

- (1) A Class 5 sewage system may be installed in the following circumstances:
- (a) where the proposed use of the sewage system is for a temporary operation, excluding seasonal recreational use, not exceeding 12 months in duration,
  - (b) to remedy an unsafe sewage system where the remediation of the unsafe condition by the installation of a Class 4 sewage system is impracticable,
  - (c) to upgrade a sewage system serving an existing building, where upgrading through the use of a Class 4 sewage system is not possible due to lot size, site slope or clearance limitations, or
  - (d) as an interim measure for a lot or parcel of land until municipal sewers are available, provided that the municipality undertakes to ensure the continued operation of an approved hauled sewage system until the municipal sewers are available.

- (2) Where a Class 5 sewage system is installed, a written agreement for the disposal of sanitary sewage from the sewage system shall be entered into with a hauled sewage system operator.

### **3. Applicant's Position**

The Applicant has submitted that the Island A 472 (also known as Double Island) in the Township of the Archipelago, Ontario is a residentially zoned property which is currently vacant, save for a small shed. The island currently has limited vegetation cover and limited soil cover. The island is U-Shaped with limited development area on one of the arms and a 225 m<sup>2</sup>, 3 bedroom cottage has been proposed on the larger of the 2 arms. The Applicant's application for hearing shows a future bedroom outbuilding on the property on the small arm.

In a previous application, the Applicant submitted a building permit for a Class 2 (Leaching Pit) sewage system to deal with greywater generated on the property. This application was refused

on the basis that there was insufficient soil on the property to support the system. In response, the Applicant submitted the current application to use a Class 5 Sewage System (Holding Tank) for the collection, storage and periodic removal for disposal of all greywater. The applicant submits that this is a better option for the area as it removes the wastewater from the site for treatment and disposal and thus limits any contamination of the area waters.

With regards to sizing of the Class 5 Sewage System, the Applicant submits that by removing the toilet there is less sewage flow for the building and further, argues that there are no references in the Building Code to holding tanks which deal only with greywater.

#### **4. Respondent's Position**

The Respondent's position is that the use of a Class 5 sewage system at this location at this time is not in compliance with the intent and objectives of the Building Code. Specifically, the Building Code has very stringent requirements around when a Class 5 sewage system may be used.

The Respondent provided an explanation of why the proposed alternative solution is insufficient and referenced the Functional and Objective statements of the Building Code around their decision.

The Respondent identified that there is a concern that the future use of the property may be different than the current intended use. Some of the concerns include: the composting toilet could be removed and replaced with a standard toilet, a lack of maintenance may result in a problem with leakage, or that a lack of over-sight could result in a problem with the system that causes discharge from the tank unknowingly.

In addition, the Respondent identified that the Township is concerned that at some point in the future the permitted use of a Class 5 System at this time, would permit an enlargement of the building through Part 11 of the Code.

#### **5. Commission Ruling**

It is the decision of the Building Code Commission that the proposal to install a class 5 sewage system on a vacant lot to serve a future dwelling unit, does not provide sufficiency of compliance with Division B, Article 8.8.1.1. and Sentence 8.8.1.2.(1) of the Building Code at Island A 472 in the Township of the Archipelago, Ontario.

#### **6. Reasons**

i) **Article 8.8.1.1. Prohibited Installation** of Division B of the Building Code states:

(1) Except as provided in Article 8.8.1.2., a Class 5 sewage system shall not be installed.

**Article 8.8.1.2. Acceptable Installation**, of Division B of the Building Code states:

(1) A Class 5 sewage system may be installed in the following circumstances:

- (a) where the proposed use of the sewage system is for a temporary operation, excluding seasonal recreational use, not exceeding 12 months in duration,
- (b) to remedy an unsafe sewage system where the remediation of the unsafe condition by the installation of a Class 4 sewage system is impracticable,
- (c) to upgrade a sewage system serving an existing building, where upgrading through the use of a Class 4 sewage system is not possible due to lot size, site slope or clearance limitations, or
- (d) as an interim measure for a lot or parcel of land until municipal sewers are available, provided that the municipality undertakes to ensure the continued operation of an approved hauled sewage system until the municipal sewers are available.

The Commission heard that a permanent, seasonal dwelling is proposed on the subject property which is currently vacant. The Commission heard no evidence or testimony from the parties that any of the above permissible conditions set out in Article 8.8.1.2. have or could be met. Therefore, it is the Commission's opinion that the proposal to install a class 5 sewage system on this property does not provide sufficiency of compliance with Article 8.8.1.2. of Division B of the Building Code.

- ii) The Applicant submitted that an Alternative Solution for the property was available through the use of a composting toilet and a Class 5 Sewage System for the greywater. The Commission was not provided with a full and complete analysis of the Alternative Solution with regards to the Building Code Functional and Objective statements. The limited analysis that was provided as evidence, however, suggests that the proposed Alternative Solution would not provide sufficiency of compliance with Sentences 8.8.1.1.(1) and 8.8.1.2.(1) of Division B of the Building Code. Therefore, it is the Commission's opinion that the proposal to install a class 5 sewage system on this property does not provide sufficiency of compliance with Article 8.8.1.2. of Division B of the Building Code.
- iii) The Applicant's submission states that the proposed Alternative Solution is partially based on the fact that Building Code does not address the use of Class 5 Sewage System when only greywater is to be collected.

By definition of "Sanitary Sewage", the Building Code does not differentiate types of sewage and therefore, greywater is sanitary sewage. As a result, Sentence 8.8.1.2.(1) is applicable to the proposed Alternative Solution.

- iv) The Commission found that the Alternative Solution as presented did not sufficiently demonstrate that the objectives and functional statements have been met and the required level of performance achieved. Therefore, it is the Commission's opinion that the proposal to install a class 5 sewage system on this property does not provide sufficiency of compliance with Article 8.8.1.2. of Division B of the Building Code.

It should be noted that this ruling is specific to the facts of this dispute and property and the above reasons should not be interpreted as precedent setting statements.





December 4, 2023

**Via: Email**

Ms. Nancy Regan & Mr. David Ballentine  
Island 472A  
Township of The Archipelago, ON

Dear Nancy & David:

**Re: Proposed Onsite Sewage System Design Brief  
Island 472A, Perry Sound, Ontario  
Project No.: 300057506.0000**

## **1.0 Introduction**

R.J. Burnside & Associates Limited (Burnside) has completed the design of a new onsite sewage system to service a proposed cottage at Island 472A ("Double Island") located within the Township of the Archipelago, Ontario in Georgian Bay in the District of Parry Sound. Our design is based on the requirements of Part 8 of the Ontario Building Code (OBC).

It is proposed to construct a new seasonal one-story, 3-bedroom, one-and-a-half-bathroom cottage with a floor area of approximately 232 m<sup>2</sup>. The proposed dwelling will be serviced by a new onsite sewage system.

The purpose of this letter is to present a detailed design to support a building permit application to the Township of the Archipelago.

## **2.0 Subsurface Investigations**

Burnside staff conducted a site visit on September 8, 2023. Double Island is a rocky island with (shallow) exposed bedrock at the ground surface, so no soil sample was collected for grain size analysis. Due to the presence of bedrock on the site, the proposed dispersal bed will be raised and constructed using imported sand fill. A layer of low permeability soil fill is specified to be placed over any bedrock surface, prior to placing imported sand material.

### 3.0 Daily Design Flows

The proposed cottage is a 3-bedroom, one-and-a-half-bathroom dwelling with a total floor area of approximately 232 m<sup>2</sup>. Daily sewage flows have been calculated in accordance with the current OBC requirements (OBC Table 8.2.1.3.A), as follows:

**Table 1: Daily Sewage Design Flows**

	Unit Flow (L/day)	Total Units	Total Flow (L/day)
3-Bedroom Dwelling	1,600	1	1,600
<b>Plus, the greater of:</b>			
Floor Area, or	100 L per 10 m <sup>2</sup> over 200 m <sup>2</sup> up to 400 m <sup>2</sup>	232 m <sup>2</sup>	400
Fixtures	35 L for each fixture unit over 20 fixture units	20 fixture units	0
Total Sewage Flow			2,000

Therefore, the total daily design sanitary sewage flow for the proposed cottage will be 2,000 L/day. A copy of the design calculations are attached.

### 4.0 Proposed Sewage Work

The proposed sewage system will consist of a Waterloo Biofilter system, which is certified to CAN/BNQ 3680-600 as a Level IV treatment unit and is therefore permitted for use in Ontario in accordance with the requirements of OBC 8.6.2.2. The system consists of a Waterloo Biofilter anaerobic digester with an internal pump chamber, a Waterloo Biofilter treatment tank (HDPE Tank) and a shallow buried trench leaching bed for disposal of treated effluent. The system layout is shown on Drawing SS1.

A copy of Waterloo Biofilter's certification documentation is attached. The components of the sewage system design have been specified based on the requirements of the certification, which dictates the various permissible tank sizes and rated capacities.

#### 4.1 Waterloo Biofilter System

The proposed Waterloo Biofilter Anaerobic Digester Tank is a Roth Anaerobic Digester (Model ADIPC-4700) that provides settling of solids and anaerobic digestion, reducing the TSS and BOD<sub>5</sub> concentrations in the wastewater. Risers and access hatches are required at both the inlet and outlet. The Anaerobic Digester tank location is shown on Drawing SS1.

The ADIPC-4700 digester tank is rated for a maximum flow of 2,000 L/day and is equipped with an internal pump vault which doses digester effluent to the Waterloo Biofilter treatment unit.

The pump vault will be equipped with a simplex submersible effluent pump (Liberty 280 0.5 HP or approved equivalent) as specified and supplied by Waterloo Biofilter. The pump will be timer-controlled to dose the effluent to the Waterloo Biofilter treatment system.

The treatment unit is comprised of a bulk-filled plastic tank (HDPE Tank Model BFHD20) with a rated treatment capacity of 2,000 L/day which is adequate for the design flow of 2,000 L/day. The HDPE tank is bulk-filled with foam filter media which provides surface area for attached growth and a pre-installed manifold with spray nozzles. The effluent is sprayed from the top manifold onto the foam media and percolates down through the foam for enhanced treatment by the microorganisms.

A second compartment, where treated effluent collects, is equipped with a simplex submersible effluent pump for leaching bed dosing and recirculation. Treated effluent is pumped from the biofilter tank to the shallow buried trench leaching bed by a submersible effluent pump (Liberty 280 0.5 HP or approved equivalent) rated for 2.1 L/s at 7.3 TDH. The recommended initial timer settings are 40 seconds ON, 59 minutes and 20 Seconds OFF. The pump will time-dose the treated effluent to the shallow buried trench leaching bed and recirculate a portion of the treated effluent back to the inlet of the anaerobic digester tank for enhanced treatment. The bed will be dosed in accordance with the requirements for shallow buried trench leaching beds, which must be time-dosed over a 24-hour period.

## **4.2 Shallow Buried Trench Leaching Bed**

A shallow buried trench leaching bed is proposed for the dispersal of the treated effluent from the Waterloo Biofilter treatment tank.

According to the OBC, shallow buried trench systems may be installed in soil, or leaching bed fill with a T-time between 1-125 min/cm (8.7.2.1. (b)). The proposed dispersal bed will be constructed using imported sand fill with a T-time of 6 min/cm to 8 min/cm. As per Table 8.7.3.1, the minimum length of distribution pipe required for shallow buried trenches in soils with a T-time of less than 20 is calculated as follows:

$$L = Q/75$$

Where:

L = the minimum length of distribution pipe

Q = the daily sewage design flow (2,000 L/day)

Therefore, the total length of the distribution pipe required for this system is 27.0 m. Two runs of 15.0 m will be provided for a total of 30 m, which is the minimum permissible total length of piping for SBTs. The shallow buried trenches are to consist of a 32 mm diameter pressurized distribution pipe housed in a chamber as shown on Drawing SS1. They will be equipped with appropriate end access ports for regular flushing and maintenance. The sizing of the dosing pump has taken into consideration the requirement to maintain a minimum of 600 mm pressure head at the end of each lateral.

Details of the proposed system are provided on Drawing SS1.

## **5.0 Installation, Operation and Maintenance**

The proposed sewage system must be installed by a licensed sewage system installer. The Engineering Inspection Schedule is outlined on Drawing SS1 and identifies the key milestones which should be inspected and approved by the engineer during construction.

The proposed sewage system will require periodic inspection and maintenance. As required by the OBC, the property owner must establish a maintenance contract with an authorized service provider of the Waterloo Biofilter treatment unit. Regular maintenance activities associated with this system would typically include the following:

- Periodic tank pump-outs, as required.
- Pump maintenance and replacement of parts, as required.
- Periodic cleaning of the septic tank effluent filter, as required.
- Maintenance of the Waterloo Biofilter treatment unit, as required.
- Annual sampling of the treatment unit in accordance with Section 8.9.2.4. of the OBC.
- Regular flushing of SBT piping to ensure proper pressurized distribution throughout the beds.

As with any onsite sewage system, proper care and use are critical for maintaining a properly functional system. The occupants should be briefed regarding daily cleaning and maintenance activities, and what types of products should not be flushed down the drain (e.g., wipes of any kind, coffee grinds, chemicals, cleaning products, etc.). The leaching bed area must be protected from trees or structures, extensive landscaping and vehicular loading.

## **6.0 Summary**

The total projected design sewage flow for the cottage is 2,000 L/day. The proposed sewage system has been designed according to the requirements of the OBC and includes a Waterloo Biofilter Treatment System and a shallow buried trench leaching bed.

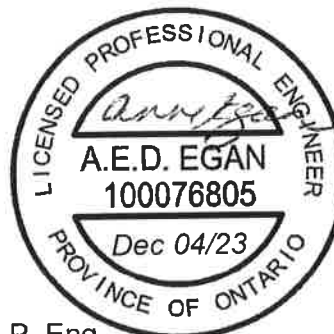
We trust that the information provided herein is sufficient. Should you have any questions or require any further information, please do not hesitate to contact us.

Yours truly,

**R.J. Burnside & Associates Limited**



Pratima Sharma, C. Tech.  
Wastewater Technologist  
PS/AE:clr



Anne Egan, P. Eng.  
Onsite Wastewater Specialist

Enclosure(s)      Drawing SS1  
                         Design Flow Calculation Sheet  
                         Waterloo Biofilter CAN/BHQ Certificate  
                         Schedule 1: Designer Information Form

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

In the preparation of the various instruments of service contained herein, R.J. Burnside & Associates Limited was required to use and rely upon various sources of information (including but not limited to: reports, data, drawings, observations) produced by parties other than R.J. Burnside & Associates Limited. For its part R.J. Burnside & Associates Limited has proceeded based on the belief that the third party/parties in question produced this documentation using accepted industry standards and best practices and that all information was therefore accurate, correct and free of errors at the time of consultation. As such, the comments, recommendations and materials presented in this instrument of service reflect our best judgment in light of the information available at the time of preparation. R.J. Burnside & Associates Limited, its employees, affiliates and subcontractors accept no liability for inaccuracies or errors in the instruments of service provided to the client, arising from deficiencies in the aforementioned third party materials and documents.

R.J. Burnside & Associates Limited makes no warranties, either express or implied, of merchantability and fitness of the documents and other instruments of service for any purpose other than that specified by the contract.

057506 Double Island Design Brief  
04/12/2023 3:18 PM







BURNSIDE

## CALCULATION SHEET

Project Name: Double Island  
 Project Number: 57506  
 Date: 26-Sep-23

#### input required

## PRELIMINARY FLOW ESTIMATES

Taken from O.B.C. Tables 7.4.9.3. and 8.2.1.3.A.

House Size: 3 bedroom  
 232 m<sup>2</sup>

Description		Number of Units	Additional Flow per Unit (L)	Total Flow (L/day)
Base Flow				1600
Additional Flow				
i) Each bedroom over 5		0	500	0
ii) Area over 200m <sup>2</sup> .				
A) Each 10m <sup>2</sup> over 200m <sup>2</sup> to 400m <sup>2</sup>		4	100	400
B) Each 10m <sup>2</sup> over 400m <sup>2</sup> to 600m <sup>2</sup>		0	75	0
C) Each 10m <sup>2</sup> over 600m <sup>2</sup>		0	50	0
Total Additional Sewage Flow from Area				400
iii) Fixture Units over 20		0	50	0
Addition flow (greatest of i,ii,iii)				400
Total Sewage Flow for Cottage:				2000
				2000
Fixtures	Number of Fixtures	Fixture Units per Fixture	Total Fixture Units	
Bathroom Group (flush tank)	1	6	6.0	
Separate Lavatory Sink	0	1	0.0	
Toilet	1	4	4.0	
Other sinks (kitchen, laundry)	1	1.5	1.5	
Clothes Washer	1	1.5	1.5	
Dishwasher	1	1	1.0	
Separate tub/shower	0	1.5	0	
Floor drain	0	3	0	
			0	
Total Fixture Units			14.0	

L/day

(Building Name) System

Required septic tank size = 4000 L minimum

Native Percolation time, T = min/cm Native Bedrock

Imported Percolation time = 8 min/cm Imported sand

Option #5 - Shallow Buried Trench

Length of distribution pipe required = 27 m Native Bedrock

Length of runs = 15.00 m

Number of runs = 2.00 runs

Length of distribution pipe provided = 30 m

Area required = 60 m<sup>2</sup>



Bureau de normalisation  
du Québec

BNQ is a member of the National  
Standards System (NSS)

# ANNEX TO THE CERTIFICATE

## WATERLOO BIOFILTER SYSTEMS INC.

Page 1 of 7

65 Massey Road, Suite C  
Guelph, Ontario N1H 7M6

**CAN/BNQ 3680-600/2009-05-01 M2 (2017-07-18)** *Onsite Residential Wastewater Treatment Technologies*

Certificate number: **2312**  
Issue date: **2022-07-19**  
Expiry date: **2024-07-31**

### Stand-alone wastewater treatment systems

#### Model Waterloo Biofilters®

##### Anaerobic Digester

Capacity:

Maximum Hydraulic capacity (L/d)	Minimum Digester Volume (L)	Minimum InnerTube™ Volume (L) <sup>(1)</sup>
1,100	2,077	220
1,600	3,021	320
2,000	3,776	400
2,400	4,531	480
2,500	4,720	500
3,000	5,664	600
3,500	6,608	700
4,000	7,552	800
4,500	8,496	900
5,000	9,440	1,000
5,500	10,384	1,100
6,000	11,328	1,200
6,500	12,272	1,300
7,000	13,216	1,400
7,500	14,160	1,500
8,000	15,104	1,600
8,500	16,048	1,700
9,000	16,992	1,800
9,500	17,936	1,900
10,000	18,880	2,000

(1) The "Inner tube" is the term used to describe the long corrugated pipe forcing a longer path of water in the digester. The volume of the inner tube is included in the minimum effective volume of the digester.

Designation:	AD.
Material:	Constructed using concrete, plastic, or fibreglass tank that conforms with the strength and watertightness requirements of Standard CAN/CSA-B66 or Standard BNQ 3680-905, or equivalent acceptable to the Authority having jurisdiction.
Dosing:	External or internal pump chamber. Demand or timed dosed.
Others:	Single or double compartment tank. No effluent filter required. InnerTube outlet opposite tank outlet or pump. One or multiple tanks.



Bureau de normalisation  
du Québec

BNQ is a member of the National  
Standards System (NSS)

# ANNEX TO THE CERTIFICATE

## WATERLOO BIOFILTER SYSTEMS INC.

65 Massey Road, Suite C  
Guelph, Ontario N1H 7M6

**CAN/BNQ 3680-600/2009-05-01 M2 (2017-07-18)** *Onsite Residential Wastewater Treatment Technologies*

Certificate number: **2312**  
Issue date: **2022-07-19**  
Expiry date: **2024-07-31**

Page 2 of 7

### Waterloo Biofilter

Capacity:

Designation	Maximum Hydraulic Capacity (L/d)	Minimum Foam Filter Media Volume (m³)	Minimum Foam Filter Media Volume (ft³)
11	1,100	1.5	54
16	1,600	2.2	79
20	2,000	2.8	99
24	2,400	3.4	119
25	2,500	3.5	124
30	3,000	4.2	148
35	3,500	4.9	173
40	4,000	5.6	198
45	4,500	6.3	222
50	5,000	7.0	247
55	5,500	7.7	272
60	6,000	8.4	297
65	6,500	9.1	321
70	7,000	9.8	346
75	7,500	10.5	371
80	8,000	11.2	396
85	8,500	11.9	420
90	9,000	12.6	445
95	9,500	13.3	470
100	10,000	14.0	494

Configuration:

- SH = Shed with open-bottom.
- SHFB = Shed with full bottom.
- BA = Baskets in concrete tank.
- BFCN = Bulk filled concrete tank.
- BFHD = Bulk filled plastic tank.
- BFFG = Bulk filled fibreglass tank.

### Certificate Precisions

Treatment Class: Class B-IV.

Influent Temperature: The tests specified in articles 8.1 and 8.2 were carried out with influent wastewater, at a minimum controlled temperature of 11 °C ± 1 °C.

Others: This treatment chain has no septic tank. The anaerobic digester is the first step of the treatment chain.



Bureau de normalisation  
du Québec

BNQ is a member of the National  
Standards System (NSS)

# ANNEX TO THE CERTIFICATE

## WATERLOO BIOFILTER SYSTEMS INC.

Page 3 of 7

65 Massey Road, Suite C  
Guelph, Ontario N1H 7M6

**CAN/BNQ 3680-600/2009-05-01 M2 (2017-07-18)** *Onsite Residential Wastewater Treatment Technologies*

Certificate number: **2312**  
Issue date: **2022-07-19**  
Expiry date: **2024-07-31**

### Waterloo Flatbed Biofilter

Capacity:

Designation	Flat Bed Modules	Flat Bed Chain Treatment Capacity <sup>(1)</sup> (L/d)	Minimum Foam Filter Media Volume (m <sup>3</sup> )	Minimum Foam Filter Media Volume (ft <sup>3</sup> )
11	2 units of FB-800	1,670	2.9	104
16	2 units of FB-800	1,670	2.9	104
20	2 units of FB-1000	2,000	3.5	125
24	3 units of FB-800	2,505	4.4	156
25	3 units of FB-800	2,505	4.4	156
30	3 units of FB-1000	3,000	5.3	187
35	2 units of FB-800 2 units of FB-1000	3,670	6.5	229
40	4 units of FB-1000	4,000	7.0	250
45	6 units of FB-800	5,010	8.8	312
50	6 units of FB-800	5,010	8.8	312
55	2 units of FB-800 4 units of FB-1000	5,670	10.0	354
60	6 units of FB-1000	6,000	10.6	375
65	8 units of FB-800	6,680	11.8	416
70	2 units of FB-800 6 units of FB-1000	7,670	13.6	479
75	2 units of FB-800 6 units of FB-1000	7,670	13.6	479
80	8 units of FB-1000	8,000	14.1	500
85	8 units of FB-800 2 units of FB-1000	8,680	15.3	541
90	6 units of FB-800 4 units of FB-1000	9,010	15.9	562
95	2 units of FB-800 8 units of FB-1000	9,670	17.1	604
100	10 units of FB-1000	10,000	17.7	625

Configuration:

FB: Flatbed with open-bottom.

Flat Bed Modules	Flat Bed Treatment Capacity <sup>(1)</sup> (L/d)	Minimum Foam Filter Media Volume (m <sup>3</sup> )	Minimum Foam Filter Media Volume (ft <sup>3</sup> )
FB-800	835	1.47	52.1
FB-1000	1000	1.77	62.5
FB-1200	1167	2.06	72.9





Bureau de normalisation  
du Québec

BNQ is a member of the National  
Standards System (NSS)

# ANNEX TO THE CERTIFICATE

Page 4 of 7

## WATERLOO BIOFILTER SYSTEMS INC.

65 Massey Road, Suite C  
Guelph, Ontario N1H 7M6

**CAN/BNQ 3680-600/2009-05-01 M2 (2017-07-18)** *Onsite Residential Wastewater Treatment Technologies*

Certificate number: **2312**  
Issue date: **2022-07-19**  
Expiry date: **2024-07-31**

## Waterloo Flatbed Biofilter

### Certificate Precisions

Treatment Class: Class B-IV.

Influent Temperature: The tests specified in articles 8.1 and 8.2 were carried out with influent wastewater, at a minimum controlled temperature of  $11^{\circ}\text{C} \pm 1^{\circ}\text{C}$ .

Others: This treatment chain has no septic tank. The anaerobic digester is the first step of the treatment chain.

(1) *The Waterloo Biofilter treatment capacity of a Flat Bed system is the sum total of the Flat Bed Treatment Capacities of the Flat Bed Models used in the system. Flat Beds may be laid out in 'parallel', 'series', or combination thereof. The designation of a Flat Bed system is the total treatment capacity with the last two digits truncated. E.g. a system comprised of two FB-800 models has treatment capacity of  $835 * 2 = 1,670$  L/d and a designation number of 16.*



**Bureau de normalisation  
du Québec**

BNQ is a member of the National  
Standards System (NSI)

# ANNEX TO THE CERTIFICATE

## WATERLOO BIOFILTER SYSTEMS INC.

Page 5 of 7

65 Massey Road, Suite C  
Guelph, Ontario N1H 7M6

**CAN/BNQ 3680-600/2009-05-01 M2 (2017-07-18)** *Onsite Residential Wastewater Treatment Technologies*

Certificate number: **2312**  
Issue date: **2022-07-19**  
Expiry date: **2024-07-31**

### Model Designation

Class B-IV:

AD-SH11, AD-SHFB11, AD-BA11, AD-BFCN11, AD-BFHD11, AD-BFFG11, AD-FB11  
AD-SH16, AD-SHFB16, AD-BA16, AD-BFCN16, AD-BFHD16, AD-BFFG16, AD-FB16  
AD-SH20, AD-SHFB20, AD-BA20, AD-BFCN20, AD-BFHD20, AD-BFFG20, AD-FB20  
AD-SH24, AD-SHFB24, AD-BA24, AD-BFCN24, AD-BFHD24, AD-BFFG24,  
AD-FB24AD-SH25, AD-SHFB25, AD-BA25, AD-BFCN25, AD-BFHD25, AD-BFFG25, AD-FB25  
AD-SH30, AD-SHFB30, AD-BA30, AD-BFCN30, AD-BFHD30, AD-BFFG30, AD-FB30  
AD-SH35, AD-SHFB35, AD-BA35, AD-BFCN35, AD-BFHD35, AD-BFFG35, AD-FB35  
AD-SH40, AD-SHFB40, AD-BA40, AD-BFCN40, AD-BFHD40, AD-BFFG40, AD-FB40  
AD-SH45, AD-SHFB45, AD-BA45, AD-BFCN45, AD-BFHD45, AD-BFFG45, AD-FB45  
AD-SH50, AD-SHFB50, AD-BA50, AD-BFCN50, AD-BFHD50, AD-BFFG50, AD-FB50  
AD-SH55, AD-SHFB55, AD-BA55, AD-BFCN55, AD-BFHD55, AD-BFFG55, AD-FB55  
AD-SH60, AD-SHFB60, AD-BA60, AD-BFCN60, AD-BFHD60, AD-BFFG60, AD-FB60  
AD-SH65, AD-SHFB65, AD-BA65, AD-BFCN65, AD-BFHD65, AD-BFFG65, AD-FB65  
AD-SH70, AD-SHFB70, AD-BA70, AD-BFCN70, AD-BFHD70, AD-BFFG70, AD-FB70  
AD-SH75, AD-SHFB75, AD-BA75, AD-BFCN75, AD-BFHD75, AD-BFFG75, AD-FB75  
AD-SH80, AD-SHFB80, AD-BA80, AD-BFCN80, AD-BFHD80, AD-BFFG80, AD-FB80  
AD-SH85, AD-SHFB85, AD-BA85, AD-BFCN85, AD-BFHD85, AD-BFFG85, AD-FB85  
AD-SH90, AD-SHFB90, AD-BA90, AD-BFCN90, AD-BFHD90, AD-BFFG90, AD-FB90  
AD-SH95, AD-SHFB95, AD-BA95, AD-BFCN95, AD-BFHD95, AD-BFFG95, AD-FB95  
AD-SH100, AD-SHFB100, AD-BA100, AD-BFCN100, AD-BFHD100, AD-BFFG100, AD-FB100

### List of recognized manufacturers for system components

#### Concrete Precasters

BOYD BROS CONCRETE  
5450 CCuddy Street  
Osgoode, Ontario K0A 2W

#### Plastic Component Manufacturers

ROTH GLOBAL PLASTICS  
One General Motor Drive  
P.O. Box 245  
Syracuse, New York, 13211

### List of recognized assemblers

BOYD BROS CONCRETE  
5450 Cuddy Street  
Osgoode (Ontario) K0A 2W0



Bureau de normalisation  
du Québec

BNQ is a member of the National  
Standards System (NSS)

# ANNEX TO THE CERTIFICATE

## WATERLOO BIOFILTER SYSTEMS INC.

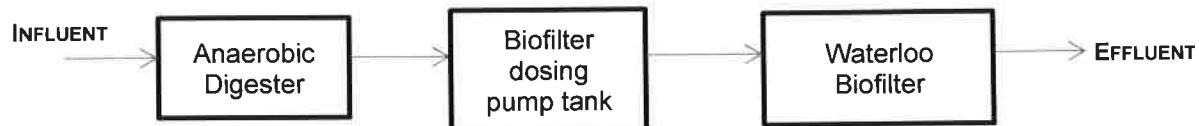
Page 6 of 7

65 Massey Road, Suite C  
Guelph, Ontario N1H 7M6

**CAN/BNQ 3680-600/2009-05-01 M2 (2017-07-18)** *Onsite Residential Wastewater Treatment Technologies*

Certificate number: **2312**  
Issue date: **2022-07-19**  
Expiry date: **2024-07-31**

### FLOW DIAGRAM OF WATERLOO BIOFILTER ®





Bureau de normalisation  
du Québec

BNQ is a member of the National  
Standards System (NSS)

# ANNEX TO THE CERTIFICATE

## WATERLOO BIOFILTER SYSTEMS INC.

Page 7 of 7

65 Massey Road, Suite C  
Guelph, Ontario N1H 7M6

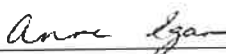
**CAN/BNQ 3680-600/2009-05-01 M2 (2017-07-18)** *Onsite Residential Wastewater Treatment Technologies*

Certificate number: **2312**  
Issue date: **2022-07-19**  
Expiry date: **2024-07-31**

HISTORY	
Date	Modification description
2016-07-05	Issuance of certificate.
2016-08-08	Minor Corrections of different sections.
2018-05-22	Addition of Waterloo Flatbed biofilter systems.
2018-07-04	Renewal of certificate.
2018-08-30	Addition of Waterloo Flatbed biofilters information.
2019-07-18	Update of the certificate according to the M2 changes to the standard and M1 changes to the protocol.
2020-07-15	Correction of ROTH GLOBAL PLASTICS site address. Renewal of certificate.
2021-04-26	Correction from Waterloo Biofilter Treatment capacity (L/d) to Maximum Hydraulic Capacity (L/d). Modification of the business address.
2021-08-30	Addition of models AD-SH24, AD-SHFB24, AD-BA24, AD-BFCN24, AD-BFHD24, AD-BFFG24, AD-FB24.
2021-11-26	Withdrawn of concrete precasters MacGregor Concret Products, Winona Concrete & Pipe Products and Unit Precast (Breslau) Ltd. Addition of Boyd Bros Concrete.
2022-07-19	Renewal of certificate.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>				
Building number, street name Island 472A			Unit no.	Lot/con.
Municipality Township of Archipelago	Postal code	Plan number/ other description		
<b>B. Individual who reviews and takes responsibility for design activities</b>				
Name Anne Egan	Firm R.J. Burnside & Associates Limited			
Street address 6690 Creditview Road			Unit no. 2	Lot/con.
Municipality Mississauga	Postal code L5N8R9	Province ON	E-mail anne.egan@rjburnside.com	
Telephone number ( 905 ) 821-5888	Fax number ( 905 ) 821-1809	Cell number (      )		
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 2.20.2.1]</b>				
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural		
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House		
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings		
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input checked="" type="checkbox"/> On-site Sewage Systems		
Description of designer's work				
Design of a new Class 4 Sewage System servicing the propped cottage at Island 472A in Parry sound District, Ontario. Consisting of a Waterloo Biofilter treatment system and a shallow buried trench leaching Bed.				
<b>D. Declaration of Designer</b>				
I, <u>Anne Egan</u> declare that (choose one as appropriate): (print name)				
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 2.17.4. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____  Firm BCIN: _____				
<input type="checkbox"/> I review and take responsibility for the design work and am qualified in the appropriate category as an "other designer" under subsection 2.17.5. of the Building Code. Individual BCIN: _____  Basis for exemption from registration: _____				
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: <u>P. Eng.</u>				
I certify that:				
1. The information contained in this schedule is true to the best of my knowledge.				
2. I have authority to bind the corporation or partnership (if applicable).				
2023/12/04		 _____ Signature of Designer		
Date				

\*For the purposes of this form, "individual" means the "person" referred to in Clause 2.17.4.7.(1)(d), Article 2.17.5.1. and all other persons who are exempt from qualification under Subsections 2.17.4. and 2.17.5.

NOTE:

1. Firm and Individual BCIN numbers are not required for building permit applications submitted prior to January 1, 2006
2. Schedule 1 does not need to be completed by architects, or holders of a Certificate of Practice or a Temporary License under the *Architects Act*.



The Corporation of the

**TOWNSHIP OF THE ARCHIPELAGO**

BY-LAW NO. A2119-25

To amend By-law No. A2000-07 (the Comprehensive Zoning By-law)  
Island A472 (Double Island), PCL 7096 SEC NS; Double Island or Island 472  
Harrison in the Georgian Bay of Lake Huron, The Archipelago  
(Ballentine and Regan)

**WHEREAS** Section 34(1) of the Planning Act, R.S.O. 1990, c.P. 13, as amended, authorizes municipalities to enact zoning by-laws; and

**WHEREAS** the subject land is currently vacant; and

**WHEREAS** the owners wish to allow a class 5 sewage system (holding tank);

**WHEREAS** the owner has applied to rezone the lands to a site specific residential zone to allow for a class 5 sewage system (holding tank), on Island A472 (Double Island), PCL 7096 SEC NS; Double Island or Island 472 Harrison in the Georgian Bay of Lake Huron, The Archipelago from Coastal/Island Residential (CR) Zone to the Coastal/Island Residential Exception 98 (CR-98) Zone;

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

1. Schedule 'A' of By-law No. A2000-07, as amended, is hereby further amended by rezoning Island A472 (Double Island), PCL 7096 SEC NS; Double Island or Island 472 Harrison in the Georgian Bay of Lake Huron, The Archipelago from the 'Coastal/Island Residential (CR)' Zone to the 'Coastal/Island Residential-Exception 98 (CR-98)' Zone, as shown on Schedule '1', attached to this by-law.
2. Section 6.2 – Special Exception Regulations – Coastal/Island Residential (CR) of the By-law No. A2000-07, as amended, is hereby further amended by adding the following:

- "6.2.98

Coastal/Island Residential Exception 98 (CR-98)

Island A472 (Double Island), PCL 7096 SEC NS; Double Island or Island 472 Harrison in the Georgian Bay of Lake Huron, The Archipelago as shown on Schedule 'A' to this By-law.
- 6.2.98.1

Permitted Uses, Buildings and Structures

Those uses, buildings and structures permitted under Section 6.1.1 and 6.1.2, with the following additional permitted use:

i) Class 5 sewage system (holding tank).
- 6.2.98.2

Zone Standards

The regulations of Section 6.1.3, Zoned Standards, shall apply to the uses permitted in the CR-98 Zone.

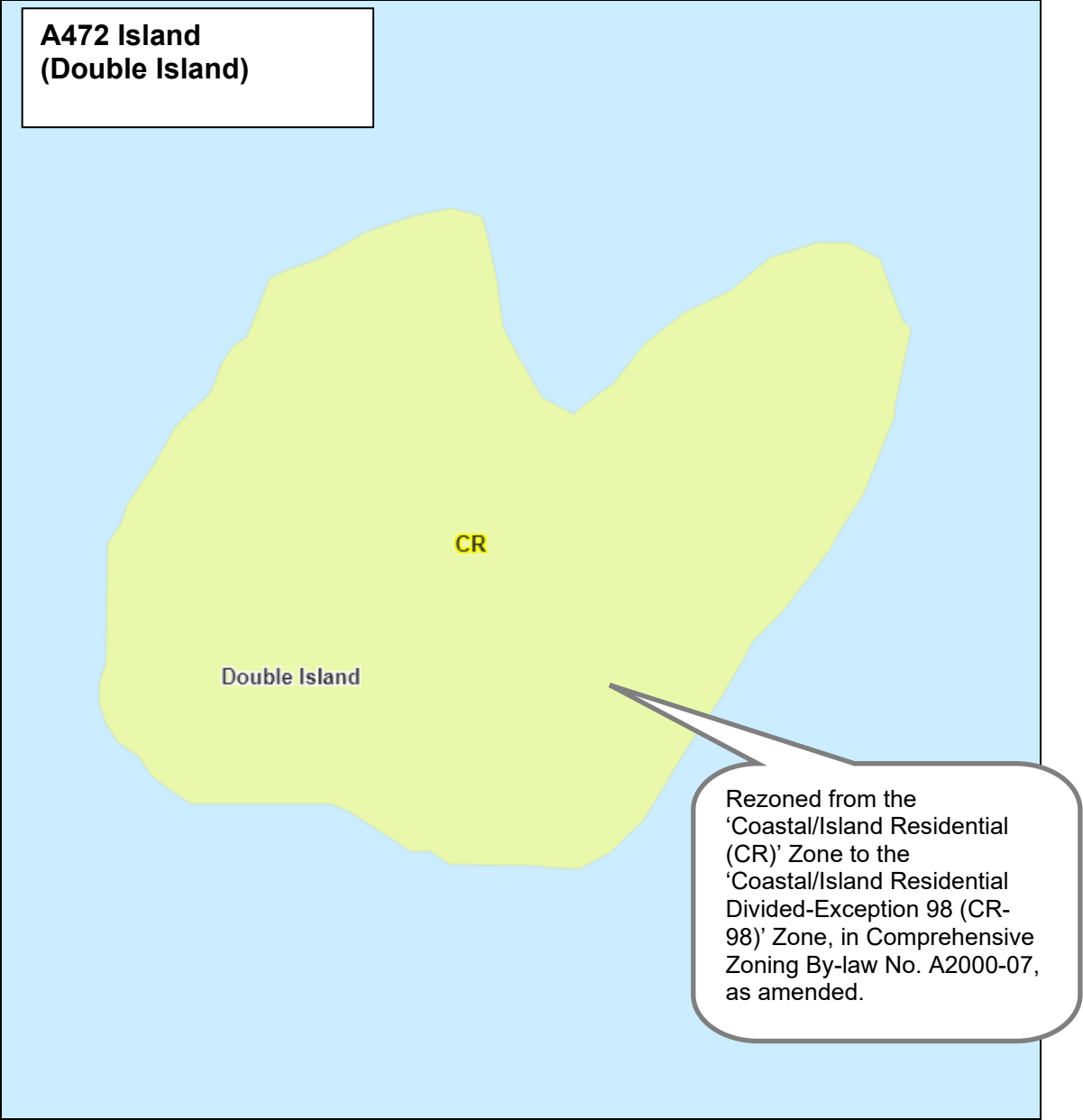
3. That this By-law shall come into force and take effect on the day of the final passing thereof.

**READ** and **FINALLY PASSED** in **OPEN COUNCIL** this **18th** day of **July, 2025**.

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

\_\_\_\_\_  
Bert Liverance, Reeve

\_\_\_\_\_  
Maryann Martin, Clerk



**THIS IS SCHEDULE '1' TO BY-LAW NO. A2119-25**

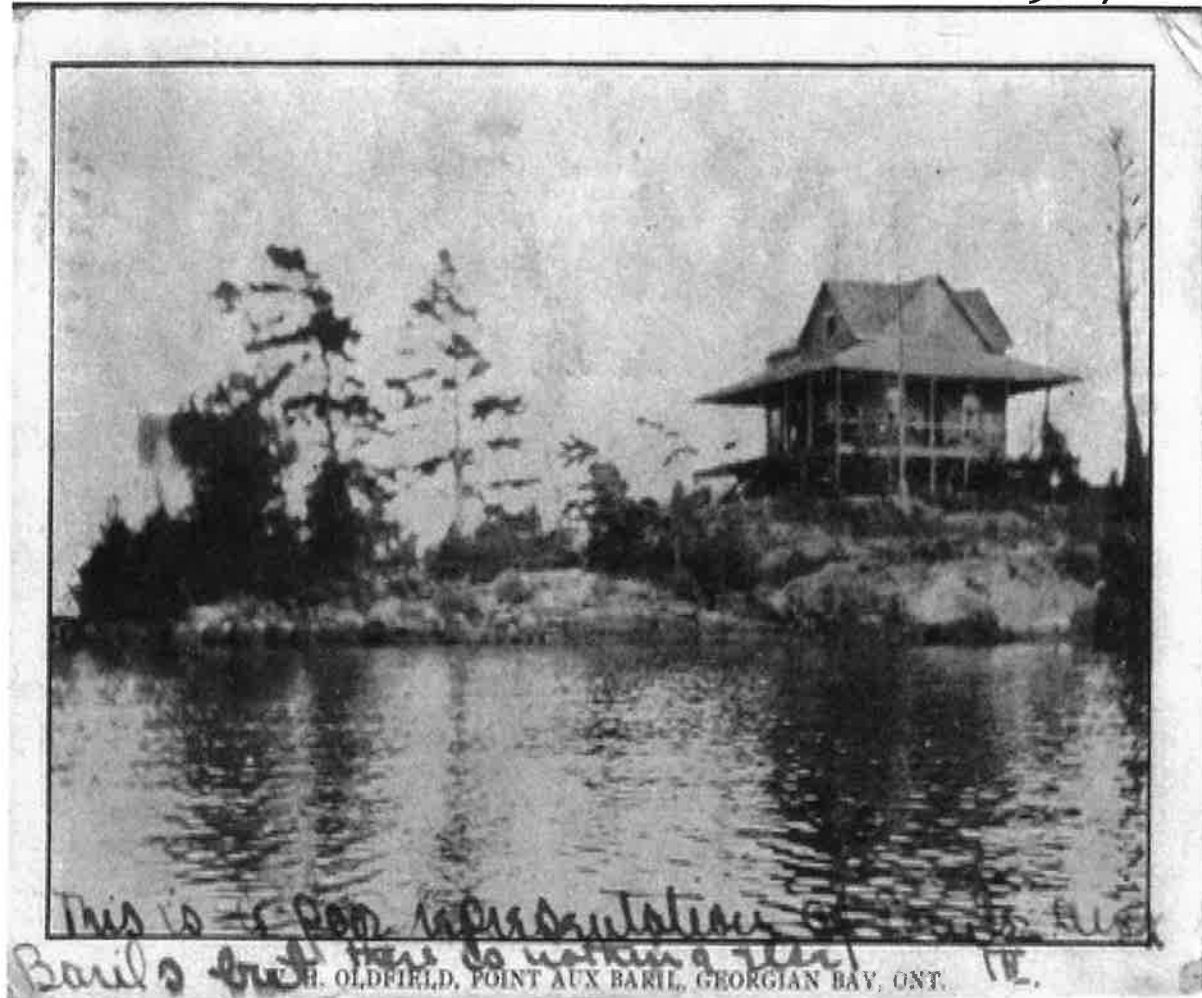
**TOWNSHIP OF THE ARCHIPELAGO**

**PASSED THIS 18<sup>th</sup> DAY OF JULY, 2025**

\_\_\_\_\_  
Bert Liverance, Reeve

\_\_\_\_\_  
Maryann Martin, Clerk

## Double Island W H Oldfield Home 1907





Main Cottage Double Island





County  
Region  
District  
City

ASSESSMENT COMPILED IN THE YEAR 1979

REGION 28 FOR TAXATION IN THE YEAR 1980

PAGE 3763

NIPISSING-PARRY SOUND

Municipality GEORGIAN BAY NORTH ARCHIPELAGO

MAP	SUB	PARCEL	PROPERTY CLASSIFICATION	UC	R	C	Q	H	P	S	1	2	3	4	5	6						
140	011	05800	0000	VL	R			07	07	00												
140	011	05900	0000	VL	R			07	07	00												

140 011 07000 0000 WARD 03 POLL 0010 PORTIONS 1	BARRETT DOUGLAS ET AL 670 KILCOUR WORLD FLOOD & BEACH 350 BAY ST SUITE 1606 TORONTO ONT M5H 3L1	0	ISLAND 471A 475A MCINTOSH ISLAND PCL 9086 9085 NS IN FRONT OF TWP OF HARRISON ACRES: 0.61	T	19200	RP
140 011 07100 0000 WARD 03 POLL 0010 PORTIONS 1	PRIOR EMERY C JR BOX 383 CHAGRIN FALLS OHIO 44022	0	ISLAND 472A PCL 7096 NS DOUBLE ISLAND IN FRONT OF TWP OF HARRISON ACRES: 1.17	T	6500	RP
140 011 07200 0000 WARD 03 POLL 0010 PORTIONS 1	BENNETT ELSIE 4 KLUHINI CRES 4 KLUHINI CRES WHITEHORSE YT Y1A 303	0	ISLAND 473A ELLISBURN ISLAND PCL 839 NS IN FRONT OF TWP OF HARRISON ACRES: 1.42	T	12600	RP

[illegible]







## **BUILDING CODE COMMISSION**

**IN THE MATTER OF** Subsection 24(1) of the *Building Code Act*, S.O. 1992, c. 23, as amended.

**AND IN THE MATTER OF** Sentence 8.8.1.1.(1), Sentence 8.8.1.2.(1) and Clauses 8.8.1.2.(1)(a)(b)(c) and (d) of Regulation 332/12, as amended, (the "Building Code").

**AND IN THE MATTER OF** an application by David Ballentine, for the resolution of a dispute with Robert Farrow, Chief Building Official, to determine whether the proposal to install a composting toilet and a Class 5 sewage system on a vacant property to serve a future building, provides sufficiency of compliance with Sentence 8.8.1.1.(1), Sentence 8.8.1.2.(1) and Clauses 8.8.1.2.(1)(a)(b)(c) and (d) of the Building Code, at Island A 472 of the Township of the Archipelago, Ontario.

**APPLICANT**

Mr. David Ballentine  
Owner  
Nobel, Ontario

**RESPONDENT**

Mr. Robert Farrow  
Chief Building Official  
Township of the Archipelago, Ontario

**PANEL**

Ms. Judy Beauchamp  
Mr. Michael Gooch  
Mr. Alexander Campbell

**PLACE**

via video conference

**DATE OF HEARING**

February 3, 2022

**DATE OF RULING**

February 3, 2022

**APPEARANCES**

Mr. Ray Hachigan  
Parry Sound, Ontario  
**Agent for the Applicant**

Mr. Robert Farrow  
Chief Building Official  
Township of the Archipelago, Ontario  
**Designate for the Respondent**

## **RULING**

### **1. Particulars of Dispute**

The Applicant has applied for an alternative solution building permit, under the Building Code Act, 1992, to install a Class 5 sewage system to service a proposed 225 m<sup>2</sup> seasonal dwelling with a composting toilet on an island located in a UNESCO site known as the Georgian Bay Biosphere.

The Respondent determined that the alternative solution does not achieve the level of performance required by the applicable prescriptive requirements under Division B of the Building Code.

Therefore, the dispute before the Commission is whether the proposal to install a composting toilet and a Class 5 sewage system on a vacant property to serve a 225 m<sup>2</sup> seasonal dwelling, provides sufficiency of compliance with Sentence 8.8.1.1.(1), Sentence 8.8.1.2.(1) and Clauses 8.8.1.2.(1)(a)(b)(c) and (d) of the Building Code.

### **2. Provisions of the Building Code in Dispute**

#### **Division B, Article 8.8.1.1 Prohibited Installation**

- (1) Except as provided in Article 8.8.1.2., a Class 5 sewage system shall not be installed.

#### **Division B, Article 8.8.1.2 Acceptable Installation**

- (1) A Class 5 sewage system may be installed in the following circumstances:
- (a) where the proposed use of the sewage system is for a temporary operation, excluding seasonal recreational use, not exceeding 12 months in duration,
  - (b) to remedy an unsafe sewage system where the remediation of the unsafe condition by the installation of a Class 4 sewage system is impracticable,
  - (c) to upgrade a sewage system serving an existing building, where upgrading through the use of a Class 4 sewage system is not possible due to lot size, site slope or clearance limitations, or
  - (d) as an interim measure for a lot or parcel of land until municipal sewers are available, provided that the municipality undertakes to ensure the continued operation of an approved hauled sewage system until the municipal sewers are available.
- (2) Where a Class 5 sewage system is installed, a written agreement for the disposal of sanitary sewage from the sewage system shall be entered into with a hauled sewage system operator.

### **3. Applicant's Position**

The Applicant has submitted that the Island A 472 (also known as Double Island) in the Township of the Archipelago, Ontario is a residentially zoned property which is currently vacant, save for a small shed. The island currently has limited vegetation cover and limited soil cover. The island is U-Shaped with limited development area on one of the arms and a 225 m<sup>2</sup>, 3 bedroom cottage has been proposed on the larger of the 2 arms. The Applicant's application for hearing shows a future bedroom outbuilding on the property on the small arm.

In a previous application, the Applicant submitted a building permit for a Class 2 (Leaching Pit) sewage system to deal with greywater generated on the property. This application was refused

on the basis that there was insufficient soil on the property to support the system. In response, the Applicant submitted the current application to use a Class 5 Sewage System (Holding Tank) for the collection, storage and periodic removal for disposal of all greywater. The applicant submits that this is a better option for the area as it removes the wastewater from the site for treatment and disposal and thus limits any contamination of the area waters.

With regards to sizing of the Class 5 Sewage System, the Applicant submits that by removing the toilet there is less sewage flow for the building and further, argues that there are no references in the Building Code to holding tanks which deal only with greywater.

#### **4. Respondent's Position**

The Respondent's position is that the use of a Class 5 sewage system at this location at this time is not in compliance with the intent and objectives of the Building Code. Specifically, the Building Code has very stringent requirements around when a Class 5 sewage system may be used.

The Respondent provided an explanation of why the proposed alternative solution is insufficient and referenced the Functional and Objective statements of the Building Code around their decision.

The Respondent identified that there is a concern that the future use of the property may be different than the current intended use. Some of the concerns include: the composting toilet could be removed and replaced with a standard toilet, a lack of maintenance may result in a problem with leakage, or that a lack of over-sight could result in a problem with the system that causes discharge from the tank unknowingly.

In addition, the Respondent identified that the Township is concerned that at some point in the future the permitted use of a Class 5 System at this time, would permit an enlargement of the building through Part 11 of the Code.

#### **5. Commission Ruling**

It is the decision of the Building Code Commission that the proposal to install a class 5 sewage system on a vacant lot to serve a future dwelling unit, does not provide sufficiency of compliance with Division B, Article 8.8.1.1. and Sentence 8.8.1.2.(1) of the Building Code at Island A 472 in the Township of the Archipelago, Ontario.

#### **6. Reasons**

i) **Article 8.8.1.1. Prohibited Installation** of Division B of the Building Code states:

(1) Except as provided in Article 8.8.1.2., a Class 5 sewage system shall not be installed.

**Article 8.8.1.2. Acceptable Installation**, of Division B of the Building Code states:

(1) A Class 5 sewage system may be installed in the following circumstances:

(a) where the proposed use of the sewage system is for a temporary operation, excluding seasonal recreational use, not exceeding 12 months in duration,

(b) to remedy an unsafe sewage system where the remediation of the unsafe condition by the installation of a Class 4 sewage system is impracticable,

(c) to upgrade a sewage system serving an existing building, where upgrading through the use of a Class 4 sewage system is not possible due to lot size, site slope or clearance limitations, or

(d) as an interim measure for a lot or parcel of land until municipal sewers are available, provided that the municipality undertakes to ensure the continued operation of an approved hauled sewage system until the municipal sewers are available.

The Commission heard that a permanent, seasonal dwelling is proposed on the subject property which is currently vacant. The Commission heard no evidence or testimony from the parties that any of the above permissible conditions set out in Article 8.8.1.2. have or could be met. Therefore, it is the Commission's opinion that the proposal to install a class 5 sewage system on this property does not provide sufficiency of compliance with Article 8.8.1.2. of Division B of the Building Code.

ii) The Applicant submitted that an Alternative Solution for the property was available through the use of a composting toilet and a Class 5 Sewage System for the greywater. The Commission was not provided with a full and complete analysis of the Alternative Solution with regards to the Building Code Functional and Objective statements. The limited analysis that was provided as evidence, however, suggests that the proposed Alternative Solution would not provide sufficiency of compliance with Sentences 8.8.1.1.(1) and 8.8.1.2.(1) of Division B of the Building Code. Therefore, it is the Commission's opinion that the proposal to install a class 5 sewage system on this property does not provide sufficiency of compliance with Article 8.8.1.2. of Division B of the Building Code.

iii) The Applicant's submission states that the proposed Alternative Solution is partially based on the fact that Building Code does not address the use of Class 5 Sewage System when only greywater is to be collected.

By definition of "Sanitary Sewage", the Building Code does not differentiate types of sewage and therefore, greywater is sanitary sewage. As a result, Sentence 8.8.1.2.(1) is applicable to the proposed Alternative Solution.

iv) The Commission found that the Alternative Solution as presented did not sufficiently demonstrate that the objectives and functional statements have been met and the required level of performance achieved. Therefore, it is the Commission's opinion that the proposal to install a class 5 sewage system on this property does not provide sufficiency of compliance with Article 8.8.1.2. of Division B of the Building Code.

It should be noted that this ruling is specific to the facts of this dispute and property and the above reasons should not be interpreted as precedent setting statements.

Dated at the City of Toronto this **3rd** day in the month of **February** in the year **2022** for application number **S-2021-16**.



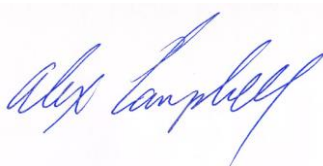
---

Judy Beauchamp, Chair Designate



---

Michael Gooch



---

Alexander Campbell





## **BUILDING CODE COMMISSION**

**IN THE MATTER OF** Subsection 24(1) of the *Building Code Act*, S.O. 1992, c. 23, as amended.

**AND IN THE MATTER OF** Sentence 8.1.1.2.(1), Sentences 8.2.1.6.(1) and (2), Article 8.7.3.1 and Article 8.7.4.2.(11) of Division B of the Building Code.

**AND IN THE MATTER OF** an application by David Ballentine for the resolution of a dispute with the Chief Building Official of the Township of the Archipelago, to determine whether the proposal to install a new Class 4 sewage system, which will serve a seasonal cottage, provides sufficiency of compliance with Sentence 8.1.1.2.(1), 8.2.1.2.(1), Sentence 8.2.1.4.(2), Sentences 8.2.1.6.(1) and (2) and Article 8.7.3.1., and 8.7.4.2.(11) of Division B of the Building Code, at Island 472A, Township of the Archipelago, Ontario.

**APPLICANT** David Ballentine and Nancy Regan  
Owners  
Nobel, Ontario

**RESPONDENT** Robert Farrow  
Chief Building Official  
Township of the Archipelago  
Parry Sound, Ontario

**PANEL** Judy Beauchamp, Chair Designate  
Michael Gooch  
Alexander Campbell

**PLACE** via video conference

**DATE OF HEARING** July 19, 2024

**DATE OF RULING** July 19, 2024

**APPEARANCES** Anne Egan  
R. J. Burnside and Associates  
Mississauga, Ontario  
**Agent for the Applicants**

Robert Farrow  
Chief Building Official  
Township of the Archipelago  
Parry Sound, Ontario  
**The Respondent**

Mark Macfie  
Deputy Chief Building Official  
Township of The Archipelago  
Parry Sound, Ontario  
**Designate for the Respondent**

## **RULING**

### **1. Particulars of Dispute**

The Applicant submitted a building permit application to the Township of the Archipelago Building Department to install a Class 4 sewage system (Level IV Treatment unit discharging to a shallow buried trench leaching bed) to service a proposed 225 m<sup>2</sup> seasonal dwelling on an island located in a UNESCO site known as the Georgian Bay Biosphere, at Island 472A, Township of the Archipelago, Ontario.

The dispute between the parties concerns whether the new Class 4 sewage system, which will serve a seasonal cottage, provides sufficiency of compliance with Sentence 8.1.1.2.(1), 8.2.1.2.(1), Sentence 8.2.1.4.(2), Sentences 8.2.1.6.(1) and (2) and Article 8.7.3.1., and 8.7.4.2.(11) of Division B of the Building Code.

### **2. Provisions of the Building Code in Dispute**

#### **Division B, Sentence 8.1.1.2.(1)**

In this Part,

*Soil* means in-situ, naturally occurring, unconsolidated mineral or organic material, at the earth's surface that is at least 100 mm thick and capable of supporting plant growth, and includes material compacted or cemented by soil forming processes but does not include displaced materials such as gravel dumps, mine spoils, or like deposits.

#### **Division B, Sentence 8.2.1.2. (1) Site Evaluation**

A site evaluation shall be conducted on every site where a new or replacement *sewage system* is to be installed. (See Appendix A.)

#### **Appendix A-8.2.1.2.(1) Site Evaluation**

The evaluation required in Sentence (1) usually includes at least the following and is required on permit application

- (a) date the evaluation was done,
- (b) name, address, telephone number, and signature of the person who prepared the evaluation,
- (c) a scaled plan of the site showing
  - (i) *the legal description of the property, property lines and easements,*
  - (ii) *the location of items in Column 1 of Tables 8.2.1.6.A. and 8.2.1.6.B.,*
  - (iii) *the proposed location of the sewage system,*
  - (iv) the location of any unsuitable, disturbed or compacted areas, and
  - (v) the access route for tank maintenance,
- (d) depth to bedrock,
- (e) evidence of high ground water,
- (f) soil properties,
- (g) soil conditions,
- (h) utility corridors,
- (i) permeability, and

## Division B, Sentence 8.2.1.4.(2) Clearances

Unless it can be shown to be unnecessary, where the *percolation time* is less than 10 minutes, the clearances listed in Articles 8.2.1.5. and 8.2.1.6. for wells, lakes, ponds, reservoirs, rivers, springs or streams shall be increased to compensate for the lower *percolation time*.

## Appendix A-8.2.1.4. Clearances

Where coarse natural soils exist, it may be necessary to require greater clearance distances to wells or surface water than those listed in the Tables. This is of greater importance when applied to the shoreline properties of sensitive lakes, where it is desired to prevent phosphates from entering the lakes.

This Article sets required minimum distances between structures, property lines and water sources, and the various sewage systems. The intent of this Article is to limit the probability that the sewage is not properly treated or released into soil which could lead that a person in or near the building will be exposed to an unacceptable risk of illness due to unsanitary conditions caused by exposure to human or domestic waste, or the natural environment will be exposed to an unacceptable risk of degradation.

## Division B, Article 8.2.1.6. Clearances for a Class 4 or 5 Sewage System

- (1) Except as provided in Sentences 8.2.1.4.(1) and (2), a treatment unit shall not be located closer than the minimum horizontal distances set out in Table 8.2.1.6.A.

**Table 8.2.1.6.A.**  
**Minimum Clearances for Treatment Units**  
Forming Part of Sentence 8.2.1.6.(1)

Object	Minimum Clearance, m
Structure	1.5
Well	15
Lake	15
Pond	15
Reservoir	15
River	15
Spring	15
Stream	15
Property Line	3
Column 1	2

- (2) Except as provided in Sentences 8.2.1.4.(1) and (2), the centreline of a *distribution pipe* or *leaching chamber* shall not be located closer than the minimum horizontal distances set out in Table 8.2.1.6.B. and these distances shall be increased when required by Sentence 8.7.4.2.(11).

**Table 8.2.1.6.B. Minimum Clearances for Distribution Piping and Leaching Chambers Forming Part of Sentence 8.2.1.6.(2)**

<b>Object</b>	<b>Minimum Clearance, m</b>
Structure	5
Well with a watertight casing to a depth of at least 6 m	15
Any other well	30
Lake	15
Pond	15
Reservoir	15
River	15
Spring not used as a source of potable water	15
Stream	15
Property Line	3
<b>Column 1</b>	<b>2</b>

**Division B, Article 8.7.3.1 Length of Distribution Pipe**

- (1) The total length of distribution pipe shall,
  - (a) not be less than 30 m when constructed as a shallow buried trench, or
  - (b) not be less than 40 m for any other absorption trench.
- (2) Except as provided in Sentences (1), (3), and (4) every leaching bed constructed by means of absorption trenches shall have a total length of distribution pipe not less than the value determined by the formula,

$$L = \frac{QT}{200}$$

where,

- L = total length of distribution pipe in metres,  
 Q = the total daily design sanitary sewage flow in litres, and  
 T = the design percolation time.

- (3) Except as provided in Sentence (1), where a leaching bed receives effluent from a Level II, Level III or Level IV treatment unit as described in Table 8.6.2.2., the leaching bed may have a total length of distribution pipe not less than the value determined by the formula,

$$L = \frac{QT}{300}$$

where,

- L = total length of distribution pipe in metres,  
 Q = the total daily design sanitary sewage flow in litres, and  
 T = the design percolation time.

- (4) Except as provided in Sentence (1), where the leaching bed is constructed as a shallow buried trench, the total length of the distribution pipe shall not be less than the value determined by Table 8.7.3.1.



**Table 8.7.3.1.**  
**Length of Distribution Pipe in Shallow Buried Trench**  
Forming Part of Sentence 8.7.3.1.(4)

<i>Percolation Time, (T) of Soil,</i> min	<i>Length of Distribution</i> <i>Pipe, m</i>
$1 < T \leq 20$	$Q/75$
$20 < T \leq 50$	$Q/50$
$50 < T < 125$	$Q/30$
Column 1	2

where,

Q = the total daily design *sanitary sewage* flow in litres, and

T = the design *percolation time*.

(j) potential for flooding.

#### **Division B, Sentences 8.7.4.2.(1) and (11) Construction requirements**

- (1) Except for a *shallow buried trench*, a *leaching bed* comprised of *absorption trenches* may be *constructed* in *leaching bed fill*, if unsaturated soil or *leaching bed fill* complying with Subclause 8.7.2.1.(1)(b)(ii) extends,
- (a) to a depth of at least 250 mm over the area covered by the *leaching bed fill*, and
  - (b) for at least 15 m beyond the centrelines of the outer *distribution pipes* or *leaching chambers* in any direction in which the *effluent* entering the soil or *leaching bed fill* will move horizontally.

(See Appendix A.)

...

(11) The distances set out in Column 2 of Table 8.2.1.6.B. shall be increased by twice the height that the *leaching bed* is raised above the original grade.

#### **Appendix A-8.7.4.2. Fill Material**

Any leaching bed fill added to meet the requirements of 8.7.4.2.(1) shall be regarded as part of the sewage system and this fill must be contained on the lot or parcel of land in which the sewage system is located.

### **3. Applicant's Position**

The Agent for the Applicant submitted that the Island A 472 (also known as Double Island) in the Township of the Archipelago, Ontario is a residentially zoned property which is currently vacant, save for a small shed. The island is U-shaped with limited development area on one of the arms. The island has limited vegetation cover and limited soil cover.

The Agent advised that a 225 m<sup>2</sup>, 3-bedroom cottage has been proposed on the larger of the island's 2 arms. In addition, a future bedroom outbuilding is proposed for the smaller of the island arms.

The Applicants maintained that as the island has been designated a residential lot, development of the island should be permitted. However, it is acknowledged that development must be

capable of being serviced by a sewage system meeting the minimum requirements of the Building Code. To this end the Applicant engaged the Agent to design a Class 4 sewage system for the property.

The Agent for the Applicant has proposed a Class 4 sewage system consisting of a CAN/BNQ certified Level IV treatment unit with effluent disposal to a shallow buried trench leaching bed. As the island has limited soil material in-situ the leaching bed will be installed in an area of leaching bed fill material.

The Agent acknowledges that the topography of the area is such that importation of the leaching bed fill with the existing contours of the island would not permit compliance with the Building Code requirements for clearance distances. Therefore, to address this the Agent proposes to recontour the leaching bed area in such a manner that all clearance distances can be met.

The Agent for the Applicant's submitted that a complete site evaluation was conducted and concluded that there was no area of the property that has sufficient in-situ soil for a leaching bed. However, the area did contain several pockets and small areas of in-situ soil which could be linked using leaching bed fill material. The Agent also provided evidence that all setbacks and clearances could be met through the removal of the rock knobs in the leaching bed area and reducing the overall height of the area. This area would also be sloped toward that part of the area which had the most in-situ soil and greatest amount of natural vegetation.

The Applicant's Agent submitted to the Commission that the sizing of the treatment unit and the leaching bed demonstrates that the Class 4 Sewage System as designed sufficiently complies with the requirements of the Building Code.

#### **4. Respondent's Position**

The Respondent indicated that the site evaluation conducted in accordance with OBC 8.2.1.2.(1) determined that the proposed location was unsuitable for the installation of a Class 4 sewage system.

The Respondent advised that the proposed location does not have adequate in-situ soil and that most of the island is exposed bedrock that slopes towards the water. In addition to the lack of in-situ soil, the Applicant proposes to blast the exposed bedrock prior to the placement of imported fill.

The Respondent submitted that it is his position that the use of leaching bed fill over rock does not meet the intent of the Building Code. The Respondent indicated that the proposed leaching bed cannot meet the required clearances due to the amount of fill material to be imported.

The Respondent submitted that although he agrees that there are pockets of soil material around the island, and some have a large amount of vegetation associated with them, these areas are not contiguous and may create a problem of breakout of sewage along the rock /fill interface.

The Respondent submitted that due to the lack of a contiguous soil cover on the island the permit application had been refused.

The Respondent submitted that the area where the leaching bed is to be located should have a cover of in situ soil material in order to comply with the Building Code's objective and functional statements, as the area in question has minimum in situ soil and therefore, does not comply with the Building Code.

## 5. Commission Ruling

It is the decision of the Building Code Commission that the proposal to install a new Class 4 sewage system to serve a seasonal cottage, provides sufficiency of compliance with Sentence 8.1.1.2.(1), 8.2.1.2.(1), Sentence 8.2.1.4.(2), Sentences 8.2.1.6.(1) and (2) and Article 8.7.3.1., and 8.7.4.2.(11) of Division B of the Building Code, at Island 472A, Township of the Archipelago, Ontario.

## 6. Reasons

- i) **Sentence 8.1.1.2.(1) Definitions** of Division B of the Building Code states:

“In this part, soil means in-situ, naturally occurring, unconsolidated mineral or organic material, at the earth’s surface that is at least 100 mm thick and capable of supporting plant growth, and includes material compacted or cemented by soil forming processes but does not include displaced materials such as gravel dumps, mine spoils or like deposits.”

In this sentence the Commission finds that only a requirement for a depth of 100 mm is provided for in the definition and that the definition does not require the soil to have any minimum or maximum area extent. Furthermore, the Commission notes that within Part 8 of the Building Code there are no specific provisions for lateral or areal extent requirements for soil with respect to a Class 4 sewage system.

The Commission heard that a common practise is to require in-situ soil material over the extent of the sewage system leaching bed. However, no evidence was provided to the Commission that such a practice was compliant with the requirements of the Building Code.

- ii) Evidence was provided by both parties which noted that the subject property did have pockets of soil material which had greater areal extent in some places over others. However, no evidence was provided that the areal extent of the site soils was insufficient with respect to the Building Code requirement for soil.

- iii) **Sentence 8.2.1.2.(1), of Division B of the Building Code - Site Evaluation**

With regards to this Sentence, the Commission finds that no evidence was presented to dispute that a site evaluation was not completed. Evidence was present by the Applicant’s Agent that a full site evaluation was completed, and the Respondent agreed that this work was done.

- iv) **Sentence 8.2.1.4.(2), of Division B of the Building Code - Clearances** states:

“Unless it can be shown to be unnecessary, where the percolation time is less than 10 minutes, the clearances listed in Articles 8.2.1.5. and 8.2.1.6. for wells, lakes, ponds, reservoirs, rivers, springs or streams shall be increased to compensate for the lower percolation time”.

The Commission heard evidence from the Applicant’s Agent that the T-time would be greater than 10 minutes or greater given that the leaching bed would be constructed over rock and/or a layer of imported fill material with a T-time of greater than 10 mins/cm. In addition, the Respondent provided no contrary evidence to dispute this and agreed that the materials would have a percolation time greater than 10 minutes.

Therefore, the Commission deems that sufficiency of compliance is achieved on this issue.

v) **Sentences 8.2.1.6.(1) and (2), of Division B of the Building Code – Clearances.**

These Sentences set out the minimum clearance distances for treatment units and distribution piping used in a Class 4 Sewage System. The Commission heard evidence that all the minimum setbacks would be met.

vi) **Article 8.7.3.1 of Division B of the Building Code – Length of Distribution Pipe**

This point was not disputed by the parties at the hearing.

vii) **Sentence 8.7.4.2.(11), of Division B of the Building Code – Increased Setbacks**

This Sentence states:

“The distances set out in Column 2 of Table 8.2.1.6.B. shall be increased by twice the height that the leaching bed is raised above the original grade.”

The Commission heard evidence from the Applicant's Agent that the setbacks were increased by twice the required amount based on the measurement of the original grade as required by this Sentence. The Applicant's Agent acknowledged that the existing topography of the area where the leaching bed is to be located is such that construction of the leaching bed atop the existing grade would not permit the required additional setbacks to be met. To address this, the area will have the rock blasted and removed to a point where the new grade will be approximately 1.7 m below the existing grade and the finished grade approximately 500 mm above the original grade requiring a total setback of approximately 16.5 m which is the maximum achievable.

The Commission heard evidence from the Respondent that they did not agree with this methodology and that an allowance for this is not in the Building Code. The Commission agrees with this statement however, it also notes that the Building Code does not prohibit this methodology either. The Commission finds that as the Building Code is silent on this methodology there is nothing to prohibit it from being used.

This decision and the reasons for this decision are based on the site-specific information related to this application. As such, this decision and reasons stated are not deemed to be precedent setting.

Dated at the City of Toronto this **19th** day in the month of **July** in the year **2024** for application number **S-2024-09**.



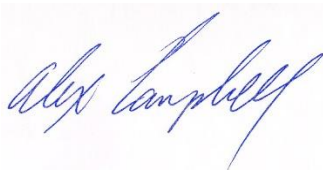
---

Judy Beauchamp, Chair Designate



---

Michael Gooch



---

Alexander Campbell

# **The Township of The Archipelago**

## **Information Report to Council**

**Report No.:** 2025-017

**Date:** July 17, 2025

**Originator:** Josh Badger, Director of Operations and Facilities

**Subject:** 12-Mile Bin Site Closure – District of Muskoka

---

### **12 Mile Depot Closure – District of Muskoka**

Within the District of Muskoka (DOM), municipally funded dumpsters were historically provided on road allowances, vacant lands, and at commercial businesses such as marinas. This collection method was intended to provide convenient collection services for residents who did not receive curbside collection at their property. One of these locations was 12-Mile bin site located at 1200 Twelve Mile Bay Road (south of The Archipelago borders and located within the Township of Georgian Bay).

The DOM was previously mandated to remove all unlicensed bin sites by the Ministry of Environment, Conservation and Parks by 2026 to meet their Environmental Compliance Approval. In a September 2024 report, DOM identified 16 unlicensed bin sites operating in the Township of Georgian Bay and are proceeding with removing all of the unlicensed sites and replacing them with 4 staffed facilities.

The result for Township of The Archipelago residents will be the permanent closure of 12-Mile bin site on November 3, 2025. This closure will also affect residents of Moose Deer Point First Nation, and some Township of Georgian Bay residents. Signage is planned to be installed at the site to providing notice of the upcoming closure.

Discussions between Moose Deer Point First Nation, DOM, and The Archipelago staff are ongoing, and it is the intention of staff to evaluate all options and opportunities available going forward. We have expressed to DOM the desire to examine if a similar shared use agreement at an alternate nearby site is possible, as well as options that may exist with Moose Deer Point First Nation.

For The Archipelago residents that may be impacted, Woods Bay transfer station facility is the nearest township facility for users who historically used 12-Mile bin site.



Respectfully Submitted,



Josh Badger, P. Eng.  
Director of Operations and Facilities

I concur with this report,



John MacKinnon, P.Eng.  
Chief Administrative Officer

## **ATTACHMENTS**

### **Township of The Archipelago Waste & Recycling App**

