



---

## The Corporation of the Township of Billings

### Council Meeting Agenda

March 18, 2025 07:00 PM

Kagawong Park Centre

---

#### 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

---

#### 1. Call to Order

#### 2. Approval of Agenda

2.1 Confirm approval of the agenda

#### 3. Disclosure of Pecuniary Interest

#### 4. Adoption of Minutes

4.1 Regular Council Meeting Minutes - March 4, 2025

#### 5. Delegation

#### 6. Committee Reports and Minutes

6.1 Manitoulin Planning Board Meeting Minutes - February 25, 2025

6.2 Manitoulin Police Detachment Board Minutes and Financials

6.3 Water System Policy Committee - February 4, 2025

## **7. Staff Reports**

7.1 Waste Management

## **8. Correspondence Requiring Direction**

## **9. Information**

9.1 Letter from Stand for Canada

9.2 Letter for the Town of Bradford West Gwillimbury

9.3 Buy Local, Buy Canadian Campaign - City of Toronto

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

10.1 By-Law #2025-13; A by-law to adopt the 2025 Municipal Annual Budget for the Township of Billings

10.2 By-Law #2025-14; Being a By-Law to set the tax ratios for the 2025 taxation year for the Township of Billings

10.3 By-Law #2025-15; Being a By-Law to authorize the levying of Tax Rates and Collection of Taxes for the year 2025

10.4 By-Law #2025-16; Being a By-Law to adopt schedules of user fees and service charges for the Township of Billings

## **11. Notice of Motions**

## **12. Confirmatory By-Law**

## **13. Adjournment**

13.1 Motion to Adjourn

## **14. 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

March 04, 2025 07:00 PM

Kagawong Park Centre

---

#### 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

---

### 1. Call to Order

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

### 2. Approval of Agenda

#### 2.1 Confirm approval of the agenda

Motion Number 2025-70

Moved By Hunt

Seconded By Hillyard

THAT the Township of Billings Council hereby approves the agenda as amended to include item 7.5 - Senior's Active Living Contribution.

Carried

**3. Disclosure of Pecuniary Interest**

None.

**4. Adoption of Minutes**

Motion Number 2025-71

Moved By Anderson

Seconded By Hunt

THAT the February 18, 2025 Regular Meeting of Council minutes and the February 20, 2025 Special Meeting of Council minutes be adopted as presented.

Carried

4.1 Regular Council Minutes - February 18, 2025

4.2 Special Council Meeting Minutes - February 20, 2025

**5. Delegation**

None.

**6. Committee Reports and Minutes**

Motion Number 2025-72

Moved By Anderson

Seconded By Hillyard

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

Carried

6.1 Manitoulin DSAB 2024 Fourth Quarter Activity Report - February 20, 2025

6.2 Island Wide Waste Management Committee Minutes - February 5, 2025

**7. Staff Reports**

7.1 Protective Services-2025-002 Bi-Monthly Health and Safety Report

Motion Number 2025-73

Moved By Hunt

Seconded By Anderson

THAT the Township of Billings Council hereby reviews and accepts, for information, this bi-monthly report of the health and safety activities.

Carried

7.2 Administration-2025-004 Committee Membership

Motion Number 2025-74

Moved By Hunt

Seconded By Hillyard

THAT the Township of Billings Council hereby receives report Administration-2025-004 and directs staff to advertise all committee vacancies.

Carried

7.3 Administration-2025-005 Procedural By-Law Amendment

Motion Number 2025-75

Moved By Grogan

Seconded By Hillyard

BE IT RESOLVED THAT By-Law#2025-03 be amended by replacing the definition of Electronic Meeting to be following: "Electronic meeting" means a meeting or public hearing where all members of Council or a committee may participate electronically.

Carried

7.4 Treasury-2025-001(3) - 012(1) 2025 Budget

Motion Number 2025-76

Moved By Anderson

Seconded By Hunt

BE IT RESOLVED THAT the Township of Billings Council hereby accepts the 2025 Budget as amended and directs staff to bring forward a by-law adopting the 2025 budget at an upcoming meeting.

Carried

7.5 Senior's Active Living Contribution

Motion Number 2025-77

Moved By Hillyard

Seconded By Grogan

THAT the Township of Billings Council hereby commits to a contribution of 20% of the costs of delivering the Senior Active Living program through in-kind contribution.

Carried

**8. Correspondence Requiring Direction**

None.

## 9. Information

Motion Number 2025-78

THAT the Township of Billings Council hereby receives all items listed under section 9.

Carried

Motion Number 2028-79

Moved By Hillyard

Seconded By Hunt

WHEREAS President Trump has suggested that with the use of “economic force” such as tariffs, Canada should become the 51st state of the United States, and further he suggests that many Canadians would agree;

AND WHEREAS Canada is a sovereign nation with a peaceful history of self-governance dating to its Confederation in 1867;

AND WHEREAS the Canadian identity is marked by a deep-rooted pride in its heritage and culture founded by French and British settlement, enriched by Indigenous culture and traditions, and by more than a century and a half of multicultural immigration;

AND WHEREAS Canada has significant global standing, consistently supporting its allies, including the United States, in global conflicts such as two world wars, and wars in Korea and Afghanistan; and in international coalitions and in being consistently recognized as among the top countries in the world for quality of life;

AND WHEREAS the shared history of the United States and Canada has been one of friendship, respect, and neighbourly relations;

NOW THEREFORE be it resolved that the Council of the Township of Billings categorically rejects any efforts by incoming President Trump or any others to undermine the sovereignty of Canada. We stand united with our Ontario Premier Doug Ford and our Canadian Prime Minister Justin Trudeau for a Canada that remains strong, free, independent, and characterized by peace, order, and good government.

Carried

Motion Number 2025-81

Moved By Hunt

Seconded By Grogan

WHEREAS the Ontario Deposit Return Program has successfully incentivized the recycling of alcoholic beverage containers;

AND WHEREAS on September 20, 2024 the Town of Bradford West Gwillimbury issued a letter endorsing the expansion of the Ontario Deposit Return Program to include non-alcoholic beverage containers;

NOW THEREFORE BE IT RESOLVED THAT the Council for the Township of Billings hereby supports the letter dated September 20, 2024 by the Town of Bradford West Gwillimbury, regarding the Ontario Deposit Return Program.

Carried

Motion Number 2025-82

Moved By Hunt

Seconded By Grogan

WHEREAS the Corporation of The Township of Billings is a Canadian government entity; and

WHEREAS The Township of Billings committed to fiscal responsibility and prudent management of financial and organizational resources, information databases, and the protection of taxpayer information; and

WHEREAS The Township of Billings developed 'guiding principles' for its broadband connectivity project that included 'Canadian solutions first, North American second' in the acquisition of technology and services; and

WHEREAS all Canadian municipalities have significant purchasing power through capital and infrastructure programs; and

WHEREAS United States President, Donald Trump, issued executive orders to impose tariffs on imports from Canada effective March 12, 2025; and

WHEREAS predatory tariffs by the US government affect all our residents, businesses, and institutions within the Township of Billings, the Province of Ontario, and Canada; and

WHEREAS federal, provincial, and municipal leaders are encouraging Canadians to 'buy Canadian'; and

WHEREAS the Township of Billings supports Team Canada efforts to stop US tariffs on Canadian goods and services.

NOW THEREFORE BE IT RESOLVED that the Township of Billings adopts the following actions: 1. 2. 3. 4. 5. 6. That staff ensure that all municipal data resides within Canada for security and sovereignty interests; and That the Township of Billings supports the federal and provincial call to action "Canadian business first" policy in its procurement of capital and infrastructure programs; and That the Township of Billings promotes the policy of "Buy Canadian" to encourage the purchase of Canadian goods and services and to support local business in the Township of Billings; and That all travel to the US for municipal advocacy requires the adoption of a formal position on US tariffs by the Township of Billings.

Carried

Motion Number 2025-83

Moved By Hillyard

Seconded By Hunt

WHEREAS speeding, distracted driving, and impaired driving are among the leading causes of driving related collisions, injuries, and fatalities in Ontario; and,



WHEREAS municipalities are called upon to modify driver behaviour through expensive infrastructure and even more expensive policing; and,

WHEREAS infrastructure and policing are inherently limited in their effectiveness at reducing speed and distracted driving, and entirely ineffective at reducing impaired driving;

THEREFORE be it resolved that the Township of Billings calls on the Provincial and Federal governments to do everything in their power to limit speeding, distracted driving, and impaired driving, and thereby reduce collisions, injuries, and fatalities in our communities; and,

THAT the Township of Billings specifically requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead, which will allow Ontario's rural municipalities to make the critical investments needed to reduce the number of people being killed and seriously injured on Ontario's rural roads.

Carried

- 9.1 Sovereignty of Canada - Fort Frances
- 9.2 Blue Sky Net 2025 Northern Ontario Broadband Report
- 9.3 Ontario Deposit Return Program - Town of Halton Hills
- 9.4 Response to Tariff Threats - Support Canadian Business and Consumers - Township of Archipelago
- 9.5 Paid Plasma Free Zone: Township of Brudenell, Lyndoch and Raglan
- 9.6 Speeding, Distracted Driving and Impaired Driving - City of Woodstock & Zorra Township

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

None.

## **11. Notice of Motions**

None.

## **12. Closed Session**

Motion Number 2025-84

Moved By Anderson

Seconded By Hillyard

THAT the Township of Billings Council hereby moves into a Closed Session pursuant to [s.239(2)(b)] Personal matters about an identifiable individual, including municipal employees AND [s.239(2)(d)] Labour relations or employee negotiations AND [s.239(2)(e)] Litigation or potential litigation,

including matters before administrative tribunals, affecting the municipality AND [s.239(2)(c)] A proposed or pending application or disposition of land by the municipality AND FURTHER returns to open session upon completion.

Carried

12.1 Call to Order

12.2 Approval of Closed Meeting Agenda

12.3 Disclosure of Pecuniary Interest

12.4 Approval of Minutes

12.4.1 Closed Meeting Minutes

12.5 Staff Reports

12.5.1 Confidential Report

12.5.2 Confidential Report

12.5.3 Confidential Report

12.5.4 Confidential Report

12.6 Adjournment

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

Motion Number 2025-92

Moved By Anderson

Seconded By Hillyard

THAT Mayor Barker reported a closed meeting was held where direction was given to staff regarding committee appointments for the Senior's Advisory Committee, direction was given to staff regarding a new Senior Active Living staff position, information was received regarding potential litigation - Insurance Claim and finally direction was given to staff regarding a request to purchase municipal lands.

Carried

### **14. Confirmatory By-Law**

Motion Number 2025-93

Moved By Hillyard

Seconded By Hunt

THAT By-Law No. 2025-12 Being the March 4, 2025 Confirmatory By-Law be read a first, second, third time and finally passed this 4th day of March 2025.

Carried

**15. Adjournment**

15.1 Motion to Adjourn

Motion Number 2025-92

Moved By Anderson

Seconded By Hunt

THAT the Township of Billings Council hereby adjourns at 8:29p.m.

Carried

---

Mayor – Bryan Barker

---

CAO/Clerk – Veronique Dion



# MANITOULIN PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0  
☎ 705-282-2237 ☎ 705-282-3142

## COMPARISON OF ACTUAL REVENUE AND EXPENDITURES 2021 to 2024 AS APPROVED FEBRUARY 25TH 2025 Prepared February 27th 2025

## COMPARISON OF ACTUAL REVENUE AND EXPENDITURES TO BUDGET

REVENUE	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 Est. Actual	2025 Budget	2024 Budget	2024 Est. ACTUAL	Variance
Official Plan 2012/13 Deferred Revenue	7,841.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2022 Surplus applied to costs of new equipment			8,000.00	0.00	0.00	0.00	0.00	0.00
Accumulated Surplus applied to Budget			11,000.00	18,090.24	0.00	18,090.24	18,090.24	0.00
2021 Surplus to apply to outstanding costs of Natural Heritage System and 96-01 Zoning By-law Update		12,972.00	0.00	0.00	0.00	0.00	0.00	0.00
Req. To Municipalities - Operations	114,439.00	114,439.00	116,603.00	120,101.09	127,391.37	120,101.09	120,101.09	0.00
Interest Earned	370.00	370.00	1,241.00	1,240.00	1,240.00	1,240.00	1,240.00	0.00
Misc. Income (Copy fees, GIS Invoices)	230.40	60.00	0.00	106.11	200.00	200.00	106.11	-93.89
Application Fees	80,875.00	78,987.00	67,223.22	54,180.00	77,500.00	68,000.00	54,180.00	-13,820.00
<b>GRANTS</b>		0.00						
Planning Administration Grants (Note 1)	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	0.00
Business Case Funding - Mailout and Body Camera				1,198.00	0.00	1,198.00	1,198.00	0.00
Business Case Funding - Zoning Bylaw		5,091.00	0.00	0.00	0.00	0.00	0.00	0.00
NHS Business Case Deferred Revenue	360.05	8,963.20	0.00	0.00	0.00	0.00	0.00	0.00
Business Case Funding - Zoning Meeting	599.99	226.01	0.00	0.00	0.00	0.00	0.00	0.00
Business Case Funding - COOP 2021	0.00	2,540.00	0.00	0.00	0.00	0.00	0.00	0.00
Business Case Funding - Computer	1,299.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Zoning By-law update reimbursal		0.00	11,036.00	0.00	0.00	0.00	0.00	0.00
NOHFC Internship Funding 2025					18,111.78			
<b>TOTAL REVENUE</b>	<b>222,089.33</b>	<b>239,721.21</b>	<b>231,176.22</b>	<b>210,988.44</b>	<b>240,516.15</b>	<b>224,902.33</b>	<b>210,988.44</b>	<b>-13,913.89</b>
<b>EXPENDITURES</b>								
<b>Administration</b>								
Salaries	102,017.00	109,187.97	134,400.00	138,842.97	154,244.86	139,915.00	138,842.97	-1,072.03
Contribution in Lieu of Benefits	10,202.00	10,671.00	12,000.00	12,360.00	12,694.00	12,360.00	12,360.00	0.00
Staff Bonus	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Expenses (Note 2)	12,500.00	14,127.80	15,743.00	18,054.87	19,555.29	18,187.33	18,054.87	-132.46
Honorariums	8,360.00	7,660.00	5,900.00	6,530.00	7,500.00	7,500.00	6,530.00	-970.00
Travel Expense - Board Members	0.00	2,193.87	3,009.91	2,661.43	2,600.00	2,400.00	2,661.43	261.43
- Office Staff	272.50	758.88	586.29	548.39	1,000.00	1,000.00	548.39	-451.61
Office and Other Expenses		0.00						
Property Insurance	2,750.00	2,941.80	3,345.62	3,383.42	3,400.00	3,400.00	3,383.42	-16.58
Cybersecurity Insurance					0.00			
Rent	10,580.00	10,785.00	10,983.00	11,222.00	11,452.00	11,222.00	11,222.00	0.00
Communications	1,801.71	2,026.80	2,173.64	2,534.93	2,700.00	2,500.00	2,534.93	34.93
Postage	1,324.60	628.29	659.00	823.54	1,250.00	1,000.00	823.54	-176.46
Copying & Supplies	3,650.07	4,755.54	3,290.70	4,028.83	4,000.00	3,500.00	4,028.83	528.83
Books, Publications & Memberships	1,063.74	455.00	402.00	707.46	320.00	850.00	707.46	-142.54
Advertising	241.14	1,526.01	161.96	303.64	300.00	700.00	303.64	-396.36
Auditor's Fee	4,400.00	4,620.00	9,299.90	9,426.00	10,000.00	7,500.00	9,426.00	1,926.00
Conferences, Seminars & Workshops	221.24	0.00	3,037.12	3,339.58	1,000.00	5,000.00	3,339.58	-1,660.42
Legal Fees	864.22	0.00	41.20	0.00	0.00	0.00	0.00	0.00
Professional Development	0.00	0.00	0.00	0.00	500.00	700.00	0.00	-700.00
Equipment	868.99	0.00	5,677.63	140.00	600.00	200.00	140.00	-60.00
Bank Fees	277.00	32.00	2.00	14.00	0.00	0.00	14.00	14.00
Amortization	1,000.00	1,000.00	1,021.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00
<b>SPECIAL PROJECTS</b>								
96-01 Zoning By-law Update (By-law 2022-05)		12,513.00		0.00	0.00	0.00	0.00	0.00
Natural Heritage System Project	360.05	14,515.50		0.00	0.00	0.00	0.00	0.00
Business Case Funding - Zoning Meeting	599.99	226.01	0.00	0.00	0.00	0.00	0.00	0.00
Business Case Funding - COOP 2021	0.00	2,540.00	0.00	0.00	0.00	0.00	0.00	0.00
Business Case Funding - Computer	1,299.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Business Case Funding - Mailout and Body Camera				980.97	0.00	1,198.00	980.97	0.00
Official Plan	7,841.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GIS Implementation/Maintenance Plan	4,070.00	4,100.00	4,500.00	4,770.00	6,400.00	4,770.00	4,770.00	0.00
<b>TOTAL EXPENDITURES</b>	<b>176,566.14</b>	<b>212,264.47</b>	<b>216,233.97</b>	<b>221,672.03</b>	<b>240,516.15</b>	<b>224,902.33</b>	<b>221,672.03</b>	<b>-3,230.30</b>
<b>Excess Revenue over Expenditures</b>	<b>45,523.19</b>	<b>27,456.74</b>	<b>14,942.25</b>	<b>-10,683.59</b>	<b>0.00</b>	<b>0.00</b>	<b>-10,683.59</b>	

Note 1: Planning Administration Grant represents a Provincial Grant in payment of services performed in the Unorganized Townships based on a formula of

Planning Functions Performed and the Number of Households in the Unorganized Townships and Areas.

Note 2: Payroll Expenses consist of the Board's share of C.P.P., E.I., E.H.T. & W.S.I.B.

# MANITOULIN PLANNING BOARD - COMPARISON OF ACTUAL DATA 2014 to 2024

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019*</u>	<u>2020*</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Municipal Assessment	1,440,348.393	1,561,206.042	1,686,775.200	1,135,809.574	1,180,565.990	1,114,004.397	1,126,034.007	1,146,546,183.00	1,156,691,652.00	1,172,932,486.00	1,175,485,705.00	1,199,841,392.00
Municipal Requisitions	119,480.00	119,480.00	119,480.00	96,372.00	105,076.61	108,313.00	112,532.00	114,439.00	114,439.00	116,603.00	120,101.09	127,391.37
Mill Factor	0.000083	0.000077	0.000071	0.000085	0.000089	0.000097	0.000100	0.000100	0.000099	0.000099	0.000102	0.000106
Requisition/Assessment												
Revenues	202,119.61	190,026.00	213,289.70	170,971.68	152,894.77	162,287.00	155,041.00	222,089.33	239,721.21	231,176.22	210,988.44	240,516.15
Expenses	200,172.06	191,160.00	215,258.32	182,279.20	155,742.18	160,997.00	157,792.00	176,566.14	212,264.47	216,233.97	221,672.03	240,516.15
	1,947.55 -	1,134.00 -	1,968.62	-11307.52	-2847.41	1290	-2751	45523.19	27456.74	14,942.25	-10,683.59	0
Fees	57,850.00	50,025.00	48,450.00	25,300.00	27,009.00	37,092.00	25,900.00	80,875.00	78,987.00	67,223.00	54,180.00	77,500.00
Planning Admin. Grants	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00	16,073.00
Municipal Share	119,480.00	119,480.00	119,480.00	96,372.00	105,076.61	108,313.00	112,532.00	114,439.00	114,439.00	116,603.00	120,101.09	127,391.37

\*Since 2019 Assessment uses Weighted Assessment value as per Board decision. Previous years used Total Assessment. 2025 saw an increase in **Weighted Assessment** of 2.1%. Municipal requisitions increased by 6.0% from 2024.



# MANITOULIN PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0  
☎ 705-282-2237 ☎ 705-282-3142

February 24th, 2025

## MINUTES OF SPECIAL MEETING OF THE BUDGET COMMITTEE OF PLANNING BOARD February 21<sup>st</sup>, 2025

At a Special Meeting of the Budget Committee of the Manitoulin Planning Board held electronically at the Planning Board Office, Gore Bay, Ontario on February 21<sup>st</sup>, 2025, the following members of the Planning Board Budget Committee were present:

1. K. Noland, Vice Chair
2. B. Barker
3. R. Stephens

Also in attendance for the electronic meeting were:

J. Diebolt, GIS Technician for the Manitoulin Planning Board  
T. Carlisle, Secretary-Treasurer for the Manitoulin Planning Board

There were no other interested parties or members of the general public or press in attendance. The Meeting was called to Order at 3:00 PM by Vice Chair K. Noland, who welcomed all in attendance.

1. DRAFT COMPARISON OF REVENUE AND EXPENDITURES 2020-2023 AND DRAFT BUDGET 2024

The Vice Chair announced that consideration would be given to the Draft Comparison of Revenue and Expenditures 2021-2024 and Draft Budget 2025 dated February 14<sup>th</sup> 2025.

Discussion of the Draft Budget included:

- changes to the draft budget as originally circulated to the committee, due to correcting an error in apportioning salary and payroll expenses for proposed Northern Ontario Heritage Fund Corporation (NOHFC) intern;
- overview of changes in budget items from 2024-2025, including increase to rent, increase to communications due to slightly higher internet bills with Starlink, increase to Geographic Information System (GIS) Implementation costs due to planned transition to ArcGIS Online, higher postage costs due to large increases in postal stamp costs; some lower conference costs due to staff only planning to attend one conference in 2025 instead of two, budget for professional development for staff training;
- whether to use an average estimate of application fee revenue based on an average of the past 5 years, or a high estimate of application fees, which would be approximately 20 additional planning applications above the average; the high estimate may not be realistic; the Board could use an estimate of application fee revenue halfway between the average and high amounts which may be more achievable and reduce municipal requisition increases from 12% to 6%;
- whether reserves should be used to offset increases Municipal requisitions; in the 3 years prior to 2024, surpluses have been used to mitigate cost increases, but the board did not have a surplus in 2024;
- many Municipalities are struggling with substantially increased costs; the Planning Board should try and keep requisitions as low as possible to lower our impact on the municipal budgets.
- should we obtain legal advice regarding the Municipal Act and whether the Board can change to a different auditor to try and reduce the cost of the annual audit for 2025;

Discussion resulted in the following motion,

### MOTION

It was moved by R. Stephens and seconded by K. Noland that the Budget Committee recommends approval of the budget as discussed in the amount of \$240,516.15, with total Municipal Requisitions set to \$127,391.37 and total application fees set to \$77,500.00.

-Carried.

\*\*\*\*\*

The time now being 3:40 p.m. and all business before the Budget Committee having been dealt with, the Meeting was adjourned on a motion moved by K. Noland and seconded by B. Barker.

K. NOLAND, VICE CHAIR

T. A. CARLISLE,  
SECRETARY-TREASURER



# MANITOULIN PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0

☎ 705-282-2237 ☎ 705-282-3142

February 26, 2025

## MINUTES OF PUBLIC MEETING - FEBRUARY 25<sup>TH</sup>, 2025

A public meeting, held at the Planning Board Office, 40 Water Street, Unit 1, Gore Bay, Ontario was called to Order at 7:00 p.m. by Chair L. Hayden prior to the regular meeting of Planning Board to hear and receive comments in support of or in opposition to an Application to Amend Zoning By-law No. 2022-05.

**File No.:** 2022-05ZBL-25-001  
**Applicants:** Henrina Roosen and Lionel Cunningham  
**Location:** Part of Lot 12, Conc. VI, Surveyed as Part 2, Plan 31R-3893  
Township of Dawson, District of Manitoulin

The Chair after calling the Meeting to Order declared the Board Members present constituted a quorum. The Board Members present were:

1.	L. Hayden	4.	R. Stephens	7.	D. Osborne
2.	K. Noland	5.	B. Barker	8.	D. Head
3.	D. McDowell	6.	J. DeForge		

Also in attendance for the meeting was:

T. Sasvari, Report, Manitoulin Expositor; and  
B.J. Allison, agent for Consent to Sever File No's. B02-25, B03-25 and B04-25.

The Secretary-Treasurer advised that a Zoning Amendment Application has been received from H, Roosen and L. Cunningham, to permit a seasonal dwelling in a Rural Zone having water access via Loon Lake.

Section 14.0 - Rural ( R) Zone of Zoning By-law No. 2022-05 states:

*'seasonal dwellings, that existed on the 28<sup>th</sup> Day of November, 1978 or that are erected on land to which a consent has been given under Section 53 of the Planning Act, or its successors, is a permitted use.'*

The subject land was not created by Consent and is currently vacant. Therefore, an amendment is required.

The Secretary-Treasurer reported that the Planning Board had considered the request at the August 27<sup>th</sup>, 2024 Planning Board Meeting during a 'Request to be Heard' submitted by the applicants. The following motion had resulted:

*'It was moved by Tim Mackinlay and seconded by D. Osborne that in this circumstance, the lot surveyed as Part 2, on Plan 31R-3857 is considered to have water access via a 'Public Access Point' that is maintained by a 'Public Body' and therefore the Planning Board supports in principle, an amendment application to permit a seasonal dwelling in a Rural ( R) Zone having water access from the Loon Lake boat launch shoreline area within Lot 10, Conc. VII, Township of Dawson, - Carried.'*

Chair L. Hayden

- advised he would preside over the Meeting and the Meeting would be conducted in accordance with Sections XI and XII of By-law No. 2019-01 (Procedural By-law);
- explained the purpose of the Meeting;
- instructed the Secretary-Treasurer to keep a record of proceedings;
- advised of the power of the Ontario Land Tribunal (OLT) to dismiss an appeal if an appellant has not provided the Planning Board with oral submissions at the public meeting or written submissions before the By-law is passed; and
- requested and received verification from the Secretary-Treasurer that all requirements of the Planning Act and prescribed procedures, including Public Notice, had been fulfilled for the application/File No. 2022-05ZBL-25-001 to be heard.

The Chair advised submissions in favour or opposed to the following application would now be heard.

The Secretary-Treasurer reported that Susan Feindell, Secretary-Treasurer of the Dawson Local Roads Board and the Dawson Local Services Board, advised on December 2<sup>nd</sup>, 2024 that they do not maintain to the water's edge nor do they intend to. The Secretary-Treasurer stated, for the record, there were no other written submissions in favour of or opposed to the application.

She noted that telephone conversations in 2022 with the Chair of the Dawson Local Roads Board and the Secretary-Treasurer of the Dawson Local Services Board advised that the road is maintained to the water's edge but that the launch is not maintained by either Board.

There was no one present to speak in support or in opposition to the application.

It was moved by D. Osborne and seconded by B. Barker that the Public Meeting be declared closed at 7:03 p.m.

\_\_\_\_\_  
L. Hayden, Chair

*Theresa A. Carlisle*  
\_\_\_\_\_  
T.A. Carlisle, Secretary-Treasurer



# MANITOULIN PLANNING BOARD

40 WATER STREET - UNIT 1 - P.O. BOX 240 - GORE BAY - ONTARIO - P0P 1H0

☎ 705-282-2237 ☎ 705-282-3142

February 26, 2025

## MINUTES OF PLANNING BOARD MEETING - February 25, 2025

At a Meeting of the Manitoulin Planning Board held at the Planning Board Office, Gore Bay, Ontario, on Tuesday, February 25<sup>th</sup>, 2025, the following Members of Planning Board were present:

- |    |             |    |             |
|----|-------------|----|-------------|
| 1. | L. Hayden   | 5. | R. Stephens |
| 2. | K. Noland   | 6. | B. Barker   |
| 3. | D. McDowell | 7. | D. Osborne  |
| 4. | J. DeForge  | 8. | D. Head     |

Regrets: L. Chappell

Also in attendance for the meeting were:

T. Sasvari, Report, Manitoulin Expositor; and  
B.J. Allison, agent, for Consent to Sever File No's. B02-25, B03-25 and B04-25.

There were no other interested parties or members of the general public or press in attendance.

The meeting was called to order at 7:03 p.m. , after the Public Meeting, by Chair L. Hayden, who welcomed all present.

The Chair asked if there were any Board Members who wished to declare a conflict of interest with any of the items listed on the agenda or having to do with the previous Board Meeting held on January 28<sup>th</sup>, 2025.

There were no conflicts declared.

### 1. ORDER OF BUSINESS

The Chair requested the adoption of the order of business.

#### MOTION

It was moved by D. McDowell and seconded by K. Noland that the Order of Business be adopted,  
- Carried.

### 2. MINUTES OF PREVIOUS BOARD MEETING - January 28<sup>th</sup>, 2025

The Chair announced that the Minutes of the Board Meeting held on January 28<sup>th</sup>, 2025 had been circulated to the Board Members and requested that any errors or omissions be stated.

There was none.

#### MOTION

It was moved by B. Barker and seconded by R. Stephens that the Minutes be adopted,  
- Carried.

### BUSINESS ARISING FROM MINUTES OF THE PREVIOUS BOARD MEETING - January 28<sup>th</sup>, 2025

There was none.

### 3. VARIABLE EXPENDITURES

There were no questions of the variable expenditures as circulated.

#### MOTION

It was moved by D. Osborne and seconded by J. DeForge that the variable expenditures be accepted as presented,  
- Carried.



Board Minutes  
February 25<sup>th</sup>, 2025 - Continued

4. APPLICATION FOR AMENDMENT TO ZONING BY-LAW NO. 2022-05

File No.: 2022-05ZBL-25-001  
Applicants: Henrina Roosen and Lionel Cunningham  
Location: Part of Lot 12, Conc. VI  
Surveyed as Part 2, Plan 31R-3893  
Township of Dawson, District of Manitoulin

Chair L. Hayden had opened the Public Meeting at 7:00 p.m., prior to the regular meeting of Planning Board.

The required Public Meeting was held by the Manitoulin Planning Board on Tuesday, February 25<sup>th</sup>, 2025 to consider an amendment application to permit a seasonal dwelling in a Rural Zone, having water access via Loon Lake.

Section 14.0 - Rural ( R) Zone of Zoning By-law No. 2022-05 states:

*' seasonal dwellings, that existed on the 28<sup>th</sup> Day of November, 1978 or that are erected on land to which a consent has been given under Section 53 of the Planning Act, or its successors, is a permitted use.'*

The subject land was not created by Consent; is an existing lot of record; and is currently vacant. Therefore, an amendment is required.

The Secretary-Treasurer reported that the Planning Board had considered the applicants' request at the August 27<sup>th</sup>, 2024 Planning Board Meeting during their 'Request to be Heard'.

The following motion of August 27<sup>th</sup>, 2024, had resulted:

*' It was moved by T. Mackinlay and seconded by D. Osborne that in this circumstance, the lot surveyed as Part 2, on Plan 31R-3857 is considered to have water access via a 'Public Access Point' that is maintained by a 'Public Body' and therefore the Planning Board supports in principle, an amendment application to permit a seasonal dwelling in a Rural ( R) Zone having water access from the Loon Lake boat launch shoreline area within Lot 10, Conc. VII, Township of Dawson, - Carried.'*

The Secretary-Treasurer presented the Amendment Application.

The subject ±2.3 Hec. vacant parcel of land is an existing lot of record and has been owned by the applicants since July 1987.

The application was circulated on October 28, 2024 to the United Chiefs and Councils of Mnidoo Mnising (UCCMM) and the Wiikwemkoong Unceded Territory, as per Official Plan Policy F.5 - Consultation and Engagement.

The UCCMM nor the Wiikwemkoong Unceded Territory UCCMM have provided any comments or concerns regarding the application, or requested additional time to do so.

The application was circulated to the Ministry of the Environment, Conservation and Parks (MECP) due to the proximity of the Queen Mother M'nising Provincial Park protected area, to the west within Lot 13, Conc. VI.

MECP advised that permits may be required and that:

*' any work that takes place in the protected area requires pre-approval. Work is anything from cutting grass to building and everything in between. If work on the private property spills over into the protected area, that work will also need pre-approval.'*

Water access is proposed via Loon Lake, to Loon Lake Road, a seasonally maintained road.

The Ontario Ministry of Transportation has requested to be informed of all planning applications. The application was forwarded to MTO on October 28<sup>th</sup>, 2024 and they advised that the subject lot is not within MTO's permit control area (PCA); therefore have no comments to provide.

Board Minutes  
February 25<sup>th</sup>, 2025 - Continued

*Application File No. 2022-05ZBL-25-001 - Continued*

According to the application, servicing will consist of hauled water or private well, and a private sewage disposal system.

The Sudbury and District Health Unit had provided a report, dated May 06, 2022, that it appears that the lot is capable of development for installation of a septic tank and leaching bed system.

Hydro One advised on November 4<sup>th</sup>, 2024 that they have no concerns; they do not have an easement and do not require one; and that they own the poles along Highway 540.

Dawson Township does not provide Fire Protection.

School Bussing is not required as seasonal residential uses are proposed

Garbage disposal is available.

The current Official Plan Designation is Rural Area. The land subject to this proposal will remain designated as being within a Rural Area and all Official Plan Policies applicable thereto will continue to apply.

The Current Zoning is Rural ( R) Zone. There are no zoning changes proposed. The proposal is to permit a seasonal dwelling in the Rural Zone having water access via Loon Lake, by Special Provision on a site specific basis.

Section 3 of the Planning Act requires that decisions affecting planning matters '*shall be consistent with*' policy statements issued under the Act. Planning decisions for the Manitoulin Planning Area must be consistent with Policies of the Provincial Planning Statement 2024. With approval of this proposed amendment, there does not appear to be any conflict or adverse impacts to policies expressed by the PPS 2024. The proposal is considered consistent with the PPS 2024.

Telephone conversations in 2022 with the Chair of the Dawson Local Roads Board and the Secretary-Treasurer of the Dawson Local Services Board advised that the road is maintained to the water's edge but that the launch is not maintained by either Board.

However, Susan Feindell, Secretary-Treasurer of the Dawson Local Roads Board and the Dawson Local Services Board, advised on December 2<sup>nd</sup>, 2024 that they do not maintain to the water's edge nor do they intend to.

Based on the aforementioned analysis it is recommended the subject Application for Zoning By-law Amendment to permit a seasonal dwelling in a Rural Zone, having water access via Loon Lake, may be approved, if the Planning Board is satisfied that a privately maintained boat launch area is satisfactory to provide parking and water access to the lot.

There was no one in attendance that wished to speak in favour of or opposed to the application.

The Board Members asked if there was a dock located at the boat launch; If so, if it was a Public dock or a private dock; who owns the land between Loon Lake Road and the water.

The Secretary-Treasurer passed around some photos provided by the applicants showing the surrounding area and a small floating dock, which is a private not a public dock. She explained that there may be private property between Loon Lake Road and the 66 foot wide marine allowance; this is undetermined; that the marine allowance is owned by the Crown in the Unincorporated Township of Dawson; and according to information the Planning Board Office has, the Ministry of Natural Resources does own some of the properties in the vicinity being Lots 12 to 14, Conc. V and Lots 13 and 14, Conc. VI.

The general consensus of the Board was that 'support in principle' had been given in August 2024 and that in this particular case, they should approve the Amendment as requested. However, if additional inquiries should come forward from other property owners for water access to their lots, those applications would be considered on their own merits.

The following motion resulted:

MOTION

*' It was moved by D. Head and seconded by D. McDowell that in this particular circumstance, amendment application File No. 2022-05ZBL-25-001 is approved to permit a seasonal dwelling in a Rural ( R) Zone having water access from the Loon Lake boat launch shoreline area within Lot 10, Conc. VII, Township of Dawson,  
- Carried Unanimously.'*

Board Minutes  
February 25<sup>th</sup>, 2025 - Continued

## 5. PRESENTATION OF APPLICATIONS FOR CONSENT

The Chair announced that the applications for consent to sever would now be heard.

Note: For the sake of continuity the details and decisions of the presentations will be recorded in the usual fashion toward the end of the Minutes.

## 6. APPLICATION FOR VALIDATION OF TITLE - FILE NO. V01-2025

File No.: V01-2025  
Owner: Doris E. Cress  
Agent: Shelley Pelletier  
Location: Part Lot 1 Concession XI  
Being Lots 3, 4, 5, 6, 7, 8, and 9, East Side Munro Street  
Plan 6 for Providence Bay  
(#32 Munro Street and #12 Munro Street)  
Township of Carnarvon, Municipality of Central Manitoulin  
District of Manitoulin

An Application for Validation of Title has been received from Shelley Pelletier on behalf of Doris E. Cress to correct a contravention/breach to the Planning Act. A transfer of land (Instrument T-15454) from Robert Cranston to William Russell and George Russell is invalid as it did not include all of the land that was owned by Robert Cranston at that time, and therefore the transfer does not provide a clear title.

A Validation Order is required to correct the contravention to Section 50(3) of the Planning Act. According to the information provided, Robert Cranston was in violation to the Planning Act when he conveyed Lots 3, 4 and 5 East Side Munro Street to William Russell and George Russell on November 15<sup>th</sup>, 1971, while he owned adjacent land described as Lots 6, 7 and 8 East Side Munro Street.

Section 50(3) of the Planning Act states that:

*'No person shall convey land while they retain an interest in abutting land, unless the land is a lot or Block in a Plan of Subdivision or was previously granted Consent under Section 53 of the Planning Act'.*

Since June 27<sup>th</sup>, 1970, all land in Ontario has been subject to Subdivision control. Section 50 of the Planning Act is the enforcement mechanism for Subdivision control in Ontario. Therefore, a correction is required and this can be obtained via the Validation of Title process.

The Application for Validation of Title was received on October 25<sup>th</sup>, 2024 and it was presented at the regular meeting of the Manitoulin Planning Board on November 27<sup>th</sup>, 2024. The Secretary-Treasurer advised the Board that there were corrections required to the application due to some existing buildings/structures not included in the application. By Motion of the Board, the Decision of the Board had been deferred on November 27<sup>th</sup>, 2024..

On June 12<sup>th</sup>, 1959, by Transfer T-1261, William Lewis and Arden Lewis conveyed to Robert Cranston and Margaret Cranston the South Half of Lot 9, East Side Munro Street, Plan 6 Providence Bay.

On June 17<sup>th</sup>, 1963, by Transfer T-4437, Russell Norman Campbell conveyed to Robert Cranston Lot 8 East Side Munro Street, Plan 6 Providence Bay.

On June 12<sup>th</sup>, 1970, by Transfer T-13197, Norman Russell Campbell conveyed to Robert Richard Cranston Lot 3, 4, 5, 6 and 7 East Side Munro Street, Plan 6 Providence Bay.

On June 27<sup>th</sup>, 1970, Subdivision Control came into effect under the Planning Act.

On November 15<sup>th</sup>, 1971, by Transfer T-15454, a Contravention to Section 50(3) of the Planning Act occurred when Robert Cranston conveyed Lot 3, 4 and 5 East Side Munro Street, Plan 6 Providence Bay, to Willard William Russell and Theodore Russell while he also owned the abutting lands of Lots 6, 7 and 8 East Side Munro Street, Plan 6 Providence Bay without consent to sever approval.

On June 14<sup>th</sup>, 1976, by Transfer T-24302, Hulbert Patterson, John C. Young, Gorman Young, and Ernest Royce Young conveyed the North Half of Lot 9 East Side Munro Street, Plan 6 Providence Bay to Margaret Cranston.

On September 4<sup>th</sup>, 1987, by Transfer RM43914, Margaret Cranston conveyed the North Half of Lot 9 East Side Munro Street, Plan 6 Providence Bay to Robert Cranston.

Seven (7) additional transfers took place for Lots 3, 4, 5, 6, and 7 East Side Munro Street, Plan 6 Providence Bay:

1. On November 10 1997, by Transfer RM62423, Hilda Russell conveyed Lots 3, 4, and 5 East Side Munro Street, Plan 6 Providence Bay to Hilda Russell and Theodore Russell.

Board Minutes  
February 25<sup>th</sup>, 2025 - Continued

*Application File No. V01-2025 - Continued*

2. On January 8<sup>th</sup> 1998, by Transfer RM62663, Hilda Russell conveyed Lots 3, 4, and 5 East Side Munro Street, Plan 6 Providence Bay to George Theodore Russell, Karen Pamela Charmey and Hilda Francesca Russell.
3. On January 10<sup>th</sup>, 2000, by Transfer RM65639, Karen Pamela Charmey conveyed her interest in Lots 3, 4, and 5 East Side Munro Street, Plan 6 Providence Bay to George Theodore Russell and Hilda Francesca Russell.
4. On August 6<sup>th</sup>, 2004, by Transfer RM72697, George Theodore Russell conveyed his interest in Lots 3, 4, and 5 East Side Munro Street, Plan 6 Providence Bay to Hilda Francesca Russell.
5. On July 15<sup>th</sup>, 2005 by Transfer RM74504, Hilda Francesca Russell conveyed Lots 3, 4 and 5 East Side Munro Street, Plan 6 Providence Bay, to Pamela Charmey and Deborah Russell.
6. On July 7<sup>th</sup>, 2007 by Transfer RM76465, Pamela Charmey and Deborah Russell conveyed Lots 3, 4 and 5 East Side Munro Street, Plan 6 Providence Bay to Mark Rose and Wendy Rose.
7. On August 7<sup>th</sup>, 2009, by Transfer RM82559, Mark Rose and Wendy Rose conveyed Lots 3, 4 and 5 East Side Munro Street, Plan 6 Providence Bay to Douglas Nadorozny.

On June 14<sup>th</sup>, 2024, by Survivorship Application MD29737, the Estate of Robert Cranston conveyed Lots 6, 7, 8 and the North Half of Lot 9 East Side Munro Street, Plan 6 Providence Bay to Doris E. Cress (the Applicant).

On June 14<sup>th</sup>, 2024, by Survivorship Application MD29735, the Estate of Robert Cranston conveyed the South Half of Lot 9 East Side Munro Street, Plan 6 Providence Bay, to Margaret Cranston.

On June 14<sup>th</sup>, 2024, by Transfer MD29736, Margaret Cranston conveyed the South Half of Lot 9 East Side Munro Street, Plan 6 Providence Bay, to Doris E. Cress (the Applicant).

Doris E. Cress is the current (registered) owner of Lots 6, 7, 8, and 9 East Side Munro Street, Plan 6 Providence Bay (the land to be retained). The land is currently registered as two separate Property Identification Numbers (PINs), with Lots 6, 7, 8 and the North Half of Lot 9 being PIN 47114-0164, and the South Half of Lot 9 being PIN 47114-0218.

Douglas Nadorozny is the current (registered) owner of Lots 3, 4, and 5 East Side Munro Street, Plan 6 Providence Bay. The land is currently registered as PIN 471140163.

Ms. Shelley Pelletier, Agent for the Application, is acting on behalf of the current owner of Lots 6, 7, 8, and 9 East Side Munro Street, Plan 6 Providence Bay, Doris Cress, who wishes to correct the title resulting from the Planning Act contravention by Transfer T-15454.

The land subject to the application for Validation Order, composing all of Lot 3, Lot 4 and Lot 5 East Side Munro Street Plan 6 Providence Bay, has a frontage of +/-60.39 m on Munro Street, a maintained municipal road, and a depth of +/-40.28 m, thereby containing an area of +/-0.24 hectares. There is an existing mobile home-type dwelling and an existing garage located on this land.

The parcel of land remaining, composing all of Lot 6, Lot 7, Lot 8, and Lot 9 East Side Munro Street Plan 6 Providence Bay, has a frontage of +/-80.46 m on Munro Street, a maintained municipal road, and a depth of +/-40.28 m, thereby containing an area of +/-0.32 ha. According to the application, there is an existing dwelling, an existing workshop, an existing shed, an existing wood shed, and a travel trailer stored within this land.

A copy of the Application for Validation of Title with sketch and listed land transfers affecting the land subject to validation were sent to Denise Deforge, CAO/Clerk for the Municipality of Central Manitoulin on November 19<sup>th</sup>, 2024. An updated/corrected version of the application showing the (previously) missing structures was provided to the Municipality on December 20<sup>th</sup>, 2024. The Application was reviewed by Central Manitoulin Council on January 30<sup>th</sup> 2025, and the following Resolution No. 036-2025 resulted:

*' That the Application for Validation of Title for Carnarvon Township, Concession XI, Lot 1, Part lots 3, 4, 5, 6, 7, 8 and 9 located on Munro Street in Providence Bay be approved.'*

Access for both the land subject to the Validation Order and the land to be retained is via Munro Street, a maintained municipal road.

A copy of the Application for Validation of Title with sketch was circulated to Cameron Cole, Corridor Management Planner for the Northeast Region of the Ministry of Transportation on November 21<sup>st</sup> 2024, as per the Ministry's request to be notified of all Planning application.

Board Minutes  
February 25<sup>th</sup>, 2025 - Continued

*Application File No. V01-2025 - Continued*

Cameron Cole, Corridor Management Planner, replied via email on November 26<sup>th</sup> 2024 as follows:

*' Thank you for circulating the MTO on this application.*

*The subject lot is located within the MTO's permit control area (PCA); therefore, it is subject to review under the Public Transportation and Highway Improvement R.S.O. 1990. I can confirm that the MTO has no concerns with the proposed title correction.*

*Don't hesitate to contact me if there are any additional question or concerns.'*

An updated/corrected version of the application showing the (previously) missing structures was circulated to the Ministry on December 20<sup>th</sup> 2024, and Cameron Cole advised via email on January 8<sup>th</sup> 2025 that he had no additional comments to provide as a result of the changes.

Services for both the land subject to the Validation Order and the land to be retained consist of private individual wells and private individual septic systems. The agent for the application was not able to obtain records regarding the wells or the septic systems from the Public Health Sudbury and District.

Electricity is available to both properties, provided by Hydro One. A copy of the Application for Validation of Title with sketch was circulated to Hydro One on November 21<sup>st</sup> 2024. An updated/corrected version of the application showing the (previously) missing structures was circulated to Hydro One on December 20<sup>th</sup> 2024. Stephen Salt, Supervising Distribution Engineering Technician advised via email on December 31<sup>st</sup> 2024 that Hydro One has no concerns regarding the proposed validation.

Fire Protection is provided by the Central Manitoulin Volunteer Fire Department.

Garbage Disposal and recycling is provided by the Municipality of Central Manitoulin, via curbside waste and recycling collection. Collected waste is disposed of at the two Municipal Transfer Stations.

The current Official Plan Designation is Village Area. The Village Area designation under section C.2.1 – Permitted Uses permits low density residential dwellings, as well as small-scale industrial uses that are compatible with adjacent uses. The subject land will remain designated as being within a Village Area and all Official Plan Policies applicable thereto will continue to apply.

The current zoning is Hamlet Residential (RH) Zone for Lots 3, 4, and 5 Plan 6 Providence Bay and General Industrial (M1) Zone for Lots 6, 7, 8 and 9 Plan 6 Providence Bay. The land to be validated, being Lots 3, 4 and 5 Plan 6 Providence Bay, is to remain in the Hamlet Residential (RH) Zone, and meets the minimum required frontage and area for the zone. The existing residential use conforms to the permitted uses in the RH zone.

The parcel of land remaining, being Lots 6, 7, 8 and 9, are to remain in the General Industrial (M1) Zone and meet the minimum required frontage and area for the zone. The workshop on the property has been used as a contractor's workshop. Raymond McPherson, Chief Building Official for Central Manitoulin, advised via email on January 13, 2025 that provided the property has a primary residence, a travel trailer can be stored on the property as long as it is either in the driveway or the back yard.

From information available, there are no natural heritage features or species at risk on the subject land or within the adjacent lands, and no negative impacts to natural heritage features are anticipated.

From information available, the subject proposal will have no impact to policies of the Provincial Planning Statement (PPS) 2024. This proposal is considered to be consistent with the PPS 2024.

Section 57(8) of the Planning Act states:

*'A council or the Ministry may, as a condition to issuing a certificate of validation or order, impose such conditions in respect of any land described in the certificate or order as it considers appropriate.'*

There was no one in attendance that wished to speak in favour of or opposed to the application.

Based on the aforementioned analysis, it is recommended that the Planning Board may consider approval of the Application for a Certificate of Validation together with the fee of \$150.00 and conditional upon:

- i) *A written confirmation from the Land Registry Office that the description of the land to be validated is acceptable and can be legally registered without a registered/deposited Plan of Survey, and a full-sized copy of Plan 6 Providence Bay be provided to the Manitoulin Planning Board;*  
**OR**  
*A reference plan of survey, which bears the Land Registry Office registration number as evidence of its deposit therein, illustrating the parcel to be validated;*

Board Minutes  
February 25<sup>th</sup>, 2025 - Continued

*Application File No. V01-2025 - Continued*

- ii) *A written confirmation from the Municipality that all outstanding municipal taxes for the subject land, Lots 3, 4, 5, 6, 7, 8, and 9 East Side Munro Street, on Plan 6 Providence Bay, have been paid;*
- iii) *An undertaking from a Solicitor stating that a copy of the Personal Identification Number (PIN) and the Parcel Register for the parcel of land remaining showing all of Lots 6, 7, 8, and 9 East Side Munro Street on Plan 6 Providence Bay have been consolidated into a single Property Identification Number (PIN), will be provided to the Manitoulin Planning Board;*
- iv) *An undertaking from a Solicitor stating that a copy of the registration of the Validation (transfer) and the new resulting Property Identification Numbers (PIN) for the land being validated, being Lots 3, 4, and 5, East Side Munro Street on Plan 6 Providence Bay, will be provided to the Manitoulin Planning Board.*

Discussion resulted in the following motion:

MOTION

*' It was moved by R. Stephens and seconded by D. Head that Planning Board approve the Validation of Title for File No. V01-2025 as proposed, subject to the four conditions as per the recommendation,  
- Carried unanimously. '*

7. APPEAL TO THE ONTARIO LAND TRIBUNAL  
- FILE NO'S. B22-24 TO B24-24 - TOWNSHIP OF CAMPBELL

The Secretary-Treasurer advised that the Appeal to the Ontario Land Tribunal (OLT) has been withdrawn by the applicant, Mr. D. Earl, for Consent to Sever File No's. B22-24 to B25-24.

8. NATURAL HERITAGE SYSTEM STRATEGY (NHSS) AND THE  
ENDANGERED SPECIES ACT (ESA)

The Secretary-Treasurer informed the Board that she is still waiting on some motions/resolutions from the member municipalities regarding support or not of the Official Plan Amendment (OPA) for the Natural Heritage System Strategy (NHSS), as amended on November 19<sup>th</sup>, 2025 by the Ministry of Municipal Affairs and Housing (MMAH). To date there have been three defeated municipal motions received.

The Secretary-Treasurer provided information to the Board regarding requirements under the Endangered Species Act (ESA) and how it effects the NHSS and the proposed OPA. The information has been sent to all member municipalities.

Discussion included keeping the amended text (November 19<sup>th</sup>, 2024) as per the Ministry of Municipal Affairs and Housing (MMAH); changing the text back to the original text that conforms to and includes the policies of the Official Plan; or using the recommended text suggested by planning board staff being:

*' As per existing provincial legislation, It is the responsibility of the landowner to identify the presence and habitat of Species at Risk and ensure proposed projects do not contravene section 9 and 10 of the Endangered Species Act, which prohibit the killing, harming, possession etc. of Endangered Species, or the damage and destruction of endangered species habitat. Development and site alteration shall not be permitted in habitat of endangered species and threatened species except in accordance with provincial and federal requirements, including permits under section 17 of the Endangered Species Act. To protect Species at Risk from disturbance, the Habitat of Species at Risk are not illustrated on the schedules to this Official Plan.*

The general consensus of the Board was that they would prefer to keep the original text that conforms to and is part of the Official Plan. However, they were in agreement to wait and see what the other Municipalities motions are before any final decision is made.

9. METIS NATION OF ONTARIO

The Secretary-Treasurer reported that a letter of concern, regarding amendment applications for reduced setbacks, from M. Case, Metis Nation of Ontario, dated December 24<sup>th</sup>, 2024 was attached to the Board Agenda. A copy had been sent to all member municipalities

Discussion among the Board resulted in the Board directing the Secretary-Treasurer to forward the letter on to the United Chiefs and Councils of Mnidoo Mnising (UCCMM), and the Wiikwemkoong Unceded Territory for their comments.

*The letter was tabled as information and is attached a 'Appendix A' to the Meeting Minutes.*

Board Minutes  
February 25<sup>th</sup>, 2025 - Continued

#### 10. COMPARISON OF AUDITOR COSTS

The Secretary-Treasurer reported that at the January 28<sup>th</sup>, 2025 Board Meeting discussion was had regarding the increased auditor costs to the Planning Board. She was directed to investigate if the audit costs could be reduced by having a new Firm conduct the audit. She explained that under the Municipal Act, Section 296, if a local board serves more than one municipality, the auditor of the municipality responsible for the largest share of the board's expenses is required to audit the board for that year.

The full legislation:

<https://www.ontario.ca/laws/statute/01m25#BK395>

She provided auditor costs of five other Planning Boards in Northern Ontario and of eight member municipalities, over the past three years for comparison.

Discussion included:

- If Central Manitoulin supports the Planning Board using a different auditor could Planning Board then change their auditor?; could also obtain support from the other member municipalities to do this; need to keep auditor costs down; the Planning Board may need a legal opinion of whether the board can choose a different auditor; may need legal advice; this will have a cost; this additional cost is not in the 2025 Budget; the costs for the Manitoulin Planning Board 2024 audit appears to have almost doubled in the past five years; this has a big impact on the Planning Board budget and to the Municipal requisitions.

The following motion resulted:

#### MOTION

It was moved by D. Osborne and seconded by K. Noland that the Secretary-Treasurer further investigate auditor costs and obtain confirmation from five Financial Firms that would take on the 2025 audit for the Manitoulin Planning Board and report back to the Board with the information,

- Carried Unanimously.

#### 11. BUDGET COMMITTEE MEETING HELD ON FEBRUARY 21, 2025

The Secretary-Treasurer advised that an electronic Special Meeting of Planning Board was held of the Budget Committee, via ZOOM, on Friday, February 21<sup>st</sup>, 2025.

#### 12. DRAFT 2025 BUDGET

The Secretary-Treasurer advised that the Tariff of Fees had been amended to include a sixteen percent (16%) increase as directed by motion of the Board at the January 28<sup>th</sup>, 2025 Board Meeting. The planning applications have been amended to reflect the new application fees.

She had provided a copy of an updated/revised Budget dated February 24<sup>th</sup>, 2025 to all Board Members, that resulted from the Budget Committee meeting of February 21<sup>st</sup>, 2025.

Members of the Budget Committee K. Noland, R. Stephens and B. Barker presented the Committee's recommendation as detailed in the Budget Committee Minutes.

Discussion included:

-the proposed 2025 Application fees (Revenue) were set somewhat higher than the average number of applications processed between 2019 and 2024, in order to mitigate the increase to the municipal requisitions for 2025; the anticipated Application fee amount (Revenue) is still within the range of the 2021 and 2022 amounts and are optimistic but achievable; leave the Planning Board reserves as they are; this is more prudent than using the reserves to assist with the 2025 budget; the 2025 budget should be passed at this Planning Board meeting so that the municipalities could/would have time to implement the increased cost into their own budgets.

Discussion resulted in the following Motion:

#### MOTION

It was moved by D. Head and seconded by D. Osborne that the Planning Board approves the 2025 Budget as recommended by the Budget Committee in the amount of \$240,516.15, resulting in an increase to the municipal requisitions of six percent (6%) for 2025,

- Carried Unanimously.

Board Minutes  
February 25<sup>th</sup>, 2025 - Continued

*Draft 2025 Budget - Continued*

The Secretary-Treasurer requested a motion to adopt the Minutes Budget Committee Meeting of February 21<sup>st</sup>, 2025 and the following motion resulted:

MOTION

It was moved by K. Noland and seconded by R. Stephens that the Minutes of the electronic Special Meeting of the Budget Committee, held on Friday, February 21<sup>st</sup>, 2025, be adopted as presented,  
- Carried Unanimously.

13. CLOSED IN CAMERA SESSION

Chair L. Hayden requested an In-Camera session to discuss matters about identifiable individuals.

MOTION

It was moved by R. Stephens and seconded by D. McDowell that the Board go In Camera at 8:48 p.m to discuss matters about an identifiable individuals,  
- Carried Unanimously.

It was reported that items were discussed during the In Camera session component of the Board Meeting. There were no Decisions or Motions made in Camera.

MOTION

It was moved by D. Osborne and seconded by R. Stephens that T. Carlisle, Secretary-Treasurer take on the addition role of Office Administrator to oversee the processing of all planning applications in a timely manner,  
- Carried Unanimously.

MOTION

It was moved by J. DeForge and seconded by R. Stephens that the Board rise from the In Camera session at 9:20 p.m.,  
- Carried Unanimously.



Board Minutes  
February 25<sup>th</sup>, 2025 - Continued

Application File No's.: B02-25, B03-25 and B04-25 No. of Members Present: 8  
Date of Decision: February 25, 2025  
Location of Property: Part Lot 32, Conc. VI, surveyed as Part 1, Plan 31R-3905,  
Township of Assiginack, District of Manitoulin

### **DECISION**

The purpose of this application made under Section 53(1) of the Planning Act by Brad Allison on behalf of Marilyn Cohen, Estate Trustee is to provide for the creation of three (3) new lots for residential uses.

Mr. Allison, agent for the application, provided a copy of land transfer No. MD30920, dated January 24, 2025, for the transfer of Parts 2 and 3, Plan 31R3905 to the Township of Assiginack, for road widening.

File No. B02-25 proposes to create a new lot having a minimum frontage of ±46 M. on Cardwell Street, a year round maintained municipal road, and an average depth of ±148.7 M., thereby containing an area of ±0.7 Hec.

File No. B03-25 proposes to create a new lot having a minimum frontage of ±46 M. on Cardwell Street, a year round maintained municipal road, and an average depth of ±151 M., thereby containing an area of ±0.7 Hec.

File No. B04-25 proposes to create a new lot having a minimum frontage of ±46 M. on Cardwell Street, a year round maintained municipal road, and an average depth of ±152 M., thereby containing an area of ±0.7 Hec.

The retained land has a frontage of ±96.85 M. on Cardwell Street, a year round maintained municipal road, and an average depth of ±150.4 M., thereby containing an area of ±1.5 Hec.

There are no structures located within the subject lands.

The application was circulated on June 28, 2024, to the Wiikwemkoong Unceded Territory and to the United Chiefs and Councils of Mnidoo Mnising (UCCMM), as per Official Plan Policy F.5 - Consultation and Engagement.

The Wiikwemkoong Unceded Territory and the UCCMM have not provided any comments or concerns regarding the application, or requested additional time to do so.

Access is via Cardwell Street, a year-round maintained municipal road. The access includes the recent conveyance of Parts 1 and 2, on survey Plan 31R-3905.

Services will consist of private individual septic systems and private wells when required.

The Public Health Sudbury and District have advised they have no concerns as it appears that the severed and retained lots are capable of development for installation of a septic tank and leaching bed system.

There is a hydro line identified along Cardwell Street, to the north of the property. Hydro One was circulated as part of the preliminary review. Josh Waytowich advised via email that Hydro One has no concerns; they do not have an easement; they do not require an easement; and they own the poles within the road allowance (along Cardwell Street).

The subject land has been designated Shoreline Area and zoned Shoreline Residential (SR).

Zoning By-law No. 2024-10 for the Township of Assiginack, permits a year round residential dwelling in the SR Zone.

From the elevation mapping available, parts of the property appear to be located within the 100 year flood contour of 177.8 Canadian Geodetic Vertical Datum (CGVD1982).

Official Plan Policy D.9.1.1 - Flood Hazards states in part:

*' 2. Development will be directed away from areas within or adjacent to the regulatory flood plain.'*

The 177.8 flood contour has not been identified. However, from information available there appears to be building sites within the southern part of the property, that would be outside the flood hazard.

From information available the subject proposal does not appear to have any natural heritage features or species at risk (SAR) concerns.

This proposal is considered to be in conformity with the Provincial Planning Statement (PPS) 2024.

The application was circulated on February 5<sup>th</sup>, 2025 to the Township of Assiginack, Bell Canada, the Ontario Ministry of Transportation (MTO), and to all property owners within 60 metres and by the posting of a notice, clearly visible and legible from a public highway or other place to which the public has access, as required by Ontario Regulation 197/96.

Board Minutes  
February 25<sup>th</sup>, 2025 - Continued

*Application File No's. B02-25, B03-25 and B04-25 - continued  
February 25<sup>th</sup>, 2025*

The Municipality advised on February 6<sup>th</sup>, 2025 that they may not be supportive of digging up Cardwell Street to put in residential waterlines.

Mr. Allison was advised of the Township's comments and he amended the application on February 12<sup>th</sup>, 2025 from seasonal residential uses to year-round residential uses with servicing proposed via private well rather than obtaining water from Lake Huron. Mr. Allison was advised that a re-circulation of the application may be required, as the Notice that had gone out on February 5<sup>th</sup>, 2025 had been for seasonal residential uses.

The Municipality advised by Resolution No. 25-02-2025 on February 19<sup>th</sup>, 2025:

*'BE IT RESOLVED THAT we inform the Manitoulin Planning Board that we have no objections to Consent Application B02, B03 and B04, pursuant to the applications submitted.'*

The Municipality noted that the approval of the application was for the severance of the lots to be created, not for the water lines running under Cardwell Street.

Laurie-Ann Lee, Bell Canada, advised via email on February 7<sup>th</sup>, 2025 that:

*' Bell Canada has no easement requirements with respect to the proposed closure and sale of the subject property.'*

Cameron Cole, MTO advised via email on February 25<sup>th</sup>, 2025:

*' I can confirm that the subject lands are located outside the MTO's permit control area (PCA); therefore, we have no comments to provide at this time.'*

An email was received by the Township of Assiginack Office and was forwarded to the Planning Board Office on February 25<sup>th</sup>, 2025, from Cynthia Levesque, landowner to the south of the subject land, being Lot 32, Conc. VI. The Secretary-Treasurer replied to her email and left a telephone message on February 25<sup>th</sup>, 2025, advising that her comments, if received prior to the Planning Board Meeting, would be provided to the Planning Board for consideration. No written comments or concerns have been received.

There have been no other inquiries or concerns received as a result of circulation to property owners within 60 metres or the posting of the notice.

The Board discussed if the application should be re-circulated due to the change from seasonal residential use to year-round residential use after the Notice of Application had gone out. The municipality did not have any concerns with the change, therefore, the board were in agreement that a re-circulation was not required. The Board were in agreement to add a note that further severances by the Consent to Sever process may not be supported further development; may need to proceed via a Plan of Subdivision.

Board Member, J. DeForge informed the Board that he is aware of a property owner in the vicinity that found oil while drilling for his well.

Mr. Allison, agent for the application, was in attendance during consideration of the application.

There was no one else in attendance who wished to speak in support or opposition to the application.

**Consent is tentatively granted subject to the following conditions:**

The following documents must be submitted to the Secretary-Treasurer of the Board within two years from the date of the notice of decision for certification:

- a) the Transfer of Land form(s) prepared by a solicitor/lawyer, and
- b) a Schedule to the Transfer of Land form on which is set out the entire legal description of the parcel(s) given conditional approval. This Schedule must also contain the names of the parties indicated on the Transfer of Land form.

Board Minutes  
February 25<sup>th</sup>, 2025 - Continued

*Application File No's. B02-25, B03-25 and B04-25 - continued  
February 25<sup>th</sup>, 2025*

Accompanying the transfer documents shall be:

- i) a reference plan of survey, which bears the Land Registry Office registration number of its deposit therein, which illustrates the parcel(s) having a minimum frontage of 46 metres on Cardwell Street, to which the consent approval relates;
- ii) a written confirmation from the municipality that entrance permits from Cardwell Street have been issued or can be issued, for the severed and retained land, satisfactory to the municipality;
- iii) a fee of \$150.00 for each Transfer of Land submitted for Certification; and
- iv) a written confirmation from the municipality that all outstanding municipal taxes have been paid.

Note: Subsection 3 or 5, as the case may be, of Section 50 of the Planning Act shall not apply to any subsequent conveyances of or in relation to the parcel of land being the subject of this application.

Note: Owner(s) of the subject land should be made aware that building permit restrictions shall apply.

Note: Further development by the Consent to Sever process may not be supported.

Board Minutes

February 25<sup>th</sup>, 2025 - Continued

Application File No.: B05-25 No. of Members Present: 8  
Date of Decision: February 25, 2025  
Location of Property: Lots 11, 12, 13 and 14, Conc. V, Township of Tehkummah,  
District of Manitoulin

### **DECISION**

The purpose of this application made under Section 53(1) of the Planning Act by John and Linda Albrecht is to provide for the creation of a new lot having a frontage of  $\pm 502.5$  M. on the 10<sup>th</sup> Side Road, a maintained municipal road, and a depth of  $\pm 1,608$  M., thereby containing an area of  $\pm 80$  Hec. There are no structures on this land. Farm related residential uses are proposed for family members.

The land to be retained has frontages of  $\pm 502.5$  M. on the 10<sup>th</sup> Side Road, a maintained municipal road and  $\pm 1,608$  M. on the unopened municipal road allowance, and a depth of  $\pm 1,608$  M., thereby containing an area of  $\pm 80$  Hec. There is a farm related storage building located within this land. Farm related residential uses are proposed for family members.

*Mr. and Mrs. Albrecht have re-submitted their application, File No. B35-21, which lapsed when conditions of the consent to sever approval were not fulfilled within two years as required by the Planning Act.*

Services will consist of private individual wells and private individual septic systems if required. No new services are proposed at this time.

Access for the severed land is proposed from the 10<sup>th</sup> Side Road, a maintained municipal road. Access for the retained land is via an existing entrance from the 10<sup>th</sup> Side Road, a maintained municipal road.

#### **Proposed Severed Land**

Part Lot 11, Conc. V has been designated as Prime Agriculture Area. Part Lots 12, 13 and 14, Conc. V have been designated as Rural Area. This  $\pm 80$  Hec. parcel of land is within an Agriculture Zone and a Rural Zone.

#### **Proposed Retained Land**

Part Lots 11 and 12, Conc. V have been designated as Prime Agriculture Area. Part Lots 13 and 14, Conc. V have been designated as Rural Area. This  $\pm 80$  Hec. parcel of land is within an Agriculture Zone and a Rural Zone.

The Official Plan under Policy C.4.3 AGRICULTURAL LOT CREATION AND LOT ADJUSTMENT states:

*'In Agriculture Areas, the long-term interests of agriculture, including the preservation of farmland and the enhancement of farming operations, will be the primary role of the designation. The following consent policies will apply to the lands designated as Agriculture Areas in the District.*

*A consent to sever may be granted for the following purposes:*

*1. To divide a lot subject to the following conditions:*

*a. the minimum area of both the retained and severed lots will be approximately 40 hectares in size, unless otherwise provided for in this Plan. Smaller severed lot sizes will only be considered by amendment to the Zoning By-law where the sizes of the parcel to be severed and the parcel to be retained are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations.'*

The Provincial Planning Statement 2024 states, in part, under Policy 4.3.3:

*'Lot creation in prime agricultural areas is discouraged and may only be permitted in accordance with provincial guidance for:*

*a) agriculture uses, provided that the lots are of a size appropriate for the type of agriculture use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;'*

*Board Minutes*

*February 25<sup>th</sup>, 2025 - Continued*

*Application File No. B05-25 - continued*

Jocelyn Beatty, The Ontario Ministry of Agriculture and Food and Rural Affairs (OMAFRA) advised that OMAFRA generally recommends 40 hectares as the minimum agriculture parcel size for lot creation in the prime agriculture area, which has become a consistent recommendation. Due to the size of the proposed severed and retained land, this proposal appears to have no negative impacts on the agricultural viability.

A residential building site would be available within the proposed severed and proposed retained land outside the Prime Agriculture Area and Agriculture Zone, which would be permitted by Zoning By-law No. 80-02 for the Municipality of Tehkummah.

There is a barn located within Lot 21, Conc. B to the east, and a barn located within Lot 15, Conc. VI to the west of the subject land. A new residential building site within the severed and the retained land could meet the requirements of the Minimum Distance Separation of the existing farm related structures, as required by (OMAFRA).

Official Plan Policy under C.5 - Rural Areas - under C.5.2.2. states:

*'Development in Rural Areas will be subject to policies of Section E.2.'*

Official Plan Policy E.2.3. - PRIVATE WATER AND SEWAGE SERVICES - under 6. states;

*'Potable water for new development will be provided in accordance with the Province's guidelines'*

The Provincial D-5-5 Guidelines require a minimum flow rate of 13.7 litres/per minute of potable water to be available for a permanent (year round) residential use.

There is an aggregate site, No.615641, located within Lots 12 and 13, Conc. VI. A portion of the severed land falls within the The Ministry of the Environment and Climate Change (MOECC) D-6 Series Guidelines 300 metre buffer of the aggregate site.

The Ministry of the Environment and Climate Change (MOECC) D-6 Series Guidelines, Under Section 1.2.4. - Other Facilities and Section 4.3 - Recommended Minimum Separation Distances: recommends that residential and institutional development within 300 metres of mineral aggregate resource areas and licenced pits will generally not be permitted. Proposed residential or institutional development within these areas will be supported by studies that demonstrate that any land use conflicts will be fully mitigated. i.e. feasibility study.

The Provincial Planning Statement (PPS) 2024, Chapter 5: - Protecting Health and Safety states:

*'1. Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.'*

It would appear that there would be a building site within the proposed severed land outside the area of influence, that would be outside the 300 metre buffer that would conform to the MOECC D-6 guidelines and policies of the PPS 2024.

From information available, the subject land does not appear to have any natural heritage features or species at risk (SAR) concerns. The proposal is considered to be in conformity with the PPS 2024.

There are four drains in the vicinity of the subject land; the Wood Drain, the Scott Drain, the McCauley Drain, and the Smeltzer Drain. Mr. Albrecht was advised that Section 65 of the Drainage Act may apply and a reassessment may be required.

John Linley, K Smart Associates Limited Consulting Engineers & Planners, advised via email on October 19<sup>th</sup>, 2021 (For previous application, File No. B35-21) as follows:

*'I did a site review and spoke with landowner Albrecht. The area where he wants to put the entrance culvert is known as the Smeltzer drain, I have sent a watershed plan, profile and culvert maintenance section of the report.'*

*The only concern I would have is that the culvert is of the right size and installed at correct elevations as to conform with drainage design. The landowner before installing should notify municipality and drainage superintendent for proper guidance.'*

*Board Minutes  
February 25<sup>th</sup>, 2025 - Continued*

*Application File No. B05-25 - continued*

The application was circulated on February 7<sup>th</sup>, 2025 to the Municipality of Tehkummah, Bell Canada, the Ontario Ministry of Transportation and to all property owners within 60 metres, and by the posting of a notice, clearly visible and legible from a public highway or other place to which the public has access, as required by Ontario Regulation 197/96.

The Municipality recommend consent be given with no specific conditions.

Laurie-Ann Lee, via email received on February 10<sup>th</sup>, 2025, advised that Bell Canada has no comments or concerns regarding the application.

Cameron Cole, MTO, via email received on February 20, 2025 advised that the subject lands are located outside MTO's permit control area (PCA); therefore have no comments to provide at this time.

There was no one in attendance who wished to speak in support or opposition during consideration of the application.

**Consent is tentatively granted subject to the following conditions:**

The following documents must be submitted to the Secretary-Treasurer of the Board within two years from the date of the notice of decision for certification:

- a) the Transfer of Land form(s) prepared by a solicitor/lawyer, and
- b) a Schedule to the Transfer of Land form on which is set out the entire legal description of the parcel(s) given conditional approval. This Schedule must also contain the names of the parties identified on the Transfer of Land form.

Accompanying the transfer documents shall be:

- i) a reference plan of survey, which bears the Land Registry Office registration number as evidence of its deposit therein, illustrating the parcel(s) to which the consent approval relates;  
**or**  
a written confirmation from the Land Registry Office that a boundary line survey identifying the new lot line(s), not identified by a registered Plan of Survey, resulting from the severance, describing the subject land is satisfactory to their requirements;
- ii) a written confirmation from the municipality that any portion of a travelled road which is maintained by the municipality that encroaches onto the subject land, has been surveyed and conveyed to the municipality, satisfactory to the municipality;
- iii) a written confirmation from the municipality that an entrance permit from the 10<sup>th</sup> Side Road for the severed land has been issued or can be issued, satisfactory to the municipality;
- iv) a written confirmation from the municipality that any municipal drain assessment for the subject lands has been completed by the landowners, satisfactory to the land owners and the municipality;
- v) a fee of \$150.00 for each Transfer of Land submitted for Certification; and
- vi) a written confirmation from the municipality that all outstanding municipal taxes have been paid.

**Note:** Subsection 3 or 5, as the case may be, of Section 50 of the Planning Act shall not apply to any subsequent conveyances of or in relation to the parcel of land being the subject of this application.

**Note:** Owners of the subject land should be made aware that building permit restrictions may apply.

PRESENTATION OF APPLICATIONS FOR CONSENT TO SEVER

The Chair announced that the purpose of this phase of the meeting is:

- (a) to consider applications for consent under Section 53 of the Planning Act,
- (b) to make decision in regard to the applications scheduled to be heard, and, explained that this phase is open to the public and any interested parties will be given the opportunity to speak in support or oppose an application.

The Chair then asked if any Board Members have or wish to declare a "Conflict of Interest", at this meeting or previous meeting.

There were none.

Following is the list of Applications for Consent considered at this meeting:

	<u>Moved By</u>	<u>Seconded By</u>
1. B02-25, B03-25 and B04-25	D. McDowell	J. DeForge
2. B05-25	K. Noland	J. DeForge

It was moved and seconded that the above applications be conditionally approved, subject to all conditions being fulfilled as stated in the Decisions.

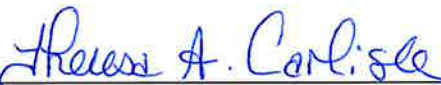
- Carried.

\*\*\*\*\*

The time now being 9:21 p.m. and all business before the Board having been dealt with, the Meeting was adjourned on a motion moved by K. Noland and seconded by B. Barker,

- Carried Unanimously.

\_\_\_\_\_  
L. HAYDEN, CHAIR

  
\_\_\_\_\_  
T.A. CARLISLE,  
SECRETARY-TREASURER

## **APPENDIX A**

### ***Attached to the Manitoulin Planning Board Minutes of February 25<sup>th</sup>, 2025***

12<sup>th</sup> December 2024

VIA ELECTRONIC MAIL

#### **Reduction of Setbacks – Concerns from the Métis Nation of Ontario**

To whom it may concern,

I am writing to you in my capacity as the elected Regional Councillor for the Métis Nation of Ontario (MNO) Huron-Superior Métis Regional Consultation Committee (the "Committee"), which has been tasked with leading consultation and engagements on various activities in the region. We have significant concerns with the amount of applications for the reduction of setbacks considered by your municipality within our Traditional Harvesting Territory. We would like to express our committee's concerns regarding the direct and indirect impacts these setbacks can have on Métis Citizens practicing their Traditional Way of Life.

The setbacks of buildings are established in part to protect environmentally sensitive areas or critical wildlife habitat areas, including littoral and riparian areas, wetlands, forests, habitats for certain species, and shorelines. Shoreline and riparian zone setbacks are especially important to maintaining and improving water quality. Polluted runoff is a leading cause of water quality issues, and can leach into nearby waters via runoff, harming aquatic life and contaminating drinking water.

We are concerned that the consideration of the reduction of these setbacks will negatively impact the ecosystem including diminishing the nutritional and medicinal value of species harvested by MNO Citizens, and that any pollutants that runoff in to the water may have the chance to bio-accumulate in the species we use. We fear that the animal we use for the practice of our Traditional Way of Life and their natural food source may be altered, diminished or destroyed by the continued reduction of setbacks in the region. All of which would have an adverse effect on our use of the natural areas and negatively impact our citizens Section 35 Aboriginal Rights.

As a local government you have the great responsibility when it comes to establishing setbacks or buffers to protect sensitive areas, especially in the context of the continued development in the region and their cumulative effects. The environmental characteristics of these areas are what makes them important to MNO Citizens practicing their way of life, and which makes setback requirements an important tool in protecting them from human impact. Additionally, if a development spills over or is found to have an adverse impact in the setback or on sensitive area, on who does it fall to mitigate these damages through the replanting of native vegetation or other compensatory actions?

Sincerely,

Mitch Case



c.c. MNO Huron-Superior Métis Traditional Territory Regional Consultation Committee

Steve Gjos, Captain of the Hunt Huron-Superior Métis Community Traditional Territory and President  
Historic Sault Ste. Marie Métis Council  
Roly Blanchette, President North Channel Métis Council  
Sam Boyer, MNO Region 4 Regional Manager

MNO – Lands Resources and Consultations

Linda Norheim, Director, Lands, Resources and Consultations Branch, MNO  
Mary MacDougall Manager, Lands, Resources and Consultations Branch, MNO  
Ethan Roy, Consultation Advisor, Lands, Resources and Consultations Branch, MNO



# Manitoulin Police Detachment Board 1

## Meeting Minutes

Held on January 8<sup>th</sup>, 2025, at 7:00p.m.  
Police Detachment, 54 Boosneck Road, Little Current

---

### **Members:**

<b>Patti Aelick</b>	Town of Northeastern Manitoulin and the Islands
<b>Bryan Barker</b>	Township of Billings
<b>Christine Blake</b>	Community Appointee
<b>Jack Bould</b>	Burpee & Mills Twp, Cockburn Isl. Twp & Mun. of Gordon/Barrie Isl.
<b>Kelly Chaytor</b>	Town of Gore Bay
<b>Brian Mitchell</b>	Municipality of Central Manitoulin
<b>Lana Sim</b>	Community Appointee
<b>Steve Wood</b>	Assiginack Township and Tehkummah Township
	Provincial Appointee (vacant)
	Provincial Appointee (vacant)

### **Supporting:**

<b>Robert J Walsh</b>	OPP Representative
<b>Véronique Dion</b>	Recording Secretary

---

1. Call the Meeting to order.
2. Roll Call
  - a. Oaths and Affirmations – Members took their Oaths of Office
  - b. Appointment of Chair and Vice Chair

Resolution # PDB2025-01

Moved By: Jack Bould

Seconded By: Brian Mitchel

THAT Bryan Barker be appointed as chair.

CARRIED

Resolution # PDB2025-02

Moved By: Kelly Chaytor

Seconded By: Patti Aelick

THAT Steve Wood be appointed as Vice Chair

CARRIED

3. Approval of Agenda

Resolution # PDB2025-03

Moved By: Jack Bould

Seconded By: Brian Mitchell

THAT the agenda be adopted as circulated

CARRIED

4. Adoption of Minutes

NIL

5. Delegations

NIL

6. Old Business

NIL

7. New Business

a. Budget

The committee discussed the 2025 Police Detachment Board budget, additional costs regarding training will be obtained and a Draft Budget will be brought back to the next meeting.

Costing will be calculated based on 50% weighted assessment and 50% population. Final numbers will be brought back to the next meeting for review.

b. Meeting Schedule for 2025

The 2025 meeting schedule was received.

c. Term of Office

Member Term of Office will be in line with the term of Council.

8. Correspondence

a. Letter from the Ministry of the Solicitor General – Courses

The letter was received.

b. Sol Gen amendment

The letter was received.

## 9. Information

### a. CSWBP

The CSWBP was received.

## 10. Inspectors Report

### a. Statistics Report

The inspector provided the board with the Manitouslin Detachment Action Plan and the OPP Municipal Policing Reference Guide – For OPP-Policed Municipalities.

The inspector provided a verbal report regarding current level of staffing and the work that is being done by the Detachment.

## 11. Round Table discussions

- The Chair requested that special units be invited to make presentations to our Board, it was suggested that the CSO be invited to our next meeting.
- The member of Assiginack mentioned that additional presence in their community would be needed
- The member from Little Current expressed their community's concern of speeding on municipal streets.

## 12. Adjournment

Resolution # PDB2025-04

Moved By: Brian Mitchell

Seconded By: Steve Wood

THAT this meeting be adjourned at 9:11PM

CARRIED

## 2025 Draft Budget

### Revenues

Assignack	\$	1,706.39
Billings	\$	1,455.57
Burpee & Mills	\$	659.77

Central Manitoulin	\$	3,716.77
Cockburn Isl	\$	53.40
Gordon Barrie Isl.	\$	1,175.53
Gore Bay	\$	1,013.36
Tehkumah	\$	729.94
NEMI	\$	4,673.41

<b>Total Revenue</b>	\$	<b>15,184.15</b>
----------------------	----	------------------

<b>Expenses</b>	<b>Unit</b>	<b>Cost</b>	<b>Total</b>
Administrative costs			\$ 1,000.00
Stationary			\$ 250.00
Insurance - through OAPSB			\$ 3,880.00
Conference - \$800 per attendee			\$ 1,600.00
Training (drop in sessions free)			
Travel / meals			\$ 500.00
Stipends (750/member)			\$ 6,000.00
Bank Account set-up			\$ 130.00
Monthly Bank Charges	12	\$ 10.00	\$ 120.00
Membership Fees (OAPSB) per property	8115	\$ 0.21	\$ 1,704.15

[membership@oapsb.ca](mailto:membership@oapsb.ca)

<b>Total Cost</b>	\$	<b>15,184.15</b>
-------------------	----	------------------

**Manitoulin Police Detachment Board 1**  
**Membership Dues**

2025

Seat	Municipalities and Townships	Weighted Assessment with PIL 2025	Weighted Assessment %	1/2 cost based on WA	Population 2021 census	Population %/ Municipality	1/2 cost based on population	Total Dues
<b>Amount required from Budget</b>				<b>\$ 7,592.08</b>			<b>\$ 7,592.08</b>	<b>\$ -</b>
<b>1</b>	Township of Assiginack	196592436	11.16%	847.10	1008	11%	859.29	<b>\$ 1,706.39</b>
	Township of Tehkummah	80375732	4.56%	346.33	450	5%	383.61	<b>\$ 729.94</b>
<b>2</b>	Township of Burpee and Mills	77543866	4.40%	334.13	382	4%	325.64	<b>\$ 659.77</b>
	Township of Cockburn Island	9227400	0.52%	39.76	16	0%	13.64	<b>\$ 53.40</b>
	Township of Gordon and Barrie Island	151537036	8.60%	652.96	613	7%	522.56	<b>\$ 1,175.53</b>
<b>3</b>	Township of Billings	188832425	10.72%	813.67	753	8%	641.91	<b>\$ 1,455.57</b>
<b>4</b>	Municipality of Central Manitoulin	420407332	23.86%	1,811.51	2235	25%	1905.26	<b>\$ 3,716.77</b>
<b>5</b>	Town of NEMI	562097007	31.90%	2,422.04	2641	30%	2251.37	<b>\$ 4,673.41</b>
<b>6</b>	Town of Gore Bay	75,325,165	4.28%	324.57	808	9%	688.79	<b>\$ 1,013.36</b>
<b>Totals (balancing amounts)</b>		<b>1761938399</b>	<b>100</b>	<b>7592.075</b>	<b>8906</b>	<b>100%</b>	<b>7592.075</b>	<b>\$ 15,184.15</b>



---

**The Corporation of the Township of Billings**  
**Water System Police Committee Meeting Minutes**  
February 4<sup>th</sup>, 2025 at 11:00am  
Parks Centre

---

**Members Present**

Chair - Vince Grogan  
Arik Theijsmeijer  
Diane Newlands  
Carl Tolsma

**Members Absent**

Diane Larocque  
Deborah Flaxman (Resigned)

**Staff**

Véronique Dion, Committee Secretary

---

**1. Call to Order**

Vice Chair Bryan Barker called the meeting to order at 11:04am

**2. Approval of Agenda**

**Resolution # WSP2025-01**

Moved By: Diane Newlands

Seconded By: Carl Tolsma

THAT the Water System Policy Committee hereby approves the February 4<sup>th</sup>, 2025 agenda as presented.

CARRIED

**3. Disclosure of Pecuniary Interest**

NIL

**4. Approval of Minutes**

**Resolution # WSP2025-02**

Moved By: Arik Theijsmeijer

Seconded By: Diane Newlands

THAT the January 7<sup>th</sup>, 2025 Water System Policy committee meeting minutes be adopted as circulated.

CARRIED

**5. Delegations**

NIL



---

## 6. Staff Reports / Information

### 6.1. Funding Opportunity for Waterline upgrades

The Committee discussed potential future Waterline upgrades

### 6.2. Policies and Procedures

The Committee discussed various policies. The committee finds it challenging to move forward without the Water Rates Study and the Financial Plan, as they are still being completed by OCWA. The committee also expressed their disappointment at not being further along with the policies with the interest on accounts starting later this month. The Committee is requesting that Administration bring a resolution forward to Council requesting a pause on interest until the committee has had a chance to make its Policies and Procedures recommendations to Council.

## 7. Correspondence

## 8. Information

### 8.1. 2025 Invoicing for January to June 2025

The information was received.

## 9. Other Business

## 10. Adjournment

Motion to Adjourn

### Resolution # WSP2025-

Moved By: Diane Newlands

Seconded By: Carl Tolsma

THAT the Water System Policy Committee hereby adjourns at 12:44pm

CARRIED

---

Chair

---

Clerk

### 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)

## COUNCIL REPORT

**Department:** Waste Management

Protective Services

**Date:** March 18, 2025

**Report Number:**

**File:** Environmental

**Attachment:**

---

**Recommendation:** Please enter recommendation here

That the Council review, provide comment and direction regarding the attached “draft” Waste Management Strategy Plan 2025 and “draft” Waste Management Bylaw 2025-xx.

### Background:

- a) The current Township Waste Management Bylaw was produced and passed in 2013-45.
- b) The township currently has an application submitted to the Ministry of Environment Conservation and Parks for an extension of the Certificate of Approval for operating the landfill depot.
- c) In November 2024 the Township designated a Waste Management Coordinator to assist in developing and implementing a waste management program.
- d) The Waste Management Coordinator has since reviewed the current and previous waste management bylaws, engineering reports and township landfill depot records.

### Discussion:

- a) The Waste Management Coordinator is requesting that Council review a waste management strategy plan and revised waste management bylaw to assist in providing direction in setting operational procedures for the landfill depot and that will assist in extending the life cycle of the Township landfill depot
- b) The draft waste Management Strategy Plan includes a 6-phase strategy that includes the following topics:
  - Evaluation of the current landfill operations
  - Development of guiding principles
  - Current Program goals/objectives
  - Reporting of landfill depot operations
  - Review of Documents
  - Long-term goals/objectives
- c) The draft bylaw and includes provisions for the following topics:
  - Preparation and disposal of household and commercial garbage and waste.
  - Preparation and disposal of eligible source and non eligible source recyclables.
  - Rates and fees
  - Training
  - Record keeping





- 
- Complaint process
  - Hours of operation
  - Enforcement
  - Operational procedures

### **Financial Impacts:**

- a) The "draft bylaw is recommending that the township implement the use of Garbage Bag Tags as a method of offsetting landfill depot improvement and future landfill decommissioning costs.
- b) The Bylaw is revising the Landfill Depot Tipping Fee Schedule as per the Billings Township Fee Bylaw #xxxx-xx

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

This report aligns with the following strategic plan provisions:

- Protect and enhance our natural assets
- Ensure that current and future township assets are managed to be sustainable to meet our long-term needs

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

This report aligns with the following CEEP provisions:

- Reduce overall consumption by promoting circular economy concepts and increase waste diversion through recycling rate increases and home composting program.
- Reducing leachate and methane gas coming from the landfill helps ensure long-term access to safe drinking water sources in the community.

### **Respectfully Submitted By:**

Arthur Moran  
Waste Management Coordinator

### **Reviewed By:**



**Waste Management Strategy Plan  
2025**

DRAFT

Table of Contents

**Table of Contents .....2**

**Foreword.....3**

**Phase 1.....4**

**Landfill Depot Site Evaluation .....4**

**Landfill Site.....4**

**Site Operation .....4**

**Waste Measuring/Monitoring .....4**

**Landfill Depot Intake .....4**

**Phase 2.....6**

**Guiding Principles/Statement.....6**

**Program Goals/Objectives .....6**

**Phase 3.....6**

**Phase 4.....7**

**Phase 5.....7**

**Phase 6.....7**

**Township Strategic Plan (Excerpts) .....8**

**Community Energy and Emissions Plan (CEEP) (Excerpts).....8**

**Appendix #2 .....9**

**Acts and Regulations Applicable to Waste Management .....9**

**Appendix #3 .....11**

**GFL Recycling Reports.....11**

**Monthly Logbook Data .....13**

## Foreword

The topic of Waste Management has become an especially important topic over the last decade and is becoming even more prevalent with the changes in recycling programs, costs associated with landfill closures and decommissionings and the cost associated with shipping waste.

Provincial data has shown an increase in waste production, waste diversion and recycling initiatives, but some of these programs have plateaued over the last decade.

To that extent multiple municipalities are developing waste management strategies to assist in meeting local environmental initiatives, strategic plan objectives, prolonging the life spans of current landfill sites and developing revenue streams for future waste management costs.

In 2014 the Township had a Comprehensive Waste Management Plan prepared, this Plan was accepted by Council as part of Billings Township Bylaw 2014-13. This Plan identified initiatives that the Township could incorporate as part of a waste diversion strategies i.e.

- a) Waste reduction and reuse strategies.
- b) Waste diversion initiatives.
- c) Public education.
- d) Landfill depot enhancement.

Since then, the Township of Billings and its' residents have demonstrated that they are committed to doing their part when it comes to recycling, promoting green programs and working to keep control of greenhouse gasses, however, increases in waste generation from an increasing population, changing population demographics and an increase in tourism numbers, means the waste management system is experiencing more pressures than it previously had.

To assist in relieving some of the pressures, the township is implementing a waste management strategy that will promote waste diversion, prolong the life of the township landfill site and develop revenue streams for future landfill costs. This waste management strategy will be implemented in series of phases that will allow for the staff and the residents to adjust to implemented changes.

- Phase 1-will evaluate the current state of the Townships waste management system and how it operates.
- Phase 2-will create guiding principles, develop waste management program changes and the development of program goals.
- Phase 3-consolidate collected data, evaluate the program changes and develop possible program improvements.
- Phase 4- Develop a food and organic materials home recycling program.
- Phase 5- Develop a long-term after-landfill-closure strategy.
- Phase 6- Develop strategies for processing waste and recyclables i.e. compactors, shredders, balers

## Phase 1

### Landfill Depot Site Evaluation

#### Landfill Site

- 1) Billings landfill was originally issued a Certificate of Approval (CofA) #A550501 on August 9, 1971
- 2) the Township landfill site had its Certificate of Approval (CofA) reissued in 1980.
- 3) The CofA has been updated 3 times, November 1994, February 2002 and April 2015.
- 4) A Comprehensive Waste Management was approved by the Township Council in May 2014.
- 5) Ground water test wells for leachate monitoring were installed in June 1993, December 2010 and June of 2018.
- 6) The site has had 3 cycles of triennial ground water testing performed, 2016-2018, 2019-2021 and 2022-2024.
- 7) A topographical site survey was performed in 2017 by Talbot Surveys.
- 8) A waste fill plan was performed in 2019 by Pinchin Engineering
- 9) An application for a site expansion was submitted in 2022.
- 10) A topographical site survey was performed in 2024.

#### Site Operation

- 1) The Township of Billings operates the landfill depot.
- 2) The site is manned by a single attendant on a limited seasonal schedule of being open to receive waste and recyclables.
- 3) Waste and recyclables are brought to the site by users (residents) and deposited into a rear compactor unit, identified recycling bins or in designated areas.
- 4) Clean wood is burnt by the landfill attendant in a separate burn area.
- 5) Waste cover is applied by the Township PW department as per MOE guidelines.

#### Waste Measuring/Monitoring

- 1) Onsite data collection logs monitor the number of site visits, bylaw compliance, the number of recyclers, brush recycling, tipping fee charges and estimated volume of waste being deposited into the landfill.
- 2) GFL collection data measures the monthly/annual tonnage of collected fibre materials and plastic/metal co-mingle. (This is program ended December 31, 2024)
- 3) CMO transition data. (This program began January 1, 2025)

#### Landfill Depot Intake

The Billings Township landfill depot is open for 20 hours per week during the summer schedule and 16 hours per week during the winter schedule.

Statistical data *estimates* that there are 1024 monthly visits to the landfill depot and that recyclables are deposited 63.60% of the time.

While the statistical average of landfill visits is 1056 monthly, this average is affected by the visit number increases during months of May through October due to the return of seasonal residents and the increased number of tourists visiting the township.

## **Solid Waste**

Statistical data *estimates* that there was 4-year monthly average of 224.79 cubic yards and 4-year annual average of 1837.50 cubic yards of solid waste being deposited at the landfill depot.

## **Recyclables**

The Township of Billings has been utilizing the services of GFL Inc. to haul and process the recyclables deposited at the landfill depot. GFL provides annual “*estimated*” reports that contain the total weights in kilograms and tonnes for the materials deposited at the Billings Township landfill depot. These reports provide the volume data for the fibre (cardboard, paper) and the volume data for comingle (plastics, aluminum).

Statistical review of the reports from 2020 to 2024 identified the following:

- 1) Average yearly intake of fibre materials was 39, 969 kilograms. (39.96 tonnes)
- 2) Average yearly intake of comingle materials was 24, 569 kilograms. (24.56 tonnes)
- 3) Average yearly intake of all recyclable materials was 64.52 tonnes.

*Estimated* data for the period from 2020 to 2024 indicates that the annual tonnage volume of recyclable materials has increased by approximately 10%.

It should be noted that the system of recycling in the province has changed from the “Blue Box” program to the Circular Waste (CM) program. Whereas in previous years, the township had program contracted GFL to haul and process recyclables from the Landfill Depot, Circular Materials is now responsible for contracting the hauling and processing of recyclable materials from the Landfill Depot.

The township is currently in a “transition” year contract with CM while the final details of the new recycling program are being implemented.

## **Legislative Guidelines**

Waste management in Ontario is currently governed by:

- 1) The Environmental Protection Act, R.S.O. 1990 (EPA). The EPA and its regulations address waste collection and processing in general and include, among other things, mandatory diversion requirements (often referred to as the ‘3Rs Regulations’). This Act is supported by Ontario Regulations 347 and 323/22
- 2) Waste Free Ontario Act 2016 was passed by the Legislative Assembly of Ontario June 1, 2016, and received Royal Assent on June 9, 2016. Once proclaimed, the Waste-Free Ontario Act, 2016 will enact two Acts: The Resource Recovery and Circular Economy Act, 2016
- 3) The Resource Recovery and Circular Economy Act, 2016. The Act establishes an overarching provincial interest in resource recovery and waste reduction and enables the government to issue policy statements to support that interest.
- 4) The Waste Diversion Transition Act, 2016. The Act allow the products and packaging managed under existing waste diversion programs to be smoothly transitioned to the new producer responsibility framework, without disrupting current access to existing recycling services.

## **Internal Guidelines**

- 1) Township Waste Management Bylaw
- 2) Landfill Depot Operational Procedure

## **Site Finances**

- 1) Site operation costs (fuel, maintenance, wages) are covered in the township operational budget.
- 2) CMO recycling agreement.

## **Phase 2**

In this phase guiding principles will be developed to provide the ideological basis for the township waste management program, as well as establishing program goals/objectives and timelines.

### **Guiding Principles/Statement**

- 1) Together, as a Township, we will reduce the amount of waste we generate, reuse what we can, and recycle and recover the remaining resources to reinvest back into the economy.
- 2) We will embrace a waste management system that is user-friendly, with programs and facilities that balance the needs of the community and the environment with long term financial sustainability.
- 3) Together, we will ensure a safe, clean, beautiful and healthy township for the future.

### **Program Goals/Objectives**

- 1) Develop and enact a Waste Management Bylaw
- 2) Develop a Waste Management Operational Procedure and supporting documents that:
  - a) Are in alignment with the Township CEEP and Strategic Plan. (see appendix #1)
  - b) Aligns with the identified Acts, the Aligns Regulations and the Township Landfill Depot Certificate of A. (see appendix # 2)
  - c) Supports local waste management initiatives.
- 3) Perform annual waste audits to identify materials being deposited into the Landfill.
- 4) Develop and implement a public education program to inform Township residents of their duties and responsibilities regarding the township Waste Management Operational Procedures.
- 5) Develop a township program for the composting of food and organic materials.
- 6) Develop and implement a public education program to inform Township residents of their duties and responsibilities regarding the Township Waste Management Program for composting food and organic materials waste.
- 7) Implement a process of monitoring waste materials entering the landfill site.
- 8) Designate a second employee at the landfill to assist in waste compliance identification and other general duties.
- 9) Implement a user bag tag system.
- 10) Implement a user identification system.
- 11) Review and revise the landfill depot tipping fee schedule.
- 12) Install new signage at the landfill.
- 13) Determine landfill depot improvements (layout, structures, storage)
- 14) Revise the Landfill daily log documents.
- 15) Develop long term waste management objectives.
- 16) Re-establish the Township Climate Action (Waste Management) Committee

## **Phase 3**

Consolidate and review collected data and evaluate program changes, develop program improvements and provide written reports to Council  
(Bi-annually)

**Phase 4**

Develop a composting strategy for food and organic waste materials.

**Phase 5**

Develop a long-term after-landfill-closure strategy.

**Phase 6**

Investigate possible strategies for processing waste i.e. compactors, shredders, balers.

DRAFT



## Appendix #1

### Township Strategic Plan (Excerpts)

#### 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.

#### Ensure that current and future township assets are managed to be sustainable to meet our long-term needs

- Refine the Asset Management Plan to facilitate the preparation of capital and operating budgets.
- Determine strategic direction for existing facilities and other infrastructure.
- Prioritize infrastructure projects based on critical needs, aging systems, potential environmental risks, and community needs.
- Proactively prepare and plan projects and continue to identify and apply for additional funding opportunities

### Community Energy and Emissions Plan (CEEP) (Excerpts)

#### Waste Reduction

Reduce by 50%, below 2018 levels before 2030.

Reduce overall consumption by promoting circular economy concepts and increase waste diversion through recycling rate increases and home composting program.

#### Potential Community Benefits

Reducing leachate and methane gas coming from the landfill helps ensure long-term access to safe drinking water sources in the community.

Converting brush into chip waste will assist with composting this waste, increase soil quality in our environment and reducing GHG emissions.

Sharing of tools and other items, as well as other circular economy events, helps promote interaction in the community and facilitate positive relationships

Additional community events like a composting program or circular economy activities facilitate data collection relating to GHG emissions.

Sharing of tools and other items helps save money for households but providing a low-cost alternative to investing in these items themselves

Maintaining a clean environment such as the Kagawong River helps maintain the tourist industry for our community as the river and the falls a prime destination for tourists.

Methane gas collection at the landfill can be used as an energy source, reducing municipal energy usage, and saving money.

Increasing household composting can reduce the need for purchasing commercial fertilizers for home gardens, saving money.

Having no power sources at the landfill now presents opportunity for innovative applications of renewable energy, waste to energy technologies and gas capture systems.

## **Appendix #2**

### **Acts and Regulations Applicable to Waste Management**

#### **2.1 Environmental Protection Act**

In Ontario, landfilling sites and other waste management activities are subject to Part V of the Environmental Protection Act and the regulations made under the Act. The basic legislative framework for waste management is defined in Part V and the regulatory requirements for the design and operation of waste disposal sites are included in Regulation 347. For new or expanding landfilling sites, these regulatory requirements are superseded by Regulation 232/98.

Section 27 of the Act requires that an Environmental Compliance Approval be obtained from the Ministry of the Environment for the establishment, operation, alteration or enlargement of a landfilling site. To obtain approval for a new or expanding landfilling site, a detailed assessment of the site as required by Regulation 232/98 must be carried out to identify any potential effects on the environment and to show how these potential effects can be satisfactorily addressed. The basis for this assessment and the requirements for site design and operation are given in Regulation 232/98. The Environmental Compliance Approval process takes the landfill standards and refines them as necessary to reflect the particular setting and conditions at each landfill. The resulting Environmental Compliance Approval will define how large the site is to be, the types of waste to be accepted, and any necessary conditions for design and operation. The approval will also describe how the site is to be closed and the measures to be taken following closure to ensure the site is properly maintained and monitored for the long-term protection of the environment.

#### **2.2 Regulation 347**

Regulation 347 is the general waste management regulation under Part V of the Environmental Protection Act. Regulation 347 provides definitions of waste management terms, defines different classes of waste, and provides standards for the design and operation of landfilling sites (other than new or expanding landfilling sites now covered by Regulation 232/98) and other waste management facilities. For existing and small municipal waste landfilling sites (i.e. sites less than -- or equal to -- 40,000 cubic metres), the existing requirements given in Section 11 of Regulation 347 remain in effect. Additional or more detailed requirements for waste sites and systems are addressed as appropriate through the Environmental Compliance Approval process.

Regulation 347 also defines when waste is considered hazardous or non-hazardous. Hazardous waste is defined by listing some specific wastes as being hazardous, and by identifying certain hazardous waste

characteristics and tests. Non-hazardous waste is called “municipal” waste in Regulation 347. The new landfill standards in Regulation 232/98 only apply to sites accepting “municipal” waste.

### **2.3 Other Acts and Approvals**

The focus of this Guideline is on the regulatory and approval requirements under Part V of the Environmental Protection Act. Landfilling sites, however, may also be subject to approval under the Environmental Assessment Act. Many landfill proposals, particularly larger sites may require approval under the Environmental Assessment Act. Under the Environmental Assessment Act, a broader view of the environment is taken and issues beyond the effects on the natural environment must be addressed. For a municipally owned landfilling site, Regulation 334 pursuant to the Environmental Assessment Act (EAA) identifies when a proposal is subject to EAA approval. For private sector landfills, proposals are made subject to EAA requirements by being individually designated through regulation. Typically, sites larger than 40,000 cubic metres are designated, however, this may not always be the case. Once a landfill is subject to EAA approval, the decision to hold a public hearing and give approval for the undertaking rests with the Ministry. Regulation 101/07 under the Environmental Assessment Act also needs to be considered. This regulation defines what waste projects are subject to the EAA p

DRAFT

## Appendix #3

### GFL Recycling Reports

2020

Date	Fibre (Kg)	Comingle (Kg)
January	222	1,717
February	369	971
March	865	1,725
April	125	2,021
May	300	1,405
June	905	2,467
July	765	2,787
August	266	2,153
September	763	2,716
October	640	3,044
November	912	1,210
December	950	1,830
Total Kgs	37,802	24,046
Tonnes	37.80	24.05

**Total Tonnes 61.85**

2021

Date	Fibre (Kg)	Comingle (Kg)
January	317	1,152
February	606	1,049
March	387	982
April	890	1,789
May	055	2,224
June	236	2,241
July	272	3,298
August	784	2,418
September	932	2,883
October	945	2,224
November	877	1,679
December	543	2,659
Total Kgs	36,884	24,598
Tonnes	36.84	24.60

**Total Tonnes: 61.44**

2022

Date	Fibre (Kg)	Comingle (Kg)
January	774	1,941
February	724	1,826
March	546	2,085
April	537	2,615
May	430	2,307
June	223	2,338
July	805	2,261
August	873	2,361
September	533	2,292
October	179	2,092
November	424	1,730
December	052	1,309
Total Kgs	39,110	25,207
Tonnes	39.11	25.21

**Total Tonnes: 64.30**

**2023**

Date	Fibre (Kg)	Comingle (Kg)
January	517	1,544
February	977	1,184
March	032	2,088
April	199	1,974
May	320	2,392
June	221	2,669
July	400	2,254
August	488	2,855
September	222	1,859
October	703	1,838
November	980	2,236
December	272	1,285
Total Kgs	44,784	24,178
Tonnes	44.78	24.18

**Total Tonnes: 68.96****2024**

Date	Fibre (Kg)	Comingle (Kg)
January	348	1,531
February	523	1,393
March	104	1,368
April	930	1,579
May	380	2,481
June	387	2,174
July	533	2,904
August	493	2,837
September	443	2,322
October	148	2,310
November	995	2,068
December	024	1,771
Total Kgs	41,267	24,818
Tonnes	41.27	24.82

**Total Tonnes: 66.08**

GFL statistical information is based on GFL estimates.

**Billings Township Landfill Depot  
Monthly Logbook Data**

**2020**

Month	Visits	Recycle	%	Cubic Yds.
January	528	401	75.94	160
February	481	364	75.67	160
March	436	252	57.79	80
April	715	252	35.24	NA
May	602	329	54.65	NA
June	1315	755	57.41	NA
July	1227	1079	87.93	360
August	1424	1006	70.64	300
September	1069	800	74.83	345
October	1014	732	72.18	275
November	992	786	79.23	310
December	699	594	84.97	NA
Totals	10,502	7,350	68.87	1,990
(Monthly Average)	875			248.75

**2021**

Month	Visits	Recycle	%	Cubic Yds.
January	1161	584	50.30	270
February	571	490	85.81	115
March	691	568	82.17	200
April	1123	633	56.36	300
May	1536	861	56.55	340
June	1138	781	68.62	390
July	1426	923	64.72	400
August	1573	785	49.90	300
September	1568	1264	80.61	410
October	1077	753	69.91	280
November	748	563	75.26	320
December	333	250	75.07	NA
Totals	12,945	8,419	67.94	3,325
(Monthly Average)	1,078			(277.08)

\*Some data was incomplete.

**2023**

Month	Visits	Recycle	%	Cubic Yds.
January	623	564	90.52	190
February	479	377	78.70	120
March	1336	498	37.27	150
April	1285	637	49.57	160
May	920	527	57.28	240
June	1482	987	66.59	270
July	1973	1064	53.92	180
August	1585	1195	75.39	260
September	1213	675	55.64	210
October	1386	620	44.73	190
November	1183	863	72.95	190
December	1122	534	47.59	210
Totals	14604	8,532	58.42	2,370
(Monthly Avg.)	(1,217)	(711)		(197.5)

2024

Month	Visits	Recycle	%	Cubic Yds.
January	658	500	75.98	150
February	720	478	66.38	110
March	700	463	66.14	130
April	836	523	62.55	150
May	1049	657	62.57	240
June	1333	887	66.54	170
July*	506	290	57.31	240
August	1621	1033	63.72	270
September	1227	795	64.79	260
October	1157	669	57.82	200
November	769	512	66.57	180
December	568	363	63.90	150
<b>Totals</b>	11,144	7,170	59.19	2,110
<b>Monthly Avg.</b>	928	597		175.83

\*Landfill Logs for the first 3 weeks of July were accidentally destroyed.

Note: The estimated statistical information presented in the monthly logbook data are numbers prepared from handwritten reports from the landfill attendant that may/may not be 100% accurate as data is collected while other duties are being performed.

DRAFT

DRAFT



## Corporation of the Township of Billings

### Bylaw 2025-00

Being a By-law to establish and maintain a system for the disposal of garbage, recyclables, organics and other refuse in the Township of Billings

**WHEREAS** the *Municipal Act of Ontario 2001, SO 2001, c-25 section 8* states that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

**WHEREAS** the *Municipal Act of Ontario 2001, SO 2001, c-25 section 9* states that sections 8 and 11 shall be interpreted broadly to enable them to govern their affairs as they consider appropriate; and to enhance their ability to respond to municipal issues; and

**WHEREAS** the Council of the Township of Billings deems it is desirable that rules and regulations be made for establishing and maintaining a system for the disposal of garbage and other refuse in the Township; and

**WHEREAS** the Council of the Township of Billings deems it desirable that the rules and regulations of this Bylaw are compliant with the conditions of the MECP Landfill Site Certificate of Approval as well as *Part V of the Environmental Protection Act, Regulation 347, Regulation 232/98, Regulation 334 and Regulation 101/07.*

**WHEREAS** the Council of the Township of Billings enacts the following:

#### 1.0 Definitions

In this by-law:

- 1.1) "By-law Enforcement Officer" means any person or persons appointed by the Council of the Township of Billings for the purposes of enforcing Township by-laws.
- 1.2) "Certificate of Approval/C of A" means the document that is issued by the MECP that allows the Landfill Depot to operate and lists the conditions of operation.
- 1.3) "Clean Wood" means: See Waste Management Operating Procedure wood that does not contain nails, screws or other fastening devices, and wood that has not been treated with preservatives, painted or stained.
- 1.4) "Contaminated wood" means: See Waste Management Operating Procedure
- 1.5) "Commercial Operation" means any commercial establishment, or commercial business that could include hotels, motels, restaurants, tourist establishment, apartment buildings, contractor operations etc....
- 1.6) "Commercial Garbage" See Waste Management Policy:
- 1.7) "Compost" means the product manufactured through the controlled aerobic, biological decomposition of biodegradable materials.
- 1.8) "Compostable Organic Material" means: See Waste Management Operating Procedure
- 1.9) "Compostable Yard Waste" means: See Waste Management Operating Procedure
- 1.10) "Council" means the elected Council of the Township of Billings.
- 1.11) "Dwelling" means a residential building or place of abode with four or less. separate units.

1.12) "Eligible Source" means any residence or facility in an eligible community. These include the following :

- i) Single-unit residential dwellings, including seasonal residential dwellings (cottages or permanent mobile homes).
  - ii) Multi-unit dwellings (condominiums, apartments).
  - iii) Retirement homes (operated by a municipality or entity, not for profit).
  - iv) Long-term care homes (not for profit).
  - v) Schools (public and private; elementary and secondary).
- Refer to Sections 1 and 4 of O.Reg. 391/21 for definitions of Eligible Sources.

1.13 "Excessively loaded Truck or Trailer" means a discretionary situation where the waste materials are stacked in a manner where they exceed the height of the interior of the truck box sides or exceed the height of the rails or walls of a trailer.

1.14) "Garbage Bag" means a clear household plastic garbage bags that will hold up to a max of 90 litres. (78x83 cm/30x33in.)

1.15) "Garbage Bag Identification Tag" means a tag purchased from the Township that is attached to garbage bags being deposited at the Township landfill site.

1.16) "Household Garbage" means waste generated from a Dwelling , but shall not include Household Hazardous Waste, Recyclable material or Non-collectable Wastes.

1.17) "Household Hazardous Waste" means: See Waste Management Operating Procedure

1.18) "Household Hazardous Waste Depot" means an area designated by the Ontario Ministry of the Environment and Energy as an approved Household Hazardous Waste Depot and operating under a Certificate of Approval issued by the said Ministry.

1.19) "Landfill Attendant" means a person authorized by the Township to supervise the on-site operations of the landfill depot.

1.20) "Landfill Depot" means an area designated by the Ontario Ministry of Environment and Energy as an approved landfill site and operating under a Certificate of Approval issued by said Ministry of Environment.

1.21) "Landfill Identification Card" means an identification card issued by the Township that identifies residents allowed to use the Township landfill depot.

1.22) "Landfill Tipping Fee" means the rate set by the Township for the disposal of waste and any other acceptable item brought to the Landfill;

1.23 "Non-Eligible Sources" are any entities that are not Eligible Sources as defined in the Regulation.

1.24) "Non-acceptable Waste" means See Waste Management Operating Procedure:

1.25) "Resident" means any person appearing on the assessment roll for the Township as the owner of a property or an occupant of rateable property or a person who is residing full time in a rented/leased property

1.26) "Recyclables" means: See Waste Management Operating Procedure

1.27) "Summer hours" means the hours of operation of the Township landfill depot period from the first Monday in May to the last Friday in October.

1.28) "Township" means the Township of Billings.

1.29) "Winter Hours" means the means the hours of operation of the Township landfill depot from the period from the first Monday in November to the last Friday in April.

2) In this by-law a reference to the singular includes the plural and vice versa.

## **2.0 Preparation of Household Garbage and Recyclables for Eligible Sources disposal at Township Landfill Depot.**

2.1 Every Resident disposing of Garbage and/or Recyclables at the Township Landfill Depot shall prepare the same for disposal in accordance with the following:

- i) All Household Garbage shall be placed in clear Garbage Bags where all Garbage is visible.
- ii) Garbage and Recyclables shall be drained of all liquids.
- iii) Cardboard boxes/cartons shall be knocked down flat.
- iv) All Garbage Bags will have a Garbage Bag Identification Tag attached.
- v) Recyclables shall be placed in blue boxes or equally suitable receptacles.
- vi) Packing materials shall be securely tied in compact bundles.
- vii) Wood shall be separated into distinct piles of Clean Wood and Contaminated Wood

2.2 Failure to have Garbage and Recyclables prepared as listed in section 2.1 of this Bylaw, will result in Garbage or Recyclables not being accepted.

2.3 Landfill Tipping Fees will apply depending on volume.

2.4 Unapproved depositing of Household Garbage or Recycling will result in charges being laid under the Township of Billings Illegal Dumping Bylaw, Bylaw # 2020-30.

## **3.0 Disposing Household Garbage and Recyclables for Eligible Sources at the Landfill Depot**

3.1 All Residents shall have their Landfill Identification Card visible and/or available for review when disposing of Household Garbage or Recyclables at the Township Landfill Depot.

3.1.1 Landfill Attendants have the right to request personal identification to verify residency status.

3.2 All Residents depositing Household Garbage and Recyclables shall allow the Landfill Attendant to inspect their Garbage or Recyclables that are being deposited at the Township Landfill Depot.

3.3 All Residents depositing Household Garbage and Recyclables shall comply with direction given by the Landfill Attendant regarding the disposal locations for Garbage and Recyclables.

3.4 Failure comply with sections 3.1, 3.2 or 3.3 of this By-law will result in Commercial Garbage or Recyclables not being accepted for depositing at the Landfill Site.

3.5 Unapproved depositing of Household Garbage or Recycling will result in charges being laid under the Township of Billings Illegal Dumping Bylaw , Bylaw # 2020-30.

## **4.0 Preparation of Commercial Waste and Recyclables for Non-Eligible Sources disposal at Township Landfill Depot.**

4.1 Every Commercial Operation depositing Commercial Garbage and/or Recyclables at the Township Landfill Depot shall prepare the same for disposal in accordance with the following:

- (i) All Commercial Garbage shall be placed in clear Garbage Bags where all Garbage is visible.
- ii) Garbage and Recyclables shall be drained of all liquids.
- iii) Cardboard boxes/cartons shall be knocked down flat.
- iv) All Garbage Bags will have a Garbage Bag Identification Tag attached.
- v) Recyclables shall be placed in blue boxes or equally suitable receptacles.
- vi) Packing materials shall be securely tied in compact bundles.
- vii) Wood shall be separated into distinct piles of Clean Wood and Contaminated Wood

4.2 Failure to have Garbage and Recyclables prepared as listed in section 4.1 of this Bylaw, will result in Garbage or Recyclables not being accepted for depositing at the Landfill Site.

4.3 Landfill Tipping Fees will apply depending on volume.

4.4 Unapproved depositing of Commercial Garbage, Waste or Recycling will result in charges being laid under the Township of Billings Illegal Dumping Bylaw, Bylaw # 2020-30.

## **5.0 Disposing of Commercial Garbage and Recyclables for Non-Eligible Sources at the Landfill Depot**

5.1 All Commercial Operations shall have their Landfill Identification Card visible and/or available for review when disposing of Commercial Garbage or Recyclables at the Township Landfill Depot.

5.1.1 Landfill Attendants have the right to request personal identification to verify residency status.

5.2 All persons depositing Commercial Garbage and Recyclables shall allow the Landfill Attendant to inspect their Garbage or Recyclables that are being deposited at the Township Landfill Depot.

5.3 All person's depositing Commercial Garbage and Recyclables shall comply with direction given by the Landfill Attendant regarding the disposal locations for Garbage and Recyclables.

5.4 Failure comply with sections 3.1, 3.2 or 3.3 of this By-law will result in Commercial Garbage or Recyclables not being accepted for depositing at the Landfill Site.

5.5 Unapproved depositing of Household Garbage or Recycling will result in charges being laid under the Township of Billings Illegal Dumping Bylaw , Bylaw # 2020-30.

## **6.0 Rates and Fees**

6.1 Rates for Garbage Bag Identification Tags are identified in "Schedule 1" of this By-law.

6.2 Cost for the replacement of Landfill Identification Cards are identified in "Schedule 1" of this By-law.

6.3 Landfill Tipping Fee Rates are identified in "Schedule A" of this By-law will be applied dependent on volume and types of materials being deposited.

6.4 Landfill tipping fees will be invoiced to the Resident or the Commercial Operation.

6.5 Unpaid Landfill Tipping Fees will be added to the tax roll of the Resident of Commercial Operation.

## **8.0 Enforcement**

8.1 The provisions of this by-law will be enforced by the Township Landfill Attendants.

8.2 The provisions of the Township Illegal Dumping Bylaw, Bylaw # 2020-30, will be enforced by the Township Bylaw Enforcement Officer.

## **9.0 Severability**

9.1 If any provision or part of this Bylaw is declared by any court or tribunal of competent jurisdiction to be illegal or inoperative, in whole or in part in particular circumstances, the balance of the bylaw or its application in other circumstances, shall not be affected and shall continue in full force and effect.

## **10.0 Administration**

10.1 This Bylaw repeals Township of Billings Bylaw 2008-11, 2013-45 and 2014-13.

10.2 This Bylaw shall be enforced within the boundaries of Billings Township.

10.3 This Bylaw will come into effect upon the final passing thereof.

Read a first, second and third time in open council and enacted this day ?? of ???, 2024

---

Bryan Barker, Mayor

---

Veronique Dion, CAO/Cler

DRAFT

**THE CORPORATION OF THE TOWNSHIP OF BILLINGS**

**BY-LAW 2024-??**

**Schedule 'A'**

**Landfill Depot Tipping and Disposal Fees**

Items being deposited	Fee
<b>Tires</b> Car and light truck (no rims) Heavy trucks (no rims) Tractor tires (no rims)	\$15.00 \$20.00 \$20.00
<b>Appliances</b> Stoves, washing machines, dryers, water tanks Refrigerators, freezers (Certified freon free)	\$25.00

<b>Furniture</b> Mattresses, Box Springs (each) Couches, chairs, tables (each)	\$50.00 \$25.00
<b>Residential Garbage</b> Pick-up truck load Pick-up truck load with trailer The Landfill Attendant is authorized to apply a 50% surcharge to excessively loaded trucks and trailers.	\$50.00 \$125.00
<b>Residential Recyclables</b> Pick-up truck load Pick-up truck load with trailer The Landfill Attendant is authorized to apply a 50% surcharge to excessively loaded trucks and trailers.	\$25.00 \$50.00
<b>Commercial Garbage</b> Pick-up truck load Pick-up truck load with trailer The Landfill Attendant is authorized to apply a 50% surcharge to excessively loaded trucks and trailers.	\$50.00 \$125.00
<b>Commercial Recyclables</b> Pick-up truck load Pick-up truck load with trailer The Landfill Attendant is authorized to apply a 50% surcharge to excessively loaded trucks and trailers	\$25.00 \$50.00
<b>Scrap Steel</b> Pick-up truck load. Pick-up truck load with trailer	\$25.00 \$50.00
<b>Household Garbage</b> Garbage Bag Identification Tag (each) Per bag, with Garbage Bag Identification Tag Attached	\$3.50 \$0.00

**THE CORPORATION OF THE TOWNSHIP OF BILLINGS**

**BY-LAW 2024-??**

**Schedule 'B'**



**Township of Billings  
Landfill Complaint Form**

<b>Complainants Name:</b>
<b>Complainants Address:</b>
<b>Complainants Contact Information</b>
<b>Complaint No:</b>
<b>Nature and Details of Complaint: (Please be specific)</b>
<b>Complaint Received by:</b>
<b>Date Received:</b>
<b>Follow Up Actions: (Please be specific, include actions required, dates, persons responsible)</b>
<b>Completion Sign-off</b>
_____
<b>Name (Print)</b>
_____
<b>Signature</b>
_____
<b>Date</b>

(See reverse side for specific instructions)

- (1) If at any time the Township receives complaints regarding the operation of the Landfill Depot, the Township shall respond to these complaints according to the following procedure:
  - (a) The Township shall record and number each complaint, either electronically or in a log book, and shall include the following information: the nature of the complaint, the name, address and the telephone number of the complainant if the complainant will provide this information and the time and date of the complaint;
  - (b) The Township, upon notification of the complaint, shall initiate appropriate steps to determine all possible causes of the complaint, proceed to take the necessary actions to eliminate the cause of the complaint and forward a formal reply to the complainant; and
  - (c) The Township shall complete and retain on-site a report written within one (1) week of the complaint date, listing the actions taken to resolve the complaint and any recommendations for remedial measures, and managerial or operational changes to reasonably avoid the recurrence of similar incidents.
- (2) With the exception of weekends and statutory holidays, all complaints received by the Township are to be reported to the MECP District Manager within (2) business days of receipt.



March 7, 2025

**To: Canada's Mayors, Wardens, Chairs, and Local Government Leaders**

As Mayor of Brampton, I am writing to you today about the *Stand For Canada* campaign, designed to encourage local governments across Canada to take a united stand in protecting local interests and fostering a stronger, more resilient Canadian economy in the face of U.S.-imposed tariffs.

In recent months, we have witnessed significant challenges to our nation's economy, particularly with the imposition and looming deadlines of new tariffs by the United States on Canadian goods. These actions have highlighted the need for a coordinated effort from all levels of government to ensure the protection and growth of Canadian businesses, workers, and communities – and our strong future together.

As part of this initiative, I am urging all levels of government to consider taking impactful steps:

- 1. Banning US-owned companies or their subsidiaries from bidding on new municipal contracts for goods and services. By doing so, we will send a clear message that Canadian communities and businesses must be prioritized, especially in the face of unfair trade practices.**
- 2. Reviewing existing contracts to pivot to Made in Canada solutions.**

The *Stand For Canada* campaign calls for a *Team Canada* approach to trade — one where local leaders work together to defend our country's economic interests and create opportunities for Canadian businesses to thrive. Through this collective action, we will ensure local government contracts are awarded to companies supporting Canadian jobs and our Canadian economy.

I invite you to join this critical movement by visiting our campaign website, [Stand4Canada.ca](https://Stand4Canada.ca) where you can learn more about the initiative and sign the pledge to stand with Canada.

We are pleased to share your support for Team Canada on the website, if you email your name and the logo/crest of the city, township, region, county or district you represent to [stand4canada@brampton.ca](mailto:stand4canada@brampton.ca). By signing the pledge, you are taking a meaningful step toward building a more competitive and self-sustaining Canadian economy.

Together, we can remain strong, resilient and prosperous in the face of external challenges. I look forward to your support as we continue to stand for Canada.

Sincerely,



Patrick Brown, Mayor of Brampton

March 12, 2025

VIA EMAIL

The Hon. Doug Ford  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford

**Re: Motion to Request Landlord Tenant Reforms**

---

At its Regular Meeting of Council held on Tuesday, March 4, 2025, the Town of Bradford West Gwillimbury Council approved the following resolution:

Resolution 2025-79  
Moved: Councillor Giordano  
Seconded: Councillor Dykie

WHEREAS Ontario has expanded the accessory dwelling unit (ADU) framework to address the housing supply crisis, which includes the need to balance the interests of both tenants and small-scale landlords;

WHEREAS small-scale landlords may face financial strain when tenants withhold rent in bad faith, and delayed dispute resolution systems can result in undue hardship for landlords, while also affecting tenants' security and well-being;

WHEREAS it is crucial to support the development of legal ADUs and secondary rentals while ensuring tenants' rights are respected and upheld;

WHEREAS proposed reforms could include:

- Accelerating dispute resolution for ADUs and secondary rentals at the Landlord and Tenant Board (LTB) within 30 days, ensuring fairness for both tenants and landlords
- Introducing mediation services to resolve disputes quickly and amicably, reducing reliance on lengthy hearings
- Providing both landlords and tenants with enhanced tools for clear communication, such as standardized rental agreements and better screening practices

- Strengthening protections for tenants against unfair eviction while enforcing stricter penalties for tenants withholding rent in bad faith
- Ensuring law enforcement access to properties only under appropriate circumstances, respecting tenants' rights while supporting landlords in the resolution of unpaid rent issues
- Establishing a hardship relief fund for landlords impacted by unpaid rent, while ensuring tenants are also supported in cases of financial distress
- Offering free or low-cost legal assistance to both landlords and tenants to navigate disputes fairly.

NOW THEREFORE BE IT RESOLVED that the Town of Bradford West Gwillimbury Council requests the provincial government to look at ways to implement these balanced reforms that protect both small-scale landlords and tenants, ensuring fairness in the rental market; and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to Premier Doug Ford, our local Member of Provincial Parliament, President of the Association of Municipalities of Ontario, Minister of Municipal Affairs and Housing, Attorney General, and all Ontario municipalities to support the creation of balanced protections for both landlords and tenants

CARRIED.

Thank you for your consideration of this request.

Regards,



Tara Reynolds  
Clerk, Town of Bradford West Gwillimbury  
(905) 775-5366 Ext 1104  
[treynolds@townofbwg.com](mailto:treynolds@townofbwg.com)

CC: President of Association of Municipalities of Ontario, Robin Jones - [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)  
Hon. Paul Calandra, Minister of Municipal Affairs and Housing - [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)  
Hon. Doug Downey, Attorney General - [attorneygeneral@ontario.ca](mailto:attorneygeneral@ontario.ca)  
All Ontario Municipalities

City Clerk's Office

**Secretariat**  
Sylvia Przezdziecki  
Council Secretariat Support  
City Hall, 12<sup>th</sup> Floor, West  
100 Queen Street West  
Toronto, Ontario M5H 2N2

Tel: 416-392-7032  
Fax: 416-392-2980  
e-mail:  
Sylvia.Przezdziecki@toronto.ca  
web: www.toronto.ca

**In reply please quote:  
Ref.: 25-MM26.7**

(Sent by Email)

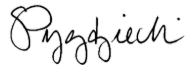
February 28, 2025

**ALL ONTARIO MUNICIPALITIES:**

**Subject: Member Motion Item 26.7  
Creation of a City of Toronto "Buy Local, Buy Canadian" Campaign - by  
Councillor Mike Colle, seconded by Councillor Jennifer McKelvie (Ward All)**

City Council on February 5, 2025, adopted [Item MM26.7](#) as amended and, in so doing, has forwarded the Item to all Ontario municipalities and encouraged them to join Toronto in a "Buy Local, Buy Canadian" campaign.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "Przezdziecki".

for City Clerk

S. Przezdziecki/mp

Attachment

c. City Manager

## City Council

### Member Motions - Meeting 26

MM26.7	ACTION	Amended		Ward: All
--------	--------	---------	--	-----------

### **Creation of a City of Toronto “Buy Local, Buy Canadian” Campaign - by Councillor Mike Colle, seconded by Councillor Jennifer McKelvie**

#### **City Council Decision**

City Council on February 5, 2025, adopted the following:

1. City Council request the City Manager, and relevant Divisions to develop a comprehensive, multifaceted “Buy Local, Buy Canadian” campaign in response to the potential 25-percent tariffs announced by the Trump Administration, such campaign to encourage Toronto residents and businesses to join the City of Toronto's divisions and its agencies and corporations in purchasing locally made Canadian goods and services in order to protect local jobs in Toronto and Ontario where the proposed punitive tariffs would result in hundreds of thousands of job losses if imposed on Canada.
2. City Council direct the Chief Financial Officer and Treasurer and the City Manager, in consultation with the Chief Procurement Officer and the General Manager, Economic Development and Culture, to accelerate the development of local procurement approaches as set out in Sidewalks to Skylines: A Ten-Year Action Plan for Toronto’s Economy to strengthen local businesses and protect local jobs.
3. City Council request the Federal Government to develop a standard recognizable label to be placed on all Canadian goods in clear, readable fonts that clearly shows percentages of Canadian content and any and all foreign content.
4. City Council forward the Item to all Ontario municipalities and encourage them to join Toronto in a “Buy Local, Buy Canadian” campaign.

#### **City Council Decision Advice and Other Information**

City Council considered the following Items together:

MM26.7 headed “Creation of a City of Toronto “Buy Local, Buy Canadian” Campaign - by Councillor Mike Colle, seconded by Councillor Jennifer McKelvie”; and

MM26.13 headed “Affirming Our Canadian Independence - by Councillor Stephen Holyday, seconded by Councillor Vincent Crisanti”.

#### **Summary**

With recent threats from President Donald Trump to impose a 25 percent tariff on Canadian products and services, it is important that municipalities, businesses, and residents across Canada stand up for our country, our economy, and our businesses.

The City of Toronto, Canada's largest municipality, has an opportunity to encourage residents, businesses, and cities across Canada to create and participate in a "Buy Local, Buy Canadian" campaign to ensure that we support local products, local businesses, and local growth.

This motion requests that the City Manager and relevant City Divisions develop a comprehensive "Buy Local, Buy Canadian" campaign that will encourage spending to further develop our own local economies through the purchasing of local goods and services when available.

### **Background Information (City Council)**

Member Motion MM26.7

(<https://www.toronto.ca/legdocs/mmis/2025/mm/bgrd/backgroundfile-252857.pdf>)

### **Communications (City Council)**

(February 2, 2025) E-mail from George Bell (MM.Supp)



BY-LAW NO 2025-13

---

BEING A BY-LAW TO ADOPT THE 2025 MUNICIPAL  
ANNUAL BUDGET FOR THE TOWNSHIP OF BILLINGS

---

**WHEREAS** Section 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues and has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority under this or any other Act;

**AND WHEREAS** Section 290 of the Municipal Act, 2002, s.o. 2001, C.25 as amended requires that a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

**AND WHEREAS** the Council of The Corporation of the Township of Billings deems it expedient to adopt the annual estimates for operating and capital purposes for the Township;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BILLINGS ENACTS AS FOLLOWS:**

- 1.0 That the Corporation of the Township of Billings Council hereby adopts the 2025 Municipal Budgets as contained in the attached Schedule "A" and Schedule 'B' and forms part of this By-law.
- 2.0 THAT this By-Law shall come into effect upon final passage.
- 3.0 THIS By-Law may be cited as "2025 Budget By-law"

**READ a FIRST and SECOND TIME** this 18<sup>th</sup> day of March, 2025

**READ a THIRD TIME and FINALLY PASSED** 18<sup>th</sup> day of March, 2025

---

Bryan Barker, Mayor

---

Véronique Dion, CAO/Clerk

SCHEDULE 'A' to By-Law No. 2025-13  
Township of Billings 2025 Municipal Budget

**Operating Budget 2025**

<b>Revenue</b>	
Municipal & School Board Tax	\$2,726,040
Payments in LIEU	\$5,993
Federal Funding	\$5,600
Provincial Funding	\$646,337
Water Usage Revenue	\$300,587
Fees, Charges & Donation Revenue	\$289,613
License & Permit Revenue	\$48,579
Investment Income	\$178,000
Penalties & Interest Revenue	\$23,350
Other Revenue (Incl. Power Gen Strn.)	\$50,000
<b>Total Revenue</b>	<b>\$4,274,099</b>
<b>Expense</b>	
Wages & Benefits	\$1,122,180
Advertising	
Auditing & Accounting	
Bad Debt Expense	
Bank Chgs. & Interest	
Overpayments	
Tower Communications	
Election Expense	
Fees & Licenses	
Health & Safety	
Insurance	
Legal Expense	
Loan Interest Expense	
Postage	
Professional Development	
Property Assessment	
Subscriptions & Memberships	
Tax Registration	
Travel	
Transfer to Asset Reserve	
Admin Expense	\$1,098,724
Total Building & Equipment	\$257,550
Contracts	
Pound	
Regulation Compliance Exp.	
Project Expenses	
Total Other Services	\$289,373
Ambulance	
Contribution Expense	
DSSAB Childcare	
DSSAB Ontario Works	
DSSAB Social Housing	
Home for Aged	
Levy School Boards - EP	
Levy Schools Boards - FP	
Levy Planning Board	
Policing	
Sudbury Dist. Health Unit	
Total Public Services	\$1,088,222
Roads - Hard Top	
Roads - Loose Top	
Roads - Winter Control	
Roads - Street Lights	
Total Roads	\$160,000
Library - Book Acquisitions	
Supplies	
Marina - Purchases - Products	
Marina - Purchases - Fuel	
Total Supplies & Equipment	\$166,125
Hydro	
Propane	
Telephone & Internet	
Total Utilities	\$88,925
<b>Total Expense</b>	<b>\$4,274,099</b>



SCHEDULE 'B' to By-Law No. 2025-20

Township of Billings 2025 Municipal Budget – Capital

<b>Capital Funding Sources</b>		<b>2025 New Capital Projects</b>	
EV Charging Station	22,500	Museum - Mariner's Park	12,000
Community Emergency Preparedness Grant	18,500	PW Generator	18,500
CCBF - formerly AMO Gas Tax	197,079	Lakeshore & Mud Creek Road Engineering	97,079
OCIF Capital Funding	121,669	Mud Creek & Lakeshore Road Work Reserve	162,470
Water Reserve	100,600	Modular Toilets	326,598
Deferred Revenue	160,500	Hard Surfacing	155,000
Current Year Budgeted Surplus	563,899	Water Treatment Plant (new equip.)	100,600
<b>Total Funding Sources</b>	<b>1,184,747</b>	Landfill Post Closure Cost	73,500
<b>Capital Expenditures</b>		OMR Bridge Guardrail	6,000
Buildings	211,500	Park Centre Parking Lot	30,000
Water Infrastructure	100,600	Accessibility Projects	20,000
Roads & Bridges	288,079	<b>Total New Capital Projects</b>	<b>1,001,747</b>
Recreation - Cedar Maze	10,000	<b>2024 Carry Forward Projects</b>	
Recreation - Mariner's Park	12,000	EV Charging Station	30,000
Road Reserve	489,068	Park Centre Flooring	43,000
Landfill Reserve	73,500	Cedar Maze	10,000
		Accessibility Grant	100,000
		<b>Total Carry Forward Projects</b>	<b>183,000</b>
<b>Total Expenses</b>	<b>1,184,747</b>	<b>Total New &amp; Carry Forward Projects</b>	<b>1,184,747</b>
<b>Net Capital Budget</b>		<b>0</b>	



*Township of*  
**BILLINGS**

*Come experience Billings... Exceptional*

# 2025 Budget

About the Township of Billings .....	3
Township of Billings Council 2022-2026 .....	3
Message from the Mayor .....	4
Message from Chief Administrative Officer / Clerk .....	4
Tax Rate Effect .....	5
Assessment.....	5
Asset Management Plan.....	5
2025 Goals and Objectives .....	6
Reserves .....	6
Current Long Term Debt Commitments .....	6
Provincial Funding .....	7
Grant Funding Ontario Municipal Partnership Fund (OMPF) .....	7
Ontario Community Infrastructure Fund (OCIF) .....	7
Northern Ontario Resource Development Support Fund (NORDS) .....	7
Ontario Arts Council – Library .....	8
Federal Funding .....	8
HRDC Canada Summer Jobs Grant / Grants in Lieu .....	8
Canada Community-Building Fund (CCBF)former AMO Gas Tax .....	8
Total Revenue- Operating .....	8
Expenses - Operating.....	9
Capital Budget.....	10

## About the Township of Billings

### The Heart of Manitoulin Island

The Township of Billings is formed from Billings Township and the Eastern half of adjacent Allan Township and occupies the north central portion of Manitoulin Island. It contains part of Lake Kagawong, Lake Manitou, Otter Lake and Lake Mindemoya, and its northern boundary is Lake Huron. The extensive lake frontage explains the residence distribution, and the large portion of seasonal residences. The Kagawong River drains Lake Kagawong, flows over Bridal Veil Falls, and reaches Lake Huron in the Hamlet of Kagawong. The Harbour at Kagawong is directly south of the Benjamin Islands cruising grounds on the North Channel, and between the harbour towns of Little Current to the east, and Gore Bay to the west. The M'Chigeeng First Nation reserve is within the boundaries of Billings, with Mindemoya directly to the south.

The economy of Billings is driven more by tourism and service industries than by agriculture or logging as in the past.

Thousands of tourists annually visit the township and take in the natural beauty of the area as well as visiting one of Manitoulin's premier sites, Bridal Veil Falls.

### Billings Township Boundaries



## Township of Billings Council 2022-2026

The Township of Billings is governed by an elected Council of five members, the Mayor, Deputy Mayor and three Councillors who serve a four-year term.

The Mayor and Council are responsible for developing a long-range vision for the future of the community. Council establishes policies that affect the overall operation of the municipal services and are responsive to the needs and wishes of residents.

**Top L-R, Councillor Michael Hunt, Councillor Ian Anderson, Councillor Vince Grogan Bottom L-R, Mayor Bryan Barker, Deputy Mayor Dave Hillyard**



## Message from the Mayor

The draft budget presented to council called for an 8% increase. Staff was asked to review the budget to see if the overall increase could be reduced. Following that review staff were able to reduce the original draft budget and recommended a 6.5% increase. Council will pass the 2025 budget with a breakout of operating and capital. The 6.5% increase was based on inflation and cost of living, our strategic plan, to be able to maintain our level of service and a modest increase for improvements within the community. The budget takes into consideration the challenges of maintaining affordable services within the community. A 6.5% increase would equate to a \$22.81 increase, per \$100,000.00 of property assessment per year.

There are similar budgetary challenges in 2025 as there were last year, such as higher than normal inflation, the aging infrastructure, and keeping the tax rate low. Some of those challenges are areas over which Council does not have control, such as increased costs to Emergency Services, insurance, Public Health, schools levies and increased costs of materials. The cost of providing services, amenities and facilities is increasing, and it will be up to Council to determine the fiscally responsible path forward.

We all understand that there is an expectation to maintain services that our residents rely on, while prioritizing key investments to replace our aging infrastructure. Council must also look forward to the opportunities for growth and future development. There is no doubt that there are many challenges facing Council in how best to deal with maintaining our current service levels, including the issues associated with deferred maintenance and capital investments.

The public needs services from the Township and other levels of government but, have limited resources for tax increases to cover increased servicing. Municipal staff have provided council with an excellent document that will guide our budget deliberations. It will provide information that will help Council establish a foundation to move forward for next year and beyond. On behalf of Council and staff, I wish you the best in the year 2025.

Mayor Bryan Barker

## Message from Chief Administrative Officer / Clerk

Council and staff have worked hard to put forward a strong but fair budget that will set the township up for future success while reinvesting into its residents. This year's budget took into consideration the need for capital reinvestments, the need to provide services at reasonable rates, and the need to complete past projects, all while ensuring the municipality is protected from unexpected events.

With the current economic challenges, Council wants to ensure the Township is set for success in the years to come, we can accomplish this by protecting our assets. Our current asset management plan recommends we reinvest into our assets at a certain rate to ensure we get the most out of our assets before we need to do costly replacements. Prioritizing current assets that need attention will ensure future budget stability by addressing issues before replacement becomes necessary. For this year's reinvestment, we've set aside funds to complete engineering on 2 of our roads which have been identified as priorities. Funding often has short timeline so by having engineering ready, we will be better equipped to access provincial and federal funding opportunities when they come out. As part of our efforts to protect our assets, we've completed a comprehensive insurance review readjusting replacement costs for many of our assets to ensure we have a proper level of insurance, protecting the taxbase from those potential losses.

This year's budget included a comprehensive fees review. With the initial review, we were able to identify areas where the fees set at the time were no longer sufficient to maintain the service without subsidizing it through taxation. Certain individual services should be provided with full cost recovery, such as building fees. Throughout 2025, Council will be adopting an appropriate level of fees on a variety of services. The addition

of these fees will help to provide some relief to the taxbase as we continue to see increasing costs from our major non-discretionary service providers such as policing, social services and public health.

One ongoing project that Council wishes to move forward with in 2025 is to get better at our waste management which has been an ongoing concern for the community for some years. Council has made a considerable commitment to waste management by expanding an existing part time position to full time, adding the role of waste management coordinator as part of their responsibilities. This year's review of our landfill and waste management practices will hopefully help extend the life of our landfill and find new ways of dealing with municipal waste which could potentially lead to new revenues. Another ongoing project that will see some progress is the Waterfront Redevelopment Project which has been an ongoing investment into the community. The allocation of some reserves will ensure that we will be moving forward is the new washroom facilities for which septic has already been provided for. We will be looking at how we can secure additional provincial/federal funding for this project in the coming months.

The Township is investing in a healthy community by now providing Active living programing, look for events and updates on our website, our Facebook page and now on our new app, you can download it for free on your app store by looking for TownApp, once downloaded, look for Billings.

Véronique Dion, CAO/Clerk

## Tax Rate Effect

With increased operating costs and aging infrastructure both requiring additional funds, it has been challenging to continue to offer the same high level of services, address emergency infrastructure issues and include new projects.

During the previous term of Council, the Township of Billings continued to provide quality services to residents with as minor impact on the tax rate as possible, but the investment in infrastructure was limited. During the 2022-2026 Council term, Council will be looking ahead and focusing on infrastructure needs; and strive to adopt budgets with a feasible tax rate increase to maintain services and infrastructure. This will put the Township in a better position moving forward as we have significant investments needed towards infrastructure in adopted asset management plan.

**For 2025, a 1% increase on the municipal tax rate equals approximately \$22,635.50.**

## Assessment

Property assessments are based on the current value of properties as of a legislated valuation date, which is currently January 1, 2016. The Ontario government has extended the current property assessment cycle and the valuation date through to the end of the 2024 taxation year. The Ontario government has announced its intention to conduct a review of the property taxation system, and therefore property reassessment will be deferred until this work has been completed.

Assessment growth results from property taxes are primarily due to the phased in assessment which is determined by MPAC as well as increases stemming from new development within Billings.

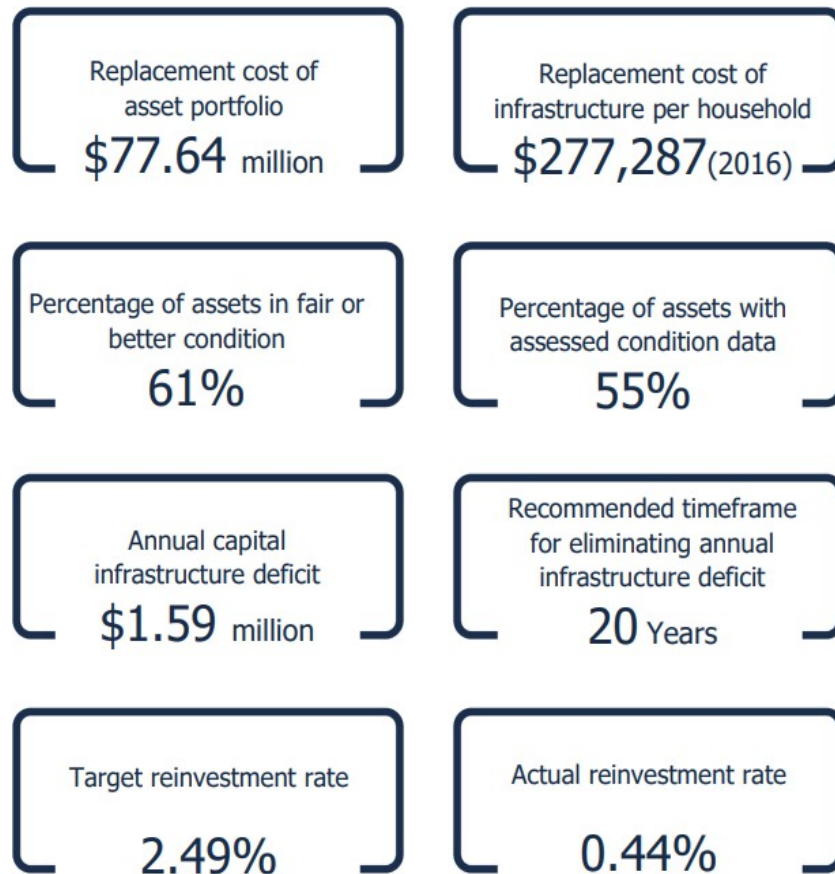
## Asset Management Plan

Municipal infrastructure provides the foundation for the economic, social, and environmental health and growth of a community through the delivery of critical services. The goal of asset management is to deliver an adequate level of service in the most cost-effective manner. This involves the development and implementation of asset management strategies and long-term financial planning.

As part of the Infrastructure for Jobs and Prosperity Act, 2015, the Ontario government introduced Regulation 588/17 - Asset Management Planning for Municipal Infrastructure (O. Reg 588/17). Following this regulation, every municipality shall prepare an Asset Management Plan (AMP) in respect of its core municipal infrastructure assets by July 1, 2021, the municipalities shall report on specific current levels of service being provided by core municipal infrastructure assets, determined in accordance with qualitative descriptions and technical metrics defined by the regulation. The data reported should be from at most the two calendar years prior to the year in which all information required is included in the asset management plan.

The Township of Billings has achieved compliance with O. Reg. 588/17 to the extent of the requirements that must be completed by July 1, 2022. There are additional requirements concerning proposed levels of service and growth that must be met by July 1, 2024, and 2025.

The 2021 Asset Management Plan identified the following key statistics, specifically that the target reinvestment rate for the replacement and maintenance of our core infrastructure is 2.49% and Billings is only investing 0.44%.



## 2025 Goals and Objectives

The overall objective of the 2025 budget is to present Council with a budget that maintains the current service levels of the Township, recognizes the need to invest and plan for infrastructure projects. It leverages grant funding opportunities, identifies modernization initiatives, and considers the capacity of staff and current resources.

## Reserves

Reserves and Reserve Funds are an essential part of the Township of Billings finances. The purpose of the reserves is to save for future infrastructure needs to avoid spikes and dips in the overall tax levy. By setting aside funds each year, we can spread out the cost for the maintenance or replacement of our assets.

## Current Long/Short- -Term Debt Commitments

Debt financing is one mechanism used for funding large capital projects, along with a capital levy and reserve funds. Capital projects provide benefits to residents over a number of years and therefore, it is appropriate to spread the cost over the benefit period to achieve “intergenerational equity.”

In the Province of Ontario, municipalities have the authorization to incur long-term debt for municipal infrastructure if annual debt repayments do not exceed 25% of net revenues. The Province provides an annual statement for municipalities known as the Annual Repayment Limit (ARL) statement, outlining the revenue and debt servicing calculations. Billings’ 2023 ARL statement from the Province indicates an ARL of \$764,319 based on the FIR (Financial Information Return).

The Township of Billings has used debt financing sparingly in the past; however, with aging infrastructure and end of life assets, the Township has had to rely on infrastructure debentures to assist in off-setting the significant costs to replace assets. In 2024, Council approved applying to Infrastructure Ontario for short-term debenture financing. Council entered a debenture in the amount of \$425,000, at an interest rate of 3.44% p.a. (compounded semi-annually) for a term of 5 years for the Old Mill Road Bridge project.

## Provincial Funding

### Grant Funding Ontario Municipal Partnership Fund (OMPF)

The OMPF is the Province's main general assistance grant to municipalities. The program primarily supports northern and rural municipalities across the province. Its objectives are to:

- recognize the challenges of northern and rural municipalities, while targeting funding to those with more challenging fiscal circumstances.
- support areas with limited property assessment; and
- assist municipalities that are adjusting to year-over-year funding changes.

For 2025, the Township of Billings **OMPF funding is \$620,000** and increase of \$76,425 over 2024 of \$544,275.

### Ontario Community Infrastructure Fund (OCIF)

OCIF supports local infrastructure projects by providing stable and predictable funding for communities with populations under 100,000 along with all rural and northern communities. For 2025, the Township of Billings will receive **OCIF funding in the amount of \$121,669** a decrease of \$6,435 over 2024 of \$128,104.

### Northern Ontario Resource Development Support Fund (NORDS)

Ontario’s Northern Ontario Resource Development Support (NORDS) Fund provides annual funding over five years (2021-2022 -2025-2026) to municipalities in Northern Ontario to support investments in local infrastructure.

**For 2025, the Township of Billings will receive \$74,557.52.** This is a reduction of \$2,275.75 to account for interest gained on the funding as the Township has saved the funds over the years for the Old Mill Road Bridge project. (Originally assigned to the Mud Creek Bridge).



## Ontario Arts Council – Library

The Ontario Arts Council (OAC) provides an operating grant for the Billings Library. For 2025 the library will receive a grant in the amount of **\$10,000**.

## Federal Funding

### HRDC Canada Summer Jobs Grant / Grants in Lieu

Canada Summer Jobs (CSJ) provides wage subsidies to employers from not-for-profit organizations, the public sector, and private sector organizations with 50 or fewer full-time employees, to create quality summer work experiences for young people aged 15 to 30 years.

The Township of Billings anticipates approximately \$5,600 for student positions.

### Canada Community-Building Fund (CCBF)former AMO Gas Tax

The Canada Community-Building Fund (CCBF) is a permanent source of funding provided up front, twice-a-year, to provinces and territories, who in turn flow this funding to their municipalities to support local infrastructure priorities.

The Township of Billings will receive 47,349 in 2025 for a total accumulated revenue of 197,079 in CCBF Funding to use toward capital improvements to roads.

## Total Revenue- Operating

<b>Revenue</b>	<b>2025 Proposed</b>
Municipal & School Board Tax	2,726,040
Payments in LIEU	5,993
Federal Funding	5,600
Provincial Funding	646,337
Water Usage Revenue	300,587
Fees, Charges & Donation Revenue	289,613
License & Permit Revenue	48,579
Investment Income	178,000
Penalties & Interest Revenue	23,350
Other Revenue	50,000
<b>Total Revenue</b>	<b>4,274,099</b>

## Expenses- Operating

<b>Expense</b>	<b>2025 Proposed</b>
Wages & Benefits	1,122,180
Admin Expense	1,098,724
Building & Equipment	257,550
Other Services	289,373
Public Services	1,088,222
Roads	163,000
Supplies & Equipment	166,125
Utilities	88,925
<b>Total</b>	<b>4,274,099</b>

## Capital Budget

Capital Funding Sources		2025 New Capital Projects	
EV Charging Station	22,500	Museum - Mariner's Park	12,000
Community Emergency Preparedness Grant	18,500	PW Generator	18,500
CCBF - formerly AMO Gas Tax	197,079	Lakeshore & Mud Creek Road Engineering	97,079
OCIF Capital Funding	121,669	Mud Creek & Lakeshore Road Work Reserve	162,470
Water Reserve	100,600	Modular Toilets	326,598
Deferred Revenue	160,500	Hard Surfacing	155,000
Current Year Budgeted Surplus	563,899	Water Treatment Plant (new equip.)	100,600
<b>Total Funding Sources</b>	<b>1,184,747</b>	Landfill Post Closure Cost	73,500
<b>Capital Expenditures</b>		OMR Bridge Guardrail	6,000
Buildings	211,500	Park Centre Parking Lot	30,000
Water Infrastructure	100,600	Accessibility Projects	20,000
Roads & Bridges	288,079	<b>Total New Capital Projects</b>	<b>1,001,747</b>
Recreation - Cedar Maze	10,000	<b>2024 Carry Forward Projects</b>	
Recreation - Mariner's Park	12,000	EV Charging Station	30,000
Road Reserve	489,068	Park Centre Flooring	43,000
Landfill Reserve	73,500	Cedar Maze	10,000
		Accessibility Grant	100,000
		<b>Total Carry Forward Projects</b>	<b>183,000</b>
<b>Total Expenses</b>	<b>1,184,747</b>	<b>Total New &amp; Carry Forward Projects</b>	<b>1,184,747</b>
<b>Net Capital Budget</b>		<b>0</b>	



BY-LAW NO 2025-14

---

BEING A BY-LAW TO SET THE TAX RATIOS FOR THE  
2025 TAXATION YEAR FOR THE TOWNSHIP OF BILLINGS

---

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

**AND WHEREAS** the Municipal Act S.O. 2001, c 25, Section 308 provides that every municipality shall establish a set of tax ratios and shall pass a by-law in each year to establish the tax ratios for that year for the municipality;

**AND WHEREAS** the Municipal Act S.O. 2001, c 25, Section 308 provides that the tax ratios are the ratios that the tax rate for each property class must be to the tax rate for the residential property class where the residential property class tax ratio is 1

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BILLINGS ENACTS AS FOLLOWS:**

1.0 THAT for the 2025 taxation year the following tax ratios shall apply:

Tax Class	Tax Ratio
Residential	1.000
Commercial	1.030
Industrial	1.040
Farm	0.250
Managed Forest	0.250

2.0 THIS By-Law shall come into full force and effect upon final passage.

3.0 THIS By-Law may be cited as "2025-14 Tax Ratio By-law"

**READ a FIRST and SECOND TIME** this 18<sup>th</sup> day of March, 2025

**READ a THIRD TIME and FINALLY PASSED** 18<sup>th</sup> day of March, 2025

---

Bryan Barker, Mayor

---

Véronique Dion, CAO/Clerk



BY-LAW NO 2025-15

---

BEING A BY-LAW TO AUTHORIZE THE LEVYING OF TAX RATES AND  
COLLECTION OF TAXES FOR THE YEAR 2025

---

**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** Section 312 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that the Council of a local Municipality shall, after the adoption of estimates for each year, pass a by-law to levy a separate tax rate on the assessment in each property class, including any adjustments made under the Assessment Act for the purposes of raising the general local municipal levy;

**AND WHEREAS** the Council of the Corporation of the Township of Billings has, in accordance with the Municipal Act, 2001, considered the estimates of the municipality and it is necessary that the following sums be raised by means of taxation for the year 2025;

Municipal Purposes:           \$ 2,409,849.54  
Education Purposes:         \$ 311,217.75

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF BILLINGS ENACTS AS FOLLOWS:**

1.0        **THAT** for the 2025 taxation year the following tax rates shall apply:

Tax Class	Municipal	Education
Residential	0.01269057	0.001530
Commercial	0.01307129	0.00644236
Industrial	0.01319819	0.008800
Farm	0.00317217	0.0003825
Managed Forest	0.00317217	0.0003825
PIL Residential	0.01269057	0.001530
PIL Commercial	0.01307129	0.00644236
PIL Landfill	0.00317217	0.0003825

2.0        **THAT** every owner shall be taxed according to the tax rates of this by-law and such tax shall become due and payable in two instalments as follows: 50% of the previous year's levy shall become due and payable on March 31, or the last working day in March; and that the balance of the final levy shall become due and payable on September 30, or the last working day in September.

3.0        **THAT** non-payment of this amount, as noted on the dates stated in accordance with this by-law constitutes default. On all taxes of the levy, which are in default after March 31, 2025 and after September 30, 2025, a penalty of 1.25 percent shall be added on the first day of each and every month, for each month or fraction thereof which arrears continues, until December 31, 2025.

- 4.0 THAT all taxes unpaid as of December 31, 2025 interest shall be added at the rate of 1.25 percent per month or fraction thereof in which arrears continue.
- 5.0 THAT the Treasurer is hereby authorized to mail or cause to be mailed the notice of taxes due to the address of the residence or place of residence of the person to whom such notice is required to be given, on or before September 8, 2025.
- 6.0 THAT the Treasurer shall proceed to collect the amount to be raised by the by-law together with all other sums on the tax roll in the manner as set forth in the Assessment Act and the Municipal Act and all other by-laws in force.
- 7.0 THAT this By-Law shall come into effect upon final passage.
- 8.0 THIS By-Law may be cited as “2025-15 Tax Rate By-law”

**READ a FIRST and SECOND TIME** this 18<sup>th</sup> day of March, 2025

**READ a THIRD TIME and FINALLY PASSED** this 18<sup>th</sup> day of March, 2025

---

Bryan Barker, Mayor

---

Véronique Dion, CAO/Clerk



BY-LAW NO 2025-16

---

BEING A BY-LAW TO ADOPT SCHEDULES OF USER FEES AND SERVICE CHARGES FOR THE TOWNSHIP OF BILLINGS

---

**WHEREAS** Section 391(1) of the Municipal Act S.O. 2001, c. 25, as amended, authorizes the Council of a local municipality to pass by-laws imposing fees and charges for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and for the use of its property including property under its control;

**AND WHEREAS** the Municipal Council of the Corporation of the Township of Billings deems it desirable to have their user fees and user charges reflected in one by-law;

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

1. THAT the schedules of departmental user fees, listed below and attached hereto and forming part of this by-law, are hereby adopted by the Council of the Township of Billings
  - a. Schedule A – Administrative Fees
  - b. Schedule B – Water and Sewer Fees
  - c. Schedule C – Merchandise
  - d. Schedule D – Building
  - e. Schedule E– Cemetery
  - f. Schedule F – Planning
  - g. Schedule G – Rent and Leases
  - h. Schedule H – Waste Management
  - i. Schedule I – Recreation
  - j. Schedule J – Works Department
  - k. Schedule K – Fire and Emergency
  - l. Schedule L – Licensing and Permits
2. THAT Changes to the Schedules of this by-law may be completed by approving the changed by a resolution of Council
3. THAT this by-law and its schedules be reviewed by administration on an annual basis.
4. THAT organisation holding children’s or seniors even as well as non-for-profit organisations are eligible for a 50% reduction in standard rental rates only. Any additional request must be approved by Council.
5. THAT the Clerk of the Corporation of the Township of Billings is hereby authorized to make any minor modifications or corrections of an administrative, numerical, grammatical, semantically or descriptive nature or kind to the by-law and schedule as may be deemed necessary after the passing of this by-law, where such modifications or corrections do not alter the intent of the by-law.

6. THAT the By-Laws listed below be amended in the following ways:

<b>By-Law #</b>	<b>Current Clause</b>	<b>Replacement Clause</b>
2023-99	6.2.1 - Where there is a written request for a refund of permit fees paid, the Chief Building Official shall determine the amount of fees to be refunded in accordance with Schedule "C" attached to this By-law.	6.2.1 - Where there is a written request for a refund of permit fees paid, the Chief Building Official shall determine the amount of fees to be refunded in accordance with Schedule "D" of the consolidated Fees By-Law #2025-16

7. THAT the following by-laws are hereby repealed.

•

8. THAT this by-law may be referred to as the "Fees By-Law" or "Consolidated Fees By-Law"

9. THAT in the event any provision, or part thereof, of this By-Law including any of the Schedules is found by a court of competent jurisdiction, to be ultra vires, such provision, or part thereof, shall be deemed to be severed and the remaining portion of such provision and all provisions of this by-law including all Schedules shall remain in full force and effect

10. THAT this by-law shall come into force and effect immediately upon the final passing thereof.

**READ a First and Second time** this 18<sup>th</sup> day of March 2025

**READ a third and final time and passed** this 18<sup>th</sup> day of March 2025

---

Bryan Barker, Mayor

---

Véronique Dion, CAO/Clerk

## Schedule A – Administrative Fees

Current fees remain in place, item to be replaced once review is completed.



## Schedule B – Water and Sewer Fees

Current fees remain in place, item to be replaced once review is completed.

## Schedule C – Merchandise

Current fees remain in place, item to be replaced once review is completed.

Schedule D – Building

Schedule D to By-Law #2025-16

<b>Building Permit Fees</b>	<b>2025 Fees</b>
<b>Base Fee</b>	\$ 150.00
<b>Failure to obtain a permit</b>	Double the cost of the permit
<b>RESIDENTIAL</b>	
Single Detached Dwelling	\$ 1.25
Interior & Exterior Alterations/Additions/Repairs & Finished Basements	\$120/inspection
Garage/Carport/Shed/Boathouse & Alterations	\$ 1.00
<b>AGRICULTURAL</b>	
6 Farm Buildings	\$0.25/sqft
<b>OTHER PERMIT FEES</b>	
15 Demolition	\$ 75.00
Structural relocation	\$ 150.00
<b>ADDITIONAL FEES</b>	
21 Re-inspect works not ready	\$80.00/visit
renewal of permit / extension	\$150 after 2yrs
23 Occupancy Permit	
24 Revision to approved plans	\$ 100.00
change of use	\$ 150.00
Compliance Letter	\$ 60.00
<b>Refunds</b>	
Admin functions	80.00%
Admin & Zoning	70.00%
Admin, Zoning and Plan Review	45.00%
Permit released and no field inspections completed	35.00%

## Schedule E – Cemetery

Current fees remain in place, item to be replaced once review is completed.

## Schedule F – Planning

Current fees remain in place, item to be replaced once review is completed.

## Schedule G – Rent and Leases

Current fees remain in place, item to be replaced once review is completed.

## Schedule H – Waste Management

Current fees remain in place, item to be replaced once review is completed.



## Schedule I – Recreation

Current fees remain in place, item to be replaced once review is completed.

## Schedule J – Works Department

Current fees remain in place, item to be replaced once review is completed.

## Schedule K – Fire and Emergency

Current fees remain in place, item to be replaced once review is completed.

## Schedule L – Licensing and Permits

Current fees remain in place, item to be replaced once review is completed.



BY-LAW NO 2025-17

---

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

---

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

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

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

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

1. THAT the actions of the Council of The Corporation of The Township of Billings at its Council Meeting held on March 18, 2025 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 "March 18, 2025 Confirmatory By-Law"

**READ a FIRST and SECOND TIME** this 18<sup>th</sup> day of March, 2025

**READ a THIRD TIME and FINALLY PASSED** this 18<sup>th</sup> day of March, 2025

---

Bryan Barker, Mayor

---

Véronique Dion, CAO/Clerk