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## **The Corporation of the Township of Billings**

### **Council Meeting Agenda**

December 03, 2024 07:00 PM

Kagawong Park Centre

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#### Council

Bryan Barker, Mayor

David Hillyard, Deputy Mayor

Ian Anderson, Councillor

Vince Grogan, Councillor

Michael Hunt, Councillor

#### Staff

Veronique Dion, CAO/Clerk

Tiana Mills, Deputy Clerk

Todd Gordon, Municipal Project Manager

Arthur Moran, By-Law, H&S, Emerg Mgmt

Harmony Hancock, Treasurer

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#### **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 Minutes - November 26, 2024

#### **5. Delegation**

#### **6. Committee Reports and Minutes**

6.1. Parks, Recreation and Wellness Committee Meeting Minutes - October 28, 2024

- 6.2. Billings Museum Committee Annual Report to Council 2024
- 6.3. Manitoulin Municipal Association Minutes - September 18, 2024
- 6.4. Water System Policy Committee Meeting Minutes - October 29, 2024
- 6.5. Manitoulin Centennial Manor Board of Management Meeting Minutes - October 24, 2024

## **7. Staff Reports**

- 7.1. Bylaw Quarterly Report
- 7.2. Health and Safety Quarterly Report
- 7.3. Emergency Management Quarterly Report
- 7.4. EM-2024-12-06 North Shore Search and Rescue Funding Request
- 7.5. PW-2024-12-07 Waste Management Update Report
- 7.6. MPM-2024-12-17 Bulk Water Report – Automated System Recommendation
- 7.7. TR-2024-12-17 Capital Project Discussion
- 7.8. Bridal Veil Falls Update

## **8. Correspondence Requiring Direction**

## **9. Information**

## **10. Accounts for Payment - November 18th, 2024 - November 26, 2024**

## **11. By-Laws and Agreements**

## **12. Notice of Motions**

## **13. Confirmatory By-Law**

## **14. Adjournment**

- 14.1. Motion to Adjourn

## **15. Document Accessibility**

### **Document Accessibility**

The Township of Billings is committed to providing information in the format that meets your needs. We have made every attempt to make documents for this meeting accessible but there may still be difficulty in recognizing all the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format. Please note that third party documents received and found within this document will not be converted to an accessible format by the Township of Billings. However, upon request, we will attempt to obtain these documents in an appropriate accessible format from the third party. For assistance or to make a request please call (705) 282-2611 or email [tmills@billingstwp.ca](mailto:tmills@billingstwp.ca).



## **The Corporation of the Township of Billings**

### **Council Meeting Minutes**

November 26, 2024 07:00 PM

Kagawong Park Centre

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#### Council

Bryan Barker, Mayor

David Hillyard, Deputy Mayor

Ian Anderson, Councillor

Vince Grogan, Councillor

Michael Hunt, Councillor

#### Staff

Veronique Dion, CAO/Clerk

Tiana Mills, Deputy Clerk

Todd Gordon, Municipal Project Manager

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### **1. Call to Order**

Mayor Bryan Barker to call the meeting to order at 7:00 p.m.

### **2. Approval of Agenda**

#### 2.1. Confirm approval of the agenda

Motion Number 2024-424

Moved By Grogan

Seconded By Hunt

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

Carried

### **3. Disclosure of Pecuniary Interest**

None.

#### **4. Adoption of Minutes**

Motion Number 2024-425

Moved By Anderson

Seconded By Hunt

THAT the November 5, 2024 Regular Meeting of Council minutes be adopted as presented.

Carried

4.1. Regular Council Meeting Minutes: November 5, 2024

#### **5. Delegation**

None.

#### **6. Committee Reports and Minutes**

Motion Number 2024-426

Moved By Grogan

Seconded By Anderson

THAT the Township of Billings Council hereby receives for information all items listed in section 6.

Carried

Councillor Grogan gave a verbal update on the Island Wide Waste Management hosted CAO Luncheon.

Councillor Grogan gave a verbal update on the Ad Hoc Water Committee meeting held on November 26th, 2024.

6.1. Museum Committee Meeting Minutes - October 7, 2024

#### **7. Staff Reports**

7.1. Transfer Payment Agreement

Motion Number 2024-427

Moved By Hunt

Seconded By Grogan

THAT the Township of Billings Council hereby approves Report TR-2024-11-15 AND authorizes entering into an agreement with his Majesty the King in Right of Ontario as represented by the Ministry of Municipal Affairs and Housing to accept tax payment for specified First Nations properties AND FURTHER authorizes the appropriate By-law coming forward on tonight's agenda.

Carried

- 7.2. CAO-2024-11-20 TownApp  
Motion Number 2024-428  
Moved By Grogan  
Seconded By Anderson  
THAT Council receives the information regarding the implementation of TownApp.

Carried

- 7.3. CAO-2024-11-21 Procurement By-Law  
Motion Number 2024-429  
Moved By Anderson  
Seconded By Hunt  
That Council receives report #CAO-2024-11-21 AND FURTHER provide direction to complete a review of the Township's Procurement Policies.

Carried

## **8. Correspondence Requiring Direction**

- 8.1. Letter of Request - Island Wide Waste Resource Committee  
Motion Number 2024-430  
Moved By Anderson  
Seconded By Hunt  
THAT Council receives the letter of request from the chair of the Island Wide Waste Resource Committee and directs staff to present during the 2025 budget deliberations.

Carried

- 8.2. Support for Manitoulin Fine Arts Association, 2025 Art Tour  
Motion Number 2024-431  
Moved By Hunt  
Seconded By Anderson  
THAT Council receives the letter of request from the Manitoulin Fine Arts Association and directs staff to offer a 50% reduction in rental fees for the Park Centre to host the 2025 Art Tour.

Carried

## **9. Information**

Motion Number 2024-432

Moved By Anderson

Seconded By Grogan

THAT the Township of Billings Council hereby receives for information all items listed in Section 9 AND FURTHER directs staff to support the Township of Brudenell, Lyndock and Raglan regarding "Urging the Government to Promptly Resume the Assessment Cycle" and provide a copy of the support to AMO, ROMA, FONOM and MPAC AND FURTHER directs staff to support the Town of Callender regarding "Urging the Government to Promptly Resume Assessment Cycle" and provide a copy of the support to the Premier, AMO, ROMA, FONOM, and MPAC.

Carried

9.1. Christmas in Kagawong

9.2. Urging the Government to Promptly Resume Assessment Cycle

9.3. The Town of Larder Lake - Redistribution of the Land Transfer Tax (LLT) and the Goods and Services Tax (GST)

## **10. Accounts for Payment**

10.1. Accounts for Payment - November 18, 2024

Motion Number 2024-433

Moved By Hunt

Seconded By Anderson

THAT the Township of Billings Council hereby ratifies and confirms the accounts for payment dated to November 18, 2024.

Carried

## **11. By-Laws and Agreements**

11.1. 2024-57 2024 Accept Tax Payment for Specified First Nation Properties By-Law

Motion Number 2024-434

Moved By Hunt

Seconded By Anderson

THAT By-Law 2024-57 being the by-law to authorize entering into an agreement to accept tax payment for specified First Nation Properties in the Township of Billings to be read a first, second and third time and finally passed this 26th day of November, 2024.

Carried

## **12. Notice of Motions**

None.

### **13. Closed Session**

Motion Number 2024-435

Moved By Hunt

Seconded By Anderson

THAT the Township of Billings hereby moves into Closed Session pursuant to [s.239(3.1)] Educating or training members of the council, local board or committee - Procedural By-Law 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

13.4. Approval of Minutes

13.4.1. October 15, 2024 - Township of Billings Closed Meeting Minutes

13.5. Staff Reports

13.5.1. Confidential Report

13.6. Adjournment

### **14. Report out of Closed Session**

Mayor Barker reported that a Closed session was held to complete a Procedural By-Law review.

### **15. Confirmatory By-Law**

Motion Number 2024-440

Moved By Grogan

Seconded By Anderson

THAT By-Law No. 2024-58 being the November 26th, 2024 Confirmatory By-Law be read a first, second, third time and finally passed this 26th day of November, 2024.

Carried

### **16. Adjournment**



16.1. Motion to Adjourn

Motion Number 2024-441

Moved By Hunt

Seconded By Anderson

THAT the Township of Billings Council hereby adjourns at 9:20 p.m.

Carried

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Mayor – Bryan Barker

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CAO/Clerk – Veronique Dion



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**The Corporation of the Township of Billings**  
**Parks, Recreation and Wellness Committee Meeting Minutes**  
October 28<sup>th</sup>, 2024 7:00 p.m.  
Virtual

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Present

David Hillyard, Deputy Mayor (Chair)

Andrew Preyde

Shannon Smith

Catherine Joyce

Meg Middleton

Staff

Tiana Mills, Deputy Clerk

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**1. Call to Order**

Deputy Mayor Hillyard called the meeting to order at 7:05 pm.

**2. Approval of Agenda**

Motion By: Andrew and Meg

To accept the October 28<sup>th</sup>, 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 September 23<sup>rd</sup>, 2024

Motion By: Meg and Shannon

To accept the September 23<sup>rd</sup>, 2024 Parks, Recreation and Wellness Committee Minutes as presented.

Carried.



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## 5. Delegation

None.

## 6. Old Business – Priority Checklist

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.

Halloween Event Update:

- Meg has 60 bags stuffed and ready
- Meg will purchase decorations this weekend to be utilized next year
- Shannon is ready for the night of at the Park Centre
- Flyer posted on the website and social media

Santa Event Update:

- Santa will now be outside with Santa under the cover at the rink
- Shannon to bring a chalkboard for additional signage
- Christmas in Kagawong organizers have agreed to advertise the Santa event with their social media postings
- Letters to Santa to be advertised more, especially closer to the date
- Flyers posted on the website and social media

## 7. New Business

### 7.1 PRW2024-10-05 Outdoor Rink Naming Contest Submission Review

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.

## 8. Information

8.1. 2024 Manitoulin Streams Angling Trade Fair Report

8.2. Next Meeting Date: Monday November 25<sup>th</sup>, 2024 @ 7:00pm VIRTUAL

## 9. Notice of Motions

None.



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**10. Adjournment**

10.1. Motion to Adjourn

Motion By: Cathy and Shannon

THAT the Township of Billings Parks, Recreation and Wellness October 28<sup>th</sup>, 2024  
Committee Meeting adjourns at 7:19 pm.

Carried.

Signatures on Original

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Deputy Mayor, David Hillyard

Signature on Original

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Deputy Clerk, Tiana Mills



Township of Billings  
15 Old Mill Road,  
Kagawong, ON  
POP 1J0

November 20, 2024

Dear Mayor and Council,

Attached please find the 2024 Annual Report and the 2025 Budget for the Billings Museum Committee.

Respectfully,

The Billings Museum Committee:

Chair	Michael Hunt
2 <sup>nd</sup> Chair	Dianne Fraser
Members	Barbara Edwards, Deborah Flaxman, Brad MacKay, Wes Newburn, Diane Larocque
Recorder	Tina Beckerton/Harmony Hancock

**15 Old Mill Road, Kagawong, ON P0P 1J0**

## **Billings Museum Committee**

### **Annual Report 2024**

#### **Mandate:**

The mandate of the Billings Museum Committee for the Old Mill Heritage Centre is to collect, record, research and exhibit historical information, data and items for the preservation and enjoyment of the rich heritage by presenting a visual history of Billings Township and Manitoulin Island for present and future generations. The Billings Museum Committee is responsible for the running of the Old Mill Heritage Centre and the Post Office Museum.

#### **A Brief History:**

The idea for a heritage centre began in 2005. Promoted and endorsed by the Mayor and Council of Billings Township, The Old Mill building was suggested as the venue. It had been a Pulp Mill (1925 – 1930), a Hydro Electric plant (1931 – 1961) and in 1991 restored for community use.

A museum committee of volunteers who were interested in recognizing and preserving the unique heritage of this area of Manitoulin, formulated a vision and a plan. Using guidelines from The Ministry of Culture, applying for grants, researching and setting up exhibits, hiring a curator, planning fund raising events, advertising and encouraging community involvement, The Old Mill Heritage Centre and The Post Office Museum welcomed visitors in 2008. A grand opening was held in 2009 and rest as they say is history,

#### **Achievements:**

- The Post Office Museum and The Old Mill Heritage Centre opened for the 2024 season on Saturday, May 18. Both buildings were cleaned, organized and made ready for the visiting public. Each week there was regular cleaning.
- Organizing, replenishing supplies, arranging advertising (dispersal of museum brochures to the MS Chi-Cheemaun, Ferry Terminal and Manitoulin Tourist Association), social media announcements, update website, initial start-up of multi-media equipment, working with the township to employ a museum assistant.

- Ezra Diebolt was hired as the museum assistant for 2024.
- A Memorial Plaque commemorating Lives Lost on the Great Lakes was unveiled at the Austin Hunt Marina during the Annual Marine Service at St. John's Church on July 16. This was a collaboration with Township of Billings, the Old Mill Heritage Centre Museum and St. John's Church.
- Updated lighting and new window coverings were installed.
- Remembrance Day Banners honouring Billings' veterans were ordered and installed in the Village of Kagawong in October.
- A new divider has enhanced the reception desk at the entrance of the museum.
- New signs for the Post Office Museum and outdoor artifacts have been ordered.
- A debit machine, new phone, new Old Mill Heritage Centre banner and new projector screen have all helped to update the operation of the museum.
- A new storage cabinet has been ordered for the area behind the reception desk.
- Norisle artifacts have been requested and have arrived - (the Norisle name plate and a port hole).

#### Gift Shop:

- Restocked
- Maps, Posters, Nautical Charts, Manitoulin Key Chains, Hawberry Jelly, "How It All Began", Books, Pens, Magnets, Teddy Bears, Videos, Post Cards, Historical Place Mats and CDs are all available for purchase.
- The Gift Shop retail sales were \$2370.00 .

#### Donor Wall:

- New plaques have been added as new donations have come in. Thank you letters and receipts have been sent out.

#### Exhibits:

- Primary Exhibit: This exhibit was kept for two years 2023 and 2024 " A Snapshot in Time – Vintage Cameras and Old Photographs". This camera exhibit was made possible through the loan of over 100 vintage cameras from 4 collectors from Little Current, Espanola and Sudbury. Some different cameras were added to the display this year.

- Other Exhibits:

The Lloyd Family Exhibit: Moses Lloyd was a settler who came to Billings Township in 1879. An array of old photographs and a broach were included this year.

In the Military Room, a WW1 Officer's sleeping cot was displayed.

New: The Farquhar/Pearson/Hunt exhibit was developed and opened for 2024.

Refreshed and maintained all other exhibits.

Kiosk:

- Operational and the Billings Connections Trail maps were available.

Season Opening:

- Saturday, May 18, 2024 to Sunday, October 13, 2024.
- Hours: Summer: Monday – Sunday 10 am – 5 pm  
Fall: Wednesday – Sunday 10 am – 5 pm

Fund Raising Events:

- Jabbawong Festival and Museum BBQ – Saturday, July 6
- History Day in Kagawong – Thursday, August 8 “Triumph and Tragedy On Lake Huron”
- Christmas in Kagawong – Friday, November 15, Saturday, November 16

Events in November:

- Remembrance Day Display at Park Centre – Monday, November 11

Tours:

Bus Tours:

- Two Manitoulin Secondary School Tours
- One Wiikwemkoong Tourism Tour
- Two unscheduled tours



#### Media Coverage:

- Sudbury Star, Manitoulin Expositor, Moose FM, MCTV, TV Ontario and Social Media.

#### Museum Attendance:

- The Museum recorded 3060 visitors from opening on May 18, 2024 to closure on October 13, 2024.

#### **Goals & Objectives for 2025:**

1. New Exhibits - A Celebration of 100 Years for The Old Mill Building; Boat Ferries of Manitoulin; Birds of Ontario Collection
2. Maintain and enhance existing exhibits, website and replenish Museum Store.
3. Planning an August History Day
4. Continue bus tours
5. Continue fundraising efforts:  
Jabbawong BBQ - July  
History Day - August  
Christmas in Kagawong - November
6. Continue to partner with the Cenotaph Board for Remembrance Day
7. Continue to update signs, window coverings, interior of Old Mill Heritage Centre
8. Suggested New Projects:  
Covered structures to preserve outdoor artifacts  
Update Mariners' Park  
Steps for Park Centre stage

#### **Meeting Attendance:**

- Meetings held in April, May, June, July, August, September, October, November, December. All with quorums.

## Evaluation:

- The Museum Committee has been very effective for the operation of the Old Mill Heritage Centre as shown by on- going historical exhibits, attendance, store sales, fundraising, donations, tours, guest book comments and media coverage. Total attendance for this year of 2024 was 3060 visitors. Gift shop sales were \$2370.00, fund raising was \$1912.00 and total donations were \$17878.00 Visitors for the museum were from Canada, The Netherlands, Germany, France, United Kingdom, Switzerland, Belgium, Austria, Sweden, South Korea, Bermuda, Denmark, The Philippines, Mexico, Finland, Scotland, Columbia and the United States.
- 2024 Samplings of comments from the Museum Guest Book:  
Superb; Amazing; Very informative museum; Great collection; Nicely done; Wonderful; Great photo collection; Lovely spot; A great look at a blast from the past; Super interesting; Absolute wealth of history; Thank you.
- An interesting trip down Memory Lane of Historical Exhibits presented by the Old Mill Heritage Centre and the Post Office Museum through the years:

Pioneer Life  
Early Communication and  
Transportation  
Anniversary of Pyrex  
Early Postal System  
Pioneer Store Exhibit  
The Carter Family  
Pioneer Families  
Planes and Trains  
Boats and Outboard Motors  
Local Sawmills and Logging  
Sports  
War of 1812  
The Gordon Family  
Kagawong History  
Whiskey Lane Home Movies  
Daniel Dodge Story  
Harbour Island  
Berry Boats

Bridal Veil Falls  
Christmas Exhibits  
Stanley Richards Murder Mystery  
Life in Billings - Agriculture  
Wedding Gowns Through the Ages  
Graham Brothers' Commercial Fishing  
Mudge Bay Shipping  
The Henry Brothers  
The Franklin Expedition  
The Griffon  
Shipwrecks of Georgian Bay  
The Capstan  
Wreck of the North Wind  
The Empress of Ireland Shipwreck  
Lester B. Pearson  
Churches of Billings  
Schools of Billings  
Barns of Billings  
Quilts

Music Exhibit – Vintage Piano and  
Violin; Local Musical History  
The Old Mill as a Pulp Mill and a Hydro  
Electrical Plant  
The Blacksmith Shop  
Stanley Gordon – Clerk of Billings  
Township  
The Military Room  
Veterans of Billings

Korean War  
Cold War  
Remembrance Day Displays  
Lighthouses  
The Lloyd Family (Early Pioneers)  
Vintage Cameras and Old Photographs  
Farquhar/Pearson/ Hunt  
Banners of Billings Veterans

The Billing Museum Committee wishes to express their ongoing support and deep appreciation to Rick Nelson – Curator of the Old Mill Heritage Centre and Post Office Museum.

The Billings Museum Committee also wishes to express its thanks to Mayor and Council and Administrative Staff for their support.

Respectfully submitted by the Billings Museum Committee:

Chair – Michael Hunt

2<sup>nd</sup> Chair – Dianne Fraser

Recorder– Tina Beckerton/ Harmony Hancock

Members – Barbara Edwards, Deborah Flaxman, Brad MacKay, Wes Newburn  
Diane Larocque

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# Manitoulin Municipal Association Minutes

September 18, 2024, 7:00 p.m.  
Central Manitoulin

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## Members

Al MacNevin, Member NEMI

Bruce Wood, Member, NEMI

## Jancie Bowerman, Member, Assiginack

Steven Wood, Member, Tehkummah

Ken Nolan, Member, Burpee Mills

Karen Noble, Member, Robinson

Lee Hayden, Member, Gordon Barrie Island

David Hillyard, Member, Billings Township

Dale Scott, Member, Central Manitoulin

## Delegation

Dr. Mustafa Hirji, Medical Officer of Health, via Zoom

## Staff

Veronique Dion, Recording Secretary/Treasurer, Billings

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### 1. Call to Order

The Deputy Chair to call the meeting to order at 7:00pm.

### 2. Roll Call

### 3. Disclosure of Pecuniary Interest

### 4. Approval of the Agenda

Motion

Moved By Al MacNevin

Seconded By Dale Scott

THAT the Manitoulin Municipal Association hereby approve the September 18, 2024 meeting agenda as amended.

- Move item 7 to after 9.3 to accommodate audience members

CARRIED

### 5. Adoption of the Minutes

Motion

Moved By: Al MacNevin

Seconded By: Steven Wood

THAT the Manitoulin Municipal Association hereby adopts the June 19, 2024 minutes as presented.

CARRIED

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## 6. Delegations

### 6.1. Manitoulin Health Centre CAO, Paula Fields regarding the Manitoulin Island Recruitment Committee

Mrs. Fields was not able to attend, this item is differed and will be added to the next meeting agenda.

### 6.2. Dr. Mustafa Hirji, Medical Officer of Health

Consultation with the members in attendance regarding support to residents of Manitoulin.

Motion

Moved By: Lee Hayden      Seconded By: Bruce Wood

THAT the Manitoulin Municipal Association hereby consult with Dr. Mustafa Hirji on the needs of Manitoulin Island Residents

CARRIED

## 7. Old Business – item moved+ to after item 9.3

## 8. New Business

### 8.1. Manitoulin Municipal Association Terms of Reference.

Motion

Moved By: Steve Wood      Seconded By: David Hilliard

THAT the Manitoulin Municipal Association hereby discuss the Terms of Reference.  
AND FURTHER THAT updated Terms be brought back to the next meeting.

CARRIED

## 9. Information

9.1. Letter from the Municipal Policing Bureau re: Uniform and civilian collective agreement  
Received 44 island 44 Espanola OPP  
The letter was received

9.2. Letter from the Ministry of the Solicitor General re: training for Police Board members  
The letter was received

9.3. Financials up to August 31, 2024

Motion

Moved By: Bruce Wood      Seconded By: Dale Scott

THAT the Financials up to August 31<sup>st</sup>, 2024 be received.

CARRIED

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**7.1 – In Camera meeting regarding personal matters about an identifiable individual, including municipal or local board employees – to review applicants of the new Manitoulin Police Detachment Board 1**

Motion

Moved By: Bruce Wood                      Seconded By: Dale Scott

THAT the Manitoulin Municipal Association hereby moves into Closed Session to discuss personal matters about an identifiable individual, including municipal or local board employees – to review applicants of the new Manitoulin Police Services Board

CARRIED

Motion

Moved By: Al MacNevin                      Seconded By: Dale Scott

THAT the Manitoulin Municipal Association meeting hereby reconvene into Open Session.  
8:03

CARRIED

During Closed Session, the members reviewed applications for the Manitoulin Police Detachment Board and identified two individuals to act as community representatives to the new Police Detachment Board.

Motion

Moved By: Al MacNevin                      Seconded By: Janice Bowerman

THAT the Manitoulin Municipal Association appoint Lana Sim and Christing Blake as community representatives to the Manitoulin Police Detachment Board 1.

CARRIED

**10. Meeting Schedule 2024**

Next meeting is scheduled for November the 13<sup>th</sup>, 2024

**11. Adjournment**

**11.1. Motion to Adjourn**

Motion

Moved By: David Hilliard                      Seconded By: Dale Scott

THAT the Manitoulin Municipal Association hereby adjourns at 8:07.

CARRIED

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Chair

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Secretary



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## The Corporation of the Township of Billings Water System Policy Committee Meeting Minutes

October 29, 2024, 7:00p.m.  
Park Centre – Henry Drive

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### **Present**

Councillor Vince Grogan, Chair  
Arik Theijmeijer  
Carl Tolsma  
Deborah Flaxman  
Diane Larocque  
Diane Newlands

### **Staff**

Véronique Dion, Committee Secretary

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#### **1. Call to Order**

Chair Vince Grogan to call the meeting to order at 7:02PM

#### **2. Approval of Agenda**

Moved By : Diane Larocque

Seconded By : Carl Tolsma

THAT the Water System Policy Committee hereby approves the October 29<sup>th</sup>, 2024 agenda as presented.

CARRIED

#### **3. Disclosure of Pecuniary Interest**

NIL

#### **4. Approval of Minutes**

NIL

#### **5. Delegations**

NIL

#### **6. Staff Reports / Information**

NIL

#### **7. Correspondence**

NIL

#### **8. Information**

8.1. Review/overview of governing documents

8.1.1. Terms of Reference

8.1.2. Procedural By-Law

- 8.1.3. Code of Conduct
- 8.1.4. Municipal Act
- 8.1.5. Conflict of Interest Act
- 8.1.6. Municipal Freedom of Information and Protection of Privacy Act
- 8.1.7. Workplace Harassment and Discrimination in the Workplace Policy
- 8.1.8. Accountability and Transparency Policy

The information was received

- 8.2. Legislation currently in place

The information was received

- 8.3. Current Water System Financial Plan 2021-2027 and OCWA proposal

The information was received

## 9. Other Business

- 9.1. OCWA Facility visit

The committee secretary will reach out to OCWA to schedule a site visit

- 9.2. Meeting Schedule / electronic meetings

Moved by: Diane Larocque

Seconded by: Diane Newlands

THAT the next two meetings be held at 11 am on November 26<sup>th</sup>, 2024 and January 7<sup>th</sup>, 2024.

CARRIED

## 10. Adjournment

- 10.1. Motion to Adjourn

Moved by: Carl Tolsma

Seconded by: Deborah Flaxman

THAT the Lake Kagawong Resource Committee hereby adjourns at 8:35PM

CARRIED

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**Chair – Councillor Vince Grogan**

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**Clerk – Véronique Dion**

### Document Accessibility

The Township of Billings is committed to providing information in the format that meets your needs. We have made every attempt to make documents for this meeting accessible but there may still be difficulty in recognizing all the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.

Please note that third party documents received and found within this document will not be converted to an accessible format by the Township of Billings. However, upon request, we will attempt to obtain these documents in an appropriate accessible format from the third party.

For assistance or to make a request please call (705) 282-2611 or email [tmills@billingstwp.ca](mailto:tmills@billingstwp.ca)





With about \$40,000-\$45,000 raised each year we will continue this campaign  
for this year and next.

Lana is helping this year with getting the mail outs for business ready to go for  
after Remembrance Day.

**7.0 Correspondence – None**

**8.0 Administrator’s Report –**

8.1 Attached Report

Motion to accept

Moved by Brenda Reid

Seconded by Dawn Orr

.... carried

**9.0 Extencicare Report**

9.1 Financial Statement for Sep 2024

presented by Keith Clement & Mandeep Dhindsa

NOA is \$37,000 under spent for the month

Motion to accept.

Moved by Art Hayden

Seconded by Dawn Orr

.... carried

**10.0 Date of Next Meeting: - Nov 28, 2024. At 10:00 a.m.**

In the Manor Board Room.

Dec meeting tentatively set for 19th to be finalized at Nov meeting

**11.0 In Camera**

Motion to go In Camera

Moved by Art Hayden

Seconded by Dawn Orr

.... carried

Motion to accept option 2 for STD.

Moved by Brenda Reid

Seconded by Dawn Orr

.... carried

Motion to provide a retention bonus as discussed.

Moved by Art Hayden

Seconded by Dawn Orr

..... carried

Motion to come out of In Camera

Moved by Brenda Reid

Seconded by MJ Lenihan

.... carried

**12.0 Adjournment**

Motion to adjourn. At 12:15

Moved by Brenda Reid

**Administrator's Report**

<b>HOME: Manitoulin Centennial Manor</b>			
<b>REPORT FOR THE MONTH OF: Nov 2024</b>			
<b>Occupancy: (if under 97%; discussions with LHIN, etc.)</b>			
<ul style="list-style-type: none"> <li>➤ We have 1 empty beds</li> <li>➤ Continue to have a long wait list. (50)</li> </ul>			
<b>Compliance Update and any Outstanding items:</b>			
<p>We do have 3 orders from a recent inspection on two CIs.          We have followed the inspectors' instructions to have the orders back in compliance by Nov 29.</p>			
<b>Community Linkages (Ministry Initiatives; LHIN; CCAC)</b>			
<p>Shannon 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.</p> <p>The fall vaccines for the flue and covid-19 have been given to the residents with the RSV vaccines to follow.</p> <p>We continue to be a part of the Public Health, Community of Practice IPAC Hub and Manitoulin Island Health Care Collaborative and OHT</p>			
<ol style="list-style-type: none"> <li>1. Continuing to work with staff on fire drills and emergency codes. Health &amp; Safety committee continues with monthly inspections and meetings. There was some safety issues noted and addressed.            Early in Nov. we did have an agency staff member slip on the bottom step of the outdoor stairs at the back and break her ankle. The ministry of labour was called, came, and inspected the area. The stairs do require some repair, but it did not contribute to the fall. The stairs are blocked off every winter as they get slippery, so they were blocked off early and will be looked at in the spring.</li> <li>2. Health &amp; Safety Education is now on Workday, and we are working with staff to ensure they all know how to access it. This is working well.</li> </ol>			
<b>Operational /Physical Plant issues:</b>			

The new internet install has been put on hold as the company and installer has parted ways.

We have received three quotes on the new camera system at \$12,000, \$15,000 and 28,000.

In the past week one hot water heater and two joints on copper pipes of the water system in the boiler room have started to leak. These are being fixed, and the rest of the system is being inspected. This is on the list for the engineer to look at when he visits.

We also adjusted a door entry keypad and entrance intercom to ensure they are handicap accessible.

### HR

We are working on continuing to onboard new staff and work on reducing agency usage.

It is a bit of a truckle as we have had an RPN go on medical leave with an undermined return date.

We have a plan to increase staffing levels that will both provide enhanced care to residents, as well as being able to cover staff sick calls and time off without the use of agency staff.

As of Nov 1 we have Sandie Dubreuil as our new Director of Care.  
Shannon Behmann as the new IPAC/Quality Manager  
Baiden Young as our new Maintenance personnel.

Getting to full staffing continues to be the biggest focus of time and energy and is taking longer than we would like, but we are now receiving more applications from people looking for work, so we feel we will get there.

### **Complaints (Potentially Contentious Issues) Summary Form:**

**None.**

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

We continue monthly, constructive labour relation meetings with CUPE.

ONA contract arbitration was Nov. 12, 2024, as scheduled and we now await the arbitrator's decision.

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 here at the end of Oct for a general inspection and to look at one other CI – no findings on it.

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.

With the change to Workday there has been a change with a new Purchase Journal to record purchases and better accrue them at the end of the month.

With everything happening we were not able to use the new journal in October and as a result some of the agency hours were double accrued and it shows the agency spend \$40,000 more than actual.

**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:**

The plumbing issues as stated above are major cost for this month

**Accounts receivables (over 90 days) – 2**

We do have two accounts that we are working with the residents to bring back to balance.

**Additional Information**

**We are once again planning a Resident Family Christmas Dinner  
Saturday Dec 14 at 12:00 noon.**



# COUNCIL REPORT

**Department:** Protective Services

**Date:** December 3, 2024

**Report Number:** BE-2024-12-06

**File:** Bylaw Quarterly Report

**Recommendation:** That the Township of Billings Council hereby receives for information Report No. BE-2024-12-06.

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

To update Council on occurrences involving Bylaw Enforcement for the period of October and November.

## Discussion:

1) Listed below is an update of the bylaw activities since Bylaw Report 2024-10-01

Type	Number of Calls	Calls to Date	Complaints
By-Law Enforcement (Follow-up action required i.e. site visit, letter, phone call)	12	18	15
Short-term Rental Inquiries / Inspection	2	5	0
Recreational Trailer/Vehicles	2	2	0
Property Standards	3	11	2
Dog Control	5	7	7
Zoning By-Law	8	12	2
Noise	0	0	0
Parking/Traffic	1	2	1
Other (Open Air Burning)	1	1	0
Other (Road Access)	2	2	0
Other (Hunting in subdivision)	2	2	0
Other (Shoreline/MNRF)	2	2	2

Type	Number of Permits	Permits to Date
Short Term Accommodation Rental	4	4
Backyard Chicken License	0	0
Trailer Permit	4	7

2) On November 7, 2024, I attended a virtual 1-day Municipal Licensing & Law Enforcement Forum. The forum included the following presentations:

- Diversity, Equity and Inclusion in the public sector
- Creating defensible bylaws
- Bylaws regarding bylaws banning fireworks
- Recent court decisions affecting municipalities



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- Enforcement and support for encampments
  - Freedom of information as it applies to providing bylaw records.

**Financial Impacts:**

The fee for attending the forum was

**Alignment to Strategic Plan:**

Establishing an adaptive organizational culture of continuous improvement and empowers employees to be more proactive, innovative and collaborative.

**Alignment to the CEEP:**

There was not any alignment to the CEEP.

**Respectfully Submitted By:**

Arthur Moran, Protective Services Coordinator

**Reviewed By:**

Véronique Dion, CAO/Clerk





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## COUNCIL REPORT

**Department:** Protective Services

**Date:** December 3, 2024

**Report Number:**

**File: Health and Safety Quarterly Report**

**Attachment:** 2024 Health & Safety Program Audit Scoring & Report

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**Recommendation:** THAT the Township of Billings Council hereby reviews and accepts, for information, this quarterly report of the health and safety activities that have taken place since Reort HS-2024-12-08.

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

Information report to Council of the Health and Safety activities that have taken place during the months of September, October and November 2024.

### Discussion:

#### Health and Safety Operational Procedures

- a) The H&S operational procedures were presented and reviewed by the JH&SC at a JH&SC meeting held on October 10, 2024. The Committee agreed with the content and recommended that the draft copy be reformatted.
- b) The H&S operational procedures were presented to all staff at an employee luncheon that was held on October 10, 2024.
- c) The H&S operational procedures reformatting has been completed and the operational procedures are now in use.
- d) The trial run of the new operational procedure for Contractor Safety Management was utilized during the Old Mill bridge replacement. An after-action debriefing meeting was held to determine the effectiveness of the procedure, and it was agreed that the of the procedure was successful with only a few minor modifications needing to be made.

#### JH&SC

- a) As previously mentioned, the JH&SC met on October, highlights, other than the operational procedures, included:
  - Update on the installation of security cameras.
  - Update on WSIB submissions.
  - Development of a H&S responsibilities/actions calendar.

#### Internal Audit

- a) An audit of the Townships H&S programs policy and procedures was conducted November 11-13. (Audit scoring, report and summary attached.)



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b) After performing the trial audit in 2023 that scored a rating of 67.24%, the recommended follow-up changes and other program changes that were implemented has led to an improved score rating of 86.88%.

**WSIB**

- a) There have not been any claims made to the Township WSIB account.
- b) Work is continuing on the submissions for the WSIB Excellence premium rebate program.

**Financial Impacts:**

There are not any financial impacts associated with this report.

**Alignment to Strategic Plan:**

This report aligns with the strategic plan of establishing an adaptive organizational culture of continuous improvement and empowers employees to be more proactive, innovative and collaborative.

**Alignment to the CEEP:**

There is not any alignment with the CEEP

**Respectfully Submitted By:**

Arthur Moran, Protective Services Coordinator

**Reviewed By:**

Véronique Dion, CAO/Clerk



**Township of Billings  
Health & Safety Audit Scoring Booklet  
&  
Follow-up Report  
November 2024**

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## **Introduction**

The need for a health and safety program to prevent and control personal injury/illness, damage to property and materials and damage to the environment has long been recognized as an essential component for any successful businesses.

For any program to be successful and transparent, there is a requirement to perform timely internal audits and follow-up reports that will assist in identifying areas of the program that are underperforming, deficient or non-functional and that are needing adjustments or improvements.

To assist in accomplishing the goal of having a successful Health and Safety Management System and Health and Safety Program, the Township of Billings has developed and implemented a health and safety program audit procedure and system that is based on the International Safety Rating System (ISRS). The ISRS is a modern health & safety program evaluation system that systematically evaluates 17 separate components of a health and safety program.

The audit format and the scoring process presented here, replicates the primary components of the ISRS audit, but the format has been tailored to suit the needs for the Township of Billings.

## **Audit Process**

- 1) This audit will be performed on an annual basis, as part of the Township's Safety Management System, with the results and report being forwarded to the CAO, Supervisory Staff, Council, workers and the JH&SC and posted on safety bulletin boards.
- 2) The audit will be performed by a person who is competent in the understanding of the concepts of performing an audit utilizing employee observations, employee interviews and the review of relevant documents as integral components of the audit process.
- 3) All workplace parties will assist in the audit process by understanding their responsibilities as identified in the Townships Health and Safety Operational Procedure for Internal Audits.
- 4) Non-conformities will be distributed and addressed by the appropriate staff, with follow-up completion information being forwarded and reviewed by the CAO/Clerk, H&S Coordinator and the JH&SC.
- 5) The audit scoring and follow-up audit report will identify conformities and non-conformities with the non-conformities being given a prioritized follow-up rating of 1-3 for follow-up purposes.
  - 1-Minor Non-conformance – Follow-up to be completed within 120 working days.
  - 2) Medium Non-conformance – Follow-up to be completed within 60 working days.
  - 3) Major Non-conformance – Follow-up to be completed immediately or as soon as reasonably possible.

## INTERNAL AUDIT OPERATIONAL PROCEDURE

### Procedure Statement

An audit of the Township's occupational health and safety management system, policies and procedures will identify the status of the health and safety program, system deficiencies and opportunities for improving health and safety program performance. The purpose of the audit is to measure and verify the extent to which the occupational health and safety management system has been implemented and maintained.

### Procedure

- a) An audit of the health and safety program will be performed on an annual basis, as part of the Township's Safety Management System, with the audit scoring results and the follow-up report being forwarded to the CAO/Clerk, Superintendent Staff, Council, workers and the JH&SC, as well as being posted on health and safety bulletin boards.
- b) The audit will be performed by a person who is competent in the understanding of the concepts of performing an audit utilizing employee observations, employee interviews and the review of relevant documents as integral components of the audit process.
- c) All workplace parties will assist in the audit process by understanding their responsibilities as identified in the Townships Health and Safety Procedure for Internal Audits.
- d) Non-conformities will be distributed and addressed by the appropriate staff, with follow-up completion information being forwarded and reviewed by the CAO/Clerk, H&S Coordinator and the JH&SC.
- e) The audit scoring and follow-up audit report will identify conformities and non-conformities with the non-conformities being given a prioritized follow-up rating of 1-3 for follow-up purposes.
  - 1-Minor Non-conformance – Follow-up to be completed within 120 working days.
  - 2) Medium Non-conformance – Follow-up to be completed within 60 working days.
  - 3) Major Non-conformance – Follow-up to be completed immediately or as soon as reasonably possible.

### Responsibilities

#### CAO/Clerk

- a) Shall ensure that a procedure for performing internal audits is developed and maintained.
- b) Shall ensure that the internal audit is performed annually by a competent person.
- c) Shall review the internal audit process with the H&S Coordinator and the Public Works Superintendent prior to the start of the annual audit.
- d) Shall support all workplace parties throughout the audit process.
- e) Shall review the audit report and recommendations, and assist when required in the delegating the follow-up of the correction of identified non-conformities.

#### H&S Coordinator

- a) Shall prepare an internal audit and reporting procedure where the Township's health and safety programs' policies and procedures are audited on an annual basis using a procedure that includes the following:

- Perform an employee information session where all employees and the JH&SC are briefed on the purpose of the audit, the audit components and their participation of the audit.
- The purpose of the audit.
- The roles, responsibilities and requirements of all the workplace parties involved in performing the annual audit.
- The scope of the audit being performed, the methodology of the audit, the reporting process and the prioritization and follow-up of conformities and non-conformities. (See Audit Scoring Booklet)
- b) Shall perform an annual audit of the Township Health and Safety program, which includes a follow up report that provides recommendations and a system of prioritizing and correcting non-conformities.
- c) Review the audit report and recommendations, and assist where required in the correction of identified non-conformities.
- d) Provide an after actions report that identifies the effectiveness or deficiencies in the internal audit H&S operational procedures.

**Superintendent**

- a) Ensure that all workers are aware of the audit being performed.
- b) Assist the H&S Coordinator in performing the internal audit.
- c) Review the audit report and recommendations, and assist where required in the correction of identified non-conformities

**JH&SC**

- 1) Review and discuss the audit follow-up report and make recommendations as needed.

**Employees**

- 1) Assist where requested.

**Health and safety operational procedure Performance Evaluation and Corrective Actions**

To evaluate the compliance and effectiveness of this policy the following checks shall be performed:

- a) Ensure that follow-up actions for non-conformities are completed on a timely basis.
- b) Provide and post completed follow-up actions information on health and safety bulletin boards.
- c) Provide completed follow-up actions information to employees during pre-shift safety discussions.
- d) The health and safety operational procedure will be reviewed in an after actions report prepared by the H&S Coordinator.
- e) The procedure will be reviewed as part of the annual operational procedure review. Any identified deficiencies in the policy review will be discussed and followed up through the CAO/Clerk, H&S Coordinator, Superintendents, Workers and the JH&SC

## TOPIC # 1.0: Leadership and Administration

<b>1.1 General Policy (75 Points)</b>	<b>Yes</b>	<b>No</b>	<b>Document Yes or No</b>	<b>Score</b>
1.1.1. Is there a general policy statement that reflects a senior management commitment to health and safety? (10 Pts.)	Y		Y	10
1.1.2 Is the policy statement signed by the CAO and Council? (10 Pts.)	Y		Y	10
1.1.3 Does the general policy statement include: (30 Pts.)				
a) Personal Injury?	y		Y	5
b) Property Damage?	Y		Y	5
c) Occupational Health?	Y		Y	5
d) Fire?	Y		Y	5
e) Security?	y		Y	5
f) Compliance with legislation?	y		Y	5
1.1.4 Is the general policy statement: (25 Pts.)				
a) Contained in training manuals?	Y		Y	5
b) Posted in various locations?	Y		Y	5
c) Included a part of a rule's booklet?	Y		Y	5
d) Referred to in training sessions?	Y		Y	5
e) Used in other ways		N	N	0
<b>1.2 Program Coordinator (40 Pts)</b>				
1.2.1 Has there been 1 person designated as the health and safety coordinator? (10 Pts.)	Y		Y	10
1.2.2 Does the health and safety coordinator report directly to a senior manager? (10 Pts.)	Y		Y	10
1.2.3 Is the major proportion of the health and safety coordinators time devoted to health and safety and loss control? (10 Pts.)	Y		Y	10
1.2.4 Are there, adequate staff to operate the health and safety program? (10 Pts.)	Y		Y	10
<b>1.3 Management Participation (100 Pts.)</b>				
1.3.1 Does the senior manager support the health & safety policy by letters or memos to the staff? (10 Pts.)		N	N	0
1.3.2 Does the senior manager perform planned health and safety observations of workers or workplace inspections? (10 Pts.)		N	Y	0
1.3.3 Does the senior manager attend JH&SC meetings? (10 Pts.)	Y		Y	10
1.3.4 Do other managers perform planned employee observations or workplace inspections? (10 Pts.)	Y		y	5
1.3.5 Are written checklists or aids used by managers performing observations or inspections? (10 Pts.)	Y		y	10
1.3.6 Do managers (written) job descriptions include provisions for health and safety participation and responsibilities? (10 Pts.)	Y		y	10
1.3.7 Do the managers job descriptions include any reference to legislative requirements? (10 Pts.)	Y		Y	10



1.3.8 Are managers provided with a written copy of their job description? (10 Pts.)		N	N	0
1.3.9 Is health and safety performance a component of yearly performance appraisals for all employees? (10 Pts.)	Y		Y	10
1.3.10 Is there a yearly audit of the health and safety program that includes the participation of the senior management. (10 Pts.)	Y		Y	10
<b>1.4 Health and Safety Objectives (40 Pts.)</b>				
1.4.1 Are annual objectives set/established for the health and safety program?	Y		Y	10
1.4.2 Have senior management and others participated in developing health and safety program objectives?		N	N	0
1.4.3 Are health and safety program objectives measurable?	Y		Y	10
1.4.4 Are health and safety program objectives being achieved? (PJ 20 Pts.)	Y			10
<b>1.5 JH&amp;SC and JH&amp;SC Representatives (100 Pts)</b>				
1.5.1 Is there an active JH&SC? (10 Pts)	Y		Y	10
1.5.2 Does the JH&SC operate under a set term of reference? (10 Pts.)	Y		Y	10
1.5.3 Does the JH&SC perform monthly workplace inspections. (10 Pts.)	Y		Y	5
1.5.4 Does the JH&SC hold meetings in accordance with the OH&SA? (10 Pts.)	Y		Y	10
1.5.5 Are the names of the JH&SC members posted in a visible location. (10 Pts.)	Y		Y	10
1.5.6 Do JH&SC representatives receive training regarding their duties? (10 Pts.)	Y		Y	10
1.5.7 Is the JH&SC effective in addressing on-going health and safety concerns? (PJ 40 Pts.)	Y			30
<b>1.6 Work Refusal (40 Pts.)</b>				
1.6.1 Is there a work refusal procedure? (10 Pts.)	Y		Y	10
1.6.2 Is the work refusal procedure posted in the workplace? (10 Pts.)	Y		Y	10
1.6.3 Is the work refusal procedure part of the health and safety training program? (10 Pts)	Y		Y	10
1.6.4 Can employees explain work refusal procedures? (10 Pts.)	Y		N	5
<b>1.7 Health and Safety Information (50 Pts.)</b>				
1.7.1 Is the organization affiliated with any recognized safety associations? (10 Pts.)	Y		Y	10
1.7.2 Is the organization affiliated with any health and safety professional development organizations? (10 Pts.)	Y		Y	10
1.7.3 Are health and safety publications shared amongst all employees? (10 Pts.)	Y		Y	10
1.7.4 Does the organization possess copies of required or applicable Acts, Regulations or Standards. (10 Pts.)	Y		Y	10
1.7.5 Are required Acts, Regulations or Standard posted or readily accessible? (10 Pts.)	Y		Y	10

**The total possible score for this section is 445 points.**

**Score for this section: 360**

## Topic # 2.0: Management and Employee Training

<b>2.1 Management Training (50 Pts.)</b>	<b>Yes</b>	<b>No</b>	<b>Document Yes/No</b>	<b>Score</b>
2.1.1 Are managers required to take health and safety orientation training courses? (10 Pts.)	Y		Y	10
2.1.2 Are managers required to take health and safety refresher training courses? (10 Pts.)	Y		Y	10
2.1.3 Are managers required to take specific health and safety training courses? (10 Pts.)	Y		Y	10
2.1.4 Are records kept of the managers health and safety training? (10 Pts.)	Y		Y	10
2.1.5 Are health and safety training needs assessments performed to determine managerial training needs. (10 Pts.)	y		Y	5
<b>2.2 Worker Training (50 Pts.)</b>				
2.2.1 Are workers required to take health and safety orientation training courses? (10 Pts.)	Y		Y	10
2.2.2 Are workers required to take health and safety refresher training courses? (10 Pts.)	Y		Y	10
2.2.3 Are workers required to take specific health and safety training courses? (10 Pts.)	Y		Y	10
2.2.4 Are records kept of the workers health and safety training? (10 Pts.)	y		Y	10
2.2.5 Are health and safety training needs assessments performed to determine employee training needs? (10 Pts.)		N	Y	0
<b>2.3 Program Coordinator Training (30 Pts.)</b>				
2.3.1 Has the program coordinator completed advanced courses in health and safety from a recognized organization. (10 Pts.)	Y		Y	10
2.3.2 Has the program coordinator completed update health and safety training in the last 2 years? (10 Pts.)	Y			5
2.3.3 Is the program coordinator affiliated with any professional development organizations? (10 Pts.)	Y		Y	10

**Total possible score for this section is 130 points.**

**Score for this section: 110**

### Topic # 3: Workplace Inspections

<b>3.1 Inspection Health and safety operational procedures (90 Pts.)</b>	<b>Yes</b>	<b>No</b>	<b>Document Yes/No</b>	<b>Score</b>
3.1.1 Does the health and safety operational procedures include a health and safety operational procedure for workplace inspections. (10 Pts.)	Y		Y	10
3.1.2 Does the inspection operational procedures include workplace inspections other than the required JH&SC representative monthly inspections. (10 Pts.)	Y		Y	10
3.1.3 Does the health and safety operational procedure include workplace inspections that require supervisor involvement? (10 Pts.)	Y		Y	10
3.1.4. Does the health and safety health operational procedure include workplace inspections that require senior management involvement. (10 Pts.)	Y		Y	10
3.1.5 Does the health and safety operational procedure require the use of inspection checklists? (10 Pts.)	Y		Y	10
3.1.6 Does the health and safety operational procedure require that workplace inspection reports be prepared and distributed? (10 Pts.)	Y		Y	10
3.1.7 Does the health and safety operational procedure include a follow-up process to correct identified deficiencies? (10 Pts.)	Y		Y	10
3.1.8 Does the health and safety operational procedure require workplace inspection reports to be posted? (10 Pts.)		N	N	0
3.1.9 Does the health and safety policy include a preventative maintenance operational procedure? (10 Pts.)	Y		Y	10
<b>3.2 Preventative Maintenance (30 Pts.)</b>				
3.2.1 Does the health and safety operational procedures include requirements for pre-start-up inspections for vehicles and road maintenance equipment? (10 Pts.)	Y		Y	10
3.2.2 Does the inspection operational procedures include the use of check sheets or pre-use booklets when performing vehicle or equipment inspections? (10 Pts.)	Y		Y	10
3.2.3 Does the H&S operational procedures identify timelines for when inspections to be performed? (10 Pts.)	Y		Y	10
<b>3.2 Alternate Reporting Methods (30 Pts.)</b>				
3.2.1 Does the health and safety H&S operational procedures include alternate methods for reporting workplace hazards. (10 Pts.)	Y		Y	10
3.2.2 Is there a document used for reporting hazards not identified in regular inspection reports? (10 Pts.)	Y		Y	10
3.2.3 Is there a specific procedure for follow-up for the alternate methods of reporting hazards? (10 Pts.)	Y		Y	10

**Total possible score for this section is 150 points.**

**Score for this section: 140**

## Topic # 4: Task Analysis Procedures

<b>4.1 Hazard Recognition (50 Pts.)</b>	Yes	No	Document Yes/No	Score
4.1.1 Is there a health and safety operational procedures for the recognition and control of hazards. (10 Pts.)	Y		Y	10
4.1.2 Has there been an inventory performed that identifies specific tasks performed by departmental workers? (10 Pts.)	Y		Y	10
4.1.3 Does the task inventory list include hazards that are associated with each of the individual task identified on the task inventory? (10 Pts.)	Y		Y	10
4.1.4 Has the list of tasks and the identified hazards been reviewed by the departmental workers and the JH&SC? (10 Pts.)	Y		Y	10
4.1.5 Is the list of tasks and identified hazards reviewed on an annual basis? (10 Pts.)	Y		Y	10
<b>4.2 Hazard Assessment (60 Pts.)</b>				
4.2.1 Is there a health and safety operational procedures for assessing individual hazards identified in the task inventory list? (10 Pts.)	Y		Y	10
4.2.2 Are there, specific documents used to assess the hazards identified in the task inventory? (10 Pts.)	Y		Y	10
4.2.3 Does assessment include the following: (20 Pts.)				
a) Possible severity of injury associated with the hazard.	Y		Y	5
b) Frequency of the task being performed.	Y		Y	5
c) Probability of an injury occurring.	Y		Y	5
d) Potential overall severity associated with the task.	Y		Y	5
4.2.4 Have the completed assessment documents been reviewed by the departmental workers and the JH&SC? (10 Pts.)	y		Y	10
4.2.5 Are the assessment documents reviewed on an annual basis? (10 Pts.)	Y		Y	10
<b>4.3 Hazard Control (60 Pts.)</b>				
4.3.1 Is there a health and safety health and safety operational procedure for controlling identified hazards. (10 Pts.)	Y		Y	10
4.3.2 Are there, specific documents that are used to identify the methods of control for the identified hazards? (10 Pts.)	Y		Y	10
4.3.3 Do the methods of control include the following: (20 Pts.)				
a) Engineering controls.	Y		Y	5
b) Safe operating procedures.	Y		Y	5
c) Task specific training.	Y		Y	5
d) Personal Protective Equipment (PPE)	Y		Y	5
4.3.4 Have the identified hazard controls been reviewed by the departmental workers and the JH&SC? (10 Pts.)	Y		Y	10
4.3.5 Are the identified hazard controls reviewed on an annual basis. (10 Pts.)	Y		Y	10
<b>4.4 Safe Operating Procedures (55 Pts.)</b>				
4.4.1 is there a health and safety health and safety operational procedure that identifies the use of safe operating procedures? (10 Pts.)	Y		Y	10
4.4.2 Do the safe operating procedures include the following: (25 Pts.)				
a) Purpose.	Y		Y	5
b) Legislative references.	Y		Y	5
c) Identified hazards.	Y		Y	5
d) Specific responsibilities.	Y		Y	5
e) Where identified, personal performance review.	Y		Y	5

4.4.3 Are new safe operating procedures reviewed by workers. (10 Pts.)	Y		Y	10
4.4.4 Are safe operating procedures reviewed an on annual basis. (10 Pts.)	Y		Y	10
4.4.5 Are there ,worker signed documents of understanding that identify that safe operating procedure training has taken place?	Y		Y	10

**Total possible score for this section: 225 Pts.**

**Total score for this section: 225**

## Section # 5: Accident/Incident Investigation and Analysis

5.1 Accident/Incident Investigation Health and safety operational procedures (210 Pts.)	Yes	No	Document Yes/No	Score
5.1.1 Is there a health and safety operational procedures for accident/incident investigations (10 Pts.)	y		y	10
5.1.2 Does the health and safety operational procedure include the any of following types of circumstances that require an investigation? (70 Pts.)	Y		Y	10
a) Workplace physical personal injury or illness.	Y		Y	10
b) Workplace psychological injury.	Y		Y	10
c) Close call incident.	Y		Y	10
d) Motor vehicle accident.	Y		Y	10
e) Workplace fire/explosion	Y		Y	10
f) Fuel or chemical release/spill,	Y		Y	10
f) Critical Injury	Y		Y	10
5.1.3 Are there identified documents used for performing accident/incident investigations? (10 Pts.)	Y		Y	10
5.1.4 Do the documents used for accident/incident investigations include the following sections? (90 Pts.)				
a) Worker name and activity at the time of the accident/incident.	Y		Y	10
b) Basic situational information, i.e., date, time, activity at the time, special circumstances ...	Y		Y	10
c) Immediate remedial actions.	Y		Y	10
d) Accident/incident details.	Y		Y	10
e) Primary causes.	Y		Y	10
f) Root causes.	T		Y	10
g) Recommendations.	Y		Y	10
h) Recommendation follow-up.	Y		Y	10
i) Completion sign-off.	Y		Y	10
5.1.5 Are managers, supervisors and JH&SC representatives trained on how to perform accident investigations and report analysis. (10 Pts.)	Y		y	10
5.1.6 Are completed accident/incident reports posted on safety bulletin boards. (10 Pts.)		N	N	0
25.1.7 Are completed accident/incident investigation reports reviewed by senior management? (10 Pts.)	Y		Y	10

**Total available points for this section: 210**

**Total score for this section: 200**

## Section # 6.0: Modified/Return to Work

<b>Section 6.1 Modified/Return to Work H&amp;S operational procedures (50 Pts.)</b>	<b>Yes</b>	<b>No</b>	<b>Document Yes/No</b>	<b>Score</b>
6.1.1 Is there a health and safety operational procedure for return to work and modified work procedures? (10 Pts.)	Y		Y	10
6.1.2 Is the health and safety operational procedure reviewed annually? (10 Pts.)	Y		Y	10
6.1.3 Are there, documents to facilitate the return to work/modified work? (10 Pts.)	Y		Y	10
6.1.4 Does the health and safety operational procedures include provisions for injuries or illness that occurred outside of work? (10 Pts.)	Y		Y	10
6.1.5 Does the operational procedure identify the parties responsible for set-up and monitoring a return to work/modified work actions? (10 Pts.)	Y		Y	10

**Total available points for this section: 50 Pts.**

**Total score for this section: 50**

## Section # 7.0: Task Observations

<b>7.1 Task Observation H&amp;S operational procedures (70 Pts.)</b>	<b>Yes</b>	<b>No</b>	<b>Document Yes/No</b>	<b>Score</b>
7.1.1 Is there a health and safety operational procedures for task observations? (10 Pts.)	Y		Y	10
7.1.2 Is the health and safety operational procedure reviewed annually? (10 Pts.)	Y		Y	5
7.1.3 Are there, documents used to record and follow-up task observations that are being performed. (10 Pts.)	Y		Y	10
7.1.3 Does the health and safety operational procedure identify the types of tasks that require planned observations. (10 Pts.)	Y		Y	10
7.1.4 Does the health and safety operational procedure identify the persons responsible for performing task observations? (10 Pts.)	Y		Y	10
7.1.5 Does the H&S operational procedures identify a schedule for task observations being performed.		N	N	0
7.1.6 Are the task observations reviewed by the JH&SC and/or senior management? (10 Pts.)		N	Y	5
7.1.7 Are persons performing tasks observation trained to perform task observations? (10 Pts.)	Y		N	5

**Total available points for this section: 70 Pts.**

**Total score for this section: 55**

## Topic # 8.0: Emergency Procedures

<b>8.1 Emergency Procedures (Workplace) (145 Pts.)</b>	<b>Yes</b>	<b>No</b>	<b>Document Yes/No</b>	<b>Score</b>
8.1.1 Is there a health and safety operational procedures that addresses the emergency procedures for employees to follow in the event of an emergency? (10 Pts.)	Y		Y	10
8.1.2 Is the policy reviewed on an annual basis? (10 Pts.)	Y		Y	10
8.1.3 Does the health and safety operational procedure identify the following emergency situations? (35 Pts.)				
a) Fire.	Y		Y	5
b) Gas leak.	Y		Y	5
c) Chemical spill.	Y		Y	5
c) Power outage.	Y		Y	5
d) Workplace threat.	Y		Y	5
e) Workplace violence.	Y		Y	5
f) Emergency and evacuation drills.	Y		Y	5
8.1.4 Do employees receive emergency procedures training? (10 Pts.)		N	Y	5
8.1.5 Are emergency procedure drills conducted? (10 Pts.)		N	N	0
8.1.6 Are reports prepared for emergency and evacuation drills? (10 Pts.)		N	N	0
8.1.7 Are the emergency and evacuation drill reports distributed to the JH&SC and senior management? (10 Pts.)		N	N	0
8.1.8 Are contact numbers for essential emergency services posted or readily available? (10 Pts.)	Y		Y	10
8.1.9 Are certified first aiders available in all work areas? (10 Pts.)	Y		y	10
8.1.10 Are facilities equipped with emergency lighting and fire extinguishers and first aid supplies? (10 Pts.)	Y		Y	10
8.1.11 Is there an inspection schedule for emergency lights, fire extinguishers and first aid kits? (10 Pts.)	Y		Y	10
8.1.12 Are inspection reports reviewed and distributed? (10 Pts.)	Y		Y	10
<b>8.2 Emergency Procedures (Township) (90 Pts.)</b>				
8.2.1 Is there a health and safety operational procedures that addresses the emergency procedures to be followed in the event of a public emergency? (10 Pts.)	Y		Y	10
8.2.2 Is the policy reviewed on an annual basis? (10 Pts.)	Y		Y	10
8.2.3 Is there a written emergency response plan? (10 Pts.)	Y		Y	10
8.2.4 Does the emergency response plan identify the persons responsible for the implementation of the identified emergency actions? (10 Pts.)	Y		Y	10
8.2.5 Deleted				
8.2.6 Do persons responsible for implementing the emergency response plan receive training to qualify them to perform their duties? (10 Pts.)	Y		Y	10
8.2.7 Are emergency response drills conducted? (10 Pts.)	Y		Y	10
8.2.8 Are emergency services aware of the emergency response plan? (10 Pts.)	Y		Y	10
8.2.9 is there an emergency power back-up system available for emergency operating facilities? (10 Points)	Y		Y	10

**Total points available in this section: 225 Pts.**

**Total score for this section: 190**

## Section # 9.0: Organizational Rules

<b>9.1 Organizational Rules (40 Pts.)</b>	<b>Yes</b>	<b>No</b>	<b>Document Yes/No</b>	<b>Score</b>
9.1.1 Are there, organizational health and safety rules listed in the health and safety operational procedures? (10 Pts.)	Y		Y	10
9.1.2 Are the health and safety rules reviewed on an annual basis? (10 Pts.)	Y		Y	10
9.1.3 Are the health and safety rules posted in visible locations? (10 Pts.)	Y		Y	10
9.1.4 Is there a progressive disciplinary procedure in place to assist in enforcing health and safety rules. (10 Pts.)	Y		Y	10
<b>9.2 Organizational Rules Training (40 Pts.)</b>				
9.2.1 Are organizational health and safety rules reviewed as part of the new hire employees training? (10 Pts.)	Y		Y	10
9.2.2 Are new hire employees provided with a copy of the organizational health and safety rules? (10 Pts.)	Y		Y	10
9.2.3 Are organizational health and safety rules included as part of employee refresher training? (10 Pts.)	Y		Y	10
9.2.4 Do employees sign off that they have received, reviewed and understand the organization health and safety rules? (10 Pts.)	Y		Y	10
<b>9.3 Special Organizational Rules (90 Pts.)</b>				
9.3.1 Are work/job specific rules part of the health and safety operational procedures? (10 Pts.)	Y		Y	10
9.3.2 Are the work/job specific rules (safe operating procedures) part of the new hire the new hire training process? (10 Pts.)	Y		Y	10
9.3.2Do employees sign-off that they reviewed, received and understand the SOPs ? (10 Pts.)	Y		Y	10
9.3.4 Are work/job SOPs reviewed on an annual basis? (10 Pts)	Y		Y	10
9.3.5 Do the work/job specific rules include the following: (40 Pts.)				
a) Hot work procedures.	Y		Y	10
b) Confined space entry procedures.	Y		Y	10
c) Excavation procedures.	Y		Y	10
d) Lock out procedures.	Y		Y	10
9.3.6 Are permits required to perform the tasks identified in section 9.3.5? (10 Pts.)		N	N	0

**Total points available in this section: 170 Pts.**

**Total points scored: 160**



## Topic # 10.0: Employee Training

<b>10.1 Training Policy (100 Pts.)</b>	<b>Yes</b>	<b>No</b>	<b>Document Yes/No</b>	<b>Score</b>
10.1.1 is there a health and safety operational procedure that addresses health and safety training for employees? (10 Pts.)	Y		Y	10
10.1.2 Does the health and safety operational procedure identify specific training requirements for managers, supervisors and workers? (10 Pts.)	Y		Y	10
10.1.3 Does the health and safety operational procedure identify requirements for competency training for all occupations? (10 Pts.)	Y		Y	10
10.1.4 Does the health and safety operational procedure identify training requirements for contractors? (10 Pts.)	Y		Y	10
10.1.5 Does the health and safety operational procedures identify a requirement for an annual training needs assessment for all occupations? (10 Pts.)	Y		Y	10
10.1.6 Does the health and safety operational procedure identify a requirement for documentation for completed employee training. (10 Pts.)	Y		Y	10
10.1.7 Does the health and safety operational procedures identify a requirement for proficiency testing for all occupations? (10 Pts)	Y		Y	10
10.1.8 Are in-house assessments such as worksite hazard analysis, employee observations, or accident reports used in developing training needs? (10 Pts.)	Y		N	5
10.1.9 Does the health and safety operational procedures identify a requirement for new-hire or refresher training? (10 Pts.)	Y		Y	10
10.1.10 Is this health and safety operational procedure reviewed on an annual basis? (10 Pts.)	Y		Y	10
<b>10.2 Employee Training (100 Pts)</b>				
10.2.1 Are written materials or audio-visual aids used when training is performed? (10 Pts.)	Y		N	5
10.2.2 Do training sessions include motivate, tell, show, test and check techniques? (10 Pts.)	Y		N	5
10.2.3 Are tests of knowledge or proficiency used in employee training? (10 Pts.)	Y		N	5
10.2.4 Are employees issued licenses based on satisfactory demonstration of competency? (10 Pts.)		N	N	0
10.2.5 Are health and safety training activities reported to senior management. (10 Pts)	Y		N	5
10.2.6 Are written lesson plans used in health and safety training sessions. (10 Pts.)	Y		N	5
10.2.7 Are training candidates provided with post training evaluations to complete and submit? (10 Pts.)	N		N	0
10.2.8 Are field observations performed to measure training proficiency? (10 Pts.)	Y		Y	10
10.2.9 Are written reports of field observations produced? (10 Pts.)	Y		Y	10
10.2.10 Are field observation reports reviewed with the employee? (10 Pts.)	Y		Y	10
<b>10.3 JH&amp;SC Representative Training (50 Pts.)</b>				
10.3.1 Do JH&SC representatives receive training regarding their legislated duties and responsibilities as per the OH&SA.	Y		Y	10
10.3.2 Do JH&SC representatives receive training regarding how to source information using the OH&SA and the applicable Regulations? (10 Pts.)		N	N	0
10.3.3 Do JH&SC representatives receive training regarding how to perform workplace inspections. (10 Pts.)	Y		Y	10

10.3.4 Do JH&SC representatives receive training regarding accident investigations.	Y		Y	10
10.3.5 Are JH&SC members provided with the Terms of Reference for the JH&SC. (10 Pts.)	Y		N	5

**Total points available for this section: 250**

**Total points scored: 185**

### **Topic # 11.0: Personal Protective Equipment (PPE)**

<b>11.1 H&amp;S operational procedures (60 Pts.)</b>	<b>Yes</b>	<b>No</b>	<b>Document Yes/No</b>	<b>Score</b>
11.1.1 Does the health and safety operational procedures include provisions that include the use and maintenance of PPE? (10 Pts.)	Y		Y	10
11.1.2 Does the health and safety operational procedures include provisions for the proper fitting of PPE. (10 Pts.)	Y		Y	10
11.1.3 Does the health and safety operational procedure include a requirement to source alternate hazard control measures before implementing PPE controls? (10 Pts.)	Y		Y	10
11.1.4 Does the health and safety operational procedures require planned inspections of shared PPE? (10 Pts.)	Y		Y	0
11.1.5 Does the health and safety operational procedures have a requirement for planned PPE usage observations and reporting?	Y		Y	10
11.1.6 Is this health and safety operational procedure reviewed on an annual basis. (10 Pts.)	Y		Y	10
<b>11.2 Care and Use of PPE (50 Pts.)</b>				
11.2.1 Are there, proper storage and cleaning facilities for PPE? (10 Pts.)	Y		N	5
11.2.2 Are planned observations performed to evaluate PPE usage compliance. (10 Pts.)	Y		Y	10
11.2.3 Are written reports produced for PPE planned observations? (10 Pts.)	Y	N	Y	5
11.2.4 Are the results of the PPE planned observations discussed with employees? (10 Pts.)	Y		Y	10
11.2.5 Are the results of the planned PPE observations shared with senior management and the JH&SC? (10 Pts.)		N	N	0

**Total points available in this section: 110 Pts.**

**Total points scored: 80**

## Topic # 12.0: Health Hazard Identification

<b>12.1 Identification Procedure (110 Pts.)</b>	<b>Yes</b>	<b>No</b>	<b>Document</b>	<b>Score</b>
12.1.1 Have all occupations/tasks been reviewed to identify and evaluate all occupational health hazards? (10 Pts.)	Y		Y	10
12.1.2 Which of the following techniques are used to identify and evaluate occupational health hazards: (10 Pts. each)				
a) Chemical hazard survey	Y		Y	10
b) Noise survey.	Y		Y	10
c) Radiation hazards survey.	N		N	0
d) Illumination hazards survey.	N		N	0
e) Vibration hazards survey.	N		N	0
f) Temperature extremes survey.	N		N	0
g) Biological hazards survey.	N		N	0
h) Ergonomic hazards survey.	Y		N	5
12.1.3 Are engineering controls, work practices, administrative controls or PPE considered when evaluating control measures? (10 Pts.)	Y		Y	10
<b>12.2 Hazard Training (60 Pts.)</b>				
12.2.1 Is job instruction given that focuses on varying health hazards? (10 Pts.)	Y		Y	10
12.2.2 Is the hazard specific training reviewed on an annual basis. (10 Pts.)	Y		N	5
12.2.3 Is occupational literature circulated to maintain awareness on current developments outside of the organization. (10 Pts.)	Y		Y	10
12.2.4 Are occupational health reference literature materials available. (10 Pts.)	Y		Y	10
12.2.5 Are safety data sheets readily available? (10 Pts)	Y		Y	10
12.2.6 Is there training provided to identify noxious or poisonous plants? (10 Pts.)	Y		Y	10

**Total points available in this section: 170 Pts.**

**Total points scored: 100**

## Topic # 13 Personal Communications

<b>13.1 Communication Technique (40 Pts.)</b>	<b>Yes</b>	<b>No</b>	<b>Document</b>	<b>Score</b>
13.1.1 Is there an employee code of conduct for interpersonal communications? (10 Pts.)	Y		Y	10
13.1.2 Is there, management/supervisory training provided to properly give task instruction? (20 Pts.)		N	N	0
13.1.3 Is there, management/supervisory training provided to develop employee coaching skills? (20 Pts.)		N	N	0
13.1.4 Is there, management/ supervisory training provided to develop planned employee observations and contacts? (20 Pts.)		N	N	0
<b>13.2 Job Orientation (60 Pts.)</b>				
13.2.1 Is there an initial job orientation for new or transferred employees? (10 Pts.)	Y		Y	10
13.2.2 Are there designated personal to perform job orientations for new or transferred employees? (10 Pts.)	Y		Y	10

13.2.3 Has there been a specific amount of time allotted to perform new hire or transferee training? (10 Pts.)	Y		Y	10
13.2.4 Are records kept for new hire and transferee training? (10 Pts.)	Y		Y	10
13.2.5 Is there a scheduled follow-up review of new hire or transferee training? (10 Pts.)	Y		Y	10
13.2.6 Is there, health and safety policy or procedure that requires supervisory or management personal contacts. (10 Pts.)		N	N	0

**Total available points in this section: 100 Pts.**

**Total points scored: 60**

## Topic # 14.0: Group Meetings

<b>14.1 H&amp;S operational procedures (100 Pts.)</b>	<b>Yes</b>	<b>No</b>	<b>Document</b>	<b>Score</b>
14.1.1 Is there, a health and safety operational procedure that identifies the frequency for JH&SC meetings? (10 Pts.)	Y		Y	10
14.1.2 Does the operational procedure require that there are recorded minutes from these meetings? (10 Pts.)	Y		Y	10
14.1.3 Is there a health and safety operational procedure for follow-up on recommendations arising from these meetings? (10 Pts.)	Y		Y	10
14.1.4 Is there, a health and safety operational procedure that identifies when all employee health and safety meetings are required to be held? (10 Pts.)	Y/N	Y/N	Y/N	5
14.1.5 Does the health and safety operational procedure require that there are recorded minutes from these meetings? (10 Pts.)	Y/N	Y/N	Y/N	5
14.1.6 Is there a health and safety operational procedure for following-up on recommendations arising from these meetings? (10 Pts.)	Y/N	Y/N	Y/N	5
14.1.7 Is there, a health and safety operational procedure that requires supervisors to perform regular departmental safety discussions? (10 Pts.)	Y		Y	10
14.1.8 Is there a health and safety operational procedure for documenting the content of the discussions or training materials that were distributed? (10 Pts.)	Y		Y	10
14.1.9 Does senior management take part in health and safety meetings? (10 Pts.)	Y		N	5
14.1.10 Is there a process in place to ensure that all meetings are taking place? (10 Pts.)	N		N	0

**Total points available for this section: 100 Pts.**

**Total points scored: 70**

## Topic # 15.0: General Promotion

<b>15.1. H&amp;S operational procedures (70 Pts.)</b>	<b>Yes</b>	<b>No</b>	<b>Documents</b>	<b>Score</b>
15.1.1 Is there a health and safety operational procedure that identifies what health and safety materials are required to be posted. (10 Pts.)	Y		Y	10
15.1.2 Does the health and safety operational procedure identify where information is to be posted? (10 Pts.)	Y		Y	10
15.1.3 Does the health and safety operational procedures identify the person/persons responsible for updating posted information? (10 Pts.)	Y		Y	10
15.1.4 Are health and safety bulletin boards included in the workplace inspection checklist? (10 Pts.)	Y		Y	10
15.1.5 Does the health and safety operational procedures identify requirements for planned workplace promotional campaigns? (10 Pts.)	Y		y	10
15.1.6 Does the health and safety operational procedures identify requirements for planned off the job promotional campaigns? (10 Pts.)	Y		Y	10
15.1.7 Are accident performance statistics posted on bulletin boards? (10 Pts.)		N	N	0
<b>15.2. Off the Job Health and Safety (50 Pts.)</b>				
15.2.1 Does the off the job health and safety promotions include information regarding mental wellness. (10 Pts.)	Y		Y	10
15.2.2 Does the off the job health and safety promotions include information regarding exposure to mechanical or physical hazards? (10 Pts.)	Y		Y	10
15.2.3 Does the off the job health and safety promotions include information regarding motor vehicle hazards.	Y		Y	10
15.2.4 Does the off the job health and safety promotions include information regarding fire safety. (10 Pts.)	Y		Y	10
15.2.5 Does the off the job health and safety promotions include information regarding environmental hazards. (10 Pts.)	Y		Y	10
<b>15.3 Awards and Recognition (30 Pts.)</b>				
15.3.1 Do individuals receive recognition or awards for performance or contributions to the health and safety program? (10 Pts.)		N	N	0
15.3.2 Do specific departments receive recognition or awards for performance or contributions to the health and safety program? (10 Pts.)		N	N	0
15.3.3 Do departmental supervisors receive recognition or awards for performance or contributions to the health and safety program? (10 Pts.)		N	N	0

**Total points available for this section: 150 Pts.**

**Total points scored: 110**

## Topic # 16.0: Control of Documents and Records

<b>16.1 H&amp;S operational procedures (60 Pts.)</b>	<b>Yes</b>	<b>No</b>	<b>Documents</b>	<b>Score</b>
16.1.1 Does the health and safety operational procedures identify the care and control of safety related documents? (10 Pts.)		N	N	0

16.1.2 Does the health and safety operational procedures identify procedures for the inspection of documents? (10 Pts.)		N	N	0
16.1.3 Does the health and safety operational procedures identify the length of time documents are required to be retained. (10 Pts.)		N	N	0
16.1.4 Does the health and safety operational procedure identify the requirements for the secure storage of hard copy documents. (10 Pts)		N	N	0
16.1.5 Does the health and safety operational procedure identify the requirements for the secure storage of hard electronic data. (10 Pts)		N	N	0
16.1.6 Does the health and safety operational procedure identify person(s) that have access to stored documents and data? (10 Pts)		N	N	0

**Total points available for this section: 60 Pts.**

**Total points scored: 0**

### **Topic # 17.0: Purchasing Controls**

<b>17.1 Procurement of Equipment and Materials (60 Pts.)</b>	<b>Yes</b>	<b>No</b>	<b>Documents</b>	<b>Score</b>
17.1.1 Does the health and safety operational procedures identify provisions for the procurement of materials, services or equipment? (10 Pts.)	Y		Y	10
17.1.2 Does the health and safety operational procedures procurement controls identify provisions for the pre-use controls prior to the of purchase of any new materials and equipment? (10 Pts.)	Y		Y	10
17.1.3 Does the health and safety operational procedures identify provisions for persons who are required review new materials or equipment (10 Pts.)	Y		Y	10
17.1.4 Does the health and safety operational procedure identify persons that will be responsible for developing and implementing controls? (10 Pts.)	Y		Y	10
17.1.5 Does the health and safety H&S operational procedures identify responsibilities for sourcing specifications for materials or equipment? (10 Pts.)	Y		Y	10
17.1.6 Does the health and safety operational procedures require the retention of documents used in product procurement and in the development of implementation measures? (10 Pts.)		N	N	0
<b>17.2 Procurement of Services and Contractors (30 Pts)</b>				
17.2.1 Does the health and safety H&S operational procedures identify provisions for the procurement of services and the selection of contractors? (10 Pts.)	Y		Y	10
17.2.2 Does the health and safety operational procedure identify insurance documents that require completion by the contractor? (10 Pts.)	Y		Y	10
17.2.3 Does the health and safety policy identify requirements for contractors to provide proof of an active internal health and safety program? (10 Pts.)	Y		Y	10

**Points available in this section: 90 Pts.**

**Total points Scored: 80**

### Audit Score Sheet 2024

Topic	Total Points Available	Total Points Scored	Percentage
Leadership and Administration	445	380	85.14
Management/Employee Training	130	110	84.61
Workplace Inspections	150	140	93.33
Task Analysis Procedures	225	225	100.00
Accident/Incident Investigation and Analysis	210	200	92.35
Modified Duties/Return to Work Procedures	50	50	100.00
Task Observations	70	55	78.57
Emergency Procedures	235	205	85.10
Organizational Rules	170	160	94.11
Employee Training	250	185	74.00
Personal Protective Equipment	110	80	72.72
Health Hazard Identification	170	100	58.82
Personal Communications	100	60	60.00
Group Meetings	100	70	70.00
General Promotion	150	110	73.33
Control of Documents and Records	60	0	00.00
Purchasing Controls	90	80	88.88
Totals	2625	2275	86.88

Date(s) audit performed: November 11-13, 2024

Audit performed by: Arthur Moran  
 Protective Services Coordinator  
 Billings Township

### Audit Score Sheet Comparable 2023-2024

Topic	Total Points Available	Total Points Scored 2024	Total Points Scored 23023	Percentages 2024	Percentages 2023
Leadership and Administration	445	380	315	85.14	70.79
Management/Employee Training	130	110	105	84.61	80.77
Workplace Inspections	150	140	150	93.33	100.00
Task Analysis Procedures	225	225	180	100.00	80.00
Accident/Incident Investigation and Analysis	210	200	200	95.42	95.42
Modified Duties/Return to Work Procedures	50	50	50	100.00	100.00
Task Observations	70	55	0	78.57	00.00
Emergency Procedures	235	205	190	85.10	80.85
Organizational Rules	170	160	150	94.11	61.67
Employee Training	250	185	145	74.00	58.00
Personal Protective Equipment	110	80	45	72.72	40.91
Health Hazard Identification	170	100	100	58.82	58.82
Personal Communications	100	60	50	60.00	50.00
Group Meetings	100	70	65	70.00	65.00
General Promotion	150	110	35	73.33	23.33
Control of Documents and Records	60	0	0	00.00	00.00
Purchasing Controls	90	80	30	88.88	33.33
Totals	2625	2275	1765	86.88	67.24



## Audit Report

### Forward

The items listed in this report are program or procedural deficiencies that were identified as part of the internal audit that was performed on November 11-13, 2024. As identified in the Township Internal Audit Procedure, items identified as deficiencies will be rated using the following rating format: The audit scoring and follow-up audit report will identify conformities and non-conformities with the non-conformities being given a prioritized follow-up rating of 1-3 for follow-up purposes.

1-Minor Non-conformance – Follow-up to be completed within 120 working days.

2) Medium Non-conformance – Follow-up to be completed within 60 working days.

3) Major Non-conformance – Follow-up to be completed immediately or as soon as reasonably possible.

### **Section 1: LEADERSHIP and ADMINISTRATION (Score: 380 out of a possible 445 = 85.14%)**

#### **1.1 General Policy (70/75)**

a) determine methods of utilizing the H&S policy/policy statement in ways other than posting/training documents/training sessions

1-Minor Non-conformance – Follow-up to be completed within 120 working days.

Compliance completion date:

#### **1.2 Program Coordinator (40/40)**

No deficiencies

#### **1.3 Management Participation (65/100)**

a) Discuss with the CAO about performing employee safety performance observations and assisting with a JH&SC workplace inspection. (Update H&S Policy)

b) Provide employees with copies of job descriptions

1-Minor Non-conformance – Follow-up to be completed within 120 working days.

Compliance completion date:

#### **1.4 H&S Objectives (30/40)**

a) Add requirement for senior management to participate in setting health and safety program goal/objectives.

1-Minor Non-conformance – Follow-up to be completed within 120 working days.

Compliance completion date

#### **1.5 JH&SC and JH&SC Representatives (90/100)**

Minor point losses regarding the consistency of performing monthly workplace inspections and JH&SC representative training not being listed in the H&S Policy.

a) Encourage follow-up on monthly inspections.

2 Medium Non-conformance – Follow-up to be completed within 60 working days.  
Compliance completion date:

**1.6 Employee Work Refusal (40/40)**

No deficiencies.

**1.7 Health and Safety Information (50/50)**

No deficiencies

**Section 2: Management and Employee Training (Score of 110 out a possible 130=84.61%)**

**2.1 Management Training (45/50)**

a) Amend Training and Development Policy to include provisions for senior management H&S refresher training.

1-Minor Non-conformance – Follow-up to be completed within 120 working days.

Compliance completion date:

**2.2 Worker Training (45/50)**

a) Prepare a written training needs assessment for outside workers.

1-Minor Non-conformance – Follow-up to be completed within 60 working days.

Compliance completion date

**2.3 Program Coordinator Training (20/30)**

a) Amend Training and Development Policy to include provisions for the H&S Coordinator update training.

1-Minor Non-conformance – Follow-up to be completed within 120 working days.

Compliance completion date

**Section 3: Workplace Inspections (140 out of a possible 150=93.33%)**

a) Include a provision for posting JH&SC inspection reports.

2-Medium Non-conformance – Follow-up to be completed within 120 working days.

Compliance completion date

**Section 4: Task Analysis Procedures (225 out of a possible 225=100.00%)**

No identified deficiencies

**Section 5: Accident/Incident Analysis (Score of 200 out of a possible 210=95.42%)**

a) Discuss at the JH&SC the possibility of amend the Accident/Incident Investigation to include a provision for posting completed accident/incident investigation reports.

1-Minor Non-conformance – Follow-up to be completed within 120 working days.

Compliance completion date:

**Section 6: Modified Return to Work (Score of 50 out of a possible 50=100%)**

No identified deficiencies.

**Section 7: Task Observations** (Score of 55 out of a possible 70 points=78.57)

- a) Include provision to include developing a calendar for performing task observations.
  - b) Include a provision to have Task Observation Reports review by the JH&SC.
  - c) Include a provision for task observation training for persons performing the task observations.
- 1-Minor Non-conformance – Follow-up to be completed within 120 working days.  
Compliance completion date:

**Section 8: Emergency Procedures** (Score of 205 out of a possible 235=85.10%)

8.1 Emergency Procedures (Workplace) (115/145)

- a) Amend the Emergency Procedures Policy to include provisions for emergency evacuation drills and the completion and distribution evacuation drill follow-up reports.
- 1-Minor Non-conformance – Follow-up to be completed within 120 working days.  
Compliance completion date:

**Section 9: Organizational Rules** (Score of 160 out of a possible 170=95.11%)

9.3 Special Organizational Rules (80/90)

- a) Amend the Special Organizational Rules Policy to include possible provisions of issuing in-house permits for the identified tasks.
- 1-Minor Non-conformance – Follow-up to be completed within 120 working days.  
Compliance completion date:

**Section 10.0: Employee Training** (Score of 185 out of a possible 250= 74.00%)

10.2 Employee Training (55/100)

- a) Include provisions for training methods, equipment and techniques.
  - b) Include provision for issuing course completion cards.
- 1-Minor Non-conformance – Follow-up to be completed within 120 working days.  
Compliance completion date

10.3 JH&SC Training (40/50)

- a) Include provision for the training of JH&SC representatives for the sourcing of information from the OH&SA and Regulations.
- 2-Medium Non-conformance – Follow-up to be completed within 60 working days.  
Compliance completion date:

**Section 11: Personal Protective Equipment (PPE)** (Score of 80 out of a possible 110=72.72%)

11.1 Procedure (50/60)

- a) Amend the PPE Policy to include a provision regarding the inspection of shared PPE and follow-up reports.
- 1-Minor Non-conformance – Follow-up to be completed within 120 working days.  
Compliance completion date:

### 11.2 Care and Usage (30/50)

- a) Add provisions regarding proper storage of PPE'
- b) Add provisions for observations and follow-up reports regarding the compliance of PPE usage.
- c) Amend the PPE Policy to include provisions for follow-up discussions with managers and employees regarding observations and reports.

1-Minor Non-conformance – Follow-up to be completed within 120 working days.

Compliance completion date

## **Section 12: Health Hazard Identification** (Score of 100 out of a possible 170=58.82%)

### 12.1 Identification Procedures (45/110)

- a) Have the JH&SC discuss the exposure to the identified health hazards and what actions shall be taken to measure exposures.

1-Minor Non-conformance – Follow-up to be completed within 120 working days.

Compliance completion date:

### 12.2 Hazard Training (55/60)

- a) Amend the Training and Development Policy to include a provision regarding a requirement to provide external health and safety publications to all employees on a timely basis.

1-Minor Non-conformance – Follow-up to be completed within 120 working days.

Compliance completion date:

## **Section 13: Personal Communications** (Score of 60 out of a possible 100=60.00%)

### 13.1 Communication Techniques (10/40)

- a) Include provisions for that has personal communications training for managers, supervisors and workers and planned observations and contacts.

1-Minor Non-conformance – Follow-up to be completed within 120 working days.

Compliance completion date

### 13.2 Job Orientation (50/60)

- a) Add provisions to duties of the employer and the supervisor requiring management and supervisory personal contacts.

1-Minor Non-conformance – Follow-up to be completed within 120 working days.

Compliance completion date

## **Section 14: Group Meetings** (Score of 70 out of a possible 100=70.00%)

### 14.1 Policy and Procedures (70/100)

- a) Add provisions to the Training and Development procedure to include H&S meetings for all employees, taking minutes for the meetings and recommendations arising from the meetings.

1-Minor Non-conformance – Follow-up to be completed within 120 working days.

Compliance completion date:

## **Section 15: General H&S Promotion** (Score of 110 out of a possible 150=73.33%)

### 15.1 Policy and Procedure (60/70)

a) Have the JH&SC discuss the development and implementation General H&S Promotions procedure that would have provisions for health and safety promotional campaigns and the use of health and safety performance data.

1-Minor Non-conformance – Follow-up to be completed within 120 working days.

Compliance completion date:

15.3 Awards and Recognition (0/30)

a) Have the JH&SC discuss the development and implementation General H&S Promotions procedure that would have provisions for performance awards.

1-Minor Non-conformance – Follow-up to be completed within 120 working days.

Compliance completion date

**Section 16: Control of Documents and Records** (Score of 0 out of a possible 60=00.00%)

16.1 Policy and Procedures (0/60)

a) Develop and implement a procedure for the control of electronic and hard copies of H&S documents.

1-Minor Non-conformance – Follow-up to be completed within 120 working days.

Compliance completion date

**Section 17: Purchasing Controls** (Score of 80 out of a possible 90=88.88%)

17.1 Procurement of Equipment and Materials (50/60)

a) Add provisions to Include the procurement documents as part of Control of H&S Documents or records.

1-Minor Non-conformance – Follow-up to be completed within 120 working days.

Compliance completion date

## **Audit Summary**

In 2023 the Township H&S Coordinator performed a trial health and safety program audit, this audit was performed prior to development and implementation of the Internal Audit Procedure that is now part of the Townships Health and Safety Operational Procedures. That audit, with a final score of 67.24%, identified 53 recommended actions for amendments to be made to the Townships Health and Safety policies and procedures.

With that number of recommended amendments, the H&S Coordinator initiated an overhaul to the entire health and safety policy and procedure process utilizing the MOLTD standards of a safety management system. The audit results, presented here, of the 2024 health and safety program audit identify the positive results of the changes that were made to the policy and procedure process.

The final score of the 2024 health and safety program audit was 86.88%. While the final score indicates the changes improved the actual score, I believe that the changes that were made set the Township health and safety program to a higher standard of individual accountability while protecting the Townships employees as well as liability exposures from charges and actions that could be taken if an occupational injury or illness occurs.

As identified in the report, the deficiencies identified in this audit will be addressed as part of the continuing efforts of ensuring that Billings Township meets its responsibilities under the Occupational Health and Safety Act and the Regulations.

Regards,

Athur Moran  
Protective Services Coordinator



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## COUNCIL REPORT

**Department:** Protective Services

**Date:** December 3, 2024

**Report Number:** EM-2024-12-05

**File:** Emergency Management Quarterly Report

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**Recommendation:** THAT the Township of Billings Council hereby receives for information Report No. EM-2024-12-05.

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

To update Council on the Emergency Management activities that have taken place since the last report was presented in October.

### Discussion:

1) On October 8, I attended the EMO killarney Sector fall meeting that was held in Providence Bay. The day included the following presentations:

- MTO 511
- NGO emergency assistance
- OPP Search and Rescue
- North Shore SAR
- Provincial Emergency Funding
- EMO activities update

2) The Community Emergency Management Grant application was submitted on October 30, 2024. Currently waiting for the response.

3) The annual EMO compliance package was submitted on November 2024.

4) The final EMPC/MECG meeting has been scheduled for

### Financial Impacts:

There are no financial impacts associated with this report

### Alignment to Strategic Plan:

This report aligns with the Township Strategic Plan objective for Safety and Security

### Alignment to the CEEP:

There is not an alignment with the CEEP.



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**Respectfully Submitted By:**

Arthur Moran, Protective Services Coordinator

**Reviewed By:**

Véronique Dion, CAO/Clerk





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## COUNCIL REPORT

**Department:** Protective Services

**Date:** December 3, 2024

**Report Number:** EM-2024-12-06

**File:** Emergency Management: North Shore Search and Rescue (NSSAR) Funding Request

**Attachment:** NSSAR Funding Request Letter

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**Recommendation:** That the Council of the Township Billings hereby receives Report No. EM-2024-12-06 AND directs staff to bring this request forward during the 2025 budget deliberations.

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

North Shore Search and Rescue (NSSAR) is a not-for-profit charitable organization which is staffed by the collective efforts of trained volunteers, who bring together their time and skills to provide help to those who are in need in a search or rescue emergency.

**Discussion:**

See attached letter.

**Financial Impacts:**

\$2,000.00 donation

**Alignment to Strategic Plan:**

This report aligns with the Township Strategic Plan objective for safety and security.

**Alignment to the CEEP:**

This report does not have an alignment with the Township CEEP.

**Respectfully Submitted By:**

Arthur Moran, Protective Services Coordinator

**Reviewed By:**

Véronique Dion, CAO/Clerk



NORTH SHORE SEARCH AND RESCUE  
385 RICCI DRIVE  
ESPANOLA  
ON, P5E 1G4

November 19<sup>th</sup> 2024

To: Township of Billings,  
Manitoulin Island

North Shore Search and Rescue (NSSAR) is a not-for-profit charitable organization which is staffed by the collective efforts of trained volunteers, who bring together their time and skills to provide help to those who are in need in a search or rescue emergency. Founded in Espanola in 1989, NSSAR is governed by a Constitution and has a Board of Directors who meet once a month. NSSAR is a member of the Ontario Search and Rescue Volunteer Association (OSARVA) and the Search and Rescue Volunteer Association of Canada (SARVAC)

NSSAR assists Police and Emergency Services during Search and Rescue operations. Our mandate includes working in off-road emergency situations and wilderness environments when traditional emergency services require specialized assistance, in addition to urban searches when requested. We are responsible for a catchment area from Blind River to West Nipissing, and Cartier to Parry Sound, including Killarney and Manitoulin Island. This area encompasses nearly 300,000 people and 12,000 square kms and responses are coordinated from the Operations Centre in Espanola. Recently, we have also developed two specialty teams which include Ice Rescue as well as Marine Response. Both teams require specialized training above and beyond our regular monthly Search Training.

Our members continually train to improve our skills and expertise, with NSSAR holding training sessions twice monthly. Training components include map & compass, GPS skills, first aid & CPR, including wilderness specialty and lost person behavior, which involves a specific focus on the behavior of those with Alzheimer's and dementia. We assist with numerous and varied calls for Search and Rescue incidents throughout all four seasons of the year.

In addition, NSSAR provides public education programs for all ages. These programs include *Adventure Smart* (perhaps best known for its *Hug a Tree & Survive* workshops), aimed at teaching young people what to do and how to be safe in the great outdoors, and NSSAR is a partner in the *Project Lifesaver* program which is geared to any individual who is at risk of wandering from their caregivers, be they children with autism or a person living with Alzheimer's or dementia. These individuals constitute a vulnerable sector of our population, and NSSAR strives to do everything possible to ensure their safety.

NSSAR has an annual operating budget of between \$40,000 and \$50,000 and does not receive financial assistance from any level of government. In order to purchase equipment and sustain our operations, we must fundraise, apply for grants, and depend upon the generosity of sponsors/donors.

NSSAR are requesting if the Township of Billings would consider an annual contribution of \$2000 towards the team operations and would be happy to make a presentation to the board if required.

If you would like additional information or would like to speak to someone from NSSAR to discuss this further, please contact us at your convenience at 705-869-8587 or [north.shore@nssar.ca](mailto:north.shore@nssar.ca).

Thanking you in advance for your consideration,

Adam Page

Search Coordinator  
North Shore Search and Rescue



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## COUNCIL REPORT

**Department:** Protective Services

**Date:** December 3, 2024

**Report Number:** PW-2024-12-07

**File: Waste Management Update Report**

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**Recommendation:** That Council receives for information report no. PW-2024-12-07.

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

This is the first waste management update report identifies my waste management activities since my appointment to the position of Waste Management Coordinator on November 4, 2024.

### **Discussion:**

There have been 3 meetings attended:

1. GIF – regarding CWMO and landfill depots
2. IWWMC – waste management activity ideas
3. Pinchin Engineering – landfill depot waste volumes

I have started preparing a waste management strategy plan for landfill depot activities, it will be a multi phase plan with specific objectives and timelines.

I am preparing a revised bylaw for waste management as the current bylaw was passed in 2013.

### **Financial Impacts:**

There are not any financial impacts associated with this report.

### **Alignment to Strategic Plan:**

This report aligns with the strategic plan objective of being good stewards to the Townships' natural assets.

### **Alignment to the CEEP:**

This report aligns with the CEEP objectives for waste management.

### **Respectfully Submitted By:**

Arthur Moran, Waste Management Coordinator

### **Reviewed By:**

Véronique Dion, CAO/Clerk



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## COUNCIL REPORT

**Department:** Administration

**Date:** December 3, 2024

**Report Number:** MPM-2024-12-17

**File: Bulk Water Report – Automated System Recommendation**

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**Recommendation:** THAT the Township of Billings Council hereby approves for Report No. MPM-2024-12-17, AND FURTHER accepts and approves the quotation from Conx Wireless, in the amount of \$16,428.25 including GST (Saskatchewan), for a metered direct-payment system for the bulk water distribution facility.

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

When the bulk water distribution system was moved from the fire hall to the water treatment plant, Council directed staff to research and seek a suitable metered and automated payment system. This was included as project in the 2024 capital budget, in the amount of \$15,000. Quotes had been sought, by the then CAO, even earlier (late 2023) from four firms. Of the companies approached for quotation, two responded – Conx Wireless and Flo-Crest Equipment.

### Discussion:

With the CAO transition and the pressure of other projects the bulk water initiative languished until this fall. The two companies were asked to submit revised quotes given that several months had passed, and because the specifications were clarified to include the fact that the system needed to accommodate both the high and low flow outlets.

The Conx system appears to be the most affordable (table below) and versatile. Staff viewed an online presentation and Q&A with the company. They have provided systems to approximately 150 municipalities in Canada to-date, and they have a large number of positive testimonials.

The system as spec'd is priced approximately \$1500.00 over budget, or approximately 9.4%, when the GST is included. However, this system will provide the greatest range of features and the least administrative burden. Thus, the staff recommendation.

The two systems, as quoted:

Vendor	Total Cost (Inclusive of GST)
Conx Wireless	\$16,428.25
Flo-Crest Equipment	\$30,187.50

### Financial Impacts:

\$15000.00 was budgeted under Capital for 2024. Approval will result in a budget overage of approx. \$1500 on this item.



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**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. However, a metered “pay-as-you-go” bulk water system should contribute to more efficient use of treated water in the Kagawong Water System.

**Respectfully Submitted By:**

Todd Gordon, MPM

**Reviewed By:**

Veronique Dion, CAO/Clerk



# COUNCIL REPORT

**Department:** Treasury

**Date:** December 3, 2024

**Report Number:**

**File: Capital Project Discussion**

**Recommendation:** THAT council review potential projects and add any items that they would like to see added to the capital budget 2025 and beyond.

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

2024 carry forward projects. 2025 potential projects. 2026-2035 forecasted capital items.

**Discussion:** Projects carried forward to 2024 include the Cedar Maze 10,000 & 91 Main Building 30,000. These projects have been investigated and require further direction from Council. The Cedar Maze fence was estimated to cost 10,000 and additional maintenance costs are required. The building at 91 Main Street has been assessed and staff requires direction as to whether the building should be renovated or demolished.

## 2024 carry forward capital projects

Project	Description	Budgeted Cost	Comments
Cedar Maze	Deferred	10,000	See discussion
91 Main St.	Deferred	30,000	Engineering Complete – further direction required

## 2025 capital projects

Project	Description	Budgeted Cost	Comments
Water Treatment Plant	Capital per annual OCWA water capital plan	100,600	
Public Works Generator	Generator for PW garage	18,500	Comm. Emerg. Prep. Grant
Mud Creek Road & Bridge	Engineering & Project commencement	1,500,000	Estimated
Lakeshore Road	Engineering	20,000	Estimated
Server	Office server	16,000	Estimated
Mariner’s Park	Museum project	50,000	Requires further direction & approval
Aus. Hunt Marina	Engineering for dock repairs	50,000	Estimated



Land Development	JL Richards Housing Study	30,000	
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**2026-2035**

Project	Description	Budgeted Cost	Comments
Lakeshore Road	Commence project	1,500,000	
Pave Park Centre Lot	Pave lot for market etc...	50,000	
Dredge Small Craft Basin	Investigate cost of dredging due to water levels	50,000	
Aus Hunt Marina Dock	Investigate cost to repair/replace	500,000	
Replace 2002 Tanker Truck	Estimated replacement 5-10 years	700,000	
Rescue Ram	Equipment is not essential	20,000	
Replace 1992 Grader	Estimated replacement 5-10 years	600,000	
Replace 2014 Backhoe	Estimated replacement 5-10 years	200,000	
Boat Launch Lake Kagawong	Investigate cost to establish boat launch		No projected amount
Church on the Hill	Investigate cost to install toilet system		No projected amount

**Financial Impacts:**

This is a pre-liminary budget discussion.

**Alignment to Strategic Plan:**

N/A

**Alignment to the CEEP:**

N/A

**Respectfully Submitted By:** Harmony Hancock, Director of Finance

Veronique Dion, CAO/Clerk

**Reviewed By:** Veronique Dion



## COUNCIL REPORT

**Department:** Administration

**Date:** December 3, 2024

**Report Number:** CAO-2024-12-22

**File:** Bridal Veil Falls Update

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**Recommendation:** THAT Council receives for information Report No. CAO-2024-12-22.

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

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

The incidence of a deceased turtle from this summer sparked concerns from the community. In October, Council provided some comments and direction to review options for the better management of Bidal Veil Falls to ensure that tourism activity remains safe for individuals as well as the wildlife and ecosystem found along the Kagawong River and to ensure the municipality is protected from risk of activities occurring at the falls.

**Discussion:**

- Public Health
- Ministry of Natural Resources
- Camera Installation
- Security Guards
- Toll System
- Stair review
- Zoning By-Law amendment
- Increased Signage

**Financial Impacts:**

NA

**Alignment to Strategic Plan:**

**Community Wellbeing**

Community well-being refers to the overall health, happiness, and quality of life experienced by the individuals and groups within our community. We commit to enhancing our residents' lives and fostering social cohesion, resilience, economic development and sustainability.

- Provide community spaces that enrich the lives and encourage active lifestyles for all ages
- Revitalize existing spaces where citizens of all ages naturally gather.
- Optimize experiences for users of our natural spaces.
- Ensure safety and security
- Improve overall health and foster social cohesion



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### **Resilient Natural Environment**

Implementing strategies to preserve and enhance our natural environment is essential for Billings Township to foster resilience and sustainability for future generations.

- Protect and enhance our natural assets
- Be good stewards of our streams, lakes, waterfalls and other natural assets.
- Continue to work with community partners to protect and expand our trail systems and open spaces.
- Prepare for, mitigate and adapt to changes in the natural environment.

### **Infrastructure**

Infrastructure is the backbone of our community, providing the essential facilities and systems that enable our residents to lead safe, productive, and comfortable lives.

- Ensure that current and future township assets are managed to be sustainable to meet our long-term needs
- Determine strategic direction for existing facilities and other infrastructure.
- Prioritize infrastructure projects based on critical needs, aging systems, potential environmental risks, and community needs.

### **Alignment to the CEEP:**

NA

### **Respectfully Submitted By:**

Veronique Dion, CAO/Clerk

### **Reviewed By:**

Veronique Dion, CAO/Clerk

## Accounts for Payment Nov 19-26, 2024

Cheque No.	Payee	Payee/Description	Cheque Date	
No cheques were issued during this period				
Direct Deposit No.	Transaction Type	Payee/Description	Direct Deposit Date	Amount
DD2930-2943	Payment	Identifiable Individuals - Payroll	Nov 20, 2024	19,809.09
VP430	Payment	Identifiable Individual - S Claus - Parks, Rec. Wellness	Nov 19, 2024	150.00
VP431	Payment	Prepped Manitouslin - Island Wide Waste Management Lunch	Nov 19, 2024	302.84
VP432	Payment	EXP Services Inc. - Old Mill Road Bridge - Capital	Nov 20, 2024	929.73
VP433	Payment	Randy Noble Trucking Ltd - Rink Waterline	Nov 20, 2024	3,446.50
VP434	Payment	Manitouslin Training Solutions - CPR Training - H & S	Nov 20, 2024	400.02
VP435	Payment	Encompass IT - Support - Email retrieval - Museum	Nov 20, 2024	521.78
VP436	Payment	Whitehots Inc. - Library Books	Nov 20, 2024	106.88
VP437	Payment	Wally's Septic Service & Portable Toilets - Pump out - Toilets at beach	Nov 20, 2024	339.00
VP438	Payment	G. Stephen Watt LLB - Legal - Debenture Follow up with IO	Nov 20, 2024	169.50
VP439	Payment	Public Health Sudbury & Districts - Monthly	Nov 20, 2024	2,863.16
VP440	Payment	Encompass IT - Support	Nov 20, 2024	134.47
VP441	Payment	Minister of Finance (Policing)	Nov 19, 2024	24,356.00
VP442	Payment	Identifiable Individual - Christmas in Kagawong	Nov 20, 2024	243.65
VP443	Payment	Identifiable Individual - Employee Wellness	Nov 20, 2024	500.00
VP444	Payment	Identifiable Individual - Relocation Costs	Nov 20, 2024	10,000.00
VP445	Payment	Encompass IT - Support	Nov 25, 2024	168.09
VP446	Payment	Henderson Electric Manitoulin Inc - Park Centre	Nov 25, 2024	151.64
VP447	Payment	Whitehots Inc. - Library Books	Nov 25, 2024	156.94
				44,940.20
EFT	Transaction Type	Payee/Description	Direct Deposit Date	Amount
Preauthorized Payment	Payment	Eastlink	Nov 25, 2024	149.35
Hydro One	Payment	Electricity - Various locations	Nov 25, 2024	3,565.34
Iron Mountain Co.	Payment	Shredding Service	Nov 25, 2024	107.35
Laurentian Buisines Produ	Payment	Printer	Nov 25, 2024	175.00
McDougall Fuels	Payment	Gas	Nov 25, 2024	3,346.55
				7,343.59
Bank Charges	Payee	Description	Direct Deposit Date	Amount
Bank Charge	MC Fee	Credit Card Charges	Nov 22 2024	57.23
Bank Charge	VISA Fee	Credit Card Charges	Nov 22 2024	37.77
				95.00
Credit Card Charges	Payee	Description	Direct Deposit Date	Amount
No credit Card charges for this period				

**Total Accounts for Payment: 72,187.88**



BY-LAW NO 2024-59

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

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**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 December 3, 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 "December 3, 2024 Confirmatory By-Law"

**READ a FIRST and SECOND TIME** this 3<sup>rd</sup> day of December, 2024

**READ a THIRD TIME and FINALLY PASSED** this 3<sup>rd</sup> day of December, 2024

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Bryan Barker, Mayor

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Véronique Dion, CAO/Clerk