



MINUTES

Committee of the Whole

September 19, 2024, 9:15 a.m.

Council Chambers

9 James Street, Parry Sound, Ontario

Members Present: Bert Liverance, Reeve
Laurie Emery, Councillor Ward 1
Tom Lundy, Councillor Ward 1
Peter Frost, Councillor Ward 2
Earl Manners, Councillor Ward 3
Scott Sheard, Councillor Ward 3
David Ashley, Councillor Ward 4
Alice Barton, Councillor Ward 4
Rick Zanussi, Councillor Ward 4
Darlene Cade Fraser, Councillor Ward 5
Dan MacLeod, Councillor Ward 6

Staff Present: John Fior, Chief Administrative Officer
Maryann Martin, Clerk
Shauna Lehtimaki, Director of Legislative & Information Services
Cale Henderson, Manager of Development & Environmental Services
Josh Badger, Director of Facilities and Operational Services
Erin Robinson, Chief Financial Officer/Treasurer
Alana Torresan, Deputy Clerk

1. ANNOUNCEMENT OF PUBLIC MEETINGS

The Archipelago Planning Board met at 1:00 p.m. to deal with administrative matters.

2. FINANCE AND ADMINISTRATION

2.1 9:15 a.m. Helena Wall, OPP Staff Sergeant. OPP Introduction

Councillor Ashley welcomed Helena Wall, Detachment Commander for the West Parry Sound OPP detachment. Ms. Wall provided an overview of the detachment, highlighting the various programs and services available to residents and businesses within the region.

Committee members engaged in a discussion with Ms. Wall, posing several questions related to the Marine Unit, mooring regulations, and crime levels in West Parry Sound.

Following her presentation, Ms. Wall extended an invitation to Councillors for a tour of the Parry Sound OPP office.

Councillor Ashley thanked Ms. Wall for attending the meeting.

The Committee recessed for a break at 10:52 a.m. and resumed business at 10:55 a.m.

2.2 District of Parry Sound Municipal Association (DPSMA) - September 27th, 2024 Fall Agenda

Maryann Martin, Municipal Clerk, informed the Committee that a resolution will be brought forward at the September Council meeting to approve the attendance of nine members of Council at the District of Parry Sound Municipal Association Fall Meeting.

2.3 2025 Conferences and Draft Council Meeting Schedule

Maryann Martin presented the draft 2025 Council Meeting Schedule for the Committee's consideration.

Staff were directed to bring forward a motion to the September Council Meeting.

Ms. Martin reported that in an effort to be more proactive in budgeting for Council conferences in the upcoming year, the Clerk's Department is requesting that the Committee review the 2025 Conference schedule included in their package. Ms. Martin asked that members notify staff of the conferences they are interested in attending next year to assist with the planning and budgeting process.

2.4 Provincial Updates to the Municipal Elections Act - Draft resolution to support

Maryann Martin reported that in early 2024, the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) published "Modernizing the Municipal Elections Act for the 21st Century", a document that outlines recommendations for updating the Municipal Elections Act ahead of the 2026 elections. Ms. Martin summarized the recommendations from the publication that she feels would positively impact the Township's election process. She further noted that AMCTO is requesting municipalities pass a motion supporting the document and its recommendations.

Staff were directed to bring forward a motion to the September Council Meeting.

2.5 2024 Projects List Update

John Fior, Chief Administrative Officer, provided a brief overview of the major new projects that have been added to the 2024 Department Project Lists. He reported that a new process, involving a defined schedule and protocol for managing Department Project Lists and Council Directives, will be presented in a forthcoming report.

The Committee expressed support for establishing a formal policy to manage these items moving forward. It was also noted that, should staff continue using the Gantt chart format, it is important that the tool be used correctly for accurate reporting.

2.6 CAO Update

John Fior summarized his CAO Update Report. The Committee was informed that the West Parry Sound Economic Development Collaborative recently held a meeting to discuss the organization's future. He noted that the Township of McDougall will remain involved until a third-party consultant completes a report outlining potential restructuring models and next steps. The Committee discussed the Archipelago's ongoing involvement in the Collaborative, acknowledging that the Township has a limited number of commercial businesses compared to other municipalities.

Mr. Fior added that an update on the Collaborative will be provided once the consultant report is received.

2.7 Association of Municipalities of Ontario (AMO) Conference Update

Councillor Sheard provided a summary of his participation in the 2024 Association of Municipalities of Ontario (AMO) Conference that was held in Ottawa in August. He reported that he spoke with Canada Post regarding the previous request from Skerryvore residents for an Archipelago-specific postal code. Canada Post suggested that the Township submit a Mailing Place Name Recognition and Civic Addressing Request form as a potential solution. Following a discussion on the matter, staff were directed to prepare a motion instructing staff to complete the form, for the September Council meeting,

Councillor Sheard reported on conversations with representatives from the Invasive Species Centre and the District Municipality of Muskoka.

It was further noted that the Township's delegation meetings at the conference went well and that the prepared packages significantly contributed to the discussions. It was mentioned that AMO attendees would meet to review the outcomes of the delegation meetings and explore ways to improve the process in the future.

The Committee recessed for a break at 11:14 a.m. and resumed business at 11:29 a.m.

2.8 Muskoka Summit on the Environment - October 4, 2024, Bracebridge

Councillor Ashley inquired whether any member of Council would be interested in attending the Muskoka Summit on the Environment Conference scheduled for October 4, 2024, in Bracebridge. Councillor MacLeod expressed his interest in attending the conference.

Staff were directed to bring forward a motion to the September Council Meeting.

2.9 Integrated Watershed Management Workshop - November 28, 2024

Councillor Ashley inquired whether any member of Council would be interested in attending the November 28, 2024 Integrated Watershed Management Workshop in Huntsville.

Cale Henderson, Manager of Development and Environmental Services, indicated that a member of his department would be attending the workshop. Councillor Sheard noted that he would consider attending and would follow up if necessary.

2.10 Request for flashing light at the intersection of Highway 69 and Woods Rd.

Councillor Manners provided a brief overview of the previous request from local residents for the installation of a flashing light at the intersection of Highway 69 and Woods Road. He noted that the Township passed a resolution in support of this request and urged the Ministry of Transportation (MTO) to investigate the matter further. Additionally, it was mentioned that the Skerryvore community recently initiated a letter-writing campaign to emphasize the importance of the situation.

John Fior shared that in early September, the Township received an update from MTO, which indicated that an operational review of the intersection had been conducted over the summer. Based on the review's findings, the MTO determined that a left-turn lane is warranted at this location. Pending budget approvals, plans are in place to begin the project in 2025.

2.11 Pointe au Baril Lighthouse. Digital Preservation of Photos, Artifacts and Historical Documents

Councillor Sheard reported that he, along with Councillor Manners and Councillor Frost, attended the retirement party for Emmaline Madigan, the Pointe au Baril Lighthouse Museum Attendant, in August. During the event, Councillors toured the lighthouse and viewed the numerous historical artifacts and documents on display. Emphasizing the importance of preserving the Archipelago's history, Councillor Sheard requested that Council consider the digitalization of these artifacts and the recording of Emmaline's oral history.

The Committee discussed the recommendation and expressed their support for the initiative. It was noted that the Museum has already shown interest in the project. After further discussion, a consensus was reached to request that the Museum include a Pointe au Baril Lighthouse Historical Preservation Project in their 2025 workplan and develop a proposal for the project.

Staff were directed to bring forward a motion to the September Council Meeting.

2.12 Request to engage Banko Creative Studio's assistance with social media tools for Members of Council

Councillor Sheard informed the Committee that during the June Council Communication Training session, staff at Banko Creative Studio offered assistance to Council Members with social media. Councillor Sheard

expressed interest in moving forward with this offer, as he plans to create separate social media accounts dedicated to his work on Council.

Shauna Lehtimaki, Director of Legislative and Information Services, confirmed that staff have reached out to Banko Creative Studio regarding this request. Banko responded that this service falls outside the scope of their initial Corporate Communications proposal. Ms. Lehtimaki further noted that if this training were to be approved, staff would need to budget for any ongoing costs. She also reminded Council that public funds cannot be used for campaigning purposes during an election period.

The Committee discussed the request, with some Members expressing interest in the training, while others were not in favor of managing separate social media accounts. Following the discussion, it was agreed that staff would prepare a report outlining potential options to assist interested Council Members with social media tools.

Staff were directed to bring forward a motion to the September Council Meeting.

2.13 Request for Support. Resolution requesting the Province to reabsorb the cost of the Ontario Provincial Police Force

Reeve Liverance informed the Committee that the resolution from the Municipality of Wawa, requesting the Province to reabsorb the cost of the Ontario Provincial Police (OPP) back into the provincial budget, was included in the August 2024 Council Correspondence package.

Councillor Ashley clarified that the issue with OPP funding primarily concerns the formula used for cost allocation and confirmed that the Wawa resolution does not address this specific issue.

The Committee agreed not to proceed with supporting the resolution.

2.14 Skerryvore Residents Association AGM Update

Councillor Sheard briefed the Committee on the Skerryvore Ratepayers Association's (SRA) Annual General Meeting (AGM), which he and Councillor Manners attended last month. He noted that fundraising for the construction of the new Skerryvore pavilion had accelerated significantly over the summer. The Committee was informed that the SRA will likely request a Council deputation in the near future to seek assistance with future beautification efforts and the establishment of a defined water access point in the Skerryvore area.

2.15 WPSHC Municipal Meeting, September 30, 2024

Reeve Liverance confirmed that due to other commitments, he is unable to attend the West Parry Sound Health Centre meeting on September 30, 2024. Councillor Sheard, the alternate representative on this Committee, stated that he would attend the meeting in the Reeve's absence.

The Committee recessed for lunch at 12:20 p.m. The Archipelago Planning Board met from 1:00 p.m. to 1:27 p.m. The Committee resumed regular business at 1:28 p.m.

3. PLANNING AND BUILDING

3.1 Building Summary Report

No issues were raised with the Building Permit Summary.

3.2 Provincial Planning Statement, 2024 (PPS, 2024) Update

Cale Henderson provided a summary of his report on the 2024 Provincial Planning Statement (SPS), highlighting key changes relevant to the Archipelago, particularly in the areas of natural heritage, rural areas, and settlement areas and expansion.

The Committee inquired whether staff believe these changes will have a significant impact on the Township. Mr. Henderson responded that while there is an overarching theme of growth and development, it remains to be seen how the Township will need to prepare to address these changes in the future.

3.3 Development of Clear Lake (Sequin Township) and use of Crane Lake for access

Cale Henderson briefed the Committee on a recent issue in Ward 5 regarding development on Clear Lake, a small lake located in Sequin Township that has access to Crane Lake via a creek. It was reported that shoreline development has begun on Clear Lake, and due to the lake not having its own water access point, developers have been using the creek for access. In the process, beaver dams along the creek have been removed.

Councillor Cade Fraser provided further details on the situation, noting that the Ministry of Natural Resources has been informed of the situation, however only warnings have been issued at this point.

Following discussion, the Committee reached a consensus to direct staff to contact Seguin Township to explore opportunities for mitigating further damage to the creek and to determine how developers will access Clear Lake moving forward.

Staff were directed to bring forward a motion to the September Council Meeting.

4. PUBLIC WORKS

4.1 Operational Services Update

Josh Badger, Manager of Operational Services and Facilities, summarized his report on recent operational activities. The Committee was informed that the application for the Vessel Operation Restriction Regulation (VORR) for the Pointe au Baril harbor was submitted in July and is currently under review by Transport Canada.

Mr. Badger provided a brief update on the Blue Box transition program, announcing that Emterra Environmental has been selected as the preferred proponent for blue box services, which are set to commence on January 1, 2026. While details of this partnership remain unclear at this time, Mr. Badger assured the Committee that staff will provide updates as they become available.

Mr. Badger reported that a new FoodCycler model, the Eco 3, is now available. It was reported that Archipelago residents can purchase the more compact option through the online portal at a subsidized price of \$229.00 plus tax. It was noted that despite receiving requests from residents for a second unit at the Archipelago's bulk ordering pricing, FoodCycler has confirmed they are not willing to offer this option.

4.2 Pointe au Baril Community Centre Tuesday Hours

Josh Badger informed the Committee that following a successful pilot project this summer, the Pointe au Baril Community Centre will remain open on Tuesdays from 1:00 p.m. to 8:00 p.m. It was reported that the community appreciated the extended hours, which provided additional access to the Centre.

No issues with this recommendation were raised during the discussion.

Staff were directed to bring forward a motion to the September Council Meeting.

4.3 Pointe Au Baril Septic Capital Budget and Award

Josh Badger summarized his recommendation report regarding the replacement of the Pointe au Baril septic system. He noted that the initial replacement was approved in the 2024 Capital Budget for \$90,000. In early September, a sealed submission of quotations process was conducted, and Lawsons Landscape was awarded the job with a quotation of \$125,500 before tax. It was determined that a larger system is required to meet current building code standards, prompting the request for additional capital budget funds from Council.

No issues with the recommendation were raised during the discussion.

Staff were directed to bring forward a motion to the September Council Meeting.

5. CLOSED MEETING

Moved by: Councillor Frost

Seconded by: Councillor Manners

NOW THEREFORE BE IT RESOLVED that the Committee move into a CLOSED MEETING at 2:44 p.m., pursuant to Section 239(2)(e)(f) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, to deal with litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

5.1 Legal Matter

6. OPEN MEETING

Moved by: Councillor Lundy

Seconded by: Councillor Ashley

NOW THEREFORE BE IT RESOLVED that the Committee move out of a CLOSED MEETING at 2:49 p.m.

Carried

7. ADJOURNMENT

The meeting adjourned at 2:50 p.m.

Bert Liverance, Reeve

Maryann Martin, Clerk