



The Corporation of the Township of Billings

Council Meeting Agenda

November 05, 2024 07:00 PM

Kagawong Park Centre

Council

Bryan Barker, Mayor

Vince Grogan, Councillor

Michael Hunt, Councillor

Staff

Veronique Dion, CAO/Clerk

Todd Gordon, Municipal Project Manager

Harmony Hancock, Treasurer

1. Call to Order

2. Approval of Agenda

2.1. Confirm approval of the agenda

3. Disclosure of Pecuniary Interest

4. Adoption of Minutes

4.1. Regular Council Meeting - October 15, 2024

5. Delegation

6. Committee Reports and Minutes

6.1. Parks, Recreation and Wellness Committee Meeting Minutes - September 23, 2024

6.2. Manitoulin Centennial Manor Board of Management Meeting Minutes - September 26, 2024

7. Staff Reports

- 7.1. MPM-2024-11-16 Old Mill Accessibility Project – Accessible Doors RFQ Process
- 7.2. TR-2024-11-14 2022-2024 Pre-Authorized Payment Tax Arrears - Interest
- 7.3. TR-2024-11-15 Q3 Financial Report Appendix
- 7.4. CAO-2024-11-15 Youth Member of Council
- 7.5. CAO-2024-11-16 Review of Fees By-Law
- 7.6. CAO-2024-11-17 Senior Advisory Committee Terms of Reference
- 7.7. CAO-2024-11-18 OCWA Rate Study and Financial Plan Review
- 7.8. CAO-2024-11-19 Protective Services and Waste Management Coordinator
- 7.9. CLK-2024-11-11 Facility Rental Policy
- 7.10. CLK-2024-11-12 Outdoor Rink/Market Venue Naming Contest

8. Correspondence Requiring Direction

- 8.1. Christmas in Kagawong Rental Fee Reduction

In previous years, Council passed a resolution granting the organizers of Christmas in Kagawong a reduced Park Centre Rental fee. The organizers are requesting a reduction in rent or to have the rental fee waived. Staff is recommending a rental fee of \$200 + HST, similar to 2022 and 2023, to cover the cleaning of the facility following the event. This represents a 66% reduction to the regular rental fee.

- 8.2. Island Wide Waste Management Luncheon Invitation Letter

A letter was received from the Island Wide Waste Management Committee regarding an upcoming luncheon for Municipal Management on Manitoulin Island which is to be hosted in Billings Township.

- 8.3. ROMA Annual Conference Delegation Requests

The 2025 ROMA annual Conference is being held January 19th to the 21st, 2025 in Toronto. The Ministry of Municipal Affairs and Housing is requesting that delegation requests be submitted by November 27th, 2024.

9. Information

- 9.1. Manitoulin Streams' Outdoor Angling Trade Fair 2024 Final Report

- 9.2. Ontario Provincial Police Costs 2025 - Town of Petawawa
- 9.3. OPP Notice of Motion for Funding Support - Municipality of Tweed
- 9.4. Public Sector Salary Disclosure - Northumberland County
- 9.5. Public Health Sudbury and Districts Public Health Funding Review
- 9.6. Canada Community-Building Fund (CCBF) - The Township of Larder Lake and the City of Quinte West

10. Accounts for Payment

11. By-Laws and Agreements

12. Notice of Motions

13. Closed Session

14. Confirmatory By-Law

15. Adjournment

- 15.1. Motion to Adjourn



The Corporation of the Township of Billings

Council Meeting Minutes

October 15, 2024 7:00 p.m.

Kagawong Park Centre

Council

Bryan Barker, Mayor

David Hillyard, Deputy Mayor

Vince Grogan, Councillor

Ian Anderson, Councillor

Michael Hunt, Councillor

Staff

Veronique Dion, CAO/Clerk

Todd Gordon, Deputy CAO/Municipal Project Manager

Arthur Moran, Health & Safety

1. Call to Order

Mayor Barker called the meeting to order at 7:00pm.

2. Approval of Agenda

2.1. Confirm approval of the agenda.

Motion Number 2024-386

Moved by Hunt

Seconded by Grogan

THAT the Township of Billings Council hereby approves the agenda as presented.

Carried.

3. Disclosure of Pecuniary Interest

None.

4. Adoption of Minutes

Motion to adopt the minutes of the following meetings of Council:

4.1. Regular Council Meeting – October 1, 2024

Motion Number 2024-387

Moved by Hunt

Seconded by Anderson

THAT the October 1st, 2024 Regular Council Meeting minutes be adopted as presented.

Carried.

5. Delegation

None.

6. Committee Reports

Members of Council are provided with an opportunity to report on Committee and Board meetings.

Motion Number 2024-387

Moved by Anderson

Seconded by Hunt

THAT Council hereby receives for information all items listed in Section 6.

Carried.

- 6.1. Manitoulin Centennial Manor Board of Management Meeting Minutes - August 22, 2024
- 6.2. Public Health Sudbury and Districts Ministry of Health Meeting Minutes - September 19, 2024

7. Staff Reports

7.1. EM-2024-10-04 Emergency Management Preparedness Grant

Motion Number 2024- 388

Moved by Anderson

Seconded by Hillyard

THAT the Township of Billings Council hereby receives Report EM-2024-10-05 AND FURTHER directs staff to apply for funding under the Emergency Management Preparedness Grant (EMPG).

Carried.

7.2. CAO-2024-10-14 2024-25 Holiday Hours – Office and Landfill

Motion Number 2024-389

Moved by Hunt

Seconded by Hillyard

THAT the Township of Billings Council hereby approves report CAO-2024-10-14 AND approves the closure of the Municipal Office on December 25, 26, 27, 28, 29, 30, 31, 2024 and January 1, 2025 AND approves the closure of the Billings Landfill on December 24, 26 and 31, 2024.

Carried.



7.3. 2025 Council Meeting Schedule

Motion Number 2024-390

Moved by Hillyard

Seconded by Hunt

THAT the Township of Billings Council hereby approves Report CAO-2024-10-15 AND approves the 2025 Council Meeting Schedule as amended to exclude the meeting in August 2025.

Carried.

8. Correspondence Requiring Direction

8.1. Request for Funding Support for 2025 Stream Restoration Initiatives

Motion Number 2024- 391

Moved by Hunt

Seconded by Anderson

THAT Council for the Township of Billings hereby receives the correspondence from Manitoulin Streams dated October 2, 2024 and directs staff to include the funding support request in the 2025 budgeting process.

Carried.

8.2. Establishment for an Ontario Rural Road Safety Program

Motion Number 2024-392

Moved by Grogan

Seconded by Anderson

WHEREAS official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;

AND WHEREAS, despite only having 17% of the population, 55% of the road fatalities occur on rural roads;

AND WHEREAS, rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

AND WHEREAS, preventing crashes reduces the burden on Ontario's already strained rural strained health care system;

AND WHEREAS, roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums. Preventing crashes can have a significant impact in improving municipal risk profiles;

THEREFORE, BE IT RESOLVED THAT the Municipality of Billings requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead. It will allow Ontario's rural municipalities to make



the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads;

AND FURTHER THAT a copy of this resolution be forwarded to Premier Doug Ford, Hon. Prabmeet Sarkaria, Minister of Transportation, Hon. King Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Hon. Lisa Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, and Good Roads;

AND FURTHER THAT this resolution be circulated to all municipalities in Ontario requesting their support.

Carried.

8.3. Solve the Crisis Campaign

Motion Number 2024-393

Moved by Grogan

Seconded by Anderson

The Township of Billings supports the SolvethCrisis.ca Campaign and requests that the Provincial and Federal Governments take Action to Address the Growing Mental Health, Addictions and Homelessness Crisis in Ontario

Whereas there is a humanitarian crisis unfolding on the streets in our cities, large and small, urban and rural, across Ontario. The time for words is over, we need immediate action at all levels of government, starting with the Province of Ontario

Whereas the homelessness, mental health and addictions crisis continues to grow with 3432 drug related deaths in Ontario in 2023 and over 1400 homeless encampments across Ontario communities in 2023; and

Whereas the province has provided additional funding and supports, such as the recent investment of \$378 million for HART Hubs and approximately 375 beds with wraparound supports, it does not adequately address the growing crisis and the financial and social impact on municipalities and regions across the province; and

Whereas municipalities and regions are stepping up and working with community partners to put in place community-specific solutions to address this crisis, but municipalities and regions lack the expertise, capacity, or resources to address these increasingly complex health care and housing issues alone; and

Whereas this is primarily a health issue that falls under provincial jurisdiction and municipalities and regions should not be using the property tax base to fund these programs; and

Whereas there is no provincial lead focused on this crisis leading to unanswered questions that span over a dozen ministries, and a lack of support to manage the increasing needs of those who are unhoused.



Therefore, be it resolved that the Township of Billings supports the SolveTheCrisis.ca Campaign;

AND calls on provincial and federal governments to commit to immediate action to solve the Humanitarian Crisis that Ontario is facing as the numbers of unhoused individuals and those suffering with mental health & addictions grows exponentially;

AND that the province officially makes Homelessness a Health Priority;

AND appoints a responsible Minister and Ministry with the appropriate funding and powers as a single point of contact to address the full spectrum of housing needs as well as mental health, addictions and wrap around supports;

AND that the provincial government strike a task force with broad sector representatives including municipalities, regions, healthcare, first responders, community services, the business community and the tourism industry to develop a Made in Ontario Action Plan;

AND that this provincial task force reviews current programs developed by municipalities, regions and community partners that have proven successful in our communities, to ensure that solutions can be implemented quickly and effectively to tackle this crisis.

AND that the federal government is included in these conversations.

AND that both levels of government provide adequate, sufficient and sustainable funding to ensure that municipalities have the tools and resources to support individuals suffering with mental health and addictions, including unhoused people and those from vulnerable populations that may be disproportionately impacted;

AND that this Council calls on the residents of [insert name of your municipality, region or organization here] to join us in appealing to the provincial and federal governments for support by visiting SolveTheCrisis.ca and showing your support;

AND further that a copy of this motion be sent to:

- The Right Honourable Justin Trudeau, Prime Minister of Canada
- The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada
- The Honourable Doug Ford, Premier of Ontario
- The Honourable Sylvia Jones, Deputy Premier and Minister of Health
- The Honourable Paul Calandra, Minister of Municipal Affairs and Housing
- The Honourable Michael Parsa, Minister of Children, Community and Social Services
- The Honourable Michael Tibollo, Associate Minister of Mental Health and Addictions
- Local MPs
- Local MPPs and

-
- Ontario's Big City Mayors

Carried.

9. Information

Motion Number 2024-394

Moved by Barker

Seconded by Grogan

THAT Council hereby receives for information all items listed in Section 10.

Carried.

9.1. 2025 OPP Annual Billing Statement

9.2. Resolution Supporting Rideshare Services

10. Accounts For Payment

10.1. Accounts for Payment – October 8, 2024

Motion Number 2024-395

Moved by Hunt

Seconded by Anderson

THAT the Township of Billings Council hereby ratifies and confirms the accounts for payment dated October 8, 2024.

Deferred.

11. By-Laws and Agreements

12. Notice of Motion

13. Closed Session

2024-396

Moved by Anderson

Seconded by Hunt

THAT the Township of Billings Council hereby moved into Closed Session pursuant to [s.239(2)(b)] Personal matters about an identifiable individual including municipal employees - Employment Contract AND FURTHER returns to open session upon completion.

Carried.

13.1. Call to Order

13.2. Approval of Closed Meeting Agenda

13.3. Disclosure of Pecuniary Interest



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- 13.4. Approval of Minutes
 - 13.4.1. October 1st, 2024 – Township of Billings Closed Meeting Minutes
 - 13.5. Staff Reports
 - 13.5.1. Confidential Report
 - 13.6. Adjournment

14. Report out of Closed

Mayor Barker reported a closed meeting was held where Council reviewed an employment contract.

15. Confirmatory By-Law

- 15.1. By-Law No. 2024-55 Being the October 15, 2024 Confirmatory By-Law
Motion Number 2024-401
Moved by Grogan
Seconded by Anderson
THAT By-Law No. 2024-55 Being the October 15th, 2024 Confirmatory By-Law be read a first, second, third time and finally passed this 15th day of October, 2024.

Carried.

16. Adjournment

- 16.1. Motion to Adjourn
Motion Number 2024-402
Moved by Hunt
Seconded by Grogan
THAT the Township of Billings Council hereby adjourn at 9:21 p.m.

Carried.

Mayor Bryan Barker

CAO/Clerk Veronique Dion



The Corporation of the Township of Billings
Parks, Recreation and Wellness Committee Meeting Minutes
September 23rd, 2024 7:00 p.m.
Virtual

Present

David Hillyard, Deputy Mayor (Chair)
Andrew Preyde
Shannon Smith
Catherine Joyce
Meg Middleton
Jenna Carter

Staff

Tiana Mills, Deputy Clerk

1. Call to Order

Deputy Mayor Hillyard called the meeting to order at 7:03 pm.

2. Approval of Agenda

Motion By: Andrew and Jenna

To accept the September 23rd, 2024 Parks, Recreation and Wellness Committee Agenda as presented.

Carried.

3. Disclosure of Pecuniary Interest

None.

4. Adoption of Minutes

Motion to adopt the minutes of the following Committee meetings:

4.1. Parks, Recreation and Wellness Committee Meeting Minutes – Monday May 27, 2024

Motion By: Jenna and Andrew

To accept the May 27th, 2024 Parks, Recreation and Wellness Committee Minutes as presented.

Carried.



5. Delegation

None.

6. Old Business – Priority Checklist

Review the items in Priority Checklist as a committee and add new details if received. The priority checklist is a tool to be used to track all of the past, current, and upcoming events/priorities of the committee allowing tracking and organization for each item. Let's work through the checklist and discuss.

Motion By: Meg and Andrew

THAT the Township of Billings Parks, Recreation and Wellness Committee hereby directs staff to research an Equipment Usage Policy.

Carried.

7. New Business

7.1 PRW-2024-09-02 2025 Budget

Motion By: Andrew and Shannon

THAT the Township of Billings Parks, Recreation and Wellness Committee hereby receives for information Report PRW-2024-09-02 AND directs staff to forward the 2025 Parks, Recreation and Wellness Committee budget to Council for the 2025 budget deliberations.

Carried.

7.2 PRW-2024-09-03 Outdoor Rink Naming Contest Submission Review

Motion By: Jenna and Shannon

THAT the Township of Billings Parks, Recreation and Wellness Committee hereby receives for information Report PRW-2024-09-03 and directs staff to lead a community vote based on the top four name submissions of:

1. KAG-A-DOME
2. Kagawong River Complex
3. Billings Outdoor Activity Centre
4. Park Place

Carried.

7.3 Village Decorating Idea – Deb Flaxman

Motion By: Andrew and Jenna



THAT the Township of Billings Parks, Recreation and Wellness Committee receives the correspondence as presented.

Carried.

8. Information

8.1. Next Meeting Date: Monday October 28th, 2024 @ 7:00pm VIRTUAL

9. Notice of Motions

None.

10. Adjournment

10.1. Motion to Adjourn

Motion By: Cathy and Shannon

THAT the Township of Billings Parks, Recreation and Wellness September 23, 2024 Committee Meeting adjourns at 8:17 pm.

Carried.

Original Minutes Signed

Deputy Mayor, David Hillyard

Original Minutes Signed

Deputy Clerk, Tiana Mills

**Manitoulin Centennial Manor
Board of Management Meeting
Sep 26, 2024
(unapproved)**

Present:

,
Phone - Mary Jane Lenihan, Art Hayden, Brenda Reid, Ian Anderson
Dawn Orr, by Phone
Don Cook (Administrator), Sylvie Clark (DOC)
By Phone: Keith Clement (Extendicare), Mandeep Dhindsa, (Extendicare)
Melissa Hiltz (Extendicare HR Teams)
Mike Erskine (Expositor) Phone
With regrets Pat MacDonald
Meeting held in Manor boardroom.

1.0 Call to order

1.1 Meeting called to order, Art Hayden as chair of the meeting.

2.0 Approval of Agenda

2.1 Motion to approve revised agenda.

Moved by Ian Anderson Seconded by M. J. Lenihan carried

3.0 Approval of Minutes

3.1 Motion put forward to approve May 2024 minutes.

Moved by Brenda Reid Seconded by Ian Anderson carried

4.0 New Business

4.1 Short Term Disability

To be discussed in camera.

Motion to go In Camera at 10:15

Moved by M.J. Lenihan Seconded by Ian Anderson carried

Final motion on discussion delayed to Oct. Meeting.

Motion to come out of In Camera 11:00

Moved by Brenda Reid Seconded by Ian Anderson carried

5.0 Business Arising from Minutes

5.1 Generator

Don contacted William Birch and found out that Extendicare is now using Toromont Cat for purchase and maintenance of generators for their homes.

Don to check if in there was a full tendering process carried out when

Extendicare chose Toromont Cat for the generators. If so, we would not have to repeat the tendering process.

6.0 Fundraising Update

6.1 Current fundraising is to continue with the replacement of the resident beds. We have replaced 20 beds with 40 more to be replaced.

6.2 Dining Room

The new baseboards are finally installed.

Only thing left is to do some sound baffling on the ceiling, Don to check with William Birch for his recommendations.

6.3 Courtyard

Working on installation of the glass panels around the back half of the patio overlooking the North Channel.

Waiting for the mural to arrive from the company that is producing the enlarged outdoor version.

7.0 Correspondence –

7.1 Letter from the insurance lawyers

The Manor has been removed from the class action lawsuit, but the plaintiff lawyers are petitioning to be able to request information regarding operations during the covid-19 pandemic to try to find a means to sue us individually.

Don to send letter to Alexandra Speirs and Mark Trenholm from Extencicare

8.0 Administrator's Report –

8.1 Attached Report

Moved by Brenda Reid

Seconded by M.J Lenihan

.... carried

9.0 Extencicare Report

9.1 Financial Statement for Aug 2024

presented by Keith Clement & Mandeep Dhindsa

Overspent for the month due to use of agency staff and expense to wage for retro pay for CUPE according to new CBA.

Motion to accept.

Moved by Ian Anderson

Seconded by M.J. Lenihan

.... carried

10.0 Date of Next Meeting: - Oct 24, 2024. At 10:00 a.m.

In the Manor Board Room.

12.0 Adjournment

Motion to adjourn. At 12:05

Moved by Ian Anderson

Administrator's Report

HOME: Manitoulin Centennial Manor			
REPORT FOR THE MONTH OF: Oct 2024			
Occupancy: (if under 97%; discussions with LHIN, etc.)			
<ul style="list-style-type: none"> ➤ We have 2 empty beds ➤ Continue to have a long wait list. (50) 			
Compliance Update and any Outstanding items:			
We do have 3 orders from a recent inspection on two CIs			
Community Linkages (Ministry Initiatives; LHIN; CCAC)			
Sandie continues to monitor new residents as they come in to make sure they are up to date with all vaccines and work with Public Health to get the vaccines needed.			
Sandie is acquiring consents for the upcoming vaccine & booster doses for residents this fall, flu vaccines are here with covid-19 and RSV vaccines to be available soon.			
We continue to be a part of the Public Health, Community of Practice IPAC Hub and Manitoulin Island Health Care Collaborative and OHT			
<ol style="list-style-type: none"> 1. Continuing with fire drills. Health & Safety committee continues with monthly inspections and meetings. We had one minor safety issue left on the list that has been addressed. 2. Health & Safety Education is now on Workday, and we are working with staff to ensure they all know how to access it. 			
Operational /Physical Plant issues:			
The new internet install has been delayed but should be finished soon.			
We are waiting on a third quote for the new camera system as the first two are more than expected. \$15,000 and 28,000.			

Currently have an issue with the hot water circulation. It is not circulating through the lines properly, so it takes longer to get hot water to the required tap. We have the plumbers working on it.

HR

We do continue to use agency staff for RN, RPN and PSW, but have reduced the number of agency staff and the number of hours the remaining agency staff are working.

New Staff, two RNs, two PSWs and one Maintenance. With two more PSWs to arrive in Dec with the LMIA.

We continue to interview for one more RN and we are working with Extendicare recruitment team to attract some RPNs

As we get the new staff trained, we will be further reducing agency staff.

We are also increasing PSW hours, that helps with increased workload as the residents are requiring more care when they arrive. This also helps to have enough staff on that we do not have to call in agency staff when a PSW calls in sick.

Our IPAC/QI Manager is moving into the DOC position and One of the nurses is moving into the IPAC/QI position as of Nov 1.

Complaints (Potentially Contentious Issues)

Summary Form:

We did have one complaint from a visitor. It was reported to the ministry and addressed.

L.R. / H.R issues / grievances:

The new wage grid and retro pay is now all in place for the CUPE members

We continue monthly, constructive labour relation meetings with CUPE.

ONA – Nov. 12, 2024, is the date for arbitration on a new contract with ONA

The ONA grievances both involving the same employee are currently on hold.

Outbreaks details –

None

Regulatory Visits and/or orders received – (MOL, Public Health, Fire etc.)

We had a Ministry Inspector in this week for a general inspection and to look at one other CI

Envelope	Over / under spent amt \$	Reason for Variance	Action plan to address
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Financial Play Book – For 2024 The agency cost does continue to have the biggest impact for the year but is now on the way to being eliminated.

The wage increase for CUPE was higher than anticipated and did have an effect on the bottom line

The food cost was higher at the beginning of the year and there was the change in accounting practice for food inventory that affects the food budget, however the food spending is now under control and following budget.

Capital Expenditures:

Continue to work on the project for the replacement of the generator.

We also have one older tub and a commercial washing machine that we will have to look at replacing soon. Both are about \$20,000 each.

R & M Expenditures:

Just the hot water issue.

Accounts receivables (over 90 days) – 2

We only have one overdue account, and they have applied for special funding to pay the balance.

Additional Information



COUNCIL REPORT

Department: Administration

Date: November 5, 2024

Report Number: MPM-2024-11-16

File: Old Mill Accessibility Project – Accessible Doors RFQ Process

Recommendation: THAT the Township of Billings Council hereby approves for Report No. MPM-2024-11-16, and accepts the quotation from Build North Construction Ltd., in the amount of \$49,268.00 including HST, for the installation of accessible door systems.

Background: [Click or tap here to enter description text.](#)

This is one component of broader accessibility improvements that need to occur at the Old Mill building and this work will be funded using the Enabling Accessibility Fund (EAF) program grant we received from the federal government.

Discussion:

An RFQ for the installation of two (2) accessible door systems – one exterior, one interior - was released on October 18th, with a closing date of October 30th. Attendance at a site inspection was a mandatory requirement for submittal – given that the Old Mill building is not of standard modern architecture or construction. It is essential that the work be completed by the end of this year to ensure eligibility for coverage under the grant.

Two quotation packages were received, as follows:

Vendor	Total Cost (Inclusive of HST)
Lignum Builders Limited	\$85,125.00
Build North Construction Ltd.	\$49,268.00

Financial Impacts:

The project is 100% grant funded, provided is completed within the timeframe.

Alignment to Strategic Plan:

Infrastructure – Objective: Ensure that current and future township assets are managed to be sustainable to meet our long-term needs.

Alignment to the CEEP:

No direct alignment to the CEEP.

Respectfully Submitted By:

Todd Gordon, MPM



Reviewed By:

Veronique Dion, CAO/Clerk



COUNCIL REPORT

Department: Treasury

Date: November 5, 2024

Report Number: TR-2024-11-14

File: 2022-2024 Pre-Authorized Payment Tax Arrears - Interest

Recommendation: THAT the Township of Billings' Council hereby accepts Report TR-2024-11-14 as information and FURTHER DIRECT staff to waive any interest charged to property tax accounts from Jan 1, 2022-Dec. 31, 2024.

Background: [Click or tap here to enter description text.](#)

Tax Arrears Interest 2022-2024 for preauthorized taxpayers:

Property Tax accounts set up for preauthorized payments were not reviewed annually to ensure that amounts were accurate and sufficient to settle balances in full by year's end. This resulted in some tax payors accruing interest on their accounts. It is the responsibility of the taxpayer to review their bills and notice the arrears displayed; however, the Township acknowledges that the lack of an annual review and communication to affected individuals was misleading. The taxpayer would assume that since they are set up for preauthorized payments, and their bills are stamped as such, that the balance would be cleared.

Discussion:

The Treasurer recommends that interest be waived in full for taxpayers with preauthorized bi-weekly, and monthly payments who accumulated interest because of this oversight.

Financial Impacts:

Total interest amounts for affected taxpayers are \$3,556.07. The amount of interest would have never accrued if proper procedures were followed and therefore it is not a financial loss.

Alignment to Strategic Plan:

No direct alignment.

Alignment to the CEEP:

No direct alignment.

Respectfully Submitted By:

Harmony Hancock, Treasurer

Reviewed By:

Véronique Dion, CAO/Clerk



COUNCIL REPORT

Department: Treasury

Date: November 5, 2024

Report Number: TR-2024-11-15

File: Q3 Financial Report Appendix

Attachment: January 1 – Sept 30, 2024 Financial Report

Recommendation: THAT the Township of Billings Council hereby receives for information Report Number TR-2024-11-15.

Background: [Click or tap here to enter description text.](#)

The Township of Billings Quarter 3 Financial Report displays Revenue of \$3,521,104 less expenses of \$2,394,895 for a Net Income of \$1,126,209.

Please see the Departmental Report for each department's total revenue & expense categories.

Please see brief descriptions of revenues received in the third quarter below:

Tax Revenue – Interim billed in Q1 (due Mar. 31) Final billed in Q3 (due Sep. 30)

Federal Funding - received includes Canada Summer Jobs allocation for the Museum student. The CCBF (Canada Community Building Fund) – formerly AMO GAS Tax Credit 1st installment was received in July in the amount of 23,674.00.

Provincial Funding - Capital Asset Funding of 410,100.00 was received from Ontario Municipal Partnership Funding and is included in the General Reserve fund portion that is covering the Old Mill Road Bridge Project.

The 3rd quarter Stewardship Ontario Funding for recyclables has been received totalling 31,495.85.

Water Usage Revenue - The second quarter's water levy invoices were billed on Apr 15, 2024. Total Revenue to date is 201,422.00. The amount includes bulk water.

Fees, Services, Charges & Donations includes tax certificates, donations for the library, museum, fire dept. and Bridal Veil Falls. revenue of Cabana Rentals for the Market as well as Market revenue was received. Landfill Tipping Fees & Metal, cemetery plot markers and internments. The Marina opened in the 2nd quarter and earned revenue from dockage & boat launch fees, fuel sales, and retail sales.

Licences & Permits includes Short-Term Accommodation Rentals, building permits, rental revenue (Park Centre & Marina room) and rent leases.

Investment Income is interest earned on bank account balances.



Penalties & Interest Revenue includes interest accrued on taxes and water arrears.

Other Revenue is the monthly revenue from the Power Generating Station.

Please see brief descriptions of expenses incurred below:

Wages & Benefits of 766,547 includes mandatory payroll related costs (CPP, EI, OMERS, Group RRSPs, Benefits and WSIB). The category is under budget by 221,164.00.

Admin Expenses of 271,632 includes Advertising, Accounting Fees, Bank Charges, Communication Fees (Fire), Health & Safety, Insurance, Legal, Debenture Loan Interest, Postage, Professional Development, MPAC fees for property assessments, subscriptions & membership fees, Tax Registration fees which are billed back to the property owner, and travel. The category is under budget by 559,041.00.

Building & Equipment expenses of 139,649 includes maintenance on buildings, generators, vehicles (public works), and Marina. Fuel for vehicles as well as OCWA facilities and building cleaning contracts are also included. The category is under budget by 66,739.00.

Other Services expenses of 283,739 includes Contract expenses for the website, Asset Management software, Strategic Plan consulting, landfill recycling services (GFL), IT support, OCWA (water) and the Municipality’s share of building inspector wages. The category is under budget by 83,983.00.

Public Services expenses are fixed amounts pertaining to Ambulance, Policing, Health Unit, DSSAB, School Board Levies.

Roads includes expenses for hard surfacing, loose top, winter control, and streetlights. The category is under budget by 280,777.00.

Supplies includes library book purchases, marina, museum, recreation, office and cleaning supplies. The category is under budget by 86,623.00.

Utilities are Hydro, Propane and Telephone & Internet. The category is under budget by 12,069.00.

2024 NEW CAPITAL PROJECTS	
Tractor (Complete)	83,938
Rink Waterline (Underway)	15,000
91 Main St (Ongoing)	18,000
EV Charging system (No Update)	30,000
Water Treatment Plant (new equip.) (Ongoing)	56,415
Old Mill Road Bridge (Complete)	1,252,906
Bulk Water (Ongoing)	15,000
Cedar Maze (Ongoing)	10,000
	1,481,259



Financial Impacts:

None.

Alignment to Strategic Plan:

No direct alignment.

Alignment to the CEEP:

No direct alignment.

Respectfully Submitted By:

Harmony Hancock, Treasurer

Reviewed By:

Veronique Dion, CAO/Clerk

Township of Billings

January 1, 2024

to

September 30, 2024

Revenue

	General			Council			Fire			Protective Services			Grounds			Public Works			Water		
	Budget Under (Over)	Actual	Variance	Budget Under (Over)	Actual	Variance	Budget Under (Over)	Actual	Variance	Budget Under (Over)	Actual	Variance	Budget Under (Over)	Actual	Variance	Budget Under (Over)	Actual	Variance	Budget Under (Over)	Actual	Variance
Tax Revenue	2,179,843	2,206,110	26,267	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
English Public Revenue	320,987	308,337	12,650	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
French Public Revenue	2,690	2,168	522	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Payments in LIEU	5,993	-	(5,993)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal Funding	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	54,349	23,674	(30,675)	-	-	-
Provincial Funding	572,404	325,796	246,608	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Water Usage Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	312,783	201,422	111,361
Fees, Charges & Donation Revenue	51,500	3,384	48,116	-	-	-	-	1,000	(1,000)	-	-	125	(125)	-	-	-	-	-	-	-	-
License & Permit Revenue	27,950	29,701	(1,751)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Investment Income	168,000	136,630	31,370	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16,200	16,918	(718)
Penalties & Interest Revenue	46,000	29,532	16,468	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,200	22	2,178
Other Revenue	56,000	46,213	9,787	-	-	-	-	695	(695)	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	3,431,367	3,087,871	384,044	-	-	-	-	1,695	(1,695)	-	-	125	(125)	-	-	54,349	23,674	(30,675)	331,183	218,363	112,820

Expenses

Wages & Benefits	472,326	388,592	83,734	37,310	22,254	15,056	34,522	-	34,522	26,058	20,005	6,053	-	-	-	283,669	224,160	59,509	-	-	-
Admin Expense	737,100	190,408	546,692	11,000	8,097	2,903	21,218	17,095	4,123	12,000	1,632	10,368	-	-	-	25,075	24,889	186	1,700	9,043	(7,343)
Building & Equipment	58,050	22,082	35,968	-	-	-	10,000	8,134	1,866	-	-	-	10,400	4,882	5,518	110,000	55,385	54,615	-	4,462	(4,462)
Other Services	153,300	58,238	95,062	-	-	-	4,016	1,679	2,337	19,790	17,789	2,001	-	-	-	-	-	-	126,816	101,161	25,655
Public Services	808,789	595,942	212,847	-	-	-	-	-	-	208,101	155,377	52,724	-	-	-	-	-	-	-	-	-
Roads	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	329,000	48,223	280,777	-	-	-
Supplies	72,830	18,135	54,695	-	-	-	7,070	165	6,905	2,500	184	2,316	9,000	271	8,729	5,000	5,071	(71)	100	135	(35)
Utilities	11,800	9,286	2,514	-	-	-	5,120	4,922	198	-	-	-	-	-	-	6,900	5,458	1,442	33,800	24,091	9,709
Total Write Offs	-	6,538	(6,538)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expense	2,314,195	1,289,220	1,024,975	48,310	30,351	17,959	81,946	31,995	49,951	268,449	194,986	73,463	19,400	5,154	14,247	759,644	363,186	396,458	162,416	138,892	23,524
Net Income	1,117,172	1,798,651	(640,931)	(48,310)	(30,351)	(17,959)	(81,946)	(30,301)	(51,645)	(268,449)	(194,861)	(73,588)	(19,400)	(5,154)	(14,247)	(705,295)	(339,511)	(427,133)	168,767	79,471	89,296

Township of Billings January 1, 2024	to	Cemetery			Landfill			Library			Marina			Museum			Recreation			Properties			Total All	Total	Total
		Budget Under (Over)	Actual	Variance	Budget Under (Over)	Actual	Variance	Budget Under (Over)	Actual	Variance	Budget Under (Over)	Actual	Variance	Budget Under (Over)	Actual	Variance	Budget Under (Over)	Actual	Variance	Budget Under (Over)	Actual	Variance	Budgets	Actual	Variance
Revenue																									
Tax Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,179,843	2,206,110	26,267	
English Public Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	320,987	308,337	12,650	
French Public Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,690	2,168	522	
Payments in LIEU	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,993	-	(5,993)	
Federal Funding	-	-	-	-	-	-	-	-	-	3,900	-	(3,900)	-	970	970	-	-	-	-	-	-	58,249	24,645	(33,604)	
Provincial Funding	-	-	-	-	-	-	16,500	11,640	4,860	-	-	-	-	-	-	-	-	-	-	-	-	588,904	337,436	251,468	
Water Usage Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	312,783	201,422	111,361	
Fees, Charges & Donation Revenue	1,100	3,176	(2,076)	7,700	4,092	3,608	46,000	7,306	38,694	94,150	97,773	(3,623)	19,500	25,900	(6,400)	19,500	16,417	3,083	-	-	-	239,450	159,174	80,277	
License & Permit Revenue	-	-	-	-	-	-	-	-	-	1,200	1,206	(6)	-	-	-	-	-	-	7,000	6,059	941	29,150	36,966	(816)	
Investment Income	-	-	-	-	-	-	-	-	-	14,000	14,836	(836)	-	-	-	-	-	-	-	-	-	198,200	168,384	29,816	
Penalties & Interest Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	48,200	29,554	18,646	
Other Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	56,000	46,908	9,092	
Total Revenue	1,100	3,176	(2,076)	7,700	4,092	3,608	62,500	18,946	43,554	113,250	113,815	(8,365)	19,500	26,871	(5,430)	19,500	16,417	3,083	7,000	6,059	941	4,040,449	3,521,104	499,685	
Expenses																									
Wages & Benefits	-	520	(520)	42,403	32,081	10,322	20,045	15,561	4,484	39,953	43,923	(3,970)	31,425	19,451	11,974	-	-	-	-	-	-	987,711	766,547	221,164	
Admin Expense	500	-	500	-	-	-	7,930	4,592	3,338	4,400	4,894	(494)	1,550	2,015	(465)	8,200	8,967	(767)	-	-	-	830,673	271,632	559,041	
Building & Equipment	-	-	-	2,000	-	2,000	2,750	1,862	888	4,600	30,896	(26,296)	3,000	3,429	(429)	1,350	247	1,103	12,000	8,271	4,032	202,150	139,649	74,804	
Other Services	-	-	-	95,000	104,628	(9,628)	-	-	-	-	-	-	800	244	556	-	-	-	32,000	-	32,000	399,722	283,739	147,983	
Public Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,016,890	751,319	265,571	
Roads	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	329,000	48,223	280,777	
Supplies	100	18	82	200	37	163	20,000	21,363	(1,363)	35,200	21,761	13,439	5,500	3,259	2,241	1,500	1,127	373	1,000	147	853	159,000	71,671	88,329	
Utilities	-	-	-	1,500	926	574	2,950	1,942	1,008	2,300	1,268	1,032	3,415	1,580	1,835	1,200	553	647	10,100	5,551	6,891	68,985	55,577	25,850	
Total Write Offs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,538	(6,538)	
Total Expense	600	538	62	141,103	137,671	3,432	53,675	45,319	8,355	86,453	102,742	(16,288)	45,690	29,978	15,712	12,250	10,895	1,355	55,100	13,969	43,776	3,994,131	2,394,895	1,656,981	
Net Income	500	2,639	(2,139)	(133,403)	(133,579)	176	8,825	(26,374)	35,199	26,797	11,073	7,924	(26,190)	(3,108)	(21,142)	7,250	5,523	1,727	(48,100)	(7,910)	(42,835)	46,318	1,126,209	(1,157,296)	



COUNCIL REPORT

Department: Administration

Date: November 5, 2024

Report Number: CAO-2024-11-15

File: Youth Member of Council

Recommendation: THAT Council receives report # CAO-2024-11-15 AND FURTHER THAT the Township's Procedural By-Law be amended to allow for a Youth Member of Council AND FURTHER THAT Council appoint Athena Gravelle as the first Youth Member of Council.

Background: [Click or tap here to enter description text.](#)

At the September 3rd, 2024 Council meeting, Council passed the following resolution:

Resolution # 2024-333

Moved by Grogan
Seconded by Anderson

BE IT RESOLVED THAT the Township of Billings Council hereby receives report CAO-2024-09-11
AND FURTHER THAT a seniors advisory committee be formed to assist Council with the planning of Senior related projects
AND FURTHER THAT Council directs staff to look into implementing a youth member of Council.

Carried.

Following the meeting of Council, the Manitoulin Secondary School (MSS) was approached to see if this would be an initiative that they would like to participate in. Mr. Theijsmeijer, a teacher at MSS, did approach students that are residents of Billings to see if there was interest.

During Local Government Week (October 22 – 27, 2024) the school recommended Athena Gravel for the position of Youth Member of Council.

Discussion:

To allow for the appointment Council will need to bring the following amendments to their procedural by-law.

Add the following:

Under Definitions

1.38 “Youth Member” means an individual who is enrolled as a full-time student in secondary school, is a resident of the Township of Billings and has been appointed by Council to sit as a Youth Member of Council.

Under Roles and Responsibilities

3.7 Youth Members

- 3.7.1 Youth Members shall be appointed by Council annually following Local Government Week through recommendation from the Manitoulin Secondary School. *(This gives a chance for students to settle into their semester before committing to the program)*
- 3.7.2 The number of Youth Members shall be limited to one resident from the Township of Billings and attending Secondary School.
- 3.7.3 The Youth Member will attend, participate and/or report in Regular Meetings of Council for the purpose of bringing a youth perspective to Council matters or discussions.
- 3.7.4 Youth Member shall not be permitted to move or second any resolution, nor shall the Youth Members be counted for the purpose of deciding a vote of the Council.
- 3.7.5 The Youth Member shall not be included in constituting a quorum of Council.
- 3.7.6 The term of office for a Youth Member shall be for one year.
- 3.7.7 The Youth Member shall not be compensated with wage or per diem.

Financial Impacts:

NIL

Alignment to Strategic Plan:

- Foster partnerships and shared services.
- Enhance collaboration with community groups, volunteers and others.

Alignment to the CEEP:

N/A

Respectfully Submitted By:

Véronique Dion, CAO/Clerk



COUNCIL REPORT

Department: Administration

Date: November 5, 2024

Report Number: CAO-2024-11-16

File: Review of Fees By-Law

Attachment: By-Law #2004-22

Recommendation: Please enter recommendation here THAT Council receive report # CAO-2024-11-16 AND FURTHER THAT Council Directs Administration to initiate a fees review process.

Background: [Click or tap here to enter description text.](#)

Our current fees by-law was passed in 2004, making it 20 years old and many additional fees have been identified in separate by-laws making fees review complex. Costs of providing services have increased over the past 20 years therefore a review of fees to ensure the provision of individual services are being appropriately supplemented by taxation.

Discussion:

We are proposing that a review fees be initiated alongside the budget process. With the knowledge of large increases to the policing cost, we will need to diversify revenues of the municipality to keep tax rates down. Our fees by-law has not seen a review in 20 years with many other rates being identified in separate by-laws rather than incorporated into one fees by-law, this makes it hard to complete a review of Township fees. We are proposing a review of fees be performed annually in conjunction with the annual budget exercise. We are hoping to have all fees reviewed by end of year with a January implementation.

Financial Impacts:

This will bring additional revenues which will be determined once the review has been completed.

Alignment to Strategic Plan:

Foster economic growth and development

Alignment to the CEEP:

N/A

Respectfully Submitted By:

Veronique Dion CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF BILLINGS

BY-LAW 2004-22

BEING A BY-LAW TO SET FEES FOR MUNICIPAL SERVICES

WHEREAS The Ontario Municipal Act 2001 Section 393 (4) and (5) authorizes municipalities to charge a set fee for services provided to individuals on request, and

WHEREAS the Council of the Township of Billings finds it expedient to update such fees

NOW THEREFORE the Council of the Township of Billings declares that this By-law shall supersede and void all previous by-laws on matters addressed by this by-law.

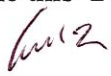
AND FURTHER that Council of the Township of Billings may adjust these fees from time to time

AND FURTHER that this By-law shall not affect the jurisdiction of Building Permit Fees and Municipal Property Rentals, Entrance way and Culvert, 911 Signage, Comprehensive Water By-laws, Boatslip Rental Fees, and any other such fees as may be adjusted from time to time by Resolution of Council

AND FURTHER that this By-law shall not contravene Cemetery Regulations made under the Ministry of Consumer Affairs regulations, Gaming Licence Regulations made under the Alcohol and Gaming Act, or any other Ministry or legislative body regulation.

AND FURTHER THAT THE ATTACHED LIST OF SERVICE FEES SHALL FORM SCHEDULE A OF THIS BY-LAW

Read a first time this 2nd day of November, 2004




Austin Hunt, Reeve

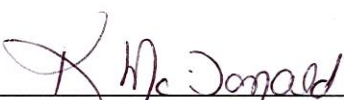


Kathy McDonald, Clerk-Treasurer

Read a second and third time in Open Council and finally passed this 15th day of November, 2004



Austin Hunt, Reeve



Kathy McDonald, Clerk-Treasurer

By-law 04-22

SCHEDULE A FEES FOR SERVICE

Note Water Quality Information Requests, Information Requested under Freedom of Information and Privacy Act, and Confirmation of Property Taxes are free of charge. Letters of Compliance to Zoning, Building Code and Municipal Act matters not issued.

Information Search on Requests NOT governed by Freedom of Information & Privacy Act	\$8 per 15-min period
Tax Certificate Includes information on Zoning, Levies and Capital Fees Applicable	\$20.00
Photocopy 1-side regular size paper provided Larger quantities may be refused, or time charged \$8.00 per 15 min in addition to per-sheet cost of \$.20	\$.25 to 20 copies
Fax, Send	\$4.00, addn pgs \$1
Fax, Receive	\$2.00, after 4 pgs, \$.50 per pg
NSF Cheque	\$30.00
Swim Lesson Fee, 3-week session	\$20, \$15 for fourth and more in family
Raffle & Lottery Licence	3% prize value
Cemetery Plot Reservation for Use	\$200 + gst
Cemetery Interment	\$175 + gst Casket \$35 + gst Cremains
Cemetery Marker	\$100 + gst up to 30 in \$50 up to 10 in
Interment Fee (to Funeral Home)	\$ 175.00



COUNCIL REPORT

Department: Administration

Date: November 5, 2024

Report Number: CAO-2024-11-17

File: Senior Advisory Committee Terms of Reference

Attachment: Terms of Reference

Recommendation: THAT Council receive report CAO-2024-11-17 for information.

Background: [Click or tap here to enter description text.](#)

in early 2024, a new Strategic Plan for the Township of Billings was adopted to provide strategic direction to Council and Administration on the Townships needs. The new Strategic plans did identify the Senior Community as an area that needed focus with a specific objective to Facilitate Support to Seniors.

At the September 3rd, 2024 Council meeting, Council passed the following resolution:

Resolution # 2024-333

Moved by Grogan

Seconded by Anderson

BE IT RESOLVED THAT the Township of Billings Council hereby receives report CAO-2024-09-11

AND FURTHER THAT a seniors advisory committee be formed to assist Council with the planning of Senior related projects

AND FURTHER THAT Council directs staff to look into implementing a youth member of Council.

Carried

Discussion:

Terms of reference have been drafted for the creation of a Senior's Committee and are being presented to Council for consideration.

Financial Impacts:

The committee would require administrative support, this would be provided during office hours therefore additional employee time would not be required.

Alignment to Strategic Plan:

Facilitate support for seniors

► Research options for providing supports for seniors, such as independent living facilities.



Alignment to the CEEP:

N/A

Respectfully Submitted By:

Veronique Dion, CAO/Clerk



1. Purpose:

The Senior Advisory Committee is established as an advisory body to municipal council, its purpose is to provide recommendations to Township Council and Staff on matters that impact the quality of life for older adults and seniors (55+) in the Township of Billings. The committee will provide recommendations to Council on the current and future needs of the municipality's aging population as well as programming for senior active living.

Objectives:

The Seniors Advisory Committee (SAC) will:

- 1.1 Act as a liaison to Council and will promote ways to enrich and enhance the lives of seniors within the Township of Billings, to identify barriers, to form partnerships with the community
- 1.2 Solicit input and act as a public forum for issues that affect seniors in the community.
- 1.3 Provide research-based recommendations to Council based on input received from the community to improve policies regarding the programs and services provided to seniors. The Committee shall ensure that all recommended options align with the municipality's strategic plan, including sustainability, inclusivity, and community well-being.
- 1.4 Identify barriers to access Township programs and services by seniors and those with accessibility issues.
- 1.5 Identify potential funding sources, grants, or partnerships that could support the development of senior programming.
- 1.6 Form partnerships in the community to educate, inform and improve quality of life for seniors.
- 1.7 Work with decision makers to achieve an Age-friendly community.
- 1.8 Prepare and submit an annual report and recommendations to Council for consideration.

2. Membership:

The Senior Advisory Committee will be composed of a diverse group of individuals to ensure that various perspectives are considered.

2.1 The membership will include:

- One member of Council who shall act as Chair
- Four Members-at-large
- One Township Administrative Staff, who shall act as the Secretary for the committee and shall be the committee's liaison to Council



-
- 2.2 Committee members at large shall be appointed by the Township of Billings Council through an application process where open positions will be advertised in the local newspaper at least once, and on the Township's social media outlets (Website, Facebook, etc.) for a period of a minimum of two weeks.
 - 2.3 Committee members shall be selected based upon their experience and knowledge and are expected to actively participate in committee meetings
 - 2.4 The initial appointment of members will be for a term ending in November of 2026 and for a four-year term which coincide with the term of the appointing Council in subsequent terms.
 - 2.5 Any resignation from the Committee shall be tendered in writing to the Chair who will advise Council through municipal Staff. Council shall approve a replacement member for the balance of the term.
 - 2.6 Any advisory support required by the Committee will be determined on an ad-hoc basis dependent on need and availability of resources. Sub-committees comprised of members-at-large may be initiated to achieve the objectives of the Advisory Committee.
In addition, the Committee will engage non-voting resources that will serve in an advisory capacity:
 - i. A liaison from the Parks, Recreation and Wellness Committee
 - ii. Staff support from various township departments as required.
 - iii. Representatives from various community organizations and agencies as required.

3. Roles and Responsibilities

The Committee members shall become familiar with the Township's Strategic Plan, the Township's Procedural By-Law and any other relevant municipal policies. Committee member will serve as an independent community volunteer and will not represent the concerns of any other community organization

Chair:

- Chair all committee meetings
- Lead committee meetings, ensure productive discussions, and guide the committee in fulfilling its mandate.
- Ensure timely reporting of the committee's findings and recommendation.

Committee Members:

- Attend meetings regularly and actively contribute to discussions, providing insights based on their expertise or community representation.



-
- Review relevant information, research and policy frameworks to provide informed recommendations to Council.
 - Engage with stakeholders, including seniors and community members, to gather input on current needs.
 - Collaborate to analyze various development options and provide data-driven recommendations to municipal council.

Municipal Representative:

- Serve as the main liaison between the committee and municipal council.
- Provide information on relevant local policies, regulations, and financial frameworks.
- Ensure alignment between the committee's work and the municipality's overall strategic priorities.

4. Meetings:

- 4.1 The committee will meet on a quarterly basis or as required during program development. Meetings are governed by the Township's Procedural By-Law and as such, Committee members shall declare any conflict of interest as they may arise.
- 4.2 Quorum of members must be met before any meeting can come to order, quorum shall consist of a simple majority of the members holding office at the time of the meeting.
- 4.3 The chair will establish a regular Committee meeting schedule (minimum of 4 per year) with no scheduled meetings in July and August. Regular Meetings will occur on the second Wednesday of the month of March, June, September and December from 2:30 p.m. to 4:00 p.m.
- 4.4 A meeting agenda will be prepared and circulated at least one week prior to the meeting.
- 4.5 Minutes will be recorded and submitted for approval at a following meeting. Once approved, the minutes will be brought to the next Regular Council meeting for Council to receive.
- 4.6 To ensure a high level of commitment, members may be asked to resign if they have been absent for three (3) consecutive meetings without good cause.

5. Authority:

As an advisory body, the committee will make recommendations to municipal council based on a majority vote. The Chair will have a casting vote in the event



of a tie. All recommendations will be submitted to Council in writing, supported by research, analysis, and a rationale for each option.

The Senior's Advisory Committee is not a legal entity and will not have legal or contractual responsibility on behalf of the Township.

6. Resources:

The committee will not have an independent budget. However, municipal council will provide necessary administrative support to ensure the committee can fulfill its mandate. This includes organizing meetings, compiling research, and distributing reports. Additional resources such as external consultants, studies, or workshops may be approved by council on request.

7. Confidentiality and Conflict of Interest

All committee members must maintain confidentiality regarding sensitive information in meetings, particularly related to projects proposals, financial data, or personal data of residents. Additionally, committee members must ensure to disclose any potential conflicts of interest at the outset of their appointment and throughout their term if any new conflicts arise. Members with conflicts of interest must recuse themselves from discussions and recommendations on those matters.

8. Review of the Terms of Reference

These Terms of Reference will be reviewed every term by the committee and municipal council to ensure that they remain relevant and effective in fulfilling the committee's mandate. Any amendments must be approved by municipal council.

9. Dissolution of the Committee

The committee will be dissolved upon the completion of its mandate or upon decision by municipal council that the committee's advisory role is no longer required.



COUNCIL REPORT

Department: Administration

Date: November 5, 2024

Report Number:

File: OCWA Rate Study and Financial Plan Review

Attachment: Rate Study and Proposal

Recommendation: THAT Council receive report # CAO-2024-11-18 AND FURTHER THAT Council directs Administration to move forward with the proposed work by the Ontario Clean Water Agency (OCWA).

Background: [Click or tap here to enter description text.](#)

Our current Water System Financial Plan was prepared in 2019 and approved in February of 2020. This was prior to the financial instability experienced as a result of a pandemic. Inflation has now stabilized, and our document would need a review.

Discussion:

The current plan was completed internally at the time. We are proposing that our plan be reviewed by our service provider OCWA. OCWA is a Crown agency of the province and has been managing water for municipalities since 1993 with over 450 water and wastewater treatment facilities, giving them a level of expertise that would definitely help in the updates to our financial plan and the development of a rate study.

Financial Impacts:

The proposed cost of completing both the financial plan and the rate study is \$6000

Alignment to Strategic Plan:

Determine strategic direction for existing facilities and other infrastructure.

Alignment to the CEEP:

N/A

Respectfully Submitted By:

Veronique Dion CAO/Clerk

October 1, 2024

Véronique Dion, CAO/Clerk
Township of Billings
15 Old Mill Road P.O. Box 34
Kagawong, Ontario POP1J0

Re: **Proposal for a Rate Study and Water Financial Plan**

Dear Ms. Dion:

The Ontario Clean Water Agency (OCWA) is pleased to submit this proposal to complete a Water Rate Study and a Water Financial Plan for the Township of Billings.

1 Background

This proposal provides a work plan to deliver two related studies:

- *A Water Rate Study* – Review billings and budgets to establish an appropriate financial strategy and revenue plan to fund the required capital expenditures and operating expenditures that are necessary to provide water services.
- *A Financial Plan for the water system* – A stand-alone report that meets the requirement of O. Reg. 453/07. In accordance with the Drinking Water License requirements of the Safe Drinking Water Act (SDWA) 2002, the Township is required to develop a Financial Plan for the water system as part of routine licence renewal processes.

These studies share common information, such as capital need forecasts and growth forecasts, and therefore doing them concurrently ensures consistency of information and lowers costs to the Township.

2 Scope of Work

The following steps will be completed to deliver the Rate Study and Financial Plan.

Task 1: Rate Study

There are three steps involved with developing the Rate Study:

- **Step 1: Develop 25 Year Financial Model** – A models for the water budget will be created in Excel to forecast expenditures and revenues over a 25 year period. The model will be structured to align with the Township's current schedule of accounts, reserve funds, rate structure, etc.

The financial model is tailored to each municipality by hosting screen share meetings where the draft models are reviewed and refined to align with current financial processes.

- **Step 2: Scenario Analysis** - The model is used to analyze alternative revenue and expenditure plans. This will include considerations related to rate increases, operating cost inflation rates, reserve fund balances, debt, receipt of Provincial/Federal grants, population (water consumption) growth, and others as appropriate.
- **Step 3: Reporting** - Prepare draft and final reports to document the preferred scenario(s) that were modelled in Step 2, and make a summary presentation to give a virtual session of Council. We can also provide the financial spreadsheet model as deliverables if Township staff are interested in continuing to use it

Task 3: Financial Plan

There are two steps involved with developing the Financial Plan:

- **Step 1: Prepare Financial Statements** – Enhance the water financial model to produce the necessary financial statement forecasts.
- **Step 2: Reporting** - Prepare draft and final reports to document the Financial Plan.

3 Project Team

Nick Larson, Senior Project Manager

Nick has over 18 years of experience working with municipal governments on a variety of infrastructure management and municipal engineering projects. In recent years, Nick has functioned as the hands-on Project Manager for a range of projects that support asset management processes, including capital plans, condition assessments, rates studies, financial plans, and asset management plans. Nick will guide all aspects of the analysis and reporting.

Additional support staff will also be drawn upon as needed to support the execution of the proposed work plan.

4 Schedule

We propose the following 3-month schedule:

Table 1: Schedule

TASK	DATE
Collect and Review Information	October 2024
Draft Rate Study	November 2024
Final Rate Study	December 2024
Financial Plan	December 2024

5 Project Budget

In reviewing the above scope of work, OCWA proposes a project budget of **\$6,000** (exclusive of HST) for our professional fees and disbursements. Table 2 summarizes the proposed budget. OCWA proposes to invoice on a milestone basis at the completion of each project activity.

Table 2: Budget

TASK	DATE
Rate Study	\$4,000
Financial Plan	\$2,000
Total	\$6,000

6 Terms and Conditions

OCWA proposes to complete this project under the terms and conditions of the current OCWA O&M Agreement with the Township as an out of scope service. Once the proposal is approved, an Expenditure Request form will be sent for review and signature.

We are ready to start the project upon receipt of approval notice. Should you have any questions on the above, please feel free to contact the undersigned.

Sincerely,



Nick Larson, P.Eng.
 Director, Business and Asset Management Standards



COUNCIL REPORT

Department: Administration

Date: November 5, 2024

Report Number: CAO-2024-11-19

File: Protective Services and Waste Management Coordinator

Attachment: Protective Services Job Description

Recommendation: THAT Council receives report #CAO-2024-19 AND FURTHER THAT Council adopts the Full Time - Protective Services and Waste Management Coordinator Job Description AND FURTHER THAT Council appoint Mr. Arthur Moran to the position of Protective Services and Waste Management Coordinator which includes the duties of Community Emergency Management Coordinator, By-Law Enforcement officer, Health and Safety Coordinator and Waste Management Coordinator.

Background: [Click or tap here to enter description text.](#)

On October 1st, Council received a Closed Session report regarding Human Resources Review with the hiring of the Administrative Assistant. Council provided direction to administration to bring back for review a proposal for the development of a part time position to a full-time position which was discussed in Closed Session at the October 15th Council meeting. A Job Description is now being presented to Council for review and approval.

Discussion:

The Job Description is provided for Council's Review.

Financial Impacts:

The Township will see a cost increase in salaries, this should be partially offset by the introduction and development of cost saving programs in health and safety and waste management.

Alignment to Strategic Plan:

Establish Billings Township as an employer of choice to attract and retain top talent.

- ▶ Empower employees to be more proactive, innovative and collaborative.
- ▶ Increase cross-departmental collaboration.

Alignment to the CEEP:

N/A

Respectfully Submitted By:

Veronique Dion, CAO/Clerk



The Township of Billings

Job Description

Position Title: Protective Services and Waste Management Coordinator

Department: Administration

Reporting Relationship: Reports to CAO/Clerk

Hours of Work: 70 hours per week (Flexible schedule)

Job Summary:

The Protective Services and Waste Management Coordinator is responsible for the enforcement of municipal by-laws, the promotion of Health and Safety for the Township, fulfills the role of Community Emergency Management Coordinator in accordance with provincial legislation and

Purpose of Position:

By-Law Enforcement

- Carry out the responsibilities of a Provincial Offences Officer in accordance with any specific or general directive of the Solicitor General for Ontario in effect from time to time relating to the power of municipal employees to Act as Provincial Offences Officer
- Enforce Municipal By-laws established by Council.
- Assist in the maintenance, development or implementation of current or new bylaws.

Community Emergency Management Coordinator

- Ensure that a program is prepared and maintained that provides the Township with procedure that will assist in protecting Township assets and residents in the event of a declared/ undeclared emergency situation.

Health and Safety

- Ensure Municipal legislative compliance in accordance with the Occupational Health and Safety Act and the prescribed Regulations through the development of health and safety policies and health and safety operational procedures.
- Ensure that all municipal employees are trained and made aware of their individual health and safety responsibilities regarding legislative requirements and safe work performance.
- Advise the CAO/Clerk of changes in the provisions of the Occupational Health and Safety Act and the prescribed Regulations

Waste Management

- Prepare a waste management program and procedures for the Township that will provide oversight to the waste management operations within the Township.
- Have a dedicated staff member to liaise with other Municipalities and the public in developing waste management program fundamentals.
- Research efficiencies and cost saving opportunities as they relate to waste collection and diversion.

Scope of Position

By-Law Enforcement

- Investigate all complaints in a timely manner.
- Enforce Township By-Laws.
- Assist in the development and maintenance of Township By-laws as they relate to enforcement
- Prepare documents that identify actions taken in follow-up to complaints or enforcement actions taken.

Community Emergency Management Coordinator

- Prepare, implement and maintain a Municipal Emergency Management program that is consistent with requirements of the Emergency Measures and Civil Protection Act (the Act), Ontario Emergency Doctrine Billings Township Emergency Response Plan and Supplemental Plan.
- Identify and assess risk exposures that could affect the Township and its residents.

Health and Safety

- Prepare, implement and maintain a Municipal Health and Safety program that is consistent with safety management systems, legislative and regulatory standards and recognized industry safe working standards.
- Communicate municipal policies to all contractors for the municipality and ensure those policies are implemented

Waste Management

- To have an ongoing review of the Township's waste management strategies in order to find efficiencies and improvement to waste collection and diversion.

Responsibilities

By-Law Enforcement

- Respond promptly to complaints received, in writing by property owners or from the Clerk.
- Advise CAO/Clerk of the Investigation and discuss how the issue will be dealt with.
- Notify violator of specific by-law infraction being investigated.
- Where immediate remedy is not made, levy fine, arrange removal of offensive items, and notify authorities where appropriate.
- Document by-law enforcement activities.
- Keep current with legislative changes and trends that affect the work of a by-law enforcement officer.
- Perform bylaw duties in accordance with Township Enforcement By-law 2021-28.

Community Emergency Management Coordinator

- Review the Township's Emergency Response Plan, Supplemental Plan and Evacuation Plan with the Municipal Emergency Control Group (MECG) on an annual basis.
- Ensure the MECG receives annual training as prescribed by the Emergency Measures and Civil Protection Act.
- Ensure that an annual tabletop exercise is performed.
- Complete and submit the annual emergency management compliance documentation as prescribed by the Emergency Measures and Civil Protection Act.
- Research funding opportunities and assists the Fire Chief with funding opportunities for emergency services equipment and supplies

Health and Safety

- Prepare, and review annually, a legislative compliant health and safety program that is consistent with safety management systems, legislative and regulatory standards and recognized industry safe working standards.

- Work with, and report to the CAO/Clerk the ongoing status of the Health and Safety program and employee health and safety performance.
- Work with, and report to Council, through the CAO/Clerk, the ongoing status of the Health and Safety program and employee health and safety performance.
- Assist in the organizing and delivery of health and safety training activities.
- Perform the duties as prescribed by the Township Health and Safety Operational Procedures.
- Act on behalf of the Township as a liaison with the Ministry of Labour and Training Development and Provincial health and safety associations.
- Assist with the management and record keeping of volunteer training

Waste Management

- Develop, implement and maintain a waste management program that monitors and implements controls affecting the life span of the Township landfill site.
- Develop a plan that considers the closure and decommissioning of the Township landfill site.
- Provide in-person monitoring of the Township landfill site activities

Working Relationships

- With the CAO/Clerk:
 - discuss and advise on the Townships programs as they relate to this position.
 - collaborate on the maintenance and development of Township By-laws.
- With Council
 - Provide bi-monthly reports on the Townships By-Law activities and Health and Safety Programs
 - Provide quarterly reports regarding the status of the Township's Emergency Management program and the Waste Management program development
- With the public
 - Provide information regarding revisions of current by-laws or new by-laws.
 - provide the individuals with identification and reason for investigation, avoid confrontation.
 - provide emergency management information regarding individual actions to be taken in the event of a declared/undeclared emergency situation.
- With the superintendents and employees:
 - ensure awareness and knowledge of their responsibilities within the health and safety program, and the emergency management program.
- With the Township Fire Chief
 - Assist in the enforcement of Openair burning or fire ban situations.
 - Maintain training records for the volunteer fire brigade.
- With the Ministry of Labour Training and Development and provincial safety associations:
 - keep current on legislative changes or changes in health and safety management systems.
- With Emergency Management Ontario:
 - maintain a working relationship and keep aware of current emergency management principles and strategies in the province.

Knowledge and Skills

- Working knowledge of Provincial legislation and their regulations including the following:
 - Provincial Offences Act.

- Municipal Act.
- Occupational Health and Safety Act
- Emergency Measures and Civil Protections Act
- Emergency Management Doctrine for Ontario
- Police Services Act,
- Provincial Offences Act.
- Knowledge of municipal by-laws including zoning, the Township Emergency Response Plan, Emergency Supplemental Plan
- Knowledge of adult training techniques and education principles.
- By-law enforcement officer training.
- Good written and verbal communication skills.

Working Conditions

- Exposure to weather elements and walking distances.
- Some night and weekend work, on call.
- May have to deal with aggressive, confrontational people.
- Health and Safety
 - Wear PPE as required.
 - Ensure that senior staff are aware of after-hour by-law enforcement activities prior to initiating after-hour by-law activities.
 - Knowledge of workplace responsibilities identified in the OH&SA.
 - Successfully complete mandatory MOL worker and supervisory awareness training.
 - Successfully complete AODA training.
 - Successfully complete Township New Hire Training.
 - Comply with safe operating procedures.
 - Report the existence of any current or potential workplace hazards.
 - Immediately or as soon as reasonably possible, report any workplace injury or illness.

Impact of Error

- Lack of knowledge of legislation can result in errors being made, which could result in possible fines, penalties or lawsuits.
- Lack of courtesy toward the public can result in situations becoming confrontational.
- Lack of professional conduct will result in poor representation of the municipality and could result in poor relations with Council, staff and workers
- Poor written or oral communication skills may result in a lack of understanding.

Supervision

Supervised by the CAO/Clerk



COUNCIL REPORT

Department: Administration

Date: November 5, 2024

Report Number: CLK-2024-11-11

File: Facility Rental Policy

Attachment: Facility Rental Policy

Recommendation: THAT Council hereby receives report CLK-2024-11-11 AND approves the Facility Rental Policy as presented.

Background: [Click or tap here to enter description text.](#)

Following an outdoor rink rental request, which was presented to Council at the September 3rd, 2024 Regular Council Meeting, Council passed a resolution directing staff to develop a rental policy and rate schedule for the outdoor rink facility and to also develop a policy to process an exemption to the noise by-law (2021-12).

Discussion:

Staff completed a review of other similar-sized municipalities' facility rental policy documents, on and off Manitoulin Island, and are proposing the attached. This review included the comparison of rules, regulations, facility rental rates and noise exemption applications. The attached policy represents a package that will be utilized for every rental of a Township of Billings facility.

This package includes several schedules such as:

- List of Municipal Parks and Facilities available to rent and/or reserve (containing capacity limits as well as amenities)
- Rental Rates
- Post-Rental Checklists (to be utilized by the Township of Billings)
- Noise By-Law Exemption Application
- Documents required for the rental/reservation of a township facility

Financial Impacts:

Increased rental rates will offset the cost of operating and maintaining township facilities.

Alignment to Strategic Plan:

Community Wellbeing – Provide community spaces that enrich the lives and encourage active lifestyles for all ages.

Alignment to the CEEP:

None.



Respectfully Submitted By:

Tiana Mills, Deputy Clerk

Reviewed By:

Véronique Dion, CAO/Clerk



Policy – Facility Rentals

Revision:

Date: November 5, 2024

Purpose

The purpose of the Facility Rental Policy is to promote the use of municipal facilities, to provide guidelines for their use, and to ensure that the Municipality, Renter(s), and participants are protected.

The Township offers multi use facilities which may be rented for a variety of events such as:

- Conferences and meetings, weddings, family reunions, birthday parties, bridal showers, baby showers, fundraisers, craft shows, trade shows and recreational activities

Agreement

1. There may be special circumstances or conditions under which additional terms and conditions may be required to support the use of municipal facilities. The Municipality reserves the right to assess facility requests and make amendments, as necessary.
2. The Renter shall indemnify and hold harmless the Corporation of the Township of Billings and any of its officers, members of municipal council, employees, servants, agents, contractors, and volunteers from and against all claims, demands, loss, costs, damages, actions, liability or expenses arising out of the use and/or occupation of the property belonging to the Township by the user, renter, group and any of its officers, members of municipal council, employees, servants, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the Township.
3. All bookings require a certificate of insurance naming the Corporation of the Township of Billings as an additional insured, in the amount of \$5,000,000, to be presented at least 14 days prior to the event. Failure to provide this information will result in the cancellation of the rental.
4. If the Renter's event is licensed, a copy of the Special Occasion Permit and a certificate of insurance naming the Corporation of the Township of Billings as an additional insured, in the amount of \$5,000,000, to be presented at least 14 days prior to the event. Failure to provide this information will result in the cancellation of the rental.
5. All contracts are signed on the basis that the Renter shall be responsible for any damage to the facility, the furnishings, or any other property owned by the Municipality. The Renter may be subject to additional charges should the facility or equipment be damaged in any way and/or additional clean-up is required because of the rental. Charges may include staff time required to return the facility to its original state.



-
6. A damage deposit of \$250.00 shall be collected prior to all bookings, in the form of a cheque, when the renter is picking up the facility key. The cheque will only be processed in the event of failed post-rental check.

Rules and Regulations

1. The Renter is responsible for completing the Facility Rental Agreement and is required to make a 50% non-refundable payment upon booking, unless otherwise stipulated.
2. The Renter shall obey and observe all Laws, By-laws and Regulations of the Township of Billings, the Province of Ontario, and the Government of Canada.
3. Any function that involves preparing and/or providing food and/or beverages to the public, regardless of whether it is free or there is a fee charged, the Renter is responsible to obtain Public Health Sudbury and Districts approval and must adhere to all Health Unit requirements with respect to but not limited to food preparation, storage, and handling.
4. Access to the facility must be during the specified times on the agreement only.
5. Tables, chairs, glassware and dishes are included with respect to the terms of this agreement. Nothing may be removed from the premises.
6. The Renter will be responsible for the set up and take down of all tables, chairs, and equipment. The items shall be stored in the original location upon conclusion of the rental. All personal materials and equipment must also be removed upon conclusion of the event.
7. Do not use staples, tape or tacks on any walls, windows, or floors in the facility, unless approval has been given ahead of time by the Township. Helium balloons may be used if they are securely anchored. Throwing or rice/confetti, use of dry ice, or use of any type of pyrotechnic device is prohibited. Candles are permitted on cakes (no sparklers allowed).
8. Any tables used for crafts must be covered with a sheet of plastic/paper to prevent paint and glue adhering to the tabletop.
9. Rental keys must be picked up from the Municipal Office located at 15 Old Mill Road, Kagawong, ON during regular office hours Monday – Thursday 8:30 am - 4:00 pm and Friday 8:30 am – 12 pm, preferably the day prior to the facility rentals. If it is a weekend rental, please ensure that the key is picked up before the Municipal Office closes on the Friday. The Municipal Office is closed on Statutory Holidays and facilities are not staffed.
10. Keys should be returned to the Municipal Office or placed in the silver drop box outside the front door of the Municipal Office.
11. Upon conclusion of the rental, the keys must be returned to the Municipal Office. If the conclusion of the rental falls outside of office hours, you must return the keys by placing them in the silver drop box on the employee entrance of the Township Office. Failure to return the keys at the end of the rental will result in a fifty (\$50) charge.



-
12. Alcohol is only permitted on the premises during the times specified on the Special Occasion Permit.
 13. Anything, regardless of size, which requires stakes, anchoring or the likes of it to be put into the ground on Township property must be pre-approved by the Township. Additionally, it is the renter/organizer's responsibility to call Ontario One Call at 1-800-400-2255 to have locates completed. Please allow two (2) weeks prior to your event to arrange for locates.
 14. All concerns, safety or otherwise, should be reported in writing to municipal staff.
 15. All requests for fee waivers shall be received no later than three (3) months prior to the event.
 16. The Township reserves the right to decline bookings for staffing, safety, and/or other reasons at its sole discretion.
 17. Bookings may be cancelled in the event of an emergency, for example, one that requires use of the space as a temporary emergency shelter for residents.
 18. This policy and rental fees are subject to change without notice.

Facility Rental Etiquette

1. The Lessee is responsible for the following:
 - a. All outside doors and windows are to be checked and locked before leaving the facility.
 - b. Sweeping the floor after the group or event has finished for the day/night.
 - c. Checking all toilets in each washroom to ensure they are flushed, and papers picked up off the floor.
 - d. Ensure that all tables and chairs are wiped clean of dirt and/or sticky material before stacking.
 - e. Ensure that all kitchen appliances have been turned off.
 - f. Ensure that all lights are turned off before leaving the facility.
 - g. Ensure that all food and beverages are removed from the facility.
 - h. Ensure that all garbage and recycling is sorted, bagged and tied in clear bags from ALL waste bins including kitchen and bathrooms and leave in upstairs kitchen – SORTING & RECYCLING ARE MANDATORY.
2. Please DO NOT drag tables and chairs over the floor. Please lift and place them in the desired location and/or use the carts provided.
3. No staples, tape or tacks are to be used on tables, walls, or any place in the building unless prior to event the Township has provided approval.
4. All groups using the hall must notify the Municipal Office at (705) 282-2611 if they are not going to be using the hall for their scheduled time.

Appendix 'A' – Municipal Parks and Facilities

Facilities at 39 Henry Drive – Kagawong Park Centre

Facility Information	Capacity	Amenities
Upper Level Large Hall and Kitchen Hall: 70ft x 30ft Accessible Family Washroom with change table	150 (stand up reception) 85 (seated dinner)	Full Commercial Kitchen Commercial Dishwasher 2 Stoves 2 Fridges Microwave Coffee Maker Podium Serving Passthrough (bar) <u>For entire facility:</u> Tables, chairs, plates, bowls, mugs, glassware & cutlery: accommodate 85
Lower Level Small Hall and Kitchen Hall: 30ft x 30ft Accessible Men and Women Washroom Facilities	85 (stand up reception) 45 (seated dinner)	Fridge Stove Coffee Maker Serving Passthrough (bar) <u>For entire facility:</u> Tables, chairs, plates, bowls, mugs, glassware & cutlery: accommodate 85
A Liquor License does not separate the Upper and Lower levels of the Park Centre Capacity with a Liquor License: 130 people total		
Covered Outdoor Rink Surface: 95ft x 55ft	Varies	Outdoor sports facility, including hockey (seasonal), ball hockey, roller blading and pickleball. Hockey lines and Pickleball lines

Facilities at 34A Carter Crescent – Old Church on the Hill

Facility Information	Capacity	Amenities
Old Church on the Hill	75	Stage Secured pew seating NOTE: No washroom facilities or running water



Outdoor Spaces

Facility Information	Capacity	Amenities
<p>Red Roof Pavilion</p> <p>Corner of Old Mill Road and Henry Drive</p>	<p>N/A</p>	<p>Picnic Tables Garbage and Recycling Bin Electrical Outlets</p> <p>This space can be reserved</p>
<p>Riverbend Stage</p> <p>Along the Bridal Veil Falls Trail System</p>	<p>N/A</p>	<p>Stage Bench Seating</p> <p>This space can be reserved This space is not maintained</p>



Appendix 'B' – The Township of Billings Facility Rental Rates

Facility Rental Rates

Facility	Price	HST	TOTAL
KAGAWONG PARK CENTRE			
UPPER LEVEL Private Party or For-Profit Event	\$300.00/day	\$39.00	\$339.00
LOWER LEVEL Private Party or For-Profit Event	\$150.00/day	\$19.50	\$169.50
ENTIRE SPACE Private Party or For-Profit Event	\$400.00/day	\$52.00	\$452.00
Fundraising Event	\$100.00/day	\$13.00	\$113.00
Educational Event	\$25.00/hr	\$3.25	\$28.25
Recognized Group Meeting (Council or Committee Meeting)	FREE	FREE	FREE
Funeral Gathering (Residents and Past Residents)	FREE	FREE	FREE
COVERED OUTDOOR RINK			
Private Party	\$200.00/day	\$26.00	\$226.00
OLD CHURCH ON THE HILL			
Any event	\$100.00/day	\$13.00	\$113.00
PAVILLION			
Any event	FREE	FREE	FREE
RIVERBEND STAGE			
Any event	FREE	FREE	FREE

Other Charge	Price	HST	TOTAL
Noise By-Law Exemption	\$75.00	\$9.75	\$84.75



Appendix 'C' – Operations Post-Rental Checklist

Operations Post-Rental Checklist

Township staff will complete this checklist the morning after use. If deficiencies are found the damage deposit will be utilized to offset expenditures proportionately. This also applies to damage to the building and/or contents. If the amount exceeds the damage deposit, you will be invoiced for the balance. As the Renter you are responsible for all set up and clean up associated with your rental.

Date of Rental: _____

Facility/Facilities Rented: _____

Checklist Completed by: _____

TASK	✓ YES	✓ NO	DETAILS
Tables & chairs cleaned/wiped down			
Any Damage to facility or amenities.			
Garbage cans emptied.			
Check all toilets in each washroom to ensure they are all flushed, and papers picked up off the floor.			
Coffee maker, stove and dishwasher are clean and off.			
All facility lighting is off.			
All spills or wetness have been mopped up.			
Kitchen/Canteen facilities are clean.			
Doors secured and locked.			

Should any of the above listed tasks not be completed by the lessee, the damage deposit shall be forfeited.



Appendix 'D' – Noise Exemption Application

Application for Exemption to Noise By-Law 2021-12

**Collection Notice* To the extent that the foregoing information constitutes personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act, R. S. a. 1990, C M. 56 as amended, the information is subject to the provisions of that Act and will be used for the purposes indicated or implied by this form. Questions about the collection of personal information should be directed to the CAO/ Clerk, Township of Billings, 15 Old Mill Road, Kagawong, ON POP 1J0.*

Applicant/Organization Details

Name: _____

Address: _____

Telephone Number: _____

Email: _____

Activity Details

Description of Activities: _____

Date of Activity: _____

Time of Activity: _____

Number of Attendees: _____

Location of Activity: _____



Contact Name During Activity: _____

Contact Phone Number: _____

Describe the Source of the Sound for Which the Exemption is Requested: _____

I, _____ have read and understand this application form and agree to pay the application fee of \$75.00 + HST. I acknowledge that being granted an exemption to Noise By-Law 2021-12 may contain conditions as set out by the by-law enforcement officer for the Township of Billings.

Signature: _____

Date: _____

Applications shall be submitted to admin@billingstwp.ca or in person at the Township Office. Payments can be made by cash, cheque, credit or debit.

OFFICE USE ONLY	
Exemption Fee Received:	
Application Accepted By:	
Date Application Received:	
Exempted Approved By:	
Date Issued:	
Notes:	



Appendix 'E' – Facility Rental Required Documents

Facility Rental Required Documents

The Renter is responsible for submitting the following items prior to the event. Keys to the facility will not be released until the items below are submitted.

- Completed and Signed Rental Agreement.
- Full payment received, including damage/key deposit (amount to be determined by event risk).
- Application for Exemption – Noise By-Law 2021-12 (including payment of fee).

For events that will be serving alcohol, the following items are also required:

- Copy of Special Occasion Permit (liquor license).
- Copy of Special Event Insurance naming the Corporation of the Township of Billings as an additional insured, in the amount of \$5,000,000.
- Confirmation in writing from an approved Licensed Security firm if required.



COUNCIL REPORT

Department: Administration

Date: November 5, 2024

Report Number: CLK-2024-11-12

File: Outdoor Rink/Market Venue Naming Contest

Attachment: Submissions and Voting Statistics

Recommendation: THAT the Township of Billings Council hereby approves report CLK-2024-11-12 AND accepts the recommendation from the Parks, Recreation and Wellness Committee to officially name the Outdoor Rink/Market Venue "The Kagawong River Complex" AND FURTHER directs staff to purchase a name sign with the access funds in the 2024 Parks, Recreation and Wellness Committee budget.

Background: [Click or tap here to enter description text.](#)

The Outdoor Rink Facility construction was completed in late 2022, early 2023. This facility has been a popular venue for the annual Family Day Event, the Kagawong Market, Trade Fairs, Festivals and various recreational activities such as skating, hockey, roller blading, ball hockey and pickleball.

During the Billings Parks, Recreation and Wellness Committee meeting on May 27th, 2024 the committee made the following motion:

Motion by: Shannon and Jenna

THAT the Parks, Recreation and Wellness Committee recommends a naming contest for the Kagawong Outdoor Rink.

Carried.

During the Regular Council Meeting on June 18th, 2024, Council passed the following motion:

Motion by: Anderson and Hillyard

THAT the Township of Billings Council hereby approves report CLK-2024-04-07 AND approves the Parks, Recreation and Wellness Committee to engage the public with a naming contest of the Kagawong Outdoor Rink Facility.

Carried.

Since then, a call for submissions was issued where 38 name suggestions were received. The Parks, Recreation and Wellness Committee narrowed it down to a top four and a community vote was held where 158 votes were received.

During the Billings Parks, Recreation and Wellness Committee meeting on October 28, 2024 the committee made the following motion:



Motion by: Andrew and Meg

THAT the Township of Billings Parks, Recreation and Wellness Committee hereby receives for information Report PRW-2024-10-05 AND recommends that the Outdoor Rink be named "The Kagawong River Complex" AND FURTHER directs staff to purchase signage utilizing funds allocated to the Parks, Recreation and Wellness Committee 2024 budget.

Carried.

Discussion:

Now that the naming contest has come to a close, Council is at the point where they can accept the winning name "The Kagawong River Complex" or provide other direction to staff as they see fit.

If "The Kagawong River Complex" is accepted by Council, staff can proceed to order signage and work to have it installed prior to the 2024/25 outdoor skating season (weather permitting).

Financial Impacts:

Funds from the Parks, Recreation and Wellness Committee 2024 budget can be utilized to purchase signage.

Alignment to Strategic Plan:

Service Excellence, enhance communications to promote engagement and accessibility.

Alignment to the CEEP:

There is no alignment to the CEEP.

Respectfully Submitted By:

Tiana Mills, Deputy Clerk

Reviewed By:

Véronique Dion, CAO/Clerk

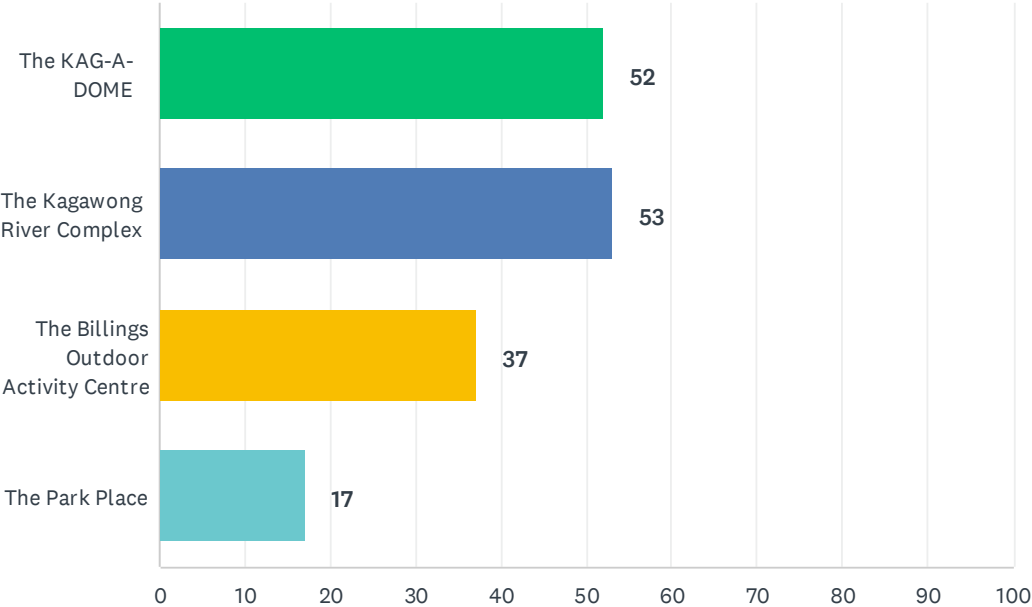
Outdoor Rink Naming Contest Submissions

Submissions Accepted From July 2 - August 31, 2024

Submission
Kagawong Covered Court
Roofed Rec Ring
Park Centre Pavillion / Park Pavillion
Mary Buie Circle of Life Multi-Complex
Kagawong River Rink
River Rink
Kagawong Recreation Complex (KRC)
Kagawong Recreation Centre
Kagawong Rec Centre (KRC)
Cedar Ridge Pavillion
The Maamawi Center, Maamawi is the Ojibway word meaning "Together"
Kagawong activity dome
Kagawong dome of activities
Fall Waters Outdoor Facility, This comes from the Ojibway meaning of Kagawong "Where mists rise from falling waters"
River Rink
The Kag-a-dome
River Side Community Center
Kagawong Market and Acrivity Centre
Kagawong Shop & Play Centre
Kagawong Market & Recreation Centre
Mudge Bay Market and Activity Arena (or Centre)
Mudge Bay Marketplace and Activity Arena
Billings Outdoor Activity Centre
Park Place
The Parkway
Parice (Park Ice) (Pronounced as Paris)
Ice Dome
The K.I.P.=. Kagawong Ice Pavilion
The Rink
Chill Zone
The Popsicle
Whispering Woods Skating Centre
Chill Spot Rink
Chillwave Skating Center
Snowy Shores Rink
Community Spirit Skating Center
Frost Haven Skating Zone
Kagawong takes its name from an Ojibwe word meaning "where the mists rise from the falling waters."
The Misty River ODR

Q1 My favourite submission for the Outdoor Rink Facility/Market Venue naming contest is:

Answered: 159



ANSWER CHOICES	RESPONSES	
The KAG-A-DOME	32.70%	52
The Kagawong River Complex	33.33%	53
The Billings Outdoor Activity Centre	23.27%	37
The Park Place	10.69%	17
TOTAL		159

From: [REDACTED]
To: [Tiana Mills](#)
Subject: Christmas in Kagawong
Date: October 21, 2024 9:11:09 AM

Good morning Tiana:

I hope you're enjoying the beautiful fall weather.

Christmas in Kagawong is November 15 & 16 this year. I believe Sharon Alkenbrack has already booked the Park Centre (upper & lower for both days). On behalf of the planning team (Sharon, Diane Larocque), I would request a reduction in rent or have it waived, as this event draws hundreds of people to Kagawong, which benefits our local shops and attractions.

Thank you and I hope you enjoy the rest of your day

Sharon Jackson

Good day neighbour,

Invitation to Island Wide Lunch

Monday October 28,2024

We would like to invite you as well as your colleague who is responsible for your communities land-fill, transfer station facilities to an Island Wide luncheon hosted by Billing Township.

The intent of our get together is to give each of us an opportunity to discuss any areas where communities may be able to work together to improve the quality of life and/or reduce the tax burden on our communities and neighbours. We anticipate that by working together in some ways we can be more efficient and cost effective.

We will share our own plans for waste reduction, but other possible areas for discussions are: forming a team of CAO's who would represent all of our communities in areas of pricing negotiations for service's and supplies, opportunities to encourage investment on the Island focusing on companies who are leaders in their field in recycling process' and facilities, turning a cost into a profit and increase employment opportunities for our citizens. Also discuss plans for property development to address the aging population and the opportunities that represents. Feel free to share your own community's goals for waste processing and reduction at our luncheon as well.

The hope for our luncheon is to encourage open communication, develop new relationship's and form partnerships to improve the quality of life for all of us.

Sincerely.

Vince Grogan

Location; The Park Center Kagawong

Date; Wednesday November 13, 2024.

Time; 12:00-1:30

Please RSVP with attendee name's.

Veronique Dion

From: Delegations (MMAH) <Delegations@ontario.ca>
Sent: November 1, 2024 10:53 AM
Subject: 2025 Rural Ontario Municipal Association (ROMA) Form

Hello/ Bonjour

We'd like to inform you that the Municipal Delegation Request Form for the 2025 Rural Ontario Municipal Association (ROMA) Annual Conference is now available:

<https://forms.office.com/r/4cArnTR6wV?origin=lprLink>

To ensure an accurate submission, please use the following format examples below:

- Municipality: **Toronto, City of** or **Bruce, County of**
- Alternate Contact: **John Smith, 416-416-4161, johnsmith@email.ca**
- Full name and titles for delegates: **John Smith, Mayor; Christina Smith, Councillor**

The request form will also be posted on AMO's website. You can select either French or English using the global icon in the top right corner of the form. The deadline for submitting requests is **Wednesday November 27, 2024, at 5:00 PM EST.**

Thank you/Merci

Bonjour

Nous souhaitons vous informer que le formulaire de demande de délégation municipale pour le congrès annuel 2025 de la Rural Ontario Municipal Association (ROMA) est maintenant disponible :

<https://forms.office.com/r/4cArnTR6wV?origin=lprLink>

Pour assurer la précision de la demande, veuillez suivre les exemples de format suivants :

- Municipalité : **Toronto, cité de** ou **Bruce, comté de**
- Personne ressource de rechange : **John Smith, 416-416-4161, johnsmith@email.ca**
- Nom complet et titre de chaque personne déléguée : **John Smith, maire/mairese; Christina Smith conseiller/conseillère**

Le formulaire de demande sera aussi affiché sur le site Web de l'AMO. Vous pouvez sélectionner le français ou l'anglais au moyen de l'icône de globe située dans la partie supérieure droite du formulaire. La demande doit être envoyée au plus tard, **le mercredi 27 novembre 2024, à 17 h 00 (HNE).**

Merci

Manitoulin Streams' Outdoor Angling Trade Fair 2024
Final Report of Numbers, Feedback

Admission

Total # Visitors: 1091

Vendors

Booth Type	Number Sold	
Indoor	9	
Outdoor Covered	15	
Small Outdoor	15	
Medium Outdoor	11	
Large Outdoor	1	
Food Vendors	3	
Totals	54 booths	

Vendor Feedback

	Percentage (%)
1. What did you like most about the Trade Fair?	
The organization	25.5
Variety of vendors	19.1
Guest speakers, music, competitions	17.0
The exceptional staff	14.9
Location	10.6
Everything	8.5
The advertising leading up to it	4.3

	Percentage (%)
2. Would you participate in the Trade Fair again in the future?	
Yes	94.7
No	0.0
Unsure/Maybe	5.3

3. How did you hear about the Trade Fair?	Percentage (%)
Facebook	38.9
Friend/Family	30.6
Liam	13.9
Newspaper	5.6
Email	5.6
Poster	2.8
Google	2.8

4. Describe your experience with Trade Fair Staff leading up to the event?	Percentage (%)
Excellent/Fantastic/Amazing/Fabulous	33.3
Great Communication	19.3
Well-organized	14.0
Quick Response	14.0
Helpful	7.0
Engaged	3.5
Accommodating	3.5
Positive	3.5
Friendly	1.8

5. Describe your experience with Trade Fair Staff at the event?	Percentage (%)
Excellent/Fantastic/Amazing/Fabulous	36.0
Helpful	28.0
Friendly	16.0
Accommodating	8.0
Organized	6.0
Appreciated vendor parking shuttle	4.0
Courteous & Professional	2.0

6. Do you have any recommendations for improving the Trade Fair for vendors?	Percentage (%)
Nothing	33.3
Close at 4PM Saturday	20.8
Have more food vendors	16.7
Place signage in town	12.5
Offer a coffee option	10.4
Have more competitions	6.3

7. Additional Comments:	Percentage (%)
Glowing reviews	92.1
Music loud in covered area	2.6
Put face painting on passport competition	2.6
Offer a kids admission price	2.6

Notable positive comments:
"Brynn and Liam have been phenomenal to work with, their communications have been clear and prompt. Thoroughly impressed with the event organization and implementation."
"Congratulations on a successful event. Over 1000 people across two days is a great achievement in the first year."
"Fantastic event, very well organized! We have had a blast and would be honoured to come back again!"
"Staff were helpful and supportive, there was good board representation and volunteer presence."
"Thank you for all your hard work in organizing and running this event. We look forward to participating again in the future!"
"The info package had everything covered, really appreciated receiving that ahead of time."

Comments for future improvement:
"Events too early or too late in the day are likely to be poorly attended."
"Need better signage leading the public to vendors."
"Better signage for indoor vendors and silent auction to direct people inside."
"Face painting should be on the passport, the kids were preoccupied by the passport and didn't look at anything else."
"Admission should include a child price + kids under 5 free."
"Music was a bit loud for vendors under the pavillion."
"I know it's difficult, but maybe additional food options."
"More competitions like the anchor toss and boat pull."

Visitor Feedback

1. What did you like about the Trade Fair?	Percentage (%)
Variety of vendors & Activities	57.0
Education	8.6
Everything	8.6
Competitions	8.6
Organization	6.5
Raffles	5.4
Fishing Items	5.4

2. Favourite Booth
Berry Boats

3. Would you like to see the Trade Fair Happen again in the future?	Percentage (%)
Yes	98.9
No	0.0
Maybe	1.1

4. How did you hear about the Trade Fair?	Percentage (%)
Friend/Family	38.1
Facebook	35.6
Newspaper	10.2
Radio	8.5
Poster	7.6

5. Did you visit other businesses in Kagawong while here for the Trade Fair?	Percentage (%)
Yes	75.0
No	25.0

6. Did you travel from off-island to come to the Trade Fair?	Percentage (%)
Yes	21.3
No	78.7

7. What could be improved about the Trade Fair?	Percentage (%)
Nothing	49.3
More Food Vendors	22.4
More music and speakers	6.0
More Competitions	6.0
Improve parking	6.0
More vendors	6.0
Admission price high	4.5



TOWN OF PETAWAWA

1111 Victoria Street, Petawawa, Ontario K8H 2E6
☎ (613) 687-5536 ✉ email@petawawa.ca 🌐 petawawa.ca

October 25, 2024

Premier Doug Ford
Legislative Building
Queen's Park
Toronto, ON M7A 1A1
Via email: premier@ontario.ca

Premier Ford:

RE: Ontario Provincial Police Costs 2025

Please be advised that at its meeting of October 21, 2024, Council of the Corporation of the Town of Petawawa endorsed the following resolution:

MOVED BY: James Carmody
SECONDED BY: Theresa Sabourin

That Council of the Corporation of the Town of Petawawa supports Resolution No. 229 of the Municipality of Tweed and further calls on the Ontario Government to immediately implement sustainable funding for small rural municipalities by reabsorbing the cost of the Ontario Provincial Police Force back into the provincial budget with no cost recovery to municipalities;

And further, that Council direct staff to circulate this resolution to Premier Doug Ford, Minister of Solicitor General, Minister of Finance, and to the Association of Municipalities of Ontario and all Municipalities in Ontario.

CARRIED

The Town of Petawawa appreciates the Province's attention to the financial challenges faced by small rural municipalities and looks forward to a collaborative solution.

Sincerely,

Colin Howard, Dipl.M.M., Bus.Admin.
Director of Legislative Services/Clerk

Encl: Municipality of Tweed Resolution No. 229

cc: The Honourable Michael Kerzner, Solicitor General
The Honourable Peter Bethlenfalvy, Minister of Finance
The Association of Municipalities of Ontario
All Municipalities of Ontario
Neil Nicholson, Mayor, Township of Whitewater Region

Municipality of Tweed Council Meeting
Council Meeting



Resolution No. 229
Title: Councillor P. Valiquette
Date: Tuesday, April 23, 2024

Moved by P. Valiquette
Seconded by J. Palmateer

WHEREAS it is apparent that the Ontario Government has overlooked the needs of small rural Ontario;
AND WHEREAS Ontario's small rural municipalities face insurmountable challenges to fund both upfront investments and ongoing maintenance of their capital assets including roads, bridges, water/wastewater and municipally owned buildings including recreational facilities, libraries and other tangible capital assets;

AND WHEREAS small rural Ontario's operating needs consume the majority of property tax revenue sources;

AND WHEREAS small rural municipalities (of 10,000 people or less) are facing monumental infrastructure deficits that cannot be adequately addressed through property tax revenue alone;

AND WHEREAS in 2015 the provincial government moved to standardized billing for all non-contract J.P.P. (5.1) locations;

AND WHEREAS the Ontario Government has committed \$9.1 billion to Toronto alone to assist with operating deficits and the repatriation of the Don Valley and Gardner Expressway; and \$534 million to Ottawa for the repatriation of Hwy 174;

AND WHEREAS the annual cost of the Ontario Provincial Police, Municipal Policing Bureau for small rural non-contract (5.1) municipalities is approximately \$428 million;

AND WHEREAS this annual cost is significantly less than the repatriation costs of the Gardiner Express Way, the Don Valley Parkway and Highway 174 (Ottawa Region) but provides a greater impact to the residents of the Province overall;

AND WHEREAS this will afford relief to small rural municipalities for both infrastructure and operating needs while having a minimal impact on the provincial budget;

NOW THEREFORE BE IT RESOLVED THAT The Municipality of Tweed call on the Ontario Government to immediately implement sustainable funding for small rural municipalities by reabsorbing the cost of the Ontario Provincial Police Force back into the provincial budget with no cost recovery to municipalities;

AND FURTHER, that Council direct staff to circulate this resolution to Premier Doug Ford (premier@ontario.ca), Minister of Solicitor General, Minister of Finance, and to the Association of Municipalities of Ontario (amo@amo.on.ca) and all Municipalities in Ontario.

Carried

Council Members

Mayor Neil Nicholson
Deputy Mayor Cathy Regier

Councillors:
Mark Bell
Michael Moore
Chris Olmstead
Connie Tabbert
Joey Trimm

Certified True Copy

Wednesday, October 16, 2024

**Re: Resolution - OPP Notice of Motion for funding support
- Municipality of Tweed**

At its meeting of October 16, 2024, the Council of the Township of Whitewater Region adopted the following resolution:

WHEREAS it is apparent that the Ontario Government has overlooked the needs of small rural Ontario;

AND WHEREAS Ontario's small rural municipalities face insurmountable challenges to fund both

upfront investments and ongoing maintenance of their capital assets including roads, bridges, water/ wastewater and municipally owned buildings including recreational facilities, libraries and other tangible capital assets:

AND WHEREAS small rural Ontario's operating needs consume the majority of property tax revenue sources;

AND WHEREAS small rural municipalities (of 10,000 people or less) are facing monumental

infrastructure deficits that cannot be adequately addressed through property tax revenue alone;

AND WHEREAS in 2015 the provincial government moved to standardized billing for all non-contract

D.P.P. (5.1) locations;

AND WHEREAS the Ontario Government has committed \$9.1 billion to Toronto alone to assist with operating deficits and the repatriation of the Don Valley and Gardner Expressway; and \$534 million to

Ottawa for the repatriation of Hwy 174;

(613) 646-2282

P.O. Box 40,
44 Main Street
Cobden, ON
K0J 1K0

whitewaterregion.ca



AND WHEREAS the annual cost of the Ontario Provincial Police, Municipal Policing Bureau for small rural non-contract (5.1) municipalities is approximately \$428 million;

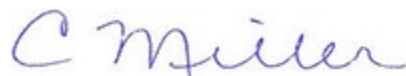
AND WHEREAS this annual cost is significantly less than the repatriation costs of the Gardiner Express Way, the Don Valley Parkway and Highway 174 (Ottawa Region) but provides a greater impact to the residents of the Province overall;

AND WHEREAS this will afford relief to small rural municipalities for both infrastructure and operating needs while having a minimal impact on the provincial budget;

NOW THEREFORE BE IT RESOLVED THAT The Township of Whitewater Region call on the Ontario Government to immediately implement sustainable funding for small rural municipalities by reabsorbing the cost of the Ontario Provincial Police Force back into the provincial budget with no cost recovery to municipalities: AND FURTHER, that Council direct staff to circulate this resolution to Premier Doug Ford (premier@ontario.ca). Minister of Solicitor General, Minister of Finance, and to the Association of Municipalities of Ontario (amo@amo.on.ca), MPP John Yakabuski (john.yakabuskico@pc.ola.org) and all Municipalities in Ontario.

Carried as amended - Resolution #2024 - 5187

Sincerely,



Carmen Miller
Clerk/CEMC





Northumberland County Council Resolution

SENT VIA EMAIL

October 21, 2024

Hon. Doug Ford (Premier of Ontario)
Hon. Paul Calandra (Minister of Municipal Affairs and Housing)
Hon. David Piccini (Minister of Labour Immigration, Training and Skills Development and
MPP for Northumberland-Peterborough South)
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

Re: Correspondence, Township of Stirling-Rawdon 'Public Sector Salary Disclosure

At a meeting held on October 16, 2024 Northumberland County Council approved Council Resolution # 2024-10-16-717, adopting the below recommendation from the October 1, 2024 Corporate Support Committee meeting:

Moved by: Councillor John Logel
Seconded by: Council Alternate Michael Metcalf

"**That** the Corporate Support Committee, having considered the correspondence from the Township of Stirling-Rawdon regarding 'Public Sector Salary Disclosure', recommend that County Council support the correspondence and direct staff to send a copy of this resolution to the Honourable Doug Ford (Premier of Ontario), the Honourable Paul Calandra (Minister of Municipal Affairs and Housing), the Honourable David Piccini (Minister of Labour, Immigration, Training and Skills Development and MPP for Northumberland- Peterborough South), the Association of Municipalities of Ontario (AMO), and all Ontario Municipalities."

Council Resolution # 2024-10-16-717

Carried

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at matherm@northumberland.ca or by telephone at 905-372-3329 ext. 2238.

Sincerely,
Maddison Mather



Manager of Legislative Services / Clerk
Northumberland County

Council Resolution

Moved By J. Logel Agenda Item 10 Resolution Number 2024-10-16- 717
 Seconded By M. Metcalf


Council Date: October 16, 2024

"That Council adopt all recommendations from the four Standing Committees, as contained within the Committee Minutes (meetings held September 30, 2024 and October 1 and 2, 2024), with the exception of the following items (referenced from the Standing Committee Minutes), that will be held for discussion:

Committee Name	Item #	Description	Held By
		- Economic Development, Tourism and Land Use Planning Committee, Item 9.b, Correspondence, Ministry of Municipal Affairs and Housing 'Request to Repeal Official Plan Amendments Adopting By-law' – Held by Councillor Logel	
		- Public Works Committee, Item 9.a, Report 2024-122, 'Transfer of Thompson Bridge from Northumberland County to the Municipality of Trent Hills' – Held by Council Alternate Michael Metcalf.	
		- Social Services Committee, Item 5.a, Delegation, James Bisson 'Homelessness and Encampment Response Report' – Held by Deputy Warden Hankivsky	
		- Social Services Committee, Item 8.a(1), Delegation, Vivian Vandenhazel 'Encampment Response and Progress on 310 Division Street, Cobourg Update – Presentation' – Held by Councillor Cleveland	
		- Social Services Committee, Item 8.a(2), Encampment Response and Progress on 310 Division Street, Cobourg Update - Presentation – Held by Councillor Cleveland	

And Further That the items listed above and held for separate discussion each require a separate resolution."

Recorded Vote Requested by _____
 Councillor's Name

Carried 
 Warden's Signature

Deferred _____
 Warden's Signature

Defeated _____
 Warden's Signature

Corporate Support Committee Resolution

Committee Meeting Date: October 1, 2024

Agenda Item: 7.a

Resolution Number: 2024-10-01- 615

Moved by: S. Dibb

Seconded by: B. Ostrander

Council Meeting Date: October 16, 2024

"**That** the Corporate Support Committee, having considered the correspondence from the Township of Stirling-Rawdon regarding 'Public Sector Salary Disclosure', recommend that County Council support the correspondence and direct staff to send a copy of this resolution to the Honourable Doug Ford (Premier of Ontario), the Honourable Paul Calandra (Minister of Municipal Affairs and Housing), the Honourable David Piccini (Minister of Labour, Immigration, Training and Skills Development and MPP for Northumberland- Peterborough South), the Association of Municipalities of Ontario (AMO), and all Ontario Municipalities."

Carried 
Committee Chair's Signature

Defeated _____
Committee Chair's Signature

Deferred _____
Committee Chair's Signature



2529 Stirling-Marmora Road
Box 40
Stirling, ON K0K 3E0
Phone: 613-395-3380 Fax: 613-395-0864

August 21, 2024

Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Hon. Ford,

Re: Public Sector Salary Disclosure

At the August 6, 2024 Standing Committees meeting, Committee made the following recommendation:

Moved by Councillor Dean Graff
Seconded by Councillor Don Stewart

That the report from the CAO-Treasurer entitled, "Public Sector Salary Disclosure" be received; and

That Committee recommends to Council the following resolution be adopted and forwarded to the Province of Ontario Premier's Office, the Ministry of Municipal Affairs and Housing, the Association of Municipalities of Ontario and all Ontario Municipalities;

Now Therefore Be It Resolved That the Public Sector Salary Disclosure Act be updated to reflect the inflation rates since 1996; and further

That the Act be further updated so that the inflation rate is applied each year to the requirement to report public salaries.

Carried.

This resolution was subsequently ratified and confirmed by Council at their meeting of August 19, 2024.

Sincerely,

Sydney Dodson
Deputy Clerk

/sd

Cc: Roxanne Hearn – CAO/Treasurer, Premier Doug Ford, the Ministry of Municipal Affairs and Housing, AMO, all Ontario Municipalities



Public Health
Santé publique
SUDBURY & DISTRICTS

October 16, 2024

VIA ELECTRONIC MAIL

Honourable Minister Sylvia Jones
Minister of Health
Ministry of Health
5th Floor, 777 Bay Street
Toronto, ON M5G 2C8

Dear Minister Jones:

Re: Perspectives from Northern Ontario for the Public Health Funding Review

At its meeting on September 19, 2024, the Board of Health carried the following resolution [#49-24](#):

THAT the Board of Health endorse the August 16, 2024 letter by the northern Ontario Medical Officers of Health entitled “Perspectives from Northern Ontario for the Public Health Funding Review”

Our Board of Health supports your government’s undertaking of a funding review for local public health. We hope this review can result in stable, predictable funding for public health at levels that truly strengthens the public health sector’s ability to keep Ontarians healthier.

Recently, the seven medical officers of health in Northern Ontario wrote to the Chief Medical Officer of Health outlining some thoughts on the funding review from the viewpoint of Northern Ontario. In short, some key perspectives shared included:

- Northern Ontario has a vast geography, a complex diversity of population and community organizations, a health care system that struggles with gaps in care, and municipalities with limited capacity. These have a significant impact on the cost and ability of public health agencies in Northern Ontario to deliver services.

Sudbury

1300 rue Paris Street
Sudbury ON P3E 3A3
t: 705.522.9200
f: 705.522.5182

Elm Place

10 rue Elm Street
Unit / Unité 130
Sudbury ON P3C 5N3
t: 705.522.9200
f: 705.677.9611

Sudbury East / Sudbury-Est

1 rue King Street
Box / Boîte 58
St.-Charles ON POM 2W0
t: 705.222.9201
f: 705.867.0474

Espanola

800 rue Centre Street
Unit / Unité 100 C
Espanola ON P5E 1J3
t: 705.222.9202
f: 705.869.5583

Île Manitoulin Island

6163 Highway / Route 542
Box / Boîte 87
Mindemoya ON POP 1S0
t: 705.370.9200
f: 705.377.5580

Chapleau

34 rue Birch Street
Box / Boîte 485
Chapleau ON POM 1K0
t: 705.860.9200
f: 705.864.0820

toll-free / sans frais

1.866.522.9200

phsd.ca



Letter

Re: Perspectives from Northern Ontario for the Public Health Funding Review

October 16, 2024

Page 2

- Northern Ontario experiences worse health outcomes as a consequence of some of the challenges of delivering services, and we would not wish to see service diminished further for a population that needs support.
- Metrics such as the Census and the Ontario Marginalization Index have limitations for understanding the population of Northern Ontario due to undercounting of Indigenous persons and unreliability of these metrics in areas of low population.

Overall, the Northern Ontario medical officers of health recommend that the funding review not focus on achieving equal per capita funding, but rather equitable funding in light of the unique circumstances on the ground in Northern Ontario.

The letter by the medical officers of health is enclosed for your review. Our Board of Health would be pleased to meet with you or your staff to discuss these topics in further detail or support the funding review in other ways.

Thank you for your and your government's leadership in reviewing funding as we seek a Stronger Public Health Sector.

Sincerely,



René Lapierre
Chair, Board of Health

Encl.

cc: Dr. M.M. Hirji, Acting Medical Officer of Health and Chief Executive Officer
Dr. Kieran Moore, Chief Medical Officer of Health
Dr. Fiona Kouyoumdjian, Associate Chief Medical Officer of Health
France Gélinas, Member of Provincial Parliament, Nickel Belt
Jamie West, Member of Provincial Parliament, Sudbury
Michael Mantha, Member of Provincial Parliament, Algoma – Manitoulin
Association of Local Public Health Agencies
Local Municipalities

THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE

69 Fourth Avenue, Larder Lake, ON
 Phone: 705-643-2158 Fax: 705-643-2311



MOVED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

SECONDED BY:

- Thomas Armstrong
- Patricia Hull
- Paul Kelly
- Lynne Paquette

Motion #: 6

Resolution #: 6

Date: October 22, 2024

BE IT RESOLVED THAT Council for the Corporation of the Township of Larder Lake hereby supports resolution no. 24-366 passed by the City of Quinte West, regarding a call on the federal government to provide a supplement to the allocations provided to municipalities under the AMO CCBBF agreement for 2024-2028 for the same amount that was allocated, effectively doubling the allocation for those years; And

FURTHER THAT, this resolution be forwarded to MFOA, AMO, MP Charlie Angus, and Federal Finance Minister Chrystia Freeland, and all Municipalities in Ontario.

Recorded vote requested:

	For	Against
Tom Armstrong	✓	
Patricia Hull	✓	
Paul Kelly	✓	
Lynne Paquette	✓	
Patty Quinn	✓	

I declare this motion

<input checked="" type="checkbox"/> Carried
<input type="checkbox"/> Lost / Defeated
<input type="checkbox"/> Deferred to: _____ (enter date)
Because:
<input type="checkbox"/> Referred to: _____ (enter body)
Expected response: _____ (enter date)

Disclosure of Pecuniary Interest*

Chair:



*Disclosed his/her (their) interest(s), abstained from discussion and did not vote on this question.

Accounts for Payment Sep 24 - Oct 8, 2024

Cheque No.	Payee	Description	Cheque Date	Amount
8466	Berry Boats	Equip. Maint - Fire	Sep 27, 2024	45.17
8467	Identifiable Individual	Petty Cash	Sep 30, 2024	200.00
8468	Identifiable Individual	Property Tax Reclassification - Credit	Oct 02, 2024	825.96
8469	Jenna Carter	Art Sales - Marina	Oct 02, 2024	562.50
8470	Identifiable Individual	Coyote Compensation	Oct 02, 2024	50.00
8471	Bridal Veil Variety	Cleaning Supplies	Oct 07, 2024	158.46
8472	Minister of Finance MTO	Plate Renewals - 2024-2025	Oct 07, 2024	5,945.50
				7,787.59

Direct Deposit No.	Payee	Description	Direct Deposit Date	Amount
Direct Deposit	Identifiable Individuals	Payroll		24,595.91
VP347	Strongco	Equip. Maint - PW	Sep 24, 2024	8,116.27
VP352	innov8 Office Solutions	Supplies - Printing	Sep 25, 2024	1,102.96
VP353	Whitehots Inc.	Books - Library	Sep 25, 2024	376.68
VP354	Randy Noble Trucking Ltd	Roads - PW	Sep 27, 2024	1,118.70
VP355	J K Automotive	Storage - Fire	Sep 27, 2024	186.45
VP356	Federation of Northern Ontario Municipalities	Membership - General	Sep 30, 2024	176.40
VP357	Whitehots Inc.	Books - Library	Sep 30, 2024	97.84
VP358	Lakeshore Maintenance	Maintenance - Various Locations	Oct 02, 2024	2,550.00
VP359	Identifiable Individual	Northwords - Library	Oct 02, 2024	232.30
VP360	UCCM Castle Building Supplies	Supplies - PW, General, Recreation	Oct 02, 2024	680.87
VP361	Pinchin Ltd	Contracts - Landfill	Oct 02, 2024	9,020.79
VP362	Identifiable Individual	Training - 'Health & Safety Reimbursement	Oct 02, 2024	128.05
VP363	MCA Contracting	Roads & Bridges Capital - Old Mill Road Bridge	Oct 02, 2024	75,000.00
VP364	MCA Contracting	MCA Contracting	Oct 03, 2024	100,000.00
VP365	Identifiable Individual	Employee Training Reimbursement - Health & Safety	Oct 07, 2024	125.00
VP366	Identifiable Individual	Contracts - General	Oct 07, 2024	2,238.75
				250,342.88

Direct Deposit No.	Payee	Description	Direct Deposit Date	Amount
EFT	Eastlink	Internet - Various Locations	Sep 24, 2024	149.35
EFT	Hydro One	Electricity - Various Locations	Sep 24, 2024	4,240.93
EFT	Laurentian Business Products	Printer	Sep 25, 2024	175.00
EFT	McDougall Fuels	Fuel - Marina	Oct 01, 2024	3,988.54
EFT	Pitney Bowes	Postage	Sep 27, 2024	813.60
EFT	Wells Fargo	Telephone	Oct 01, 2024	108.01
EFT	WEX Canada (Esso)	Fuel - Public Works Vehicles	Oct 01, 2024	888.62
EFT	Bell Mobility	Cellular - Various Locations	Sep 27, 2024	836.85
				11,200.90

Credit Card Purchase	Payee	Description	Payment Date	Amount
MC	Minister of Finance (Policing)	Monthly Invoice - Policing - Inspection & Enforcement	Sep 12, 2024	5,000.00
MC	Minister of Finance (Policing)	Monthly Invoice - Policing - Inspection & Enforcement	Sep 17, 2024	5,000.00
MC	Minister of Finance (Policing)	Monthly Invoice - Policing - Inspection & Enforcement	Sep 18, 2024	2,342.00
MC	Northern Communication Service	Tower Communication (911) - Fire	Sep 16, 2024	233.85
				12,575.85

	Payee	Description	Payment Date	Amount
	VISA	Credit Card Charges	Oct 01, 2024	450.04
	MC	Credit Card Charges	Oct 02, 2024	580.97
	Debit	Interac Charges	Oct 03, 2024	4.12
	AMEX	Credit Card Charges	Oct 04, 2024	23.31
				1,058.44

Grand Total

\$

282,965.66

Accounts for Payment Oct 9-30, 2024

Cheque No.	Payee	Description	Cheque Date	
No cheques were issued during this period				
Direct Deposit No.	Payee	Description	Direct Deposit Date	Amount
DD2887-DD2915	Payroll	Identifiable Individuals	Oct 9 - 30, 2024	42,897.74
VP373	Payment	Encompass IT	Oct 11, 2024	302.56
VP374	Payment	S.T.O.P. Restaurant Supply - Supplies	Oct 11, 2024	93.95
VP376	Payment	Public Health Sudbury & Districts	Oct 11, 2024	2,863.16
VP377	Payment	G. Stephen Watt LLB	Oct 11, 2024	4,110.38
VP378	Payment	Denis Gratton Construction Ltd.	Oct 11, 2024	34,965.93
VP379	Payment	Cobide Engineering Inc.	Oct 11, 2024	423.75
VP380	Payment	Beamish Construction Inc.	Oct 11, 2024	4,779.02
VP381	Payment	Realtax Inc.	Oct 11, 2024	1,073.50
VP382	Payment	Encompass IT	Oct 11, 2024	168.09
VP383	Payment	Gore Bay Manitoulin Airport	Oct 11, 2024	5,000.00
VP385	Payment	Whitehots Inc.	Oct 11, 2024	181.76
VP386	Payment	innov8 Office Solutions	Oct 11, 2024	251.32
VP387	Payment	Len's Clean Air	Oct 15, 2024	310.75
VP388	Payment	Whitehots Inc.	Oct 15, 2024	194.45
VP389	Payment	Identifiable Individual	Oct 15, 2024	361.59
VP390	Payment	MCA Contracting	Oct 15, 2024	13,836.44
VP391	Payment	Identifiable Individual	Oct 16, 2024	37.29
VP392	Payment	MCA Contracting	Oct 16, 2024	627,333.67
VP393	Payment	Identifiable Individual	Oct 23, 2024	88.72
VP394	Payment	Beacon Images	Oct 23, 2024	1,073.50
VP395	Payment	Encompass IT	Oct 23, 2024	922.08
VP396	Payment	Whitehots Inc.	Oct 23, 2024	107.42
VP397	Payment	Everguard Fire and Safety	Oct 23, 2024	1,050.12
VP398	Payment	Identifiable Individual	Oct 23, 2024	16.47
VP399	Payment	Richard Mauti Technical Services	Oct 23, 2024	19,718.50
VP400	Payment	Manitoulin-Sudbury District Services Board	Oct 23, 2024	32,776.83
				752,041.25
EFT No.	Payee	Description	Direct Deposit Date	Amount
EFT	Bell Mobility	Cellular - Multiple Depts	Oct 25, 2024	344.79
EFT	Canada Life	Employee Benefits	Oct 21, 2024	2,347.80
EFT	Eastlink	Internet	Oct 24, 2024	149.35
EFT	GFL	Landfill	Oct 16, 2024	9,542.62
EFT	Hydro One	Various Locations	Oct 23, 2024	4,830.30
EFT	Iron Mountain Co.	Shredding Service	Oct 21, 2024	107.35
EFT	Laurentian Business Products	Printer Lease	Oct 10, 2024	175.00
EFT	Manulife	Employee Benefits	Oct 10, 2024	4,782.78
EFT	OCWA	Water Contract	Oct 10, 2024	10,948.00
EFT	Superior Propane	Heating	Oct 16 2024	31.97
EFT	Receiver General	Mandatory Employer Related Payroll Costs	Oct 15, 2024	21,497.97
EFT	Manitoulin Expositor	Fire Prevention Ad	Oct 15, 2024	84.05
EFT	OMERS	Employee Pension Contribution	Oct 18 2024	3,299.00
				58,140.98
Bank Charges	Payee	Description	Direct Deposit Date	Amount
Bank Charge	BMO	Bank Charges	Oct 30, 2024	767.40
Bank Charge	MC Fee	Credit Card Charges	Oct 30, 2024	206.06
Bank Charge	VISA Fee	Credit Card Charges	Oct 30, 2024	172.07
				1,145.53
Credit Card Purchases	Payee	Description	Direct Deposit Date	Amount
Mastercard	Vianet Internet Solutions	Internet	Oct 14, 2024	67.80
Mastercard	Northern Communication Service	Tower Communication Fire	Oct 16, 2024	233.85
Mastercard	4073317, M.D Charlton Co. Ltd.	Employee Clothing Allowance	Oct 17, 2024	292.86
Mastercard	10/21/24, Association of Municipal Clerks & Treasurers	Professional Development	Oct 21, 2024	405.67
Mastercard	10/25/24, Costco	Office Supplies	Oct 25, 2024	92.63
Mastercard	Oct 2024, Zoom	Subscription	Oct 29, 2024	9.28
				1,102.09
Total Accounts for Payment:				855,327.59



BY-LAW NO 2024-56

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE
COUNCIL OF THE TOWNSHIP OF BILLINGS

WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(1), as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(3), as amended, provides that a municipal power, including a municipality's capacity rights, powers and privileges under Section 9; shall be exercised by By-Law;

AND WHEREAS The Council for The Corporation of the Township of Billings deems it expedient that the proceedings of meetings of the Council be confirmed and adopted by By-Law;

NOW THEREFORE the Council of The Corporation of the Township of Billings enacts as follows:

1. THAT the actions of the Council of The Corporation of The Township of Billings at its Council Meeting held on November 5, 2024 in respect to each report, motion, resolution, or other actions recorded and taken by Council at its meetings, except where the prior approval of the Ontario Lands Tribunal is required is hereby adopted, ratified, and confirmed as if all such proceedings were expressly embodied in this By-Law.
2. THAT the Mayor and CAO/Clerk, or such other official as deem appropriate are hereby authorized and directed to do all things necessary to give effect to the said action, of Council of the Township of Billings referred to in the proceeding section.
3. THAT the Mayor and CAO/Clerk are hereby authorized and directed to execute all documents necessary on behalf of the Council and to affix the corporate seal of The Corporation of The Township of Billings to all such documents.
4. THIS By-Law shall come into full force and effect upon final passage.
5. THIS By-Law may be cited as the "November 5, 2024 Confirmatory By-Law"

READ a FIRST and SECOND TIME this 5th day of November, 2024

READ a THIRD TIME and FINALLY PASSED this 5th day of November, 2024

Bryan Barker, Mayor

Véronique Dion, CAO/Clerk